



1 Clifford Dr., Plattsburgh, NY 12901

Phone: (518) 561-7500

<https://plattscsd.org/plattsburgh-high-school/>



PLATTSBURGH HIGH SCHOOL

Student & Family HANDBOOK

2024-2025 School Year

Dear Students & Families,

The faculty and staff at Plattsburgh High School would like to welcome you to the 2024-2025 school year. We hope that this school year will be filled with exciting new learning experiences, personal improvement, unforgettable times with friends, and a sense of belonging to the Plattsburgh High School community. Our focus this year, as always, is to help each student reach their highest potential.

We aim to provide each student who walks through our doors with the necessary tools to be productive members of society. Students will receive academic tools from their classes, and our faculty will support them behaviorally to ensure their success in the high school setting.

The tools you will receive will apply primarily to three school-wide **Behavioral Expectations: Be Responsible, Be Respectful, and Be Safe**. These expectations will be posted in every classroom and non-classroom areas. A summary can be found in the positive behavioral expectations pages of the handbook. We believe that when students make responsible choices, treat others with respect, and make safe decisions, everyone will feel a greater sense of belonging and success.

Throughout the school year, we will teach these behavioral expectations in various ways and settings. We will acknowledge students for demonstrating responsibility, respect, and safety, while also re-emphasizing expectations as needed. Clear understanding and consistent feedback will empower students to make appropriate behavioral choices.

We wish you the best of luck for a great school year at Plattsburgh High School!

Sincerely,

The PHS Faculty & Staff



Directory

Note: A complete staff directory can be found at <https://plattscsd.org/plattsburgh-high-school/staffphps/>

Location	Name	Contact
Main Office		(518) 561-7500
Principal	Mr. Valenzuela	x5009
Assistant Principal	Ms. Vaillancourt	x5008
Attendance Secretary	Ms. Pray	x5671
School Nurse	Ms. Pregore	x5003
School Psychologist	Mr. DeBella	x5078
School Psychologist	Ms. Quinn	x5076
Guidance Office	Ms. Rose	x5071
Athletic Coordinator	Mr. Hartman	x5091
Food Service Director	Ms. Lopez	x5093

Questions

Question about ...	Answer located ...
Academic Progress	Teachers and/or Guidance Counselor
Accidents/Illness	School Nurse
Advanced Placement	AP Coordinator
Announcements	Main Office
Attendance	Attendance Secretary
College Advanced Placement	CAP Coordinator
CV-TEC/Vocational Education	Guidance Counselor
Clubs & Activities	Club Advisor
Fundraising	Assistant Principal
Lockers	Assistant Principal and/or Office Secretary
Lost & Found	Main Office
PE Medical Excuse	School Nurse
Personal Concerns	School Counselor
Problems with another student	Assistant Principal and/or School Counselor
Problems with faculty/staff	Assistant Principal and/or Principal
Scheduling Courses	School Counselor
Scheduling Use of Building	Main Office
Working Papers	Main Office

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Introduction

Plattsburgh City School District Values

Our mission is to educate each student of the Plattsburgh City School District by creating challenging, supportive, and interactive learning that advances intellectual, physical, social, and cultural development.

Culture

Our culture is built by hard working people. Compassion, collaboration, empathy, and supportive feedback lead our way.

Commitments



We are committed to modeling and maintaining safe, respectful, and responsible learning environments.



We are committed to preserving and promoting a school culture that champions positivity, diversity, teamwork, and an inclusive school climate.



We are committed to increasing family and community involvement in order to accelerate student success and reach our student-centered mission.



We are committed to utilizing research based instructional practices and innovative tools to support each student's progress, development, and achievement.



We are committed to providing continuous professional learning and growth opportunities across our district to build well-rounded leaders, effective teachers, and exemplary employees.

Core Beliefs



We believe that learning is a lifelong process.



We believe in building to building collaboration.



We believe in the power of resilience and perseverance.



We believe in pursuing excellence by making our best better.



We believe in the ongoing process of preparing each student for life.



We believe each person deserves a network of trust, kindness, acceptance, and support within our schools and our community.



We believe self-awareness, self-management, social awareness, relationship skills, and responsible decision-making are essential to building productive citizens.

Student Standards



Critical Thinker — All students will be capable of problem solving, decision making, and risk taking enabling them to function in an efficient, productive way in society.



Effective Communicator — All students will develop the skills necessary to communicate effectively.



Healthy Citizen — All students will consistently make healthful choices demonstrating respect for their physical, emotional, and social well-being.




Lifelong Learner — All students will develop the skills of self-evaluation and inquiry to engage in the process of lifelong learning.



Responsible Citizen — All students will positively apply understandings of their own and diverse cultures to a changing world.



District Calendar



Plattsburgh City School District 2024-2025 School Calendar

Dates underlined students in attendance.
 Dates circled teacher only school days.
 Dates blocked school is in recess.

Dates Shaded K-12 Early Release
 Opening day for staff is **Sept. 3**
 Opening day for students is **Sept. 4**
 Parent/Teacher Conference Day is **Nov. 26**

SEPTEMBER 2024							OCTOBER 2024							NOVEMBER 2024							DECEMBER 2024							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	7			<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	5						<u>1</u>	2		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	6	7
8	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	14	6	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	12	3	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	9	8	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	14	
15	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	21	13	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	19	10	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	16	15	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	21	
22	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	28	20	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	26	17	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	23	22	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	28	
29	<u>30</u>						27	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>			24	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	30	29	<u>30</u>	<u>31</u>					

JANUARY 2025							FEBRUARY 2025							MARCH 2025							APRIL 2025						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			<u>1</u>	<u>2</u>	<u>3</u>	4						1						1				<u>1</u>	<u>2</u>	<u>3</u>	4	5	
5	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	11	2	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	8	2	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	8	6	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	12
12	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	18	9	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	15	9	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	15	13	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	19
19	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	25	16	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	22	16	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	22	20	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	26
26	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>		23	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>		23	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	29	27	<u>28</u>	<u>29</u>	<u>30</u>			
														30	<u>31</u>												

MAY 2025							JUNE 2025							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
				<u>1</u>	<u>2</u>	3		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	6	7
4	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	10	8	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	14	
11	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	17	15	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	21	
18	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	24	22	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	28	
25	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	31	29	<u>30</u>						

SUMMARY OF SCHOOL DAYS

Sept.	20	Feb.	15
Oct.	22	Mar.	21
Nov.	17	Apr.	17
Dec.	15	May	21
Jan.	20	June	19

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Holidays - School is not in Session

Labor Day	Sept. 2	Indigenous Peoples' Day	Oct. 14
Veterans' Day	Nov. 11	Thanksgiving Day	Nov. 28
Christmas Day	Dec. 25	New Year's Day	Jan. 1
Martin Luther King Day	Jan. 20	Asian Lunar New Year	Jan. 29
Memorial Day	May 26	Juneteenth	June 19

BOARD APPROVED

2/8/2024

PLEASE NOTE

All calendar days including recesses are subject to change due to emergency days (calendar includes 5 emergency days). Recess travel plans must be arranged to accommodate these changes.

1. If no emergency days are used before January 24th, then February 14th will be rescheduled as recess with all schools closed.
2. If only 4 emergency days are used, May 23rd will be rescheduled as recess with all schools closed.
3. If only 3 emergency days are used, May 22nd and May 23rd will be rescheduled as recess with all schools closed.
4. If only 2 emergency days are used, April 18th, May 22nd, and May 23rd will be rescheduled as recess with all schools closed.
5. If only 1 emergency day is used, March 14th, April 18th, May 22nd, and May 23rd will be rescheduled as recess with all schools closed.

Procedures

Bell Schedule

Period	Regular	Early Release	Advisory	Assembly	Two (2) Hour Delay
1	8:00 – 8:41	8:00 – 8:20	8:00 – 8:39	8:00 – 8:36	10:00 – 10:28
2	*8:44 – 9:29	8:23 – 8:48	8:42 – 9:25	8:39 – 9:19	10:31 – 11:04
3	9:32 – 10:13	8:51 – 9:11	9:28 – 10:07	9:22 – 9:58	11:06 – 11:34
			+Advisory 10:10 – 10:28		
4	10:16 – 10:57	9:14 – 9:34	10:31 – 11:10	10:01 – 10:37	11:37 – 12:05
5	11:00 – 11:41	9:37 – 9:57	11:13 – 11:52	10:40 – 11:16	12:08 – 12:36
6	11:44 – 12:25	10:00 – 10:20	11:55 – 12:34	11:19 – 11:55	12:39 – 1:07
7	12:28 – 1:09	10:23 – 10:43	12:37 – 1:16	11:58 – 12:34	1:10 – 1:38
8	1:12 – 1:53	10:45 – 11:05	1:19 – 1:58	12:37 – 1:13	1:40 – 2:08
9	**1:56 – 2:40	11:08 – 11:30	2:01 – 2:40	1:16 – 1:52	2:11 – 2:41



PLATTSBURGH CITY SCHOOL DISTRICT BEHAVIORAL EXPECTATIONS MATRIX



	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
ACROSS ALL SETTINGS	<ul style="list-style-type: none"> Use appropriate language 	<ul style="list-style-type: none"> Report all inappropriate behavior Follow directions of adults 	<ul style="list-style-type: none"> Keep hands/feet to self Do not open outside doors for anyone
ARRIVAL/DISMISSAL	<ul style="list-style-type: none"> Be aware of others personal space Keep all pathways to entrances clear Wait patiently in designated areas Voice Level 2 	<ul style="list-style-type: none"> Arrive on time Report directly to your destination Place bikes/scooters in bike rack 	<ul style="list-style-type: none"> Always walk Use sidewalks and crosswalks on school property
CLASSROOM/SPECIALS	<ul style="list-style-type: none"> Follow classroom routines and expectations Use kind words and actions Voice Level 0-3 	<ul style="list-style-type: none"> Arrive on time Come prepared for class 	<ul style="list-style-type: none"> Use classroom equipment/materials appropriately Get permission to leave the room
BATHROOM	<ul style="list-style-type: none"> Respect privacy of others Clean up after yourself Wait patiently Voice Level 0-2 	<ul style="list-style-type: none"> Flush after use Return directly to your destination (use passes properly) 	<ul style="list-style-type: none"> Wash hands with soap and water Keep water in the sink and toilet
HALLWAY/STAIRWAY/LOCKER	<ul style="list-style-type: none"> Be aware of others around you Voice Level 0-2 	<ul style="list-style-type: none"> Report directly to your destination (use passes properly) 	<ul style="list-style-type: none"> Walk – Stay to the right Remain in the building Keep combinations private
CAFETERIA	<ul style="list-style-type: none"> Use kind words and actions Voice Level 0-2 	<ul style="list-style-type: none"> Clean up after yourself Remain in the cafeteria until dismissed 	<ul style="list-style-type: none"> Walk Ask permission from the monitors before leaving the cafeteria
RECESS	<ul style="list-style-type: none"> Use kind words and actions Voice level 3 	<ul style="list-style-type: none"> Ask for help when needed Dress appropriately (weather/activities) 	<ul style="list-style-type: none"> Stay where adults can see you Use equipment properly
ASSEMBLIES/SPECIAL EVENTS/EXTRA-CURRICULAR	<ul style="list-style-type: none"> Listen when others are speaking Ask relevant questions Show appreciation through applause Voice Level 0-3 	<ul style="list-style-type: none"> Arrange for a ride when necessary 	<ul style="list-style-type: none"> Enter/Exit in an orderly fashion Stay with group/class

Student Rights & Responsibilities

For a more complete text of these policies, go to www.plattscsd.org and see the Code of Conduct.

Statement of Rights and Responsibilities

Rights entail responsibilities: students have the right to an education and the responsibility to see that all students enjoy this right. No student has the right to interfere with the education of another student.

Students share the responsibilities for development as citizens and are expected to participate in school affairs and conduct themselves in an acceptable manner in accordance with their maturity, age, and school policies. They will also maintain a level of health and health habits consistent with the well-being of the school community.

The privileges and rights of all students shall be granted without regard to a person's actual or perceived race, color, creed, sex, sexual orientation, gender, religion, national origin, age, marital status, or disability.

Access to Student Records

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age the following rights:

1. The right to inspect and review your child's education records within 45 days of the day the district receives a request for access.

Parents should submit to the Building Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify you of the time and place where the records may be inspected.

2. The right to request the amendment of your child's records you believe are inaccurate or misleading.

Parents may ask the district to amend a record that they believe is inaccurate or misleading by writing to the Principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested, it will notify the parent of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided at this same time.

3. The right to consent to disclosures of personally identifiable information contained in your child's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the

district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The Office that administers FERPA is the Family Policy Compliance Office, U. S. Department of Education, 600 Independence Avenue SW, Washington, D.C. 20202-4605.

Student Government

In the high school, there is an elective and representative student government, which has established reasonable standards for candidates for office, conducts annual elections within the guidelines of its constitution, and assists in coordinating operation of student activities.

The student government will work to see that the purposes of the school are fulfilled and to improve communication among students, teachers, parents, and school. It should also be involved in the process of developing curriculum guidelines for extra-curricular activities, and of establishing disciplinary policies.

Representatives selected by the student government shall meet at least monthly with the principal to exchange views, to share in the formation of school-student policies, and to discuss school-student relations and other matters of student concern.

The student government, with the advice of its adviser and the principal, will be responsible for advising officers of student activities on policies and regulations pertaining to receiving, transferring, and expending monies derived from fund-raising activities. All monies collected and raised by school organizations shall be promptly deposited in the school extra-curricular account, according to established policy.

School Improvement Planning Team

Representative members of each stakeholder group (parent, student, support staff, faculty, and administration) will serve on a SIP team whose purpose is the forming of committees to consider matters of school-wide concern. Such matters may be submitted by any stakeholder and be placed on the agenda for the SIP team when appropriate.

Student Publications

Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right may not interfere with the rights of others. Freedom of expression may not be utilized to present material that tends to be obscene or slanderous, or to defame character, or to advocate violation of federal, state, or local laws or official school policies, rules and regulations.

The principal, in consultation with student government, shall determine adherence or non-adherence of any non-school publication with the guidelines established for school publications and shall designate a time, place, and the manner of distribution and/or display of such publications.

Students shall receive annually, upon the opening of school, a student handbook/planner setting forth the rules and regulations to which they are subject. This publication shall also include a statement of the rights and responsibilities of students.

Students may present complaints to teachers or administration officials or to the SIP team. Adequate opportunities shall be provided for students to exercise this right through channels established for considering such complaints.

The rights and responsibilities set forth in this policy in no way diminish the legal authority of school officials and the Board of Education to deal with disruptive students.

Equal Opportunity Policy

It is the policy of the Plattsburgh City School District Board of Education not to discriminate on the actual or perceived basis of race, color, creed, sex, sexual orientation, gender, religion, religious practice, weight, national origin, age, marital status, or disability in the educational programs or activities it operates. All educational opportunities will be offered without regard to sex, race, color, national origin, handicap or other protected status. Complaints regarding this notice of non-discrimination can be addressed to one of the below mentioned people

These people will provide information, including complaint procedures, to any student or employee who feels that the district or its officials may have violated her or his rights under Title IX or Section 504.

Ms. Carrie Zales
Title IX Officers
49 Broad Street
Plattsburgh, NY 12901

OR

Ms. Nina Cole
504 Coordinator
49 Broad Street
Plattsburgh, NY 12901

Attendance Policy & Procedure

Why is attendance important?

School attendance is essential to students' academic success and personal growth. Students who attend school regularly are more likely to achieve success academically, complete their assignments on time, and earn better grades. Students are expected to attend the full school day including their assigned study halls and classes on time. They are expected to participate in class.



Keep Your Child On Track in Middle and High School: Pay Attention to Attendance

Even as children grow older and more independent, families play a key role in making sure students access learning opportunities and understand why attendance is so important for success in school and on the job. Families can also advocate for resources to help students learn if they cannot attend in-person.

DID YOU KNOW?

- Students should miss no more than 9 days of school each year to stay engaged, successful and on track to graduation.
- Frequent absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other difficulty.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By 9th grade, attendance is a better predictor of graduation rates than 8th grade test scores.
- Missing 10%, or 2 days a month, over the course of the school year, can affect a student's academic success.

WHAT YOU CAN DO

Make school attendance a priority

- Talk about the importance of showing up to school every day.
- Help your teen maintain daily routines, such as finishing homework and getting a good night's sleep.
- Try not to schedule dental and non-Covid-19 related medical appointments during the school day.
- Keep your student healthy, and if you are concerned about Covid-19, call your school for advice.
- If your teens must stay home because they are sick or in quarantine, make sure they have asked teachers for resources and materials to make up for the missed learning time in the classroom.

Help your teen stay engaged

- Find out if your children feel engaged by their classes, and feel safe from bullies and other threats.
- Make sure your teens are not missing class because of challenges with behavioral issues or school discipline policies. If any of these are problems, contact the school and work with them to find a solution.
- Monitor your teen's academic progress and seek help from teachers or tutors when necessary. Make sure teachers know how to contact you.
- Stay on top of your child's social contacts. Peer pressure can lead to skipping school, while students without many friends can feel isolated.
- Encourage your teen to join meaningful after-school activities, including sports and clubs.
- Notice and support your students if they are showing signs of anxiety.

Communicate with the school

- Know the school's attendance policy – incentives and penalties.
- Check on your teen's attendance to be sure absences are not adding up.
- Seek help from school staff, other parents or community agencies if you need support.

Updated November 2022



Attendance Policy

Parents/guardians, school personnel, and students themselves have an obligation to see that students attend school consistently and punctually to ensure subject competency, continuity of learning, productive habits of work and mind, and enhanced student responsibility. Furthermore, students are expected to arrive on time to their classes and actively participate while there.

- At 7:45 AM, the hall entrance doors by the cafeteria on George Angell Drive are open for entry. Students entering the building early are to remain in the cafeteria until the

building opens at 7:55 AM and are expected to arrive in their first period class prior to 8:00 AM.

- Students are to remain in school until the academic day ends at 2:40 PM. On early dismissal days students are to leave the building at dismissal time.
- The only students that should be in the building after 2:40 PM on regular school days are those who have detention or are involved with extra-curricular activities and/or extra help with a subject. Students waiting for a ride are to wait quietly in the cafeteria. Parents arriving after 3:00 PM should go to the cafeteria entrance to pick up their child.
- While it is recognized that absences from school are necessary under certain conditions, every effort should be made by students, caregivers, teachers, and administrators to keep absences and tardiness to a minimum. Caregivers are responsible for notifying the school on the morning of the absence by 9am by emailing the office (phsoffice@plattscsd.org) or calling (518- 561-7500 x5003).
 - In the case of accumulated absences of more than 5 days, a doctor's note is required.
 - If your child is to leave school for an appointment, **a written note must be submitted to the office by 8am**. The note must include the details of why the student is leaving including the name of the doctor or dentist, etc. These notes may be verified. The caregiver is required to sign their student out of school in the main office.
- Absences or tardiness will be excused (For the purpose of state aid only, not period by period attendance) for the reasons listed below upon receipt of a written, signed explanation from the parent/guardian or receipt of an approved doctor's note.
 - personal injury or sickness
 - sickness or death in the family
 - impassable roads
 - religious observance
 - doctor or dental appointments
 - approved college visits
 - required court attendance
 - quarantine
 - military obligations
 - band/music lessons
 - school-approved supervised trips, including athletics
 - other reasons authorized by the principal or superintendent of schools
- Absence or tardiness for any other reason is considered to be unexcused. Students are to be given an opportunity to make up work they missed due to an **excused** absence. Unexcused absences may have a negative effect on grades.
- A school representative will attempt to contact a parent/guardian whenever a student is absent, tardy or otherwise not in school for consecutive days and a parent/guardian has not contacted the attendance office or provided a proper excuse. A single day absence may not warrant a call home.
- Chronic tardiness and truancy will not be tolerated and may result in disciplinary or legal action, including, but not limited to detention, suspension and referrals as a Person In Need of Supervision (PINS).
- Intervention for students with attendance concerns might include telephone calls to parents/guardians, parent/guardian-school counselor/student supports conferences, referral to a child study team, student-parent/guardian-teacher conferences, counseling services, hotline calls, or petitions for court supervision

Attendance Procedure:

- Attendance is taken at the beginning of period 1 and in each subsequent class.
- Students not in class by 8:00 AM will be reported as absent.
- Students who arrive later than 8:00 AM must report to the Main Office - Attendance Secretary before reporting to class.
- In cases where phone contact was not made between the school and the parent/guardian, students returning to school after an absence(s) must report to the office with a signed written note before reporting to class. This excuse must reach school within five days after the student's return or the absence(s) will be recorded as illegal/unexcused.
- Students with excused appointments must bring a legal note, report to the office to sign out when leaving for the appointment, and report to the office to sign back in upon returning to school.
- Students who fail to follow these procedures may be subject to individual teacher discipline, as well as after school detention and/or in-school detention.
- **No student may leave the building until dismissal without caregiver permission and signing out and exiting through the main office.**

Arrival

7:45am: The entrance near the cafeteria on George Angell Drive are unlocked for students getting a breakfast

7:55am: Building opens for students:

- First Year and Sophomore students enter through the entrance near the cafeteria
- Juniors and Seniors use the entrance by the auditorium

8:00am: First period class begins

8:01am: Student arriving from this time on must report to the main office

Dismissal

2:40pm: School Day ends.

2:45pm: 10th period begins for students who are receiving additional academic support, serving after school detention, or participating in extra-curricular activities.

Late to Class Procedures

Students are expected to be in the classroom when the bell to start class rings. Any student not in the room and without a proper pass will receive the following consequences:

1 st offense	Reminder of expectations
2 nd offense	After School Detention
3 rd offense	Lunch Detention
5 th offense	After school and lunch detention
6 th offense	Conference with caregivers

Course Attendance Policy

Pupils **may not receive credit** for a course if they exceed the number of absences listed below:

- Full Year Course – 20 absences
- Half Year Course – 15 absences
- Lab Science Course – 30 absences

Principal determines granting of credit.

How will I be notified when my student is absent?

After approximately 9:30am, caregivers will receive a notification message notifying you that your child is absent. Please note: this is automated service; if your child arrives after 8am, the notification may have already been sent out.



Senior Privileges (periods 1 OR 9 only)

Seniors may have the opportunity to have late arrival or early dismissal if the following conditions have been met:

- The student has at least 5 classes plus PE in their schedule. Seniors taking off-campus college classes will have their schedule approved by the principal for senior privileges.
- **Seniors must maintain a passing average in all classes to continue senior privileges.**
- A student with a history of disciplinary referrals may be denied senior privileges until that student has met behavioral expectations as determined by the principal or assistant principal.
- Privileges may be revoked or suspended for disciplinary referrals during the senior year.

Procedure for Senior Privileges:

- ALL seniors with late arrival **must sign in** upon entering school. Students who arrive before their scheduled time will report to the library or senior courtyard. Seniors who have early release must leave the school grounds at their scheduled dismissal time.
- Seniors involved in extra-curricular or co-curricular activities who leave early must leave school and return for those activities or sign into a study hall or the library for the remainder of the day.
- Similarly, those involved in early morning meetings may attend, but need to leave school and return for classes or sign into a study hall or the library until their late arrival time.
- Seniors with privileges may also sign out of study halls to go to the senior courtyard, when weather permits, or to the cafeteria.
- Seniors are not to be wandering through the hallways for any reason.
- Seniors must apply for privileges for EACH semester – September and January.

Dress Code

The responsibility for student dress and general appearance shall rest with the individual student and their parents/guardians. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the education or learning process of the individual student and/or other students in the building. In general, clothing should be responsible, be respectful, and be safe.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall be safe, appropriate and not disrupt or interfere with the educational process.

The following standards will be observed in all PCSD buildings:

1. Shorts, skirts and dresses must exceed arm length at the side. Attire that becomes inappropriately short when a student is seated is prohibited.
2. Clothing must completely cover the abdomen and chest.
3. Shirts that have large arm openings that open to the chest are not allowed
4. Clothing with excessive rips or holes is not allowed.
5. Ensure that underwear is reasonably covered with outer clothing.
6. Footwear is required and must be safe and appropriate for indoor and outdoor activity.
7. Clothing and accessories (such as backpacks, patches, jewelry, and notebooks) must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations (3) vulgar, subversive, or sexually suggestive language or images; nor should they promote products and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Clothing and accessories must not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
9. Sleepwear and/or pajamas cannot be worn in school.
10. Outer garments such as trench coats, heavy winter coats, and extremely baggy coats are not allowed to be worn during the school day.

Students will be notified when exceptions to these rules will be allowed for special school events. The final decision with regard to interpretation of the dress code shall rest with the

principal and assistant principal. Students who violate the dress code shall be required to modify their appearance by covering or removing the offending item. Any student who refuses to do so shall be subject to disciplinary consequences, up to and including in-school detention. Any student who repeatedly fails to comply with the dress code will be considered insubordinate and subject to disciplinary consequences up to and including out-of-school suspension

Cell Phone Policy

Plattsburgh Senior High School supports 21st Century skills as a part of our educational environment. We recognize not only the value of integrating technology with academics, but also the importance of supporting healthy practices when using technology. We also understand the negative impact personal devices can have on our students' educational & social experience in the school setting. At Plattsburgh High School, we support our students by providing the necessary technology for classroom success. We also have a clear policy to address any inappropriate use of personal devices that may hinder educational and social outcomes.

Appropriate Usage:

- Classroom and Instructional Areas:
 - Prohibited Use: Cell phones must be turned off and stored out of sight in student backpacks or lockers during instructional time, unless explicitly permitted by the teacher for educational purposes.
- Non-Instructional Areas:
 - Hallways and Restrooms: Cell phone use is not permitted to ensure a focused and respectful environment.
 - Lunch: Students may use their cell phones in designated areas during lunches.

There will be no tolerance for:

- Cell phone usage in Hallway
- Any photos or recordings of students without their permission
- Any device recording in areas of expected privacy such as bathrooms and locker rooms, as stated above
- Any usage that violates DASA
- Any usage that violates the Acceptable Use Guidelines outlined in the Plattsburgh City School District Student and Family Technology Handbook

Disciplinary Consequences:

1. First Offense:
 - Warning: The student will receive a verbal warning, and the phone will be confiscated for the remainder of the class period.
 - Notification: Parents or guardians will be notified of the incident.
2. Second Offense:
 - Office Discipline referral submitted.

- Confiscation: The phone will be confiscated and held in the school office for the remainder of the school day.
- Meeting: The student and their parents or guardians must meet with the school administration to discuss the violation and review the cell phone policy.
- Detention: The student may be assigned detention.

3. Third and Subsequent Offenses:

- Office Discipline referral submitted.
- Extended Confiscation: The phone will be confiscated and held in the school office for a period determined by the administration, not exceeding one week during school hours.
- Disciplinary Action: The student will face further disciplinary action, which may include suspension of cell phone privileges for a specified period, additional detention, or in-school suspension.
- Behavior Contract: The student may be required to sign a behavior contract outlining expectations and consequences for future violations.

Communication:

- Policy Distribution: This policy will be communicated to students, parents, and staff at the beginning of each school year and will be available in the student handbook and on the school website.
- Reminders: Periodic reminders about the cell phone policy will be issued through school announcements and newsletters.

Computer Use

Students who do not follow the Board of Education's Acceptable Use Policy (AUP) for the computers will be subject to appropriate disciplinary action.

- Students with activated PINs may not share their PIN with students that have deactivated PINs. Students caught doing this are subject to disciplinary action.

Universal Recognition System

Why do we want to recognize expected behavior?

It is not enough just to teach expected behavior; we also need to regularly recognize and reward students for engaging in appropriate behavior. Research has shown that recognizing students for engaging in expected behavior is even more important than catching students

breaking the rules. In fact, research on effective teaching has found that teachers should engage in a rate of 4 positive interactions with students to every 1 negative interaction (4:1 ratio). As faculty & staff it is very easy to get caught up focusing on catching students engaging in negative behavior. The goal of the universal recognition system is to increase the number of positive interactions that all school staff have with students. At Plattsburgh High School we use a PBIS approach to acknowledge students for appropriate behavior. Through this program we hand out Hive Tickets to students who exhibit the Hornet character traits.

PHS highlights monthly character traits composed of our PHS Core Values. The goal for these character traits is to be part of the **PHS Hornet** experience.

The following will be done to incorporate themes with our students:

- Announce daily during our morning announcements.
- Monthly Advisory Meetings
- Once a month, an advisory bell schedule will be used for a video presentation of each character trait.

September	October	November	December	January
Commitment	Community	Unity	Acceptance	Inspiration
February	March	April	May	June
Empathy	Patience	Respect	Motivation	Integrity

When recognizing students with a Hive Ticket it is important to identify specifically what behavior the student engaged in and link it to the appropriate school trait. For example:

Rita, I wanted to thank you for helping pick up the books someone knocked on the floor, you were being very responsible, and it really helped me out. Here is a Hive Ticket.

Ideally, students should be given tickets immediately following the behavior and be told exactly why they received the token. In order to promote expected behavior, it is important that students know when and why they are being acknowledged.

Who should be handing out Hive Tickets?

All staff in the school should be provided with Hive Tickets, including general and special education teachers, staff, supervisors, as well as substitute teachers.

The goal is for the program to reach all students in the school. It is important for PHS to ensure all students have opportunities to be recognized for good behavior.

How often should announcements/assemblies be held to recognize students for positive behavior?

Student recognition will be celebrated in the following formats.

- PHS will hold bi-weekly drawings of student earned Hive Tickets for quarters 1, 2, 3& 4. Students selected from the drawings will earn prizes/incentives. See PHS Incentive Menu below. Winners will be announced during afternoon announcements of that given school day.

PHS Incentives
<ul style="list-style-type: none">• Event Tickets• VIP Ticket to a PHS game to include a free drink and snack.• Gift cards• PHS Gear



Study Hall

Students must report to their assigned study hall.

Study hall is a quiet work environment at all times. Students are expected to be doing something productive. If students do not have schoolwork or a book to read, working quietly on their computer is permitted.

Cell phones and other personal devices are only permitted at the discretion of the teacher.

A limited number of students are permitted to go to the library, with a pass during study hall. Please adhere to the limit to ensure there is enough room in the library for all study halls to send students. The teacher will ensure that those who do not get to go on one given day will have the opportunity on another day.

In order for a student to leave the room to go to another teacher's room, they need to have a pre-signed pass from the teacher, indicating that they are available and aware that the student is coming.

Students are to remain in the study hall for the entire period unless they are going to the library or have a pre-signed pass from a teacher to go to the teacher's room. **Students are NOT permitted to be in or sent to the gym.** ONLY students with senior privileges may be given a pass to go to the senior courtyard or the cafeteria (during periods that are not lunch periods).

Students must sign in/out and carry a hall pass if leaving the room for any reason. This is to ensure the student's safety in the event of an emergency.

Hall Passes

Hall passes are required from a teacher any time a student leaves class. Teachers will write a paper pass. Every student is required to have their own pass, even when traveling as a group. One pass per student.

Any member of the faculty or staff is permitted to ask for a pass any time a student is on campus. Any student asked to present a pass is required to do so. Failure to show an appropriate pass could result in being sent back to class or to the assistant principal's office.

Entering/Exiting Campus

Students arriving late must enter the main office to check in the attendance secretary and receive a late pass to class.

Visitors

In order to ensure the security of our school building, community members should follow these procedures:

All visitors to the school during school hours must enter through the main office upon arrival. Visitors must show proper ID and will be provided with a visitors' badge. Students from local schools are not permitted to visit. The guidance office can make arrangements for visitation by prospective students.

Parking

Students who drive to school must register their vehicles in the main office and display their PHS tag.

All students are to park behind the double solid lines found in the auditorium parking lot. No student parking is allowed in the small visitor parking lot on George Angell Drive side of the school building.

Physical Education

Students may only access the gymnasium, locker room, or weight room when scheduled for their PE class. Food is not allowed in the gymnasium.

The locker room is available for student athletes to drop of their athletic equipment at 7:45am. The locker room is locked throughout the school day.

Cafeteria

Breakfast and lunch are available for all students at no cost.

Breakfast is available from 7:45am – 9:00am.

Lunch is available during your scheduled lunch period (period 5, 6, or 7). Students are expected to remain in the cafeteria during their lunch period. The cafeteria bathroom may be utilized during this time with a limit of two students at a time.

School Dances

School dances are an important part of student life. Because the district has a responsibility for the safety and welfare of our students, it is important that everyone involved understands the expectations we have for our students at our dances.

To ensure this understanding, PHS requires a contract, to be read and signed by each student and their parents/guardians, stating both parties have read and understand the rules with regards to dances. A student is not allowed to attend a dance without the signed contract. The contracts are distributed prior to the first dance of each school year.

- School dances run from 7 PM to 9 PM.
- No one will be admitted to a dance after 8 PM without the principal's prior permission.
- Students may not leave the dance and return.
- Students will dress and behave appropriately.
- Students, dancing inappropriately, will be asked to stop by a chaperone.
- Students may bring one guest that must be signed up 1 week prior to the dance date.
- Parents/guardians will be contacted to pick up their child if the child fails to comply with any of the above.

Fighting or confirmed use or being under the influence of drugs or alcohol while in attendance at a school dance will result in loss of privileges commencing at the time of the occurrence.

First Offense:

- The student may not attend the next two school dances.
- The student will receive three days of out of school suspension.
- The punishment may be reduced to one dance if the student participates in counseling.

Second Offense:

- The student will not be allowed to attend the next four school dances.
- There will be a five-day out of school suspension and loss of leadership positions for the remainder of the school year.
- The punishment may be reduced to two dances if the student participates in counseling.

Third Offense:

- The students will not be allowed to attend any dances for the remainder of their school career.
- There also will be a five-day out of school suspension and loss of leadership positions for remainder of the present school year and the following year.
- These penalties may be appealed at the beginning of each school year.

Field Trips

Field trips are considered an extension of the classroom, therefore, students are expected to behave appropriately and follow all school rules.

For field trips requiring transportation, all students must ride on the school-provided, supervised transportation to and from the activity.

No students will be allowed to drive to events.

Students are responsible for completing all class work missed while on a field trip.

Foods and Beverages

Students are not to order any outside foods for delivery (*DoorDash, Uber Eats, Etc.*) at any time for themselves or other students. This may result in disciplinary consequences if violated.

Food and snacks may be allowed in a classroom at the teacher's discretion.

For safety reasons glass containers are prohibited.

Students are required to have a lunch period in their schedule unless otherwise approved by the principal. In unique situations, dictated by the schedule, a student will be allowed to get a lunch at the start of the lunch period and report to class with their lunch.

Harassment

Harassment consists of repeated unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's actual or perceived protected status, such as sex, color, race, gender, ancestry, religion, national origin, age, physical or mental handicap/disability, or medical condition. School should be a safe place for all students and employees. Physical, verbal, or sexual harassment (including sexual orientation harassment) of students or staff

will not be tolerated. Incidents of harassment and fighting will be dealt with by the dean of students, principal, and/or by the city police. The following process is recommended if a person feels threatened in any way.

- The victim should tell the harasser that s/he objects to the comment or action and wants the harasser to stop.
- The victim should record the time(s), place(s), witness (es), and event(s).
- The victim should fill out a DASA harassment form, available from the principal.
- The victim (or a witness) should report the incident(s) to someone with authority (staff member or administrator).

Fighting

Fighting will not be tolerated. Students involved will be suspended for up to 3-5 days. Second instances will result in a 5 day suspension which may lead to a Superintendent's Hearing. Students involved in a fight may also be charged through the Plattsburgh Police Department

Working Cards

Any student ages 14-17 enrolled at PHS may apply for a working permit. The completed forms, signed by a parent/guardian, must be accompanied by a copy of the student's birth certificate, social security card and physical fitness form. For more information or to receive your forms, please stop by the main office.

Lost & Found

In the event of loss or theft, check in with the front desk in the main office.

The lost and found is in the main office and on the table outside of the cafeteria. The school is not responsible for lost or stolen property.

Lockers

Each student has an assigned corridor locker with a pad lock. These lockers and locks are the property of the school and **may be subject to search at any time** at the discretion of school officials.

Lockers should be locked, and items of value should not be stored in them. If it is necessary to bring any item of great value to school, it may be stored in the main office. Gym lockers require padlocks that will be furnished by the school. (Students should write their names on their PE equipment.)

Under no circumstances should a student share his/her combinations with another student. The school is not responsible for items taken from lockers.



Academics & Supports

Marking Period/Progress Report Calendar

24-25 Mid-Marking Period Progress Report Calendar

	Progress Period Start Date	Progress Period End Date
Progress Period 1	Sunday, September 1, 2024	Friday, October 4, 2024
Progress Period 2	Saturday, November 9, 2024	Friday December 20, 2024
Progress Period 3	Saturday, February 1, 2025	Friday, March 14, 2025
Progress Period 4	Monday, April 19, 2025	Friday, May 30, 2025

24-25 Mid-Marking Period Calendar

	Marking Period Start Date	Marking Period End Date
Marking Period 1	Wednesday, September 4, 2024	Friday, November 8, 2024
Marking Period 2	Monday, November 11, 2024	Friday, January 31, 2025
Marking Period 3	Monday, January 27, 2025	Friday, April 18, 2025
Marking Period 4	Tuesday, April 20, 2025	Monday, June 30, 2025

Graduation Requirements

Minimum graduation requirements AND NYS required examinations can be located at the NYS Education Department Website listed below or at the PHS Guidance Department, extension 5071.

General information for the New York State Education Department can be located at:
www.nysed.gov

Graduation requirements and examination requirements can be located at:
New York State Diploma Requirements (nysed.gov)

Should you have any further questions or concerns regarding these requirements, please feel free to contact our Guidance Department.

Student Scheduling

Students are scheduled for basic subjects necessary for graduation and for those courses students have selected as electives. Once this schedule has been completed, changes are not made except to correct errors, adjust grouping, or balance class sizes.

Minimum Course Load

Students at PHS will carry a minimum load of six classes plus PE each semester. Resource room and guided study hall are considered classes. Lunch and study hall are not considered classes.

Students may be involved in significant outside learning experiences, such as college classes, internships, or apprenticeships, which may be considered part of the minimum load with Principal permission.

Changes in Courses

Students may enter a semester-long course up until the 10th day of the course. Full year courses may be entered up until the 20th day of the course.

Courses may be dropped until the 10th week (or 5th week for semester courses) provided that after the drop the student's course load remains at or above five courses plus PE. After the drop deadline the student's permanent record will indicate a (WP) withdrawn passing or (WF) withdrawn failing grade. Notice of a student's drop/add will be given to the teacher.

Extenuating circumstances will be reviewed on an individual basis.

Graduating Early

Students are encouraged to spend four full years at PHS, but those who wish to graduate early must notify the administration at least one full semester prior to the desired graduation date.

A meeting of the student, parent/guardian, guidance counselor, and school administrator must occur as part of the approval process. Only after such a meeting can a final determination be made.

Grading System

Students are graded on a percentage basis. Final exams or projects are required for all semester- and year-long courses. In those courses that end in a final project, the year average will generally be the average of the four quarters' work, or in the case of semester-long courses, the two quarters' work. In those courses that end in a final exam, the average for the year is determined as follows:

$$\begin{aligned} \text{Semester 1} + \text{Semester 2} &= 90\% \\ \text{Final Exam} &= 10\% \end{aligned}$$

In those subjects that end in a final exam, the student must take the exam to successfully complete the course, unless excused in advance, by the principal.

Teacher Override: Each quarter's grades are a reflection of progress in a course. Where a teacher feels that a student's final average, as determined by averaging the quarters' grades is not a true reflection of that student's work, the teacher may override that grade.

Class Rank

At the end of the junior year, and at the end of the semester during the senior year, the relative rank of each student in the class will be computed. This rank, a straight average of all academic courses, is used in reports to colleges and for scholarships.

National Honor Society

E. A. Merritt Chapter

The National Honor Society is an organization of students who reflect outstanding accomplishments in the areas of academics, character, service, and leadership. Members are obligated to fulfill the motto of serving one another and the community with behavior that is honorable, responsible, and generous to others. Please see the website for additional information.

Advanced Placement (AP) Courses

Plattsburgh High School offers advanced placement courses in Calculus, Biology, Chemistry, Physics, Global History, U.S. History, American Government, Microeconomics, Music Theory and Computer Science. (Advanced placement courses are not the same as CAP – College Advanced Placement- courses offered through Clinton Community College.)

- Students who are registered in these classes may challenge the advanced placement examinations in May of the academic year in which they complete the course.
- Students, who are not enrolled in advanced placement courses offered at PHS, may not challenge the advanced placement exams at PHS in those courses.

If a student wants to challenge an advanced placement examination in a subject currently not taught at Plattsburgh High School (for example, advanced placement Biology), and wants this information included on his or her transcript, that student must do the following:

- inform his/her counselor in September that s/he wants to challenge an exam;
- inform the AP coordinator in September of his/her decision to challenge an exam;
- meet with the AP coordinator or with a mentor at 5-week intervals (this must be documented) to record study progress;
- purchase texts and review materials for the examination (if the student cannot afford to purchase the materials, the materials will be purchase for the student and the student will return the materials to the school – unmarked – after the examination);
- have a 90 or above academic average or teacher recommendation.
- For students enrolled in an AP course, tests must be purchased/paid in full by 11/1 by check made payable to Plattsburgh High School or with cash. Test fees are non-refundable

For students enrolled in an AP course, tests must be purchased/paid in full by 11/1 by check made payable to Plattsburgh High School or with cash. Test fees are non-refundable

College Advanced Placement Program (CAP)

The mission of the College Advanced Placement Program is to better serve the needs of the local high school student who is academically ready to do college level studies. The CAP Program enables high school students to receive, simultaneously, both high school and college course credit, offering a successful transition from one educational experience to another. Students may choose to take one or several CAP courses, depending on scheduling, or they can choose to pursue one of the Associate Degree programs. Degree programs PHS students can enter include both Associate in Applied Science and Associate in Liberal Arts.

Admission to the CAP Program is designed to ensure the success of students. Students who wish to take CAP courses must have completed their sophomore year of high school, or, if an underclassman, be recommended by their teacher and guidance counselor and meet Clinton Community College's course prerequisites.

The CAP courses are part of the general education curriculum requirements of most colleges and universities and therefore are transferable to most institutions of higher education. College credit is granted through Clinton Community College and students will receive a college transcript of their grades upon successful completion of course work.

Academic Awards

Honor Roll

Students with a quarter average of 84.5-89.4 earn placement of the school's Honor Roll. Those with a quarter average of 89.5-100 earn placement on the school's High Honor Roll. These students' names are published in the local newspaper each quarter and posted in the school near the main office.

Academic Excellence Awards

These awards are given to students having a 94.5 or higher cumulative average over the first three quarters of the year. Recipients are taken directly from the computerized average printout, and teachers do not need to do anything regarding these awards.

Academic Achievement Awards

These awards are given to the students with the top two averages (over the course so far) in each separate preparation (i.e. course) for each teacher. In other words, a teacher with five different course preparations would turn in the students with the top two averages from each preparation. Conversely, a teacher teaching five classes of the same course would only turn in the students with the top two averages from all classes put together. Teachers also have the option of turning in only one top student, or even no students, for a given class if the instructor feels such action is warranted.

Examples:

- If the top averages in the course are 100,100, 99 and 98.... Only the two 100's should be turned in, and not the 99.
- If the top averages in the course are 97, 97, 97, 97, and 94... All four of the 97's should be turned in, and not the 94.
- If the top averages in the course are 93, 92, 92, and 91... The 93 and both 92's should be turned in.

Scholastic Achievement Awards

For these awards, teachers may submit the names of up to 3 students. Students should be selected for these awards based on their effort, achievement, course appreciation, interest in the subject, and course involvement. Teachers may choose to give some or all of these awards to students who are also getting Academic Achievement awards, but may also nominate other students as well.

PHS Academic Honesty Definitions and Procedures

(Courtesy of template developed by Champlain Valley Educational Services staff)

With respect to the academic honesty of students, it is expected that all material submitted as part of any class exercise, in or out of class, is the actual work of the student whose name appears on the material or is properly documented otherwise. Academic honesty includes ethical citizenship. Our school is committed to graduating students who will be good citizens in the community. Just as a community or business cannot tolerate cheating or stealing, an educational institution also cannot tolerate cheating and stealing. Academic integrity means that there is no tolerance for cheating or plagiarism.

Cheating is the use of fraudulent means to complete an academic assignment or test.

Examples of cheating include, but are not limited to:

- Looking at notes during a test on information you were expected to memorize.
- Looking at and copying answers from your neighbor's paper during a test.
- Copying an assignment from a friend when you were expected to do your own work
- Turning in an assignment (test or paper) written wholly or partly for another course for which academic credit was received, without permission.
- Using AI without citing the use of AI

Plagiarism is presenting someone else's idea or work as if it were your own.

Examples of plagiarism include, but are not limited to:

- Copying a passage verbatim from an information source without attributing the source (including AI)
- Rephrasing someone else's original idea without giving credit to that person
- Turning in work that was purchased from an online essay mill or from another student.

Fabrication is falsifying or inventing any information, citation, or data.

Examples of fabrication include, but are not limited to:

- Turning in a book review without actually reading the book
- Creating fictitious data for a project when you were expected to gather real data
- Padding a bibliography with resources not actually read or used.

Facilitating academic dishonesty is aiding another person in an act that violates the standards of academic honesty.

Examples of facilitating academic dishonesty include, but are not limited to:

- Allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed
- Providing information, material, or assistance to another person, knowing that it may be used in violation of course academic honesty policies.

Denying others access to information or material is any act that maliciously hinders the use of, or access to, library or course materials.

Examples include, but are not limited to:

- Removing pages from books
- Removing materials from the library without checking them out
- Intentionally hiding library materials
- Refusing to return materials to the library
- Violation of the district acceptable use policy.

Consequences for academic dishonesty may include the following (offenses are cumulative):

First Offense:

- Referral to administration
- Incident documented in permanent file
- A grade of zero on the assignment or test involved
- Parent contact
- Special assignment at discretion of teacher

Second Offense:

- Continuation of first offense consequences Letter to parent
- Detention
- Suspension of privileges at discretion of administration

Third Offense:

- Continuation of second offense consequences In-school suspension
- Suspension from athletic participation
- Suspension from social or extracurricular activities Suspension of other privileges
- Referral to school counselor Teacher/student/parent conference

Student Support Services

The Student Services Department (school counselors and school psychologists) focuses on the individual student. Their mission is to assist in making sound decisions consistent with the student's capabilities, interests, and aspirations.

The Student Services staff is available throughout the school day, and students are welcome to seek them out with concerns. Parents/guardians are also encouraged to contact staff regarding student progress or future plans. School counselors and school psychologists are also important resources for helping with personal problems, conflicts with other students, teachers, or academic problems; or assisting in providing a referral to services and/or agencies.

Each student at PHS is assigned a school counselor who is available to support them in academic, career, and social/emotional domains.

Library Media Resource Center

The library is located in the main hallway.

Students who sign into the LMRC are expected to use those resources.

The following rules also apply:

- Students and classes must enter and exit through the front doors only.
- Any materials borrowed from the LMRC must be returned on time

Health Services

The health office is located in the main hallway at PHS. PHS provides Health Services for all of its students. School nurses play a critical role in addressing the health needs of students, minimizing health related barriers, and contributing to students' academic success. They are in an ideal position to work closely with students and their primary support systems.

Additionally, nurses focus on the health needs of the entire school community and beyond.

The health program mandates the following services:

- Physicals for all students in Grade 10, new entrants, special need students, and participants in interscholastic athletic programs.
- Screening of all 10th grade students for vision, hearing, height and weight
- Screening of students in Grades 9 for scoliosis.
- Maintenance of cumulative Health Records for all students.
- Home visitations and student-parent counseling.
- Health and safety policy and practices.
- First aid referrals for medical treatment.
- Supervision of medications in school.
- Health resources for classroom teachers and students.

Furthermore, New York State Public Health Law requires all students in attendance be adequately immunized against the following: (Please reference Chart below from NYS Department of Health)

2024-25 School Year New York State Immunization Requirements for School Entrance/Attendance¹

NOTES:

All children must be age-appropriately immunized to attend school in New York State. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine must be in accordance with the ["ACIP-Recommended Child and Adolescent Immunization Schedule."](#) Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. See footnotes for specific information for each vaccine. Children who are enrolling in grade-less classes must meet the immunization requirements of the grades for which they are age equivalent.

Dose requirements MUST be read with the footnotes of this schedule

Vaccines	Pre-Kindergarten (Day Care, Head Start, Nursery or Pre-K)	Kindergarten and Grades 1, 2, 3, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td) ²	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older	3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine adolescent booster (Tdap) ²	Not applicable		1 dose	
Polio vaccine (IPV/OPV) ⁴	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older		
Measles, Mumps and Rubella vaccine (MMR) ⁵	1 dose	2 doses		
Hepatitis B vaccine ⁶	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years		
Varicella (Chickenpox) vaccine ⁷	1 dose	2 doses		
Meningococcal conjugate vaccine (MenACWY) ⁸	Not applicable		Grades 7, 8, 9, 10 and 11: 1 dose	2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) ⁹	1 to 4 doses	Not applicable		
Pneumococcal Conjugate vaccine (PCV) ¹⁰	1 to 4 doses	Not applicable		

Insurance

In order to provide proper insurance coverage for an injury received during participation in physical education classes, intramurals and/or interscholastic activities, students must report any injury to the coach or teacher in charge immediately and see the school nurse as soon as possible. **The school must have an accident report on file for all such injuries, no matter how minor.**

This is your responsibility and we ask your cooperation in following through. If you need to see a doctor or are treated at the hospital, see the administrative assistant in the athletic director's office for a claim form. Furthermore, if you see a doctor as a result of an injury sustained at school, you cannot participate in any practice or physical education classes until your doctor releases you, in writing. If you do not see a doctor, your parent/guardian must sign a release, which must be handed to the nurse or the administrative assistant in the athletic director's office.

The Plattsburgh City School District provides for a SUPPLEMENTAL accident insurance policy for all students. Primary responsibility for all medical costs rests with the parent/guardian. Benefits are only payable after all other forms of your medical insurance have been used. District insurance is in excess of your own health/accident insurance or your employer's. If you have no health insurance, you continue to be fully responsible for paying the medical bills of your dependent(s). The District's actual dollar amount of medical cost payout to you is limited and will, likely, not cover your medical costs. This is a limited partial coverage plan. The parent remains responsible for paying all medical bills. The insurance covers all students (Pre-K-12) injured while participating in a school sponsored activity. Horseplay and self-inflicted injuries are specifically excluded from coverage as well as any injuries incurred on route to and from the school. The specific benefits that are payable are determined by the maximum amounts listed in the insurance policy for each type of injury and medical service.



Co-Curricular Activities

Students must be physically and academically eligible to participate in co-curricular activities. They must also agree to and sign the PHS Co-curricular Code of Conduct.

Co-Curricular Club

Adventure Club	Key Club
Amnesty International	Model UN
College For Every Student	Multicultural Club
Creative Arts Club	National Honor Society
Drama Club	Quidditch Club
Equalosity	Science Club
E-Sports	Select Vocal Ensemble
Foosball Club	Senior Slideshow
French Club	Spanish Club
German American Partnership Program	Student Association
Green Club	United Voices

Interscholastic Athletics

Section VII, Class B Teams

Baseball	Indoor Track and Field
Basketball	Lacrosse
Bowling	Soccer
Cheerleading	Softball
Cross country	Swim
Football	Tennis
Golf	Track and Field
Gymnastics	Volleyball
Hockey	

Academic Eligibility for Co-Curricular Activities

Based on research that demonstrates the advantages for students who are involved in extra-curricular activities during their school experience we encourage all students to find a club, activity or sport that they can participate in. Eligibility for participation is based on satisfactory academic and behavioral performance.

- A student deficient in two or more subjects at any one time may not participate in events or activities until such time as they become eligible.
- A student deficient in three or more subjects at any one time may not attend meetings or practices and may not participate in events or activities.
- A student participating in a fall sport or club activity who has failed two or more subjects in the previous June will be placed on a weekly progress check up, beginning with the second Friday of the new school year.
- Any parent/guardian may contact the Athletic Coordinator/Club Advisor to set up an individualized academic success plan during the off-season. Such a plan will establish expectations and consequences and will be in place for as long as the parent/guardian wishes.

A student in danger of becoming academically ineligible must follow the procedure outlined below to remain eligible for participation:

- A student has five calendar-days from the date the Eligibility List is published to improve deficient work. During this 5-day period, the student will remain eligible.
- At the end of the 5-day period, a check of weekly progress will begin. The student must have a Weekly Eligibility Slip reflecting work for the week, signed by all of her/his teachers and approved by the principal (or in their absence, the designee of the principal). If the Eligibility Slip reflects more than one deficiency for the week's work, the student will not be eligible for one week, until the next weekly check. Academic deficiency may be defined as (a) a negative academic report; (b) failure in a particular subject; or (c) an incomplete grade.
- The Weekly Eligibility Slip must be signed by all the student's teachers and approved by the principal before the next 5-week eligibility check, even if the weekly check reflects that all deficiencies have been resolved. If the student's work meets the eligibility requirements at the next 5-week check, s/he will not be required to have a Weekly Eligibility Slip signed for the next 5- week period.
- There are at least eight eligibility checks during the course of the year, at five-week intervals. Deficiencies may also be reported between the eligibility checks as indicated in the Faculty Handbook.

NOTE: At any time, a teacher may use a "Teacher Override," which would have precedence over a deficiency.

Guidelines for Conduct in Co-Curricular Activities

The athletic coordinator, coaching staff, and school administration have set the guidelines for participants in co-curricular activities in a separate handbook, which students and parents should read. These guidelines apply to all activities but should not interfere with the additional expectations that advisors and coaches have for a particular activity.

Discipline

See also "Code of Conduct" at www.plattscsd.org

Alcohol, Illegal Drugs, Tobacco and Weapons

Action will be taken as necessary to protect the safety and welfare of the students and to secure the educational environment within the school.

Specifically:

- Students using tobacco products, drinking alcohol, or found to be under the influence, use or in possession of tobacco, alcohol or illegal drugs in the building or on school grounds may be suspended.
- If state or federal laws are broken, appropriate legal action will be taken.
- A student shall not bring nor have in her/his possession on school property at any time any firearm or weapon or any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death.

Violation of this weapons policy may result in a mandatory one-year suspension from school according to federal law.

Suspendable Offenses

Include but are not limited to the following insubordinate behaviors:

- Fighting
- Willful defacement or destruction of school property
- Any action deemed by the principal to be seriously disrespectful
- Inappropriate language
- Dress or behavior deemed by the principal to be morally objectionable
- Harassment of students or staff
- Use, or possession of alcohol, drugs or tobacco.

Detention

Teachers may assign after-school detention, in their room, for up to two days without first referring the case to the principal; however the teacher must explain to the student and principal the reasons for the detention. The student will make appropriate parental notification before the detention is served.

Teacher Assigned Detention 2:45 –3:20 PM in the teacher's classroom

Lunch Detention: Periods 4, 5, 6, & 7 in the detention room

Discipline Matrix

While individual teachers may have alternative discipline practices, the administrative standards for discipline fall on the table below.

Level	Student Offense	Preliminary Faculty/Staff Action	Preliminary Administrative Action	Possible Subsequent Administrative Action	Ultimate Administrative Action
1	Repeated tardiness to class	1 Detention with the faculty/staff member; Call to parent	2 Administrative Detentions	Parent-Guidance-Administration Conference; 4 Adm. Detentions	Potential loss of credit for the class. See Attendance Policy.
2	Poor school citizenship; Inappropriate behavior in the halls; Disrespectful language and/or behavior	1-3 Faculty/Staff After School Detentions; Call to parent	Conference with Administrator; 1-3 Adm. Detentions	Conference with Administrator; 3-5 Adm. Detentions; Suspension	Conference with Administrator; Suspension
3	Truant from school or class	Referral to administrator after verifying attendance	Conference with Administrator; 3-5 Adm. Detentions	5-9 Adm. Detentions; Guidance-Administrator Conference, Behavior Agreement	Superintendent Conference
3	Insubordination: Stealing; Cheating; Major Disruption; Inappropriate language/behavior toward a student; Leaving the building without permission	Referral to administrator	Parent-Staff Member-Administrator Conference; 3-5 Adm. Detentions; Suspension	Parent-Staff Member-Guidance-Administrator Conference; Suspension	Superintendent Hearing
4	Fighting Inappropriate language/behavior toward a faculty or staff member	Referral to administrator	Administrator conference; Parental notification; Up to 5-day suspension	Administrator conference; Parental notification; 5-day suspension	Superintendent Hearing
4	Possession/Use of Tobacco products, Alcohol, and other illegal substances	Referral to administrator	Referral to student assistance counselor(s); Parent-Administrator conference; 3-day suspension	Parent-Administrator-Superintendent conference; 5-day suspension	Superintendent Hearing

Any illegal act may be reported to the proper authority

PLEASE NOTE: The administration reserves the right to alter any disciplinary action based upon individual circumstances.