

STAFFORD MIDDLE SCHOOL

15 BROAD ST.
PLATTSBURGH, NY
563-6800



**Student-Family Handbook
2023-2024**

TABLE OF CONTENTS

| | |
|---|----------|
| Bell Schedule | p. 3 |
| Welcome Letter | p. 4 |
| Mission Statement | p. 5 |
| Annual Notifications | p. 6 |
| List of Activities, Clubs, and Sports | p. 7-9 |
| Health Services | p. 10 |
| Cafeteria Services | p. 10 |
| Library/Media Center | p. 11 |
| Visitors | p. 11 |
| Parent-Teacher Conferences | p. 11 |
| School Counselors | p. 11 |
| Homework Requests | p. 11 |
| Make-Up Work | p. 12 |
| Family Trips | p. 12 |
| Awards | p. 12 |
| School-Owned Materials and Equipment | p. 13 |
| Personal Property | p. 13 |
| Reporting Student Progress | p. 14 |
| Grading Scale | p. 15 |
| Behavior Expectations and Behavior Management Process | p. 16-20 |
| Academic Honesty Policy | p. 21 |
| Attendance | p. 22-23 |
| Cell Phone & Electronic Device Policy | p. 24-25 |
| Dress Code Policy | p. 26-27 |
| Supervision of Students Before & After School | p. 28 |
| Fire Drills- Evacuation | p. 28 |
| Parental Involvement Policy | p. 28-29 |
| Computer/Internet Acceptable Use Policy | p. 30-31 |
| Anti-Discrimination District Policy | p. 32 |
| Anti-Harassment District Policy | p. 33-34 |
| Bullying District Policy | p. 35-36 |
| Dignity for All Students Act (DASA) | p. 36 |
| Co-Curricular Code of Conduct | p. 37-40 |
| Frequently Asked Questions | p. 41 |
| Code of Conduct Team | p. 42 |

Stafford Middle School

Bell Schedule

7:45 Breakfast Begins
 8:00 Doors Open
 8:05 – 8:08 Homeroom
 8:11 First Period Class Begins

Doors open @ 8:00

| Regular Day | | |
|----------------------|-------|-------|
| Period | Begin | End |
| HR | 8:05 | 8:08 |
| 1 | 8:11 | 8:52 |
| 2 | 8:55 | 9:36 |
| 3 | 9:39 | 10:20 |
| 4 | 10:23 | 11:04 |
| 5 | 11:07 | 11:26 |
| | 11:26 | 11:48 |
| 6 | 11:51 | 12:10 |
| | 12:10 | 12:32 |
| 7 | 12:35 | 12:54 |
| | 12:54 | 1:16 |
| 8 | 1:19 | 2:00 |
| 9 | 2:03 | 2:44 |
| Announcements | 2:44 | 2:46 |
| Dismissal | 2:46 | |
| Afterschool programs | 2:46 | 3:30 |

Doors open @ 8:00

| Early Release Day | | |
|----------------------|---------------|-------|
| Period | Begin | End |
| HR | 8:05 | 8:08 |
| 1 | 8:11 | 8:30 |
| 2 | 8:33 | 8:52 |
| 3 | 8:55 | 9:14 |
| 4 | 9:17 | 9:36 |
| 5 | 9:39 | 9:58 |
| 6 | 10:01 | 10:20 |
| 7 | 10:23 | 10:42 |
| 8 | 10:45 | 11:04 |
| 9 | 11:07 | 11:26 |
| Announcements | 11:26 | 11:30 |
| Dismissal | 11:30 | |
| Afterschool programs | Not available | |

Doors open @ 9:00

| 1 Hour Delay | | |
|----------------------|-------|-------|
| Period | Begin | End |
| HR | 9:05 | 9:08 |
| 1 | 9:11 | 9:45 |
| 2 | 9:48 | 10:22 |
| 3 | 10:25 | 10:59 |
| 4 | 11:02 | 11:36 |
| 5 | 11:39 | 11:55 |
| | 11:55 | 12:14 |
| 6 | 12:17 | 12:33 |
| | 12:33 | 12:52 |
| 7 | 12:55 | 1:11 |
| | 1:11 | 1:30 |
| 8 | 1:33 | 2:07 |
| 9 | 2:10 | 2:44 |
| Announcements | 2:44 | 2:46 |
| Dismissal | 2:46 | |
| Afterschool programs | 2:46 | 3:30 |

Doors open @ 10:00

| 2 Hour Delay | | |
|----------------------|-------|-------|
| Period | Begin | End |
| HR | 10:05 | 10:08 |
| 1 | 10:11 | 10:39 |
| 2 | 10:42 | 11:10 |
| 3 | 11:13 | 11:41 |
| 4 | 11:44 | 12:12 |
| 5 | 12:15 | 12:28 |
| | 12:28 | 12:42 |
| 6 | 12:45 | 12:58 |
| | 12:58 | 1:12 |
| 7 | 1:15 | 1:28 |
| | 1:28 | 1:42 |
| 8 | 1:45 | 2:13 |
| 9 | 2:16 | 2:44 |
| Announcements | 2:44 | 2:46 |
| Dismissal | 2:46 | |
| Afterschool programs | 2:46 | 3:30 |

Last updated: 8/23/23

September 2023

Dear Stafford Parent/Guardian:

Please carefully review this handbook, as it contains much valuable information relative to making this a successful year for your student at Stafford Middle School. Please focus on the three important principles that guide all members of the school community:

Be Safe

Be Responsible

Be Respectful

These three tenets will be taught and reinforced daily at SMS. Students will be expected to understand and apply them to all aspects of their school routines, as these expectations are taught and retaught on a regular basis. Consistency in expectations at both school and home is key component in student success.

It is important that we work together to help each student succeed. Parent involvement enhances our efforts to create a positive, productive learning experience for all. We encourage you to find meaningful involvement in our school community through volunteer opportunities, extracurricular support, FSO (Family Support Organization) participation, or attending and supporting school events. Communication is a vital tool for student success and will be delivered home in the form of Parent Square notifications, monthly newsletters and calendars, Microsoft TEAMS applications, emails, and phone calls. We ask parents to please strive to communicate regularly with your student's teachers, counselor, and/or administrator with pertinent information for student success. We are all on the same team and, as such, we need to work collaboratively to assure academic, social, and emotional success for all students at Stafford Middle School.

We look forward to providing an outstanding educational endeavor for your student this year at SMS!

Sincerely,

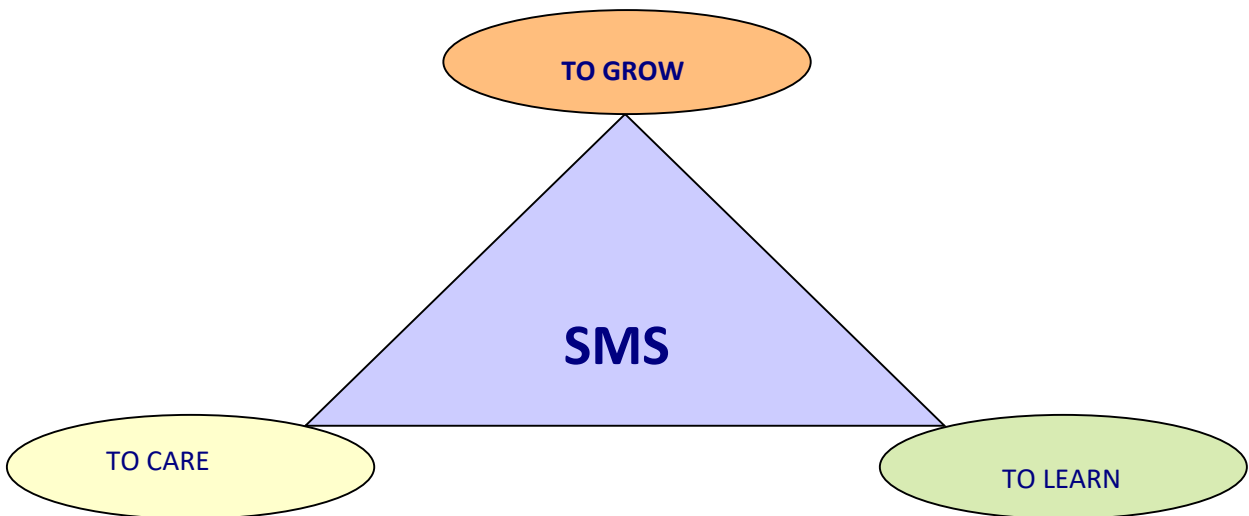
Jamie LaBarge, *Principal*

Kathleen Sciole, *Dean of Students*

Stafford Middle School

Mission Statement

The major objective of Stafford Middle School is to provide the physical, social, emotional and academic environment that will facilitate a student's transition from childhood to adolescence. This environment provides learning experiences for the student to develop and practice responsible personal behavior, individual accountability, initiative, and respect for others. Stafford Middle School strives to develop in individuals, a sense of self-worth and confidence needed now and in the future.



Title IX and Section 504 Notifications

"It is the policy of the Plattsburgh City School District, Board of Education, not to discriminate on the basis of race, color, national origin, creed, religion, marital status, sex, age, disability, sexual orientation, gender expression, predisposing genetic characteristic or other protected status in the educational programs or activities, which it operates. Furthermore, the Plattsburgh City School District, Board of Education, is required by Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, respectively, not to discriminate in such a manner. Inquiries concerning this policy may be referred to the following individuals:

Ms. Carrie Zales

Title IX Officer
Plattsburgh City School District
49 Broad St., Plattsburgh, NY 12901
518-957-6001

Ms. Nina Cole

504 Coordinator
Plattsburgh City School District
49 Broad St, Plattsburgh, NY 12901
518-957-6001

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

Annual Notifications

Under federal and state law and regulations, written notice of the following is made available at the beginning of the school year:

The District's and SMS Codes of Conduct

Parents' rights under the Family Educational Rights and Privacy Act (FERPA) regarding access to student records and student directory information

Student Privacy

Parental Right to Request and Review Information Regarding Teacher Qualifications

Pesticide application on school property including the procedures for requesting 48-hour advance notice prior to all applications on school property

Student Activities and Sports

2023-2024

NOTE TO STUDENTS:

We encourage you to become part of the exciting activities that take place outside of the classroom here at the middle school. The available options for this school year may include; clubs, co-curricular organizations, intramural sports, and interscholastic sports.

Clubs/Groups

Multimedia/Technology Club

Students will be given the opportunity to create a variety of multimedia and technology projects using the latest software and up-to-date equipment. The multimedia club provides students with valuable skills that will benefit them beyond middle school as they move forward into high school and beyond, in both the college and career environment.

Germain Club

Promotes Germain culture through a variety of hands-on activities.

Jazz Ensemble

Students from the instrumental music program and qualified bass, piano, and guitar players may audition to play in the jazz ensemble. Qualified beginning musicians have an opportunity to perform classic and contemporary jazz, jazz-rock, and pop music in a traditional big band setting. Performance, listening, and instruction facilitate a better understanding of the music played. Jazz improvisation is introduced as well.

Math Counts

Math Counts is a national mathematics competition designed specifically for the 7th and 8th graders and is sponsored by the Society of Professional Engineers. We compete at both the local and state level in February. We have won first place at the regional competition and seventh place at the state competition, which is held at RPI. Students who love math and who are good thinkers are encouraged to participate.

Homework Club

Any student may go to the library Monday to Thursday after school until 3:30 to work on homework with friends. Enjoy some down time while still getting your work done. Staff member is on hand to provide assistance.

Student Council

Students from each homeroom are elected to be part of the Stafford Middle School Student Council. The Student Council can help set policies with regard to students. They also organize activities for the school, including dances and special days.

Tennis Club

Students will learn the basic skills and strategies of the game of tennis. Racquets and balls are provided. The club meets at the Plattsburgh High School courts.

Yearbook Club

Working in teams, the yearbook staff is involved in decision-making and layout of the school yearbook.

Spelling Bee Club

Students will work with teachers and each other to prepare for the regional spelling bee competition.

Science Olympiad or Science Club

Students engage in experimental design, science based skills tests, and inquiry based activities. Skills are presented in a collaborate competition style format.

Fermata Nowhere

This is Stafford's award winning a Capella singing group. This music group is taught the singing and choreography skills for music performances. Try-outs occur in the fall and the club meets are varied times before and after school during the school year.

Foosball Club

Students gather afterschool to learn how to play foosball and compete in small teams against one another.

Reality Check

This is a New York State program that is youth led to empower students to be leaders in their communities in exposing what they see as the manipulative and deceptive marketing tactics of the tobacco industry. Students meet afterschool.

Piloted Clubs

New clubs and teams are introduced periodically. Listen to the morning and afternoon announcements for updates.

Sports

In addition to the clubs and activities previously mentioned, SMS offers a wide variety of modified sports programs for both boys and girls. Students will be notified via the daily announcements and through homeroom handouts when a sport opportunity is available.

Plattsburgh City School District Athletic Department

In order for participation in the selection / classification program the student must:

1. Inform their physical education teacher
2. Sign up with the Stafford Middle School nurse by the following dates:

Fall Season

Sign-ups the last Monday of May for:

Volleyball
Cross Country
Swim (Girls)
Soccer
Football
Gymnastics

Winter Season

Sign-ups the first Monday of October for:

Basketball
Ice Hockey
Indoor Track (Varsity only)
Bowling
Swim (Boys)

Spring Season

Sign-ups the last Monday of February for:

Lacrosse
Baseball
Softball
Track
Golf
Tennis

These procedures have been established to ensure that all necessary documents and testing may take place prior to the first day of practice. Failure to meet the above requirements will forfeit the student's right to be considered for the program. Extenuating circumstances are to be brought to the attention of the Athletic Administrator/Coordinator.

Any questions or concerns should be brought to the attention of:
Mr. Chris Hartmann 518-561-7500 *5092

Health Services

If you become ill or injured during the school day, get a pass from your teacher to go to the nurse. If the nurse finds it necessary to send you home, your parent/guardian will be notified by the school nurse, and you will be picked up in the main office. Students may not contact/call/message/text parents directly to excuse themselves from school, school and safety protocols must be followed. All accidents or injuries, during the school day or at school-sponsored activities, must be reported to the school nurse. If it is necessary for you to receive medication (prescription and/or non-prescription) during school hours, the following is required:

1. A written order from your health care provider including the following:
 - Name of medicine
 - Amount to be given at one time
 - Time of day to be administered
 - Duration of time that it is to be taken
2. A note from your parent/guardian
3. Medication must be left in the nurse's office.

All sixth, seventh, and eighth grade students are screened yearly for vision, hearing, height, weight, and scoliosis. All seventh graders will have their BMI (Body Mass Index) reported to the New York State Dept. of Health. No names will be included. If you do not want this to be reported, there is a form that you may complete.

All new students, seventh graders, and those participating in interscholastic sports are required to have a physical examination, preferably by your own physician.

Cafeteria Services

SMS offers free breakfast and lunch daily. Breakfast is available from 7:45 – 8:00 AM. Start the day right by eating a healthy breakfast. Be sure to check the menu on the cafeteria bulletin board or the district website to see what monthly breakfast and lunches are being offered. Lunch times are determined by grade level.

Snacks and bottled water are available for purchase during a student's lunch period. Funds can be placed on student accounts in the "My School Bucks" link: Plattsburgh City School District's, Food Services website (www.plattscsd.org/food-services-department).

Students participating in a school field trip may order a bag lunch to go, one day prior to the trip. **SMS is a Heart Smart place to eat. Parents are asked to not bring in meals for students from outside vendors. Students may not bring in fast food, soda or high sugar/energy drinks to school. Students may not order outside food to the school.**

Library/Media Center

We have one of the finest library/media centers around. It is designed to help you enhance and support your classroom learning. Books, reference materials, including CD's, computers, as well as magazines and newspapers are available to you. It is important that a quiet, orderly environment be maintained in order for these resources to be effectively used.

Visitors

Parents are always welcome at Stafford. **PARENTS ARE ASKED TO PLEASE CHECK IN AT THE OFFICE AND OBTAIN A VISITOR'S PASS BEFORE GOING TO A CLASSROOM OR ELSEWHERE IN THE BUILDING.** If there is a need to meet with a teacher, please make an appointment in advance of a visit. Students and friends from other schools are NOT allowed in the building without prior approval from the Principal.

Parent –Teacher Conferences

Conferences may be requested by the teacher and/or the parent. Such requests are made through the school counselor's office. It is suggested that parents meet with several or all of the student's teachers, school counselor, and administration.

School Counselors

Counseling services are available to all students in grades 6-8. Based on your needs, the counselor can help you make decisions, develop positive attitudes, solve personal problems with family, friends, and teachers, discover talents and abilities, decide on courses, and plan your educational career.

Homework Requests

If your child is absent from school, call or email the school's main office and request that homework be sent to the office, or sent digitally. If the request is made before 8:30 A.M., the homework can be picked up between 3:00 and 3:45 PM. Parents may also reach out to teachers via email or Microsoft TEAMS to request homework.

Make-Up Work

When a student is absent from school, missed work must be made up. It is the student's responsibility to ask the teacher about missed work. This also applies to students who leave school early or arrive late.

Family Trips

Family trips are not considered an excused absence by the Plattsburgh School District. If it is necessary to take your student out of school for a family trip, please send a note to the attendance secretary stating the dates your student will be on vacation and request work for a pre-arranged trip at LEAST a week prior to the trip. Teachers will be notified and the student will be responsible for all assignments and/or tests and quizzes administered during the trip, unless these requirements are excused or modified by the teacher.

Awards

Principal's Award

The Principal's Award is given each marking period to students with high academic achievement. Students must attain an overall average of 85-100% to qualify for a Principal's Award. A list of Principal Award recipients is posted in the local newspaper each quarter.

School-Owned Materials and Equipment

Students are responsible for the proper care and storage of school owned materials and equipment (ex: textbooks). The condition of these materials is checked when issued to students.

Please reference the **Plattsburgh City School District's Student & Family Technology Handbook** for information on school owned technology devices.

Personal Property

The school cannot accept responsibility for personal property brought to school by a student. A locker with a built-in combination is assigned to each student. Students are cautioned not to share their combination. **The locker is school property with the school having the right to inspect the locker at any time.** Backpacks are permitted to be carried by students throughout the school day to help protect electronic devices. Coats are expected to be kept in the lockers during the school day.

General Suggestions:

- Valuable personal property should not be brought to school. If it is necessary to bring these items, check them in at the office at the start of the day.
- Avoid bringing more than \$5.00.
- All bicycles should be locked in the area provided.
- Report all losses immediately to a teacher or the office.
- Check the "Lost and Found" in the office/cafeteria for missing items.
- **Don't tell anyone your locker combination!!!!!!**

Reporting Student Progress

Report cards are available electronically at the end of every 10-week marking period. Interim reports are sent at the midpoint of each marking period and contain comments, either commending excellent work or identifying areas for improvement.

REPORT CARDS / INTERIM REPORTS

October

1st Marking Period Progress Reports
Emailed to Parent/Guardians

November

1st Marking Period Report Cards
Emailed to Parent/Guardians

December

2nd Marking Period Progress Reports
Emailed to Parent/Guardians

February

2nd Marking Period Report Cards
Emailed to Parent/Guardians

March

3rd Marking Period Progress Reports
Email Emailed to Parent/Guardians

April

3rd Marking Period Report Cards
Emailed to Parent/Guardians

May

4th Marking Period Progress Reports
Emailed to Parent/Guardians

June

Final Report Card
Emailed to Parent/Guardians

STAFFORD MIDDLE SCHOOL GRADING SCALE

Students are graded numerically using the following scale:

| | |
|-------|-------------------------------------|
| 0-100 | Teacher Accurate Average |
| 55+ | School Tool Database System Low Bar |

INCOMPLETE

A grade of "IN", incomplete, indicates that a student has failed to complete course requirements. It is expected that students will make up the "IN" within the 5 week progress report or report card deadline. Students may be required to stay after school until requirements are complete. The teacher issuing the "IN" will mail a description of the incomplete assignments and the due date of the assignments home. Upon successful completion of incomplete work, the student will receive a grade within the 10 week marking period. A student who fails to make up an "IN" will receive a failing grade for the quarter.

Students who have medical or extenuating circumstances will be evaluated on a case-by-case basis.

STUDENT PROMOTION/RETENTION

A student failing two or more of the academic subject areas can be required to repeat the grade level. Special area subject grades enter into this determination. To successfully complete a course, a student must attain an average of "65" or better. Summer school may be available through the City School District. According to district policy, final decisions relative to students' promotion/retention rest with the building administrator.

Stafford Middle School Student Behavior Expectations and Behavior Management Process

As part of our Stafford Pride program, students will be expected to be contributing members of the Stafford Middle School community and behave in a responsible, respectful, and safe manner at all times in all areas of the school and grounds. Serious efforts are made by all staff and students to maintain a positive, productive learning environment at SMS. School and classroom expectations are taught, posted, and modeled continually throughout the school year. **The Stafford Pride Committee sponsors reward activities and celebrations for those students who do exhibit responsible, respectful, and safe behaviors.**

Violations of the safe, respectful, and responsible expectations will result in a range of consequences depending on the frequency and severity of the incident. Consequences may include; loss of privileges, counseling, detention, parent conferences, removal from class, in-school suspension, out-of-school suspension, referral to law enforcement, and placement in an alternative program.

All students and staff at Stafford Middle School will be treated with dignity as per the adopted NY State Dignity for All Students Act (DASA). No student shall be subjected to harassment by employees or students on school property or at school functions; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex. Any violation of this act must be reported to Mr. LaBarge , Stafford's Dignity Act Coordinator.

ilabarge@plattscsd.org

Being RESPONSIBLE means students will:

- Attend school regularly.
- Arrive at school on time, but no earlier than 7:45 AM.
- Arrive at class on time.
- Leave school grounds promptly after the dismissal.
- Cease use of electronic devices upon entering the building.
- Phones are to be off and out of sight at all times. Video, photography, internet access, and communication may only be granted by permission from a teacher or

administration to use during the regular school day. At the end of the day, students may check voice mail or messages in the cafeteria, main office, or guidance office.

- Refrain from video and photography on school grounds unless given permission from the administration.
- Refrain from disruptive behavior on school property.
- Promptly report to detention when assigned.
- Carry a pass when in the hallways during class time.
- Follow the district and SMS dress code expectations.

Being RESPECTFUL means students will:

- Refrain from stealing, defacing, or destroying school or privately owned property.
- Consume food items only in the cafeteria, unless given special permission by classroom teachers. Food and beverages not finished in the cafeteria at lunch may **NOT** be stored in lockers. Water is allowed outside the cafeteria.
- Refrain from chewing gum on school grounds.
- Throw litter in garbage cans.
- Walk on sidewalks.
- Use appropriate language at all times.
- Be respectful to all teachers, staff, and students.

Being SAFE means students will not do anything that will hurt themselves or others. This means students will:

- Wear a mask appropriately at all times within the school building.
- Maintain social distancing guidelines.
- Keep weapons off school grounds.
- Keep hands and feet to oneself and refrain from fighting.
- Use considerate language and actions. Bullying and threatening is not allowed. Victims of bullying should immediately report bullying incidents to an adult.

- Be without possession, usage, or be under the influence of any amount of tobacco, alcohol, or illegal drugs. Medications must be left in the nurse's office.
- Stay on school grounds at all times. Students must be checked out of the building by a parent or guardian.
- Cross the street at the crosswalk with the guidance and assistance of the crossing guard or police escort
- Travel in hallways and stairwells on the right side and walk at a reasonable rate.
- Refrain from picking up and/or throwing snow and ice.
- Dismount from bicycles, skateboards, in-line skates, scooters once on school grounds.
- Arrive to school grounds no earlier than 7:45 AM; exit school grounds by 3:00 PM unless staying with a teacher.

Explanation of Administrative Action

The standard policy for repetitive occurrences with minor behaviors is to have the teacher notify parents of the issue. Administration will call with major behavior occurrences. (See appendices for Student Behavior Management Process: Minor and Major Behaviors) Subsequent to parent notification, the following actions will be considered to correct the behavior:

Reteaching – student will review the school and/or classroom expectations with the teacher, counselor, or administration directly following the incident.

Counseling – student will meet with counselor and/or administration to discuss behavior issue/incident.

Parent Conference – parents will be contacted and asked to meet with a teacher, counselor, or administration to discuss behavior issue. Student may or may not be expected to participate in the conference.

Teacher Connection – stay after school in the classroom of the teacher.

PBIS/Restorative Justice Approach - Follow the building Universal Team's guideline.

Lunch Detention - held during the students combined lunch and SSR period. Students eat their school based or lunchbox meal in the ISS room.

In-School Suspension (ISS) - all day (8:00 AM-2:46 PM) in the ISS room

Students assigned to the ISS room are supervised by a teacher and have class work sent to them. Students eat their school based or lunchbox meal in the ISS room.

Out-of-School Suspension - *The parent will be notified and asked to pick up the student from school. The parent and student must meet with the Principal prior to being re-admitted to school. This is in compliance with District Policy # 5313.3 and section 3214 of the N.Y. State Education Law.*

PSAF/PINS Petition - *Students failing to improve behavior will necessitate the school to enter a PINS (Persons In Need of Supervision) diversion petition. If the student's behavior again fails to improve, a solution will be sought via Clinton County Family Court.*
.....

Student Behavior Management Process

Minor- Staff Managed & Major- Administrator Managed

| Minor Problem | Definition |
|------------------------------------|--|
| Inappropriate verbal language | Student engages in low intensity instances of inappropriate language (i.e. swearing, ethnic, racial and sexual comments). |
| Physical contact/aggression | Student engages in non-serious , but inappropriate physical contact (i.e. pushing, kicking, tripping). |
| Defiance/disrespect/non-compliance | Student engages in brief or low intensity failure to respond to adult requests. Student engages in disrespectful activity such as teasing and name calling, gossiping and spreading rumors. |
| Disruption | Student engages in low intensity , but inappropriate disruption of instruction (i.e. whispering, calling out during instruction, making noises or faces). |
| Dress code | Student wears clothing that is near, but not within the dress code guidelines defined by school/district. |
| Property misuse | Student engages in low intensity misuse of property (i.e. scribbling on desk, urinating on bathroom floor, writing in a textbook). |
| Other | Student engages in any other minor problem behaviors that do not fall within the above categories. |

| Major Problem Behavior | Definition |
|--|--|
| Abusive language/inappropriate language profanity | Verbal messages that include high-intensity swearing, name calling, or use of words in an inappropriate way and directed at another. |
| Alcohol | Student is in possession of or is using alcohol. |
| Bomb threat/False alarm | Student delivers a message of possible explosive materials being on campus, near campus, and/or pending explosion. |
| Defiance/disrespect/insubordination/non-compliance | Adamant refusal to follow directions; profane response to teacher. |
| Disruption | Behavior causing an interruption in class instruction or activity. Disruption includes sustained loud talk, yelling, or screaming; horseplay or roughhousing; and/or sustained out-of-seat behavior. |
| Dress Code Violation | Student wears clothing that does not fit within the dress code guidelines practiced by the school/district. |
| Fighting/physical aggression | Actions involving serious physical contact where injury may occur. |
| Forgery/theft | Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission. |
| Harassment/bullying | Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation; obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters. |
| Lying/cheating | Student delivers message that is untrue and/or deliberately violates rules. |
| Drugs | Student is in possession of or is using illegal drugs/substances or imitations. |
| Property damage | Student deliberately impairs the usefulness of property. |
| Vandalism/property damage | Student participates in an activity that results in substantial destruction or disfigurement of property. |
| Weapons | Student is in possession of knives, or guns (real or look alike), or other objects readily capable of causing bodily harm. |
| Other | Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed. |

ACADEMIC HONESTY POLICY

We support the idea that a student has the duty of being a responsible and honest student and to do his/her own work.

A student may not forge or falsify any signatures and/or alter any notes, passes, excuses or other school documents for anyone.

A student may not copy any materials when an assignment is given to write their own work, cheat or copy any assignment, quiz, test, or other exercise.

An incidence of any type of the above-mentioned infractions will result in:

1st time:

- The teacher will contact the parents and notify them of the incident.
- At the teacher's discretion, a student may or may not be allowed to resubmit the assignment and credit may or may not be given.
- An office referral will be written and a teacher or office detention will be assigned.

2nd time:

- The teacher will contact the parent, notify them of the incident and schedule a conference.
- The student will not be allowed to receive credit or resubmit the assignment.
- An office referral will be written and 1-3 days of in-school suspension will be assigned.

Attendance

Regular school attendance is required of all students. Attendance is taken during homeroom. Students not in their assigned rooms at this time are considered absent and the daily attendance record will be marked accordingly. If a student is tardy, he/she must come to the office, sign in and have a note explaining the tardiness and then report to class with a pass. Students will not be allowed in class without a pass. Parents are requested to call the school (518-563-6800) or email the attendance secretary at tstoughton@plattscsd.org by 8:00 AM when their child is absent or tardy. Homework requests may be made at this time. If no one is available to take your call, please leave a message for the attendance secretary.

PLATTSBURGH CITY SCHOOL DISTRICT

RTI ATTENDANCE MODEL

The Plattsburgh City School District will closely monitor student attendance patterns and provide necessary interventions when the following occur: chronic and/or excessive absenteeism, late arrival and early dismissal. Please note the definitions below and the Student Cumulative Days Absent Guide that school staff will be utilizing to guide tiered interventions for students and families.

- ☐ **Chronic absence** means missing approximately 10% or more of the school year (equivalent to 18 days out of a 180 day school year) regardless of whether absences are excused or unexcused.
- ☐ **Chronic late arrival** – arriving late approximately 10% or more of the school year
- ☐ **Chronic early dismissal** – leaving early approximately 10% or more of the school year
- ☐ **Excessive absence** means missing approximately 20% or more of the school year (total of 4 days absent at the end of September, 8 days absent at the end of October, 11 days absent at the end of November, etc.).
- ☐ **Excessive late arrival** – arriving late approximately 20% or more of the school year
- ☐ **Excessive early dismissal** – leaving early approximately 20% or more of the school year

| Student Cumulative Days Absent | Chronic Absence/Late Arrival (10% or more) | Excessive Absence/Late Arrival (20% or more) |
|---|---|---|
| Month | | |
| September | 2 | 4 |
| October | 4 | 8 |
| November | 6 | 11 |
| December | 7 | 14 |
| January | 9 | 18 |
| February | 11 | 22 |
| March | 13 | 26 |
| April | 15 | 29 |
| May | 17 | 33 |
| June | 18 | 36 |

Absent and tardy occurrences:

1. Personal sickness or injury (Doctor's Note)
2. Sickness or death in the family
3. Impassible roads
4. Religious observance
5. Medical or dental appointments (Doctor's Note)
6. School-approved supervised trips
7. Approved college visits
8. Required court attendance
9. Quarantine
10. Military obligations
11. Other reasons authorized by the Principal or Superintendent of Schools

Students leaving for appointments during school hours need to bring a note signed by a parent indicating the reason for leaving and the time of departure. Students are to report to the office before school with this note to receive a pass permitting them to leave a class later in the day. For safety reasons, parents or guardians are required to come into the office, provide identification documents, and sign their student out before he/she will be released. Exceptions to this policy must have the approval of the Principal. For continuity of instruction, students are responsible for leaving classes on time for their appointment. If returning during the same day, students must sign in and provide a doctor's note before returning to class. Under no circumstances may a student leave the building during school hours without approval from the office.

Cell Phone & Electronic Device Policy (updated May 2022)

Personal electronic devices (ex: cell phones/ear buds/iPads, etc.) can be highly disruptive to the educational process. Plattsburgh City School District students use technology with digital citizenship standards. Digital citizenship is the application of appropriate, responsible behavior when using technologies such as social media accounts (TickTok, SnapChat, Instagram, etc), communication applications (text, Messenger, TEAMS, email, etc). Digital citizenship practices create healthy and productive relationships with technology and reduces negative aspects to technology such as cyberbullying, overuse, and anxiety.

To encourage classroom readiness and educational focus personal electronic devices, including cell phones, **may not be carried on a person during the school day.** Personal electronic devices, including cell phones, **are to remain in backpacks or lockers during the school day.** Cell phones (and other technology devices such as ear buds and laptops) are not permitted for use in hallways or bathroom during the school day. Cell phone use may only occur in classrooms for instructional purposes with teacher permission. Classroom teachers are allowed to set reasonable rules pertaining to classroom use of electronic devices such as but not limited to: collecting cell phones during testing or bathroom visits. **The school is NOT responsible for any lost, broken or stolen items.**

The distribution of recorded video, audio, pictures, or postings of classmates without their knowledge and permission is prohibited. Any video, audio, or still frame pictures of violence including fighting, bullying, harassment are prohibited and can result in disciplinary consequences. Exchange or possession of sexually explicit content is strictly prohibited and may be forwarded to law enforcement personnel.

We understand that student/parent communication is necessary to discuss items such as transportation, sporting/extracurricular activities, personal item delivery. Parents should note that the best method to reach students is through the school's main office phone number to reduce classroom disruptions. Students may use a cell phone to contact home in the main office, nurses' office, or guidance office with staff permission.

Violations of Cell Phone & Electronic Device Policy will follow this format:

1st Offense: Electronic device including ear buds are confiscated and turned it into the main office where the student's name will be recorded. The student is able to pick the device up at the end of the school day.*

2nd Offense: Electronic device including ear buds are confiscated and turned it into the main office. Student's name will be recorded as a 2nd offense, discipline referral will be submitted, and the student will serve a period of lunch detention or in-school suspension. Student will complete a Digital Citizenship exercise to reteach expectations.

3rd Offense: Electronic device is confiscated and turned it into the main office. A parent/guardian will be required to pick up the device at the end of the school day, meet with administration, and discipline referral will be submitted with additional consequences.

**Students who refuse to surrender the device when a staff person asks will be considered insubordinate and will serve in school suspension. Parent/guardian will be notified and required to pick up the device.*

Commonly asked questions regarding cell phone usage and policy:

Q: How does a parent/guardian reach a student to discuss changes in transportation, sporting/extracurricular activities, or personal item delivery.

A: The best method to reach students is through the school's main office phone number in order to reduce classroom disruptions. School personnel will deliver messages to your student in a timely manner that will not cause interruption in class lessons.

Q: Why shouldn't a parent/guardian message their student during the school day?

A: Notifications on cell phones are distracting and hard to resist checking. Reducing the amount of communication and social media notifications that a student receives within a school day allows them to attend to the educational process.

Q: My student starts feeling ill or has a mental health concern at school. What should they do?

A: Students need to report to nurse/guidance office to be evaluated and assisted by the appropriate staff member. If a student is having a medical issue or crisis and does not report to health/guidance office (internalizes the concern, reaches out to parent/guardian via cell phone first etc) we are unable to help them, which could create a safety issue if there is a serious condition occurring.

Q: Are cell phones allowed in the classroom?

A: Teachers may choose to use electronic devices to aid a classroom lesson or learning experience. Students may only use the technology that has been specified by their teacher.

Q: Why is my student not allowed to use electronic devices during lunch periods or in the hallway between classes?

A: Interpersonal social skills are encouraged during free times such as lunch and hallway movement. Technology use is not permitted during these times and places as social media posting and messages occurs in high volumes and then rapidly spreads among the student population resulting in requests to leave classrooms to check social media account and/or messaging accounts.

Q: Why does Stafford Middle School have high expectations for electronic device usage?

A: Misuse of electronic devices in terms of classroom disruption, cyberbullying, and attachment anxiety to devices (such as cell phones) has increased dramatically in recent years. Stafford Middle School strives to make in person instruction and in person interaction the priority.

Dress Code Policy

The responsibility for student dress and general appearance shall rest with individual students and parents. However, the Board of Education requires students to attend school in attire that encourages professionalism and appropriate situational setting of apparel while meeting health and safety standards.

Students attire shall include:

1. An inseam that provides coverage to approximately closed fist length of extended arm at the side. Attire that becomes inappropriately short when seated is prohibited.
2. Clothing must completely cover the abdominal area. Clothing must completely cover the chest from one armpit across to the other armpit.
3. All shirts must have straps. (No tube tops or halter tops) Shirts that have large arm openings that are open to the chest are not allowed.
4. See-through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum required dress code.
5. Athletic apparel and team uniform accessories must meet minimum dress code requirements.
6. Clothing with excessive rips or holes is not allowed. Rips or tears in clothing should be lower the 3 -4 inches inseam location.
7. Ensure that undergarments are reasonably covered with outer clothing.
8. Footwear is required and must be safe and appropriate for indoor and outdoor activity. Athletic shoes with non-marking soles are required in the gymnasium.
9. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason by school administration.
10. Sunglasses may not be worn in the building.
11. Outer garments such as heavy winter coats, trench coats, and extremely baggy coats are not allowed to be worn during the school day.
12. Clothing and accessories which endangers the health and safety of students be removed in certain classes (ex: Home and Careers, Physical Education, Science)
13. Clothing and accessories (such as backpacks, patches, jewelry, and notebooks, face masks) must not state/imply/advertise/encourage (1) hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, political affiliation, or any other protected classification, (2) gang affiliations, (3) weapons, (4) vulgar, subversive, or sexually suggestive language or images, (5) alcohol, tobacco, marijuana, illegal drugs, or other controlled substances (6) other illegal or violent activities.

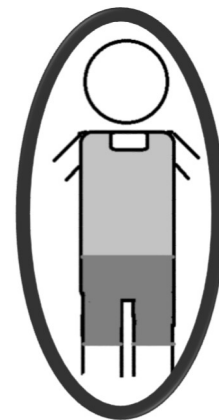
Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. Administration reserves the right to determine what constitutes appropriate dress.

Students who do not meet dress code expectations will be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Parents will be called if appropriate clothing is not available, or the student refuses dress-code appropriate clothing. The Superintendent of Schools and other administrative personnel designated by the Superintendent have the authority to require a student return home and change his/her attire prior to return to class should it be deemed inappropriate to the above guidelines. The student will be responsible for any work missed in a class as a result of leaving the classroom and/or school.

Students who do not adhere to these guidelines will not be allowed to attend class and subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Students who are prone to stretching the limits of the dress code are advised that they may want to have a change of appropriate clothing left in their locker at the beginning of the year, to expedite the need to leave school to change inappropriate clothing that is worn to school.



Supervision of Students Before and After School

Students should not be on school grounds until 7:45 AM, as no supervision is available until this time. Due to supervision limitations, students will wait in designated areas once they have arrived on school grounds.

Supervision of students outside of the building after school ends at 3:00 PM, so it is expected that all students will be off school grounds at this time. Please plan rides accordingly to accommodate this schedule.

Fire Drills-Evacuation

Fire evacuation routes are posted in every room of the building. Students are expected to walk single file with their teacher and there is to be no talking. Failure to follow these directions will result in an office discipline referral.

Stafford Middle School Parental Involvement Policy

The Board of Education Parental Involvement Policy of the Plattsburgh City School District recognizes the following:

- The critical role of families in their children's academic achievement and social well-being
- The responsibility of every school to create a welcoming environment conducive to learning and supportive of comprehensive family involvement programs that have been developed jointly with families
- The need to accommodate the diverse needs of families by developing jointly, with families, multiple, innovative, and flexible ways for families to be involved
- The rights and responsibilities of parents and guardians, particularly in their right to have access to the school, their child's records, and their child's classroom
- The need for families to remain involved from preschool through high school
- The diversity of family structures, circumstances and responsibilities, including differences that might impede family participation. Policies and programs should include participation by all persons interested in the child's educational progress, not just the biological parents
- A need for links with social service and health agencies, faith-based institutions and community groups to support key family and community issues

The faculty and staff of Stafford Middle School recognize the importance of parental involvement and participation in their child's education and are committed to implementing the Board of Education Policy. Every effort is made to develop opportunities for parental involvement across a broad spectrum of school programs, activities, and procedures, as illustrated by, but not limited to, those listed below:

- 6th Grade Orientation
- Open House Activities
- Report Card Pick-Up-Day
- Parent/Teacher Communications via E-mail and Voice Mail
- Parent Conferences
- Sharing Curriculum Guides, Students Expectations, and Assessment Procedures related to NYS

Standards

- School Improvement Planning Committee
- Family School Organization (FSO) Activities (examples: 8th Grade Celebration)
- Partnership with Department of Social Services for Support to Families; Interventions, Supports, and Services for Students
- Instructional Support Team
- Homework List Serve
- Updating of Plattsburgh City School District Website
- Microsoft TEAMS pages and messaging systems
- Staff Websites
- Parent Newsletter
- Interactive Family Activities at All Grade Levels
- Moving-Up Ceremony
- School Board Spotlight
- Musical Performances and Visual Fine Arts Displays
- Parent Chaperones for School Events
- Guest Lecturers
- Intramural and Modified Sports Programs
-

COMPUTER/INTERNET ACCEPTABLE USE PLATTSBURGH CITY SCHOOL DISTRICT POLICY

Educational Purpose

The Plattsburgh City School District recognizes that student instruction and learning will change as new technologies alter the ways in which information is accessed, communicated, and transferred. The district also recognizes that electronic information skills are now required as essential knowledge for critical thinkers, effective communicators, healthy and responsible citizens, and lifelong learners.

In responding to these changes, the Plattsburgh City School District actively supports student access to the widest variety of electronic information resources together with the development of appropriate skills to analyze and evaluate such resources.

Use of the district network requires responsibility, integrity, and accountability.

STUDENT ACCEPTABLE USE

Student users of district technology agree to abide by the following:

- Use of the district's computer network must be in support of education and research.
- Students will not reveal their personal information or that of others (i.e. complete names, addresses, telephone numbers).
- District network accounts are to be used only by the authorized owner of each account. Students shall not seek to learn, change or share other users' passwords, modify other users' files or data, or misrepresent other users on the network or Internet.
- Students shall not intentionally disrupt the use of the district's network or devices attached to the network.
- Students are prohibited from accessing or using email on the district's network without specific authorization and supervision by a teacher.
- Students agree that hardware or software shall not be destroyed, modified, damaged, or abused in any way.
- Malicious use of the district's network to develop programs or computer viruses that harass other users, infiltrate a computer or computer system, or damage the software settings/components of a computer or computing system is prohibited.
- Students are prohibited from loading, transmitting, or intentionally receiving threatening, harassing, or other antisocial content on the district's network.
- The use of the district's network to access or process pornographic material, inappropriate web sites or files, illegal software, or files dangerous to the integrity of the local area network or any attached device is prohibited.
- Software is protected by copyright laws; therefore, students will not make unauthorized copies of software or media.
- Students will not download or install software on any district computer.
- Students will follow copyright and fair use guidelines when using information from the Internet. These guidelines include proper citation when referring to downloaded text, images, and other media.

THE PLATTSBURGH CITY SCHOOL DISTRICT RESERVES THE RIGHT TO:

- monitor network, Internet, computer, and fileserver activity by students on the district network;
- limit or remove a student account on the district's network to prevent further unauthorized or unacceptable activity.

Disciplinary action regarding violations of the student acceptable use policy will be determined at the building level consistent with existing practices. Violators of this policy risk losing computer privileges on a temporary or permanent basis, suffering disciplinary action and/or financial penalties, and facing possible prosecution for violation of local, state, and federal laws.

DISTRICT RESPONSIBILITY

The district will allocate resources to promote, to the extent possible, a safe Internet experience for all students.

- The district will use protective technology measures to help prevent users from accessing inappropriate information on the Internet in accordance with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].
- The school staff will supervise, within reason, usage of the computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Adoption date: March 23, 2006

ANTI-DISCRIMINATION PLATTSBURGH CITY SCHOOL DISTRICT POLICY

The Board of Education of the Plattsburgh City School District is committed to maintaining an academic and work environment that is free of discrimination. The District does not discriminate in employment or in educational programs and activities which it operates on the basis of sex, color, race, ancestry, religion, national origin, age, physical or mental handicap/disability, medical condition, marital status, veteran status, citizenship status, sexual orientation, gender expression, predisposing genetic characteristic or other characteristics protected by Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, or other applicable federal and state laws and regulations.

All District employees and students are responsible to help assure that the District does not discriminate. If you feel that you have experienced, witnessed or have information regarding possible discrimination, you should notify the District's designated Title IX Compliance Officer or another District Official immediately. The Board of Education prohibits retaliation against anyone, who in good faith, reports possible discrimination, makes a discrimination complaint, or cooperates in a discrimination complaint investigation or any related proceeding.

The District's policy is to investigate all discrimination complaints promptly and thoroughly. The Superintendent of Schools is directed to develop and implement specific procedures for reporting, investigating and acting upon allegations of discrimination consistent with applicable law. To the fullest extent practicable, the District will keep complaints and the terms of their resolution confidential. If an investigation confirms that discrimination has occurred, the Superintendent and/or the Board of Education will take corrective action, including, but not limited to, appropriate disciplinary action. Disciplinary action may include disciplinary proceedings and/or termination of employment.

A copy of this policy and its accompanying regulations shall be distributed to all supervisory and non-supervisory personnel, employees and students and posted in appropriate places.

The Title IX Compliance Officer of the District is the Assistant Superintendent for Instruction, Plattsburgh City School District, 49 Broad Street, Plattsburgh, New York 12901, (518) 561-6670.

Adoption date: March 23, 2006

Revised: January 22, 2009

ANTI-HARASSMENT PLATTSBURGH CITY SCHOOL DISTRICT POLICY

The Board of Education of the Plattsburgh City School District is committed to maintaining an academic and work environment that is free of discrimination. In keeping with this commitment, the District will not tolerate harassment of District employees and/or students by anyone, including any administrator, supervisor, co-worker, student, teacher, vendor, or visitor of the District.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical or mental handicap/disability, medical condition, marital status, veteran status, citizenship status, sexual orientation, gender expression, predisposing genetic characteristic or other characteristic protected by Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, or other applicable federal and state laws and regulations. The District will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with a person's work performance or academic performance or creates an intimidating, hostile or offensive work environment or academic environment.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment or academic performance, (2) submission to or rejection of the conduct is used as the basis for an employment or academic decision, or (3) the conduct has the purpose or effect of unreasonably interfering with a person's work performance or academic performance or creating an intimidating, hostile, or offensive working environment or academic environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body.

All District employees and students are responsible to help assure that harassment is avoided. If you feel that you have experienced, witnessed or have information regarding possible harassment, you should notify the District's designated Title IX Compliance Officer or another District Official immediately. The Board of Education prohibits retaliation against anyone, who, in good faith,

reports possible harassment, makes a harassment complaint, cooperates in a harassment complaint investigation or any related proceeding.

The District's policy is to investigate all harassment complaints promptly and thoroughly. The Superintendent of Schools is directed to develop and implement specific procedures for reporting, investigating and acting upon allegations of discrimination, including harassment, consistent with applicable law. To the fullest extent practicable, the District will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, the Superintendent and/or the Board of Education will take corrective action, including, but not limited to, appropriate disciplinary action. Disciplinary action may include disciplinary proceedings and/or termination of employment.

A copy of this policy and its accompanying regulations shall be distributed to all supervisory and non-supervisory personnel, employees and students and posted in appropriate places.

The Title IX Compliance Officer for the District is the Associate Superintendent, Plattsburgh City School District, 49 Broad Street, Plattsburgh, New York 12901, (518) 561-6670.

Ref: Education Amendments of 1972, Title IX, 20 U.S.C. §1681 *et seq.*
Title VII of Civil Rights Act (1964), 42 U.S.C. §2000-e; 34 CFR §100 *et seq.*

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)
Faragher v. City of Boca Raton, 524 U.S. 775 (1998)
Burlington Industries v. Ellerth, 524 U.S. 742 (1998)
Oncale v. Sundowner Offshore Services, Inc., 523 U.S. 75 (1998)
Franklin v. Gwent County Public Schools, 503 U.S. 60 (1992)
Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)

Adoption date: March 23, 2006

Revised: August 25, 2011

BULLYING

Plattsburgh City School District Policy

The Board of Education is committed to providing an educational and working environment that promotes respect, dignity, and equality and that is free from all forms of harassment, including bullying. Therefore, the Board condemns all forms of harassment, including bullying.

For the purposes of this policy and its implementation, “bullying” is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another that takes place on school property, at any school-sponsored function or on a school bus, or that takes place off of school grounds but that is designed to or has the effect of interfering with a one’s ability to attend school and/or to be educated in a safe, non-hostile environment.”

Bullying may include, but is not limited to, actions such as verbal taunts, name-calling and put-downs, extortion of money or possessions, and exclusion from peer groups within school. Bullying may also include actions that violate the district Code of Conduct, the district Anti-Harassment Policy and other district policies. Such conduct is disruptive of the educational process and, therefore, is not acceptable behavior in this district, and is prohibited.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of bullying and persons with knowledge of bullying report the conduct immediately to the Building Principal, Assistant Principal or Title IX Officer. Employees must report any incidents they observe, and where appropriate, intervene to stop such activities. The district will promptly investigate all complaints of bullying, either formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

If, after appropriate investigation, the district finds that a student, an employee or a third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy and state law. Where the Title IX Officer initiates a formal investigation, the regulations relating to the district Anti-Harassment Policy shall be applied. Consequences and appropriate remedial action for a student found to have engaged in bullying range from positive behavioral interventions through discipline, up to and including suspension as permitted under the Code of Conduct. If the alleged behavior constitutes or may constitute a crime, the police

authorities or any other appropriate agency shall be immediately notified.

The Board prohibits any retaliatory behavior directed towards any person who reports an act of bullying as well as against anyone who participates in the investigation of a complaint of bullying.

This policy shall be posted in a prominent place in each district facility and shall also be published in student registration materials, student, parent and employee handbooks, and other appropriate school publications. Students and staff shall be notified of this policy as part of each year's school orientation.

Cross-ref: 0110,-R, Anti-Harassment
 5300, Code of Conduct

Ref: Penal Law §§120.15, 120.05, 120.06, 120.65

Adoption date: March 23, 2006

Dignity For All Students Act (DASA)

DASA was passed in September of 2012. It protects every child in NYS from Harassment, Intimidation, and Discrimination. If you have a complaint, please stop in the Main Office or Counseling Office to file an official complaint. Mr. LaBarge is the DASA coordinator/officer at Stafford Middle School. All official complaint forms are used to conduct investigations. Statements can come from the individual that has been disrespected or a neutral witness. This system allows for many sets of eyes and ears to protect the mental and physical well-being of every child. Lying on statements leads to automatic consequences. The statements are kept confidential to protect all persons/families involved.

Stafford Middle School

CO-CURRICULAR CODE OF CONDUCT

RULES AND REGULATIONS FOR PARTICIPANTS IN CO-CURRICULAR ACTIVITIES

STATEMENT OF PHILOSOPHY

It is the intent of the Plattsburgh City School District to provide a well-rounded educational experience for its students. Interscholastic athletics, clubs, and other co-curricular groups are part of this educational process. Athletics and other co-curricular activities coupled with academics broaden student learning and enhance the quality of our students' daily lives. The district's primary focus, however, always remains academic.

Interscholastic Athletics Program

Since enhancing student health and wellness, sportsmanship and the athletic skills of all participants are goals of the interscholastic athletics program, all members of modified teams will have the opportunity to play. The modified levels will have more emphasis placed on participation. Junior Varsity and Varsity levels will have more emphasis on team success with more highly skilled students expected to play more.

Participation in co-curricular activities

Participation in any co-curricular activity provides unique opportunities for student success. This feeling of success can be nurtured and carried over into other areas of the student's academic life. The middle school student is encouraged to become involved in any of the many co-curricular opportunities Stafford has to offer.

PARTICIPATION IN INTERSCHOLASTIC ATHLETICS AND OTHER CO-CURRICULAR ACTIVITIES IS A PRIVILEGE, NOT A RIGHT. WITH THAT PRIVILEGE COMES RESPONSIBILITY. IN ORDER FOR A STUDENT TO PARTICIPATE IN ANY CO-CURRICULAR ACTIVITY, THE STUDENT MUST FOLLOW THE STANDARDS OF ACADEMIC AND BEHAVIOR ELIGIBILITY.

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, RELIGION, RELIGIOUS PRACTICE, WEIGHT, NATIONAL ORIGIN, AGE, MARITAL STATUS, OR DISABILITY.

ACADEMIC ELIGIBILITY

It is the responsibility of the participants in sports and clubs to become familiar with the academic requirements and expectations of the school. **Academics should be a priority for every student.**

All coaches/moderators/advisors will submit a list of participating students to the Principal/Dean of Students, and nurse, once students are chosen to participate in a sport or co-curricular activity. Student participation in co-curricular activities may be impacted if their academic area teacher(s) feel they need extra help or are “deficient” as outlined below:

Students are considered deficient if they:

- (a) Receive a negative academic report
- (b) Are failing a subject
- (c) Receive an incomplete grade

Students with two or more deficiencies:

A student who is “deficient” in two or more subjects at any one time may not participate in any co-curricular event, practice/rehearsal, game, meeting or other activity.

Teachers will notify the deficient student and administration by placing the student’s name on a “Deficiency” list. In turn, the office will notify all coaches, moderators or advisors concerning students on the list. When report cards are generated, advisors and coaches will be notified if a student is ineligible for an activity. The guidance secretary will provide all teachers with a list of students who have received a “0-64” or an “Incomplete” on interims and/or report cards.

Students must communicate daily with any teachers of classes where the student is deficient. A student may return to participation when the teacher removes the student’s name from the list.

Removal from the list indicates the student is no longer deficient in that subject. If the student only has one deficient subject left on the list, the student may resume activity.

Students needing extra help or deficient in one subject:

1. If a teacher asks a student to stay after school for extra help or other concerns, the student must comply. Participation in a co-curricular activity cannot be used as an excuse in such cases.
2. The teacher will give the student a late pass that the student can in turn give to the coaches/moderators/advisors without penalty.
3. Students may request a make-up day with that teacher (must be done the following day) if there is a game, performance or other special activity with their co-curricular activity.

BEHAVIOR ELIGIBILITY

Stafford Middle School is proud of the school's guiding principles: Be Safe, Be Responsible, Be Respectful. A student who cannot follow these principles may be subject to disciplinary action and loss of co-curricular privileges.

Students will display appropriate behaviors at all times. The student should exhibit appropriate behaviors by displaying good sportsmanship, being considerate of others and exhibiting mutual respect among all individuals during the course of the school day as well as at all school-sponsored events.

Students receiving office referrals or other disciplinary action will have the following consequences:

DISCIPLINE REFERRALS AND ELIGIBILITY

| Student receives: | Co-curricular result: |
|-------------------------------|-------------------------------|
| 1 Discipline office referral | 1 day ineligibility |
| 2 Discipline office referrals | 2 day ineligibility |
| All day in-school suspension | 3 day ineligibility |
| Out of school suspension | Possible end of participation |

If a student receives a referral on the day of a home or away game, the day(s) of ineligibility may begin on the next scheduled practice day. Exceptions to this procedure will be at the discretion of the administrator.

A documented attempt will be made to contact parents regarding discipline and eligibility. The final determination of disciplinary action will be at the discretion of the building administrator.

A student out-of-school suspended will be excluded from all activities until a parent conference can be held with all parties involved. Reinstatement to the activity will depend on the outcome of that conference.

Attendance and Tardy Policy

Students must be in school to be eligible to participate in any co-curricular practice, event or performance. Should a student leave school for an appointment during the day and return, he or she will be eligible to participate in practices and scheduled events. Students must be in school before the end of first period to remain eligible to participate in practices and scheduled events. If the student has a legal tardy excuse, the student is eligible for participation that day. If the student has an illegal tardy excuse, the student is NOT eligible to practice or perform in scheduled events. It will be the advisor's/coach's option as to whether the non-participating student must attend the practices or scheduled events.

Illegal Substance Use

Respect for one's health and physical development must be an integral part of daily living. Health research clearly indicates the harmful effects of using tobacco products, alcohol, marijuana, inhalants and other controlled substances. The Plattsburgh City School community endorses these findings. In addition, the use or acquisition of these substances is illegal. Therefore, it is the policy of the Plattsburgh City School District to absolutely forbid the use of or possession of these substances. Students found to be in violation of this policy will be subject to a meeting with parents and all parties involved to determine consequences.

Frequently Asked Questions

WHAT SHOULD I DO IF...

- I lose my schedule? See your school counselor
- I forget my locker combination? Go to the office
- My locker doesn't open? Go to the office
- I feel sick during the day? Ask your teacher for a pass to
the nurse's office
- I am absent from school? Have your parent or guardian
call or email the school secretary.
- I am absent and need assignments? Call the school secretary or email the
teachers before 8:30 a.m.
- I come to school late? Go to the office as soon as you
come in the building
- I need to leave school for an appointment? Go to the office to sign out and
have parent meet you
- I lose personal property or a book? Go to office; check Lost and
Found in office/cafeteria
- I have a personal problem with friend? See your school counselor
- I have a problem with a family member? See your school counselor
- I want to talk about my class schedule? See your school counselor
- I have a medical excuse for PE? Go to the nurse's office
- I return to school after being absent? Bring a written excuse from a
parent or guardian to the main office
- Another student is bothering me? See your school counselor or
administration

Handbook-Code of Conduct Team

(last updated July 2022)

Mr. LaBarge

Ms. Sciole

Mr. Lebrun

Mr. Ducharme

Ms. Hayden

Mrs. Sellers

Mrs. LaPorte

Mrs. Germain