

Dear Students,

The faculty and staff at Plattsburgh High School would like to welcome you to the 2017-2018 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. The focus of this year will be, as it has always been, helping each of you reach your highest potential, both academically and behaviorally. It is the goal of the faculty and staff of Plattsburgh High School to provide each student who walks through our doors with the necessary tools to be a productive member of society. You certainly will receive academic tools from each class you take, but you also will receive behavioral tools from every adult you meet as you make your way through this school year.

The tools you will receive will apply primarily to three school-wide **Behavioral Expectations**, which you will see posted in every classroom and in all non-classroom areas (hallways, auditorium, cafeteria, etc.). A summary of these expectations can be found on the positive behavioral expectations pages in this handbook. Plattsburgh High School's behavioral expectations are for all members of the school community to **Be Responsible, Be Respectful, and Be Safe**. We feel strongly that when students make responsible academic and behavioral choices, treat the school and everyone in it respectfully, and make safe, thoughtful decisions, everyone will feel a greater sense of belonging and success, and in turn feel empowered to make their own best lives.

Throughout the school year, we will be teaching these behavioral expectations directly to all students in a number of ways and settings. To take a proactive approach, we will have a system in place to acknowledge you throughout the school year for demonstrating responsibility, respect, and safety. We also will pay close attention to which expectations need to be re-emphasized as the school year goes on, and we will then re-teach those expectations on an individual, small group, and whole school level as necessary. We believe that when you clearly understand what is expected of you, and you are given regular and consistent feedback on your behavior, you will 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



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Directory of Plattsburgh High School

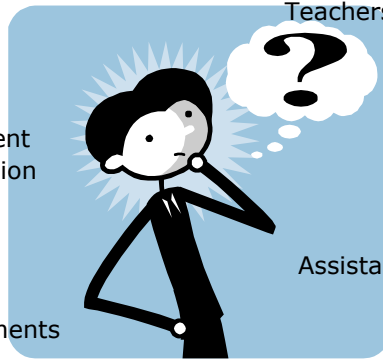
To reach any of the following individuals during school business hours,
(7:30 AM – 4:00 PM)
please dial (518) 561-7500 and then, when prompted, the extension desired.

<u>Person</u>	<u>Extension</u>
Main Office	5000
Principal	5001
Assistant Principal	5004
Attendance Secretary	5002
School Nurse	5031
School Psychologists	5076/5078/3278
Student Advocate	5075
Guidance Office	5071
Athletic Coordinator	5091/5092
Food Service Director	5093

If you have questions about...

We have the answers!

Academic Programs
Accidents, Illness
Advanced Placement
Attendance
Collage Advanced Placement
CV-TEC/Vocational Education
Clubs & Activities
Fund-raising
Lockers
Lost & Found
Public Address Announcements
P. E. Medical Excuse
Personal concerns
Problems with another student
Problems with faculty/staff
Scheduling courses
Scheduling use of building



Teachers/Guidance Counselor
School Nurse
AP Coordinator
Attendance Secretary
CAP Coordinator
Guidance Counselor
Advisor
Assistant Principal
Assistant Principal/Secretary
Main Office
Main Office
School Nurse
Guidance Counselor
Asst. Principal/Guidance Counselor
Principal
Guidance Counselor
Principal's Secretary

PLEASE VISIT US ON THE WEB:

www.plattscsd.org

Behavioral Expectations

<i>Expectations</i>	<i>Be Responsible</i>	<i>Be Respectful</i>	<i>Be Safe</i>
<i>Classroom</i>	<p>Be there/be on time.</p> <p>Be rested/be ready to learn.</p> <p>Stay on task.</p> <p>Give your best effort.</p> <p>Focus on self, not others.</p>	<p>Use appropriate language, relevant comments.</p> <p>Be polite.</p> <p>Respect property and space of others.</p> <p>Accept everyone's efforts & participation.</p> <p>Accept individual differences.</p> <p>Wear appropriate clothes.</p>	<p>Use classroom supplies, materials and furniture as intended.</p> <p>Keep hands and feet to self.</p> <p>Listen to and follow directions.</p> <p>Remain in seat.</p>
<i>Hallway</i>	<p>Get to class on time.</p> <p>Use trash cans for refuse.</p> <p>Use passes properly.</p> <p>Abide by all school rules.</p> <p>Lock lockers to protect self and others.</p>	<p>Use appropriate language.</p> <p>Move quietly during class time.</p> <p>Maintain personal space.</p> <p>Use school property properly.</p>	<p>Keep hands and feet to self.</p> <p>Walk safely.</p> <p>Remain in building (use proper checkout procedures).</p>
<i>Cafeteria</i>	<p>Clean up area after self.</p> <p>Practice good table manners (ex. Food to be eaten only).</p>	<p>Use appropriate language.</p> <p>Maintain personal space.</p> <p>Be polite to others.</p>	<p>Wait your turn in line.</p> <p>Follow monitors' directions politely.</p> <p>Respect others' personal space.</p> <p>Avoid pushing or shoving.</p>
<i>Extra-Curricular</i>	<p>Dress appropriately for the event.</p> <p>Abide by all school rules.</p> <p>Use facilities appropriately.</p> <p>Be on time.</p>	<p>Use appropriate language.</p> <p>Be mindful of feelings of others.</p> <p>Exhibit good sportsmanship as athletes and spectators.</p> <p>Be polite to chaperones and others.</p>	<p>Follow adult directions.</p> <p>Follow guidelines of setting.</p> <p>Stay with group.</p> <p>Familiarize yourself with fire exits; remain calm.</p> <p>Avoid others misbehavior.</p>
<i>Assembly</i>	<p>Be on time.</p> <p>Remain seated until otherwise instructed.</p> <p>Be attentive.</p> <p>Stay with group.</p>	<p>Use appropriate language.</p> <p>Listen to and attend to presenters.</p> <p>Ask relevant questions.</p> <p>Maintain appropriate silence.</p> <p>Show appreciation through applause.</p> <p>Leave area clean.</p>	<p>Familiarize yourself with fire exits.</p> <p>Enter and exit in orderly manner/don't wait for friends.</p> <p>Follow directions.</p> <p>Sit safely (do not jump over seats).</p>
<i>Library</i>	<p>Return books on time and in good condition.</p>	<p>Be patient when waiting for adult attention.</p> <p>Work quietly.</p>	<p>Follow school rules about acceptable computer sites.</p>

Plattsburgh High School Bell Schedule 2017 - 2018

Period	Regular	Early Release	Homeroom	Assembly Bells
1	8:05 – 8:45	8:05 – 8:25	8:05 – 8:43	8:05 – 8:40
2	8:49 – 9:31	8:29 – 8:49	8:47 – 9:26	8:44 – 9:19
3	9:35 – 10:15	8:53 – 9:13	9:30 – 10:08	9:23 – 9:58
			*Home Room 10:12 – 10:28	
4	10:19 – 10:59	9:17 – 9:37	10:32 – 11:10	10:02 – 10:37
5	11:03 – 11:43	(8) 9:41 – 10:01	11:14 – 11:52	10:41 – 11:16
6	11:47 – 12:27	(9) 10:05 – 10:25	11:56 – 12:34	11:20 – 11:55
7	12:31 – 1:11	(5) 10:29 – 10:49	12:38 – 1:16	11:59 – 12:34
8	1:15 – 1:56	(6) 10:53 – 11:13	1:20 – 1:58	12:38 – 1:13
9	2:00 – 2:40	(7) 11:17 – 11:37	2:02 – 2:40	1:17 – 1:52

* Homeroom bells are generally used for class meetings.

Early Release Days:
10/25, 11/9, 12/12, 1/25, 2/13, 3/15, 4/12, 5/16

Policy for Students' Rights and Responsibilities

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

1. 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, religion, national origin, age, marital status, or disability.

2. 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.

3. 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.

4. 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, 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.

Mr. John Lebrun
Title IX Officer
49 Broad Street
Plattsburgh, NY 12901
957-6003

or

Mr. Glenn M. Hurlock
504 Coordinator
Plattsburgh High School
1 Clifford Drive
Plattsburgh, NY 12901
561-7500

Regulations for "No Child Left Behind"*

Under federal and state law and regulations, written notice of the following is provided to students and their parents/guardians at the beginning of each school year in a separate mailing:

- The district's Code of Conduct, available at the school's website <http://plattscsd.org> or the district office.
- Parents' rights under the Family Educational Rights and Privacy Act (FERPA) regarding access to student records and student directory information.
- Notification of Parental Rights to Withhold Certain Information from Military Recruiters.
- Student Privacy.
- Parental Right to Request and Review Information Regarding Teacher Qualifications.
- Pesticide application on school property.

*If parents have not received these by the beginning of the school year, they should contact the principal's office.

Expectations of Students

Attendance Policy and Procedure

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 7:15 AM, the hall entrance doors by the cafeteria on George Angell Drive are unlocked. 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 8:05 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 should go to the cafeteria entrance to pick up their child.
- When a student is absent, the parent/guardian is asked to notify the school by 9:00 AM. (561-7500 x 5002)
- In cases of appointments when a student has to leave school, **a written note must be submitted to the office by 8:05 AM**. The note must state the reason for leaving, be specific, and include the name of the doctor, dentist, etc. These notes may be verified, and in certain circumstances, the parent/guardian may be required to sign the student out of or in to school.
- 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 whenever a student is absent, tardy or otherwise not in school for consecutive days and a parent 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 problems might include telephone calls to parents/guardians, parent/guardian-guidance counselor conferences, referral to a child study team, student-parent/guardian-teacher conferences, counseling services, hotline calls, or petitions for court supervision.

Procedure:

- Attendance is taken at the beginning of period 1 and in each subsequent class.
- Students not in class by 8:05 AM will be reported as absent.
- Students who arrive later than 8:05 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, 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 at any time without permission.**

Senior Privileges: Periods 1 and 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, common study hall area 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, except during lunch periods.
- Seniors are not to be wandering through the hallways for any reason.
- Seniors must apply for privileges for EACH semester – September and January.

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 the expectation
2 nd offense	After school detention
3 rd offense	Lunch detention
4 th offense	After school and lunch detention
5 th offense	Conference with parent via phone or in person

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

Also see "Attendance Policy" at www.plattscsd.org/phs/policies/attendance.html

Homework and Classwork Expectations

- Homework is an essential part of the educational process and, therefore, will be assigned on a regular basis for most classes.
- Teachers will provide students with a class expectation sheet outlining their individual homework and classroom procedures at the start of a course.
- Grades from homework assignments will be used as part of the overall grade within the course.
- Students who blatantly and habitually fail to do homework and class work will be referred to guidance for academic counseling.

Student Dress Code

The responsibility for student dress and general appearance shall rest with the individual student and his/her 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.

Be Responsible:

- Wear clothing that will not disrupt or interfere with the learning process or discipline of the school.
- Wear clothing and accessories that will not promote or advocate the possession, use, or distribution of drugs, alcohol, and/or tobacco products.

Be Respectful:

- Wear garments that are not extremely brief.
- Make sure your undergarments are covered at all times.
- Wear hats or head garments only for medical or religious reasons.
- Wear clothing and accessories that are not vulgar, obscene, libelous, and do not denigrate others on account of race, religion, religious practice, weight, ethnicity, gender, national origin, sexual orientation, or disability.

Be Safe:

- Wear appropriate protective gear and remove jewelry or accessories that endanger one's health and safety in certain classes (i.e., home and careers, technology, art, science labs, and physical education).
- Wear sunglasses in the building only with a doctor's note.
- Wear appropriate footwear that has soles.
- Wear no outer garments such as trench coats, heavy winter coats, and extremely baggy coats while in the building.
- Wear no garments or accessories that promote gang-related activities and/or other violent activities.

Students will be notified when exceptions to these rules will be allowed for special school events. The final decision with regards 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.

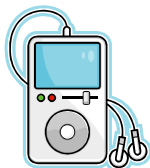
Computer Use

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



- All students and their parents/guardians must sign an AUP form at the beginning of every school year.
- A student PIN (Personal Identification Number) will be activated when the AUP form is returned with valid signatures.
- Students with activated PINs may not share their PIN with students that have deactivated PINs. Students caught doing this are subject to disciplinary action.

Electronic Devices



- Personal music devices (CD players, I-Pods, MP 3 players, etc.) may be used in the cafeteria and in classrooms with the teacher's permission.
- The school will not accept any responsibility for lost, stolen, or damaged electronic devices.
- **DURING EVACUATIONS, LOCKDOWNS OR LOCK-INS ALL ELECTRONIC DEVICES MUST BE TURNED OFF.**

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

- 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 his or her lunch.

Guidance Office

- Students wishing to use the guidance office must get a pre-signed pass to leave their study hall.
- If a student has an emergency and needs to visit their guidance counselor during a class period, the counselor will contact the classroom teacher.

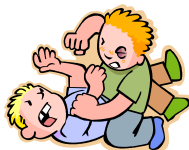
Harassment

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, 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 assistant principal, the 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 harassment form, available from the assistant 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. Involved students will be suspended for 3 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.



Library Media Resource Center (LMRC)

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

The following rules also apply:

- No food or drink is allowed in the LMRC.
- No socializing is allowed in the LMRC.
- Students and classes must enter and exit through the front doors only.
- Any materials borrowed from the LMRC must be returned on time

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.



Parking

- Students who drive to school must register their vehicles in the main office and display their PHS parking tags.
- **ALL STUDENTS** are to park **BEHIND** the double solid lines found in each parking lot.
- **NO STUDENT PARKING** is allowed in the small visitor parking lot on the George Angell Drive side of the school building.

Pass System

Students may pass through the halls during classes with a proper pass. A student given a pass from a class must return to that class before the end of that class period.

Physical Education Rules and Regulations

- No students are allowed in the gymnasium, locker room, or weight room unless they are scheduled for a PE class.
- The locker room opens at 7:45 AM for students who want to bring equipment or clearly labeled athletic gear to their PE or team lockers.
- Students late for PE class will not be admitted without a pass.
- At the conclusion of a PE class, students are to remain in the gym until the bell rings.
- No street shoes are allowed on the gym floor.
- No food is allowed in the gymnasium or the locker room.
- Only school locks are to be used on PE or team lockers.

Public Displays of Affection

Students should refrain from PDA's. Physical contact, other than holding hands, is not acceptable or appropriate. Students engaging in such activity will be asked to stop. Failure to comply will be considered insubordination.

Study Halls

- Students must report to their assigned study hall.
- Following attendance, students may sign out to the LMRC (Library Media Resource Center) or the guidance office.
- Students must have a pre-signed pass to leave their assigned study hall location.

Common Area Study Hall Privileges

Students who meet the following criteria will be put on the Common Area Study Hall list which is updated every five weeks:

- Passing all classes with an 85 or higher (special education students will need a 75 or higher) and no deficiencies
- Less than 5 days in the 5-week period with an absence or tardy
- No disciplinary referrals that result in time spent in the detention room or suspensions

Students on the Common Area Study Hall list are allowed to sign out of their study halls and go to the lunch room where they enjoy a more relaxed atmosphere (they can talk with their friends and listen to music), access to food and drinks in the cafeteria, and the ability to use the open gym during lunch periods.

This privilege is offered to students as part of our universal interventions through our PBIS team.

Textbooks and School Owned Materials

Textbooks, library books, lockers, desks, and other materials loaned to students should be treated responsibly and returned in reasonable condition.

- **Report cards will be held until a student pays for any lost or damaged materials.**

Visitors

Students from local schools are not permitted to visit. The guidance office will make arrangements for visitation by prospective students. Adult visitors must get a visitor's pass from the monitor's station upon entering the building. Only the entrance doors near the cafeteria on George Angell Drive are open for visitors.

Card Playing

Statistics show that a growing number of teens/young adults have gambling addictions. Therefore, card playing is absolutely not allowed in school at any time.

Academics

Student Scheduling

It is the policy of the school to schedule a student for the basic subjects necessary for graduation and for those courses the student has selected as electives. Once this schedule had been completed, changes are not made except to correct errors, adjust grouping, or balance class size.

Minimum Course Load

Students at PHS will carry a minimum load of five 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.
- Extenuating circumstances will be reviewed on an individual basis.
- Notice of a student's drop/add will be given to teachers.

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:

$$\text{Semester 1} + \text{Semester 2} = 90\%$$

$$\text{Final Exam} = 10\%$$

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.

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.

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 enrolled in advanced placement classes who do not challenge the AP examinations, will have their course designation changed to the comparable non-AP 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 the 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

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.

Plattsburgh High School CAP Course offerings are: Pre-Calculus, Calculus & Analytical Geometry I, and Intro to Psychology.

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.

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

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 Offence:
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

Academic Awards Nominations

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.

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.

Activity/Club:

Adventure Club	Key Club
College for Every Student Club	Multi-Cultural Club
Creative Arts Club	National Honor Society
Drama Club	Peer Mentoring
Future Business Leaders of America	Science Club
French Club	Spanish Club
Gay-Straight Alliance	Strategic Games Club
Green Team	Student Association
German American Partnership Program	Yearbook

Interscholastic Athletics: baseball, basketball, bowling, cheerleading, cross country, football, golf, gymnastics, hockey, indoor track and field, lacrosse; soccer, softball, swim, tennis, track and field, volleyball. These are all Section VII, Class B Teams. See the athletic director for more information.

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 as described below.

- 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 Director/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. 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.
- B. 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 his 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.

- C. 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 director, 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.

Guidelines for Conduct at 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 his/her 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 10 PM.
- No one will be admitted to a dance after 9 PM without the principal's prior permission.
- Students may not leave the dance and return.
- Students will dress and behave appropriately. Hemlines should touch the fingertips of the arm's length down the side of the body.
- **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.

Discipline: Procedures & Practices

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.

Detentions

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

ISD 8:05 AM-2:40 PM (May be assigned by period.) (ISD room)
(In-School Detention)

Disciplinary Action Guidelines

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 <i>Inappropriate language/behavior toward a faculty or staff member</i>	Referral to administrator	Administrator conference; <i>Parental notification; Up to 5-day suspension</i>	Administrator conference; <i>Parental notification; 5-day suspension</i>	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.

Other Information

Health Services

PHS provides Health Services for all of its students. 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:
 1. Poliomyelitis (Oral/Sabin): 3 doses
 2. Diphtheria/Tetanus (Triple vaccine DPT, DT): 3 doses
 3. Measles (Rubeola): 2 doses after one year of age.
 4. German Measles (Rubella): 1 dose after one year of age up to puberty
 5. Mumps: 1 dose after one year of age.
 6. Hepatitis B: 3 doses

Failure to verify the above immunizations and/or diseases will prohibit a student's entry or continued enrollment at PHS.



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.

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.

Student Accident Insurance

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.

Graduation Requirements / NYS Required Exams

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:

www.emsc.nysed.gov/part100/pages/diprequire.pdf

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

Please note: We will also be adding a direct link to the NYS Education Department via the Plattsburgh City School District's Website.
Please visit us at:

www.plattscsd.org



(This logo is to be used on the cover and on page 1 of this handbook.)



Please update the first page of the handbook.