

Plainedge High School



2026-2027

Student Handbook



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August 2026

Dear Plainedge High School Students,

Welcome to the 2026-2027 school year. We are thrilled to welcome you back to Plainedge High School for another incredible year! As we begin this new year together, we want to help you feel prepared and supported to take advantage of every opportunity that comes your way.

This handbook serves as a guide to help you understand the expectations, procedures, and behavioral guidelines that keep our school community safe, respectful, and thriving. Please review these pages carefully so you are prepared for the year ahead.

Plainedge High School provides a wealth of opportunities designed to help you grow, discover your passions, and reach your full potential. We encourage you to explore all that our school has to offer, academically, socially, and beyond. Embrace new experiences, challenge yourself, and make the most of every moment.

We wish you an incredible, successful, and rewarding school year ahead!

Sincerely,

Plainedge High School Administration



Plainedge School District Vision Statement:

The Plainedge School District envisions all students will emerge as well-educated individuals that demonstrate strong moral character, leadership and citizenship.

Plainedge School District Mission:

Our mission is to ensure that the best interests of students are at the forefront of every decision. This shall be done in collaboration with parents, educators, staff, and the community. We will ensure that all students are engaged in becoming life-long learners in an environment that is equally challenging and supportive. All students are to gain the knowledge, skills, and strength to become responsible and contributing citizens of the United States of America which will enable them to thrive in a rapidly changing world.

Plainedge Core Values:





Core values foster social and emotional competencies students need to be their best selves and make moral/ethical decisions. The district-wide character committee developed the core values of L.E.A.D. (Loyalty (moral), Empathy (moral and civic), Accountability (performance) and Determination (performance and intellectual) that would generate the desired behavioral outcomes of P.R.I.D.E. (Positivity, Respect, Inclusivity, Dedication and Empowerment). Our values are embedded in our school district's policies, procedures, motto and educational philosophy.

Click to view the [HS Behavioral Matrix](#)

Bell Schedules:

Regular Bell Schedule

Period	Time
0	6:40 am – 7:21 am
1	7:25 am – 8:09 am
2	8:13 am – 8:53 am
3	8:57 am – 9:37 am
4	9:41 am – 10:21 am
5	10:25 am – 11:05 am
6	11:09 am – 11:49 am
7	11:53 am – 12:33 pm
8	12:37 pm – 1:17 pm
9	1:21 pm – 2:02 pm



Advisory Bell Schedule

Period	Time
Advisory	7:25 am – 7:53 am
1	7:56 am – 8:34 am
2	8:37 am – 9:15 am
3	9:18 am – 9:56 am
4	9:59 am – 10:37 am
5	10:40 am – 11:18 am
6	11:21 am – 11:59 am
7	12:02 pm – 12:40 pm
8	12:43 pm – 1:21 pm
9	1:24 pm – 2:02 pm

Delayed Opening (2 hour delay) Schedule

Period	Time
1	9:25 am – 9:54 am
2	9:58 am – 10:25 am
3	10:29 am – 10:56 am
4	11:00 am – 11:27 am
5	11:31 am – 11:58 am
6	12:02 pm – 12:29 pm
7	12:33 pm – 1:00 pm
8	1:04 pm – 1:31 pm
9	1:35 pm – 2:02 pm



Administration and Pupil Personnel Support Staff

Below are the adults available to support you with any questions, concerns, or needs you may have.

While our Assistant Principals are assigned to specific grade levels, they are here to help all students, no matter the grade. Our Deans, Ms. Allison and Mr. Giovanelli, are also here to help you as well. They are located in room 108. Mrs. Iocco, Principal, Mr. Burgoyne and Mrs. Vitale, assistant principals, are located in the main office.

Name	Title	9th Grade	10th Grade	11th Grade	12th Grade
Mr. Burgoyne	Assistant Principal	☒		☒	
Mrs. Vitale	Assistant Principal		☒		☒

Guidance Counselors are located in the guidance suite, across from room 110. Your guidance counselor is assigned to you based on your last name. You can also find this listed in PowerSchool.

Counselor	9th Grade	10th Grade	11th Grade	12th Grade
Ms. Henriques	A-E	A-D	A-Fe	A-Di
Mr. Cipriano	F-Li	E-K	Fi-L	Do-Lic
Mrs. Stonelli-Young	Lo-Ri	L-Q	M-Ree	Liq-Pa
Mr. Como	Ro-Z	R-Z	Ref-Z	Pe-Z



In addition to your teachers, guidance counselors, deans, and administrators, we also have dedicated staff members who are here to support your social and emotional development, mental health, and academic success.

Name	Title	Location
Mrs. Zaremba	Psychologist	236
Dr. Lefkowitz	Psychologist	236
Mrs. Meller	Social Worker	110
Dr. Minervini	Psychologist	236

Advisory

Advisory classes meet once to twice a month to support your academic, social, emotional, and behavioral development. On advisory days, you will follow the advisory bell schedule. It involves small-group meetings led by staff members, featuring guided lessons that enable you to explore academic and social-emotional topics, as well as contemplate your future plans. You will be with the same advisor for all four years of high school.

The mission of our advisory program is to equip you with the behaviors and skills essential for success within and beyond high school. It aims to instill a deep understanding of the school's core values, foster meaningful relationships between advisees and advisors, and encourage reflective practices.

Some key benefits of our advisory program include:

- cultivating a positive school culture and climate
- fostering the development of social skills
- enhancing social and emotional development
- promoting school safety
- increasing student engagement
- improving academic performance
- empowering students to take an active role in their education
- facilitating increased family involvement.



AI Use

AI is rapidly evolving and can be a valuable tool when used appropriately. However, its use must always align with academic integrity guidelines and the directions provided by teachers. Any misuse of AI as part of academic misconduct will result in disciplinary action. Please refer to [Board Policy 4526.2](#) for more details on the use of generative or traditional AI. Academic misconduct includes, but is not limited to:

1. plagiarism
2. cheating
3. copying
4. Altering records
5. forging the names of parents, teachers, or other students
6. assisting another student in any of the above actions.

Attendance and Lateness

Attendance and punctuality are essential to your academic success. Consistent attendance supports strong academic performance, as well as social and emotional growth. It also fosters lifelong habits of responsibility and reliability. Students who achieve perfect attendance each month will be recognized with a certificate acknowledging their commitment and reliability.

Students must be present and in class by 7:25 a.m. (or by the start of their first scheduled class if not period 1) to be considered on time. If you arrive late, you must tap in at the main entrance and then report to Room 108 to get a late pass before proceeding to class.

An *excused* absence or tardy requires a written note from a parent or guardian to be submitted within **24 hours** of your return to school. The note must include the reason for the absence or tardiness and may be submitted through ParentSquare or another verifiable method, such as an email from a parent/guardian account linked in PowerSchool. All notes can be emailed to hsattendance@plainedgeschools.org.

Valid reasons for an excused absence or tardy include:

- Personal illness
- Illness or death in the family
- Religious observance
- Quarantine
- Required court appearances
- Attendance at health clinics
- Approved college visits
- Approved cooperative work programs
- Military obligations



If an absence is **excused**, you will have a set amount of time (determined by the individual teacher), as outlined in your class syllabus, to make up any missed work. If the absence is **unexcused**, you are not entitled to make up the work.

Excessive lateness to school or class each quarter will result in disciplinary action. Chronic absenteeism may lead to probationary status, limiting your eligibility to participate in after-school activities (including sports and co-curriculars) and field trips.

Behavioral Standards

Our school is committed to maintaining a safe, respectful, and inclusive learning environment for all students. To support this, we follow the district's Code of Conduct, which clearly outlines expected behaviors and the consequences for violations.

These behavioral standards apply not only during the school day, but at all school-sponsored events, including field trips, assemblies, sporting events, dances, performances, and any off-campus activities affiliated with the school. Students are expected to represent the school in a positive and respectful manner at all times, whether on or off campus.

When behavioral expectations are not met, the school uses a progressive discipline approach outlined in the [High School's Behavioral Standards](#). This means that consequences are applied in a fair and consistent manner, taking into account the nature and frequency of the behavior, a 504 plan or IEP, and the student's disciplinary history. The goal of progressive discipline is not only to address the behavior but also to help students learn from their actions and make positive choices moving forward.

Buses

It is crucial for you to behave appropriately while riding on district buses to ensure your safety and that of other passengers and to avoid distracting the bus driver. You are required to conduct yourself on the bus in a manner consistent with the District's Code of Conduct and the school's Behavioral Standards. Excessive noise, pushing, shoving, fighting, damaging property, refusing to obey the driver, causing persistent disruption and/or violations of the Code of Conduct will not be tolerated. You are expected to be seated while the bus is in motion. Bus information can be found in PowerSchool.

Co-Curriculars

Co-curricular activities offer valuable opportunities to explore your interests, engage with topics you are passionate about, and connect with others who share similar goals. Participation in co-curriculars supports your academic, social, and emotional growth, helping you develop into a well-rounded individual. For a full list of available co-curriculars please see the [HS Curriculum Guide](#).

To have your involvement officially recorded on your activities transcript, it is your responsibility to complete the designated Google Form provided by the co-curricular advisor at the beginning of the school year. Only students who remain active members throughout the year will have their participation reflected on their transcript.



Curriculum Guide

The [HS Curriculum Guide](#) provides comprehensive information about available courses and recommended course sequences. Classes are organized by department, with each section outlining the department's expectations, goals, academic pathways, and specific requirements for earning credit in each course. The guide also includes important details on academic policies, graduation requirements, Advanced Placement (AP) and college credit courses, co-curricular activities, and athletics.

DASA (Dignity for All Students Act)

One of the most important goals of our school community is to ensure that every student feels safe, respected, and supported. A positive school climate is essential for learning, personal growth, and emotional well-being. When students feel secure and valued, they are better able to focus, engage, and succeed in school.

Our school follows the Dignity for All Students Act (DASA), a New York State law that promotes a safe and supportive environment free from discrimination, intimidation, harassment, and bullying. DASA protects all students regardless of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

Any student who believes that he or she is being bullied, harassed or discriminated against, or who has knowledge of bullying, harassing or discriminating behavior should report it. Students may make oral or written reports of bullying, harassment or discrimination to any staff member. The DASA coordinators at the high school include all building level administration (Ms. Iocco, Mr. Burgoyne and Ms. Vitale), the deans (Ms. Allison and Mr. Giovanelli), the social worker (Ms. Meller) and Ms. Lewis (teacher).

“Harassment” and “Bullying” are the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying shall include, but not be limited to, those acts based on a person's actual or perceived race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as but not limited to braids, locks, and twists), color, weight, national origin, ethnic group, religion, religious practice, disability, reproductive health decisions, sexual orientation, gender or sex. For the purposes of this definition the term “threats, intimidation or abuse” shall include verbal and non-verbal actions. In some instances, bullying or harassment



may constitute a violation of an individual's civil rights. The School District is mindful of its responsibilities under the law and in accordance with School District policy regarding civil rights protections.

"Discrimination" is the unlawful act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual group of people because of the group, class or category to which that person belongs (as enumerated in the Definitions section under Harassment, below). "Cyberbullying" shall mean harassment or bullying as defined above, where such harassment or bullying occurs through any form of electronic communication.

"Hazing" is an induction, initiation or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury or public ridicule is likely to occur.

If any of the above actions are substantiated, offenders will be given the clear message that their actions are wrong, and the behavior must improve. Offenders will receive in-school guidance in making positive choices in their relationships with others. If appropriate, disciplinary action will be taken by the administration in accordance with the School District's Code of Conduct and the High School's Behavioral Standards, as applicable. If the behavior rises to the level of criminal activity, law enforcement will be contacted. Consequences for a student who commits an act of bullying will be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors, and must be consistent with the School District's Code of Conduct. The School District expressly prohibits any retaliation against complainants, victims, witnesses and/or any individuals who initiate, testify, participate or assist in the investigation of any allegation or report of bullying, harassment or discrimination.

Detention

If it is determined that you must serve a school-issued detention based on the Behavioral Standards (not assigned by your classroom teacher), you are required to attend the next available detention. Detention cannot be rescheduled due to other activities such as work, driver's education, or extracurriculars. The Behavioral Standards also outline the consequences for failing to attend your assigned detention.



District Code of Conduct

The Plainedge School District is committed to creating a safe, supportive, and orderly environment where everyone can teach and learn without disruption. To help achieve this, you are expected to act responsibly and respectfully at all times.

The [District Code of Conduct](#) outlines how you should behave on school property and at school events. It is built on the values of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity. By following these principles, students contribute to a positive school community where everyone can succeed. This code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function. The High School Behavioral Standards are aligned with the District Code of Conduct.

Dress Code

You are expected to dress appropriately for school and school-related events. You and your parents/guardians share the primary responsibility for ensuring that your dress and appearance meet these standards.

Teachers and other school staff will model and support appropriate dress and help you understand what is suitable for the school environment.

Your dress and appearance must follow the below guidelines:

- 1.) Be safe, appropriate and not disrupt or interfere with the educational process.
- 2.) Garments that are see-through are not appropriate.
- 3.) Underwear and undergarments should be completely covered with outer clothing.
- 4.) Footwear must be worn at all times. Footwear that is considered a safety hazard will not be allowed (e.g., wearing Crocs during PE class).
- 5.) Hats and hoods cannot be worn in the building unless for medical or religious purposes.
- 6.) Items that are vulgar, obscene, libelous, denigrates or discriminates against others on account of actual or perceived race, color, weight, religion, religious practice, national origin, gender, sex, sexual orientation or disability cannot be worn.
- 7.) Items that promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities may not be worn.
- 8.) Be appropriate to a specific educational purpose and not inhibit full and safe participation in the school environment.

If you violate the student dress code you will be required to modify your appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any one who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day as outlined in the Behavioral Standards.



Entrances/Exits

You must use the designated entrances and exits throughout the school day. Upon arriving at school, enter the building through the main entrance located on the south side of campus, facing Wyngate Drive, at the security vestibule (Exit 3). Use your school-issued ID to tap in upon arrival.

At the end of the school day (2:02 p.m.), you may exit the building through any available exit. However, if you need to leave before the end of the school day, you must exit through the main entrance.

If the designated entrances or exits are temporarily unavailable, an alternate entrance or exit will be provided. Failure to use the appropriate entrances and exits will result in disciplinary action.

Extra Help

All teachers provide extra help sessions throughout the week to support your learning and success. If you feel you need additional assistance, be sure to speak directly with your teacher(s) to confirm their specific extra help times and availability.

A tentative schedule of extra help sessions is posted on the district website during the first few weeks of the school year. Keep in mind that this schedule may be updated, so it's important to check regularly and communicate with your teachers to stay informed.

Taking advantage of extra help is a great way to clarify concepts, catch up on assignments, and strengthen your understanding of the material.

Field Trips

Field trips are designed to enrich and support your educational experience by extending learning beyond the classroom. To participate in a field trip, you must be in good standing (with your academics, behavior, and attendance (90% or higher)) and follow all High School Behavioral Standards while on the trip.

You are responsible for speaking with your teachers in advance and making up any work or assignments missed while on the trip. Failure to do so may affect your academic progress.

Food Deliveries

Students cannot order, receive, or facilitate food deliveries from commercial delivery services (e.g. DoorDash, Uber Eats, GrubHub, local restaurants, etc.) to the school. Any orders will be confiscated.



Graduation Requirements

Multiple pathways recognize the importance of engaging students in rigorous and relevant academic programs. The regulations approved in 2015 and 2016 recognize students' interests in the Arts, World Languages, Career and Technical Education (CTE), Career Development and Occupational Studies (CDOS), Humanities, and Science, Technology, Engineering and Mathematics (STEM) by allowing an approved pathway to meet students' graduation

requirements. **The pathway regulations address assessment requirements only and therefore the 4+1 Pathways relates to assessments passed rather than course of studies selected. The goal of the pathways is to provide students with multiple options to fulfill the fifth assessment requirement.**

Under the "4+1" pathway assessment option, students must take and pass four required Regents Exams or Department-Approved Alternative assessments (one in each of the following subjects: English language arts, mathematics, science, and social studies) and complete a comparably rigorous pathway to meet the fifth assessment requirement for graduation.

The New York State **Career Development and Occupational Studies Commencement Credential (CDOS)** is available to students as a Pathway option, a supplement to a diploma or as an exit credential for students with disabilities who are unable to meet the criteria for a diploma. Students must demonstrate commencement level knowledge and skills after having completed coursework and work-based learning experiences in accordance with New York State requirements.

The **Skills Achievement Commencement Credential** is available to students with severe disabilities. It requires achievement of individual goals based on New York State learning standards and each individual student's disability and need.

See page 7 in the [HS Curriculum Guide](#) for a detailed breakdown of required classes and exams for graduation.

Good Standing (Eligibility)

To participate in field trips, sports, and extracurricular activities, students must be in good academic and behavioral standing.

Academic Component:

- After five weeks into the quarter, students who are failing two courses will be placed on academic probation for the following five weeks.
- Students failing three or more subjects at the five-week mark will be considered ineligible.



- When students are on probations:
 - Students may continue to participate in activities.
 - Students must attend one extra help session per week for each failing subject.
 - A weekly progress report must be submitted to the student's coach or advisor for each failing course. This report must be signed by:
 - The student
 - A parent/guardian
 - The subject-area teacher

Attendance Component:

- Students will be placed on probation if they arrive late to school 15 times.
- Students who arrive late 30 times will be ineligible to participate in any activity for the remainder of the school year.

Additional Notes:

- Academic performance from prior quarters affects eligibility for winter and spring sports and extracurriculars.
- For the 2026–2027 school year, eligibility will also be based on performance during the fourth quarter of the 2025–2026 school year.

Honor Roll

At the end of each quarter, students are recognized for their academic achievement and excellence by appearing on the Honor Roll. Students appear on the Honor Roll if the average of all their courses is 85 or higher, with at least an 80 in all courses. For the High Honor Roll, students need a minimum average of 90 with at least an 80 in all courses. Honors and AP courses are not weighted in the calculation of Honor Roll.

L.E.A.D for P.R.I.D.E. Student of the Month

At the end of each month, each department selects a student as the L.E.A.D. for P.R.I.D.E. Student of the Month. This recognition honors individuals who demonstrate both academic excellence and a strong commitment to the school's core values. Selected students are invited to attend a breakfast with the Principal, where they will be formally recognized and receive a certificate of achievement.

Lockers

Every student is issued a locker upon entry into the high school. You can find your locker combination in PowerSchool. You should use your locker to store your belongings throughout the day. All lockers must be cleaned out by the end of the school year. This [video tutorial](#) provides instructions on how to open the combination lock.



Library

The PHS Library is a welcoming and safe space for all students, faculty and staff. Our PHS Library includes over 10,000 physical books (both fiction and non-fiction), audio and e-books, numerous databases for research, and newspaper / magazine subscriptions. All of these resources may be accessed through the PHS Library Google Classroom. In addition to helping patrons find the information and books requested, we write tickets for students with technology problems, assist with printing, offer the DMV permit test, and have a crafting and games area for anyone looking for non-screen activities. The PHS Library is a communal space where students may study, read, relax, or chat quietly with friends. Here are our student policies:

- The library is an allergy-aware classroom, please do not eat or bring food in.
- For safety and security, all students must scan in with their ID at the sign in desk.
- Students who are disruptive (loud, misbehaving, cutting class, etc.) will be asked to leave.
- All students (except seniors with a free period) should have a pass to visit the library.
- Lunch passes are available anytime prior to your lunch period.

Marking Periods

1st Quarter: 9/1 – 11/6

2nd Quarter: 11/9 – 1/29

3rd Quarter: 2/1 – 4/9

4th Quarter: 4/12 – 6/14

Music Lessons

Music lessons are scheduled on a rotating basis to minimize repeated absences from the same academic class. You should not miss the same class more than once per quarter. If you miss class due to a music lesson, you are responsible for making up any missed work, notes, or assignments. If you have a test, presentation, or assessment scheduled in class during your scheduled music lesson time that week, you must attend the class to complete the assessment. It is your responsibility to communicate this in advance with your music teacher and to arrange an alternative time or makeup lesson if needed.

NYS Emergency Response Terms

It's important that you are familiar with the different safety protocols used in various emergency situations. [These procedures](#) are shared with you digitally at the start of the school year and reviewed during the grade-wide assembly.



To ensure everyone knows how to respond in an emergency, we will practice these protocols throughout the year. During these drills, it is essential that you follow all directions given by staff. You will be notified up to a week in advance of any scheduled lockdown drill. All announcements related to drills will begin with the phrase, "This is a drill."

Nurse's Office

The high school nurse's office is a place of care, safety, and support. It is intended for the treatment of illness, injury, and urgent health needs. To ensure this space functions effectively it should be used for the purposes listed prior. Minor issues or questions that can wait should be addressed during lunch or a free period when appropriate.

Guidelines and Expectations:

- Students must tap in and out with their school ID every time they visit to ensure their safety and their location is known for accurate attendance. Teachers must confirm students have their ID before sending them to the nurse.
- Paperwork should be dropped off before school, at lunch, or during free periods, not during class time.
- If a student is too ill to remain in school, a parent/guardian must be contacted, and students must be signed out.
- The office is closed for one lunch period except for emergencies. In such cases, students should notify a staff member, who will contact the nurse.

The nurse's role is to ensure safety, provide urgent care, and support student and staff wellness. For a detailed guide of the health resources available, please visit the [Health Services Guide](#) on the district website.

Open Campus

Seniors are permitted to leave campus during unscheduled class periods and their assigned lunch period. Juniors are permitted to leave campus *only* during their assigned lunch period. Juniors and seniors leaving the building may only exit through the main lobby after tapping the kiosk with their school ID. They will return through the main lobby and tap their school ID at the kiosk upon return. If a student does not have their ID, but has the receipt showing they purchased a new ID, they can use that to allow them to have open campus privileges on that day. They must show the receipt each time to security upon exit and entrance, until they receive their new ID. If a student does not have an ID or a receipt for a new ID, they may not leave campus unless it is the end of their school day. Juniors and seniors who choose not to leave campus may eat in the Commons or follow proper procedure to use the library during this time. If a parent/guardian would like to request that their child be *denied* open-campus privileges at any point in the school year, a letter must be submitted to Elizabeth Oliver, principal's secretary, through ParentSquare.



Parking

The Senior Parking Lot is the only designated area on campus where students are permitted to park during the school day. To be eligible for a parking spot, seniors must attend the Driver Safety Program and be accompanied by a parent or guardian. This program is offered twice a year, once in the fall and once in the winter. Attendance at the program qualifies students to enter the lottery for a space in the Senior Parking Lot. Parking is not guaranteed and is based on availability through the lottery system. If you choose to park off-campus in the surrounding neighborhood, you are expected to be a respectful and responsible member of the community. This includes:

- following all local parking regulations
- driving safely and courteously
- never blocking driveways
- avoiding loud music or disruptive behavior.

Passes

You must have a pass any time you are in the hallway (aside from passing time between classes). There are separate passes for going to the nurse, guidance, the Mindfulness Room, and other specific locations. Make sure you are using the correct pass for your destination. Only one student at a time is allowed out to leave class to use the restroom, and you must have a valid pass. Restroom passes are color-coded by floor: blue passes are for the first floor, and orange passes are for the second floor. If you are found on the second floor with a blue pass (or on the first floor with an orange pass), you may face disciplinary action. You are not allowed to use the nurse's bathroom when using a restroom pass. If you take too long or use any pass too frequently, you may be placed on pass restriction at an administrator's or dean's discretion. You must keep the pass with you at all times and should not leave it with the hall monitor.

Physical Education Make-Up

Excused absences in PE class can be made up during the last week of each quarter before school (6:45 am) or after school (2:05 pm) to earn back the credit. Medically excused students are still required to attend sessions to make-up "seat time."

PowerSchool

[PowerSchool](#) is the student information system used by the district. Through PowerSchool, you can access your schedule, grades, locker details, bus information, and more. You can also download the PowerSchool app on your phone for easy access. If you need assistance with your password, please visit the guidance office.

Regents Only Helps

In addition to showing the final average of every course, student transcripts also show the scores of Regents/FLACS exams required to satisfy a student's diploma type. If a student retakes a Regents/FLACS exam, only the higher score appears on the transcript. Regents/FLACS grades will only be calculated into the final course average if, and only if, it has



a positive impact on the final course grade. If a student retakes the Regents/FLACS exam within the same school year and receives a higher score, the final average will be recalculated only if it improves the students' final grade in the course. This reflects our Regents/FLACS Only Helps process.

Please note: In order to earn credit in a class that terminates in a Regents exam, the students must sit for the exam. Failure to take the Regents exam will result in an incomplete for the class until the Regents is completed.

Schedule Changes

Students requesting schedule changes **must** see their guidance counselor and complete a [Course Drop/Change Form](#) prior to the schedule being changed. It is important to note that withdrawing from courses that were selected by students and recommended and approved by faculty and/or guidance counselors is discouraged. As a reminder, all students in grades 9 - 11 must be fully scheduled. All deadlines are outlined on the Schedule Change Form.

Please note that changes will **NOT** be made for the following reasons:

- teacher changes
- lunch period changes (unless medically indicated)
- a preferred period
- to group friends together in the same class.

School Closings

When the safety of children requires that schools be closed because of weather, road conditions or other situations, the following sources will carry the news of the closing between 5:30 a.m. and 8 a.m. Please obtain your news from these sources rather than calling the schools. In addition to these sources, we will also notify your parents/guardians through the automated telephone system and ParentSquare. You will be notified through StudentSquare.

TV: News 12 Long Island
Website: www.plainedgeschools.org
Social Media: Facebook and Instagram

School Identification

You must have your school ID every day at all times while you are in the building. Our school IDs identify you as members of our school community who belong in the building. IDs are



necessary for building access, library use, the Mindfulness Room, the nurse's office and leaving the building for lunch (juniors and seniors). In an effort to have students consistently wearing IDs, we perform ID checks as we walk through the hallways. A replacement ID costs \$10. If you lose or damage your ID (break, bend, etc), you will need to purchase a new ID. New IDs can be purchased in room 108.

School Issued Devices

The Mobile Device Program in the Plainedge School District is designed to provide access to cutting edge tools appropriate for learners of varied interests and abilities. All students are provided with a school-issued Chromebook. Providing you with mobile devices to use at home or in the classroom demonstrates our commitment to educating our students as 21st Century Learners and ensuring they become college and career ready. The use of a mobile device in a learning environment meaningfully integrates technology into the curriculum, providing you with extended opportunities to discover, create, learn, reflect, and communicate.

If an issue arises with your school-issued device, you can see Mrs. Vidal in the library for assistance and she will help you fill out a tech ticket. For more details on the care and use of school issued devices, please see the Mobile Device Handbook and the [Board's Acceptable Use Policy](#) (4526).

Seal of Civic Readiness

The Seal of Civic Readiness is a prestigious recognition awarded by the New York State Education Department. It acknowledges students who have demonstrated a strong foundation in civics and an understanding of their roles and responsibilities as citizens. By earning this seal, you not only enhance your resume and college applications but also develop valuable skills such as critical thinking, civic engagement, and community involvement.

To earn the Seal of Civic Readiness, you must complete specific coursework, engage in civic activities, and demonstrate your knowledge and skills in civic readiness. This program encourages you to participate in meaningful civic activities, reflect on your experiences, and apply what you have learned to real-world situations.

Participation in this program is voluntary, but we encourage you to take advantage of this opportunity. If you wish to pursue the Seal, we will provide guidance and support throughout the process, including information sessions and resources to help you meet the necessary requirements.



If you have any questions about the Seal of Civic Readiness or would like more information please feel free to contact the following people:

Title	Name	Email Address
Curriculum Associate for Humanities	Ananina Kletzkin	ananina.kletzkin@plainedgeschools.org
Director of Guidance	Greg Wasserman	greg.wasserman@plainedgeschools.org

Sexual Harassment ([Board Policy 0110](#))

The Board of Education recognizes that harassment of students, staff and certain “nonemployees” (which includes contractors, subcontractors, vendors, consultants and other persons and other persons providing services pursuant to a contract, or their employees) on the basis of sex, gender and/or sexual orientation is abusive and illegal behavior that harms targets and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance.

The Board further recognizes that preventing and remedying such harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees and “non-employees” can work productively. The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of harassment. To this end, the Board condemns and strictly prohibits all forms of hazing, harassment, and/or bullying on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

I. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee or “non-employee” of the school district shall plan, direct, encourage, aid or engage in harassment.
- B. No teacher, administrator, volunteer, contractor or other employee or “nonemployee” of the school district shall permit, condone or tolerate harassment.
- C. Apparent permission or consent by a person being harassed does not lessen the prohibitions contained in this policy or the enforcement of this policy.
- D. This policy applies to behavior directly connected to school activities that occur on or off school property and before, during, and after school hours.
- E. A person who engages in an act that violates school policy or law shall be subject to discipline for that act.



SEXUAL HARASSMENT

Sex-based harassment can be comprised of two types of behavior: sexual harassment and/or gender-based harassment. Sexual harassment is unwelcome conduct of a sexual nature, which can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature (see regulation 0110-R for examples). Gender-based harassment includes verbal, nonverbal or physical aggression, intimidation or hostility that is based on actual or perceived gender and sexual stereotypes (see Regulation 0110-R for examples). Sexual or gender-based harassment of a student can deny or limit the student's ability to participate in or to receive benefits, services, or opportunities from the school's program.

The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment. To this end, the Board condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district, or outside the school setting if the harassment impacts the individual's education or employment in a way that violates their legal rights.

Under various state and federal laws, students, employees and "non-employees" have legal protections against sexual harassment in the school environment as described above. The district's Code of Conduct also addresses appropriate behavior in the school environment. Sexual harassment can occur between persons of all ages and genders.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all targets of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The district will promptly investigate all complaints of sexual harassment, either formal or informal, verbal or written. Additionally, the building level Dignity for All Students Act coordinator will investigate each report. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation. If the complainant reports that they feel unsafe at school due to the nature of the complaint, the district will determine if accommodations need to be made until the issue is resolved.

If, after appropriate investigation, the district finds that a student, an employee, "nonemployee" or a third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, contract, district policy and state law. Individual nondisclosure agreements may only be used as permitted by law, described in the accompanying regulation. Mandatory arbitration clauses are prohibited in all district contracts and agreements.



All complainants and those who participate in the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind. The Superintendent of Schools is directed to develop and implement regulations for reporting, investigating and remedying allegations of sexual harassment. These regulations are to be attached to this policy. In addition, training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment. Age-appropriate instructional materials will be incorporated into the curriculum to educate students so that they can recognize and reduce the incidence of sexual harassment.

StudentSquare

StudentSquare is the platform used by our district to help you stay connected with your school community. It allows you to receive important announcements, event reminders, schedule updates, emergency alerts, and messages from teachers or staff. You can also use it to respond to messages, complete forms, and stay updated on school-related activities.

To get started, download the free StudentSquare app from the App Store (iPhone) or Google Play (Android). Sign in using your school email address by selecting the 'Sign in with Google' option.

Once you are logged in, be sure to enable push notifications in the app and your phone settings so you don't miss important messages or alerts. All communication from the school will come through StudentSquare, so having the app and notifications turned on is the best way to stay informed.

For help setting up the app or using its features, you can follow these [helpful videos](#).

Substitutes and Rooms

When your teacher is unavailable, a substitute will be assigned to your class. You are expected to complete all assignments provided on that day. Students should not enter the classroom until a staff member is present. At no time should students be in a classroom or school space without adult supervision.



Testing Days

During exam weeks (Regents and local testing) in January and June, you will receive a testing calendar outlining your exam schedule.

- January Regents and local exams will take place from Tuesday, January 26 through Friday, January 29, 2027.
- June Regents and local exams will take place from Tuesday June 15, 2027 to Thursday June 17th, 2027 and Monday June 21, 2027 to Thursday June 24, 2027.

Some midterms and final exams will also be administered during these testing periods. Please ask your teacher if this will be the situation. A schedule with these exams will be sent home prior to testing.

Please note:

- A special bus schedule will be in effect during Regents week. Details will be provided in advance.
- You will also receive a calendar of extra help and review sessions to support your preparation for the Regents and AP Exams.

AP Exams take place during the first few weeks of May, while regular classes are still in session.

Use of Personal Electronic Devices During the School Day

The use of personal electronic devices (see [Board Policy 4526](#) for definition) by students during the school day anywhere on school grounds is prohibited, unless such use is included in a student's IEP or 504 Plan. Personal electronic devices must be turned-off and out of sight from 7:25 a.m. until 2:02 p.m. A school-provided locker is available for storage. Personal electronic devices can be kept there during the school day. If these devices are seen during the school day, there will be consequences as outlined in the behavioral standards.

If your parent(s)/guardian(s) needs to contact you during the school day they can call the main office and request that you call them back. They can also email you using your school email address. You can use the phones located in the main office and attendance office to contact your parent(s)/guardian(s) during the school day. The main office phone number is 516-992-7550.