

# Queensbury High School Parent Handbook

Michael Patton, Principal  
Craig Chandler, Assistant Principal  
Kathy Fisch, Director of Guidance  
Scott Stuart, Director of Athletics  
Kristine Orr, Director of Secondary Curriculum

**The Mission of the Queensbury Union Free School District is to empower all students to be lifelong learners, inspired to pursue their dreams and to contribute to the global community.**

**Visit our school website**  
[www.queensburyschool.org](http://www.queensburyschool.org)

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## I. Who's Who at QHS

- **Principal & Assistant Principals**  
Michael Patton - Principal 824-4626  
Craig Chandler - Assistant Principals 824-4609
- **Directors of Guidance, Athletics, Special Education and Secondary Curriculum**  
Kathy Fisch - Director of Guidance 824-4604  
Kristine Orr - Director of Secondary Curriculum 824-4612  
Scott Stuart - Director of Athletics 824-5688  
Sherrie Moses - Director of Special Education 824-5694  
Carolyn Manzella - CSE Chairperson 824-5697
- **Department Chairs**  
Math - Joseph Lehet  
English - Linda O'Leary  
Social Studies - Mary Tully  
Art - Sandy Jabaut  
Science - Marnie DeJohn  
Business/Tech - Steve Jackson  
Special Education - Jennifer Donovan  
Foreign Language - Stephen Collins
- **Counselors**  
Kevin Sullivan 824-4619  
Tim Dawkins 824-4618  
Dawn Green 824-4617  
Megan Gifford 824-4620
- **Faculty Voicemail Extensions / Email addresses**  
See website for full teacher roster with e-mail and voice extensions
- **Nurse**  
Laurie Hackenburg 824-4603
- **School Psychologists**  
Michael Connor - 824-4607  
Nina Guzi - 824-4628
- **Attendance Secretaries**  
Grades 9 and 11 - 824-4605  
Grades 10 and 12 - 824-4602

## II. Bell Schedule

1. At what times does the bell ring for changing classes?
  - The day starts at 7:30 and ends at 2:05. Each class is 81 minutes. A full bell schedule is posted on the website.
2. How much time do the students have to travel between classes?
  - Students are given 6 minutes to change rooms between periods.
3. Where in the school is the bell schedule posted?
  - It is posted in every classroom and in the main office.
4. What events might require a change in the bell schedule?
  - An activity schedule may take place when class meetings/assemblies are run.
5. How are students notified of changes in the bell schedule?
  - Each teacher will be given an activity bell schedule well in advance to post in every classroom.
6. How are the periods scheduled on a snow delay day?
  - Every period runs during a snow delay day. Periods are shortened and schedules are shared with students during their first period class.
7. How does a snow day affect the schedule?
  - The rotation of the schedule will continue without a drop in the day. For example, if Monday was an A-day, Tuesday was a snow day, than Wednesday will be a B-day.

### III. Locker Use

1. How are student lockers assigned?
  - Lockers are assigned to students at the beginning of their freshmen year. Students will use the same locker for all four years of high school.
2. How often do students usually go to their lockers?
  - Students are free to go to their lockers in between periods. Students should schedule locker visits so they will not be late to class. A teacher may give permission to leave class with a locker pass only if necessary.
3. Who keeps all the locker information for students with locker issues?
  - The Assistant Principal's secretary keeps all locker information for the high school.
4. Who can unlock a jammed locker?
  - A student who has a problem with a locker should come to the assistant principal's office and the secretary will call a custodian for help.
5. Who has access to school lockers other than students?
  - The administration has the right to search any student lockers in the high school without notice at any time.

### IV. Cafeteria/Lunch

1. When is the cafeteria open?
  - The cafeteria is open for breakfast (7:00-7:25am; 7:45-8:45am) and lunch Period 3 (10:34am-12:38pm).
2. What variety of food is offered in the cafeteria?
  - The cafeteria offers a hot lunch, pizza, pasta, and made-to-order sandwiches every day. A monthly lunch menu is available on-line.
3. How are students assigned to a lunch period?
  - Students are randomly assigned to a lunch period based on their schedules and the lunch period cannot be changed.
4. What options are available for paying for lunch?
  - Free and reduced lunch is available through our school district. High school students are not allowed to borrow money on their account. Money can be paid in advance to an individual account for students to use during the year. Students are reminded of money available in their account.
5. How do I apply for free/reduced lunch?
  - Contact the Administration office at 824-5604 for paperwork on free and reduced lunch.

### V. Student Support Services

1. Whom should I contact if I suspect my child has a learning disability?
  - Contact your child's guidance counselor if you think your child may have a learning disability and our counselors will help guide you through the assessment/determination process.
2. Where can I go for names and numbers of tutors for my child?
  - The guidance office (824-4604) has names of available tutors.
3. Does the high school provide counseling services?
  - The high school does not provide extensive counseling services, but counselors can help make referrals to outside mental health providers.

4. What academic supports does the district provide for my child?
  - Many programs are offered to provide academic support in the high school. We offer AIS services, mentoring programs, and after school help for students having difficulties in any subject area. For more information contact the guidance office at 824-4604.

**VI. Communication**

1. If my child is absent from school, who do I call and what documentation will be required upon their return?
  - Please call our attendance clerks at 824-4602 or 824-4605 to let them know your child will not be in school. As a follow-up to any oral notification, parents must provide a written excuse containing the date of an absence and the reason for such.
2. How do I contact my child's classroom teacher?
  - A list of voicemail numbers and email addresses are posted on the Queensbury School District website. Calls received between the hours of 7:30-2:05 will automatically be directed to teachers' voicemails.
3. How often will I receive report cards/interim reports from school?
  - An interim report will be mailed at the five week point of each marking period and a report card will be distributed to students every ten weeks.
4. How do I contact the Principal/Asst. Principals' office?
  - To contact the principal, please call 824-4626 and to contact the Asst. Principal's office, please call 824-4609.
5. How will I know if school is closed or activities cancelled?
  - Local television and radio stations will be contacted as soon as cancellations occur. It will also be posted on our website.
6. What is the school's policy on cell phones?
  - No cell phones/beepers are to be used by students for any reason during the school day.
7. Where can I get a school calendar?
  - A copy of the school calendar is located on the website or can be picked up in the main office at the high school.
8. What types of events are included in the calendar?
  - All district events such as concerts, open houses, dances, meetings and other various activities are on the calendar.
9. How do I change my personal contact information with the school?
  - Call your child's guidance counselor and the school nurse to have the most up-to-date information regarding numbers to contact and mailing address.
10. What are the procedures for visiting the school?
  - You may visit by signing in at the front door of the building. All other doors are locked during the school day.

## **VII. Health Concerns**

1. What are the health requirements prior to starting school?
  - All students must have all New York State required immunizations on file with the nurse's office.
  - All students new to the district are required to have a physical examination.
2. What is required for my student to play sports in the high school?
  - All athletes must have a blue card on file in the nurse's office at the beginning of each sports season.
  - A blue card is obtained after a student brings in documentation of a physical exam to the athletic office.
  - Sports physicals are offered at school prior to each athletic season and during June for the following year.
3. What if my child requires medication during the school day such as Tylenol or Advil?
  - The nurse can administer medication with written doctor orders, written parental permission, and the medication in the original container.
4. What if my child has an injury during the school day or at a sporting event?
  - Notify the school nurse of any injuries occurring at school or sporting events. An incident and claim report will be filled out by the nurse. Further information regarding our insurance pupils benefit plan will be available.

## **VIII. Academics**

1. How can I monitor my student's daily/weekly performance?
  - Students can ask teachers to sign weekly progress reports and parents can call/e-mail teachers for feedback on current academic performance.
2. When can I expect interim reports? What will they look like?
  - Interim reports are mailed home after 5 weeks of each quarter. Teachers will share comments/provide feedback on student's academic performance, attendance, behaviors, and effort.
3. When can I expect report cards? How are they sent home?
  - Report cards are distributed to students in school at the end of each ten week marking period. Fourth quarter/final grades are mailed home in early July. If parents do not receive a report card from their child, please call the guidance office.
4. How do I get information about graduation requirements?
  - Speak with your child's guidance counselor and refer to the student course description handbook.
5. How often are Regents exams offered in NYS?
  - Students have the opportunity to take all of the required Regents exams for graduation in January, June and August each year. Students who wish to take a Regents exam should contact their guidance counselors to register for the exams.
6. What Regents exams must my child take and pass to meet graduation requirements?
  - Depending on the year students enter 9<sup>th</sup> grade, Regents examination requirements differ. Please consult with your guidance counselor for Regents exam requirements for your child.
7. What is the homework/exam make-up policy if my student is out of school?
  - Students whose absences are considered excused will be afforded the opportunity to make up missed work for credit. It is the responsibility of the

student to make arrangements with their teacher within 5 days to make up work. However, students whose absences are unexcused will not be afforded the opportunity to make up time or work for credit.

8. How are student schedules created and when can changes be made?
  - Students work with their guidance counselors beginning in January to create course requests for the following school year. Course selections will be based on graduation requirements, student interest, teacher recommendations, and successful completion of current courses. Selections must be approved by the parent. Final schedules are mailed home mid-August before the start of school and students have two weeks to drop/add a course.
9. How are textbooks distributed and collected?
  - Textbooks are distributed and collected by the classroom teacher. If a book is lost or destroyed during the year, it is the responsibility of the student to pay for the book.
10. What if my student fails a course/exam and needs summer school?
  - Students who fail a course, but have at least a 50 final average, are eligible to attend summer school. Regent's exams are also given in August for students who need to pass a test or raise a grade. Students who are eligible must register for summer school during the last week of June. Students can take up to two courses in the summer.
11. What evening educational programs are offered to parents?
  - The guidance office offers several evening programs throughout the year for parents including freshman orientation, financial aid, college application, standardized testing, and graduation requirements. These slide presentations will be available to you online on the HS Guidance Page after each evening program.
12. How can I help my child succeed as a high school student?
  - Parents can do the following: provide a good place to study (quiet and well-lit), help your child set goals, attend all parent programs, insist on daily attendance, review all midterms and report cards, communicate with teachers, help with time management, prioritize job commitments and outside activities, be aware and informed of peer relations/teen issues, set limits and boundaries, review the Study Skills Guide with your children, and be a good role model.

## **IX. Parents as Partners**

1. How can I get involved as a parent at Queensbury High School?
  - The high school encourages parents to get involved in as many activities as possible. The Athletic Booster Club, Music and Theater groups, clubs/activities and classroom teachers are always looking for volunteers to support programs. Call your child's teacher/coach/advisor to find out how you can help.
2. What is the school policy on attendance/tardy issues?
  - QHS students must be in attendance a minimum of 90% of the time: this means that students cannot miss more than 5 classes for a half-year course, and 10 classes for a full-year course. A student whose class attendance falls below 90% will be subject to loss of credit. It is the responsibility of the parent to inform the school in writing the reason for any absence and the responsibility of the student to make up all missed work.

- *As per board policy, legal absences are personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantines, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or school related trips/events.*
3. Does the school have a dress code?
    - Yes! All students are expected to dress appropriately for school and all school functions. A student's dress and appearance shall be safe, appropriate, and not disrupt the educational process. Specific guidelines can be found in the code of conduct.
  4. Does the school have an acceptable computer-use policy?
    - Yes! All students must abide by the policies and guidelines outlined in the district computer use and e-mail policy. Irresponsible use of computers will result in disciplinary action and loss of computer use privileges.
  5. What is the school policy on cell phones or electronic devices?
    - All electronic devices are to be turned off and locked in a student's locker during school hours. Cell phones are not to be used during the school day. Students can use phones in the offices in any emergency situation.
  6. Is my child allowed to leave campus?
    - QHS is a closed-campus. Only seniors who have met the academic and behavioral criteria for late arrival or early dismissal will have senior privileges. All students must first have parental and main office permission before they leave campus.

X. **Transportation**

1. How do I set up transportation for my student(s)?
  - Cheri Martindale is the Director of Transportation and her department handles all busing issues. You can reach the transportation department at 824-5617.
2. Where should I drop off & pick up my child at the high school?
  - Students should be dropped off and picked up in the front loop of the building. Parents should park along the curb of the sidewalk to allow other cars to pass on the left.
3. Is there a late bus for students attending after-school activities?
  - There is a 2:48\*, 3:20 (no 3:20 bus on Fridays), 4:20, and 5:20 bus that students are able to ride. They must obtain a pass from the teacher or staff member that he/she is staying with in order to ride the late bus.
  - *\* The 2:48 bus leaves from the middle school; all other buses leave from the back loop of the high school. Only students with a bus pass from a teacher/coach for the 2:48 bus will be permitted to ride.*
4. Who can drive to school?
  - Seniors have the earned privilege of driving to school and must purchase a parking permit at the beginning of the year. [If space is available, juniors are also allowed to apply for a driving permit using a lottery system.]
5. Where should I park for evening activities/events?
  - The front and back parking lots of the High School are available for all evening events.

## **XI. Extra-Curricular Activities**

1. What extra-curricular activities are offered at the high school?
  - The high school offers a number of clubs and activities for student participation. Clubs, meeting times, and advisors names are listed on the high school web page.
2. What events are sponsored by clubs/activities?
  - Dances, community service activities, skiing, bowling, skating, travel, and many other activities are available to students.
3. Who are the club advisors?
  - Clubs and activity advisors are faculty and staff members of QHS.
4. How can my child join an activity?
  - Students are encouraged to attend meetings and speak to the club/activity advisor.
5. How often do clubs/activities meet?
  - Meeting times vary, but most clubs meet 3-4 times a month.
6. Who can attend extra-curricular events?
  - Students must be present in school on the day of any extra-curricular event that may take place.

## **XII. Athletics**

1. What sports are offered each season?
  - Fall - Football, Soccer, Field Hockey, Volleyball, Swimming (girls), Golf, Cross Country, Tennis (girls), Cheerleading
  - Winter - Basketball, Wrestling, Hockey, Swimming (boys), Alpine and Cross Country Skiing, Bowling, Cheerleading
  - Spring - Lacrosse, Baseball, Softball, Track and Field, Tennis (boys)
2. When are try-outs for each sport?
  - Try-outs for each sport season are posted in school and on the athletics web site.
3. When are school sports physicals given?
  - Sports physicals are offered at school prior to the start of each sports season and in June for the following school year.
4. What are "Blue Cards"?
  - Blue Cards are maintained on file with each coach with emergency information and evidence that every student/athlete has passed a physical examination completed by a doctor prior to the beginning of each sports season (these need to be completed once per year).
5. What are the academic eligibility requirements?
  - All high school student/athletes must read and sign with their parent's consent a copy of the athletic code of conduct, which is available online. All athletes will be held to the academic and behavioral expectations of the code for the entire sports season.

**Good Website to visit:**

<http://www.emsc.nysed.gov/parents/>