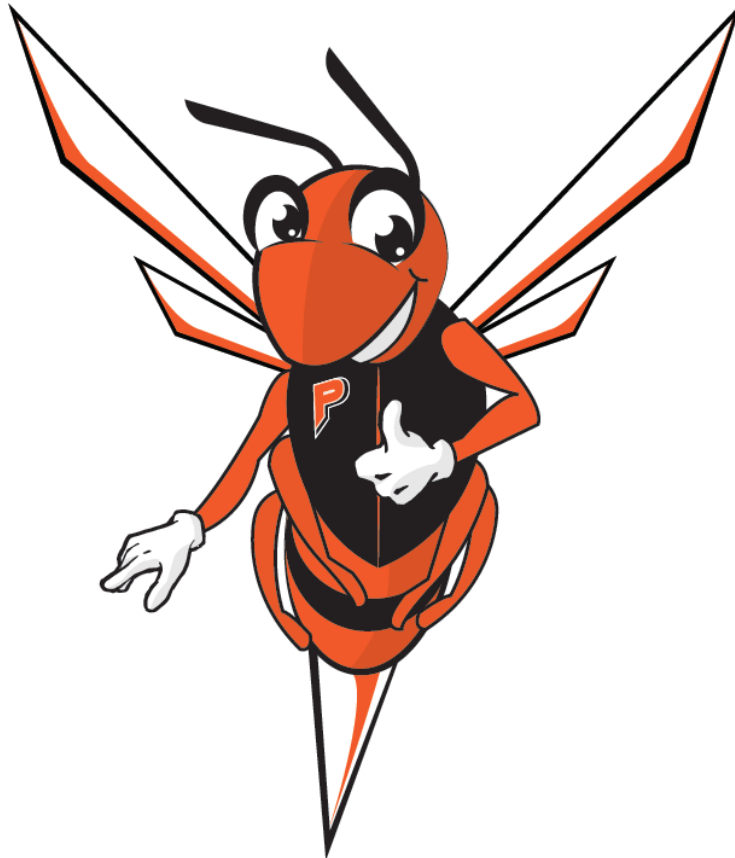


THOMAS E. GLASGOW ELEMENTARY SCHOOL



Handbook & Code of Conduct 2023-2024

This plan outlines general school procedures.

***Information may be adjusted as needed.**

Plattsburgh City School District MISSION STATEMENT

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

Dear Parents,

The faculty and staff welcome your child to the Thomas E. Glasgow Elementary School.

We are extremely proud of our school. Parent-school communication is a very important part of our program. Should you have any questions, concerns, needs, etc. please contact us. We will do our very best to keep you informed of the activities and information you will need this year. We hope that you will feel free to visit or call us.

This handbook is designed to assist you in better understanding procedures and policies at our school.

Sincerely,

Mrs. Shasta Whitford
Glasgow Elementary Principal

Mr. Jayson Barnhart
Oak Street Principal

Glasgow School Hours

Grade K- 2 School Day

Arrival: 8:25 a.m.
Dismissal: 2:35 p.m.

Pre-K School Day

Arrival: 8:35 a.m.
Dismissal: 2:30 p.m.

Students who arrive at school after 8:30 a.m. need to check-in at the office.

School Telephone Numbers

School Principal (Ms. Whitford)	518-563-2410 ext.1009	
Main Office	518-563-2410	Main Office Fax: 518-566-7663
Health Office (Mrs. Miller)	518-563-4190	Health Office Fax: 518-247-4913

Parking Lot

The **SMALL** parking lot adjacent to Bailey Avenue is for **FACULTY and STAFF ONLY!** Please note signage. There are NO EXCEPTIONS to this rule. This includes staff handicap parking spaces.

Parents/visitors **MUST** park in the large parking lot entering from Grace Avenue.

Arrival and Dismissal Procedures

This year ALL STUDENTS, K-2 will arrive through the main entrance! PreK students will arrive at the Bailey Avenue entrance #9 (on the right).

PLEASE REMEMBER:

- If you are getting out of your vehicle, park your car in the lot - Do not pull up to the curb! The bus lane is only open in the AM, after the bus has gone through - the bus lane is CLOSED at dismissal.
- Please only use one lane—passing cars on the left creates a hazard for students, staff and families. Please **ONLY** use the bus lane if your child can exit your vehicle independently.
- Drive slow—**REALLY SLOW**—even if you don't see anyone. Walk in openings—not over chains. Please use caution **AT ALL TIMES** in parking lots- drive slowly and **USE CROSSWALKS!**
- At dismissal, kindergarten will dismiss from the doors facing Bailey Ave., Entrance #10 (on the left) and first grade will dismiss from the doors facing Bailey Ave., Entrance #9 (on the right) and second grade will dismiss from the main entrance, facing the parking lot. The bus lane is closed at dismissal, please park in the Main Lot, enter via Grace Ave., not the staff lot.

Please note the traffic postings along Bailey Avenue. There are "NO PARKING" signs along Bailey Avenue closest to the school. **ONLY** during Arrival and dismissal parents **MAY** park there. The

Plattsburgh City Police will NOT issue tickets if parked there, during arrival and dismissal. You MAY NOT park on the opposite side of Bailey Avenue, as crossing creates a safety hazard.

Cafeteria Program - FREE BREAKFAST AND LUNCH FOR ALL STUDENTS

ALL PK-12 STUDENTS may receive two free meals each school day. Breakfast is served daily from 8:05 - 8:20 a.m. (late arrivals cannot be served). Hot/cold lunches are served daily with alternate sandwich choices of egg salad or sun butter & jelly. Our cafeteria program will start as of Tuesday, Sept. 6, 2023.

Breakfast and Lunch Meals:

- Breakfast and lunches will be provided to students
- Breakfast and lunches will meet Nutrition Standards in the National School Breakfast and Lunch programs
- Napkins and silverware will be provided directly by staff.
- Kids who bring lunches from home can still get a free milk and fruit from the cafeteria.

Inclement Weather

If and when we have weather conditions during the winter which warrants the closing of school, the district will contact the appropriate media sources. WPTZ will also announce all school closings and/or delays. Notifications will also be posted in the Parent Square App.

Books

All textbooks are provided by the school system. In some instances, there will be a need to buy other supplies or materials. A separate letter concerning this will be sent home to you. Children will be responsible for the books that are assigned to them. In the event that a book is lost or destroyed, a fee will be charged for the replacement.

ATTENDANCE PROCEDURES

We believe that consistent attendance at school is imperative to attain a thorough and complete education. It is important that students be in school on time each day in order to be presented with academic material that will help them grow as a student. We also recognize that there are circumstances in a child's life that may require them to miss school occasionally. These tardies or absences are understandable and accepted as long as the occurrence doesn't become frequent.

Glasgow Elementary starts at 8:25 a.m. Students who arrive in their classroom after 8:30 a.m. are reported to the main office as tardy for school. Absences are identified by a student being out of school for an entire day. Both of these attendance measures are forwarded to a database where we keep track of attendance for each child. Parents are expected to call school when their child will be absent or late.

The expectation at Glasgow is that parents will forward, in writing, a note that includes the date(s), student's name and explanation of absence. We keep these notes on file in the nurse's office. Each month an attendance check is done on all of our children.

Please refer to the Glasgow Elementary RTI Attendance Model (next page). Similarly to our academic and behavioral interventions, we have set up a tiered system of intervention for attendance.

It is a district-wide goal to improve student attendance. In order for parents to assist us with this goal, we ask that parents make every effort to schedule family vacations during school breaks. In addition, we ask that parents schedule students' doctor's appointments after school as much as possible. When students are signed out of school early, they miss valuable instructional time and could begin to fall behind academically when leaving early becomes excessive.

The Board of Education has recently approved the following attendance policy change: Each absence must be recorded. It is the parent's/guardian's responsibility to notify the school on the morning of the absence. In addition, the parent/guardian must provide a written, signed explanation for each absence. In the case of sickness or injury, accumulated absences (for the year) of more than five (5) days or more must be accompanied by a doctor's note.

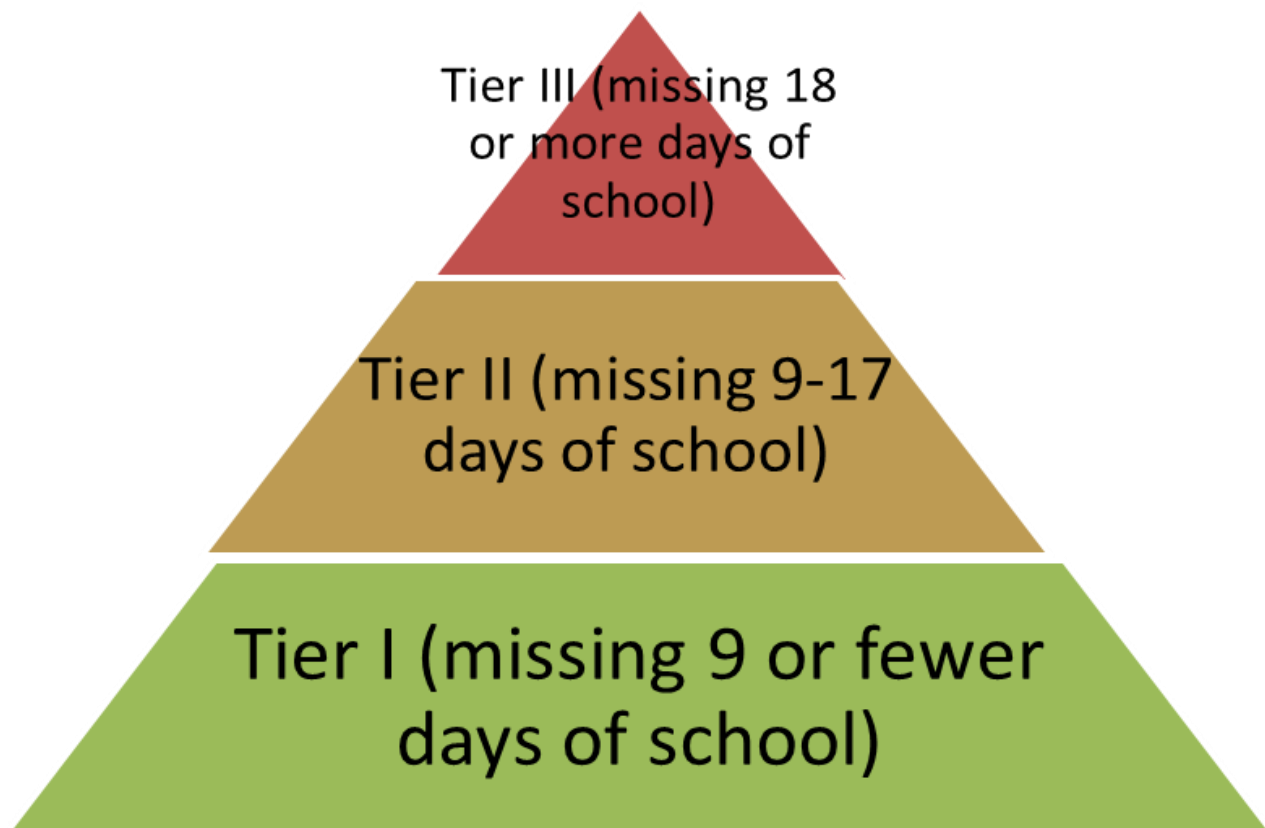
PLEASE NOTE OUR NEW ATTENDANCE CODING PER NYS REGULATIONS

ABSENT EXCUSED / LATE EXCUSED

- *Military Obligation*
- *Religious Exemption*
- *Bereavement*
- *Doctor Appointment with Doctor's Note/Order/Medical Notation*
- *Dentist Appointment with Doctor's Note/Order/Medical Notation*
- *Court Notation*

ABSENT UNEXCUSED / LATE UNEXCUSED

- *Parent Calls in*
- *No official supporting documentation ie. Sick, family business, weather, etc.*



Tier 3: Intensive Intervention Below 90% Attendance Pattern at any time (18 + absences)

- Third Attendance Letter from Administrator
- Check In/Check Out
- Home Visit/Student Pick-Up
- Mandatory Family Attendance Meeting/Plan
- Parent Engagement
- Individual/Group Counseling
- Monitor Attendance Daily by Administrator:
- Outside Agency Involvement
- Child Advocate/School Psychologist Conducts Check-Ins with Family

Tier 2: Strategic Interventions: 90-94% Attendance pattern at any time (17-9 absences)

- Attendance Letter(s) from Administrator at 10 and 15 Absences
- Check In/Check Out
- Home Visit/Student Pick-Up
- Attendance Plan with Families
- Parent Engagement by Assistant Principal/Case Partner
- Individual/Group Counseling
- Attendance Monitoring by Administrator:

Benchmark: 95% or above attendance pattern (9 days or less)

- Positive reinforcement for great attendance: certificate, class trophy, class photo, student selected awards

REPORTING ABSENCES

If your child is going to be absent from school, parents are expected to call or email the school by 9 a.m. on that day (or in advance) and report the reason for his/her absence; 518-563-2410 or tegooffice@plattscsd.org. If we do not hear from you, please note that school personnel will be calling to follow up on your child's well-being. **Please remember that regular and punctual attendance is essential for the optimum growth and development of students.**

PARENT~VISITOR SIGN-IN~OUT PROCEDURE

We'd like to establish clear communication with regard to our parent and visitor Sign-In/Sign-Out procedures at Glasgow Elementary. We must follow school safety guidelines established by New York State. According to the New York State School Safety guide, schools must establish a Visitor Policy, requiring a sign-in procedure for all visitors, including visible identification. In addition, schools must promote a safe and orderly school community, by establishing and maintaining a daily structure and routine for students for the safety and security of our guests and students.

Upon entry, it is very important that teachers begin morning routines and instruction with minimal disruption. Allowing your child to enter the building on his/her own will help to foster independence. If you wish to speak to your child's teacher, we encourage you to send in a note, call or email. If you are visiting your child's teacher before the start of the school day (8:25 a.m.) or after the school day (2:35 p.m.), you will be expected to sign-in accordingly. If your child has special accommodations that need to be made, we urge you to contact the principal as soon as possible to develop a plan for morning transitions.

Students Arriving Late / Leaving Early

If your child comes into school after the normal arrival time (after the 8:30 a.m. bell), you are expected to come and sign them in at the office.

If your child must leave school before the end of the school day, please send in a note indicating the time and reason. A child must be signed out before leaving the building, if prior to the end of the school day. An adult must come to the office to sign the student out.

All students taken from the building during the regular school day must be signed out at the school office. **We highly encourage parents to schedule students' doctor and personal appointments AFTER school or during vacations.**

Supervision

The school is responsible for the safety and welfare of the children from the time they come to school in the morning (8:25 a.m.) until they return home in the afternoon (2:35 p.m.). Because of this, a number of rules have been made to insure the safety of the children. In addition to fire drills and bus drills other rules include:

1. Supervision is **not provided before or after school.**
 - a. DO NOT arrive prior to 8:05 a.m. (which is when breakfast is served)
 - b. PICK UP ON TIME at 2:30/2:35 p.m.
2. Children are not allowed to leave the school during the day without written permission from the parent or guardian, and only with a responsible adult known to the child.
3. Bicycle privileges are granted as long as the child maintains a responsible attitude for the safety of other children. All parents are urged to provide a lock for the child to safeguard his/her bicycle.
4. Children are allowed to rollerblade to school. Necessary safety gear is required in addition to bringing shoes to school! Rollerblades are to be removed before entering school.
5. On vary rare occasions there have been requests for students to walk home alone from school. Please speak to the Principal to make these arrangements.

If your child is not participating in the breakfast program, they will not be allowed to enter the building until 8:25 a.m. We ask that they remain in your vehicle until it is time to enter the building. They should not be allowed to run around the front area prior to entering the school building.

Health Services

The School District is concerned with the health and well-being of each of the pupils. It has been shown that the child profits greater from instruction only when he/she feels well and is in a satisfactory emotional state.

The health office is maintained at Glasgow with a school nurse in charge. Mrs. Miller is responsible for students who are ill in school and maintains health records. In addition, she tests eyes and ears, advises corrections when needed, and helps the school physician with physical examinations.

Parents are notified of all findings if emergency first-aid treatment is given, but by law, the school nurse is NOT allowed to diagnose, prescribe or treat. In case of illness during school hours, parents will be called to pick up their child.

Occasionally it may be necessary for your child to take medication during school hours.

In order for the school nurse to administer medication to the students, they must have:

1. Written order from a physician directing the nurse to give medication.
2. Written parental permission.
3. Medication in original container.

The medicine should be labeled with the name of the child and his/her grade, and **MUST** be taken to the Health Office **BY AN ADULT**. All the other non-prescribed medication, such as aspirin, vitamins and cough syrups cannot be administered under any circumstances.

If you have any questions, please feel free to call our school nurse, Mrs. Sandra Miller at 518-563-4190.

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 medical insurance have been used. District Insurance is in excess of your own health/accident insurance or your employers. 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 medical costs. The parent remains responsible for paying all medical bills. The insurance covers all students (PreK-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 school.

INSURANCE CLAIM PROCEDURES

Immediately after any accident have your child report the details of the accident to the Health Office. The District must file an accident report within 30 days in order to be eligible for reimbursement. If there is an injury that has or may require medical treatment, you should fill out a claim form provided by the school nurse. Follow the directions on the claim form. If you have any questions or need additional information, please contact the school nurse or school office.

PHYSICAL PROBLEMS

If your child has any physical problems or issues that are not readily apparent, please discuss your child's condition and limitations to the school nurse at the Health Office and to his/her teacher. Examples of this type would include rheumatic heart, weak kidneys, below average hearing, allergies etc.

Boots, Mittens, Hats and Coats

ALL classes are encouraged to go outdoors at some time during the school day, weather permitting. This includes daily recess! Each child should be dressed warm enough for the outdoors during the colder months – the cutoff for outside recess is 15 degrees! **It is suggested that the child's name be written or securely sewn on their sweaters, coats, and boots.**

Parent-Teacher Conferences

A conference with your child's teacher is one of the most important ways that you can help your child in his/her progress through school. Parent/Teacher Conferences will be held annually at the end of the 1st Trimester. However, if you feel a need to meet with your child's teacher before or after this time, or more frequently throughout the school year, please contact the classroom teacher to make such arrangements. ***Please note, 1st Trimester report cards will not be distributed until a conference has been met.***

District Dress Code

- Shorts, skirts and dresses must exceed arm length at the side
- Clothing must completely cover the abdomen and chest.
- Shirts that have large arm openings that open to the chest are not allowed
- Clothing with excessive rips or holes is not allowed.
- Ensure that underwear is reasonably covered with outer clothing.
- Footwear is required and must be safe and appropriate for indoor and outdoor activity.
- Head apparel, except for religious or medical purposes, must not be worn inside the school building.
- Clothing and accessories (such as backpacks, patches, jewelry, and notebooks) must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations (3) vulgar, subversive, or sexually suggestive language or images; nor should they promote products and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- Clothing and accessories must not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability
- Sleepwear and/or pajamas cannot be worn

Field Trips

Excursions beyond the school walls are a traditional and desirable means of reinforcing instruction with practical experience.

CONDUCT ON SCHOOL PROPERTY AND ON FIELD TRIPS

Plattsburgh City School District and Glasgow Elementary School expect a high standard of conduct from students, faculty and support staff, as well as visitors to the schools. The school will enforce a code of conduct which governs the conduct of all persons, whether or not their presence is authorized, upon any premises or property under the control of the district and used in its teaching, administrative cultural, recreational, athletic and other programs and activities.

No person, either alone or with others, shall:

1. Willfully injure any other person or threaten to do so;
2. Willfully damage or remove district property;
3. Disrupt the orderly conduct of classes, school programs, or other school activities;
4. Distribute or wear materials on school grounds which appear obscene, which advocate illegal action, discriminate against race, nationality, or religion, appear libelous, disruptive to the school program or obstruct the rights of others;
5. Intimidate, harass, or discriminate against any person on the basis of race, color, religion, sex, age, or disability;
6. Enter upon any portion of the school premises without authorization or remain in any building or facility after it is normally closed;
7. Obstruct the free movement of any person in any place to which these rules apply;
8. Violate the traffic laws, parking regulations, or other restrictions on vehicles;
9. Possess, consume, sell, distribute, or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or school related functions;
10. Possess or use firearms, and /or other weapons, including air guns pistols, rifles, shotguns, ammunition, explosives, box cutters, knives, gas canisters, pepper spray or other noxious spray in or on school property (except in the case of law enforcement officers or except as specifically authorized by the school district);
11. Loiter on or about school buildings or grounds;
12. Gamble on school premises;
13. Refuse to comply with any lawful order of an identifiable school district official acting in the performance of his or her duties;
14. Willfully incite others to commit any of the acts herein prohibited; and /or
15. Violate any federal or state statute, local ordinance or Board policy.

Field Trip Guidelines for Parents

- No alcohol, tobacco, vaping
- Be mindful of cell phone use:
 - refrain from showing internet content to students
 - be aware of phone conversations around students
- Be mindful of language and behavior around students.
- No siblings or additional children
- Please follow District Dress Code:
 - Shorts, skirts and dresses must exceed arm length at the side
 - Clothing must completely cover the abdomen and chest.
 - Shirts that have large arm openings that open to the chest are not allowed
 - Clothing with excessive rips or holes is not allowed.
 - Ensure that underwear is reasonably covered with outer clothing.
 - Footwear is required and must be safe and appropriate for indoor and outdoor activity.
 - Head apparel, except for religious or medical purposes, must not be worn inside the school building.
 - Clothing and accessories (such as backpacks, patches, jewelry, and notebooks) must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations (3) vulgar, subversive, or sexually suggestive language or images; nor should they promote products and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
 - Clothing and accessories must not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
 - Sleepwear and/or pajamas cannot be worn

Programs at Glasgow Elementary School

Glasgow Elementary is a PreK-2 school. Classrooms are heterogeneously (mixed ability) grouped. Classroom discipline focuses on Reading, Writing, Mathematics, Science, Social Studies, Language Arts, etc.

Library

Each classroom has a 40-minute Library Skills instructional class per week. In addition, each classroom has a weekly book exchange. The instructor is Ms. Erin McGill.

Health Education

The Plattsburgh City School District has developed a comprehensive Health Education Program for elementary school students. The Health Education Teacher/Coordinator office is located at the Duken Building.

Music - Vocal

Each classroom has a Vocal Music Class scheduled weekly. The instructor is Mrs. Sandra Verity.

Art

Each classroom has an Art Class scheduled weekly. The instructor is Mrs. Kelli Gotschall.

Physical Education

Each classroom is scheduled 2-3 times weekly for Physical Education. The Physical Education instructor is Mr. Justin Hart.

Psychological Services

Psychological services are available at Glasgow Elementary, provided by Mr. Sheldon Cullen, the School Psychologist at Glasgow Elementary.

Speech Services

Students qualifying for the program will receive services in speech and language at Glasgow Elementary. Ms. Beth Dumas and Mrs. Bailey Fregeau are the Speech Therapists.

Reading & Mathematics Labs (AIS-Academic Intervention Services)

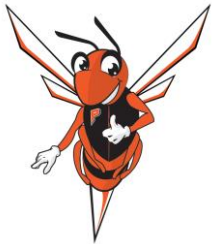
Students qualifying for these programs receive individualized or small group instruction in Reading and/or Mathematics. We have several AIS providers. If your child is receiving AIS services, the provider will be identified on a letter sent home.

School Counselor

Mrs. Tracey Giroux is the Glasgow Elementary School Counselor. She specializes in counseling, parenting workshops and family services.

Head Teacher

Mr. Sheldon Cullen is our Head Teacher and is second in command should Mrs. Whitford, School Principal, not be available. Should an emergency arise, and you cannot wait for Mrs. Whitford, please see Mr. Cullen.



Thomas E. Glasgow Elementary School

PARENTAL RIGHT TO REQUEST AND REVIEW TEACHER QUALIFICATIONS

Dear Parents and Guardians:

In accordance with the federal No Child Left Behind Act of 2001, parents and guardians have the right to request specific information about the professional qualifications of their children's classroom teachers. As a parent/guardian of a student in the Plattsburgh City School District, you have the right to request the following information:

- if the teacher has met New York State qualifications and licensing criteria for the grade levels and subject areas he or she teaches;
- whether the teacher is teaching under emergency or other provisional status through which the state qualification or licensing criteria have been waived;
- the teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- if your child is provided services by any instructional aides or similar paraprofessionals providing services to your child and, if they do, their qualifications.

Requests for information about the qualifications of your child's teacher(s) can be directed to Mrs. Shasta Whitford, (518) 563-2410, at Glasgow Elementary School or the principal, Mr. Jayson Barnhart (518) 563-4950, at Oak Street School. All requests will be honored in a timely manner. Thank you for your continued support and interest in your child's education.

Public Complaints

Most often, parental complaints and concerns can be addressed simply through a telephone call or conference with the teacher. For those complaints and concerns that cannot be resolved in this manner, the Plattsburgh City School District has adopted a standard complaint policy. A copy of this policy is available on our school website and can be obtained at our office.

In general, if a parent has a complaint regarding instruction, district programs, materials operation, and or staff members, the complaint should be resolved with only the parties involved, whenever possible. If the matter is not settled satisfactorily, the complaint should be directed to the Building principal, and if needed then to the Superintendent.

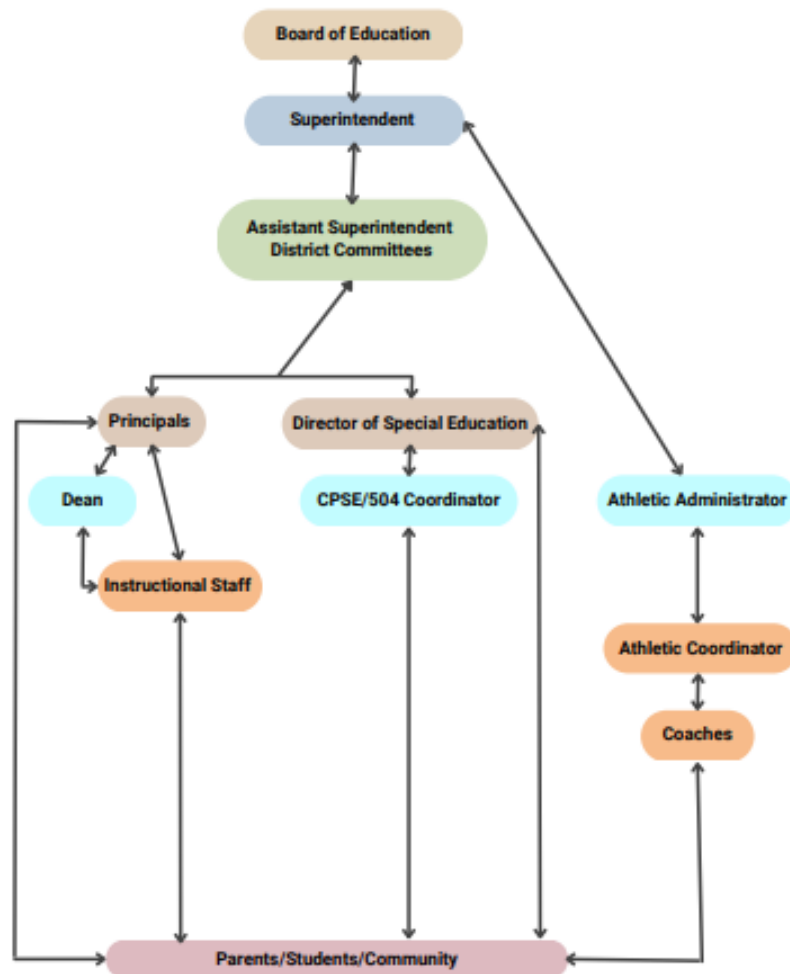
Some complaints may require different procedures. Any school office or the Superintendent's office can provide information regarding specific processes to be followed for making a complaint.



**PLATTSBURGH CITY
SCHOOL DISTRICT**

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

PCSD Chain of Command for Parents, Students, Community



Important Notes:

- The chain is designed to inform you of the proper person to contact should you have a concern or problem that needs to be resolved.
- Expected acknowledgement/response within 24 hours (excluding weekends, vacations, illness, emergency).
- If a response or action plan hasn't been received, an individual is encouraged to proceed to the next step of the chain of command.
- Misstep in the process should be corrected with redirection.

Updated: March 16, 2023

Statement of Nondiscrimination

In order to work, play and live as a community, all students must show respect for each other and their differences. Actions or comments based on a person's race, creed, color, sex, national origin, religion, age economic status, marital status or disability are called harassment and are not allowed in our school. Examples of harassment include name-calling, inappropriate gestures, offensive remarks, physical abuse, pinching or any other behavior that is designed to bother, threaten or cause fear. If anyone discriminates against you or harasses you, see Mrs. Whitford, our school principal or Mrs. Zales, the district's compliance officer.

Access to Student Records

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

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

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

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

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

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

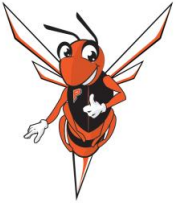
3. The right to consent to disclosures of personally identifiable information contained in your child's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

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

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



Thomas E. Glasgow School Code of Conduct

Roles and Responsibilities

Glasgow Elementary School protects the rights of each individual student to have an education in a safe atmosphere without disruption. Student conduct is based upon respect and consideration for all members and property of the school. The school staff will teach and monitor student behavior and discipline. The school administrator and staff will have the responsibility to enforce the rules of the school.

School Environment and Expectations

Glasgow Elementary School will provide:

- A school that is safe, orderly, and drug free.
- Clearly defined discipline codes with fair and consistently enforced consequences for misbehavior.
- A learning environment where everyone is treated with courtesy and respect.
- Classrooms that have clearly stated and high academic standards.
- An open and welcoming environment that fosters communication between home and school.

Administrator's Role:

The building principal is responsible for promoting a safe, supportive and positive school environment and implementing the rules of the school with fairness and consistency. They are charged with playing a key role in providing a school atmosphere where all children can learn. They will work together to teach every student to be a respectful citizen by following the rules of our school with parents and staff.

Staff's Role:

All school staff members contribute to a positive, safe and orderly environment at our school. They are charged with playing a key role in providing a school atmosphere where all children can learn. They will teach the school wide behavioral expectations and recognize appropriate behaviors, and reteach as necessary. They will use consistent and effective management skills to involve and motivate students to be confident achievers. They will work together to teach every student to be a respectful citizen by following the rules of our school.

Parents' Role:

Parents play a key role in the education and wellbeing of their children. At school, parents are needed to play an active and supporting role in their child's learning and discipline. Parents may be periodically asked to support the teacher in helping their child to learn a particular skill such as independence, remembering homework, how to take responsibility for their own behavior, or how to handle anger in a safe way. If there is a recurring or severe problem, parents will be asked to assist the school staff in teaching the student an acceptable behavior. To ensure the rights of all children to learn in a safe and positive environment, parents are asked to support the school rules and staff in teaching and promoting positive behaviors at Glasgow Elementary School.

Student's Role:

Students will be expected to show respect to teachers, school staff, and fellow students by following the behavioral expectations for being respectful, responsible and safe.

The role of the student is to learn and follow the school wide behavioral expectations. By following these expectations, they are accepting the responsibility for becoming active learners.

At Glasgow Elementary School all students are exposed to anti-bullying education and conflict resolution both formally and informally throughout the school year.

Rules and Expectations

Students will not:

1. Wear hats in the building, except for extenuating circumstances.
2. Utilize radios, Ipods or Ipod like devices, cell phones and/or mp3 players from 8:25-2:35.
3. Bring guns, knives, caps, explosives, or other sharp objects to school (as per Board Policy).
4. Drink soda except during parties or field trips.
5. Ride bikes, rollerblades, or skateboards on school grounds during school hours.
6. Have in their possession or use tobacco products, including e-cigarettes, alcohol or drugs (as per Board Policy).

We have found that items such as trading cards and toys from home often interfere with class activity, can be very distracting for students, and can cause problems among children. Toys can be lost, broken or even given away. We have a wide variety of interesting toys and recreational activities available to students during recess or other free play. If there are special occasions or circumstances bringing in items from home, arrangements can be made through the classroom teacher or Mrs. Whitford.

PLATTSBURGH CITY SCHOOL DISTRICT

BEHAVIORAL EXPECTATIONS MATRIX

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

VOICE LEVEL: 0: SILENT, 1: WHISPER, 2: SPEAKING, 3: LOUD

Responses to Problem Behaviors

Effective consequences will be applied to help children learn and maintain appropriate behaviors. Following is a description of problem behaviors and consequences. All consequences will be assessed and administered with judgments about the individuals involved and the unique circumstances of each situation.

All consequences will be:

- Practical - using resources which are available to us
- Logical – they make sense and are related to the specific problem behavior
- Fair – fair does not mean that everyone receives the same consequences
- Predictable – everyone in the school community knows and agrees
- Immediate – consequences are applied at the earliest possible opportunity
- Consistently enforced – all members of the community participate
- Developmentally appropriate – for example the consequence for name calling in pre-k may be different from the consequence of name calling in second grade.

Level 1 - Behaviors which are irresponsible but not hurtful

- Running in the hallways
- Littering
- Inappropriate voice level
- Loitering (not lining up when requested, waiting or walking in hallway instead of returning to class, hanging out in bathroom)
- Other similar behaviors

Level 1 Consequences

Any of the following may be used:

- Verbal request or redirection
- Re-teaching and practicing appropriate behavior
- Student/Teacher conference
- Use of problem solving or anger management strategies
- Loss of privilege (class activity, recess)
- Making amends (apology, repairing or replacing item, cleaning up, school/community services, and monetary payment)
- Class meeting on the misbehavior
- Implementation of classroom behavior improvement plan
- Parent/Guardian notified and scheduled conference
- Targeted intervention
- Time out in Classroom

Level 2 – Behaviors which will hurt others, their feelings or property

Verbal acts of Misconduct:

- Name calling
- Teasing
- Swearing
- Embarrassing others
- Gossiping or spreading rumors
- Threatening to reveal personal information
- Challenging or daring another to do something inappropriate

- Ethnic, racial, or sexual slurs or comments (taking into account age appropriate knowledge and sensitivity)
- Gestures of disrespect
- Setting up someone else to take the blame
- Lying or being dishonest
- Excluding from the group

Physical acts of Misconduct:

- Pushing or shoving
- Hitting
- Kicking
- Tripping
- Spitting
- Rough play

Tampering with school property or the property of others:

- Graffiti
- Defacing property
- Damaging property

Level 2 Consequences are administered and documented by the supervising adult present at the time of the misbehavior.

- Parent/Guardian notified and any of the following:
 - May include any Level 1 Consequence
 - Modified Recess with behavior plan
 - Referral to a problem-solving team with action plan created

Level 3 Behaviors which are disruptive to the learning community

- Physical Acts of Misconduct with malicious intent
- Pushing or shoving
- Hitting
- Tripping
- Kicking
- Spitting
- Disrespectful actions toward staff, substitutes and others
- Open disrespect
- Defiant or noncompliant behavior
- Disruptive behavior which is repetitive, continuous, unsafe
- Harassment –
- Intimidating phone calls, emails, instant messages, texts, notes, comments
- Bullying which includes any of the following repeated behaviors towards another - Hurting, frightening, threatening, socially rejecting or excluding, harassing, spreading rumors, stealing, or damaging another's possessions.

Level 3 Consequences

- Required Parent or Guardian/Teacher/Principal contact and any of the following:
 - May include any Level 1 or 2 Consequence
 - Referral to community resources

- Individual or small group intervention
- Student removed from class
- In school suspension (progressive)
- Out of school suspension (1-3 days)

Level 4 – Behaviors which are unsafe or potentially unlawful

- Physical violence/inflicting bodily harm
- Threatening with a weapon
- Verbal threats of violence or inflicting bodily harm
- Threats of coercion against others
- Stealing

Level 4 Consequences

- Required Parent or Guardian/Teacher/Principal contact and any of the following:
 - May include any Level 1, 2 or 3 Consequence
 - Conference with police or other public safety official

Anyone has the right to appeal the administrative decision by requesting a formal hearing before the Superintendent of Schools. We welcome feedback and comments on our school wide discipline policy. A copy of the district wide Code of Conduct is available on the Plattsburgh City School District website, <http://www.plattscsd.org/>, and also can be obtained by request through our main office

PARENTAL INVOLVEMENT POLICY

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

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

The faculty and staff of Glasgow Elementary recognize the importance of parental involvement and participation in their child’s education and are committed to implementing the Board of Education Policy. Every effort is made to develop opportunities for parental involvement across a broad spectrum of school programs, activities and procedures.

We believe that children succeed best when there is a strong partnership between home and school. This partnership thrives on open communication between parents and the school, parental involvement in their child's education and parental responsibility for all aspects of their child's education. Parents can become partners in their child's education by:

- Becoming familiar with their child's school activities and academic program, including special programs offered by the district.
- Discussing with child advocates, teachers and principals the options and opportunities available to their child.
- Monitoring their child's academic progress and contacting teaching when necessary.
- Attending scheduled teacher/school conferences.
- Monitoring their child's attendance at school. Regular school attendance is important if a child is to achieve his/her full potential. Parents are urged to make extra effort to ensure their child establishes a regular attendance pattern.
- Learning does not end when the school day is over. We encourage parents to set aside time for reading, informal learning activities, and assisting their child in homework assignments.

TIPS FOR A SUCESSFUL YEAR

- Talk to your child's teacher frequently. Together you are a team for your child's academic success.
- Provide a quiet place and a consistent time to do homework. Support your child in homework efforts but refrain from doing the homework.
- Help your child learn to follow directions. Give one- and two-step directions and see that the task is completed.
- Teach your child to show respect for others by using polite phrases such as "please," "thank you," and "excuse me."
- Model and reinforce appropriate behavior.
- Help your child learn his/her address and telephone number.
- Guide and monitor your child's television viewing.
- Listen to your child and encourage your child to talk about new experiences.
- Explain the meaning of new words to your child.
- Encourage your child to succeed by encouraging his/her best work.
- Involve your child with reading and writing activities.
- See that your child gets a good night's sleep and has a nutritious breakfast.
- Write your child's name on all personal items brought to school such as coat, hat, gloves, boots, sweater, lunch box, etc.
- Refrain from sending to school a sick child or one who has had a fever within the past 24 hours. This precaution will help preserve the health of other children.

- Please telephone the school when your child will be absent. Your child will need a written excuse upon returning to the classroom.
- Dress your child according to the weather; outside activities will take place when the weather permits.
- Provide the teacher with a correct telephone number where parents or a family friend may be reached during the school day, in case of an emergency.
- Discuss with your child what to do and where to go in the event you are not at home when he/she arrives.

