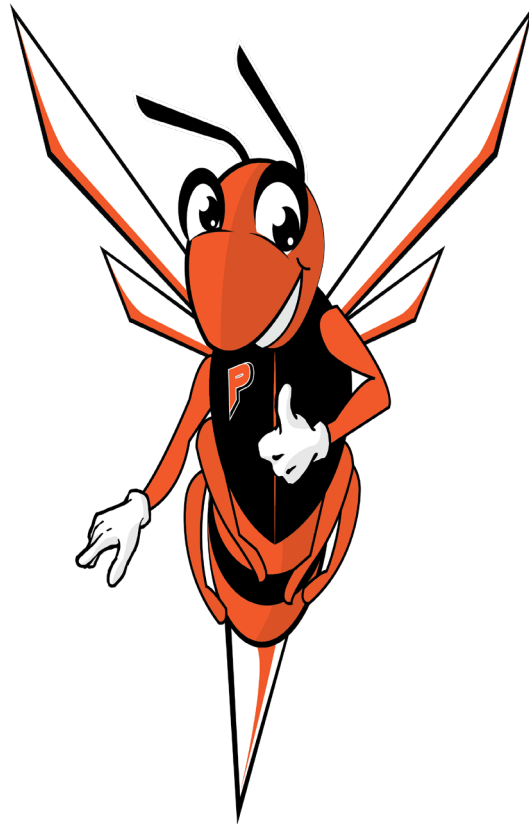


# OAK STREET ELEMENTARY SCHOOL



*Student/Family Handbook*  
2023-2024

[www.plattscsd.org](http://www.plattscsd.org)

# **THOMAS E. GLASGOW - OAK MISSION STATEMENT**



**“We at Thomas E. Glasgow - Oak Street School are an active school family working and growing together in an open nurturing environment. Our aim is to instill in each child a desire to achieve high standards of excellence in academic, social, emotional, and physical skills. These goals will enable students to function as contributing members of society.”**

2023-2024

DEAR PARENTS,

THE FACULTY AND STAFF WELCOMES YOUR CHILD TO THE THOMAS E. GLASGOW/OAK STREET SCHOOL. WE VIEW GLASGOW/ OAK AS ONE Pre K-5 SCHOOL. WE ARE FORTUNATE THAT WE HAVE A VERY SPECIAL PRIMARY COMPONENT (Pre K-2) AT GLASGOW AND AN EXCELLENT INTERMEDIATE COMPONENT (3-5) AT OAK STREET.

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,



SHASTA WHITFORD

THOMAS E. GLASGOW PRINCIPAL



JAYSON BARNHART

OAK STREET PRINCIPAL

## **SCHOOL HOURS**

*Oak Street School Day*

8:15 AM - 2:25 PM

Students who arrive at school **LATE** need to  
Check-In at the Office in order to be admitted to class!!

## **CAFETERIA PROGRAM – COMMUNITY ELIGIBILITY PROGRAM – CEP**

The Plattsburgh City School District will be participating in the Community Eligibility Program (CEP), which will allow all PK-12 students in our District to receive free breakfast and lunch at school each day. This program has no income qualifications, but each family should complete the form that is necessary for the District to use for reporting purposes, and which could help to ensure that the program is successful to continue in future years.

**The CEP will provide a standard meal – breakfast and lunch – for each student. Either the daily menu offering or the alternate meal is covered.** The CEP does not cover an additional meal or “a la carte” items such as additional milk, bottled water, chips, etc. Students may still purchase these items. **Students will not be able to charge items.**

**A payment plan for your child can be set up by contacting, Jocelyn Lopez, School Lunch Manager at 518-957-6000 X 5093**

## **ATTENDANCE PROCEDURES**

We at Glasgow-Oak 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.

**Oak Street starts school at 8:15 AM.** Students who arrive in their classroom after these times 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. When a student is absent from school, the main office will call the child's home to make sure that the parent is aware of the child's absence in order to ensure the child's safety.

The expectation at Glasgow-Oak is that parents will forward 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 week an attendance check is done on all of our children. Below you will find the schedule for school correspondence when attendance issues become concerning for a child's progress:

### **PLATTSBURGH CITY SCHOOL DISTRICT RTI ATTENDANCE MODEL**

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

**-Chronic absence** means missing approximately 10% or more of the school year (equivalent to 18 days out of a 180 day school year) regardless of whether absences are excused or unexcused.

**-A cumulative absence rate of twenty percent is the guideline in determination of *excessive absence*** (total of 4 days absent at the end of September, total of 8 days absent at the end of October, total of 11 days absent at the end of November, etc.).

## **Student Cumulative Days Absent Guide**

<b>Month</b>	<b>Chronic Absence (10% or more)</b>	<b>Excessive Absence (20% or more)</b>
September	2	4
October	4	8
November	6	11
December	7	14
January	9	18
February	11	22
March	13	26
April	15	29
May	17	33
June	18	36

Chang, Hedy and Romero, Mariajose Present, Engaged and Accounted For: The Critical Importance of Addressing Chronic Absence in the Early Grades National Center for Children in Poverty, Mailman School of Public Health, Columbia University, September 2008

**In both instances, if a parent fails to meet or talk with the school and/or if continued attendance issues persist an outside agency referral will be made.**

**It is a school-wide goal at to improve student attendance. In order for parents to assist us with this school-wide goal, we ask that parents make every effort to schedule family vacations during our 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.**

### **REPORTING ABSENCES**

If your child is going to be absent from school, please call the school by 9:00 A.M. on the immediate day and report the reason for his/her absence.

Oak Office – 518-563-4950 or Oak Health Office – 518-561-4760.

**Please remember that regular and punctual attendance is essential for the optimum growth and development of students.**

### **INCLEMENT WEATHER**

If and when we have weather conditions during the winter which warrant the closing of school, a Parent Square message will be sent out to families. You may also check the PCSD webpage and your local news station for announcements informing you of such action.

## **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.

## **PARENT~VISITOR SIGN-IN~OUT PROCEDURES- PLEASE HAVE ID AVAILABLE!**

We'd like to establish **clear communication** with regard to our parent and visitor sign in/out procedures at Oak Street. **For the safety and security of guests and students, visitors are required to present themselves at the office upon arrival with their driver's license and/or official identification. In the office, visitors be signed in via a security system and receive a visitor badge. Upon departure, visitors are asked to return to the office to complete the sign out procedure.** Parents are not only welcome, but are encouraged to visit and become involved in their child's school, but must also sign in. We must follow school safety guidelines established by New York State. According to the New York State School Safety guide checklist issued in September 2007, 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."

## **PARENT SIGN IN / VISITING CLASSROOMS**

In order to be certain that all of our children are safe, we need to be sure that parents and students are aware of the sign-in and sign-out procedures. Any parent visiting the school for any reason must:

- 1 Check In with the Secretary/Door Monitor
- 2 SIGN IN!! (if you are visiting the building)
- 3 **Get an authorized VISITOR BADGE via security system.**
- 4 **DO NOT ENTER THE HALLWAY or go directly to your child's classroom without permission from the STAFF in the main office (especially hours between 8:25a-2:25p)**

We ask that parents do this **every time** that they visit the school. We cannot ensure safety of the children unless this procedure is followed every time. We ask that parents sign in automatically if you are leaving the office area. If you are asking yourself- "I wonder if I have to sign?" - the answer is **YES**. It is important that this procedure is followed.

**EXCEPTION:** OCCASIONALLY ~ when we have large events such as Assemblies, Concerts, etc. we will allow parents to "skip" the sign in/out process to easy traffic at the door. This would be the **ONLY** exception to this very important safety rule.

Once students enter the building at 8:25 AM, it is very important that teachers begin morning routines and instruction with a minimum of disruption. Allowing your children to enter the building on their own will help to foster independence. If a parent must enter

the building before or after 8:25 AM to assist children with carrying snack, we ask that you please remember to sign-in in the office and get a visitor's tag before entering the halls. If you wish to speak to your child's teacher, we encourage you to send in a note, call or email. Of course, 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 the morning transitions.

### **STUDENTS ARRIVING LATE**

If your child comes into school after the normal arrival time (after 8:25 AM), for whatever reason, **we ask that you sign them in at the office or with monitor stationed at lobby area and say good bye at that point.** This process usually allows for a smoother and quicker transition to the classroom. Thank you for your assistance in helping your children be more independent and for minimizing interruptions in the classrooms.

### **SIGN OUT PROCEDURE**

In addition, if a student has to leave school for any reason before the end of the day, we need a note from the parent. **The parent must also sign the sign-out book in the main office before a student may leave the building.**

### **SUPERVISION**

Your school is responsible for the safety and welfare of the children from the time they come to school in the morning until they return home in the afternoon. 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 of interest to parent's include:

1. Children are not allowed to leave the school during the day without the express written permission of the parent or guardian, and only with a responsible adult known to the child.
2. Bicycle privileges are granted as long as the child maintains a responsible attitude for the safety of other children.
3. Children are allowed to ride their bicycles ONLY to and from school. All parents are urged to provide a lock for the child to safeguard his/her bicycle. The child is requested to push his/her bicycle on and off the school property.
4. **Supervision is not provided before or after school.** In order to ensure their safety students must **not** arrive prior to **8:00 AM at Oak Street.** Unless participating in intramurals students must go directly home. If your child is driven to and from school, it is most important that the rides be on time in order to ensure safety for the student.



## **EARLY RELEASE OF STUDENTS**

**Teachers are NOT authorized to release students to parents who come to the classroom\* (exception may apply during a special event geared toward Grade Level).**

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's appointments AFTER school or during vacations as much as possible. When students leave school early, they miss out on valuable instructional time and can fall behind academically.**

## **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.

A health office is maintained in each school with a school nurse in charge. She checks students who are ill in school and keeps health records on individual students. 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, emergency first-aid treatment is given, but by law, the school nurse is NOT allowed to diagnose, prescribe or treat. Each child in the building, after being absent because of sickness, should bring his/her excuse to school. In case of illness during the school hours, parents will be called to pick up their child. The Health Office phone number is: 518-561-4760 at Oak. Mrs. Valerie Butler is the school nurse.

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!!**

We are sorry if this might cause any inconvenience, but we must follow state mandated laws. As always, please feel free to contact us with any questions you might have.

If the above procedure is followed, the school nurse will be glad to administer the prescribed medicine. All the other unprescribed medication, however such as aspirin, vitamins and cough syrups cannot be administered under any circumstances.

If you have any questions, please feel free to call the school nurse.

### **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. This a limited, partial coverage plan. The parent remains responsible for paying all medical bills. The insurance coverage 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. The specific benefits that are payable are determined by the maximum amounts listed in the insurance policy for each type of injury and medical service.

### **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 your school nurse or school office.

### **PHYSICAL PROBLEMS**

If your child has any physical problems or issues that are not readily apparent, please acquaint 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, 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 which is generally outside! Each child should be dressed warmly enough for outdoors during the colder months. 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. To insure a successful conference, parents should contact the school office in advance. The teacher will then have time to collect grades, and make notes about his/her school life that will be helpful during the conference. All conferences should be scheduled at the close of the school day.

## **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**

Classrooms may take field trips throughout the school year. Parental permission is **REQUIRED** for students to attend any/all field trips. If written or verbal permission is not received, your child will remain at school under another staff member's supervision.

In addition, field trips in which parents would like to sign his/her child out from the field trip **PRIOR** to returning to school,

**PARENTS MUST PROVIDE WRITTEN NOTIFICATION 24 HOURS IN ADVANCE** of any trip. There are **NO EXCEPTIONS** to this rule. You will **NOT** be allowed to take your child from the trip site if we do not have a written notice in the office **24 HOURS BEFORE** your departure.

## **PROGRAMS AT OAK STREET SCHOOL** **CLASSROOMS**

Glasgow/Oak is considered to be one Pre K-5 school. The Intermediate Section located at Oak Street School is 3-5. Classrooms are heterogeneously (mixed ability) grouped. Classroom disciplines include focuses on Reading, Writing, Mathematics, Science, Social Studies, Language Arts, etc.

### **LIBRARY**

There is a full-time Librarian at Glasgow/Oak and that designation is Ms. Erin McGill. Ms. Coryea is the Library Aide. Each classroom has a 40 minute Library Skills instructional class per week

### **HEALTH EDUCATION**

The Plattsburgh City School District has developed a comprehensive Health Education Program for Elementary School Students. Mrs. Erin Castine is the Health Education Teacher/Coordinator.

### **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 Gottschall.

### **PHYSICAL EDUCATION**

Each classroom is scheduled twice weekly for Physical Education. The Physical Education instructor at Oak Street is Mr. Joe Tolosky.

### **PSYCHOLOGICAL SERVICES**

Psychological services are available at Oak. Mr. Garret McLean is the School Psychologist at Oak Street. Arrangements may be made by calling the school office.

### **SCHOOL COUNSELOR(s)**

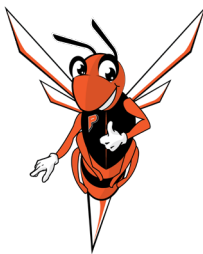
Mrs. Chesney Weeden is the School Counselor at Oak Street. She specializes in counseling, parenting workshops and family services. Arrangements may be made by calling the school office.

### **READING & MATHEMATICS LABS (AIS-Academic Intervention Services)**

Students qualifying for these programs (below minimum competency on standardized benchmark assessments) receive individualized or small group instruction in Reading and/or Mathematics. AIS Providers at Oak Street are Mrs. Laura DuBray, Mrs. Brandy Ducatte, Ms. Amanda Madore, and Ms. Jayme Keable.

### **SPEECH SERVICES**

Students qualifying for the program will receive services in speech and language at Oak. Mrs. Margaret Felty is the Speech Therapist at Oak.



## PARENTAL RIGHT TO REQUEST AND REVIEW TEACHER QUALIFICATIONS

Dear Parents and Guardians:

In accordance with the federal Every Student Succeeds Act (ESSA), 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 provide 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 Thomas E. Glasgow School or 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.

Sincerely,



THOMAS E. GLASGOW ELEMENTARY  
**HORNETS**

SHASTA WHITFORD

THOMAS E. GLASGOW PRINCIPAL



OAK STREET ELEMENTARY  
**HORNETS**

JAYSON BARNHART

OAK STREET PRINCIPAL