

PLATTSBURGH CITY SCHOOL DISTRICT

MOMOT ELEMENTARY
SCHOOL



BE RESPECTFUL ~ BE RESPONSIBLE ~ BE SAFE

PARENT AND STUDENT
HANDBOOK
2017-2018

MISSION STATEMENT

We, the parents, teachers, and community of Momot Elementary School are working together to provide a healthy, nurturing, and educational environment. We believe that each child is a unique individual capable of learning. Our goal is to instill a desire to achieve excellence in all aspects of academic, social, emotional and physical life. Our aim is to enable all students to become contributing members of a global community. Success depends on our collaborative effort.



Momot Elementary School



60 Monty Street
Plattsburgh, NY 12901
Phone: 563-1140/Fax: 566-7739

Susan Wilson, Principal
sdwilson@plattscsd.org

Jamie Maggy, Assistant Principal
jmaggy@plattscsd.org

Dear Elementary School Family,

Welcome to Arthur P. Momot Elementary School. I am so proud and excited to begin the 2017-2018 school year as Principal of an outstanding building with dedicated, experienced staff and enthusiastic learners!

As the demands and expectations of teaching children increase, it is important that we all work together to ensure our children reach their potential. I believe that all of us – the school and the community – must work together in a spirit of cooperation and collaboration to build success for all our students. It is everyone's responsibility to empower children with the creative, intellectual, and decision-making skills necessary to become academically, socially, physically, and emotionally successful and responsible citizens.

Keeping this in mind, you are invited to be an active participant at Momot Elementary. Whether you are a classroom volunteer, a member of the PTO, special event participant, or member of one of our school committees, you are encouraged to be involved! Research on schools clearly indicates that parent participation coincides with a greater likelihood of academic success.

It is our desire to keep you informed of all that is taking place at school. Please take time to read through this booklet with your child (ren). It will provide you with up-to-date information. Additional information will be sent to you through the bi-weekly "Bearfacts," our school newsletter. If you have questions or concerns that arise at any time, please do not hesitate to call your child's teacher, myself or the assistant principal.

I look forward to having a supportive and rewarding relationship with you and your family. Best wishes for an exciting and inspiring school experience!

Sincerely,

Susan D. Wilson
Principal

"Where each day is Momentous"

TABLE OF CONTENTS

Plattsburgh City School District Core Values, Mission, Vision.....	4
Momot School Song.....	5
School Contact Information.....	6
Momot Faculty and Staff.....	7
2017-2018 School Calendar.....	8
School Hours, Arrival and Dismissal Procedures.....	9
Attendance Procedures.....	10
Breakfast and Lunch Information.....	12
Recess Before Lunch.....	13
Bearfacts.....	13
School Closings.....	13
Student Placement.....	14
Parking.....	14
Early Dismissal Days.....	14
Computer Use and Acceptable Use Policy.....	14
School Visitors.....	15
Safety Information.....	15
Dogs on School Grounds.....	15
District and School Safety Plan.....	16
Accident Prevention and Safety Procedures.....	16
Insurance Claim Procedures.....	16
Health Services.....	17
Psychological Services.....	17
Academic Intervention Services.....	18
Special Education Services.....	18
Second Step.....	18
Student Report Cards.....	18
Parent Conferences.....	19
New York State Testing.....	19
Homework.....	19
Physical Education Requirements.....	19
School Is A Feeling Assemblies.....	20
School Improvement Planning Team.....	20
Reading Incentive Program.....	21
Parent Teacher Organization.....	21
Before and After School Care – YMCA.....	22
Project Connect.....	22
Additional Programs for Students.....	22
Positive Behavior Interventions & Supports (PBIS).....	23
School-Wide Behavior Expectations Matrix.....	24
Code of Conduct.....	25
School-Wide Discipline and Behavior Plan.....	26
Roles and Responsibilities.....	27
Rules and Expectations.....	28
Anti-Bullying Policy.....	29
Responses to Problem Behaviors.....	30
Parental Involvement Policy.....	31
Tips for a Successful Year.....	33
Public Complaints.....	33
Conduct on School Property and Field Trips.....	34
Statement of Nondiscrimination.....	34
Access to Student Records.....	35

PLATTSBURGH CITY SCHOOL DISTRICT
— STRATEGIC FOUNDATION —

— CORE VALUES —

We, the students, teachers, parents, Board of Education, and staff,
of the Plattsburgh City School District value...

Continuous Improvement — we create a learning community where every member is committed to and supported in doing better.

Accountability — we are responsible for student development and achievement.

Integrity — we address all aspects of our mission with honesty and compassion.

Building Community — we recognize and respect the diversity of all and encourage active participation and open communication in all aspects of our mission.

— MISSION —

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.

— VISION —

The Plattsburgh City School District will be recognized and admired for demonstrated excellence and student success. We will welcome all members of our community, embrace their diversity, and create partnerships without barriers with students, families, teachers, staff, and local agencies to improve the quality of life for all. Our schools will be centers of wellness, defined by an energized joy of learning that promotes positive self-esteem and develops well-rounded individuals as well as a community of lifelong learners. We will be advocates for change that creates a culture of openness and acceptance with foundations of integrity and accountability.



DISTRICT STUDENT STANDARDS

CRITICAL THINKER — All students will be capable of problem solving, decision making, and risk taking enabling them to function in an efficient, productive way in society.

EFFECTIVE COMMUNICATOR — All students will develop the skills necessary to communicate effectively.

HEALTHY CITIZEN — All students will consistently make healthful choices demonstrating respect for their physical, emotional, and social well-being.

LIFELONG LEARNER — All students will develop the skills of self-evaluation and inquiry to engage in the process of lifelong learning.

RESPONSIBLE CITIZEN — All students will positively apply understandings of their own and diverse cultures to a changing world.

MOMOT SCHOOL SONG

Written by Mrs. Victoria Washburn

Tune: Mickey Mouse Club Song

Where's the greatest school
around that's made for you and me?

M-O-M M-O-M M-O-M-O-T

Hey there hi there ho there
you're as welcome as can be
M-O-M M-O-M M-O-M-O-T

Monty Bear Momot Bears
Monty Bear Momot Bears
forever let us hold our banner high
High! High! High!

Come along and sing
our song and join the Momot Family
M-O-M M-O-M M-O-M-O-T

Now's the time to say we love all our family
M-O-M Momot is Momentous!
M-O-M Momot is Magnificent!
M-O-M-O-T!

CONTACT INFORMATION

Parents are encouraged to contact Momot Elementary School whenever they have a question or concern regarding their child's education. Below is a list of appropriate people, their area of responsibility, telephone numbers and email addresses.

Our telephone system can be used to contact individual staff members. In order to not disrupt instruction the phones in our classrooms use voice mail from 8:30-2:30.

In addition, we encourage our families to use email. Every member of our faculty and staff has an email address, which is available on our district web site or upon request from your child's teacher. Many of our teachers use email as a way to communicate progress and share information with families. There will also be regular emails from the principal to interested parents regarding school events and information.

Parents can also get school information by visiting the Plattsburgh City School District website at www.plattscsd.org. The website includes a great deal of information including a calendar of upcoming activities, dates of Board of Education Meetings, as well as district policies and procedures.

Building Principal

Susan Wilson
School: 563-1140
Extension: 3009
Email: sdwilson@plattscsd.org

Assistant Principal

Jamie Maggy
School: 563-1140
Extension: 3008
Email: jmaggy@plattscsd.org

Health Office

Kari Scott
School: 563-1170
Email: kscott@plattscsd.org

Pre-Kindergarten Program

Amanda Cota 563-2504
Email: acota@plattscsd.org

Parent Teacher Organization

Jessica Perry, Co-President
Phone: 569-6034
Email: perryjessicaleigh@yahoo.com
Jennifer Latour, Co-President
Phone: 578-5301
Email: jennygirl0816@yahoo.com

MOMOT ELEMENTARY FACULTY & STAFF

Principal - Susan Wilson

Assistant Principal - Jamie Maggy

Main Office Secretaries – Donna Durocher & Mary Jo Jubert

Pre-Kindergarten Program

Amanda Cota - Teacher
Taylor Reil - Teaching Assistant
Mary Jo Jubert - Clerical

Kindergarten

Kimberly Bouissey
Mary Herbest
Elizabeth Cutaiar
TBD

Grade 1

Laura Buck
Lori Darst
Dianna Stoyanoff

Grade 2

Erin Castine
Melissa Caraballo
Nichole Nevader
Jennifer Wild

Grade 3

Melissa Bistor-Cross
BethAnn O'Neil
Karen Donoghue

Grade 4

Alicia DuBray
Carla Ensel
Michelle Gottschall

Grade 5

Nicole Adams
Lindsey Frakes
Abby Graves

AIS Teachers

JoAnn Hynes
Kari Herkalo
Catherine Devins
Dan Devins
Jennifer Jolicoeur
Roxanne LaBarge

Special Area Teachers & Staff

Mary Gertsch-Cochran - Art Teacher
Tasha Nadge - Librarian
Michelle Rugar - Library Aide
Kari Scott - School Nurse
Sue O'Dell - OT
Maribeth Mackinnon-OT
Marcia Newcombe—PT
Jesse Terry - Physical Education
Dylan Everleth - Physical Education
Mary Fortin - Music Teacher

Special Education Teachers

Kristie Hulbert
Robin Schelle
Krystyn Smith
Lisa Kelley
Kristen Walker
Elizabeth Garrand
Jenny Walker
Angel Frechette

Teaching Assistants:

Susan Walker
Sue Verba
Karen Bernardi
Sandra Davidson
Mary Beth Lonergan
Rhonda Bailey
Cynthia O'Neil
Pam Terry
Clare LaPier
Stacey Edwards
Katie Keyes
Mike Morris
Jennifer Lecuyer

Speech-Language Pathologist

Tammi Reil
Kate Foster
TBD

Student Aides

Tiffany Taylor
Michael Waldron
Cheryl Pecore

Preventative Services & Child Advocacy Program

Stephen Visco - Child Advocate
Stephanie Branch-School Psychologist
Julie Miller - School Psychologist
Tracie McCarthy –School Psychologist

Support Staff

Cafeteria

Priscilla Baker
Margaret Garrand
Tammy Cecil

Custodial / Maintenance

Scott Jennette

Loy Newsom

Joey Young

School Monitors

Susan Gertsch
Nancy Hayhurst
Carolyn LaBounty
Tina Simpson
Julie Sharron
Jennifer Rock
Michele Crahan
Jessica Monz



Plattsburgh City School District 2017-2018 School Calendar

Dates underlined students in attendance.
 Dates circled teacher only school days.
 Dates blocked school is in recess.

Dates Shaded K-12 Early Release
 Opening day for staff is Sept. 5
 Opening day for students is Sept. 6

SEPTEMBER 2017							OCTOBER 2017							NOVEMBER 2017							DECEMBER 2017														
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S								
					<u>1</u>	2	1	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	7				<u>1</u>	<u>2</u>	<u>3</u>	4						<u>1</u>	2								
3	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	9	8	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	5	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	11	3	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	9								
10	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	15	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	12	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	18	10	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>								
17	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	22	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	19	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	25	17	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>								
24	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	29	<u>30</u>	<u>31</u>					26	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>			24	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>								
																											31								
JANUARY 2018							FEBRUARY 2018							MARCH 2018							APRIL 2018														
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S								
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	6					<u>1</u>	<u>2</u>	3					<u>1</u>	<u>2</u>	3	1	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	7								
7	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	4	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	10	4	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	10	8	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	14								
14	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	11	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	11	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	15	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>								
21	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	18	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	24	18	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	24	22	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>								
28	<u>29</u>	<u>30</u>	<u>31</u>				25	<u>26</u>	<u>27</u>	<u>28</u>				25	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	31	29	<u>30</u>													
MAY 2018							JUNE 2018							SUMMARY OF SCHOOL DAYS																					
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	Sept.		Oct.		Nov.		Dec.		Jan.		Feb.		Mar.		Apr.		May		June			
			<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	5						<u>1</u>	2	19	21	18	16	21	15	22	16	16	15	22	16	16								
6	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	3	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	9	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June														
13	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	10	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>																						
20	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	17	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>																						
27	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>			24	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>																						

Holidays - Not in Session

Labor Day	Sept. 4	Indigenous Peoples' Day	Oct. 9
Veterans' Day	Nov. 11	Thanksgiving Day	Nov. 23
Christmas Day	Dec. 25	New Year's Day	Jan. 1
Martin Luther King Day	Jan. 15	Memorial Day	May 28

FINAL APPROVAL
3-9-17

PLEASE NOTE

All calendar days including recesses are subject to change due to emergency days (calendar includes 4 emergency days). Recess travel plans must be arranged to accommodate these changes.

1. If only 3 emergency days are used, May 25th will be rescheduled as recess with all schools closed.
2. If only 2 emergency days are used, May 24th and May 25th will be rescheduled as recess with all schools closed.
3. If only 1 emergency day is used, May 29th, May 24th, and May 25th will be rescheduled as recess with all schools closed.
4. If no emergency days are used, April 27th, May 29th, May 24th & May 25th will be rescheduled as recess with all schools closed.

SCHOOL HOURS, ARRIVAL AND DISMISSAL PROCEDURES

School Hours: 8:25am – 2:35pm

To ensure the most effective and safe operation of our school, we ask that all parents and children follow these guidelines:

- Children enter the building at 8:25 AM.
 - For the safety of our students, we ask that our students and adults wait outside the building except during inclement weather.
 - We are unable to provide supervision for children prior to 8:15.
 - Children participating in the breakfast program should enter through the kitchen entrance at 8:00 AM.
- Those parents who drive or walk their children to school are asked to have their children enter by the main doors in the front (K-2 students only) or back entrances (grades 3-5 students only) of the school.
 - Please do not drop students off earlier than 8:15.
- Dismissal for **K-1** students is at 2:30pm.
- Dismissal for grades **2-5** is at 2:35pm.
- Please avoid early pick-ups as this is disruptive to the end of the instructional day.
- In accordance with district wide safety and security policies, our parents and caretakers are asked to wait outside the building for students.
- A form will be sent home on the first day of school which reviews the dismissal procedure with families.
 - Please also list the names of adults authorized to pick your child up from school.
 - Students will not be released to anyone except parents or legal guardians without written permission.
 - Anyone picking up a child from school should be prepared to show identification.
- Please plan appointments (doctors, dentists etc.) after school hours.
 - In the event that your child must be excused for any legitimate reason, please send a note or call the school office in advance of the appointment.
 - A parent or someone designated by the parent must come to the office to pick up your child.

ATTENDANCE PROCEDURES

Momot Elementary...where each day is momentous!

Our goal this year is to ensure that every student attends school regularly.

Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and in life.

We realize some absences are unavoidable due to health problems or other circumstances. But, we also know that when students miss too much school— regardless of the reason – it can cause them to fall behind academically. Your child is less likely to succeed if he or she is chronically absent—which means missing 18 or more days over the course of an entire school year. Research shows:

- Children chronically absent in kindergarten and 1st grade are much less likely to read at grade level by the end of 3rd grade.
- By 6th grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By 9th grade good attendance can predict graduation rates even better than 8th grade test scores.

Absences can add up quickly. A child is chronically absent if he or she misses just two days every month.

Clearly going to school regularly matters!

We don't want your child to fall behind in school and get discouraged. Please ensure that your child attends school every day and arrives on time. Here are a few practical tips to help support regular attendance:

- Make sure your children keep a regular bedtime and establish a morning routine.
- Lay out clothes and pack backpacks the night before.
- Ensure your children go to school every day unless they are truly sick
- Avoid scheduling vacations or doctor's appointments when school is in session.
- Talk to teachers and counselors for advice if your children feel anxious about going to school.
- Develop back up plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your child to school.

Let us know how we can best support you and your children so that they can show up for school on time every day. We want your child to be successful in school!

IF YOUR CHILD IS SICK:

- Call the Health Office (563-1170) or the school office (563-1140) before 8:45am.
- You can also email our secretary, Mrs. Durocher at ddurocher@plattscsd.org.
- If we do not hear from you by 8:45am, we will call you at home or at work.
- When your child returns to school, a written excuse is needed. Please indicate the date of the absence, the reason for the absence, teacher's name, and your signature.
 - _____ was absent from school on _____ because _____.

CHRONIC AND/OR EXCESSIVE ABSENTEEISM:

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.

Excessive absence means missing approximately 20% or more of the school year (equivalent to 36 days out of a 180 day school year) regardless of whether absences are excused or unexcused.

Student Cumulative Days Absent Guide

Month	Chronic Absence (10% or more)	Excessive Absence (20% or more)
September		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

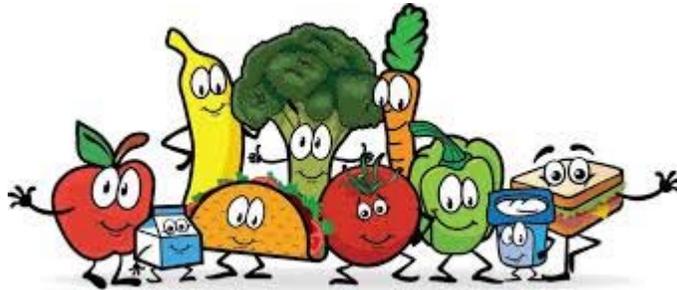
INTERVENTIONS:

- Daily phone calls will be made on all student absences
- Positive reinforcement for good and improved attendance
- If chronic absence occurs:
 - Teacher will contact parents
 - Administrator will contact parents in writing
 - Attendance monitoring by Administrator
 - Other possible interventions:
 - Mentoring
 - After-school assistance
 - Counseling
 - Referral to agencies for family services
- If excessive absence occurs:
 - Administrator will contact parents in writing
 - Parent/Guardian conference with administrator
 - Attendance improvement plan
 - Individual/Group counseling
 - Other possible interventions:
 - Check in/check out
 - Home visit/student pick-up
 - Behavioral intervention plan
 - Consultation with medical providers
 - Outside agency involvement

For more information, our Board of Education has adopted a policy on attendance, which can be found on our district web page: www.plattscsd.org.

BREAKFAST

Breakfast is served daily at our school from 8:00-8:25. Plattsburgh city School District continues to offer the Community Eligibility program which allows all students to have breakfast at no cost to families. Participation in the free breakfast and lunch program is encouraged. Children having breakfast need to enter school at the kitchen entrance. We are unable to provide supervision of students prior to breakfast.



LUNCH INFORMATION

Our hot lunch and breakfast program begins on the first day of school. A properly balanced meal for lunch and breakfast is available each school day. Menus are prepared in advance and are sent home monthly.

- Breakfast and lunch is free. In order to get a free lunch or breakfast, students must take three items on their tray. This is the only way to get a free milk.
- **If purchasing milk only, all milk (white or chocolate) is 65 cents.**
- There are also a number of a la carte items available such as ice cream and so on (no charging is allowed).

Plattsburgh City School District uses a computerized lunch program to track all meals purchased in each of the District's cafeterias. Each elementary student will have his or her own personal cafeteria account. Although students may still pay with cash, we strongly encourage parents to deposit money into their child's account. All a la carte items must be paid for with cash.

Please call Mrs. Charlene O'Connor in the food service office at 561-7500 ext 5093 for further details.

Students have the choice of bringing their lunch if they do not wish to eat what is on the menu for the day.

RECESS BEFORE LUNCH

Based on research and our commitment to wellness, all of our students have recess before lunch.

Research which has indicated that:

- Students eat more and drink more milk at lunch if they play first and then eat.
- There is less food waste.
- There is a decrease in behavior problems, and students are more settled when they return to their classrooms.
- The atmosphere in the dining room becomes more relaxed and conducive to eating because children are not rushing through their lunch to get to recess.

The length of the lunch and recess period is 45 minutes with additional time for transitions. Students have a 20 minute recess, a transition period to wash hands, take off coats etc, and a 20 minute lunch. Your child's teacher will be sending home information with the specific time of your child's recess and lunch

Students will be eating a bit later, so we are asking our classroom teachers in grades 2-5 to allow time for a healthy morning snack. Your child's teacher will be sending home information regarding snacks. Our school district has a board policy on Nutrition and Physical Activity which is available on our district web site <http://www.plattscsd.org/District/policies.htm> or upon request at the main office.

Students will have outdoor recess every day possible so please have your child dress for the weather conditions. **We will be going outside if the temperature with the wind chill is 15 degrees above zero.** Please be sure that children come to school with an adequate coat, scarf, gloves, hat, proper foot wear etc. Also please mark all clothing with your child's name and classroom.

BEARFACTS

One of the ways we communicate information to our families is through our **biweekly** publication of our school newsletter, ***Bearfacts***. This newsletter will be sent home on the first and third Monday of each month. It will contain a calendar of events as well as important information about classroom and school events. Please look for it in your child's book bag. This will keep you up to date on the latest information about our school.

SCHOOL CLOSINGS

In the event of the need to close school due to hazardous weather conditions the following radio and TV stations will be notified:

WIRY 1340 AM radio, WPTZ News Channell 5, and the following Vermont stations: WKOL105.1 FM, WJOY 1230 AM, WOKO 98.9 FM, WLFE 102.3 FM, WKDR 1390 AM, STAR 92.9, CHAMP 101.3, SMOOTH 92.1, WIZN 106.7, WBTZ 99.8, WVMT 620AM and WXXX 95FM.

STUDENT PLACEMENT

We spend a great deal of time and effort working to ensure the appropriate placement for each and every child. There are a variety of factors taken into consideration when placing a child in classes for the following year. We want to create a learning community that is balanced and can work together. We ask that you do not make a request for a specific teacher for next year. Requests can really alter the balance and effectiveness of the class. We promise to do our very best in placing your child in a class with a teacher that meets his/her needs. Thank you for your understanding and cooperation

PARKING

With our large number of students and our location in the city, traffic can become congested at arrival and dismissal times. We ask that our drivers use extreme caution and patience and to be very aware of children at all times. Please avoid bus lanes and drop off areas to keep students safe. **Do not leave your car unattended in the front circle as it may be necessary to move the vehicle.** Parking is available on the street and at the new parking lot at the back entrance of the school. Please pay close attention to the city signs in regards to parking, as cars may be ticketed if parked illegally. We are continually assessing and reviewing our parking, arrival and dismissal procedures to ensure both safety and convenience for our families.

EARLY DISMISSAL DAYS

In order to provide our instructional staff with opportunities for curriculum planning and professional development there are 6 days during the year when all students are dismissed at 11:20. Early dismissal days for 2017-2018 are:

October 25
February 13

November 9
March 15

December 12
April 12

January 25
May 16

COMPUTER USE and ACCEPTABLE USE POLICY

The Plattsburgh City School District has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. Access to the Internet provides vast educational resources. With this new learning tool, students and staff must understand that they bear the responsibility of practicing proper and ethical use. Appropriate use of the Internet will significantly enhance educational experiences and provide statewide, national and global communications opportunities for staff and students. An Acceptable Use Policy is sent home with each student this first week of school which has detailed information regarding responsibilities of students and staff regarding use of the Internet. This policy was developed to ensure that Plattsburgh City School District Internet account users be responsible in how they access or transmit information through the Internet. Parents need to sign and return the Acceptable Use Policy agreement. Should additional questions arise, school administrators will decide what constitutes appropriate use and their decision will be final.

SCHOOL VISITORS

Visitors are welcome to visit our school during the course of the school year. Parents may attend lunch and recess with their child and are welcome at our school assemblies.

Student visitors from other schools, unless they have a specific reason and prior approval of the Building Principal, are NOT permitted to enter the school buildings.

All visitors to the school must report to the main office, sign the visitor's register and obtain a visitor's pass which must be displayed at all times. The visitor must sign out at the conclusion of the visit. There are no exceptions to this rule and we ask for your cooperation in this important safety measure.

We appreciate your cooperation in keeping our school safe!

OTHER SAFETY INFORMATION

Your child's safety is very important to us. Please teach your child to take the safest route to and from school. It is important that your child knows his/her address and telephone number. Please inform the school of any unguarded and particularly dangerous crossing or intersections.

Bicycle privileges are granted as long as the child maintains a responsible attitude for the safety of other children. Children are allowed to ride their bicycles only to and from school. All children are requested to push their bicycle on and off school property. They are not allowed to ride bicycles on school grounds; this ensures the safety of other children. Parents are encouraged to provide a lock to safeguard the bicycle.

Throughout the year students are taught rules of safety in school, on the streets, on a bus, and at home. Teachers discuss these rules of safety with the children and have lessons, drills, etc. throughout the year emphasizing the importance of using good judgment.

DOGS ON SCHOOL GROUNDS

Dogs or other pets are not allowed in our school buildings. We want to protect our children from possible dog bites and some children are very uncomfortable around dogs. Special arrangements for pets visiting our school for educational purposes should be made through our principal and nurse.

DISTRICT AND SCHOOL SAFETY PLAN

The Plattsburgh City School District has adopted a district wide school safety plan, and building level emergency response plan for each building in the district. These plans are intended to define how the district and each school building will respond to acts of violence and other disasters. They provide a framework for identifying and implementing appropriate strategies for creating and maintaining a safe, secure learning environment for all students. During the school year we will conduct fire drills and other emergency drills such as lockdowns and shelter in place to ensure that our students and staff are able to follow our district wide safety plans. A copy of the district wide school safety plan is available for examination in the district office.

ACCIDENT PREVENTION AND SAFETY PROCEDURES

These rules are to ensure the safety of student and employees of the district while on district property.

All students and members of the school community must:

- Immediately report any conditions involving equipment or buildings that may be dangerous to student or employees' health or welfare;
- Immediately report any unsafe practices by anyone in the building or on the grounds;
- Observe the 15-mile per hour speed limit on school grounds;
- Ride bicycles only on the roadways; not the sidewalks. Bicycles are to be parked in the rack provided by the school. Pleasure riding on the school grounds is prohibited during school hours.

INSURANCE CLAIM PROCEDURES

Immediately after any accident have your child report the details of the accident to the school 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 any additional information, please contact the school nurse or school office.

HEALTH SERVICES

Our school nurse, Mrs. Kari Scott, monitors the health of all the students in the school. In addition to providing first aid for illness and injury, she conducts screenings for vision and hearing. She works closely with various health agencies in our community. The school nurse will provide emergency care for students involved in accidents or unexpected medical situations.

ADMINISTRATION OF MEDICINE IN SCHOOL

If a student needs to take medication during the school day, he or she must follow these rules:

- Bring a note from his or her parent that gives the nurse permission to store the medication for the student's use.
- Give the nurse a doctor's note with instructions about the dosage, times given etc.
- Bring a copy of the prescription
- An adult must bring the medication to school in the original container.



PSYCHOLOGICAL SERVICES

Momot has three school psychologists and one child advocate: Mrs. Tracie McCarthy, Ms. Julie Miller, Ms. Stephanie Branch and Mr. Steve Visco. They provide a wide range of services including the following:

- Educational testing
- Positive behavior intervention support and strategies
- Consultant with classroom teachers on educational, emotional and social issues
- Collaboration in creating successful plans for school success
- Collaboration with community service agencies
- Involvement with parents to ensure student success in the home, in school and in the community
- Provide parents with information regarding in school and community resources
- Implementation of our school wide anti-violence program ***Second Step***.

ACADEMIC INTERVENTION SERVICES (AIS)

Academic Intervention Services are designed to assist students who are at risk of not achieving the State Learning Standards in English Language Arts and Mathematics. Based on assessment data, additional instructional services are provided that supplements the general curriculum. Support may be provided in a number of different ways such as support in the classroom and small group instruction outside of classroom. Parents are informed in writing if your child is in need of these services and progress reports are shared three times a year.

SPECIAL EDUCATION SERVICES

Special education services are provided by Plattsburgh City Schools to meet the needs of students with disabilities who need specialized instruction. Programs are provided for elementary students in all areas of disability: intellectual disabilities, specific learning disability, emotional/behavioral disorders, orthopedic impairment, other health impairment, visual impairment, hearing impairment, speech/language impairment, autism, significant developmental delay (ages 3-5), and traumatic brain injury. Programs are available and provided based on the identified needs of each student.

SECOND STEP

Second Step is a school wide program used in our school to help all children get along with other people and excel in school. Second Step lessons are divided into three main areas: empathy, impulse control and anger management.

STUDENT REPORT CARDS

Progress reports, reporting your child's growth in academics, behavior, and effort are issued three times per year. The first marking term includes scheduled parent/teacher conferences to discuss your child's adjustment to school during the first ten weeks. Report cards are also sent home in March and June.

PARENT CONFERENCES

Parent Teacher Conferences are an important element in reporting student progress to parents. The first conference is held in the fall of the year, and the second one is offered during the winter or spring. Parents will be notified in advance of the available dates and times so convenient appointments can be made. Parents should feel free to request a conference with their child's teacher at any time. If a parent cannot attend a scheduled conference, he/she should notify the school as far in advance as possible so that another conference time may be arranged.

This year our parent teacher conferences are scheduled for:

- Monday, November 20 6 PM-8 PM
- Tuesday, November 21 8 AM-1 PM
- **School is closed for students on Tuesday, November 21st.**
 - Additional conference times may be available through contacting your child's teacher.

NEW YORK STATE TESTING

Our students in grades 3, 4 and 5 will be given the New York State Tests in English Language Arts and Mathematics. Students in grade 4 will also take a New York State Assessment in Science. We will be providing detailed information about the content, structure and dates of these important tests. Look for guidelines from your child's teacher and in ***Bearfacts*** on how to best prepare your child for these tests in a non-stressful and authentic manner. The dates for the New York State Assessments are:

- Grade 3, 4 and 5 English Language Arts: April 11 – April 13
- Grades 3, 4 and 5 Mathematics: May 1- May 3
- Grade 4 Science: Performance May 23- Written June 4

Teachers in all our grades will use multiple forms of meaningful assessment throughout the year in order to provide the best possible instruction for your child.

HOMEWORK

Homework is a vital part of the total learning process. Grade-level practices are communicated to students during the first week of school. The following list serves as a reminder about the importance of homework:

- provides essential practice in needed skills
- trains students in good work habits
- affords opportunities for increasing self-direction
- enriches and extends school experience
- helps students learn to budget time
- promotes growth in responsibility
- brings students into contact with out-of-school learning resources

PHYSICAL EDUCATION REQUIREMENTS

All students in grades K-5 are required to participate in physical education classes unless excused in writing by your family doctor. Exceptions to this rule (minor illness, recuperation periods) must be cleared by the school nurse well in advance of class time. Sneakers are required for physical education classes. All students in grades K-5 will receive two 40 minute periods of physical education per week.

SCHOOL IS A FEELING ASSEMBLIES

Approximately every month we hold special assemblies called "School is a Feeling." These are organized by grades levels: K-1, 2-3 and 4-5. Dates will be published in our biweekly newsletter, *Bearfacts*. At our School is Feeling assemblies we sing our school song, Monty the Bear makes a special visit for our younger students, and birthdays are recognized. We will also focus on our character education programs. Classes may sing songs, read student stories or celebrate achievements. In addition we recognize those students who have reached their reading goal as part of our reading incentive program. Parents are always welcome to attend these assemblies which are held in our music room.



SCHOOL IMPROVEMENT PLANNING TEAM (SIP)

The mission of the School Improvement Planning Team is to provide a shared decision-making process and communication which fosters a high quality of education for our children and a positive, supportive and responsive educational environment at Momot Elementary School for students, staff and parents. The SIP team meets monthly on Wednesday afternoons. Parents are strongly encouraged to provide feedback and offer suggestions in regards to school improvement and planning.

READING INCENTIVE PROGRAM

Each year Momot has a reading incentive program based on a school wide theme. We want to promote reading both at home and at school. In order to help provide motivation for students a reading goal has been established for each grade level. The program will run from October through the end of May. We hope that every child at Momot reaches their reading goal and become lifelong readers.

We will be kicking off our reading program in October. This year's theme is "Reading Rocks!...Rock and Roll"! Each student will have a goal of reading 3,000 minutes over the course of the 2017-2018 school year. Students who meet that goal will be recognized in June at our Reading Award Ceremony. Student progress will be recognized at the monthly School is a Feeling assemblies with a certificate when they reach their reading goal of 3000 minutes. Students can count anything - chapter books, picture books, comic books, video game guides, blogs, magazines... whatever motivates them - towards their reading goal. Please support your child in meeting their reading goal by reading to them, reading with them, or providing the opportunity and encouragement for them to read independently.

When you enter our school in the main hallway we will have a great display. As students reach their goal their photograph will be placed on the wall. Thanks to our PTO, we will also be awarding medals at a special assembly in June for all students who reach their goal.

A letter that explains all the details about our reading incentive program will be sent home in October.

Reading well is at the heart of all learning. Reading aloud to children is the most important activity that parents can do to increase their child's chance of reading success. Please invite your child to read every day and join us in our reading incentive program.

PARENT TEACHER ORGANIZATION

Momot has a very active Parent Teacher Organization. We strongly encourage parents to become involved in this important part of our school. There are many special events and traditions such as our Open House and Picnic, Holiday Decorating Night, our School Annual and Family Fun Night, which depend on parent volunteers for their success. The fundraising efforts of our PTO directly benefit our students and school. Meetings are held on the first Tuesday of each month at 4:30pm. Please contact the school office or our PTO Co-Presidents, Jessica Perry perryjessicaleigh@yahoo.com or Jennifer Latour, jennygirl0816@yahoo.com

BEFORE and AFTER SCHOOL CARE - YMCA

Our YMCA offers before school care at Momot Elementary in the morning. The YMCA also offers after school care at the Y. Please contact the YMCA for additional information (518-561-4290).

PROJECT CONNECT AFTER SCHOOL PROGRAM

The SUNY Plattsburgh Teacher Education Unit will provide after school programming for the 2017-2018 academic year. Project CONNECT will seek to build upon the successes of the 21st Century Learning Program and will bring some innovative new programs to enrich your child's education experiences. For more information please contact the college at 564-5140.

ADDITIONAL PROGRAMS FOR STUDENTS

We offer many enrichment activities for students.

- **Athletic intramurals** for 4th and 5th graders: Permission slips and detailed information will be given out by our physical education teacher, Mr. Terry.
- **Chorus** is offered for 3rd, 4th and 5th grade students.
- **Instrumental lessons** are provided for 5th grade students. (Strings or Band) Lessons are provided weekly.
- **Computer Lab:** A computer lab is available for use by all students. There are also computers and Internet access in every classroom.
- **Momot Music Theatre:** With the help and talent of Mrs. Fortin and her helpers, we have a 5th grade musical production each year.
- **A variety of after-school clubs:** Varies by school year

POSITIVE BEHAVIOR AND INTERVENTION SUPPORTS PBIS

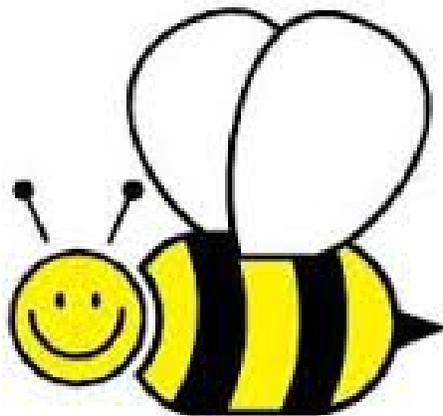
Throughout the year you will hear our entire Momot faculty and staff discussing our school wide expectations. Momot Elementary School is using Positive Behavior Intervention and Supports (PBIS) to help ALL students achieve our school and district wide goals. PBIS focuses on improving a school's ability to teach and support positive behavior of all students. It is a proactive system approach of prevention and response to classroom and school discipline issues. Emphasis is on developing and maintaining safe environments where teachers can teach and students can learn.

Listed below are our school wide expectations. On the following page is a table, which shows expectations across all settings.

During the first days of school we will actually be teaching these expectations to all students. Throughout the year, there will be various school assemblies and special programs designed to promote positive behaviors. For more information contact your child's teacher, Mrs. Wilson, Mrs. Maggy or our student advocates. They can be reached through the main office.

We appreciate your support of our program. We are very excited about the opportunities this approach offers all children.

The Three B's



Be Safe

Be Respectful

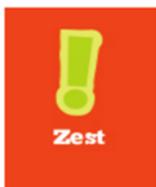
Be Responsible



MOMOT ELEMENTARY - SCHOOL WIDE EXPECTATIONS



	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
BATHROOM	<ul style="list-style-type: none"> Use quiet voices Wait silently in the hall if all the stalls are busy Close the door of the stall when using it Respect others' privacy 	<ul style="list-style-type: none"> Aim into the toilet/urinal Flush and leave the stall door open after use Use only one or two paper towels and place them in the garbage after use Return to your room promptly 	<ul style="list-style-type: none"> Keep your feet on the floor Keep the water in the sink Wash your hands with soap
HALLWAY	<ul style="list-style-type: none"> Use quiet voices and walking feet Hands and feet to yourself 	<ul style="list-style-type: none"> Go directly to your destination 	<ul style="list-style-type: none"> Do not open outside doors for anyone Eyes looking forward Always walk Stay behind the student in front of you
CAFETERIA	<ul style="list-style-type: none"> Be polite and use kind words – say please, thank you, excuse me, take turns, help others Use indoor quiet voices (Level 1 or 2) Let anyone sit next to you (no saving seats) 	<ul style="list-style-type: none"> Use good table manners – clean up crumbs, napkins, etc. from your area, eat your own food Get all supplies before sitting down Stay in your space 	<ul style="list-style-type: none"> Always walk Carry your tray with both hands Chew your food carefully Stay seated until dismissed Raise your hand to get up
PLAYGROUND/RECESS	<ul style="list-style-type: none"> Follow the rules of the games Include anyone who wants to play Follow adult requests the first time Take turns with equipment 	<ul style="list-style-type: none"> Dress for the weather Coats are always worn or tied around your waist Line up, single file, when whistle/bell is sounded to walk into the building Return equipment to the proper location 	<ul style="list-style-type: none"> Stay where adults can see you Hands and feet to yourself Watch out for your friends (personal space) Ask for help when needed
ARRIVAL/DISMISSAL	<ul style="list-style-type: none"> Be aware of others around you and allow people to walk through Hands and feet to yourself Wait patiently in designated areas (Line up by grade level) and watch for your ride Return greetings by adults 	<ul style="list-style-type: none"> Be on time Be prepared – Know plans before coming to school Follow directions of adults Go directly to your destination 	<ul style="list-style-type: none"> Use sidewalks and crosswalks Backpacks through arms/on backs Walk bikes, scooters, roller blades and skateboards on school grounds Always walk



A. P. Momot Elementary

Where every day is Momentous!

CODE OF CONDUCT

At Momot Elementary, we believe that all students have the right to attend school and learn and thrive in a positive, nurturing learning environment free of discrimination and harassment. Momot Elementary has developed a Code of Conduct that is consistent with District Wide standards and the *Dignity for All Students Act* to help our students learn to treat each other kindly, work together and learn together in a positive and nurturing community. This will allow all of our students to become critical thinkers, effective communicators, healthy citizens, lifelong learners, and responsible citizens. Our Code of Conduct establishes conditions to maximize cooperative and responsible behaviors conducive to learning. This document will be shared with parents, staff, and students. We recognize that a cooperative community working together is responsible for helping our children reach their academic and human potential.

There is a direct connection between the way students behave and the way they learn. Positive student behavior helps set the educational environment that allows teachers to teach and encourages students to learn in a positive, nurturing and successful school environment. We believe that it is imperative to provide the necessary supports for a school climate where students feel safe, supported, are challenged and learn to be socially responsive and capable.

In writing a Code of Conduct, it is impossible to predict every type of circumstance that could possibly occur. Consequently, our Code of Conduct serves as a guideline to students, parents, staff and visitors to enable our children to become self-disciplined and responsible. Solutions to behavior problems will be decided upon by school personnel, dependent upon the situation, past student conduct, and each individual student and the method that is most effective for him/her

Creating and maintaining a safe, happy, and productive learning environment is the responsibility of each of us, whether we are professional educators or parents. Since this document will be revised periodically, your thoughts and ideas on this important topic will be appreciated and should be forwarded to the building Principal/Assistant Principal.

SCHOOL WIDE DISCIPLINE AND BEHAVIOR PLAN

At Momot Elementary School we believe that children learn best in a safe and caring environment. We believe there must be cooperation among the family, the school, and community so that they may work together to maximize the education of the youth of the school district. While at school, or at school functions, we expect all students, families, and staff to Be Safe, Respectful, and Responsible. Together we will encourage children to grow and develop to their fullest potential.

The goals of this policy are to:

1. Create and support a safe environment for our children.
2. Teach clear behavior expectations for all areas of the school.
3. Have students, families and staff take responsibility for their own behavior.
4. Prevent and address inappropriate behavior.
5. Provide safe, proactive consequences designed to improve behavior.
6. Promote communication among students, families and staff to help improve behavior.

Staff Belief Statements:

All staff members of Momot Elementary contribute to our safe and supportive learning environment.

1. We will teach students the expectations for responsible behavior in all school environments.
2. We will provide positive feedback to students when they are meeting expectations and following the guidelines for success.
3. We will view minor misbehaviors as teaching opportunities, and respond calmly and consistently with corrections or consequences.
4. We will work collaboratively to solve behavior problems that are chronic or severe in nature.

There are many opportunities for all Momot children to develop positive problem solving pro-social skills.

The following programs, as well as others support our school and community values and help our children develop safe, respectful and responsible behaviors:

- Second Step: social skills curriculum
- Teaching School Wide Expectations
- School wide reinforcement
- School is a Feeling/Character Strengths
- Check in/Check out Program
- Targeted Playground Intervention
- Social skills groups

Additional information will be provided on all of these programs throughout the year and is available upon request.

ROLES AND RESPONSIBILITIES

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.

Family/Parents' Role:

Parents play a key role in the education and well-being 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 Momot Elementary School.

Staff 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.

Administrator's Role:

The building Principal and the Assistant Principal are responsible for promoting a safe, supportive and positive school environment and implementing the rules of the school with fairness and consistency.

Student's Role:

The role of the student is to learn and follow the school wide behavioral expectations of **BEING SAFE, RESPECTFUL, AND RESPONSIBLE**.

By following these expectations they are accepting the responsibility for becoming active learners.

RULES AND EXPECTATIONS

Students are not allowed to:

- Wear hats or head garments in the building, except for a medical or religious purpose. (as per Board Policy)
- Bring hard bats, or hard balls on school property;
- Bring guns, knives, caps, explosives, or other sharp objects to school (as per Board Policy);
- Chew gum or drink soda in the classroom, except with specific permission from staff
- Ride bikes, roller blades, Heelys, or skateboards, on school grounds;
- Have in their possession or use tobacco products, alcohol or drugs (as per Board policy);
- Bring trading cards such as Pokemon or Yu-Gi-Oh to school;
- Bring radios, video games, personal gaming systems, iPads, Kindles, cell phones, etc. to school except with specific permission from staff.
- Bring toys from home to school.

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 time. If there are special occasion or circumstances bringing in items from home, arrangements can be made through the classroom teacher, Principal and Assistant Principal.

EXPECTATIONS FOR RECESS

Be Safe:

- Stay within the boundaries and away from off limits areas.
- Use equipment properly.
- Go down slides front ways and on bottom only. No walking up slides.
- Do not stand up on any of the monkey bars or high equipment.
- An adult must be supervising the soccer/football/kickball game. No adult, no game.
- No rough housing or play fighting.

Be respectful:

- Show respect to others and follow directions given by adults in charge.
- Students will settle differences peacefully.
- Ask for help when needed.
- Take turns on the equipment and playing games.
- Play fairly, be helpful and include others.

Be responsible:

- Line up promptly at the end of recess.
- No chewing gum, candy, food outside unless special circumstances.
- Dress for the weather.
- Stay out of the mud, puddles and off snowbanks.
- Return equipment appropriately

MOMOT ANTI-BULLYING POLICY

Everyone at Momot Elementary School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and will refuse to tolerate bullying in any form at our school.

Our school defines *bullying* as follows: **Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.**

Examples of bullying include:

- Hurting someone physically by hitting, kicking, tripping, pushing and so on.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Name calling or teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl.
- Touching or showing private body parts.
- Spreading rumors about someone, either by talking, writing notes or using technology.
- Leaving someone out on purpose or trying to get other students not to play with someone.

Cyberbullying- is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to: email, blogs, texting, social websites (example: Instagram, Facebook, Twitter, etc.), chatrooms, instant messaging, or video voyeurism.

Gender-based-Harassment is defined as willful and repeated harassment either for exhibiting what is perceived as a stereotypical characteristic of their sex, or for failing to conform to stereotypical notions of masculinity for femininity. To constitute harassment the conduct must unreasonably interfere with an individual's education or educational activities or academic environment.

Staff at our school will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Teach *respect through Character Strengths to students in PreK-5*
- Respond quickly and sensitively to bullying reports
- Take seriously families' concerns about bullying.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.

Students at our school will do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

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
- Escalating: repetitions of the behavior leads to more serious consequences
- Consistently enforced: all members of the community participate
- Developmentally appropriate: for example the consequences for name-calling in first grade will be different from the consequences of name calling in fifth grade.

Consequences

Any of the following may be used:

- Verbal request and redirection
- Re-teaching and practicing the appropriate behavior
- Student/Teacher Conference
- Use of Second Step problem solving or anger management strategies
- Time-out in Classroom
- Loss of privilege (class activity, recess)
- Making amends: apology/ repairing or replacing item/ cleaning up/writing a report on the topic/ school or community service/monetary payment
- Class meeting on the misbehavior
- Implementation of classroom behavior improvement plan
- Parent/Guardian/Teacher conference
- Targeted intervention
- Modified recess with behavior plan
- Up to 30 minutes of after school detention (progressive)
- Referral to a problem solving team with an action plan created
- Referral to community resources, including PINS (Persons in need of supervision)
- Individual or small group intervention
- Student removed from class or activity
- In school suspension (progressive)
- Out of school suspension (1-3 days)
- Conference with police or other public safety official
- Police report filed

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. The policy will be reviewed with all students during the first days of school. Please feel free to contact Mrs. Wilson or Mrs. Maggy with any questions.

A copy of the district wide Code of Conduct is available on the Plattsburgh City School District web site, <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 Momot 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, as illustrated by, but not limited to, those listed below:

- Kindergarten Orientation
- Reading Incentive Program
- Take-home ELA and Math activities
- Information on homework policies
- Information on how to assist students academically
- School is a Feeling Assemblies and Celebrations
- School Wide Assemblies
- Parent Teacher Organization Activities
- Open House Activities
- Parent Luncheons
- Report Card Conferences
- Use of Parent Volunteers
- Distribution of Student/ Parent Handbooks
- Members of both school and district wide committees on school climate, school improvement and safety
- Updating of PCSD Website
- Open Door Policy for Parent Visits
- Bi-monthly School Newsletter, ***Bearfacts***
- Provision of School-based Family Activities at all Grade Levels
- Workshops on parenting and child development
- Parent surveys to share information about children's goals, strengths and special talents
- Partnership with the Project Connect college program.
- Partnership with Department of Social Services for PSAP Referrals
- Development of Positive Behavioral Interventions and Supports, including Community Wrap Around Services

- Sharing and discussion of NYS Standards, curriculum alignment, student expectations and assessment 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 teachers 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.

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.

CONDUCT ON SCHOOL PROPERTY AND ON FIELD TRIPS

Plattsburgh City School District and Momot 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. Posses or use firearms, and /or other weapons, including air guns pistols, riles, 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 statue, local ordinance or Board policy.

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, martial 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. Wilson, our school principal or Mr. Baroody, the district's compliance officer.

ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) gives 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