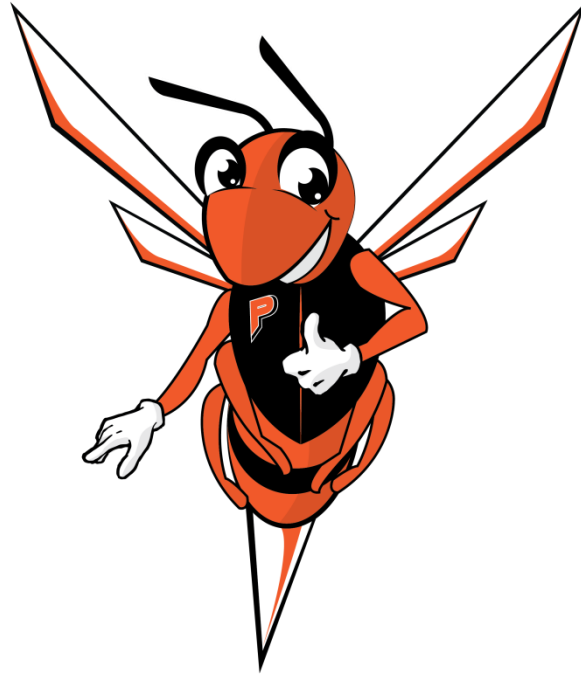


ARTHUR P. MOMOT

# **ELEMENTARY SCHOOL**



## **STUDENT AND FAMILY HANDBOOK 2025-2026**

**This plan outlines general school procedures.**

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

**~ BE RESPECTFUL ~**  
**~ BE RESPONSIBLE ~**  
**~ BE SAFE ~**

Dear Momot Families,

Our Momot Administration, Faculty and Staff would like to welcome you to the 2025-2026 school year! Momot is an outstanding building with dedicated, experienced educators who engage enthusiastic learners!

As the demands and expectations of educating children increase, it is important that we all work together to ensure our students reach their fullest potential. Our school community believes that all of us – school personnel, family, and community members – must work together in a spirit of cooperation and collaboration to build success for all of our students. It is everyone's responsibility to empower children with the creative, intellectual, and decision-making skills necessary to become academically, socially, physically, 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 family 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. If you have questions or concerns that arise at any time, please do not hesitate to call.

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

Sincerely,  
The Momot Administration, Faculty and Staff



# **OUR MASCOT - HAPPY THE HORNET**

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### **— MISSION —**

Our mission is to educate each student at the Plattsburgh City School District by creating challenging, supportive, and interactive learning that advances intellectual,

physical, social, and cultural development.

### — OUR CULTURE —

Our culture is built by hard working people. Compassion, collaboration, empathy, and supportive feedback lead our way.

### — OUR COMMITMENT —

We are committed to modeling and maintaining safe, respectful, and responsible learning environments.

We are committed to preserving and promoting a school culture that champions positivity, diversity, teamwork, and an inclusive school climate.

We are committed to increasing family and community involvement in order to accelerate student success and reach our student-centered mission.

We are committed to utilizing research-based instructional practices and innovative tools to support each student's progress, development, and achievement.

We are committed to providing continuous professional learning and growth opportunities across our district to build well-rounded leaders, effective teachers, and exemplary employees.

### — OUR CORE BELIEFS —

We believe that learning is a lifelong process.

We believe in building-to-building collaboration.

We believe in the power of resilience and perseverance.

We believe in pursuing excellence by making our best better.

We believe in the ongoing process of preparing each student for life.

We believe each person deserves a network of trust, kindness, acceptance, and support within our schools and our community.

We believe self-awareness, self-management, social awareness, relationship skills, and responsible decision-making are essential to building productive citizens.

### — OUR COMMUNITY —

We will explore opportunities to inform and connect with families in our community.

We will maintain a fiscally sound, transparent, and responsible budget that is mindful of our local taxpayers.

We will partner with our local workforce to complement the skills our students are building in the classroom.

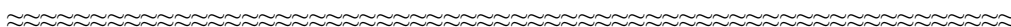
We will work closely with community leaders to develop an infrastructure of growth, shared vision, opportunity, and community pride.

We will work toward mutual success with our local partnerships to provide better student outcomes and support the future advancement of the community.

We will expand educational opportunities for all children with the aim of educating each student at or above grade level.

We will pursue unity and uplift our community by publicly acknowledging and celebrating the achievements of our outstanding students, parents, faculty members, staff, administrators, and community leaders.

We will increase our efforts to strengthen the education profession by coaching, advancing, and retaining both veteran and novice educators.





# ARTHUR P. MOMOT ELEMENTARY SCHOOL

Rosemary  
Manchester,

Principal

60 Monty Street  
Plattsburgh, NY 12901

Ph: 518-563-1140

Fax: 518-566-7739

[rmanchester@plattscsd.org](mailto:rmanchester@plattscsd.org)

Dear Families,

If you haven't already downloaded the ParentSquare app, we would like you to do so, as it is the best way to stay connected with Momot Elementary School. A few of the things you can do on the app:

- View Posts - news and happenings in the class, grade, school, or groups
- Events - look at the school calendar and save events on your phone
- Photos - easily view and download class and school photos
- Participate - volunteer for events, sign up to bring an item, or fill out a form
- Communicate - message with staff or your classroom teacher

Download the App! If you are viewing this message on your phone, click on the link below to download the app. If you are viewing on your computer, use your phone camera to hover over the QR image to download the app.

<https://www.parentsquare.com/signin>

iPhone - [Apple Store](#)

Android - [Google Play Store](#)





## Plattsburgh City School District 2025-2026 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. 2

Opening day for students is Sept. 3

Parent/Teacher Conference Day is Nov. 25

SEPTEMBER 2025	OCTOBER 2025	NOVEMBER 2025	DECEMBER 2025
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JANUARY 2026	FEBRUARY 2026	MARCH 2026	APRIL 2026
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MAY 2026	JUNE 2026	<b>SUMMARY OF SCHOOL DAYS</b> Sept. 21 Feb. 15 Oct. 22 Mar. 22 Nov. 16 Apr. 17 Dec. 15 May 20 Jan. 19 June 19 186	
S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 June 25 & 26 - possible early release days		

### Holidays - School is not in Session

Labor Day	Sept. 1	Indigenous Peoples' Day	Oct. 13
Veterans' Day	Nov. 11	Thanksgiving Day	Nov. 27
Christmas Day	Dec. 25	New Year's Day	Jan. 1
Martin Luther King Day	Jan. 19	Asian Lunar New Year	Feb. 17
Memorial Day	May 25	Juneteenth	June 19

BOARD APPROVED

2/13/2025

### PLEASE NOTE

All calendar days including recesses are subject to change due to emergency days (calendar includes 4 emergency days).

- 1 If only 3 emergency days are used, May 22nd will be rescheduled as recess with all schools closed.
- 2 If only 2 emergency days are used, April 13th and May 22nd will be rescheduled as recess with all schools closed.
- 3 If only 1 emergency day is used, April 13th, May 22nd, and May 26th will be rescheduled as recess with all schools closed.
- 4 If no emergency days are used, April 13th, April 14th, May 22nd, and May 26th, will be rescheduled as recess with all schools closed.

# **SCHOOL HOURS**

## **ARRIVAL AND DISMISSAL PROCEDURES**

### **School Hours: 8:25 am – 2:35 pm**

Arrival and dismissal procedures are in place to help ensure the safety of our student body. Our school is locked during school hours. Entrance is available by pressing the buzzer located by the main entrance on Monty Street. We ask that all parents and children follow these guidelines:

#### **Arrival Procedures:**

- Students should not be dropped off prior to 8:15am and no later than 8:30am.
- Students attending breakfast should not be dropped off prior to 8:00 am and no later than 8:20am.
- The bell rings and students 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 8:20.
  - For security purposes, students will continue to their classrooms independently. If a student is in need of assistance, authorized staff will assist as necessary.
  - If parents/guardians are bringing in a particular item for the classroom such as snack items and/or supplies, you may drop them off at the main office. Office staff will be happy to assist in making sure the items get to the respective classrooms.
- 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.

#### **Dismissal Procedures:**

- **K-1** student dismissal is at **2:30 pm**.
- **2-5** student dismissal is at **2:35 pm**.
- 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 up your child 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.

#### **YMCA: Before and After School Care Information**

Our Plattsburgh YMCA offers supervision and care at Momot Elementary in the morning and after school hours. Please contact the YMCA for additional information at 518-561-4290.

## Walking/Biking 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 crossings or intersections.

Bicycle privileges are granted if the child maintains a responsible attitude for the safety of other children. Children are allowed to ride their bicycles only to and from school. Please be sure your child is always wearing a helmet. 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.

## Parking Information

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 always very aware of children. 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 in the parking lot at the back entrance of the school. Please pay close attention to the city signs in regard 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. **We do not allow DOGS on campus.** Thank you for keeping all our students in mind.

## School Closing Information

In the event of the need to close school due to hazardous weather conditions information will be communicated through Parent Square, on the PCSD website and the following radio and TV stations will be notified:

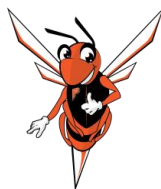
WPTZ News Channel 5, and the following Vermont stations: WKOL105.1 FM, WJOY 1230 AM, WOKO 98.9 FM, WLFE 102.3 FM, WKDR 1390 AM, STAR 92.9, CHAMP 101.3, SMOOTH 92.1, WIZN 106.7, WBTZ 99.8, WVMT 620AM and WXXX 95FM.

## **EARLY DISMISSAL DAYS**

In order to provide our instructional staff with opportunities for curriculum planning and professional development there are days during the year when **all students are dismissed at 11:20**. Please make arrangements for your child to be picked up early on these days.

Early dismissal days for 2025-26 school year are:

<b>December 5</b>	<b>January 16</b>	<b>March 5</b>	<b>April 8</b>	<b>May 14</b>
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## **ATTENDANCE PROCEDURES**

Our goal is to ensure that every student attend 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 1<sup>st</sup> grade are much less likely to read at grade level by the end of 3<sup>rd</sup> grade.
- By 6<sup>th</sup> grade, chronic absence is a proven early warning sign for students at risk of dropping out of school.
- By 9<sup>th</sup> grade good attendance can predict graduation rates even better than 8<sup>th</sup> grade test scores.

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

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 to a regular bedtime and establish a morning routine.
- Lay out clothes and pack backpack the night before.
- Ensure your children go to school every day unless they are truly sick
- Avoid scheduling vacations or doctor appointments when school is in session.
- Talk to teachers and counselors for advice if your children feel anxious about going to school.
- Develop backup 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 Main Office (518-563-1140) before 8:45am.**
- You can also email our attendance clerk: Ms. Locklin ([nlocklin@plattscsd.org](mailto:nlocklin@plattscsd.org)).
- If we do not hear from you by 9:00am, an automated call will be generated to your home or at work.
- Absences for sickness are only listed as excused with a doctor's note provided to our school.

### **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
    - Community 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](http://www.plattscsd.org).

### **BREAKFAST & LUNCH**

A properly balanced meal for lunch and breakfast is available each school day. Menus are prepared in advance and are sent home monthly.

- Breakfast is served daily from **8:00-8:25**.
  - Students having breakfast need to enter school at the cafeteria entrance.

- Supervision is not available for breakfast until 8:00am.  
**Please do not drop off students before this time.**
- Lunch is served between 11:05 a.m. and 1:05 p.m.
  - In order to receive a free lunch (and breakfast), students must take three items.
  - If purchasing milk only, the cost is 65 cents.
- **Breakfast and lunch are FREE!** 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.
  - Students always 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.

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 <https://plattscsd.org> 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 footwear etc. Also please mark all clothing with your child's name and classroom. 

## **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.

## **STUDENT SUPPORT SERVICES**

Momot has three school psychologists (Savannah Therrien, Sarah Randall and Amanda Meech) and one School Counselor (Kelly Cooper). Together, they provide a wide range of services to support social, emotional and behavioral supports including the following:

- Social/Emotional/Character Education
- Positive behavior intervention support and strategies
- Consultation 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
- Individual and Group Counseling
- For additional information, please see the Comprehensive Student Support Services Plan on the PCSD website

## **ACADEMIC INTERVENTION SUPPORT SERVICES (CI3T)**

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 multiple measures, additional instructional services are provided to supplement or supplant the general curriculum. Parents are informed in writing if your child needs these services, and progress reports are shared three times a year at report card time. Parents are always welcome to contact the provider for additional updates.

## **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.

## **PBIS**

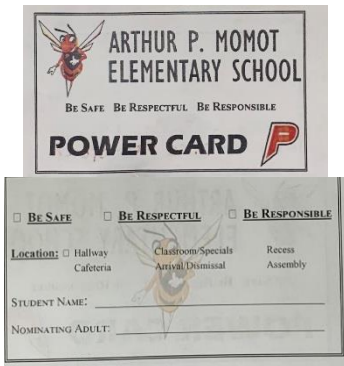


### **POSITIVE BEHAVIOR AND INTERVENTION SUPPORTS**

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 behaviors 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. The following pages show our expectations across all settings along with our filtration system for providing support.

During the first days of school, we will teach 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, the Principal, or the Dean of our Student Support Services Team. They can be reached through the main office.

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

## 2025-2026 Positive Behavior Intervention & Supports

MOMOT PBIS	DETAILS
<p><b>Power Cards</b></p> 	<ul style="list-style-type: none"> <li>• Daily tool for student recognition</li> <li>• Given to students for: <ul style="list-style-type: none"> <li>○ Displaying respectful, responsible and safe behaviors</li> <li>○ Acts of kindness</li> <li>○ Following the rules of our matrix</li> </ul> </li> <li>• Student slips are collected in the classroom</li> <li>• Students will redeem Power Cards for school spirit gear and experiences at the Momot Hornet Store.</li> </ul>
<p><b>Hornet Store</b></p> 	<ul style="list-style-type: none"> <li>• The Momot Hornet Store will collect the Power Cards that are redeemed and deposit them in the Power Card bin at the monthly SIAF assembly indicating progress toward building goals.</li> <li>• Three goals will be marked on the yearly bin – when the power cards fill the bin to the goal line, students will receive a special reward (based on student survey responses).</li> </ul>
<p><b>“School Is A Feeling” Assemblies</b></p> 	<ul style="list-style-type: none"> <li>• Monthly community gatherings to highlight, recognize, and celebrate student and building accomplishments.</li> <li>• Students will be awarded the Hornet Pin for completing the Student Matrix</li> <li>• Teach 3Be expectations and character education</li> </ul>



# PLATTSBURGH CITY SCHOOL DISTRICT

## BEHAVIORAL EXPECTATIONS MATRIX

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

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

## **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. Plattsburgh City School District has a Code of Conduct (full edition can be found at <http://www.plattscsd.org>). Here are some highlights for standards 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 them.

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/Dean of Students.

## **DIGNITY FOR ALL STUDENTS ACT (DASA) & 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.

### **Bullying – A Description of the Behavior**

Bullying has been described as unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. According to the United States Department of Education (USDOE), bullying generally involves the following characteristics:

- **An Imbalance of Power**: Students who bully others use their power, such as physical strength, access to embarrassing information, or popularity, to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **The Intent to Cause Harm**: Determining the intent of an individual who demonstrates bullying behaviors may be difficult. The perception of the person who is the target of those behaviors should also be considered.
- **Repetition**: Bullying behaviors generally happen more than once or have the potential to happen more than once.



**Examples of bullying include, but are not limited to:**

- **Verbal:** Name-calling, teasing, inappropriate sexual comments, taunting, and threatening to cause harm.
- **Social:** Spreading rumors about someone, excluding others on purpose, telling other students not to be friends with someone, and embarrassing someone in public.
- **Physical:** Hitting, punching, shoving, kicking, pinching, spitting, tripping, pushing and taking or breaking someone's things.
- **Cyberbullying:** 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 education to students in PreK-5
- Respond quickly and sensitively to bullying reports
- Take families' concerns seriously about bullying.
- Investigate 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.

New York State's Dignity for All Students Act seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. The Dignity Act was signed into law on September 13, 2010, and took effect on July 1, 2012.

The Plattsburgh City School District condemns and prohibits all forms of bullying, discrimination and/or harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of bullying, discrimination and/or harassment, outside of school sponsored events, which materially and substantially disrupts the education process may be subject to discipline.

**PCSD Dignity Act Coordinator:** Rosemary Manchester (rmanchester@plattscsd.org)

**Reporting an act of bullying**

- A student may report complaints of bullying to any school district employee, faculty, or staff.
- Any other members of the school community, whether a victim or a witness, who have credible information that an act of bullying has taken place may file a complaint of bullying to the Principal/Dean of Students or appropriate school district administrator.
- Any student (and/or parent on the complainant's behalf) who believes he/she is a victim of bullying (or any individual, including any student who has knowledge of any incident(s) involving bullying of students) is strongly encouraged to report the incident(s) in writing to a school official.



**Investigation requirements for reported acts of bullying**

- Within two (2) days of a complaint being filed, an investigation will be initiated by appropriate school personnel. Within (10) school days of the complaint, there shall be a decision by an administrator. However, this time period may be extended for a reasonable period of time if needed.

**Disciplinary sanctions (consequences) and due process for a person who commits an act of bullying**

- Concluding whether a particular action or incident constitutes a violation requires a determination based on all of the facts and surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetrator's position within the district.
- Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions, up to, but not limited to, suspension.

**Report incidents of harassment or bullying at Momot Elementary to:**

- Tracie McCarthy, Dean of Students or Rosemary Manchester, Principal at 518-563-1140
- DASA Incident Report Form located on the Momot Webpage: [www.plattscsd.org/schools/momot-elementary](http://www.plattscsd.org/schools/momot-elementary)

## **PERSONAL ELECTRONIC DEVICE POLICY**

The Board of Education of the Plattsburgh City School District (hereinafter referred to as "District"), recognizes that students may have personal electronic devices (defined below) that can perform different functions. These devices can create significant distractions to the school environment and reduce student engagement.

Additionally, in an emergency, the use of personal electronic devices can distract students from following the directions of staff or emergency responders, contribute to the spread of misinformation, create congestion in the emergency response system, and interfere with the District's emergency response.

In accordance with New York State Education Law Section 2803, which prohibits the use of "internet-enabled devices" during the school day and on school grounds, the District sets for the following rules and expectations regarding the use of such devices on School District property.

### **I. DEFINITIONS**

A. "Electronic Devices" shall include but not necessarily be limited to: cellular phones (both "smart phones" and call/text phones only), tablets, smartwatches, wired or wireless headphones and earbuds, walkie-talkies, personal digital assistants (PDA), pagers, laptops with two-way messaging, other hand-held computing devices (when such is being used as a communication device), and internet-connected accessories, e-readers, calculators, voice recorders, cameras, music devices and fitness trackers. This definition shall also include any new device developed for communicating via voice, text, or images/video. Excluded from this definition is any District-provided device for instructional purposes and District-issued/authorized cell phones for professional use.

B. "School District Property" or "Premises" shall include but not be limited to: any real property owned or controlled by the District, buses/vehicles owned and/or controlled by the District, any locations where school sponsored/supervised events may be taking place, any buildings, structures, athletic fields, playgrounds, parking lots, and land within the District's boundaries.

### **II. PROHIBITED USE OF ELECTRONIC DEVICES ON SCHOOL DISTRICT PROPERTY**

A. At the elementary and secondary level, the use of electronic devices is prohibited on School District Property during regular school hours.

B. Any student who brings their personal electronic devices onto School District Property must have such devices silenced (without vibration) and put away in the student's assigned locker for the entire instructional day including time spent in class, lunch, study hall, detention, in-school suspension, and between classes. Exceptions may be granted as outlined below. For PreK through 5<sup>th</sup> grade students, due to lack of lockers, they will need to

store their devices in a designated spot, outside the classroom. This location will be determined by each building administrator. The students will be able to retrieve their devices at the end of the school day.

C. The District shall not assume any responsibility/liability for theft, loss, or damage of an electronic device or for any unauthorized calls made on an electronic device. For students who violate this policy and are required to hand in their device to District administration, the District will exercise reasonable care to maintain the security of such devices that are held by the District but cannot guarantee the devices will be secure

D. To ensure the integrity of testing, in accordance with state guidelines, students may not bring electronic devices into classrooms or other exam locations during all testing.

Test proctors, monitors and school officials have the right to collect cell phones and other devices prohibited by this policy prior to the start of the test and to hold them for the duration of the test taking time. Admission to the test will be prohibited to any student who has a cell phone or other electronic device in their possession and does not relinquish it. Additionally, students found in possession of a cell phone or other electronic device during testing may be asked to leave the testing center without completing their assessment.

Students with Individualized Education Plans, Section 504 Plans, or documentation from medical practitioners specifically requiring use of electronic devices may do so as specified.

### III. EXCEPTIONS/EXEMPTIONS

A. Students may possess electronic devices as follows:

1. Before and after the instructional day
2. In the event of an emergency.
3. When required by law.
4. Students with a district-approved medical or disability related reasons. Requests must be made to the Building Principal and must include documentation from an appropriate licensed medical or educational professional.
5. If authorized by a teacher, principal, or the school district for a specific educational purpose.
6. For authorization to utilize electronic device(s) for translation purposes. Requests must be made to the Building Principal.

B. All exemptions will be considered on a case-by-case basis and are at the sole discretion of the school district.

C. If an exemption has been granted, personal devices must be silenced and placed in the student backpack or other location not on the student's person when not in use.

D. During the times of day when students are permitted to possess and use electronic devices in the District schools, students must abide by all district policies. It is a violation of District policy to use electronic devices to:

1. Take photographs or videos of others without their consent.
2. Audio record others without their consent.
3. Possess or send inappropriate images or inappropriate written references.

4. Harass, bully or discriminate against, demean or ridicule another person(s) or group.
5. Cheat on school assignments/tests by sending or receiving confidential academic or testing information.
6. For purposes prohibited by SED regulations or state or federal law.

#### IV. ENFORCEMENT/CONSEQUENCES

A. Enforcement of this policy is the responsibility of building administrative staff; however, all designated employees are expected to assist in enforcement.

B. For students out of compliance with this policy, the following measures will be taken by the District:

1. First Instance: the student may retrieve the device at the end of the school day, and the parent will be notified.
2. For Subsequent Instances: the student's parent/legal guardian must retrieve the device.

The District may utilize consequences under the District's Code of Conduct for violation of this policy including referrals, detention, in-school suspension, and exclusion from extracurricular activities. The District may also utilize assignments on the detrimental impact of social media on mental health, smartphones in school, or other relevant topics.

C. Some uses of personal electronic devices may constitute a violation of the school district Code of Conduct or other district policies, and in some instances, the law. The district will cooperate with law enforcement officials as appropriate.

#### V. COMMUNICATION WITH PARENTS/PERSONS IN PARENTAL RELATION

A. During the school day, to minimize distractions, parents/legal guardians (which, for purposes of this policy, includes persons in parental relation) may contact their children via the building office. Students may similarly contact parents/legal guardians via telephone in the main office.

B. Administrators will also discuss the aims of this policy with students and their parents, the benefits of a distraction-free environment, the reasons the student had difficulty following this policy, and how the district can help the student contribute to a distraction-free environment.

#### VI. NOTIFICATION

The District will publish an annual report on its website detailing the enforcement of this policy for the last school year with the applicable requirements as stated by Education Law section 2803. The District will include the information from this policy, or a plain language summary, in the student handbook and on the School District's website. Students will also be reminded of this policy regularly and consistently, especially at the start of the school year and after returning from breaks.

Upon request by a student or parent, the district will translate this policy into any of the twelve most common non-English languages spoken by limited-English proficient individuals in the state, as identified by the most recent American community survey published by the U.S. Census bureau.

Ref: Education Law §2803

Price v. New York City Board of Education, 51 A.D.3d 277, lv. to appeal denied, 11 N.Y.3d 702 (2008)  
(District may ban possession of cell phones on school property)

## **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 meet expectations and follow 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 need 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 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 is 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.**

**RULES AND EXPECTATIONS**

**Dress Code:**

The responsibility for student dress and general appearance shall rest with the individual student and their parents/guardians. However, the Board of Education requires students to attend school in appropriate dress that meets health and safety standards and does not interfere with the education or learning process of the individual student and/or other students in the building. In general, clothing should be responsible, be respectful, and be safe.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate, and do not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops; halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate. Length of shorts, skirts, and dresses should exceed arm length at side.
3. Ensure that underwear is reasonably covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats or head garments except for a medical or religious purpose.
6. 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.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Not include wearing of gang related articles or clothing.
9. Not include the wearing of outer garments such as trench coats, heavy winter coats, and extremely baggy coats in the building.

**Students are not allowed to:**

- 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 any beverage besides water in the classroom, except with specific permission from staff or during a special event
- 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 occasions or circumstances bringing in items from home, arrangements can be made through the classroom teacher or the 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.
- What is on the ground stays on the ground.

### **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, or food outside unless there are special circumstances.
- Dress for the weather.
- Stay out of the mud, puddles and off snowbanks.
- Return equipment appropriately

## **RESPONSES TO PROBLEM BEHAVIORS**

Effective consequences will be applied to help children learn and maintain appropriate behavior. The 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 lead 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 the building principal with any questions you may have.

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.

## **SCHOOL VISITORS & VISITOR AWARE MANAGEMENT SYSTEM**

Parents may attend lunch with their child and are welcome at our SIAF 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 schools in the PCSD use the VisitorAware Management System. Part of keeping students safe involves knowing who is in our buildings. This system will better allow staff to track visitors, contractors, and volunteers and provide a safer environment for all.

Upon entering Momot Elementary School, visitors who wish to enter will be asked to present a valid, state-issued ID, which will be scanned into the VisitorAware Management System, so as to verify adults have a safe status before entering our buildings. The system scans only the visitor's name, date of birth and photo for comparison with a national offender database – no additional visitor data is gathered, nor is the system connected to any other information system (ie. Department of Motor Vehicles). Once eligibility for entry is approved, the building secretary will issue a dated visitor badge.

Each building may temporarily forego the use of this system

During high volume events, you may be required to register online prior to the event as to keep with the timeliness of the event.

Our intention in utilizing this system is not to introduce obstacles to visiting our buildings... rather, we encourage parent and community participation in our programs and activities but need to balance such with student safety considerations. All visitors must sign out at the conclusion of the visit.

## **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 (November) 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, a second one may be offered during the winter or spring as needed. 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 conference day is:

- Tuesday, November 25, 2022 from 8 AM-3 PM
- **School is closed for students on Tuesday, November 25th.**
  - Additional conference times may be available through contacting your child's teacher.

## **ACADEMIC/SOCIAL-EMOTIONAL/BEHAVIORAL SUPPORTS**

At Momot we work through a multi-tiered system of support for any skills that a student needs to acquire. This includes any academic, behavioral and/or social-emotional skills. These skills are taught and retaught multiple times. If a student is deficit after many layers of intervention, they will be presented to our teams of experts and recommended for further supports. We use varying levels of research validated programs to address skill deficits and have seen great success. If your child is in need of formal intervention services (AIS) families will be informed in writing and progress reports will be provided three times per year at report card time. Please bring any concerns you may have to your child's teacher for discussion.

## **SCHOOL IMPROVEMENT PLANNING TEAM (SIP)**

The mission of the School Improvement Planning Team, comprised of various school staff with parent representation, is to provide a shared decision-making opportunity. This process opens 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 regard to school improvement and planning.

## **PARENT TEACHER ORGANIZATION - PTO**

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 monthly. Please contact the school office or our PTO Co-Presidents, **Amanda Surriel and Nicole Rowe** at [MomotPTO@gmail.com](mailto:MomotPTO@gmail.com).

## **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.

Every effort is made to develop opportunities for parental involvement across a broad spectrum of school programs, activities and procedures.

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

- Becoming familiar with their child's school activities and academic program, including special programs offered by the district.
- Discussing with student support personnel, 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.

## **CO-CURRICULAR OPPORTUNITIES FOR STUDENTS AT MOMOT**

We offer many enrichment activities for students.

- **Athletic Intramurals** for 4<sup>th</sup> and 5<sup>th</sup> grade students: Permission slips and detailed information will be given out by Mrs. Flynn, physical education teacher.
- **Chorus** is offered for 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students: Permission slips and detailed information will be given out by Ms. Beauchamp, music teacher.
- **Instrumental lessons** are provided for 5<sup>th</sup> grade students. (Strings or Band) Lessons are provided weekly. Information will be sent home with your child.
- **A variety of after-school clubs and Project Based Learning Activities:** Varies by school year. Information will be distributed throughout the school year.

## **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.

## **NEW YORK STATE TESTING**

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 provide detailed information about the content, structure, and dates of these important tests. Look for guidelines from your child's teacher and in the school newsletter 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
- Grades 3, 4 and 5 Mathematics: May
- Grade 4 Science: Performance April

Teachers in all 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.

## **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 becomes lifelong readers.

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

**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.**

## **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. 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.

## **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 four main units: Growth Mindset and Goal Setting, Emotion Management, Empathy and Kindness, and Problem-Solving. You may see family information coming home from the classroom teacher.

## **SCHOOL IS A FEELING ASSEMBLIES**

Approximately every month we hold special assemblies called "School is a Feeling." These are organized by grades levels: PK, 1, 3, 5 and K, 2, 4 which will meet every month. We do this to comply with capacity regulations. At our School is Feeling assemblies we will focus on our character education programs. Classes may sing songs, read student stories, or celebrate achievements. In addition, we recognize those students who have earned their Hornet Pin and reached a reading goal as

part of our reading incentive program. Families will be individually invited to these assemblies when their child is being recognized.

### **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. In the event of an actual emergency, families will be provided with information from district officials through Parent Square.

### **ACCIDENT PREVENTION AND SAFETY PROCEDURES**

These rules are to ensure the safety of students 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;
- 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.

If you have any questions or need any additional information, please contact the school nurse or school office.

### **PUBLIC COMPLAINTS**

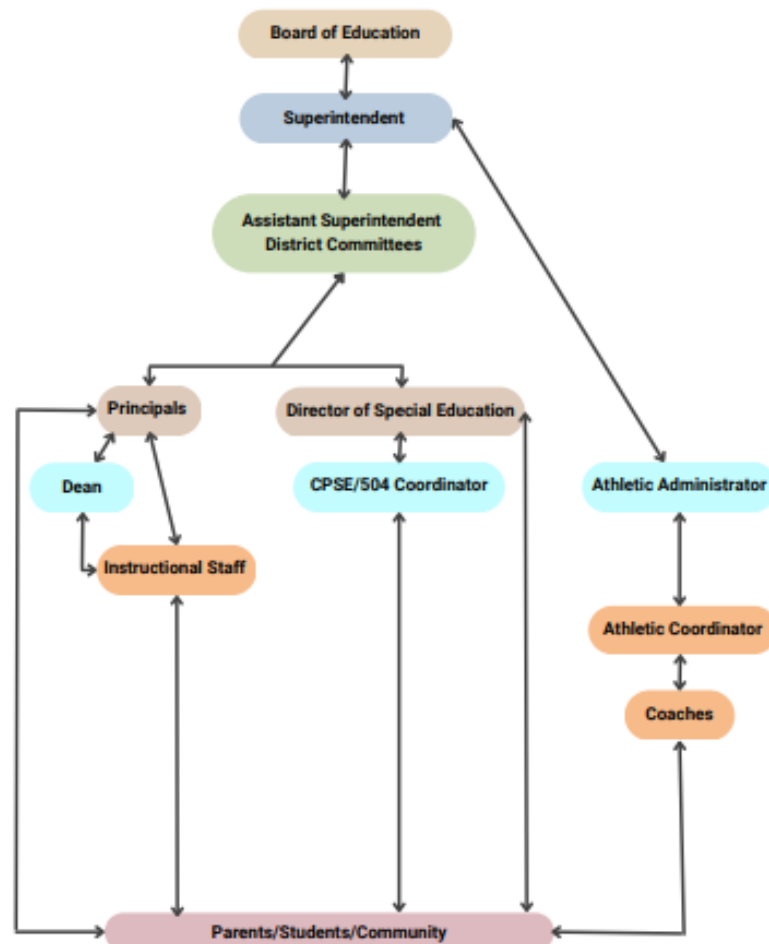
Most often, parental complaints and concerns can be addressed simply through a telephone call or conference with the teacher. For those complaints and concerns that cannot be resolved in this manner, the Plattsburgh City School District has adopted a standard complaint policy. A copy of this organizational chart is below.



**PLATTSBURGH CITY  
SCHOOL DISTRICT**

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

## **PCSD Chain of Command** for Parents, Students, Community



### **Important Notes:**

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

Updated: March 16, 2023

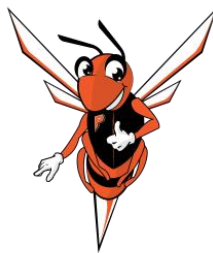
In general, if a parent has a complaint regarding instruction, district programs, materials operation, and or staff members, the complaint should be resolved with only the parties involved, whenever possible.

### **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:

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



### **Field Trip Guidelines for Parents**

- No alcohol, tobacco, vaping
- Be mindful of cell phone use:
  - refrain from showing internet content to students
  - be aware of phone conversations around students
- Be mindful of language and behavior around students.
- No siblings or additional children
- Please follow the newly adopted 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

### **STATEMENT OF NONDISCRIMINATION**

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

