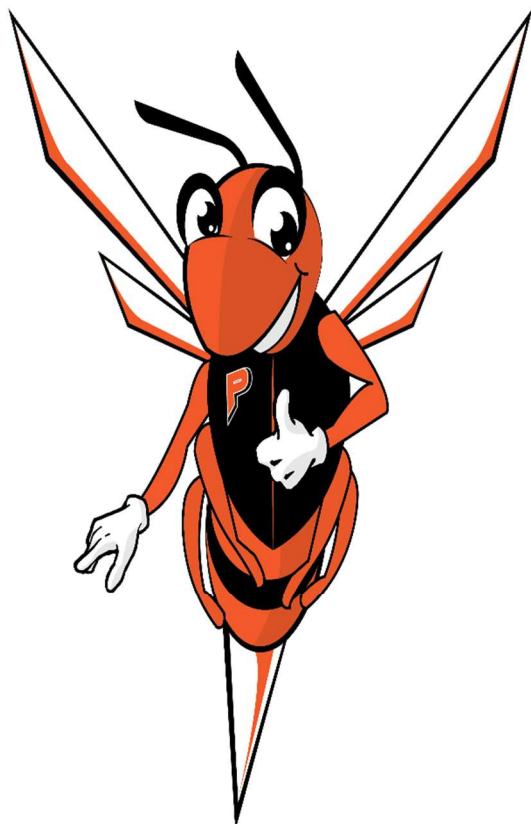


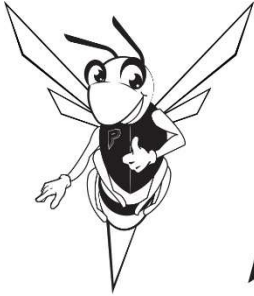
OAK STREET
ELEMENTARY
SCHOOL



Student/Family Handbook
2025-2026

www.plattscsd.org

**OAK
MISSION STATEMENT**



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

DEAR PARENTS,

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

WE ARE EXTREMELY PROUD OF OUR SCHOOL. FAMILY-SCHOOL COMMUNICATION IS A VERY IMPORTANT PART OF OUR PROGRAM. SHOULD YOU HAVE ANY QUESTIONS, CONCERNS, NEEDS, ETC. PLEASE CONTACT US. WE WILL DO OUR VERY BEST TO KEEP YOU INFORMED OF THE ACTIVITIES AND INFORMATION YOU WILL NEED THIS YEAR. WE HOPE THAT YOU WILL FEEL FREE TO VISIT OR CALL US. THIS HANDBOOK IS DESIGNED TO ASSIST YOU IN BETTER UNDERSTANDING PROCEDURES AND POLICIES AT OUR SCHOOL.

SINCERELY,



JAYSON BARNHART
OAK STREET PRINCIPAL

SCHOOL HOURS

Oak Street School Day

8:15 AM - 2:25 PM

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

OAK STREET SCHOOL

Principal's Office 518-563-4950

Health Office 518-561-4760

CAFETERIA PROGRAM – COMMUNITY ELIGIBILITY PROGRAM – CEP

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

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

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

ATTENDANCE PROCEDURES

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

Oak Street starts school at 8:15 AM. Students who arrive in their classroom after these times are reported to the main office as tardy for school. Absences are identified by a student being out of school for an entire day. Both of these attendance measures are forwarded to a database where we keep track of attendance for each child. When a student is absent from school, the main office will call the child's home to make sure that the parent is aware of the child's absence in order to ensure the child's safety.

The expectation at Oak is that parents will forward a note that includes the date(s), student's name and explanation of absence. We keep these notes on file in the nurse's office. Each week an attendance check is done on all of our children. Below you will find the schedule for school correspondence when attendance issues become concerning for a child's progress:

PLATTSBURGH CITY SCHOOL DISTRICT **RTI ATTENDANCE MODEL**

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

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

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

Student Cumulative Days Absent Guide

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

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

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

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

REPORTING ABSENCES

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

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

You may also send a message via ParentSquare, or reply to the ParentSquare message that goes out at 10:15am.

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

INCLEMENT WEATHER

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

BOOKS

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

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

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

PARENT SIGN IN / VISITING CLASSROOMS

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

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

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

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

Once students enter the building at 8:25 AM, it is very important that teachers begin morning routines and instruction with a minimum of disruption. Allowing your children to enter the building on their own will help to foster independence. If a parent must enter the building before or after 8:25 AM to assist children with carrying snack, we ask that you please remember to sign-in in the office and get a visitor's tag before entering the halls. If you wish to speak to your child's teacher, we encourage you to send in a note, call or email. Of course, if your child has special accommodations that need to be made, we urge you to contact the principal as soon as possible to develop a plan for the morning transitions.

STUDENTS ARRIVING LATE

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

SIGN OUT PROCEDURE

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

SUPERVISION

Your school is responsible for the safety and welfare of the children from the time they come to school in the morning until they return home in the afternoon. Because of this, a number of rules have been made to insure the safety of the children. In addition to fire drills and bus drills other rules of interest to parent's include:

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

EARLY RELEASE OF STUDENTS

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

All students taken from the building during the regular school day must be signed out at the school office. **We highly encourage parents to schedule students' doctor's appointments AFTER school or during vacations as much as possible. When students leave school early, they miss out on valuable instructional time and can fall behind academically.**

HEALTH SERVICES

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

A health office is maintained in each school with a school nurse in charge. She checks students who are ill in school and keeps health records on individual students. In addition, she tests eyes and ears, advises corrections when needed, and helps the school physician with physical examinations.

Parents are notified of all findings, emergency first-aid treatment is given, but by law, the school nurse is NOT allowed to diagnose, prescribe or treat. Each child in the building,

after being absent because of sickness, should bring his/her excuse to school. In case of illness during the school hours, parents will be called to pick up their child. The Health Office phone number is: 518-561-4760 at Oak. Mrs. Valerie Butler is the school nurse.

Occasionally it may be necessary for your child to take medication during school hours. In order for the school nurse to administer medication to the students, they must have:

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

The medicine should be labeled with the name of the child and his/her grade, and **MUST** be taken to the Health Office **BY AN ADULT!!**

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

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

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

STUDENT ACCIDENT INSURANCE

The Plattsburgh City School District provides for a SUPPLEMENTAL accident insurance policy for all students. Primary responsibility for all medical costs rests with the parent/guardian. Benefits are only payable after all other forms of medical insurance have been used. District Insurance is in excess of your own health/accident insurance or your employers. If you have no health insurance, you continue to be fully responsible for paying the medical bills of your dependent(s). The District's actual dollar amount of medical cost payout to you is limited, and will, likely not cover medical costs. This a limited, partial coverage plan. The parent remains responsible for paying all medical bills. The insurance coverage all students (PreK-12) injured while participating in a school sponsored activity. Horseplay and self-inflicted injuries are specifically excluded from coverage as well as any injuries incurred on route to and from school. The specific benefits that are payable are determined by the maximum amounts listed in the insurance policy for each type of injury and medical service.

INSURANCE CLAIM PROCEDURES

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

PHYSICAL PROBLEMS

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

BOOTS, MITTENS, HATS AND COATS

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

PARENT-TEACHER CONFERENCES

A conference with your child's teacher is one of the most important ways that you can help your child in his/her progress through school. To insure a successful conference, parents should contact the school office in advance. The teacher will then have time to collect grades, and make notes about his/her school life that will be helpful during the conference. All conferences should be scheduled at the close of the school day.

DISTRICT DRESS CODE

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

FIELD TRIPS

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

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

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

PROGRAMS AT OAK STREET SCHOOL

CLASSROOMS

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

LIBRARY

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

HEALTH EDUCATION

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

MUSIC - VOCAL

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

ART

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

PHYSICAL EDUCATION

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

PSYCHOLOGICAL SERVICES

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

SCHOOL COUNSELOR(s)

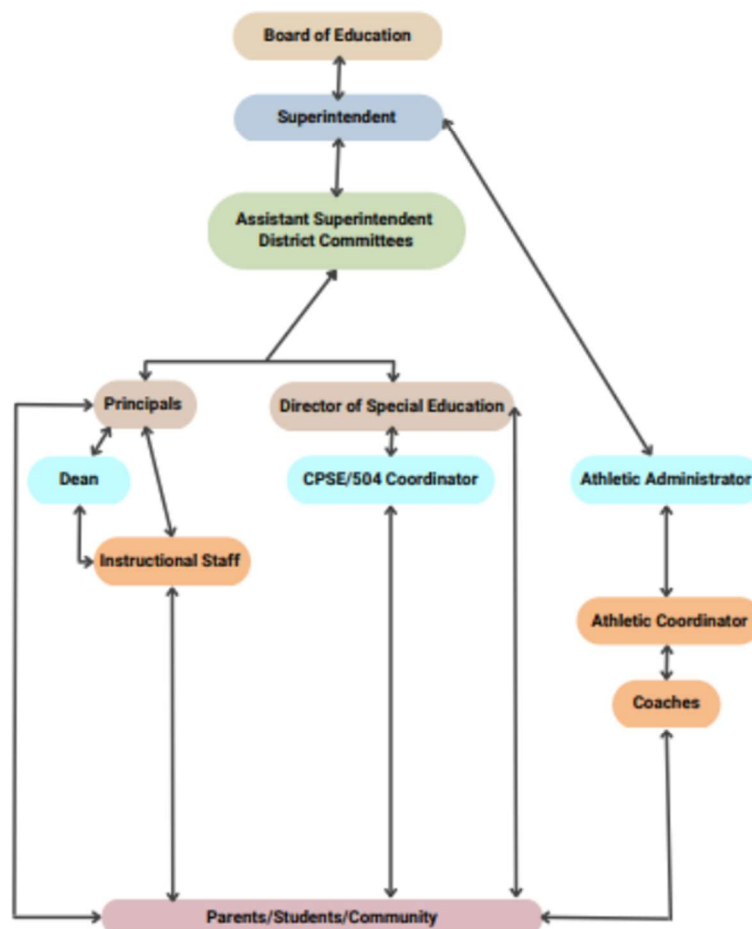
Mrs. Chesney Weeden is the School Counselor at Oak Street. She specializes in counseling, parenting workshops and family services. Arrangements may be made by calling the school office.



**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

PLATTSBURGH CITY SCHOOL DISTRICT

BEHAVIORAL EXPECTATIONS MATRIX

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

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

Mission Statement

We will create a collaborative school culture and a student-centered learning environment to ensure that we achieve measurable, meaningful increases in the academic, social and behavioral performance of all students. In our efforts to realize this, we will collaboratively: collect and analyze multiple measure data to evaluate performance and to drive instruction, provide timely interventions and enrichment opportunities for individual students, create a welcoming, positive school climate for students, families and community members.

Oak Street School has developed a Code of Conduct which is consistent with District Wide standards to help our students 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, recognizing a cooperative community responsibility 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 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 which 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 your building SIP representative.

GOALS:

1. To communicate the Oak Street Code of Conduct to students, parents, staff and community.
2. To enforce school board policy, local, state and federal laws.
3. To insure rights and personal dignity to students and staff.
4. To emphasize the need for acceptance of personal responsibility and self-discipline.
5. To assure a fair, reasonable, and consistent approach to the enforcement of the Code of Conduct.
6. To maintain an effective and safe learning environment.
7. To maximize learning and minimize disruptions.
8. To protect and maintain school property.
9. To identify, diagnose, and remediate students who exhibit inappropriate behavior.
10. To refer students to appropriate persons for counseling, examination, remediation, or rehabilitation.
11. To prevent bullying in all areas but not limited to the following: race, ethnic group, religious practice, color, religion, gender (identity or expression), weight, disability, sex, national origin or sexual orientation.

BULLYING PREVENTION/INTERVENTION

Bullying is unfair and one sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Many times, conflict and bullying are confused. Please see the purpose and characteristics of each below.

Conflict

Purpose – get what they want

Characteristics – equal power, socially inappropriate, usually there is remorse after incident, may be trying to solve the problem.

Bullying

Purpose – to hurt or harm

Characteristics – imbalance of power, repeated negative interactions, serious physical or emotional threat, seeking power or control, no remorse shown, no effort to problem solve.

At Oak Street Elementary 3rd, 4th and 5th graders are exposed to anti-bullying education weekly. Prevention consists of:

- Steps to Respect
- 2nd Step
- NASP – Cyber bullying
- PBIS

Consequences for bullying may include the following depending on the severity and frequency of the violation.

Consequences may include: PBIS re-teaching, student conference, parent contact, loss of privilege, restitution, No Contact Contract, ISS, OSS, police referral.

Harassment

Intimidating phone calls, emails, instant messages, notes, comments

Bullying which includes any of the following repeated behaviors toward another

Hurting, frightening, threatening, socially rejecting or excluding, harassing, spreading rumors, stealing, or damaging another's possessions

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: e-mail, blogs, texting, social websites (example: Snapchat, Facebook, Twitter, etc.), chatrooms, instant messaging, or video voyeurism.

Gender-based- 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 or femininity. To constitute harassment the conduct must unreasonably interfere with an individual's education or educational activities or academic environment.

School Environment and Expectations

Oak Street School will provide:

1. a school that is safe, orderly, and drug free.
2. clear discipline codes with fair and consistently enforced consequences for misbehavior.
3. an environment where everyone is treated with courtesy and respect.
4. classrooms that have clearly stated and high academic standards.
5. an opening and welcoming environment that fosters communication between home and school.

Family Expectations

Families will attend conferences with school personnel pertaining to student progress. Each day, students will:

1. arrive on time.
2. be in good health, well rested, and properly dressed.
3. arrive with appropriate school supplies and homework completed.

Arrival

1. Children are to arrive on school property at 8:00 AM or after. Children are not permitted on school grounds before 8:00 AM.
2. Children may enter the building at 8:00 AM for breakfast.
3. All children should enter school through their respective wing at 8:15 AM.

4. Children should remain outside, unless there are mitigating circumstances. A notice regarding bad weather conditions will be posted at the door.
5. Children are not allowed to stay in the parking lot or in the bus turn around.

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

Student Expectations

A. General

Students will be expected to show respect to teachers, school staff, and fellow students by:

1. using polite language with everyone and being kind to others.
2. using manners and being helpful at all times.
3. keeping hands to themselves.
4. being good listeners.
5. resolving problems in a non-threatening manner.
6. respecting the belongings of the school, others and self.

Students will be expected to show respect for themselves by:

1. making healthy choices.
2. putting forth their best effort to achieve in the classroom.
3. demonstrating a positive attitude.
4. asking for help and support if needed.

Students will not:

1. wear hats in the building, except for extenuating circumstances.
2. utilize any electronics or technology not provided at school from 8:15-2:25.
3. bring guns, knives, caps, explosives, or other sharp objects to school (as per Board Policy).
4. drink soda except during parties or field trips.
5. ride bikes, rollerblades, or skateboards on school grounds during school hours.
6. have in their possession or use tobacco products, alcohol or drugs (as per Board Policy).

B. Cafeteria

Students will:

1. respect monitors.
2. wait in line in an orderly manner.
3. talk quietly.
4. pushing, shoving, running, playing with or throwing food will not be tolerated.
5. stay at tables until finished eating.

6. clean their areas (table and floor).
7. obtain permission from monitor and sign out before leaving the cafeteria for any reason.
8. follow posted cafeteria rules.

C. Recess

Students will:

1. respect monitors.
2. play in a non-threatening manner (pushing, shoving, fighting, wrestling, rock or snowball throwing anywhere on the playground will not be tolerated).
3. use polite language.
4. request permission to enter the building for any reason.
5. request permission to retrieve balls from across the fence.
6. use equipment as intended.
7. stay in their designated play area.
8. leave cafeteria in a quiet and orderly manner. Food must remain in cafeteria.
9. report immediately if anyone is hurt, being hurt or being bullied.

D. Hallways

Students will:

1. walk quietly on the right-hand side in a single file.
2. keep hand at sides, do not touch walls or pictures/bulletin boards.
3. close doors quietly.

E. Classroom

In each classroom, students will follow the classroom teacher's classroom rules. Because every teacher teaches differently, each teacher will attach a letter precisely explaining the discipline plan for his or her class. These classroom rules will be communicated to students and parents.

Consequences

The classroom teacher is the center of an effective discipline policy. The teacher will emphasize to students and parents the importance of following the classroom rules. The teacher will try to motivate the students to reach these goals. When there is a behavioral problem, the teacher will attempt to teach the student how to behave appropriately and if the behavior recurs, the parent will be contacted. Restitution will be an important part of any consequence. Restitution is a process where the student forms a solution to a problem created by him/herself. When assessing classroom behavior, there may be times when the management of students' behavior may go beyond the classroom to the Principal's office.

Students should be referred to the Principal's office only when repeated and chronic misbehavior occurs. Formal investigations are carried out for infractions of bullying, harassment, discrimination and physical aggression. When sent to the Principal's office the child should clearly state why he/she has been referred. This should be reviewed with the child by the teacher or referring party. The principal will develop with a child a solution or strategy to rectify the problem.

Parents are expected and encouraged to participate in the education of their children. The major role of parents in discipline is to continually show their children that they are interested and supportive of how their child is doing in school. Parents will be informed when their children are working to reach their potential. If there is a severe or recurring problem, parents will be asked to help the child learn alternative behaviors. Restitution will again play a key role. By working together, parents and staff can help the student learn behaviors that will increase his/her chances of success.

Crisis-Time Out

1. These procedures refer to situations where it is necessary to remove a child from the classroom because the child’s behavior has become unsafe to him/herself or others. A child may be physically out of control or may refuse to cooperate in the classroom time out.
2. A space has been specifically designated for timeout.
3. The Crisis Time Out procedures will be carried out by a limited number of trained individuals.

Out-of-School Suspension


Suspension from school is determined by the building principal, and used only as a last resort.

Anyone has the right to appeal the administrative decision by requesting a formal hearing before the Superintendent of Schools.

Cell Phone & Electronic Device Policy (updated July 2025)



PCSD Personal Electronics (No Cell Phones / No Smartwatches) Policy per NYS:

- a.  Updated Cell Phone Policy
 - i. As you may know, New York State has issued a new mandate for the 2025–2026 school year requiring a “bell to bell” ban on student use of internet-enabled devices—including smartphones, smartwatches, and tablets. PCSD (Oak included) was already ahead of this policy last year, with a ban on cell phones from Arrival to Dismissal. This year, we’re expanding that policy to include smartwatches. Students will be expected to store these devices in their designated location during school hours.
- b. Personal electronic devices [include but not limited to: cell phones and other internet based communicated devices, smartwatches, wired or wireless earbuds, walkie-talkies, other hand-held computing devices, fitness trackers, cameras, recorders] MUST remain OFF and in lockers during the school day. Cell phones (and other personal electronic devices) are not permitted for use on the school campus during the school day; the exception of earbuds/headphones used in a classroom for instructional purposes is possible with teacher direction. The school is NOT responsible for any lost, broken, or stolen items.



In accordance with Plattsburgh City School District’s ‘Student Cell Phone/Electronic Device Policy’ and New York State Education Law Section 2803, which prohibits the use of “internet-enabled devices” during the school day and on school grounds, the following outlines the policy on cell phones & electronic devices.

Personal electronic devices [include but not limited to: cell phones and other internet based communicated devices, smartwatches, wired or wireless earbuds, walkie-talkies, other hand-held computing devices, fitness trackers, cameras, recorders] MUST remain OFF and in lockers during the school day. Cell phones (and other personal electronic devices) are not permitted for use on the school campus during the school day; the exception of earbuds/headphones used in a classroom for instructional purposes is possible with teacher direction. The school is NOT responsible for any lost, broken, or stolen items.

Students are not to record, take pictures of, or post images or videos of classmates without their knowledge. Any video, audio, or still frame pictures of violence including fighting, bullying, harassment are prohibited and can

result in disciplinary consequences including Out of School Suspension. Exchange or possession of sexually explicit content is strictly prohibited and may be forwarded to law enforcement personnel.

We understand that student/parent communication is necessary to discuss items such as transportation, sporting/extracurricular activities, or personal item delivery. Parents should note that the best method to reach students is through the school's main office phone number 518-563-4950. Student cell phones will be off from Arrival to Dismissal.

Violations of Cell Phone & Electronic Device Policy will follow this format:

1st Offense: Electronic device is confiscated* and turned into the main office where the student's name will be recorded. The student can pick the device up at the end of the school day, parent/guardian will be notified. The student will review the Cell Phone Policy with a staff member before the device is returned.

2nd Offense: Electronic device is confiscated*, and parent pick-up of the device is required. Student's name will be recorded as a 2nd offense, discipline referral will be submitted.

3rd Offense: Electronic device is confiscated*, and parent pick-up of the device is required. Discipline referral will be submitted, cell phone hold in the Main Office will occur for one week.

4th Offense: Electronic device is confiscated*, and parent pick-up of the device is required. Behavior offense counts as a major vs minor infraction and falls under category of insubordination. Cell phone hold in the Main Office will occur for two weeks upon student return.

5th Offense: Electronic device is confiscated*, and parent pick-up of the device is required. Electronic device is banned from school grounds for an indefinite amount of time. Superintendents hearing is possible.

**Students who refuse to surrender the device when a staff person asks will be considered insubordinate and will serve ISS or OSS.*

Commonly asked questions regarding cell phone usage and policy:

Q: How does a parent/guardian reach a student to discuss changes in transportation, sporting/extracurricular activities, or personal item delivery.

A: The best method to reach students is through the school's main office phone number (518-563-4950). School personnel will deliver messages to your student in a timely manner that will not cause interruption in class lessons.

Q: Why shouldn't a parent/guardian message their student during the school day?

A: Notifications on cell phones are distracting and hard to resist checking. Reducing the amount of communication and social media notifications that a student receives within a school day allows them to attend to the educational process.

Q: My student starts feeling ill or has a mental health concern at school. What should they do?

A: Students need to report to nurse/guidance office to be evaluated and assisted by the appropriate staff member, not call parent/guardian from a personal electronic device without staff knowledge. If a student is having a medical issue or crisis and does not report to health/guidance office (internalizes the concern, reaches out to

parent/guardian via cell phone first etc.) we are unable to help them, which could create a safety issue if there is a serious condition occurring.

Q: Are cell phones allowed in the classroom?

A: Cell phones are not allowed in the classroom. Each student has a school issued laptop for digital educational needs.

Q: Why is my student not allowed to use electronic devices during lunch/recess or in the hallway between classes?

A: Interpersonal social skills are encouraged during free times such as lunch and hallway movement. Technology use is not permitted during these times and places as social media posting and messages occurs in high volumes and then rapidly spreads among the student population resulting in requests to leave classrooms to check social media account and/or messaging accounts.

Q: Why does PCSD have high expectations for electronic device usage?

A: Misuse of electronic devices in terms of classroom disruption, cyberbullying, and attachment anxiety to devices (such as cell phones) has increased dramatically in recent years. PCSD strives to make in person instruction and in person interaction the priority.

Q: Are there any situations where a student would be allowed to use an electronic device at school?

A: Exemptions may occur and allow a student to possess an electronic device if: it is before or after school, in the event of an emergency, required by law, district-approved medical or disability related reason, authorized for educational purposes, translation purposes. Authorization to utilize an electronic device under one of these circumstances requires approval from the Building Principal.

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 their 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 call the school when your child is 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.

