

Ogdensburg City School District Elementary Parent and Student Handbook

2023 - 2024



John F. Kennedy Elementary

801-809 Park Street
Ogdensburg, NY 13669
315-393-4264
Fax 315-394-0480
www.ogdensburgk12.org/kennedy

Grant C. Madill Elementary

800 Jefferson Avenue
Ogdensburg, NY 13669
315-393-7729
Fax 315-393-0419
www.ogdensburgk12.org/madill

Christina B. Frank

Principal UPK-2
cfrank@ogdensburgk12.org

Amy L. DiSalvo

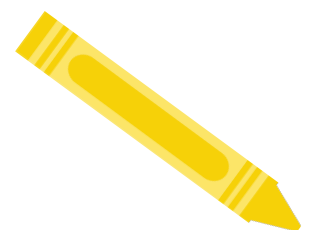
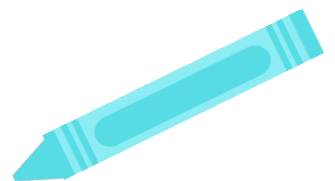
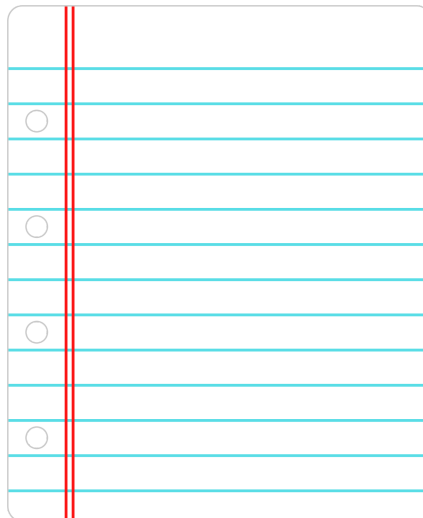
Principal
adisalvo@ogdensburgk12.org

SueEllen L. Bouchard

Principal 3-6
sbouchard@ogdensburgk12.org

Terri Demers, Secretary

Shawna Brenno, Secretary UPK-2
Heather King, Secretary 3-6



Elementary Handbook 2023-2024

TABLE OF CONTENTS

Page 2	Table of Contents	Page 13	Moving Parent-Teacher Communication Parent Teacher Requests Textbooks and Library Books
Page 3	Letter from Elementary Principals		
Page 4	Mission Statement	Page 14	Report Cards Standardized Tests Promotion-Retention Homework Policy Cheating
Page 5	District Administration District Board of Education		
Page 6	Back to School Open House School Hours Bicycle Safety Playground Rules	Page 15	Computer Usage Specialists Student Study Team School Guidance and Counseling
Page 7	Playground Rules (continued) Car Transportation Beginning and End of School Day	Page 16	School Guidance and Counseling (cont.) School Breakfast and Lunch Program Field Trips
Page 8	Arrival and Dismissal Information Phone Use	Page 17	Lost and Found Birthdays Music Programs Ogdensburg Command Performances
Page 9	Phone Use (continued) Six Day Cycle After School Policy Attendance	Page 18	After School Program Parent Teacher Organization Site Based Compact for Learning Dress Code
Page 10	Emergency School Closings Procedures for Visiting/Picking Up Responsible, Safe, Respectful Behavior Discipline	Page 19	Dress Code (continued) Title IX, 504 and ADA Coordinator
Page 11	Toys and Technology Bus Procedures Fire/Emergency Drills Emergency Health Information	Page 20	Custody Arrangement Form
Page 12	Emergency Health Information (continued) Student Data Card	Page 21	Peanut & Tree Nut Free Snack List

September 7, 2023

Dear Parent(s) and Guardian(s),

It is with great pleasure that we welcome you to the Ogdensburg City School District Elementary Program! We continue to strive for excellence in the education of our students. You will find dedicated, professional faculty and staff who are committed to providing the best possible educational environment for all children. Throughout the school year, your child will be given opportunities to grow intellectually and to strengthen their character. We will promote literacy and blossoming mathematicians in our youth through various incentive programs.

It is an honor to be an instructional leader in schools with such a rich history. The school families are committed to bringing a quality education with the highest academic standards in a caring, nurturing, encouraging, and safe environment. The school, along with supportive Parent Teacher Organizations, recognizes that instructional technology can have a positive impact on student achievement. Therefore, it is our goal to frequently incorporate technology into instruction for every student. We are global enough to bring the world to your child(ren), and small enough to make a difference. With the support from our technology department, we will continue to effectively use the ViewSonic Panels, Chromebooks, and educational websites to motivate and enhance student learning.

We strive to develop a partnership with parents through open and frequent communications. This handbook is an outline of the procedures of our schools and the programs and services provided to your child and to you. We consider ourselves privileged to have your trust to nurture your child's intellectual, social, physical, and emotional growth.

We would like to extend to you a personal invitation to participate in our Site-Based Committee, and/or our Parent Teacher Organization. If you would like to be a parent representative, please call or stop in the office, or reach out to your building principal via email.

We look forward to a productive school year together! We truly believe that the key to success is parents, teachers, and students working together. Education is a partnership between home and school. With your involvement, assistance, and support, we will achieve great things this upcoming year. Our doors are always open, and we look forward to listening and spending time with you. Please contact one of us if the need arises.

Committed to Excellence,

Mrs. SueEllen L. Bouchard

Mrs. Amy L. DiSalvo

Mrs. Christina B. Frank



OCSD Elementary School Mission

OUR MISSION

The OCSD Schools are located in a rural area on the United States border with Canada. Our mission is to provide a school environment that is safe, nurturing, and culturally enriched. All students, as individuals and members of a group, will be inspired to participate in planned educational experiences with the expectation that they will become effective communicators, complex thinkers, and productive workers.

“Excellence is a habit, not an act. It takes pride and perseverance.”

OUR VISION

- Students, parents, school personnel, and community members will share the responsibility for our children’s education.
- Individual differences will be recognized and respected.
- Positive self-esteem is always necessary for students to demonstrate respect, self-reliance, confidence, discipline and tolerance.
- School will be a place where everyone feels safe and secure at all times.
- Firm, fair, and consistently applied discipline will promote an orderly and structured learning environment.
- The learning environment will cultivate self-direction, cooperation, creativity, individuality, critical thinking, and the desire for lifelong learning.
- Literacy, numeracy, thinking, and strong communication skills are essentials of academic competence.
- All students are capable of learning and will experience opportunities to achieve academic success to practice civic values and to become

Ogdensburg City School District Administration

Mr. Kevin K. Kendall
Superintendent of Schools

Ms. Brooke Reid
Assistant Superintendent for Curriculum, Instruction, Assessment, and Technology

Ms. Rebecca Bascom
Director of Special Education

Mrs. Amy DiSalvo
Grant C. Madill Elementary School Principal, UPK-6

Mrs. Christina Frank
John F. Kennedy Elementary School Principal, UPK-2

Mrs. SueEllen Bouchard
John F. Kennedy Elementary School Principal, Grades 3-6

2023-2024 BOARD OF EDUCATION

Mr. Ronald Johnson, President
Mr. Craig Lalonde, Vice President
Mrs. Reneé Grizzuto
Mrs. Pamela Luckie
Mrs. Angela McRoberts
Mr. Michael Myers
Mrs. Vicky Peo
Mr. Connor Sutton
Mrs. Elizabeth Testani

BACK TO SCHOOL OPEN HOUSE

Specific information regarding the curriculum and instruction within a particular grade level is presented at the Back to School Open House. The information shared provides a good foundation for the year. This is one of the most important meetings held each year, and all parents are strongly encouraged to attend.

The *Kennedy School Open House* will be held on Tuesday, September 5, 2023 at 5:30-7:00 pm.

The *Madill School Open House* will be held on Tuesday, September 5, 2023 at 5:30-7:00 pm.

SCHOOL HOURS

Students proceed to homerooms at 8:05 AM. School begins at 8:20 AM and ends at 2:50 PM. Children are asked not to arrive at school before 7:30 AM, at which time supervision is available. Breakfast will be served daily to all students in the cafeteria beginning at 7:30 am. At JFK, our UPK students are asked to arrive no earlier than 7:50 am, as breakfast is part of the daily classroom schedule.

BICYCLE SAFETY

Students who ride their bicycles to school must secure them in the bicycle racks provided outside the building, with locations outlined below. New York State Law requires students to wear helmets. Students should lock their bicycles and place their helmets in their school locker or cubby. Please review the proper safety rules with your child.

Kennedy School: All Kindergarteners, 1st, 2nd, 3rd and 4th graders should secure their bicycle in the racks parallel to Jersey Avenue, the ONE WAY STREET along Kennedy School's northeast side. All 5th and 6th graders should secure their bicycle in the racks provided by the front playground on Park Street. There is an additional set of bike racks by the primary playground.

Madill School: JUNIOR Kindergarten through 2nd grade students will secure their bicycles in the Jefferson Avenue racks. 3rd and 4th graders will secure their bicycles in the Pine Street racks, and 5th and 6th graders will secure their bicycles in the Oak Street racks.

PLAYGROUND RULES

The following rules have been established in order to ensure the safety of all students who occupy the playground. Parents are asked to abide by these rules after school and on the weekends. Please be aware that the school playgrounds are in use by students during the school day until 2:45 PM, followed by the After School Program which ends at 5:30 PM. For safety reasons, please refrain from allowing your child(ren) to play on the school playgrounds until after 5:30 PM, Monday-Friday.

- *Games that have excessive physical contact are not allowed. This includes tag, all chasing games, king of the mountain, and tackle football.*
- *Be respectful of others at play.*
- *Students must ask permission before leaving the playground area.*
- *Students are required to use the playground equipment responsibly. This includes sharing, taking turns, and returning equipment.*
- *Encouraging or participating in unkind/disruptive behavior is not allowed.*
- *Please remain seated on the teeter-totter at all times.*

- *Fighting or using profane/obscene language is not allowed.*
- *Only one child may be in a swing at a time. No one should stand on swings or swing sideways. No jumping from a swing while in motion or pulling anyone from it. Children should not wind chains over the bars or climb to the top to unwind them.*
- *Children should use steps to climb slides rather than going up the wrong sides. Children are to slide down feet first and may not go down slides on their feet.*
- *Special care should be taken on the ladder bars and jungle gyms. There should be no grabbing, pulling or wrestling. Children should not sit on top of the ladder bars or jump from them or the jungle gym. Traffic on horizontal ladder bars should move in one direction only. A hand must be put on each bar. There should be no chicken fighting.*
- *All loose papers should be placed in trash containers.*
- *Children are to use sidewalks and regularly designated play areas only. They should not play on the lawns next to the school or in the parking areas.*
- *Children should not play in the shrubbery or climb trees. They should stay away from the fence along the playground (Madill).*
- *Damaged playground equipment needs to be reported to the adult playground supervisor.*
- *Children are to listen to playground supervisors. They are there to make sure children have a safe recess.*
- *Children are to listen to other students on the playground. Keep in mind thoughtfulness, kindness, helpfulness and the skill of listening to what others have to say.*
- *Parental supervision after school hours is required.*

CAR TRANSPORTATION

Please drive with care, concern, and patience. School campus specific information is detailed below.

Kennedy School: Parents/Guardians are asked to drop children off and pick them up in the marked locations along Jersey Avenue or in the Park Street semi-circle. For primary (UPK-2) students, it is unsafe to drop off and/or pick-up in the faculty parking lot, and we ask that you do not call or wave a student to your vehicle, increasing the likelihood that an accident will occur. It is safest for parents to meet their students at their dismissal door location.

BEGINNING AND END OF SCHOOL DAY

Once your child feels that he/she knows the way to their classroom, we like to encourage them to develop independence and to "do it on their own". Therefore, we ask parents to say goodbye to their children at the front entrance of the school and to make arrangements to meet them at their assigned dismissal location at the end of the day.

In addition to helping your child develop independence skills, this will also help keep our hallways safe from overcrowding and confusion at the times when teachers are managing daily routines, which aid your child in developing organizational skills. In the event that there is extreme weather, children will be allowed to wait patiently inside the front door entrance to the school until their ride arrives.

Kennedy School Arrival Locations:

Students in UPK through second grade will enter at the main entrance (Door 1) on Jersey Avenue, while students in grades 3-6 will enter at the old main entrance (Door 2) on the new Park Street circle.

Kennedy School Dismissal Locations:

Students will be dismissed at 2:50 p.m. at specific locations by grade level, as outlined below. Please note that students in grades UPK-2 will only be dismissed to a parent or other designated adult. We recognize that many families attending JFK have siblings across grade levels, and welcome older siblings to meet younger siblings at their dismissal door.

Door 1	Door 10	Door 9	Door 2	Door 4
Wilkinson	Beaudin	Hammond	Marshall	Brenno
Wright	Doyle, D.	Dwyer	Robb	Doyle, J.
Langley	Lalone, K.	Smith	Powers	Woods
Jacobs	Lalone, C.	Williams	Morley	Baxter
O'Grady	Smth, J.	McCarthy	Mousaw	Mathews
			Tebo	Weston

Madill School Arrival Location:

Parents/Guardians are asked to drop children off at the main entrance to the school (by the flagpole). It is unsafe to drop off and/or pick-up in the faculty parking lot in the back of the school. The front parking lot is for visitor parking, pick-up and drop off ONLY. There is no parking in the designated fire lane, including during the arrival and dismissal times for students. Tickets may be issued to violators who park in the fire lane.

Madill School Dismissal Locations:

Dismissal of students will be as follows:

- UPK students will exit through the front door closest to the gym, Door 8, facing Jefferson Avenue at 2:45 pm.
- Students in Mrs. Binion's, Mrs. Seller's, and Mrs. Rishe's classes will exit through the main entrance, Door 1 at 2:47 pm.
- Students in Jr. Kindergarten, Mrs. Davis', Mrs. Sheppard's, and Mrs. Hammond's classrooms will exit through the front door closest to the gym, Door 8, facing Jefferson Avenue at 2:47 pm.
- Students in Mrs. McDonald's and Miss Wright's classrooms will exit through the main entrance, Door 1 at 2:51 pm.
- Students in 4th, 5th & 6th grades will exit through the front door closest to the gym, Door 8, facing Jefferson Avenue at 2:51 pm.

Ogdensburg Boys and Girls Club Bus: Transportation to the Ogdensburg Boys and Girls Club is provided by the school district on a daily basis. Your child must be a member of the Ogdensburg Boys and Girls Club to ride the bus, and a permission form for bus transportation must be completed. If your child is removed from the OBGC bus for disciplinary reasons, you must have an alternate dismissal plan that is shared with the school.

PHONE USE

In the event of an EMERGENCY DISMISSAL, protocol will be followed regarding your child's plan for pick-up, phone call, walking, etc. as per the Student Data Card. When there is not an emergency situation, children will not be allowed to use the phone at the end of the school day. Children should use their planner or have a note stating a change in dismissal plans if the need should arise. This is another way to help children develop independence. If it gets to be 3:05 PM and a ride has not yet arrived, permission will be given to make

contact with a parent/guardian to determine what plan will be followed for getting home that day. ***Please make every effort to communicate a dismissal plan with your child. End of the day interruptions in the classroom to relay phone messages often make children apprehensive and are disruptive to classroom routines. Phone calls for a change in dismissal plans will only be accepted until 12:00 PM unless there is an unforeseen emergency.***

SIX DAY CYCLE

The elementary schools follow a six-day cycle. Rather than following a Monday through Friday schedule, the first day of school is noted as day one, and so forth through day six, at which time the cycle begins again. Each student attends physical education three times per cycle, while art, music and library are offered as scheduled. Classroom teachers will send a class schedule home with your child. Cycle days are clearly noted on school lunch menus, which are sent home with children each month.

AFTER SCHOOL POLICY

A student may be detained until 3:05 PM to complete unfinished schoolwork, address a clinic, review appropriate behavior, etc. If it is necessary to keep a student beyond 2:50 PM for any reason, every effort will be made to notify the parent/guardian. Communication and support will be helpful if this need persists.

ATTENDANCE

Regular attendance is essential to a student's success in school. ***Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.***

The following are the accepted legal excuses for school absences:

1. PERSONAL ILLNESS
2. SERIOUS ILLNESS or DEATH IN THE FAMILY
3. OBSERVANCE of a RELIGIOUS HOLIDAY
4. COURT APPEARANCE
5. DOCTOR APPOINTMENT or ATTENDANCE AT HEALTH CLINICS

If the student is to be excused for a part of the day, a note should be given to the child's teacher and the child must be picked up at school by the parent/guardian who wishes the child to be excused. ***Under no circumstances can a child be released to walk or ride a bicycle home during school hours. Additionally, a child will not be released to any individual that is not listed on the Student Data Form.***

Prompt arrival at school is expected of all students. Late arrivals disrupt class and cause loss of instructional time. Any child who arrives after 8:20 AM is considered tardy.

When a child has been tardy or absent from school, an excuse clearly stating the reason for the absence or tardiness, dated and signed by the parent/guardian, must be presented by the student to his/her classroom teacher upon arrival to school. When your child's attendance incidents reach 8, 16, and/or 24, the principal will send an attendance notification form. If the attendance is beyond the 24th incident, principals will notify the proper agency to bring parents in compliance with the district attendance policy, in accordance with NYS Law.

PERFECT ATTENDANCE is awarded to any student that has zero absences, tardies and/or early dismissals dismissals.

EMERGENCY SCHOOL CLOSINGS

Announcements regarding a cancellation, delay or early dismissal will be made on the following Media Locations: Parent Square, Channel 7 – WWNY, Channel 10 – YNN, Channel 13 – WWTI, radio stations YES FM/PAC 98.7, WSLB/WPAC/WGIX, WPDM/WSNN, Mix 96.1, 101.5 FOX and North Country Radio. If school is delayed students are not to arrive before the announced opening time. In the case of a two-hour delay, breakfast is served at 9:30 AM, with regular arrival beginning at 10:05 AM. Students will be marked tardy after 10:20 AM.

PROCEDURES FOR VISITING/PICKING UP STUDENTS AT SCHOOL

Safety precautions have been instituted and we would like to share them with you. As you know, we have all become aware of the need to provide our students (your children) with as safe an environment as we possibly can and to do this we need your continued assistance and cooperation. To this end, all doors are locked. We ask that all visitors, at both Kennedy and Madill, enter our building using the main entrances. Once in the reception area, you can ask to meet with a teacher, pick up your child, etc. Office personnel will contact the teacher to verify your appointment. When verified, you will be required to provide proper identification (such as a driver's license), which will allow us to create a photo visitor's tag which must be worn visibly when you are in the building. If you are a volunteer or classroom guest you will sign in and take a visitor/guest name tag.

RESPONSIBLE, SAFE, RESPECTFUL BEHAVIOR

The Elementary School Site Based Teams worked diligently to prepare a positive behavior plan. Acceptable student behavior shall combine responsible, respectful and safe behaviors. Each student has the right to a safe and orderly environment in which to learn. It is a shared responsibility of the students, school faculty and staff, administration, parents and the community to provide this atmosphere. Together our goal is to teach every child to be responsible for his or her behavior.

The Board of Education requires that student attire comply with health and safety requirements, and not interfere with the educational process. More information is contained in the Code of Conduct that was mailed to you in August or given to you at registration. See Addendum A for Dress Code and Behavior & Serious Offense Reports.

Good Safety habits are stressed at all times, inside and outside of school. Children are asked to walk directly to and from school using the sidewalks. They are also reminded to use caution when crossing streets, and to never accept rides, candy, etc. from strangers. Safety rules for both bicycles, rollerblades, and skateboards are stressed. Safety procedures are addressed during the fall and spring terms.

For the purposes of health and safety, all children are required to wear sneakers to physical education class and recess. Flip-flop type sandals without back straps are considered a safety hazard and will not be allowed.

DISCIPLINE

Student discipline will be handled on a case by case basis in accordance with the District Code of Conduct (sent to all homes in August). If your child is experiencing issues, the principal or teacher should be notified immediately.

TOYS AND TECHNOLOGY

To alleviate issues concerning items brought from home, please do not allow your child to bring trading cards, toys, etc. to school.

Also, cell phones must be turned off upon entering the elementary school each day. Classroom teachers are willing to keep the cell phone safe in their desk or the students can leave them in their locker/bookbag. We are not responsible for lost or stolen items.

BUS PROCEDURES

The following rules have been established in order to ensure the safety of all students who ride a school bus:

1. REMAIN SEATED AND FACING FRONT WHEN BUS IS IN MOTION.
2. TALK QUIETLY, AND USE APPROPRIATE LANGUAGE.
3. DO NOT TALK TO THE DRIVER UNLESS IT IS NECESSARY.
4. KEEP HEAD AND ARMS INSIDE THE BUS AT ALL TIMES.
5. DO NOT LITTER THE INSIDE OF THE BUS OR THROW ANYTHING OUT OF THE BUS WINDOWS.

If for some reason there will be a change in your child's bus routine, a note must be sent in by the parent/guardian and given to the child's teacher in addition to the bus monitor. Phone messages will not be allowed. Students who ride the bus must be approved through the Superintendent's Office at 393-0900. Friends are not allowed to ride the bus home with bus students.

FIRE/EMERGENCY DRILLS

The district has developed an Emergency Response Plan to safeguard the safety and health of students and staff, as well as district property, in the event of a true emergency. Education Law now requires twelve drills to be conducted each school year, four of which must be lock-down drills, while the remaining eight are required to be evacuation drills. Fire drills are announced by the sounding of the fire alarm bells. These drills are conducted at various times during the school year to acquaint pupils with the correct procedures to follow in case of fire. The list of prescribed fire drill routes for the school is posted in each room, and the teacher will review them with the students. During a fire drill, students must leave the building and walk silently in a single, orderly line. During these drills, talking is not permitted. We must have silence in order to listen for any special instructions which may be given, especially if the group should encounter a blocked exit.

EMERGENCY HEALTH INFORMATION

New York State Law requires that every child who is admitted to the public school must have evidence of a successful vaccination for 2 MEASLES, 1 RUBELLA, 2 MUMPS, 4 POLIO, 2 Varicella (entering UPK and Grade 6), 3 Hepatitis B AND 5 DTap (DIPHtheria-TETANUS-PERTUSSIS). UPK needs 3 HIBS only 1 MMR, 1 Varicella and up to 4 PCV while Grade 6 needs Tdap. An information table with these requirements is available on the Ogdensburg City School District website.

School health screening physicals are conducted by the School Physician, on all students in junior kindergarten and/or kindergarten, 2nd, 4th, 7th, 10th. It is strongly recommended that students entering UPK, junior kindergarten and kindergarten be examined by their family physician and dentist. In addition, the School Nurse screens all students annually for vision, hearing, height, weight, blood pressure-BP, body mass index-BMI, and scoliosis. Referrals are made to parents/guardians as needed.

The Health Office is operated daily under the supervision of a registered nurse. The school nurse is responsible for maintaining a health record on all students. The Health office is designed to be an emergency station to care for minor illnesses or injuries that occur at school. Injuries or health concerns that occur outside of school should be treated at home or by your healthcare provider. The school nurse cannot diagnose or prescribe treatment. This is the responsibility of your family physician.

There are times when a student should remain at home for his/her own welfare and for the protection of others. *Students may not attend school if they have any of the following:*

- Fever, temperature of 100° or higher within the past 24 hours, with or without other symptoms. Students may return to school when their temperature has remained below 100° for 24 hours without fever reducing medication.
- A cold in the contagious stage; severe nasal discharge that is not clear in color.
- Any communicable disease (chicken pox, measles, etc.)
- Any undiagnosed rash covering the trunk and two or more extremities.
- Vomiting and/or diarrhea within the past 12 hours. If vomiting or diarrhea has occurred during the night or in the morning, the student must remain home.
- Untreated head lice or scabies.

If it becomes necessary for a child to go home because of illness, he/she will be sent to the health office and the parent/guardian will be contacted. In the event the parent/guardian cannot be reached, the person designated on the child's Emergency Card will be contacted. Children may not walk or ride their bicycle home when being released from the nurse's office.

If a child requires medication during school hours, parents/guardians are requested to contact the School Nurse so that the necessary arrangements can be made. A required school form is available for the doctor to complete, indicating the prescription, the dosage, and the time the medication is required. **NO MEDICATION WILL BE ALLOWED IN SCHOOL UNTIL THIS PROCESS HAS BEEN COMPLETED.** All medication must be delivered to and from school by parent/guardian. This includes all over-the-counter medications.

STUDENT DATA CARD

Each child is required to have on file in the school office an emergency student data card with the following information:

1. Parent(s) or guardian(s) name(s) and complete and up-to-date address.
2. Complete and up-to-date home phone and parent/guardian work phone.
3. At least four current emergency phone numbers of relatives or friends.
A child may not be signed out to anyone not listed on the data card.
4. Physician's name and telephone number.
5. Medical alert information.
6. Up-to-date Court documents regarding custody, guardianship, order of protection etc.

Note: Oftentimes there are custody changes throughout the school year. Please keep the office and your child's classroom teacher up to date with necessary paperwork.

Please keep the office informed of any ***change in address, phone number, place of employment, change in parent's/guardian's name***, addition/deletion of adults for pick-up, and custodial changes with documentation. This is for the protection of your child in case of a serious accident/illness. When making changes also indicate an update for ***Parent Square***.

MOVING

If you are planning to move out of our district, please inform the school as far in advance as possible. The school will be able to prepare a transfer sheet, prior to your child's last day, for your child to take to their new school. If you are planning to move within the district, you must inform the main office so that your child's school records can be transferred to his/her new school.

PARENT-TEACHER COMMUNICATION

Communication between the parent(s) and school is very important. Parent conferences for all grade levels are scheduled in the fall. In addition, parents of all junior kindergarten, kindergarten, first grade and second grade students may also have a parent-teacher conference at a later date in the school year. Parents are encouraged to conference with teachers, as well as with any other specialist with whom the child works (i.e. Speech, Title I, Resource Room).

If you would like to conference with your child's teacher in addition to these designated times, please feel free to contact that teacher to set up an appointment. It is often difficult to conference effectively in the spur of the moment. However, should an emergency arise, our teachers are always willing to meet with parents. Your communication is greatly appreciated.

Chain of command: To best address individual concerns, please begin the process with the person closest to the issue/problem so that specific information can be gathered. This often leads to the solution. For example, Classroom Teacher or Special Area Teacher, Principal, Assistant Superintendent, Superintendent, or the Board of Education.

Quick tips for success in parent conferences:

- Jot down questions in advance.
- Don't hesitate to ask questions.
- Stay focused on the needs of your child.
- Take notes.
- Share information freely.
- Relax! We are in this TOGETHER!

PARENT TEACHER REQUESTS

In the Ogdensburg City School District, student placement at the elementary level for the following school year is determined with a team which includes each child's current classroom teacher for the grade level, AIS reading providers, AIS math providers, special education teachers, speech providers, school counselors, literacy and math coaches, and the building principal. The team process takes into account each grade level classroom's gender ratio, academics, the need for specialized services, behavioral supports, and peer relationships. A parent who has significant concerns regarding their child's placement for the following school year may state their concerns in writing to the building principal. While shared parent concerns may guide the team's decision to place a student, they may not dictate or guarantee placement.

TEXTBOOKS AND LIBRARY BOOKS

The district, free of charge, furnishes textbooks. Students are allowed to freely borrow library books for a specified loan period. In the event a textbook or library book is damaged or lost, there may be a fee to pay for replacement costs billed to the student's parent(s)/guardian(s). You will be notified in the event of replacement.

REPORT CARDS

In grades UPK-6, the Ogdensburg City School district will transition to a standards based report card issued on a trimester schedule. Report cards will be issued on the following dates for the 2023-2024 school year.

- The first trimester ends on December 8, 2023. Report cards will be sent home no later than December 18, 2023.
- The second trimester ends on March 22, 2024. Report cards will be sent home no later than March 27, 2024.
- The third trimester ends on June 26, 2024, and report cards will be issued on that day.

STANDARDIZED TESTS

Students of all grades take various tests throughout the year so that their progress can be measured on a local, state, and national basis. The New York State Assessments will be administered to students in grades 3-6. The English Language Arts and Mathematics Tests will be administered in March and April. The NYS Science Test for Grade 4 students will be administered in late May and early June. Parents will be reminded well in advance of these test dates. Local assessments will be given throughout the year to monitor your child's progress.

PROMOTION - RETENTION

The Ogdensburg City School District operates under the philosophy that all children can learn with appropriate instructional modifications geared to meet the student's individual needs. Promotions and retentions are based on careful evaluation of the student's academic, physical, and social-emotional growth. Parents will be integral members of the decision-making team.

HOMEWORK POLICY

Regular, meaningful homework assignments are valuable and necessary.

The purposes of homework are:

- to reinforce and practice skills taught in class.
- to develop independent study skills.
- to enhance parent awareness of a student's progress.

The nature of homework may be:

- written/non-written drill and reinforcement activities.
- research assignments or independent study.
- assignments that encourage creative thought or expression.

A copy of the Homework Policy can be found in the OCSD August mailing or under the parent link on the district website homepage at www.ogdensburgk12.org. All classroom teachers will send home a notice of their homework and grading policy on the first day of school or at Open House. Please sign and return this document.

CHEATING

Students who cheat or assist others to cheat in any form will be dealt with as deemed appropriate by the teacher and/ or administrator.

COMPUTER USAGE IN THE ELEMENTARY SCHOOLS

All students in the elementary schools have controlled access to the Internet for instructional purposes only. The adult supervisors monitor computer usage very closely whether it is in the classroom or special areas. The Ogdensburg City School District reserves the right to monitor all computer functions conducted on school computers including, but not limited to, hard drive, e-mail, flash drives, etc. **PLEASE COMPLETE THE CONTRACT SENT HOME BY THE CLASSROOM TEACHER AND RETURN TO SCHOOL.**

SPECIALISTS

The Ogdensburg City School District offers a number of excellent programs for students who would perform better in a small group setting. The Federally funded Title I Program offers remediation in the areas of reading, writing and mathematics. Eligible students are scheduled to meet with the Title I teachers for a minimum of 90 minutes per cycle.

The District also provides a comprehensive Resource Room Program K-12. This program offers learning impaired students as well as other special needs students an opportunity to develop academic and social skills, while receiving academic support to provide success within the regular educational setting. Resource room teachers work closely with classroom teachers and parents to allow for open lines of communication.

There are school psychologists serving our student population. The psychologist is available to conduct testing and provide the faculty and parents with educational evaluations of referred students. If parents have special concerns about their children, the psychologist can be available for consultation. Please contact the psychologist through the building principal.

The speech therapist is considered an important part of the educational team and process. The main goal is to increase the student's power to communicate. This includes diagnosis and evaluation of each child's speech and language development.

STUDENT STUDY TEAM (SST)

At each elementary building, a team of support personnel meet on a regular basis to discuss specific student needs as determined by a referral through the child's teacher and/or the parent/guardian.

The SST strives to provide both parents and teachers with suggestions on how to best handle specific areas of difficulty. In some cases, referrals to service agencies or to the C.S.E. (Committee on Special Education) are recommended. The parent/guardian is always involved in this referral process and is part of all decision-making.

For additional information or for a copy of the Academic Intervention or Response to Intervention district plan, contact the building principal.

SCHOOL GUIDANCE and COUNSELING

The elementary guidance and counseling program is designed to help all students acquire the skills necessary to be responsible, productive, and successful members of society. This is accomplished through a range of preventative, educational, and responsive services. Counselors are student advocates whose purpose is to help all children achieve optimal growth in their intellectual, physical, social and emotional development, gain the maximum from their educational experience and be prepared to meet the challenges of a diverse and changing world. If you would like more information please contact Mrs. Jackie McNichol or Mrs. Arika Wulf at

393-4264 at Kennedy Elementary. For Madill Elementary please contact Mrs. Victoria Peabody-David at 393-7729.

SCHOOL BREAKFAST / LUNCH PROGRAM

A breakfast and lunch program is provided by the Ogdensburg City School District. A breakfast menu for the school year is sent home with students in September. A lunch menu is sent home each month with students, and is also available on the district website. All students have the opportunity to participate in the free breakfast and lunch program for the 2023-2024 school year!

BREAKFAST AND LUNCH PRICES (Prices listed below include tax)

ADULT BREAKFAST	\$3.00
ADULT LUNCH	\$5.25
MILK (STUDENT/ADULT)	.50

Visit **www.myschoolbucks.com** to sign up and take advantage of account balance, purchase history, low balance reminder, and even deposit money onto your child's account. Please check your child's account periodically to avoid a negative balance. Payment may also be made in person, with checks made payable to the Ogdensburg City School District. Please visit the school's website to view Food Services Information.

If children bring snacks to school they are encouraged to bring nutritious items such as fruit, vegetables, juices, etc. Soda is not permitted during the school day schedule.

Parents are NOT allowed to bring lunch from area restaurants into the cafeteria as this is a violation of New York State Department of Health regulations.

If the district is on a 2 hour delay schedule, a light breakfast will be served between 9:30-10:00 AM, when the children arrive at school.

FRUIT AND MILK CHOICES

Milk (CHOOSE 1)	Fruit (CHOOSE 1)
½ Pint of 1% Low fat White Milk	1 Cup 100% Juice
½ Pint of Skim Milk	1 Piece Fresh Fruit
½ Pint of Low fat Chocolate Milk	1 Cup Fruit Cup

FIELD TRIPS

Field trips within our city and to nearby points of interest are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce the students to the resources of the community. Parents/guardians will receive notices of field trips well in advance of the scheduled trip dates and will be asked to sign a field trip permission form. Chaperone information will be provided by the classroom teacher as well.

LOST AND FOUND

Lost and found items will be centrally located in each building. All inquiries should be directed to the office. Unclaimed items left at the end of the school year will be given to charitable organizations.

BIRTHDAYS

Unless the whole class is invited, please do not send birthday invitations to school. If you need a list of addresses for mailing purposes, please ask your child's teacher for that information.

MUSIC PROGRAMS

INSTRUMENTAL LESSONS

Grades 4-6

Parents must give written permission for their child to receive instrumental lessons. Students must be in fourth, fifth or sixth grade in order to take instrumental lessons. Small group instruction is given during the day on a rotating basis. If a student takes on the responsibility of a musical instrument he/she is responsible for bringing the instrument on the day of their lesson, being on time for their lesson, and practicing regularly at home. Some instruments are available for purchase or rental. Your school's band director will have information regarding such.

BAND

Students in the fourth, fifth, and sixth grade are eligible to participate in band. Band practice is held twice each cycle from 2:10-2:45 PM. Band members perform at the holiday and spring concerts, as well as the sixth grade graduations. Progress reports will be sent indicating student progress to keep parents informed. Fourth graders are invited to participate in band beginning in January based on their progress in group lessons.

CHORUS

Chorus is available to third, fourth, fifth and sixth grade students. Each section meets once per cycle from 2:10-2:45 PM. Information regarding sign up for chorus will be sent home in the fall. Parents interested in having their child participate in chorus must sign the parent permission form. Students who sign up for the fall are expected to make a commitment to perform at the holiday evening concert. Students may continue in chorus in the spring. Additionally, students not already in chorus may join the spring chorus. A note for parent permission will be sent home to communicate your child's interest. Those students in the spring semester will be expected to commit and perform at the spring evening concert.

OGDENSBURG COMMAND PERFORMANCES - YOUTH THEATRE (OCP)

The Ogdensburg City School District is proud of its relationship with OCP, who brings to the district professional touring theatre each year. These theatrical works are used by teachers to enrich the English/Language Arts, Science, and Social Studies curriculums. OCP cares deeply about our students being exposed to the arts. We are grateful for all of the work they do to support the arts for our students.

AFTER SCHOOL PROGRAM

The Betty J. Mallott AFTER SCHOOL PROGRAM was opened in January of 2001 by Cornell Cooperative Extension. The program is currently run by the Ogdensburg City School District, providing children in grades Junior Kindergarten through sixth with a quiet place to work, study and participate in various activities from 2:50 p.m. to 5:30 p.m. each day. Children are treated to a nutritious snack as part of the program. The Betty J. Mallott After School Program fee will be between \$30 and \$50 per week, depending upon the number of children enrolled from a family. More information and a permission form are available in the Main Office of each school.

PARENT-TEACHER ORGANIZATION

Each elementary building has a parent-teacher organization (PTO), which is highly involved in our school. All parents are urged to become active members. Each year the organization sponsors various fund-raising projects. The profits are used to provide field trips and special projects for the children as well as support technology for our teachers and classrooms. With the help of all parent volunteers, these projects can be very successful. Please lend a hand to this supportive organization. For more information contact your home school.

SITE-BASED COMPACT FOR LEARNING

Effective partnerships among families, communities, and schools are an essential element of a child's educational journey. Committees have been established at each of the school buildings in Ogdensburg. Committees are comprised of parents, teachers, administrators, support staff, and business representatives from the community. These committees work together to provide the best educational experiences for all children. Parents are encouraged to share their ideas and suggestions for making our schools an enjoyable learning experience.

Kennedy School Site Based Committee

Site Based Committee Meetings will be held at 3:15 pm in the library (unless otherwise noted) on the following days: September 19, November 14, January 9, March 5, May 7, June 11.

Kennedy School Parent Teacher Organization (PTO)

PTO Meetings will be held at 6:00 pm in the library (unless otherwise noted) on the following days: September 11, October 2, November 6, December 4, January 8, February 5, March 4, April 8, May 6, June 3.

Madill School Site Based Committee

Site Based Committee Meetings will be held at 6:00 pm on the third Wednesday of each month in the library.

Madill School Parent Teacher Organization (PTO)

PTO Meetings will be held immediately following the Site Based Committee meeting on the third Wednesday of each month in the library.

DRESS CODE (from the 2023-2024 Ogdensburg City School District Code of Conduct)

The dress code is in effect not only to provide for the safety of students in a variety of situations but also to provide for the orderly course of business free from the distractions and interruptions associated with inappropriate and/or offensive attire.

Shoes: Open toe shoes, particularly flip-flops, are not to be worn in the following classes: technology, physical education, food and nutrition, science labs and home and careers. Further, shoes that do not have a strap across

the back or have a high heel are not recommended for school due to the hazards on the stairs and in the hallways.

Shirts: Clothing which is considered beachwear is not appropriate for school. This includes: (a) muscle shirts, (b) cropped tops, (c) tube tops, (d) halter tops, (e) tops that tie at the shoulders or neck, (f) shirts that plunge in front and/or back and open backs and uncovered shoulders (one or both). Spaghetti straps are not permissible. Tank top straps must be of a width of at least three fingers at the shoulders, as measured by the students' own fingers. There will be no display of cleavage.

Pants, skirts and shorts: (a) pants, skirts and shorts must be worn above the hips, (b) pants, skirts and shorts must cover undergarments at all times, (c) pants, skirts and shorts that are too loose at the waist should be worn with a belt, (d) rolling over the waistband of pants, skirts and shorts is not permissible, (e) gym shorts are not permissible and (f) skirt and shorts lengths must fall below the students' fingertips when standing upright. There will be no gaps between tops and bottoms.

Underwear: Underwear is a private matter and should not be visible at any time. Clothes which gap or reveal a student's underwear when hands are raised and/or when a student is seated or bends over are not considered appropriate for the school setting.

Outerwear: Coats, jackets and other outerwear may not be worn in instructional areas or the cafeteria.

Headgear: Caps, visors, toques and other headgear may not be worn in instructional areas or the cafeteria.

Hoods, bandanas, headbands or scarves that may hide or mask the student's identity may not be worn at any time. **Exception: bandanas may be worn as a mask due to health concerns or other medical reasons.

TITLE IX, 504 and ADA Coordinator

The Board of Education of the Ogdensburg City School District mandates that each district student, regardless of race, color, creed, sex, national origin, religion, age, marital status, or otherwise qualified persons with a mental or physical disability, shall be afforded equal educational opportunities in all areas of educational programs, course offerings, student activities, counseling services and student athletics.

Any Student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately, pursuant to 5020.1-R so that appropriate corrective action, up to and including discharge of an employee or suspension of a student, may be taken at once. The complainant shall not be discouraged from reporting an incident of alleged sexual harassment. In absence of a victim's complaint, the Board or administrator, upon learning of, or having reason to suspect, the occurrence of any sexual harassment, will ensure that an investigation is promptly commenced by appropriate individuals.

The Title IX Coordinator is:

Ms. Brooke Reid
1100 State Street
Ogdensburg, New York 13669
315-393-0900, ext. 31902

The Title 504 and ADA Coordinator is:

Ms. Rebecca Bascom
1100 State Street
Ogdensburg, New York 13669
315-393-0900, ext. 31905

Ogdensburg City School District
Ogdensburg, NY 13669



Elementary Program

Grant C. Madill Elementary
 800 Jefferson Avenue
 (315) 393-7729 Fax: (315) 393-0419

John F. Kennedy Elementary
 801-809 Park Street
 (315) 393-4264 Fax: (315) 394-0480

UNDER PENALTY OF PERJURY, I swear (or affirm) that the legal paper submitted to the Ogdensburg City School District on this _____ day of _____, 20_____, with respect to the custody arrangements for _____ (student's name) are current, valid, and still in effect, and that there are no legal documents with any later date that alter the custody arrangement set forth in these papers.

Parent/Guardian Signature Date

Attention Parents/Guardians

Due to a dramatic increase in possible life threatening food allergies, all home baked and unpackaged foods will be prohibited in the Elementary Schools. This must be strictly adhered to in order to keep our students safe. For special celebrations (holidays/birthdays) in class, teachers will send home notices with a list of specific foods that will be allowed in the classroom. For these celebrations peanut free, store packaged, labeled products such as cupcakes and cookies are allowed. **Only products with peanut free manufacturer's stickers, on the packaging, will be allowed in the school buildings. Please refer to the sample images at the bottom of this page.** This does not apply to food students bring in for lunch from home.

PEANUT FREE/TREE NUT FREE SNACK LIST

- Avoid snacks that contain peanuts, peanut flour, peanut oil, or peanut butter or other nuts. This includes snacks with almonds, coconuts, filberts, Brazil nuts, cashews, hazelnuts, macadamia nut, pecans, pine nuts, pistachios and walnuts.
- Read labels carefully to make sure the products are nut free. This includes labels that read, "May contain traces of peanuts/nuts" or "processed in a facility that processes products that contain peanuts/nuts." Food labels and ingredients change over time, so always read the label each time before purchasing snacks.
- Include the packaging of your treat when you send it to the classroom, so that the label may be rechecked if there are any questions.

Thank you for your consideration and support in keeping the food-allergic child safe from having a life threatening allergic reaction at school.

Healthy Snacks

Fruits and Vegetables

Any fresh fruit or vegetable
Applesauce cups
Raisin, Craisins, and other dried fruits
Vegetable dips

Cheese/Dairy

Yogurt in individual cups or tubes
Pudding in individual cups, cans or tubes
String cheese or other cheeses
Cottage cheese

Cereals

Cheerios – Plain
Cinnamon Toast Crunch
Corn Flakes
Kix
Crispix
Wheaties
Frosted Mini-Wheats
Kashi (Go Lean Crunch, Good Friends,
Cinnamon Raisin, Heart to Heart)

Crackers

Triscuits, Wheat Thins, Vegetable Thins
Cheez-Its, Cheese Nips, Better Cheddars
Saltines, Oyster Crackers
Wheatables, Air Crisps, Munch'ems
Goldfish Crackers
Graham crackers, Graham cracker sticks
Teddy Grahams

Other Snack Items

Popcorn
Pretzels
Nutrigrain cereal bars/yogurt bars
Special K Snack Bites
Fig Newtons (all flavors)
Kellogg's brand Rice Krispie Treats (Originals)
Sun Chips

