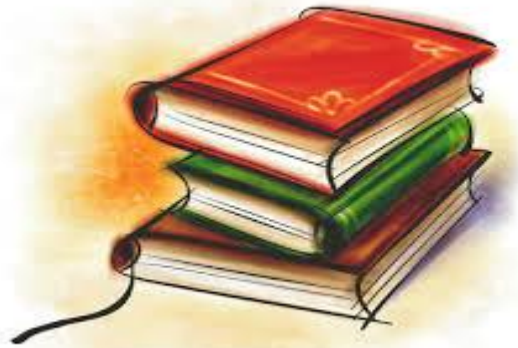


**QUEENSBURY
ELEMENTARY SCHOOL
STUDENT/PARENT
HANDBOOK
2023-2024**



**Work hard, Do your best,
Achieve your dreams at QES!**
www.queensburyschool.org/qes

OUR DISTRICT MISSION:

**Empower all students to be lifelong learners, inspired to pursue their dreams
and to contribute to the global community.**

This handbook was designed to answer many of the questions that you may have as your child enters Queensbury Elementary School. Please refer to the district website at www.queensburyschool.org for our district calendar and other important information.

Admission Requirements: All children entering the Queensbury School District are registered through our registrar. Please call (518) 824-5604 or visit <https://www.queensburyschool.org/about-us/student-registration/> for more information.

Arrival: Student arrival is **between 8:45-9:00**. **No staff supervision is provided prior to 8:45**. Parents who are dropping off students may drop them off along the back parking lot curb. **Parents should remain in their vehicle, and staff will assist your child to the classroom.**

Attendance: Good attendance promotes academic success. All students should arrive at school on time. Students need to be in the classroom no later than 9:05 a.m. They may enter the building starting at 8:45 a.m. Unless an emergency occurs, please schedule appointments outside of the school day. If your child is tardy, please have him/her report to the UPK-3 Office for a late pass. A written excuse is needed to explain the tardiness. **If your child is absent, please call the office at (518) 824-1631. A written excuse should be sent with your child when he/she returns to school.** If a student is going to be absent for an extended period of time, we would like to receive notification in order to make plans for his/her educational accommodations (if possible) during the absence.

Excused and Unexcused Absences: Excused absences are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, military obligations, or such other reasons as may be approved by the appropriate building administrator (including, but not limited to, absences due to circumstances related to homelessness). All other absences are considered unexcused absences. **All absences must be accounted for.** It is the parent's responsibility to notify the school office within at least 24 hours of the absence and to provide a written excuse or verbal confirmation upon the student's return to school. For homeless students, the homeless liaison will assist the student in providing or obtaining documentation, if needed.

Attendance Letters: Parent/guardian(s) will be notified if a student is consistently tardy or absent. **Letters will be generated and sent home when students reach 10, 15, and 20 absences and 15 and 25 tardies.** **A meeting may be requested with the administration or school counselor when attendance becomes a concern.**

Attendance at Evening Events: We ask that students unable to attend school due to sickness please refrain from attending evening school events as well.

Birthday Party Invitations: If invitations are handed out at school, **they must be distributed to all of the students in the class**, or to all of the boys or all of the girls in the class. If all classmates will not be invited, we suggest mailing invitations. Please understand that we cannot give out student addresses.

Birthday Celebrations in the Classroom: Birthdays will be celebrated in an inclusive manner. We know how excited our students are to celebrate their birthday with classmates. Please refrain from sending in food items to celebrate birthdays. Non- food items are welcome. Please [click here](#) to see ideas about how to celebrate birthdays without including food.

Buses: Traffic can be busy on Aviation Road and the QES campus. We recommend that students ride our buses. Buses depart QES at 3:40 p.m. If you choose to transport your child, we must have a written request. You may email Mrs. Paquin (kpaquin@queensburyschool.org) AND Mrs. Pratt (cpratt@queensburyschool.org) in the UPK-3 Office. Please include both in the email in case one of them is absent. All correspondence regarding transportation or pick-up changes should be sent to the UPK-3 Office, not the classroom teachers as teachers are not able to check email frequently.

If you need to make a change in your child's transportation arrangements, you must do so prior to 12:00 p.m. This allows our office staff adequate time to communicate changes to classroom teachers and avoid confusion at dismissal.

Bus Safety/Bus Behavior: Students are expected to be respectful at all times while riding the school buses. **Safety is a priority.** All QES students will attend bus-safety assemblies during the month of September. Safety is discussed throughout the year, and tips are given on what to do if someone is misbehaving. Transportation to and from school and school-sponsored trips is a privilege, and not a right. **Disrespectful and/or unsafe behavior could lead to loss of riding privileges.**

Care of School Property: Students are responsible for proper care of all Chromebooks, school assigned electronic devices, books, supplies, equipment, and furniture supplied by the school.

Closing of School/Emergency Closings: When school must be closed for reason of an emergency or hazardous driving conditions, the official announcement will be broadcast over local radio and television stations and posted on the district website, district social media, district App, and the campus marquee.

Code of Conduct: In order to ensure the safety of all students and maintain an environment that is conducive to learning, Queensbury school has a Code of Conduct and behavior intervention procedures. The Code of Conduct is also part of the district-level safety plan. While the code does not limit or restrict freedom of speech, nor any constitutional or individual right, it prohibits the abuse of individuals and, therefore, maintains the academic environment appropriate for an elementary school. **In compliance with the Dignity For All Students Act, students or adults are not to bully, annoy, bother, or tease another student; nor will they treat a person differently because of how they look or act.** This includes, but is not limited to, race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender identity, or sex.

Disrespectful and unfair behaviors and/or words can interfere with a student's education or make them scared. **At Queensbury Elementary School, we will not tolerate students using words that can hurt a person's feelings or physical contact that can hurt a person's body because of what is, or appears to be, their: race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender identity, or sex.**

Students who don't want to come to school or who don't feel safe because they have been treated unfairly because of what is, or appears to be, his/her: race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender identity, or sex OR who have knowledge that other students have been treated this way should immediately tell an adult in the school. When possible, they should help the student who is being hurt.

Prohibited Student Conduct

- A. Engage in conduct that is disorderly
- B. Engage in conduct that is insubordinate
- C. Engage in conduct that is disruptive
- D. Engage in conduct that is violent
- E. Engage in conduct that endangers the safety, physical/mental health, or welfare of others
- F. Engage in misconduct while on a school bus
- G. Engage in any form of academic misconduct
- H. Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt, the educational process in the school or at a school function

[Please click here to view the district's student behavior intervention procedures.](#)

Concerts: The Third-Grade Chorus presents a December and a spring concert. Concerts are held in the High School Auditorium. Parents are responsible for student transportation to and from the concerts. We encourage special concert attire of black bottoms and white tops for our performers. The annual district-wide calendar contains all concert dates.

Counseling Services: The School Counseling Program at the elementary level of education addresses the personal, social, emotional, and academic needs of all students in Grades UPK-3. The role of the elementary school counselor is to counsel, consult, and collaborate with administration, staff, students, parents, and community agencies.

Custody: Please supply the school with all necessary court documents. We will follow legal documents, so please notify us as soon as possible with changes.

DASA: The Dignity for All Students Act (DASA) was enacted to provide students with a safe, supportive educational environment, free from discrimination, harassment, and bullying. Queensbury Schools does not allow students or adults to be hurt, teased, or made to feel unsafe by other students or adults.

Dismissal/Student Pick-up: Classes will be actively involved in learning activities up to dismissal time. **Student pick-up is located behind the elementary school and takes place between 3:10 and 3:25 p.m.** When students are picked up prior to dismissal for appointments and such, they must be signed out at the UPK-3 Office. **Students board the buses at 3:30 p.m.**

Half-Day Dismissal: **Student pick-up is between 11:00 and 11:25 a.m. Students board the buses at 11:30.** Since the number of students picked up increases significantly on half days, advance notice is greatly appreciated.

Dress Code: Student safety, comfort, and overall concern for one another drive our thinking.

Please refrain from:

- Short shorts and baggy pants which fall below the hips or are too long in length
- Halter tops, tank tops, spaghetti straps, midriff-baring tops, shorts shorter than the length of the wearer's downward extended arms, high-heeled shoes, and flip-flops
- Clothing depicting alcohol, drugs, tobacco, violence, or sexual connotations
- Jewelry, pocket chains, or accessories with sharp edges or points that are dangerous to the wearer or others

Electronic Equipment: Electronic equipment such as cell phones, DS Systems, or IPODS will not be allowed in school without written parental and administrative permission and will be kept in the student's backpack during the school day. **Any electronic devices that disrupt the educational environment will be held in the main office for a parent or guardian to pick up.**

Family/Parent Engagement: We value the collaboration between families and school. Parent feedback is always welcome. At any time, parents can request a parent/teacher/counselor/administrator meeting or a parent conference or participate in specific events where feedback is solicited. QUFSD has a Parent and Family Engagement [policy](#) and parent input is valued. If you have specific feedback to our Title 1 programs you may use the linked Google Form to provide feedback to us. For more information on our programs, including Title 1, you may attend our PTSA meetings.

Food Services: The program will begin on the first day of school. Breakfast will be a grab-and-go breakfast to be eaten in the classroom, and lunch will be eaten in the Cafeteria. Monthly menus will be sent home and are available in the food services section of our website.

The federal Universal Free School Lunch program has come to an end this year, and thus, Queensbury UFSD has reverted back to paid breakfast and lunch for all students, except those who qualify for free or reduced meals.

Some districts are able to provide free meals to their community due to fitting within the NYS requirements of over 50% of the school community being at-risk or in-need families. However, Queensbury UFSD currently is at 39% in this bracket, and thus not all meals are free.

To fund your child's school meal balance, visit the [MySchoolBucks account here](#). If your child's paid account does not have funds available, a negative balance will accrue over time. The district will never deny any child a meal for any reason, including insufficient funds in their account. If you feel your family should qualify for free or reduced price meals, please [fill out the application for Free and Reduced Price Meals online](#). If your family qualifies for free or reduced price meals, the district will work with your family to reduce outstanding balances.

In more news, Queensbury Elementary school is working to transition to a new meal system. Previously, elementary school students had to remember a PIN code in order to pull up their account. This caused long lunch lines and wait times for students. Therefore, this year, we are moving to using barcodes in the elementary school Cafeteria in order to alleviate wait times. There is no action required from families except to fund MySchoolBucks account if needed.

For more information on Queensbury UFSD meals including menus, [click here to visit our website](#)

School Meal Prohibition Against Meal Shaming:

- School will not publicly identify or stigmatize any student on the line or discuss any outstanding meal debt in the presence of any other students.
- Students who incur meal charges will not be required to wear a wristband or handstamp, or to do chores or work to pay for meals.
- Schools will not throw away a meal after it has been served because of the student's inability to pay for the meal or because of previous meal charges.
- Schools will not take any action directed at a pupil to collect unpaid school meal fees.
- Schools will deal directly with parents/guardians regarding unpaid school meal fees.

- Cafeteria Rules:**
1. Good manners are a must
 2. Maintain safely distanced seating
 3. Speak in a quiet voice
 4. Show respect to everyone
 5. One trip to the garbage
 6. Raise your hand if there is a problem
 7. Check table and floor for garbage before you leave
 8. No throwing or trading food
 9. No toys, baseball/trading cards, or electronic devices (unless medically necessary)
 10. No glass bottles or containers

Idling School Buses: State Education Law requires drivers of school vehicles to turn off the engine while waiting for passengers to load or offload, with some exceptions when necessary for heating, mechanical, or emergency circumstances.

Lost and Found: Children may claim lost items that have been turned in at the UPK-3 Office. **Parents are encouraged to label personal belongings, which have a tendency to be left behind when a student is in a hurry.** All lost-and-found items will be donated to charity if not claimed within a three-month period.

Media Center: We are very proud of our wonderful Media Center. Children attend the Media Center one day out of the five-day schedule. During this time, they may sign out books. On their next scheduled Media Center class, they are to return all books. Students can only sign out additional books if all books have been returned.

Medication: In compliance with state law, there are procedures that must be followed when it is necessary for a student to take medication during school hours. **Any medication, prescribed and over the counter, may be administered only with physician authorization and a parental permission note. Medication must be brought to school by an adult.** All medicine must be in a pharmacy-labeled container or original manufacturer's package. This procedure applies to both prescription and non-prescription drugs, (e.g., Motrin, Tylenol, Antihistamine, etc.) If you have any questions, please contact the school nurse.

Moving: Please notify the office as soon as possible if your child will be attending another school district.

News/Communications: We provide information about upcoming events, special projects, etc. through various means: notes sent home, school website, school Facebook page, and school Twitter page. **Updates are often sent to parents' email addresses through ParentSquare.** Please check your email regularly and be sure we have your updated email address.

Open Houses: The elementary school hosts Open Houses in order to familiarize parents with their children's teachers and classrooms as well as our building. **These events are held in the fall of each year and are listed on the district-wide school calendar.**

Parent-Teacher Communication: Parent-teacher conferences will be held in the fall. If you are unable to attend and would like to meet with your child's teacher, it is important to write a note to the teacher or call the office to set up an appointment.

Teachers are unavailable to speak with parents during the morning drop-off, instructional times, and afternoon pick-up. During these times, it is important that teachers are able to focus on their students. Please email, send a note, or leave a phone message if you would like to speak with your child's teacher. He/she will be happy to get back to you.

Parking: In order to ensure the safety of the children, we ask all parents to park in the front parking lot when dropping off or picking up their child **outside of regular arrival and dismissal times**. For safety reasons, please do not drive in the bus loading and unloading areas. Parking in the rear parking lot is allowed for evening events and special school occasions.

Pets and Animals: Considerations of students with allergies will be given priority when decisions are made regarding pets and animals visiting school. Teachers and administration must approve any visits by pets.

Phone Numbers: Important Elementary School Phone Numbers:

Nurse's Office: (518) 824-1603

UPK-3 Office: (518) 824-1601

Playground Rules: We are very proud of our wonderful playground. We do have some important rules to keep all students safe:

1. Look out for each other--BE KIND
2. Do not climb up slides--use the ladders
3. Use slides one at a time, feet first
4. Do not climb on top of the monkey bars
5. Sit on the swings
6. No running on the playground
7. Report any problem to the nearest teacher

PTSA: QES has a very active PTSA that does a great deal to enhance our building. Numerous special events are organized by the PTSA. **Your participation is strongly encouraged in this group.** Meetings are held once a month. More information about meeting dates, committee chairpersons, etc. can be found on our website.

Report Cards: Report cards are sent home in hard-copy form at the end of each marking period, with the exception of the first marking period. These are handed out during parent-teacher conferences. Please refer to the district calendar for specific dates.

Restorative Practices: Student Management Mission Statement (QUFSD) - All students will feel safe, respected, and will take responsibility for their actions to maintain a positive culture of learning. In support of our student-management mission statement, we subscribe to using restorative practices. Restorative practices promote inclusiveness, relationship building, and problem-solving. Students are encouraged to reflect on and take responsibility for their actions. Students who violate the code of conduct will come up with plans to correct problem behaviors (www.iirp.edu).

School Safety: The safety and security of children is of utmost importance. Please understand that we have procedures in place to ensure this, and we appreciate your cooperation. Our school safety guidelines are:

1. **Enter and exit from the UPK-3 Office area only. Please be prepared to show a valid, government-issued ID to obtain entry to the school, pick up students, etc.**
2. The UPK-3 staff will give you a badge for passage through our hallways and any directions you may need.
3. Please supply us with court documents if you are the only one who is to pick your child up.

Snack Delivery: Please leave all snacks at the UPK-3 Office. A staff member will deliver them to the proper classroom.

Special-Area Classes: Students at QES are on a five-day schedule for special-area classes. Children at QES experience a wide range of special-area classes including Art, Library, Music, Physical Education, Makery, PEP, and Third-Grade Chorus. Please refer to your classroom calendar to determine which special-area class your child will have each day. We also offer periodic before- and after-school enrichment programs.

Special Events: Throughout the school year, QES celebrates a number of special events that have become very important to our school. Please check your school calendar for the dates of these events. Additional information will be sent home regarding these special days. School Pictures, Bus-Safety Assemblies, Fire-Safety Month, Book Fairs, Grandparents Breakfast, Pick-a-Reading Partner (PARP), 100th Day Celebration, Art Show, Safety on Wheels, and Field Days are among the many special events that we look forward to each year.

Student Photos & Work: Student directory information depicting school-related activities (e.g., name, grade, awards, activities, photos) is occasionally released for use in district publications, on the district website or social media pages, or by the media. **Parents/guardians who object to the release of their child's directory information should notify their child's school principal in writing by September 15, 2023. The request must be renewed each year.**

Title 1 We receive Title 1 federal funding to support our programming at QES. Specific feedback/complaints related to Title 1 can be made through the following link: [NYS ESSA Complaint Procedures](http://www.nysed.gov/essa/new-york-state-essa-funded-programs-complaint-procedures) (<http://www.nysed.gov/essa/new-york-state-essa-funded-programs-complaint-procedures>).

Motto: Each morning, after the Pledge of Allegiance, we recite our school motto:

“Work hard, Do your best, Achieve your dreams at QES!”