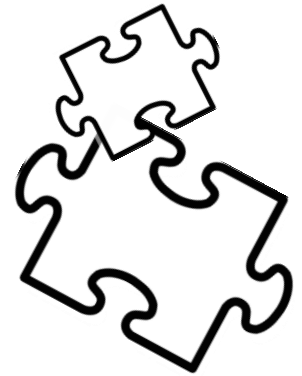


Project CONNECT



Parent/Guardian Handbook

2019-2020

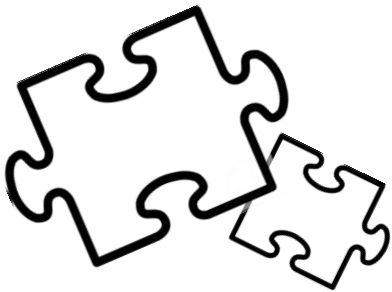


Table of Contents

Introduction and Program Overview	page: 4
Registration and Tuition	page: 6
Policies and Procedures	page: 8
Attendance and Sign out	page: 11
Health and Safety	page: 12
Contact Information	page: 16
Appendix	page: 17

Introduction/Program Overview

Project CONNECT welcomes you and your child(ren) to the Project CONNECT after school program, a unique partnership between the SUNY Plattsburgh Teacher Education Unit and the Plattsburgh City School District. This Parent/Guardian Handbook was designed for you, as a parent/guardian of a child participating in Project CONNECT. It includes information about the program, expectations for participating families, and important policies and procedures.

Please note that the Program Director reserves the right to change this handbook at any time. If any changes are made, you will be given a new copy of this handbook for your review and records.

If at any time you have questions about the policies herein, or feel that certain matters are not included that should be, please bring your concern to the Program Director.

Goal of Project CONNECT

Project CONNECT provides an enriching, inquiry-based program that provides a stimulating, welcoming, and supportive environment for participants and their families. Project CONNECT uses a unique staffing structure that strives to meet the community's needs using faculty, site directors, group teachers, and teacher education students. Our program differs from other aftercare programs because of our structure and support for learning outside of the classroom.

Dates/Hours of Operation

Project CONNECT's calendar mirrors that of the Plattsburgh City School District. **The program is only in session when the school is in session.** In addition, we provide early release day care a limited number of students at an additional cost. Project CONNECT's programming operates from dismissal until 5:30 pm. **In the event of an emergency closing or an early closing, Project CONNECT will be closed as well.**

Staffing/SUNY Plattsburgh Teacher Candidates

Project CONNECT is staffed with a qualified Site Director and group teachers and SUNY Plattsburgh Teacher Candidates. The Teacher Candidates plan and implement a wide variety of programming under the supervision of the SUNY Plattsburgh faculty and the Site Directors. All Teacher Candidates that work independently with participating children are subject to background check and fingerprinting in compliance with Project CONNECT's licensing agency, the New York State Office of Children and Family Services (OCFS). Each participating Teacher Candidate is assigned one site and one or more days per week to work. If you ever have any questions or concerns about anything regarding Teacher Candidates please bring them to the Site Director, visiting SUNY Plattsburgh faculty, or the Program Director.

Daily Schedule (may vary slightly by site)

Check-in, recreation, and snack time (rotating groups)

Homework

Project-based, enrichment activities

Recreation/Free Choice Centers

Project CONNECT Discipline Plan Overview

Participants are expected to follow the rules as outlined in the school student handbook and other site-specific rules at all times. In order to maintain a safe and secure environment, staff and Teacher Candidates work closely with participants and parents to ensure proper behavior, utilizing the Plattsburgh City School District Positive Behavioral Interventions and Supports (PBIS) model. Teacher Candidates working with Project CONNECT learn about various aspects of student development and student management during Project CONNECT under the guidance of the Site Director and SUNY Plattsburgh faculty.

In the event of a disciplinary problem that cannot be addressed immediately, a behavior referral form (see appendix) will be completed by the Site Director, which the parent/guardian must sign. Consequences for behavior referral are shown below.

- First Offense – Parent Contact
- Second Offense – Parent Meeting for Behavior Plan and Pick up from Program
- Third Offense – Parent Contact, Pick up from Program, and Suspension (# of Days _____)
- Fourth Offense – Removal from Program

Please note that physical aggression against another participant or staff, running away, or any other act that may endanger themselves or anyone else may result in immediate action/removal.

Parent/Guardian and Family Involvement

We encourage parents/guardians and family members to become involved in Project CONNECT. This will occur inherently through information sharing about your child's welfare and participation in activities. Monthly newsletters are also sent out via email to all to keep you informed about events, programs, and activities. Parents/Guardians can also become involved through volunteering with the program, program open house events, and conferences.

Registration and Tuition

Enrollment/Registration

To apply for enrollment, parents/guardians must complete the online registration form and provide immunization records for each child. There are a limited number of students the program can serve. As a result, priority will be given in the following order: Prior enrollment history, teacher/school recommendation, and program needs.

Tuition

The tuition schedule for the 2019-2020 program is listed below.

Child Breakdown	Per Month Payment
Single Child	\$200
Two Enrolled Children	\$325
Maximum Family Charge (3+ children)	\$425
½ Tuition scholarship	50% of Monthly Payment
Free tuition scholarship	No Charge

*A limited number of scholarships will be available via the lottery system and in compliance with Federal Income Eligibility Guidelines.

Tuition Payments

Payments for tuition are required to be paid by the **1st of each month**. Payments are accepted by check, money order, or credit card. Payments can be made online, via mail, or in person to SUNY Plattsburgh (address below). Payments will not be accepted on site under any circumstances. In August you will receive a payment page for the first five required payments. (September –January). In January you will receive another payment page for the remaining five required payments (February-June). In addition, email reminders will be sent each month. When mailing a payment, it is important to include the monthly remittance slip with your specific account number so the payment can be applied to your account correctly.

*Online payments can be made at: <https://machform.plattsburgh.edu/view.php?id=95008>

SUNY Plattsburgh - Student Accounts
101 Kehoe Administration Building
Plattsburgh, NY 12901
518-564-3120

Credit card payments can be made over the phone or in person at Student Accounts. **Before making any payment, you must know your account number.** The Site Director, Program Director, and Program Administrative Assistant will be able to provide you with your account number if needed.

Please note that tuition costs are billed as a monthly amount only and are spread evenly across for the entire 10 months of programming each year. They are not based on the number of days Project CONNECT operates each month. Operational days for Project CONNECT vary each month based on many factors, such as the school calendar and/or holidays. There will be no reduced payments for months with fewer operational days than others. Additionally, payments will not be reduced based on the number of days that your child attends each month. Please see the attached Plattsburgh City School Calendar for an overview of days of operation.

Late Payments

Parents/Guardians are expected to make payments on time. In the event that a payment is **more than** a week late, you will receive an email or a phone call reminding you to make a monthly payment. **In the event that a payment is not received by the end of the month, your child(ren)'s participation in Project CONNECT will be suspended until payment is made.** During the final month of Project CONNECT, suspensions will be made if the bill is unpaid after one week overdue. That being said, extraordinary circumstances do arise; we will try to do our best to work with you on a payment plan. Please contact the Program Director to discuss options.

Refunds

In the event that you withdraw your child from Project CONNECT or your child is dismissed from Project CONNECT, refunds for partial months will not be given. However, any full unused month that was paid in advance will be completely refunded.

Scholarships (and the Loyalty Discount)

A limited number of full and half-rate tuition scholarships are available for those families in need of financial assistance. Eligibility is self-reported by parents during the registration process after reviewing the Federal Income Eligibility Guidelines. If your child qualifies for a full tuition scholarship and there are not any full scholarships available, you will be offered the opportunity to participate at the half scholarship rate. Parents/Guardians will be notified, via mail, if your child has been granted a scholarship prior to the start of each program year. All full and half-tuition scholarships are awarded via the lottery system following the program registration deadline (or when program capacity is reached).

Many families returning to Project Connect are eligible for our Loyalty Discount. The Loyalty Discount is a 20% tuition rate discount and is offered to parents of paid status only. (The Loyalty Discount cannot be combined with a full or half-tuition scholarship.) Families will automatically be awarded the Loyalty Discount during the scholarship award process if they meet the following criteria:

- 1) At least one child in the family was enrolled in Project Connect for the entirety of the previous academic year
- 2) Monthly tuition payments were submitted in a timely manner in the previous academic year and continuous care was offered for the entirety of the previous academic year

Provided Snacks

A healthy snack will be provided each day free of charge. A snack calendar will be provided monthly. Please alert the Site Director if your child is allergic to any planned snack and an alternative snack will be offered. If you choose, you may send in an alternative healthy snack for your child. (No refund or tuition discounts will be issued should you choose to send your own snack.)

Current SUNY Plattsburgh Students

Please note that if the person responsible for paying the Project CONNECT tuition is currently a student at SUNY Plattsburgh, student loan money may be applied automatically to your child's tuition. For more information about this process, please contact Student Accounts directly at (518) 564-3120.

Policies and Procedures

Roles and Responsibilities of Parents/Guardians

Parents and guardians are responsible for:

- Making tuition payments on time
- Picking up your child(ren) daily by the close of the program (5:30 pm)
- Notifying Project CONNECT if:
 - Any information on the registration form changes (telephone numbers, addresses, pick up information, etc.)
 - Your child attended school, but will not be attending Project CONNECT on any given day or period of time.
 - There is a change in the daily departure routine of the person picking up your child(ren) – completed in writing and in advance.
 - Your child is being withdrawn from Project CONNECT.
 - Your child's participation in program activities is limited due to health or other concerns.
 - Your child has any allergies and/or requires a medication waiver to be completed.

Note: A child may be dismissed from the program if a parent/guardian does not meet the above responsibilities.

*If you are withdrawing your child(ren) from the program, a written notice **must** be submitted to the Program Director at least two weeks in advance.

Roles and Responsibilities of Participants

Participants in Project CONNECT are expected to always conduct themselves in accordance with the already established policies and procedures of their school. The staff of Project CONNECT aims to continue and support any school-wide mandates regarding expectations for student behavior. Please refer to your child's school student handbook for any questions regarding the student code of conduct. Participants should also be aware that while participating in Project CONNECT programming they are to be respectful of school faculty, staff, and property. Any vandalism or destruction of school property will be communicated to school administration. Parents/Guardians may be liable for any property damage and your child may be dismissed from Project CONNECT for any destruction of property.

Dress Code

Participants in Project CONNECT are expected to follow the dress code set forth by their particular school's student handbook. Due to the nature of the Project CONNECT programming it is recommended that each child wear (or have access to) tennis shoes daily.

Tobacco Use

While on site at Project CONNECT and on the property of the Plattsburgh City School District parents and/or authorized pick up persons are asked to not use any tobacco products (cigarettes, chewing tobacco, etc.)

Personal Belongings

Participants should keep all personal belongings in their backpack. Any personal items (coats, bags, lunch boxes, etc.) should be labeled with your child's name. **Any toys or electronics should be left at home.** Parents/Guardians will be notified in the event that participants are asked to bring any personal item from home for an activity during Project CONNECT hours. Weapons (guns, knives, etc.) or any toy that resembles a weapon are never permitted to be used at Project CONNECT and should be left at home. Project CONNECT assumes no liability for lost or damaged items. Per school policy, please note that students may **not** return to their classroom after school is dismissed and students have been turned over to our care.

Personal Cell Phone Use

Personal cell phone usage (either sending or receiving calls, texting, or web browsing) during program hours from students enrolled in Project CONNECT is strictly prohibited. There are **NO** exceptions. All phones should be turned off throughout the day, and should not be seen at any time. If a participant needs to call a parent/guardian for an emergency, the Site Director will allow them to use a phone on site, or call for them.

Homework

Project CONNECT's daily schedule will allow for homework assistance daily for *approximately 30 minutes*. Parents/Guardians should be aware that while participants will have an opportunity to work on their homework, it may not be fully completed on site. Parents/Guardians should check to ensure that all homework is completed every night. Parents/Guardians are welcome to speak with the Site Director about your child's specific needs when helping with homework. The Site Director will make every effort to accommodate, but due to the number of participants it may be difficult for each child to receive individual assistance daily. Teacher Candidates and staff working with participants during Homework time will always encourage participants to work on their homework during that time, however sometimes participants report they do not have homework, fail to use their time effectively, or refuse to do their work. If this happens, Project CONNECT will make reasonable efforts to make sure that parents/guardians are informed.

Photo Consent/Release

As parents/guardians of a participant of Project CONNECT you are given the option to sign a release to allow your child's photo to be taken during program hours and possibly published (newsletters, webpage, local media outlets, etc.). The Site Director will have the list of children who are not to have their photo taken. Photographs taken on site will be used for program purposes and photographs for personal use will not be permitted.

Extracurricular Activities

All participants attending school clubs/sports practice/tutoring during after school hours must first check in with their Site Director prior to attending the club/practice/tutoring. Each parent/guardian must also provide Project CONNECT with written permission for their child to attend any other after school programming.

Early Release Days

On early release days, Project CONNECT offers programming to a limited number of participants. Typically, Project CONNECT will conduct a field trip on these days and there will be an extra cost associated with participation (which covers transportation, admission costs, and extra staff wages). Since availability is limited, early release day openings will be first come, first serve. Separate permission slips for these trips go out via email with hard copies available on site shortly thereafter. Capacity is usually between 50-55 students. Registration for these trips closes when the deadline occurs or we reach trip capacity—whichever comes first. Payment can be made via check or money order and must be submitted with a completed permission slip to secure a space on the trip.

Off-Site Activities

Walking field trips for inquiry based learning may be scheduled throughout the year. Permission is given by parents/guardians on the participant's registration form. Parents/Guardians will be notified well in advance of any planned field trip.

Grievance Procedures

Project CONNECT takes seriously all concerns expressed by parents/guardians and participants. Should you have a grievance, the following procedure should be followed:

- Any concerns regarding your child's after school care should first be brought to the attention of the Site Director.
- If, after discussing the matter with the Site Director, you are not satisfied with how the matter was handled, please contact the Program Director.

Please be aware that while Project CONNECT operates in a Plattsburgh City School District building, all concerns about Project CONNECT should be brought to the attention of Project CONNECT staff. Plattsburgh City School District employees cannot make decisions concerning Project CONNECT.

Attendance/Sign Out/Record Keeping

Project CONNECT is committed to ensuring that your child is safe and properly monitored at all times, and thus will be keeping accurate attendance records and adhering to our established dismissal policies. The following policies are intended to keep your child safe and to ensure that they are released daily to authorized persons only.

Attendance

At the start of each day (within the first 15 minutes of program operation), the Site Director will take attendance for all Project CONNECT participants. If a child is not present, they will check their absentee list against that of the school's absence/early release list. In the event that a child is not absent during the school day a building search will be done. If after the search the child cannot be located, the parent/guardian(s) will be notified. If your child(ren) will not be attending Project CONNECT, it is your responsibility to share that information with Project CONNECT. You may call or email to alert the Site Director or Program Director that your child will not be attending. Information about absences can also be shared with the Site Director in person or in writing in advance. Whenever a student is absent, it will be noted on the sign-out sheet as well as the attendance record. Site Directors will notify the Program Director of frequent absences, as this may result in a participant being removed from the program.

Student Pick Up Procedure/Sign Out

Each day when students are released from Project CONNECT, the following procedures should be implemented:

- Parent/Guardian/Authorized Person must come inside the school to sign his/her complete legal name (initials are not permitted) and the accurate time of pick up on the Project CONNECT Sign

Out sheet. The parent/guardian(s) must designate, on the registration form, persons authorized to pick up their child from Project CONNECT. **Only** authorized persons can pick up the child. It is your responsibility to update this information routinely with the Site Director for your child's file.

- Parents/Guardians should be aware that each site's exterior doors may be locked during Project CONNECT's hours of operation. If available, please ring the doorbell located beside the front door. If a doorbell is not available or a staff member is not nearby to open the door, parents/guardians should call the onsite cell phone of the Site Director to let them know they are waiting.
- Authorized persons must have photo identification to show the Site Director to release a student.
- If there are custody issues involving one or more persons, Project CONNECT must have copies of the court orders on file for your child.
- Project CONNECT will not allow parents/guardians to have their students meet them outside the school if they are running late for pick up.
- Students may not sign themselves out of Project CONNECT.
- For the security of our staff and students, any one picking up participants must stay at the sign out area during pick up.

Late Pick Up

Parents/Guardians are expected to pick up their child from Project CONNECT at or before 5:30 pm daily. It is extremely important that your child is picked up from Project CONNECT on time, as the Site Directors and other staff have responsibilities after the children leave to ensure that spaces are properly cleared for the start of school the next day. The school custodial staff also requires that we are out of the building on time each night as they have to clean areas used by Project CONNECT. Project CONNECT understands that sometimes unforeseen circumstances prevent you from being able to pick up your child(ren) on time, however you are expected to call the Site Director to let them know if you are going to be late and when you expect to arrive. The Site Director or Assistant will begin calling all phone numbers listed if they have not heard from you or you have not arrived by 5:35 pm. All late pickups will be documented by our staff. One unexcused late pickup is waived. You will receive a \$10 late pickup charge for every late pickup thereafter. This will be billed separately at the end of every month. Please know that continuous late pickups leave your child(ren) at risk of program removal.

Participant Personal Files

Each participant will have a confidential personal file that will include: his/her application, permission slips, medical records (including allergies), medication waivers, and other relevant documents (incident/accident reports, conduct reports, etc.).

Health and Safety

The safety and well-being of all participants of Project CONNECT is of the utmost importance. Everyone working with your children (Site Directors, Teacher Candidates, etc.) has the welfare of all participants in mind to maintain a safe and welcoming space.

Reporting Accidents/Injuries

If there is an accident on site at Project CONNECT, in which a child receives a bump, bruise, or other visible mark, a written Accident/Incident Report will be completed and given to the family on the day of the accident or the next day. Accident/Incident Reports will also be completed whenever a child is ill during program hours. Based on the severity of the injury/illness a parent/guardian will be notified by the Site Director, but parents/guardians will not be called for minor injuries unless the child is in a state of extreme distress. Parents/Guardians will be called whenever an injury to the head occurs, or anything possibly requiring a physician's attention. Regardless of severity, anytime an Accident/Incident Report is completed the Site Director will review the situation with parents/guardians at pick up.

Administering First Aid to Children

The Site Director and at least one staff member at each location is trained in CPR and First Aid procedures. Several Teacher Candidates and SUNY Plattsburgh faculty may also be trained in CPR and First Aid. Only those who have been certified to administer CPR and First Aid will do so for participating children. Site Directors may ask Teacher Candidates or other staff for assistance with First Aid procedures and will supervise them during the duration of the First Aid administration. The name(s) of anyone administering CPR and/or First Aid will be included on the Accident/Incident Report.

Medication Waiver

Project CONNECT staff is not trained/authorized to dispense medication of any kind. However, if your child requires the use of an epinephrine auto injector, asthma inhaler, nebulizer, or a dose of diphenhydramine (Benadryl) in combination with the auto injector, you may request a medication waiver packet. Once the completed packet is returned with your child's treating physician signature, the auto injector/inhaler/nebulizer and/or Benadryl may be housed at your child's Project CONNECT site. All medical devices and medicines will be locked on site and only accessed by the Site Director. All medical devices and/or medicines will be returned to the parent/guardian upon termination of child's participation or at the end of each program year.

Serious Injury Procedures

In the event of a very serious injury, the Site Director will immediately contact EMS (911). The Site Director will then contact the families and make any necessary arrangements for care of the child such as contacting a doctor. If a child needs to go to the hospital, a representative from Project CONNECT will accompany the family and child. All serious injuries and EMS calls will be reported on the Accident/Incident Report.

Illness

Your child may **not** attend Project CONNECT, and will be sent home early, if he/she has any of the following conditions:

- Conjunctivitis: itchy, watery eyes also known as “pink eye”
- Diarrhea
- Chicken Pox
- Head Lice
- Constant and Bad Cough or severe cold symptoms
- Fever over 100°F
- Vomiting

Children who have been out with the following illnesses may return following these guidelines:

- Cold/Fever: 24 hours after fever is gone
- Conjunctivitis: properly dated medication must have administered for 24 hours
- Chicken Pox: when the last sore is scabbed over and there is no oozing
- Head Lice: after prescription treatment is administered and all eggs are removed
- Impetigo: 48 hours after medication has begun
- Measles: 5 days after swelling starts and a note from a physician
- Scabies: 24 hours after treatment has begun
- Strep Throat: 24 hours after medication has begun (4 doses)
- Vomiting: 24 hours after stopped and able to tolerate food

If your child becomes ill while on site at Project CONNECT an accident/incident report will be completed and the parent/guardian will be notified immediately.

Anytime that a child that participates in Project CONNECT contracts an infectious disease/condition (head lice, strep throat, chicken pox, etc.) all participant’s families will be notified in an effort to limit the spread of the disease/condition. Any information shared about infectious disease/conditions will not include the sick child’s name or any identifying information.

Fire and/or Other Evacuations

The Site Director will explain each specific site’s fire and evacuation procedure with all participants. Fire drills will also be completed monthly to ensure that all participants of Project CONNECT are aware of the procedures. In the event of a fire/evacuation all participants will meet outside the building at pre-designated “meeting” place. The Site Director will establish this space and will be there, with the first aid kit, emergency contact information, and attendance records. Parents/Guardians will be notified immediately about any fire/evacuation with information concerning a change of pick up location.

Lock Down Procedure

Project CONNECT will follow the lock down procedure established for each host school by the Plattsburgh City School District. This specific information is on file with the office of each site.

Mandatory Reporting

All Project CONNECT staff members (including Teacher Candidates) are mandatory reporters in cases of suspected child abuse and/or neglect.

Cold Weather Policy

Project CONNECT encourages outdoor play/recreation daily, however when the weather is extremely cold participants may not be able to play outdoors. If the temperature is below 20°F, then Project CONNECT will not allow outdoor play/recreation. Site Directors will check the outdoor temperature daily to ensure that all participants are safe and healthy. In the event that outdoor play/recreation is not available due to cold weather conditions, then indoor recreation in the gym will be provided (when available).

During the winter months, when snow is on the ground and the temperature is above 20°F, Project CONNECT will still plan on going outdoors. Please ensure that your child has proper clothes for outdoor activities, such as a warm coat, hat, gloves, scarf, snow pants, and boots. Any child, who is not properly dressed for large amounts of snow, will not be allowed to go outdoors and will be provided with an alternative activity.

Project CONNECT Contact Information

Below is the contact information for the Project CONNECT staff. Please note that the Site Directors are only required to turn on their work cell phones during the hours of 2:00 pm – 6:00 pm. Please feel free to leave them detailed messages on their voicemail, and they will return your call during that time. Project CONNECT staff will also check their email daily and will respond to your emails as quickly as possible. Please note that during program hours (2:30 pm – 5:30 pm), Site Directors will not have regular access to their email.

Bailey Avenue Elementary School

Office: Sibley Hall 305B

Site Director Cell Phone: 518-569-7503

Site Director Email:

baileyprojectconnect@gmail.com

Momot Elementary School

Office: Sibley Hall 305B

Site Director Cell Phone: 518-569-7854

Site Director Email:

momotprojectconnect@gmail.com

Oak Street Elementary School

Office: Sibley Hall 305B

Site Director Cell Phone: 518-569-7833

Site Director Email:

oakprojectconnect@gmail.com

Stafford Middle School

Office: Sibley Hall 305B

Site Director Cell Phone: 518-569-2443

Site Director Email:
staffordprojectconnect@gmail.com

Office: Sibley Hall 302
Office Phone: 518-564-2128
Fax: (518) 564-2149
Email: adick005@plattsburgh.edu

**Project CONNECT Program Director,
Janis Krug**

Office: Sibley Hall 305B
Office Phone: 518-564-5140
Fax: (518) 564-2149
Email: nobl1537@plattsburgh.edu

**Project CONNECT secretary, Angeline
Dickerson**

Appendix

Related Documents

Project CONNECT Behavior Referral

Student _____

Grade _____

Site Director _____

Date _____

Location

___ Classroom ___ Cafeteria ___ Gym ___ Bathroom ___ Library ___ Hallway

___ Playground ___ Other: _____

Problem Behavior(s)

___ Abusive/Profane Language ___ Physical Aggression/Fighting ___ Disrespectful/Insubordinate

___ Vandalism ___ Harassment/Bullying ___ Property Damage/Vandalism

___ Fleeing from Staff ___ Other: _____

Others Involved

___ None ___ Peers ___ Staff ___ Unknown ___ Other: _____

Possible Motivation

___ Obtain Peer Attention ___ Obtain Adult Attention ___ Obtain Items/Activities ___ Avoid Peer(s)

___ Avoid Adult(s) ___ Avoid Task/Activities ___ Reduce Anxiety ___ Unknown

___ Other: _____

Description of Event

Precipitating Behavior/Triggers: _____

Actual Problem/Incident: _____

Consequence/Administrative Decision

____ First Offense – Parent Contact

____ Second Offense – Parent Meeting for Behavior Plan and Pick up from Program

____ Third Offense – Parent Contact, Pick up from Program, and Suspension (# of Days ____)

____ Fourth Offense – Removal from Program

Parent/Guardian Signature _____

Date _____

Project CONNECT Accident/Incident Report

Student's Name _____

Date and Time _____

Illness

____ Breathing Problem (Asthma)

____ Earache

____ Head Lice

____ Stomach Pain/Nausea

____ Congestion/Cold

____ Eye Pain

____ Insect Bite

____ Tooth/Mouth Pain

____ Cough

____ Fever (Temp: _____)

____ Rash

____ Vomiting

____ Dizzy/Light Headed/Weak/Tired

____ Headache

____ Sore Throat

____ Other (Explain Below)

Explanation of Illness/Treatment _____

Injury

Body Part Injured:

Head: _____ Ear(s) _____ Eye(s) _____ Face _____ Head _____ Neck _____ Scalp

Trunk: _____ Abdomen _____ Back _____ Chest _____ Groin _____ Shoulder _____ Trunk

Extremities: _____ Ankle _____ Foot _____ Toe(s) _____ Hand _____ Wrist _____ Finger(s)

_____ Arm _____ Leg _____ Other _____

Type of Injury:

Explanation of Accident

____ Abrasion/Laceration _____ Surface Cut/Scratch _____ Collision with Person _____ Collision with Object

____ Bruise/Bump _____ Other _____ Hit with Object _____ Injury to Self

____ Minor (No Call) _____ Moderate/Major (Call) _____ Fall _____ Other (Explain Below)

Explanation of Accident/Incident _____

First Aid Provided


Stopped Bleeding
 Washed Wound/Applied Antibiotic Ointment
 Applied Bandage/Dressing
 Observed
 Ice Pack
 Other _____

Phone Parent/Guardian: Yes No

Phone EMS (911): Yes No

Accident Location _____

Child Supervised by: _____



Plattsburgh City School District 2019-2020 School Calendar

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

Dates Shaded K-12 Early Release
 Opening day for staff is Sept. 3
 Opening day for students is Sept. 4
 Parent/Teacher Conference Day is Nov. 26

SEPTEMBER 2019							OCTOBER 2019							NOVEMBER 2019							DECEMBER 2019							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
1	<u>2</u>	<u>*3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>			<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>						<u>1</u>	<u>2</u>		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>*11</u>	<u>12</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>*7</u>	<u>8</u>	<u>9</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	
<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	
<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>20</u>	<u>21</u>	<u>*22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	
<u>29</u>	<u>30</u>						<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>			<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>29</u>	<u>30</u>	<u>31</u>					

JANUARY 2020							FEBRUARY 2020							MARCH 2020							APRIL 2020						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>						<u>1</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>			<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>		
<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>
<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>*20</u>	<u>21</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>
<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>
<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>		<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>29</u>	<u>30</u>	<u>31</u>					<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>		

MAY 2020							JUNE 2020						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					<u>1</u>	<u>2</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	
<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>
<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>
<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>28</u>	<u>29</u>	<u>30</u>				
<u>31</u>													

NOTE: * Superintendent Days (4)

SUMMARY OF SCHOOL DAYS

Sept.	20	Feb.	15
Oct.	22	Mar.	22
Nov.	17	Apr.	16
Dec.	15	May	20
Jan.	19	June	20

186

Holidays - Not in Session

Labor Day	Sept. 2	Indigenous Peoples' Day	Oct. 14
Veterans' Day	Nov. 11	Thanksgiving Day	Nov. 28
Christmas Day	Dec. 25	New Year's Day	Jan. 1
Martin Luther King Day	Jan. 20	Memorial Day	May 25

**BOARD APPROVAL
3/7/19**

PLEASE NOTE

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