

# Gouverneur Elementary School

*"Delivering the Promise of a Brighter Future"*



111 Gleason Street  
Gouverneur, NY 13642

<http://gcsk12.org>

Phone: (315) 287-2260

FAX: (315) 287-0073

**Mrs. Jacquelyn Kelly**  
Superintendent of Schools

**Mrs. Jessica Sullivan**  
Assistant Superintendent

**Mrs. Alison Connelly**  
Primary Principal  
Grades PK- 1  
[connelly.alison@gcsk12.org](mailto:connelly.alison@gcsk12.org)

**Mr. Rich Trowbridge**  
Intermediate Principal  
Grades 2-4  
[trowbridge.rich@gcsk12.org](mailto:trowbridge.rich@gcsk12.org)

Welcome to Gouverneur Elementary School! We are excited to begin another year of learning, growth, and community. Our staff is dedicated to creating a safe, nurturing, and engaging environment for every student. This handbook outlines important information and expectations to support the success of all. Please take time to review it together.

Sincerely,

*Mrs. Connelly & Mr. Trowbridge*

Building Principal's

**Contact information:**

Address: 111 Gleason Street, Gouverneur, NY 13642

Phone: (315) 287-2260

Website: <http://gcsk12.org>

Office Hours: 8:00 A.M. - 4:20 P.M.

**Key Elementary Contacts:**

- PK- Grade 1 Principal: Mrs. Connelly
- Grades 2 - 4 Principal: Mr. Trowbridge
- School Resource Officer: Mr. Jenack
- Counselors: Ms. Mashaw & Mrs. Morehouse
- Social Worker: Mrs. McEathron
- Nurses: Mrs. Fairbanks, TBD
- Office Staff: Mrs. Cook, Mrs. Cudhea, Mrs. Harmer, Mrs. Klimowicz





## **Elementary School Day Start Time & Dismissal:**

Our academic day begins at 8:50 a.m. and continues until 3:35 p.m. Students will be considered tardy after 8:55 a.m.

Student drop off is at the front entrance. The Elementary doors do not open for students until 8:30 a.m. There will be no supervision for students prior to 8:30 a.m., therefore, students must remain with an adult until our doors are open for entry. Children will remain in the main lobby until the 8:50 a.m. start time. Students in grades 1-4 are able to get breakfast beginning at 8:35 a.m.

Students begin preparing for dismissal as follows:

-  3:35 – Parent transport students
-  3:42 – Bus students

Safety always drives our decisions at Gouverneur Elementary School. For the safety of your children and compliance with the adoption of the New York State SAVE legislation and policy of the Gouverneur Central School district, we have adopted the following dismissal procedures.

### ***For changes to regular transportation route:***

-If a child is being picked up, parents/guardians must send a signed note to the school, including the specific name of the individual who will be picking up the child and the date(s) this will take place. You will be asked to show your I.D. for verification.

-Unless the parent has forwarded a signed note stating otherwise, children will be released only to those individuals authorized on the Emergency Contact form. If a child needs to take a different bus, a note must be provided specifying the address of the drop-off point, the name and phone number of the person residing at the location, and the date(s) this is to take place.

-Parents/guardians must send (or drop off) written notes to school with the child for any changes or emailed to :[gesdismissal@gcsk12.org](mailto:gesdismissal@gcsk12.org). We can not take dismissal changes over the phone.

-Changes must be received in the office by 11:00 a.m.

### **Important Bussing Information:**

All students are considered bus students (unless previously declared by a written note) depending on their home address. All bus students are expected to ride their assigned buses to and from school at all times. Bus drivers are instructed not to allow any student to ride a different bus or be dropped off at a different address without a pass. Students are permitted two designated locations by request for student transport.

\*All bus changes must be submitted by note or email: [gesdismissal@gcsk12.org](mailto:gesdismissal@gcsk12.org)

Students should adhere to the following bus rules:

1. Follow the directions of the bus driver and the bus monitor.
2. Remain safely on your bottom and stay in your assigned seat at all times.
3. Talk to the people next to you and within arms' reach using inside voices.
4. Keep your hands, feet, and objects to yourself.
5. Use a voice level 1 on the bus. (Students must be at a zero voice at railroad crossings).

All school policies apply on the school bus. Students are expected to follow the driver and monitor instructions.

Violation of the rules will result in a verbal warning. Continued violation of the rules will result in more serious consequences. Managing student behavior is the responsibility of the bus driver and/or monitor. Excessive noise, pushing, shoving, and fighting will not be tolerated. The drivers and monitors have been given the authority to enforce these rules. When a behavior incident arises, the driver or bus monitor will attempt to handle the problem and communicate with the parent(s). If the situation is not resolved, the incident will be reported to the building principal or their designee, and if necessary, parents will be contacted.

### **Unplanned/ Early Dismissal:**

In the event of an unplanned emergency early dismissal, students must follow the instructions parents have provided on their student information form.

*Please note- the information on this form will override any parent notes for that day unless the note specifically states that it should be followed, even if there is an early dismissal.* If any information changes during the year, it is the responsibility of the student's parents/guardians to contact the office in writing, changes cannot be accepted over the phone.

### **School Closings or Delays:**

If school is closed because of bad weather or for any other non-scheduled reason, notice will be given by local media. We also provide an automated message service (Parent Square) to all parents/guardians for notification of delays or cancellations.

### **Attendance:**

Attendance is a critical factor in school success for students. Consistent school attendance has been proven to correlate directly with students' academic success and their ability to successfully complete school. When a child is absent from school, the parent/guardian must send a note to the student's teacher the morning they return back to school or respond to the Parent Square auto generated alert. This note should indicate the exact date(s) and reason for the absence. A child's absence will be considered illegal until a written explanation is brought to school.

*Parent Square:* Daily attendance is taken by homeroom teachers. Automated messages are made to the student's parent/guardian if a student is marked absent for that day. An excuse response is autogenerated for parent ease to reply and submit the note.

Legal Absences would include absences for personal sickness, sickness or death in the family, impassable roads, religious observance, quarantine, required to be in court, superintendent's conference, approved college visits, or any other justifiable reason that meets with the approval of the Administration.

Illegal Absences: Examples of illegal absences include, but are not limited to, working during the school day, vacations conflicting with the published school calendar, appointments other than medical, legal, or administratively approved (i.e., hair appointments), non-educational trips, shopping, lack of daycare, running errands, helping at home, missing the school bus or any other absence not related to illness or an emergency situation.

Attendance letters are required by law to be mailed home, ensuring families are aware of the number of student absences. Letters are sent at 5, 10, and 15 days at the threshold of absence from school. Missing 20 or more days of school is over one month of school instruction lost. In these cases, letters will be followed with a request for a meeting with administration to discuss and formulate an attendance plan for success.

### **Change in Address or Phone Number:**

Please contact the school office about a change of address or phone number immediately so that we may keep our records current and accurate. The proper documentation must be supplied to the school before the address can be changed on our data management system.

If you plan on moving out of the area, please notify the school as soon as possible. Paperwork will be started to make registering your child in their new district easier. Your child's complete records will be sent to the new school electronically upon their request. Records cannot be "hand-carried" by the parent.

## Student Dress Code

The goal of the dress code for students is to create a clean, safe, and supportive atmosphere for instruction and learning. It is expected of all students to maintain personal hygiene and to dress appropriately for school and school-related events. The major responsibility for appropriate student attire and appearance rests with the students and their parents. In order to help kids understand what constitutes appropriate appearance in a school context, teachers and other district staff should model and reinforce appropriate student attire. For a detailed explanation of the dress code, please consult the Code of Conduct.



### School Breakfast & Lunch:

Breakfast and lunch are available daily and are **FREE** to all students. **If school is delayed by two hours, breakfast is adjusted based on the lunch schedule.** On a scheduled half day, bagged lunch will be served before dismissal.

According to state law, there are a number of foods and beverages that cannot be sold by us. Soft drinks and carbonated beverages are included on this list, and all elementary schools further prohibit their presence in elementary cafeterias. Students are not allowed to have soft drinks or carbonated juices in the cafeteria. When our monitors see a student, teacher, or other visitor bringing soft drinks to the cafeteria, the individual is instructed not to do so again. If at all possible, we will try to return the soft drink home with the child. Children will still be reminded in their classes that they cannot have carbonated beverages or energy drinks at lunch. Please assist us by providing other appropriate beverages for your children.

A “Free Lunch Application” will be sent home for you to fill out. Please fill out this form, as this supports our efforts to provide free meals for all students.

Ice cream is available for purchase at \$1.25



Gouverneur Central School provides parents with a convenient, easy, and secure online prepayment service. This service allows parents to deposit money into school meal accounts at any time. This service also makes account balance information viewable through a website that will be available on our Food Services website. Because students have money available in their accounts prior to entering the cafeteria, lunch lines move along much faster, and students have more time to eat and be with friends. You can put money into your child's account using a credit or debit card. *A check can be used (made payable to Gouverneur Central School) but must be sent to your child's building directly (drop it off personally, mail it, or send it with your child)*

## **Internet Enabled-Device Policy:**

NYS has mandated cell phone and internet enabled devices for all school districts beginning July 21, 2025 GCSD will be following the guidelines listed on the BOE adopted policy which was created by the mutual efforts of community and district stakeholders, and administration.

### ***What does this mean?***

- No devices (phones, smart watches, or Airpods) are allowed from the first bell to the last bell of the day.
- No personal computers, chromebooks, or tablets are allowed (only school issued devices will be utilized at school).
- No social media applications or internet enabled devices of any kind

If a device is brought to school they must be stored in assigned cubbies/ lockers.

### ***If a device is found:***

- *1st offense:* device goes to the office for student retrieval at the end of the day or parent pickup.
- *2nd offense:* device goes to office, parent/guardian MUST come pick up device & student gets lunch detention
- *3rd offense:* device goes to the office, parent/guardian MUST come pick up device, & student gets lunch detention with additional later determined consequences.

Please read the Gouverneur Central School District Cell Phone policy memo by following this link: [Use of Cell Phones & Internet enabled devices](#)

The updated Board of Education Policy can be found here: [USE OF INTERNET-ENABLED DEVICES DURING THE SCHOOL DAY](#)

## **Playground Rules**

**All school policies apply on the Playground.**

1. Use safe walking feet when going to and from the playground.
2. One child to a swing. Exit swing by slowing it down and stepping off.
3. Please keep your hands to yourself.
4. Use the equipment safely and as intended.
5. Sneakers are required for outside active play.

**Please do not bring children to the playground during school hours, which are 8:30 a.m. to 3:50 p.m.**

### **Visiting the School:**

1. Anyone who is not a regular staff member or student at the school will be considered a visitor.
2. All visitors to the school must report to the office upon arrival. There, they will be required to sign the visitor's register and be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the main office before leaving the building.
3. Visitors attending school functions open to the public, such as parent-teacher organization meetings or public gatherings, must sign in at the office.
4. Any unauthorized person on school property will be reported to the principal or their designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
5. All visitors are expected to abide by the rules for public conduct on school property in the District Code of Conduct.

### **PARENTAL REQUESTS FOR STUDENT PLACEMENT**

The Building Principal is responsible for placing students in classes for the upcoming school year with careful consideration and input for classroom teachers & any service providers when applicable. In making these decisions, the Principal considers many factors, including class size, student learning needs, a balance of student backgrounds, and both teacher and parent input. Our goal is to create well-balanced classrooms that support the success of all students. While we cannot honor requests for a specific teacher, parents are welcome to share information about the type of learning environment and teacher qualities that best support their child. This may include details about a child's interests, academic strengths and challenges, learning style, social skills, preferred classroom environment, or academic goals. Such input must be submitted in writing to the Building Principal by *May 15* for consideration in the following school year. Requests that include a specific teacher's name will be returned for revision to focus solely on the child's emotional and/or learning needs.

Once class lists are finalized and released, changes will only be considered in cases of extenuating circumstances, as moving students mid-year can disrupt learning. The final decision for all placements rests with the Building Principal, and families will be notified of their child's class assignment during the summer.

### **REPORT CARD AND PROGRESS REPORT DATES**

October	Progress Report 1
November	Quarter 1 Report Card
December	Progress Report 2
January	Quarter 2 Report Card
March	Progress Report 3
April	Quarter 3 Report Card
May	Progress Report 4
June	Quarter 4, Final Report Card

**Family Educational Rights & Privacy Act (FERPA)**  
**Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Gouverneur Central School District, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from your child's education records.

**However**, Gouverneur Central School District, as well as the Gouverneur Elementary School, may disclose designated "directory information" without written consent unless the parent or guardian has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Gouverneur Central School District to include this type of information from your child's education records in certain publications. Examples include but are not limited to district websites, teacher websites, district social media pages, graduation programs, yearbooks, Honor Roll or other recognition lists, and playbills.

If you do not want Gouverneur Central School District to disclose directory information from your child's education records without your prior written consent, a notice of refusal **must** be sent in writing to Dale Munn, Records Management Officer, at 133 East Barney Street, Gouverneur, New York 13642 by September 15, 2025. Gouverneur Central School District has designated the following information as directory information: Students name, address, telephone number, electronic mail address, photograph, date/place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of sports teams, the most recent educational agency institution attended.

**Health Office Contacts:**

**School Head Nurse (High School):** Ms. Beverly Martin (RN)

**Email:** martin.beverly@gcsk12.org

**Phone:** 315-287-1902

**School Nurse (Elementary School):** Ms. Brittaney Fairbanks (LPN)

**Email:** fairbanks.brittaney@gcsk12.org

**Phone:** 315-287-2260

**School Nurse (Elementary School):**

**Email:**

**Phone:** 315-287-2260

**MEDICATIONS**

New York State guidelines require that medications can only be administered in school by the school nurse when a doctor's order (prescription) and parent's written permission are provided. This includes "over-the-counter drugs" (i.e., aspirin, cough drops, cough medicine, etc.). In addition, the family must provide the medication in a labeled bottle, tube, or container that clearly indicates the date, name of the child and physician, dosage, and frequency. Parents are requested to inform the school immediately if there is any change in the course of treatment or in the medication.

***\* Do not send medication of any kind on the child's bus or in his/her book bag.\****

## **IMMUNIZATION PROGRAM**

The school health service staff cooperates with the Public Health Department in carrying out a complete immunization program. Public Health Law, Section 2164 requires evidence of sufficient immunization against measles, rubella, diphtheria, polio, Hepatitis B and Varicella, and mumps. This means that every child, upon entering school, must present one or more certificates indicating that he/she has been immunized against all of these diseases or a statement from a physician indicating that the immunization might be detrimental to the child's health. If this is deemed the case, a valid medical exemption will be required and need to be approved by the Head of Health Services and the School Physician in order for the child to attend school.

## **PHYSICALS**

NYSED requires a physical exam for new entrants and students in Grades Pre-K or K, 1, 3, 5, 7, 9 & 11; annually for interscholastic sports; and working papers as needed; or as required by the Committee on Special Education (CSE) or Committee on Pre-School Special education (CPSE). Parents are notified before physicals are given.

## **HEALTH SCREENING**

Screening is done yearly on all students for vision, hearing, height, and weight. If any problems are discovered, the parents will be notified in writing.

## **ALLERGIES**

For your child's safety, please make sure you speak with the school nurse in regards to food, medicine or environmental allergies.

## **FIRST AID**



When a child is ill or injured in school, first aid is given. The child remains in the health office while the parent or designated responsible person is called to transport the child home. Medical care beyond first aid remains the parents' responsibility. In cases of emergency, illness, or injury, the school nurse will first contact the parents to call the family physician. If the parents are not available, the school nurse will then proceed with further emergency procedures. Please advise the school nurse's office of any changes of physician, telephone numbers, or person to be contacted.

## **PHYSICAL EDUCATION CLASS EXCUSES**





Please notify the school nurse if your child is under medical care and especially if the physician has recommended limited activity when the child returns. Written requests from a physician are necessary for any exemption from physical education class for any period beyond three days.

## **DISCIPLINARY PROCEDURES**

Gouverneur Elementary uses the *Responsive School Discipline* approach. The goals of this approach are to ensure that children:

-  Feel physically and emotionally safe in school so that they can learn at their best.
-  Learn the skills for working and learning cooperatively with others.

Our school-wide beliefs are:







-  Be safe.
-  Be respectful of people, property and our environment.
-  Be responsible.
-  Be ready to learn.

At Gouverneur Elementary, we use the principles of Therapeutic Crisis Intervention for Schools (TCIS) to teach and model our school rules so students can apply them in different situations. Early in the year, we introduce expectations, practice them together, and use respectful reminders when needed. Positive behavior is noticed and encouraged to help students stay motivated.






When problems arise, staff respond quickly, calmly, and respectfully—always preserving the child’s dignity. Using TCIS strategies, we focus on helping students regain self-control, repair any harm, and return to learning, building skills they can use in the future.

In deciding how to handle a student’s misbehavior, we take into account how severe the misbehavior is and how likely it is to happen again.

We may:

-  Simply give a reminder or tell the child to do something different.
-  Have the child sit closer to the teacher or other adult (often just being closer to an adult helps children remember what they’re supposed to do).
-  Use “take-a-break” (the child goes to a distraction-free space in the room for a little while to regain self-control).
-  Limit the child’s choice of activities for a while.
-  Guide the child in fixing problems caused by his or her mistake (for example, helping the custodian clean up if she or he made a mess in the bathroom).
-  Retrain and practice the expectation.

When a student needs additional support, we may:

-  Use buddy teacher take-a-break (the child goes to a distraction-free space in another teacher's room for a while to regain self-control).
-  Use a private take-a-break (the child goes to a supervised non-classroom place, such as the counselor or principal office, for a while to regain self-control).
-  Have the child stay for a longer period of time in the supervised place (in-school suspension).
-  In extreme cases when all actions have been utilized, we may have the child spend a period of time at home. (Parental pick-up or school suspension).
-  Meet with the child and/or parents to find other solutions.

When a child is sent home via suspension by the principal, it is sometimes advised that a parent/guardian brings the child to school the next day for a re-entry meeting with the teacher and the principal. This meeting is typically held prior to school starting.

We at Gouverneur Elementary School strongly believe that children want to and can meet expectations. We value parents' desire to help students do well in school and feel good about going to school.

# WHO TO CONTACT AT GOUVERNEUR CENTRAL SCHOOL

(Always call the school that your child is attending first)

## Elementary School Leadership

- **Principal (PreK–1):** Mrs. Alison Connelly  
Email: [connelly.alison@gcsk12.org](mailto:connelly.alison@gcsk12.org)  
Phone: 315-287-2260
- **Principal (2–4):** Mr. Rich Trowbridge  
Email: [trowbridge.rich@gcsk12.org](mailto:trowbridge.rich@gcsk12.org)  
Phone: 315-287-2260
- **Secretary:** Mrs. Katrina Cook  
Email: [cook.katrina@gcsk12.org](mailto:cook.katrina@gcsk12.org)  
Phone: 315-287-2260
- **Superintendent:** Mrs. Jacquelyn Kelly  
Email: [kelly.jackie@gcsk12.org](mailto:kelly.jackie@gcsk12.org)  
Phone: 315-287-4870
- **Secretary to the Superintendent:** Mrs. Tatia Kennedy  
Email: [kennedy.tatia@gcsk12.org](mailto:kennedy.tatia@gcsk12.org)  
Phone: 315-287-4870
- **Assistant Superintendent for Curriculum and Instruction:** Mrs. Jessica Sullivan  
Email: [sullivan.jessica@gcsk12.org](mailto:sullivan.jessica@gcsk12.org)  
Phone: 315-287-4870
- **Secretary to the Assistant Superintendent:** Mrs. Lisa Sheen  
Email: [sheen.lisa@gcsk12.org](mailto:sheen.lisa@gcsk12.org)  
Phone: 315-287-4870

## Guidance

- **Elementary Guidance Counselor:** Ms. Grace Mashaw  
Email: [mashaw.grace@gcsk12.org](mailto:mashaw.grace@gcsk12.org)  
Phone: 315-287-2260
- **Elementary Guidance Counselor:** Ashley Morehouse  
Email: [morehouse.ashley@gcsk12.org](mailto:morehouse.ashley@gcsk12.org)  
Phone: 315-287-2260
- **Elementary Guidance Secretary:** Mrs. Cheryl Klimowicz  
Email: [klimowicz.cheryl@gcsk12.org](mailto:klimowicz.cheryl@gcsk12.org)  
Phone: 315-287-2260

## **Social Worker**

- **Elementary Social Worker:** Ms. Kaitlin McEathron  
Email: ford.kaitlin@gcsk12.org  
Phone: 315-287-2260

## **CSE (Committee on Special Education)**

- **Director of Special Education:** Mrs. Kimberly Richards  
Email: richards.kimberly@gcsk12.org  
Phone: 315-287-4872
- **CSE Secretary:** Mrs. Donna Wood  
Email: wood.donna@gcsk12.org  
Phone: 315-287-4872

## **School Resource Officers (SRO)**

- **SRO (Elementary School):** Ed Jenack  
Email: jenack.edward@gcsk12.org  
Phone: 315-287-2260
- **SRO (Middle School):** Officer Robert Klimowicz  
Email: klimowicz.robert@gcsk12.org  
Phone: 315-287-1903
- **SRO (High School):** Officer Michael Tyler  
Email: tyler.michael@gcsk12.org  
Phone: 315-287-1900

**Bus Garage:** (315) 287-0650

**School Lunch Office:** (315) 287-1690

**Guidance Department:** (315) 287-4914

**Health and Athletics:** (315) 287-1902