

DANSVILLE PRIMARY SCHOOL

2016-2017 STUDENT/PARENT HANDBOOK



"DCS students will exemplify the drive, capability and compassion to achieve their full potential while contributing to our evolving local and global communities."

September 2016

Dear Students and Parents:

The Dansville Primary School would like to welcome you back for the 2016-2017 school year. We are very excited to begin another year and we look forward to working with our students and parents. We also look forward to meeting our Pre-K students, our new kindergartners, and students transferring from other school districts.

This handbook contains information about our school, which includes policies and procedures you and your child will need to be familiar with for a successful school year. Please take the time to review the handbook this week and keep it for future reference throughout the year.

As always, we want all parents to participate in their children's education. We encourage parents to volunteer in classrooms and to join the Primary and Elementary Schools' Parent Teacher Organization. The PTO will be meeting on the first Monday of every month at 6:00pm in the Elementary School Library. Participating in the PTO will assist us in providing numerous enrichment opportunities for the entire school community. Information about joining PTO will be in the school newsletter.

If you have questions or concerns throughout the year, please feel free to call or e-mail me (335-4040, dixond@dansvillecsd.org). We look forward to a great school year.

Sincerely,

Daniel W. Dixon
Primary School Principal



Telephone Directory

 To reach any of the following individuals, dial 335-4040 and select the desired option. Teachers may be contacted by entering their extension and leaving a message on their voicemail. If you do not know the teacher's extension, press * (star) to initiate the Spell-By-Name directory. They will return your call as soon as possible.

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| ➤ Principal – Mr. Daniel Dixon | Option 1 |
| ➤ Main Office/Attendance – Mrs. Wendy Luckenbach | Option 5 |
| ➤ Main Office – Ms. Carrie Griswold | Option 1 |
| ➤ School Nurse – Mrs. Wendy Didas | Option 2 |
| ➤ School Psychologist – Dr. Megan Alger | x 2002 |
| ➤ School-Based Preventive Worker –Mrs. Lauren Cutting | Option 4 |
| ➤ School Counselor -Mrs. Carli Cavanaugh | Option 6 |
| ➤ Transportation – Mr. Mike Mistretta | 335-4070 |
| ➤ Food Service – Mrs. Rita Morrow | 335-4010 |
| ➤ CSE/CPSE – Mrs. Denise VanHeusen | 335-4030 |

GENERAL INFORMATION

ARRIVAL TIME – 7:45am-8:00am
SCHOOL BEGINS – 8:00am

DISMISSAL TIME – 2:15pm

Arrival time for the Primary School is between 7:45am and 8:00am. Please note that students are not to be dropped off at school prior to 7:45am as there is no one to supervise them and therefore a safety issue for all concerned. Thank you in advance for your cooperation.

The new district office parking lot should be used for student drop-off in the morning. This parking lot has its own entrance that makes it safer for children and with numerous visitor parking spaces, more convenient for parents.

ATTENDANCE

Dansville Primary School is responsible for teaching children. We cannot do our job if your child is absent. A child who misses a day of school also misses a day of learning that might never be replaced. Parents/guardians can help by making school a top priority. Building a habit of daily attendance helps your child to understand that school is important.

Children are required by New York State Law to be in school unless they can present legal excuses such as illness, death in the family, special religious observance, special medical or court appointments, etc. They may not be absent for such reasons as babysitting, shopping, or similar excuses. It is expected that children not miss classes unless there is a serious reason. We ask that parents/guardians schedule appointments after the school day ends.

All children who have been absent must present a written excuse signed by a parent/guardian when they return to school regardless of whether the absence was called in or not. The excuse must state the student's full name, date(s) of absence, and a specific reason for the absence. It is also helpful for parents to call the school office @ 335-4040 x.2004 each time their student is absent.

If your child arrives at school after **8:00 a.m.** he/she will be considered tardy. **The child must be brought to the office and signed in along with a written excuse signed by a parent or guardian with a specific reason for the tardiness.**

VISITORS TO THE SCHOOL

Visitors to the school are welcome but must always report to the office before proceeding to other areas of the building. The school district has implemented procedures to better keep our students safe during school hours. The entrance to the building will be locked while students are in attendance. Visitors to the Primary School will use an intercom that is to the right of the main doors to gain access to the building. A video monitor in the main office will allow the secretaries to view the entrance for visitors, communicate with them, and electronically unlock the doors from their work stations. For the safety of our students and staff, however, we ask all visitors to sign in at the office and receive a "Visitor" sticker. We will be utilizing a new system called the Raptor System. You will need to bring a photo ID to be scanned and a visitors tag will be printed. Young children, friends, or relatives are not permitted to visit a child's classroom unless an adult accompanies them.

CHANGE OF INFORMATION

Parents are asked to notify the school in writing when a change of information regarding a student occurs. Examples of change include: new address, telephone number, last name, babysitter, legal custody (need a copy of document), etc. This information is necessary in case the school needs to contact parents or has an emergency/early dismissal.

OPEN HOUSE/PARENT CONFERENCES

Parent Conferences will be scheduled at **Open House, which will be held on Thursday, September 15th from 6:00pm to 7:30pm.** All parents are invited and encouraged to attend. If you wish to discuss your child's progress at other times throughout the year, please contact your child's teacher. Parents will receive reports of their child's academic and social progress in November, March, and June. Parent conferences will be scheduled for all parents in the fall on **Monday, November 21st and Tuesday, November 22nd.** Third trimester conferences will occur on **Thursday, April 6th and Friday, April 7th.**

BREAKFAST/LUNCH

Breakfast is available daily from 7:45-8:00 for any student who wishes to participate. The cost is \$1.45. Lunch is \$2.35, milk is \$.60 and ice cream will range from \$.75 to \$1.00. You may send in money daily or by the week to purchase a computerized meal card for breakfast and/or lunch. For more information, please contact our Food Service Department directly at 335-4010 ext. 1407.

A federally subsidized free and reduced breakfast/lunch program is available to families who qualify. Information regarding this program is sent home during the summer and is also available upon request. Questions should be directed to the Food Service Department.

FIELD TRIPS

In the event that a field trip is scheduled by your child's classroom teacher, parents will be notified in advance. These trips are carefully planned and supervised by the teachers. In order to participate, each child must have written permission from his/her parent(s)/guardian. A field trip permission form for all trips throughout the school year will be sent home the first week of school.

IMPORTANT INFORMATION

SAFETY PROCEDURE - VERIFYING STUDENT ABSENCES

When your child is absent from school, please call 335-4040 x.2004. This will let us know that your child is safe and will help us work together. Every effort will be made to contact you in the event you forget to call the school. Please keep the following information current: work and home telephone numbers and any emergency contact information.

EMERGENCY CLOSING

If school is closed due to inclement weather or impassable roads, you will receive an automated phone call from the Superintendent. An announcement will also be made over WDNY, WHAM, WYSL, WHHO radio stations; WXXI (channel 21), WHEC (channel 10), WOKR (channel 13), and WGRZ (channel 2).

It is sometimes necessary to close early for various reasons. When this decision is made, it will be reported to WDNY as soon as possible. Please talk with your child about procedures to follow in case school is closed early and be sure all emergency information is up-to-date.

IMPORTANT DATES

Please refer to the district calendar on our website for this information. Our website address is www.dansvillecsd.org. Dates and times for early dismissals will be in the monthly parent newsletters that will be sent home with your child as reminders. Please go over the importance of bringing home information with your child.

PICKING YOUR CHILD UP FROM SCHOOL

If your child needs to be released during the school day for an appointment, please send a note in with your child stating the dismissal time. Your child can then be sent to the office, thus avoiding any unnecessary delays. Parents should report to the office to sign your child out of school as students are not allowed to go out of the building to meet a parent. Parents who drive their children home at the end of the day should report to the cafeteria to meet and sign them out. Students will be released at **2:15pm**. **Please do not go to your child's classroom.** This procedure will avoid any unnecessary interruption or disruption for the students. Thank you in advance for your cooperation.

HEALTH SERVICES

The school nurse is an important resource to the school and provides the following services:

- Communicates with parents/guardians and physician
- Assesses health needs of students and staff
- Records and reports assessments
- Promotes health and safety education
- Insures all state mandates are followed (physical exams, eye exams, etc.)
- Provides care in all emergency cases including first aid for minor injuries
- Administers medication as per board policy
- Provides individual health counseling and consultation

MEDICATION IN SCHOOL – All questions should be referred to Mrs. Didas, School Nurse at 335-4040 x.2010. The following excerpts from our Board of Education Policy on medication should be understood by all parents and students.

Before any medication, including aspirin, can be administered to or by any student during school hours, the Board will require:

1. The written request of the parent, which will give permission for such administration and relieve the Board and their employees of liability for administration of medication.
2. The written order of the prescribing physician, which will include the purpose of the medication, the dosage, the time at which to be dispensed, or the special circumstances under which medication will be administered, the period for which medication is prescribed, and the possible side effects of the medication.
3. All medication will be administered by the school nurse, the principal, or his/her designee.
4. All medications will be brought to school by the parent, will be in their original labeled containers, and shall be picked up by the parent at the end of the school year or the end of the period of medication, whichever is earlier. All medication not picked up within (20) days of the period of medication will be discarded.
5. Students are not allowed to carry medicines with them in school. Possession of either prescription or non-prescription drugs is a violation of the Student Discipline Policy.

Please see Mrs. Didas if you need an Authorization Form for medication.

HEAD LICE PROCEDURES

The following procedures will be followed when there is a suspected new case of head lice in the classroom:

- The school nurse will screen the child and confirm live lice and/or viable nits.
- The nurse will then call the parent/guardian to inform them of the confirmed finding.
- Child is excused from school and the nurse provides parents with information regarding treatment and the procedures for re-admission to school. In order to return to school, the child must be louse free, have no viable nits, and be examined by the nurse prior to returning to class.
- When there is a confirmed new case in the classroom, the nurse will then screen the remainder of the child's class to check for other cases.
- Written notification from the nurse is sent home to all parents/guardians of students in the class where the new case of live lice was found.

PARENT INVOLVEMENT

Parent Teacher Organization (PTO) – The PTO is a group of parents, teachers, and administrators who are interested in promoting positive school/community relationships that enhance our children’s educational environment through family, school, and community activities. The purpose of the organization is to foster a sense of support, pride and enthusiasm. Everyone is invited & encouraged to join this organization. If interested, please contact the principal, Mr. Dixon.

Parent Volunteers – We encourage parent volunteers in classrooms. Please contact your child's teacher if you are interested in volunteering. Volunteer applications are available in the Main office.

SCHOOL-BASED PREVENTIVE SERVICES

School-based preventive services are offered to coordinate services for children and families. A Preventive Caseworker is a facilitator, planner, coordinator, case manager and problem-solver. Lauren Cutting is our caseworker. She may be reached directly at 335-4040 x.2111.

The objectives of this program are to:

- Improve attendance
- Improve family involvement with the school
- Reduce disciplinary action
- Improve mental health for children and families
- Develop a multi-disciplinary approach to problem-solving

Pupil Personnel Team (PPT)

Dansville Primary School has developed a Pupil Personnel Team that is designed to support students and families in our district. Many times when a student is not performing up to his/her capability, there may be distracting events. This team serves to identify sources of community help and to brainstorm an action plan that will have beneficial results for your student.

PRIMARY SCHOOL CODE OF ETHICS

Introduction

Dansville Primary School believes in creating an environment of mutual respect, support and caring to help students develop emotionally and intellectually. Students must have a sense of safety and trust to be successful in school. We also believe students should be held to high standards – academically and behaviorally – and then given all of the encouragement and assistance to meet these standards.

We recognize the need to clearly define the expectations for acceptable conduct on school property, identify the possible consequences of unacceptable conduct, and to ensure that discipline (when necessary) is administered promptly and fairly.

Roles and Responsibilities

Students:

A student's job is to learn. Respect for Success is three words and it means that students:

- respect themselves and make good choices
- respect others by being kind and helpful
- respect adults by listening and following directions

Parents:

All parents are expected to:

- recognize that the education of their children is a joint responsibility of the parents and the school community
- Send their children to school ready to participate and learn
- Ensure their children attend school regularly and on time
- Know school rules and help their children understand them

Teachers:

A teacher's role is to provide meaningful learning experiences in a positive environment and to communicate regularly with students, parents and other teachers concerning growth and achievement.

Principal:

The principal's role is to support all of the members of the school community and to ensure a safe and orderly school environment. The principal is also responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

Dignity for All Students Act (DASA)

Law prevents discrimination and harassment against students on school grounds. Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. When such harassment is based on race, color, national origin, sex, or disability, it violates the civil rights laws that OCR (Office of Civil Rights) enforces.

The goal of the 'Dignity for all Students Act' is to provide all students with a safe and nurturing school environment conducive to learning by putting an end to harassment and discrimination based on, but not limited to, race, color, weight, national origin, ethnic group, religion, disability, sexual orientation, gender, or sex.

2016-2017 PRIMARY SCHOOL STAFF

Jennifer Allen – Library Media Specialist

Megan Alger – Psychologist

Jessica Barber – Pre-K Teacher

Megan Baumgardner-Pre-K Teacher

Heather Beaupre – Special Education

Rachelle Beers – 2nd Grade Teacher

Meaghan Bell-Music Teacher

Charlene Bennett – 1st Grade Teacher

Cassandra Boor-Paraprofessional

Matt Buckholz – Art Teacher

Rodney Button – Custodian

Laura Caldwell – Paraprofessional

Ruby Canfield – Custodian

Carli Cavanaugh – School Counselor

Donna Chase – Paraprofessional

Bobbi Jo Coburn – Paraprofessional

Michelle Cook—Occupational Therapist

Lauren Cutting – School based social worker

Tricia Dale – Speech/Language

Andrea Deats – Paraprofessional

Wendy Didas – Nurse

Dan Dixon – Principal

Megan Doggett – 2nd Grade Teacher

Deb Fisher – Paraprofessional

Bob Frew – Custodial Supervisor

Mary Lou George-Paraprofessional

Elissa Gielen -- Physical Education

Leigh Ann Gill – School Counselor

Julie Gray -- Paraprofessional

Cathy Green – 2nd Grade Teacher

Tracy Gregorius – Kindergarten Teacher

Kate Grimsley – Speech/Language

Carrie Griswold – Secretary

Miki Halbert—2nd Grade Teacher

Kris Harrison – Art Teacher

Kelli Harvey—Special Education

Janet Heiman – Reading Teacher

Liz Jackson -- Physical Therapist

Velma Kahn - Computer Lab Teaching Asst

Katie Klien – Paraprofessional

Joanne Knudsen – Custodian

Seana Kowal – Kindergarten Teacher

Kathy Lewis – Paraprofessional

Tawny Livingston – 2nd Grade Teacher

Wendy Luckenbach – Secretary

Chuck Malone – 1st Grade Teacher

Linda Malone – 1st Grade Teacher

Melanie Moulthroup -- Paraprofessional

Robin Muchler – Paraprofessional

Alicia Munto – Reading Teacher

Angela Munto – Reading Teacher

Carrie Newcomb – Kindergarten Teacher

Lynn Nielsen – 1st Grade Teacher

Julie Pietsch-- Reading Teacher

Patty Pope – Speech/Language

Teresa Quibell - Special Education

Sue Schrader – Paraprofessional

Amanda Schuster – Paraprofessional

Rachele Sick – Reading Teacher

Chris Spoor – Pre-K Teacher

Marie Sullivan – Reading Teacher/AIS

Jodi Sutton – Paraprofessional

Carly Taggart – Kindergarten Teacher

Linda Thompson – Pre-K Teacher

Lynn Tracy – Paraprofessional

Judi Wadsworth – Paraprofessional

Kristen Waldon – Kindergarten Teacher

Mary Ellen Webster – Literacy Coach/AIS

Patricia Welton - Paraprofessional

Jennifer Williamson – Kindergarten Teacher

Sharon Wolf - Paraprofessional

Vivian Young – Paraprofessional