

# Dansville Primary School

**2024-2025**

## **Parent/Student Handbook**



***LEARN ..... LEAD ..... ACHIEVE***

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Dear Students and Families,

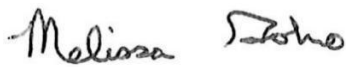
Welcome to Dansville Primary School where we invite all children to learn, lead, and achieve. Our focus is supporting the academic, social, behavior, language, and physical development of all students through a team approach. We are very excited to welcome back our students from last year as well as meet the new students joining us.

This handbook will help you become familiar with many aspects of Dansville Primary School as it includes policies, procedures, and information that you and your child will need to be familiar with for a successful school year. Please take the time to review the handbook and keep it for future reference throughout the year.

We encourage families to take an active interest in your child's school life and education. This includes collaborating with classroom teachers, attending school events, volunteering in classrooms, attending field trips, joining a shared decision making group at DPS, and/or joining the Primary and Elementary Schools' Parent Teacher Organization (PTO). The PTO meets on the first Monday of every month at 6:30pm in the Elementary School Library. Participating in the PTO will assist us in providing numerous enrichment opportunities for the entire school community. Further information about the PTO is available on the Dansville website under Parents.

If you have questions or concerns throughout the year, please feel free to call (335-4040) or email ([gohom@dansvillecsd.org](mailto:gohom@dansvillecsd.org)).

Sincerely,

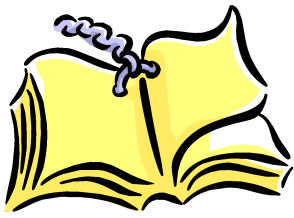


Mrs. Melissa Goho  
Primary School Principal



## 2024-2025 Faculty

Alger, Megan	School Psychologist	Lopez, Nicholas	Music
Bancroft, Katie	2 <sup>nd</sup> Grade	Mahany, Dani	School Counselor
Barber, Jessie	4PK	Malone, Chuck	1 <sup>st</sup> Grade
Beaupre, Heather	Special Education	Malone, Linda	1 <sup>st</sup> Grade
Bennett, Char	1 <sup>st</sup> Grade	Padden, Allison	Behavior Specialist
Blodgett, Bridget	Kindergarten	Pettengill, Hannah	AIS Reading & Math
Burley, Jordan	Special Education 2 <sup>nd</sup> Gr.	Pope, Patty	Speech/Language
Cook, Michelle	Occupational Therapy	Major, Morgan	Physical Education
Cross Gray, Katie	Speech/Language	Sacks, Rachel	Speech/Language
Cutting, Lauren	Caseworker	Sick, Christie	2 <sup>nd</sup> Grade
Dale, Tricia	Speech/Language	Sick, Rachele	3PK
Debasitis, Mary	Kindergarten	Smith, Erin	Nurse
Doggett, Megan	2 <sup>nd</sup> Grade	Spoor, Brittney	4PK
Folts, Noel	ESOL Teacher	Spoor, Chris	4PK
Friday, Saragrace	Librarian	Steff, Hannah	3PK
Gebhard, Sarah	School Counselor	Swain, Shana	Special Education
Gilbert, Shannon	Art	Troll, Carrie	Kindergarten
Griese, Tricia	Physical Therapy	Wadsworth, Jayme	Teacher of the Deaf
Halbert, Miki	2 <sup>nd</sup> Grade	Waldon, Kristen	Kindergarten
Harvey, Kasey	Speech/Language	Wampole, Alex	Special Education 1st Gr.
Heiman, Janet	AIS Reading & Math	Wampole, Derek	Physical Education
Jackson, Alicia	AIS Reading & Math	Warner, Sarah	Occupational Therapy
Kernan, Bailey	1 <sup>st</sup> Grade	Will, Allison	K & Special Education
Kranz, Tom	AIS Reading & Math	Williamson, Jennifer	1 <sup>st</sup> Grade
Kowal, Seana	Kindergarten	Wormuth, Levi	Physical Education
		Zakes, Tracy	4PK



## 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.

<b>Principal</b> – Mrs. Melissa Goho	Option 1
<b>Main Office</b> – Mrs. Lauren Smith	Option 5
<b>Main Office/Attendance/Registrar</b> – Mrs. Carrie Tubbs <b>Google Text to:</b> 585-432-0029	Option 1
<b>School Nurse</b> – Mrs. Erin Smith	Option 2
➤ <b>School Psychologist/CPSE Chair</b> – Dr. Megan Alger	x. 2002
➤ <b>School-Based Preventive Caseworker</b> –Mrs. Lauren Cutting	Option 4
➤ <b>School Counselor</b> – Mrs. Danielle Mahany	x. 2114
➤ <b>School Counselor</b> – Ms. Sarah Gebhard	x. 2013
➤ <b>Behavior Specialist</b> – Ms. Allison Padden	x. 2122
➤ <b>Transportation</b> – Mr. Kurt Gerould	335-4070
➤ <b>Food Service</b> – Mrs. Rita Morrow	335-4010
➤ <b>CSE</b> – Ms. Jenny Swift	335-4000

### General Information

Arrival Time	7:40 am - 8:00 am
School Begins	8:00am
Lunch Schedule	10:50 am - 1:14pm
Dismissal Time	2:15pm
Half-Day Dismissal	11:30am



Arrival time for the Primary School is between 7:40am and 8:00am. Families may choose to pull through the Primary School drop off loop and have students walk to the door independently or park in the parking lot and students to the door. All students will enter at the main entrance.

## **Important Dates**

Please refer to the district calendar, our website and the District Facebook page for this information. Our website address is [www.dansvillecsd.org](http://www.dansvillecsd.org). Additionally, important information will be shared in the Principal's Weekly Newsletter sent via email and accessible on the Dansville Primary School Website.

## **Emergency Closing**

If school is closed due to inclement weather or impassable roads or needs to close early, you will receive an automated phone call from the Superintendent. Additionally, an announcement will be made on local radio and television stations as well as our District Website & Facebook page.

## **Six Day Letter Cycle**

The master schedule is based on a six day letter cycle (A-F days). Classes will attend Physical Education, Music, Art, and Library. Please carefully note physical education days so that your child is prepared with sneakers.

## **Primary School Code of Conduct**

### **Introduction**

Dansville Primary School believes in teaching students appropriate behavior and helping them make good choices. A safe school environment, built through mutual respect, trust, and care supports students' social-emotional, behavioral, and intellectual development.

Discipline is most effective when it deals directly with the situation at the time and place it occurs, and in a way that is fair and impartial. The discipline actions place an emphasis on the students' ability to develop learner and leader habits (self-awareness, self-management, responsible decision making, social awareness, and relationship skills) through re-teaching and practice. Discipline will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary consequences will consider the following: the students age, the nature of the offense and the circumstances which led to the offense, and other extenuating circumstances. As a general rule, discipline will be progressive.

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. All students of the Dansville Central School District are subject to a Code of Conduct, and students in the Primary School shall, in addition, be subject to the following:

### **Roles and Responsibilities**

#### **Students:**

All students are expected to:

- listen and follow directions from adults
- keep hands, feet, and objects to yourself
- stop and think before you say or do
- use nice words
- use appropriate voice level (0 - no voice, 1 -small voice, 2 - big voice)
- work to the best of your ability

- accept redirection

### **Families:**

All families are expected to:

- ensure students attend school regularly and on time
- know and model the school rules and help their student understand them
- read school communications sent home in backpacks and electronically by teacher, principal, and district and respond as needed
- attend parent teacher conferences and others meetings, as needed
- reach out to the person/department most directly involved with your questions or concerns

### **Faculty & Staff:**

All faculty and staff are expected to:

- develop with students and post consistent classroom rules and expectations
- teach, model, and role play with students as well as redirect them towards learner and leader appropriate expectations
- facilitate restoring relationships and a safe and positive classroom environment
- provide meaningful learning experiences in a positive environment
- communicate regularly with students and parents as well as colleagues regarding students' needs, growth, and achievement levels

### **Principal:**

The principal is expected to:

- teach, model, and role play with students as well as redirect them towards learner and leader appropriate expectations
- articulate consistent school rules and expectations with students throughout the building (including hallways, bathrooms, cafeteria, and bus)
- enforce the code of conduct in a timely manner to ensure the safety of all students and staff
- support teachers and staff in problem solving challenging student behaviors
- communicate regularly with parents, faculty, staff, and students

### **Dignity for All Students Act (DASA)**

The Board of Education is committed to providing an educational and working environment that promotes respect, dignity, and equality. The Board recognizes that discrimination, such as harassment, hazing, and bullying, are detrimental to student learning and achievement. These behaviors interfere with the mission of the district to educate its students and disrupts the operation of the schools. Such behavior affects not only the students who are targeted but also those individuals who participate and witness such acts.

To this end, the Board condemns and strictly prohibits all forms of discrimination, such as harassment, hazing and bullying on school grounds, school buses and at all school-sponsored activities, programs, and events. Discrimination, harassment, hazing, or bullying that takes place at locations outside of school grounds which can be reasonably expected to materially and substantially interfere with the requirements of appropriate discipline in the operation of the school or impinge on the rights of other students are prohibited and may be subject to disciplinary consequences.

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, religious practice, disability, sexual orientation, gender (including gender identity and expression), or sex. The school setting provides an opportunity to teach children that cooperation with and respect for others is a key district value. A program geared to prevention is designed to not only decrease incidents of bullying but to help students build more supportive relationships with one another.

### **Attendance**

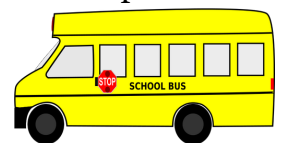
Dansville Primary School is focused on helping children learn, lead, and achieve. We become concerned if a child is frequently absent as it impacts learning and it becomes very difficult to make up work. The law is very explicit about school attendance. Children are required by New York State Law to 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. We ask parents/guardians to try to schedule appointments after the school day ends.

If your child is ill or will be late to school, please either call 335-4040 (Option 1), text 585-432-0029, or email [psoffice@dansvillecsd.org](mailto:psoffice@dansvillecsd.org) before 8:15am to report the absence or tardy. If you forget, every effort will be made to contact you. Please keep the following information current: work and home telephone numbers and emergency contact information. When a child returns to school after being absent, if you haven’t already sent a text or a note, you must provide a written excuse for the absence. In the excuse note please include the current date, date(s) of the absence, specific reason for the absence, and your signature. The excuse is filed and kept as a part of the student’s record.

If your child arrives at school after 8:00am, he/she is considered tardy. Please walk your child into the school main entrance to complete an excuse. Then staff will give your child a tardy pass and he/she can walk to class independently.

### **Bus Transportation**

It is a privilege to ride a school bus and appropriate, respectful behavior is expected. Courteous behavior toward the driver and other students is key to establishing a positive environment as children travel to and from school. Students will be transported by district-owned buses on regularly assigned routes. The routes are established each year through the transportation department. Students must have consistent pick up and drop off locations as student safety is a top priority.



### **Bus Conduct**

The purpose of bus rules is to provide a safe bus trip for all students. Bus safety is a team effort which involves students, teachers, drivers and families. Parents should become familiar with the expected bus behaviors and discuss them with their child.

1. Stay in your seat with the seatbelt fastened and tight until the bus comes to a complete stop.
2. Face forward with feet in front of you on the floor (not in the aisles).
3. Put backpacks and personal items under the seat or on your lap to keep the driver’s view clear.

4. Follow directions from the driver and/or bus monitor.
5. Keep hands and feet to yourself.
6. Use a talking voice (Level 1 - small voice).
7. Use kind words.
8. Respect other students' property (book bags, musical instruments, etc.)
9. Patiently wait your turn when getting on and off the bus.
10. Students may not carry the following on the bus: glass objects, pets, skis, ski poles, sleds, skateboards, tools, chemicals, or any objects that could cause injury.
11. New York State regulations prohibit eating and drinking on the bus.

Bus drivers will write a Bus Conduct report if unacceptable behavior, including disrespectful and/or hurtful behavior, occurs. Parents will be notified of each reported incident and the follow-up steps that will be taken. As a general rule, discipline will be progressive.

### **Dismissal Changes**

We recognize emergencies occur when you need to change your child's regular dismissal routine. Your child's safety is our first priority so changes must be made **before 1:00pm**. ***Phone changes are strongly discouraged*** due to the difficulty of informing all necessary parties with such short notice. Please send a note with the following information:

- The date
- The child's full name and classroom teacher
- The full name of the person picking up the child
- Pick-up time for an early dismissal
- For a bus change - complete information about the new destination (location, name, address, phone number)
- Your signature (print your name as well if your signature is not legible)

### **Parent Pick-Up Procedures**

Parent pick-up will begin at 2:15pm each day. Students will be split based on last name with A-C at the ELC doorway on the parking lot side, D-H at the back playground door, I-Q at the first door on the left in the driveway between the HS & PS, and R-Z at the second door on the left in the driveway between the HS & PS. If your student will be picked up, please send a note to school with your child and include the name of the person who will be picking up your child. If you are unable to send a note, please either call the office at 335-4040 or e-mail directly at [psoffice@dansvillecsd.org](mailto:psoffice@dansvillecsd.org) **before 1:00pm**. This ensures that your child's teacher, as well as student pick-up staff, have your child's name on their list for the day. Please have a driver's license for **identification** and be prompt when picking your child up each day.

### **Developmental Learning**

A developmental approach to learning is followed in DPS as the goal is to match instruction and activities to students' development and individual needs. Therefore, teachers employ strategies adapted to students' learning styles, levels of development, and needs and interests while capitalizing on the students' spontaneity and intellectual excitement.

### **Morning Meeting**

Each class has a daily morning meeting for about 15 minutes. During the morning meeting, students greet one another and their teachers, read a written morning message telling them

about the plans for their day, engage in 7 Habits learning, and participate in a shared experience/activity/game. The goal of the morning meeting is to:

- Set a tone for respectful and engaged learning in a climate of trust
- Create the positive power of community by fulfilling students' needs to belong, to feel significant, and to have fun
- Model and practice social and emotional skills
- Merge social, emotional, and academic learning

### **Leader in Me**

In the DPS building, all students will receive instruction on the 7 Habits with their classroom teacher each day. The 7 Habits are:

- Habit 1 - Be Proactive
- Habit 2 - Begin with the End in Mind
- Habit 3 - Put First Things First
- Habit 4 - Think Win-Win
- Habit 5 - Seek First to Understand, Then to Be Understood
- Habit 6 - Synergize
- Habit 7 - Sharpen the Saw
- Habit 8 - Find Your Voice & Inspire Others to Find Theirs



### **Recess**

Children are provided with opportunities for free play each day. The children may be taken outdoors when the temperature is 20 degrees or above with the wind chill and it is not raining. During the winter weather, it is important that children arrive in appropriate outdoor wear (including boots, snow pants, hats, gloves, and scarves), so they can enjoy playing outdoors.

Parents can expect that play will be incorporated into daily classroom routines and instruction. This will occur through activities that support active involvement, exploration, imagination and pretend opportunities. Play is essential to development as it contributes to the cognitive, physical, social and emotional well being of children. Play allows children to learn how to work in groups, share, negotiate, resolve conflicts and learn self-advocacy skills. Hence, play is integral to the academic environment and it ensures that the school setting attends to the development of the whole child.

### **Playground**

The following rules will be reinforced by your child's teacher and adults in supervisory positions while children are using the playground.

- Students will stay in their teacher's playground area.
- Wood chips must be left on the ground.
- All equipment must be used in a safe and appropriate manner.
  - Slides are for sitting and sliding down
  - Ladybug is for crawling under and on top (no standing on or pulling people's arms or legs through the holes)
  - Bouncer can have 4 people sitting on the chairs and 4 people sitting in the middle with hands and feet staying on the bars

- Use kind words and treat others with respect.
- Keep your hands and feet to yourself.
- Watch out for and help other children.
- Listen to all adults, even those who aren't your teacher.
- Keep the playground clean.



### **Breakfast & Lunch**

The Dansville Central School District offers free nutritious breakfast and lunch for ALL students. Please note that a la carte items such as ice are available for purchase. The Community Eligibility Provision (CEP) Form must be completed if your child has received free school meals in the past or you believe that your income level would make you eligible. This was mailed home or is available in the Main Office upon request.

The school breakfast and lunch menu are carefully planned to provide one-third of the daily nutritional requirements an average child needs each day for good health, learning and growth. The menu is included in the principal's weekly newsletter. If your child is getting school breakfast and/or lunch, please review the menu each day and help him/her to identify the preferred selection. This will make it quicker when going through the breakfast line and help the teacher when your child places his/her lunch order in the morning.

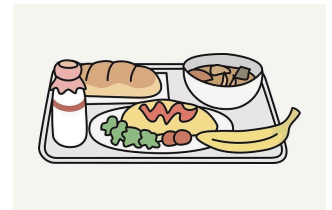
Breakfast is served daily from 7:40-8:10am. Kindergarten through 2nd Grade students eat breakfast in the cafeteria while 4PK students pick up breakfast after the 8:00am announcements and eat in their classroom. Lunch is eaten by 4PK through 2nd grade students in the cafeteria during an assigned 30 minute time block between 10:50am-1:14pm.

For more information, please contact our Food Service Department directly at 335-4010 x1407.

### **Cafeteria**

The teacher escorts the class to the cafeteria where students have thirty minutes to eat their lunch. While students are eating in the cafeteria, paraprofessionals are responsible for student safety. The following cafeteria expectations are reviewed with the students at the beginning of the school year and thereafter as needed:

- Listen to all adults
- Use magic manner words
- Keep hands to yourself
- Stay in your seat
- Use a table talk voice (Level 1 - small voice)
- Raise your hand for help from an adult (opening food or solving a problem)
- Use walking feet
- If you bring, take extra food home in your lunchbox
- Throw all your garbage out at one time when you are done eating
- Clean up your space - make it as clean as you found it
- Ask an adult to use the bathroom
- If a friend is sick or hurt, immediately go tell an adult and ask for help
- If fire alarm goes off, stop talking and listen for directions
- Line up in a straight line when an adult gives the signal
- Pop and/or carbonated beverages are not allowed
- No glass bottles or containers should be brought into the cafeteria



### **Snacks**

To ensure the safety of students with health concerns and allergies to certain foods, all snacks that will be shared with students in the classroom must be store-bought. No homemade baked goods are allowed. No exceptions can be made as this is in accordance with the health code. Water in a reusable water bottle is encouraged. No pop or carbonated beverages are allowed.

### **Books**

Books are an important part of our educational program and English Language Arts development. We encourage children to borrow reading materials from the library and classroom to read at home. When your child brings home books, please be sure that they are returned promptly and in the same condition as when they left the school.

### **Homework**

Families are asked to read to their child and/or have their child read to them for a minimum of 15-20 minutes a day.

### **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 as well as parent volunteers. In order to participate, each child must have written permission from a parent/guardian. A field trip permission form for all trips throughout the school year will be sent home at the beginning of the school year.

### **Dress Code**

Young children can participate in all activities at this level in an organized manner when their clothing is casual and comfortable. Footwear is very important as well. We strongly recommend sneakers and request you please do not send children to school in flip flops.

### **Party Invitations**

Party invitations may be distributed when given to **all** of the students in the class or all of the males/females. Students may not hand out invitations which will only be distributed to a few classmates.

### **Personal Property**

Students are expected to bring appropriate school materials and be responsible for them.

- The use of a backpack is strongly encouraged to ease the organization of school materials for your child.
- Please label supplies and personal items with your child's name.
- Students may only bring legal and safe objects to school. Please do not allow your child to bring or have items in school which are unsafe, dangerous or illegal such as knives, sharp objects, firecrackers, matches or lighters.
- Please do not send cell phones, iPod's, hand-held games and expensive technology items to school.

- We will not be responsible for damage to or loss of personal property.

### **Lost & Found**

Various articles are lost by children throughout the school year. The articles that are found will be placed in a lost and found area in the nurse's office. Children and/or parents may check our collection of lost items. At various intervals during the school year, the articles remaining will be gathered and donated to charity.

### **Paraprofessionals**

Paraprofessionals are employed at DPS to provide a more effective teaching program. Their primary emphasis is working with children in the classroom. They also help support students in the cafeteria, help prepare teacher materials, and assist with special projects throughout the school year designed by classroom teachers.

### **Academic Intervention Services**

In order to assure that all of our students are achieving their academic goals, we periodically evaluate their academic progress. When evidence of a lack of progress is seen, steps are taken to provide additional support to students. This support is provided by an Academic Intervention Services staff member. The support focuses on providing students with the necessary skills and strategies to be more successful in achieving the expected English Language Arts and/or math standards. Parents are informed of the need for this service through a notice letter.

### **Committee on Preschool Special Education (CPSE), Committee on Special Education (CSE), and 504 Committee**

The Committee on Preschool Special Education (CPSE), for preschool students, the Committee on Special Education (CSE), for school age students, and the 504 Committee, for preschool and school age, are multi-disciplinary teams that coordinate, evaluate, and make recommendations for children who require special education programs, related services, and/or modifications/accommodations. The teams work to ensure that the child's needs are considered from all viewpoints, the decisions are based upon a variety of information and data, and a wide range of ideas and alternatives are considered. For more information contact Megan Alger, School Psychologist.

### **Pupil Personnel Team (PPT)**

Dansville Primary School has developed a Pupil Personnel Team (including the Principal, School Psychologist, Guidance Counselors, School-Based Preventive Caseworker, and School Nurse) that is designed to support students and families in our district. The team brainstorms strategies to support students in the school setting, collaborates with teachers and staff, and identifies resources within the community.

### **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 and communication with the school
- Reduce disciplinary action
- Improve mental health and wellness for children and families
- Develop a multi-disciplinary approach to problem-solving
- Connect families with resources for any unmet needs

### **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
- Ensures 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



### **Confidentiality**

The District adheres to the Family Educational Rights and Privacy Act (FERPA). Private health care providers must follow the Health Insurance Portability and Accountability Act (HIPAA). In instances where the school needs to communicate with private health care providers, the parent will need to complete the required form(s) from their health care provider in order for school officials to be able to speak with them. Please be advised that confidential medical information will be shared only with district personnel who need to know. The information shared could include understanding the impact a medical condition may have on a child within the classroom setting and/or how to recognize and potentially manage significant medical concerns until medical help arrives. If you have any questions, please contact Erin Smith at 335-4040 Option 2.

### **Illness**

If your child is ill, please keep your child home in order to prevent illness from reaching others. Specifically, note that to return to school your child's symptoms must be subsiding, your child must be fever free and have not vomited for 24 hours, and/or on a prescription for the recommended amount of time.

Students who become ill at school will need to be picked up at school within a reasonable amount of time by either a parent/guardian or an emergency contact. Ill students are not allowed to ride the school bus in order to prevent illness from reaching others.

### **Accidents**

Any accident which results in an injury to your child while being transported to and from school or during the school day should be promptly reported to school authorities. Please encourage your child to tell the person in charge (teacher, bus driver, etc.) if they are injured at any time. Accident reports are filed and claims for insurance for medical treatment are forwarded to the guardian as soon as the reports are filed in the main office.

### **Medication in School**

All questions should be referred to Mrs. Erin Smith, School Nurse, at 335-4040 x2010. The following excerpts from our Board of Education Policy on medication should be understood by all parents and students.

Before any medication, including aspirin or cough drops, can be administered to 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. Smith if you need an Authorization Form for medication.

### **Emergency Care Action Plan**

Any child with a severe or life threatening medical condition that may require adult intervention and oversight during the school day, such as, but not limited to, diabetes, poorly controlled seizures, severe respiratory problems, or anaphylaxis secondary to food or insect allergy, will have an Emergency Care Action Plan developed by the pediatrician. The purpose of the plan is to provide concrete and simple training and instructions to non-medical personnel acting in a supervisory role for your child to keep your child as safe as possible until medical assistance arrives. If you believe your child needs an emergency care action plan, please be sure to bring the school nurse medical documentation from your physician as soon as possible, preferably before the start of school.

### **Child Health Plus**

Every child deserves a medical home. If you require, but cannot afford, health insurance to secure private health care for your child, please contact Lauren Cutting, School Based Preventive Caseworker, for confidential assistance in applying for Child Health Plus.

Child Health Plus is New York State's medical insurance program which serves uninsured children under age 19. The insurance is provided free or at a low cost. Coverage includes well child check-ups, immunizations, prescriptions, doctor visits, x-rays and lab work, outpatient mental health, inpatient hospital care, emergency medical care, and other services. The

application is a simple one page form requiring proof of the child's age, household income, and residency.

### **Visitors/Volunteers**

Visitors are those who are not regular staff members or students in the district, including parents. DPS always encourages and welcomes visitors and volunteers. Please feel free to visit on special events, such as your child's birthday, or volunteer consistently during centers. Volunteers must complete an application and be approved by the District.

All visitors must sign in at the main office window. We utilize a safety system called Raptor which scans your license and prints a sticker. During your visit, your sticker must be worn and displayed at all times. Please keep your cell phone off, do not take photographs, leave outside doors closed and do not open them for others, and refrain from discussing student concerns or individual matters with staff members. At the conclusion of the visit, visitors return to the main office window to return their visitor sticker and sign out. Visitors are not permitted to use the school buses for transportation to school as it is contrary to school policy.

### **Open House**

Open House is scheduled for Thursday, October 24th, from 5:30-6:30pm. This is an opportunity for children to "show off" their learning, classrooms, teachers, and friends to their families. Please note that it's not an opportunity for individual conversations about student progress and the event will begin and end promptly.

### **Parent Conferences**

Families are encouraged to sign-up for parent-teacher conferences with their child's classroom teacher in the Fall and Spring. Please note due to time constraints teachers will host only 1 conference per child each progress report period. Punctuality to conferences is important and if a parent-teacher conference needs to be rescheduled, early notification is appreciated. Please note that on conference days, dismissal is at 11:30am.

### **Change of Information**

Please notify the school in writing with changes in information, including address, telephone number, last name, babysitter or emergency contact, legal custody (need a copy of document), etc. Much of this information is necessary in case the school needs to contact parents or has an emergency/early dismissal.

### **Custody**

If there is a custody order in place which indicates your child is not to be with or picked up at school by an ex-spouse or parent, we ask the parent with primary custody to please send us a copy of the court decree which will be kept on file in the main office. It is expected that the custodial parent will accept responsibility for communicating student progress, activities, etc. to the non-custodial parent.

### **Logging Complaints with NYS**

If you have a complaint regarding administration and implementation of an ESEA program, including Title 1 Funds that was not resolved at the local level, you can access a parent complaint form on the District Website. You will find this under the Parent tab and it is titled “*NYS ESSA-Funded Programs Complaint Procedures*”.

### **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 or have questions, please email [dansvillepto@gmail.com](mailto:dansvillepto@gmail.com) or check out their website at - <https://sites.google.com/site/dansvillepto/>.

**Parent Volunteers** – We encourage parent volunteers in classrooms to read with students, support center activities, or prep materials. Please contact your child's teacher if you are interested in volunteering. If you will be volunteering on a consistent basis, volunteer applications are available in the Main office or on the Dansville website.

### **Pupil Placement**

Student placement is completed by the Principal and DPS faculty members. Parents are encouraged to provide information pertaining to their child’s placement on a school placement form developed for this purpose each spring.