

Marbletown Elementary School



Student / Parent Handbook
2015–2016

Marbletown Elementary School Staff
2015 – 2016

Kindergarten Teachers

Maryann Beare
Dianne Melville
Darlene O'Donnell
Heidi Racioppo

Kindergarten / 1st Grade Teacher

Mindy Shaw

Life Skills Teacher

Jean Burgher

1st Grade Teachers

Carol LaGoy
Tina Loughlin
Carolyn Sweeney

2nd Grade Teachers

Carol Covas
Felice DiGennaro
Alisa Finck
Grace Moore
Kaya Sahasrabudhe

3rd Grade Teachers

Lisa Bullock
Jennifer Husta
Michele Juric
Laurie Knapp

Aides and Assistants

Nancy Brammer
Sheila Brown
Karen Buchanan
Lisa Butler
Robin Carroll
Sara Decker
Kris Donovan
Maureen Faro
Maryanne Gates
Kathie Hikade
Hinako Shapiro
Jennifer Wynkoop

Support Staff

Ina Cole, Speech Therapist
Julie Decker, Remedial Reading
Mary Ann Greene, Special Education
Rebecca Horwitz, E.S.L.
Jill Hughes, Speech Therapists
Teresa Marzec, P.T.
Jocelin McNally, Remedial Reading
Christine Riley, Special Education
Robbins, Rebecca, Speech Therapist
Paul Scarpati, O.T.
Tim Whalen, Remedial Math
Kathy Yeager, Remedial Reading

Special Area Teachers

Lou Denise, Physical Education
Brian Kotsol, Physical Education
Joy Miller, Music
Stephen Protoss, Art
Barbara Rice, Librarian

Guidance Counselor

Stacy Bowers

Psychologist

Chelsea Petito

Custodial Staff

Jay Downey
Pat Legg
Chuck Chrisey
Rose Chrisey

Cafeteria Staff

Angela Evans
Donna Kearney
Pat Williams
Mary Yates

Office Staff

Andrew Davenport, Principal
Diane Bracklow, Secretary
Carol O'Connell, Secretary

Nurse

Margie Gilliland

Accepting Responsibility

As part of growing up, children will make mistakes. Mistakes provide opportunities for children to learn and grow. It is important that they be honest and that they take responsibility for their actions. Sometimes there will be consequences for their actions. The consequences should match the action. Possible consequences:

- ❑ Discussion with an adult about the action
- ❑ Time out
- ❑ Loss of recess or loss of eating lunch in the cafeteria
- ❑ Sent to the principal
- ❑ Loss of a special privilege
- ❑ A phone call home
- ❑ In-school suspension
- ❑ Out-of-school suspension
- ❑ PINS (Person in Need of Supervision)

Depending upon the individual circumstances, one or more of the above consequences may occur. With an out-of-school suspension, the student is entitled to one hour of tutoring per day of suspension.

Accidents

All accidents occurring on school grounds or on the school bus must be reported immediately to the person in charge. Parents will be contacted accordingly.

Attendance

Regular attendance is very important to a child's education. Students who are absent must bring a written note signed by a parent or guardian stating the date(s) and reason for the absence. The State Education Department will accept the following reasons as an excused absence:

- ❑ Personal Illness
- ❑ Sickness or death in the family
- ❑ Religious observance
- ❑ Court appearance
- ❑ Attendance at health clinics

Any other absence(s) not explained in writing are considered unexcused. In addition to absences, schools are now required to keep records of lateness and early dismissals. Arrivals after 12:00 p.m. are considered absent. A student must attend school in order to attend a school function that day or evening.

According to Board of Education Policy #7110 all students must attend school. Excessive absences, lateness, or early dismissals will be reported to Child Protective Services of Educational Neglect or a PINS (Person In Need of Supervision) petition will be filed with Family Court.

Perfect attendance is when the student is neither absent, tardy or dismissed prior to the end of the school day for the entire school year.

Bus Changes

No child will be allowed to change buses without written permission signed by a parent or guardian. Children should only change buses because of a change in childcare. Please notify the school in writing with the following information:

- ❑ Date
- ❑ The child's name
- ❑ The teacher's name
- ❑ The address where your child is going
- ❑ The bus route number/symbol
- ❑ The name of the person who will be responsible for your child
- ❑ A phone number where this person can be reached
- ❑ Your signature

If situations warrant that a written note could not be sent in with your child the day of a necessary bus change, you may either fax a note to (845) 687-7691 or e-mail to MESOFFICE@rondout.k12.ny.us ***We must receive bus change note before 1:30 p.m.***

Bus Safety

Students must abide by all school bus behavioral expectations to ensure the safety of all. The Marbletown PBIS Team in conjunction with our bus drivers developed the following expectations for students when they ride the bus.

Marbletown Bus Behavior Expectations Voice Level 2 – Conversational

Be Safe

- Stay seated in *your* seat with your feet on the floor
- Keep the aisles clear
- Cross the street only when the bus driver signals you

Be Respectful

- Listen to your bus driver
- Keep your hands and feet to yourself
- Use appropriate language

Be Responsible

- Treat others the way you want to be treated
- Check to make sure you have all your belongings

Students may be suspended from the bus for inappropriate behavior. They all may be recognized for positive behavior through our PBIS program.

Cafeteria

Our cafeteria prepares a hot and cold lunch each full school day. Snacks, yogurts, and drinks are also available each day.

At the beginning of each month a menu is sent home. This is also available on the districts web site. (www.Rondout.K12.NY.US) Please post and refer to this menu for selections and prices of meals.

Lunch may be paid for in advance. An envelope labeled with the child's name, the teacher's name, and the amount enclosed should be sent to school. You may also prepay for your child's lunch by visiting www.MyNutriKids.com. You will need your child's student ID number, so please call the school office for this.

Applications for free or reduced meals are available from the office. If you did not get one in September, or if your financial situation has changed within the school year, please call for an application. New forms must be completed each year. All families who meet the requirements on the application are eligible for free or reduced breakfast/lunch. If you are unsure if you meet the requirements, please call for information.

Child Custody

Children and families with custody issues must provide the school with legal documentation. Copies of court documents will be kept in a confidential file in the main office. Families requiring a second mailing of reports and notices must request this in writing each year and update their address at the main office.

Dignity for All Students Act

New York State's Dignity for All Student's Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or school function.

The Rondout Valley Central School District has created a Dignity Act Incident Reporting Form through which any individual possessing information suggesting that a student has been subject to such harassment, bullying or discrimination can report such information so that it may be properly investigated and addressed. Instructions for completing The Dignity Act Incident Reporting Form and a copy of the Dignity Act Incident Form can be found on the District website (<http://www.rondout.k12.ny.us>). The forms and instructions can also be found in the main office and on the District's web site: www.rondout.k12.ny.us

Emergency Closing Information

You will be notified by the School Messenger Service should there be any emergency closing (delayed opening, school closing or early dismissal). When the district is anticipating an emergency closing due to weather or other emergency, School Messenger will be activated and you will receive a phone call, text message and/or e-mail relaying information regarding the closing. ***Please do not call the school unless it is an emergency.*** School personnel urgently need open telephone lines.

In addition to School Messenger, emergency closings are announced several radio stations which are listed in the school's calendar, as well as on the district web site: www.Rondout.K12.NY.US

Every student should have a plan in place as to where they will go in case of an emergency early closing. If your child is to go on a different bus, please notify the school in writing and we will keep a record of it. Please be sure this is updated as changes occur

Emergency Evacuation Plan

If it becomes impossible for the students to remain in the school we will use our Emergency Evacuation Plan. Students will walk, under supervision, to a designated area and be bused home from there. Parents will be notified via School Messenger with additional details. Evacuation drills are conducted at least once annually.

Fire Drills

Signs are posted in every classroom, office, and cafeteria directing students and staff to exits. Everyone must move quickly, quietly, and in an orderly fashion to safety.

Head Lice

Each class will have a regular head lice check by the school nurse. If a child has live head lice, the child's parents will be notified and must immediately pick up the child from the health office. He/she will not be allowed to ride the bus home. The nurse can advise parents in treating this condition. Parents must bring the child into school and be checked by the nurse before they return to class.

Homework

Homework should be considered as preparation for and review of work being taught. The teacher assigns homework as an important part of the education program. Homework is expected to be completed and returned on time. If your child is having difficulties with their homework, contact his/her teacher immediately.

HELPFUL HOMEWORK TIPS

- Create an appropriate place for homework to be completed equipped with necessary supplies such as paper, pencils, dictionary, rulers, etc.
- Establish a regular time for your child to do the homework.
- Create a system with your child for organizing his/her assignments, book bag, etc. The four important steps to effective homework completion are:
 1. Writing down all assignments in an assignment pad.
 2. Bringing home necessary materials to complete assignments.
 3. Completing the assignment.
 4. Returning the completed assignment on time.
- Encourage independence, but offer support and guidance as needed.
- Look over your child's homework, but don't do the work!
- Helpful questions for you to ask your child include:
 - What's your homework today?
 - When is it due?
 - Do you need anything special to complete it?

Don't forget to congratulate your child on a job well done!

Library

Students will be allowed to sign out library materials every week providing they have returned their materials from the previous week. All library materials are due one week from the date on which they were borrowed.

A student who forgets to return library book on library day will be given an alternative assignment for book selection time. Those students can bring in their book(s) on another day and arrangements will be made for them to sign out a new book.

If a library book is lost or damaged, the school will have to be reimbursed by the student/parent. All monies collected are refundable if the lost book is ever found.

Students are allowed to sign out one book in Kindergarten and 1st grade, two books in 2nd grade and three books in grade 3. Parents may sign out books for their child(ren) any time.

Lock Down and Lock Out

There may be times when the District Office or the Police will direct us to lock down or lock out the building. In a lock down, all staff and students report to designated locations. Classroom and exterior doors are locked. No one may enter or leave the school. During a lock out, the school day proceeds normally, however, no one may leave or enter the school. Lock out and lock down drills are utilized during the year to familiarize students and staff with these procedures.

Lost & Found

A Lost and Found area is located outside the cafeteria. Be sure to check the Lost & Found frequently. To ensure that items are returned to the rightful owner, please put names inside clothing articles. For items that might have been lost on the school bus, call the bus garage at 626-2002 for assistance.

Medicine

The school nurse may dispense medicine in school but only by a written request from the doctor. The doctor must indicate the frequency and dosage of the prescribed medicine. Also, we must have a written request from the parent/guardian. The medicine must be in the original labeled container and delivered to the nurse by the parent/guardian. Do not send the medication to school with your child.

Parent Conferences

Our school recognizes the importance of parent conferences. The date for this year's parent – teacher conferences will be Thursday evening, October 8th and Friday afternoon, October 9th. Classroom teachers will be giving parents more information on when and how this will work. Parent-teacher communication is essential for your child's academic success. Regular communication is encouraged, and conferences can be scheduled any time you or your child's teacher have concerns.

Parent Contact Information

Please make sure to keep your contact information up to date. We live in a time when phone numbers and email addresses change frequently. It is important that that our nurse and student information system has current contact information. You can contact the main office with any updates.

Phone Numbers

Marbletown Elementary School	687-0284
Marbletown Elementary Fax	687-7691
Kerhonkson Elementary School	626-2451
Rondout Valley Central Schools	687-2400

Physical Education

Students must wear sneakers to physical education class. This is for the safety of that child as well as the safety of other children. Sneakers are the safest footwear, but soft-soled shoes are acceptable. Footwear that leaves marks on the floor will not be permitted.

Picking up Students

Students that are being picked up before the end of the day need to be signed out at the main office. **Please make sure that you bring a photo ID with you, and please remind others authorized to pick up your child to do the same.** Please note that we cannot release your child(ren) to anyone other than those individuals you have indicated on the main office emergency form. An office staff member will call your child's classroom and have them sent to you at the main office. We do request that unless there is an emergency, students not be picked up any earlier than 3:20 p.m. Advance notice of your intention to pick your child(ren) up early is appreciated and will expedite the process.

If you are picking your child up at the end of the day, you must send a note in informing your child's teacher of your plans. You may also drop off or fax a note prior to 1:00 p.m. to (845) 687-7691. Please park behind the cafeteria and enter the side door. This door will be unlocked at 3:10. At 3:20 (dismissal time) your child will be dismissed to the cafeteria. At that time, you may sign your child out and exit the building through the side door. **Please make sure that you bring a photo ID with you, and please remind others authorized to pick up your child to do the same.** Please exit the parking lot in a safe and timely manner and you will avoid the bus traffic.

Picking up Students (from the Health Office)

If you need to pick up your child from the nurse's office, you must first sign them out in the main office. Your child will be called from the nurse's office.

Positive Behavior Intervention and Support (PBIS)

The Marbletown Elementary School PBIS approach emphasizes three positively stated expectations: **Be Safe, Be Respectful and Be Responsible.** PBIS motivates and encourages students toward positive behavior while recognizing and reinforcing appropriate actions, significant displays of good character and marked effort and improvement toward personal and academic success.

PTA

The Marbletown PTA is awesome! Our PTA has been a great asset to our school over the years. Their purpose is to support and enrich all the children of the school. We encourage everyone to join the PTA and become involved. Look for information coming home throughout the year from the PTA.

The PTA leadership group includes:

Amy Dunphy, President	Heather Long, Treasure
Arnell Tuttle, Co-Vice President	Katy Weber, Co-Vice President
Megan Kiszkiel, Corresponding Secretary	Priscilla McMahon, Recording Secretary

The PTA meetings for the 2015-2016 school year are as follows:

Wednesday, September	16	6PM	Cafeteria
Wednesday, October	7	6PM	Cafeteria
Wednesday, November	3	6PM	Cafeteria
Wednesday, December	2	6PM	Cafeteria
Wednesday, January	6	6PM	Cafeteria
Wednesday, February	3	6PM	Cafeteria
Wednesday, March	2	6PM	Cafeteria
Wednesday, April	6	6PM	Cafeteria
Wednesday, May	4	6PM	Cafeteria
Wednesday, June	1	6PM	Cafeteria

Publishing Student Names and Photographs

The district will publish names, photographs and videos of students unless parents/guardians have completed and returned the *OPT OUT FORM* expressing that they **do not give consent**. Student names, photographs and videos will be used only for educational and/or public relations purposes, in newsletters, on the district website, etc. and student names will not be used together with their photo or video. Forms were mailed out during the summer and needed to be returned by September 8th.

Playground / Recess

Recess is for students to interact socially and be physically active. Playground equipment is provided for student use. Student may bring in items to play with for recess, but should get permission from their teacher first. Expensive toys should be left at home. Additionally, children should always be properly dressed. This includes proper footwear for safety. Sandals and shoes with heels are not appropriate for running around. We go outside for recess unless it is raining or the temperature is below 20 degrees (with the wind chill). Children should be properly dressed. In the winter, coats, hats, and gloves should always be worn. If a student wants to play in the snow, they must also have snow boots and snow pants.

Report Cards

The purpose of report cards is to inform students and their parents/guardians of student's progress. Report cards go home at the end of each marking period. Parents should sign and return the envelope to assure us that they have seen the report card.

Request for Professional Qualifications

According to the federal No Child Left Behind Act of 2001, parents have the right to request information about the professional qualifications of their child's classroom teacher. All requests should be made in writing to the principal, Andrew Davenport.

Student Arrival Time

Our academic day begins at **8:50 a.m.** **Students arriving after 8:50 a.m. are considered tardy and must be signed in by a parent/guardian before going to their classroom.**

If you are bringing your child to school at the start of the day, please park behind the cafeteria and enter the side door so that the bus loop is clear for the buses. The side door will unlock at 8:30 a.m.

Student Dismissal Time

Our dismissal time is 3:20 p.m. with the buses departing at 3:25 p.m. If you are picking your child up at the end of the day, you must send a note in informing your child's teacher of your plans. You may also drop off, fax (845) 687-7691 or e-mail (MESOFFICE@rondout.k12.ny.us). We need to receive pick up information prior to 1:30 p.m. Please park behind the cafeteria and enter the side door. This door will be unlocked at 3:10. At 3:20 (dismissal time) your child will be dismissed to the cafeteria. At that time, you may sign your child out and exit the building through the side door. Please exit the parking lot in a safe and timely manner and you will avoid the bus traffic.

School Messenger

Our school district uses the School Messenger Notification System to provide timely communication to parents on matters such as attendance, general interest activities and campus and district emergencies.

Toys and Valuables

We discourage students from bringing toys and valuables to school. The school is not responsible if they are lost or stolen. If a child wishes to bring in a special item, they should first get permission from their classroom teacher. **Cell phones and all other electronic devices are not allowed in school. If there is a special reason for a student to have a cell phone in school, it must be cleared by the principal.**

Transportation Liaison

Debra Kosinski is the Transportation Liaison for Rondout Valley Central School District. If Mr. Davenport cannot help you with a transportation problem or question, Debra Kosinski can be reached at the District Office, 687-2400, extension 4806.

Visitors

All visitors are welcome to our school. For security reasons, every visitor must show a form of picture identification at the main office, sign in and get a visitors pass. Please report to your destination to complete your business. When you have finished your business, please sign out prior to your exiting the building. Please do not wander around the building. For security reasons, **every** visitor must first sign in at the main office and get a visitor's pass. Any person without a visitor's pass will be directed to the main office. This is for the safety of all our students. Your cooperation is appreciated.