

Dublin Elementary School Student & Parent Handbook 2016 - 2017



Dr. Michael Perry, Principal

Ms. Elizabeth Webb, Assistant Principal

Dublin Elementary School

600 Dunlap Road
Dublin, VA 24084
(540) 643-0337

August 01, 2016

Dear Dublin Elementary families,

We hope you have had a great summer! As always, Dublin Elementary School teachers and staff have been working hard to prepare the best possible educational experience for our students...and this year we are air-conditioned! We know you will like the upgrades to our school!

We are all excited to begin working with your children. If you have any concerns about your child, please don't hesitate to contact his/her teacher. Each of our faculty members has an email address which will be shared with you at the start of the year. Phone calls and notes are also valuable communication tools. **Please sign up for your access to Parent Connect, this will allow you view your student's grades, assignments, and attendance. Your child's teacher will have the required form.** We will again be utilizing the *School Stream* automated calling system to inform our parents and students of important events.

We are continuing to emphasize math and reading strategies this year. This year, we are excited to expand Accelerated Reader and "Words Their Way" instruction to all grade levels. We are also excited to enter the second year of our Olweus Bullying Prevention Program. Please take time each week to read with your child and practice math skills using flash cards, games, or the computer. Modeling a love of learning at home will help instill that characteristic in your children.

We are looking forward to another fantastic year at Dublin Elementary. If you have any questions, our office assistants, Mrs. Agnes Brumfield and Mrs. Judy Ferrell, are available to answer them or direct you to someone who can. Have a wonderful year!

Sincerely,



Dr. Michael Perry
Principal



Elizabeth R. Webb
Assistant Principal

Dublin Elementary Shamrocks Important Dates for 2016-2017

**Please note that these dates are subject to change. Please visit our DES website to access our
DES electronic school calendar
<http://www.pcva.us/des.html>**

August 11th: 2 hr. early release: Orientation Day Pre-K and K

August 12th: All grade levels report

August 20th: Back to School Night at Calfee Park 7pm

September 5th: No School – Labor Day

October 12th: End of 1st nine weeks

October 19th: Report cards go home

October 27th: 2 hr. early release – Parent/Teacher Conferences (2-7pm)

October 28th: No School – Parent/Teacher Conferences (8am-12pm)

November 8th: No School – Teacher Workday

November 23rd-25th: No School – Thanksgiving Break

December 16th: 2 hr. early release - End of 1st semester/2nd nine weeks

December 19th-January 3rd: No School – Winter Break

January 6th: Report cards go home

January 16th: No School – Martin Luther King, Jr. Day

February 9th: 2 hr. early release – Parent/Teacher Conferences (2-7pm)

February 10th: No School – Parent/Teacher conferences (8am-12pm)

March 10th: End of 3rd nine weeks

March 13th: No School – Teacher workday

March 17th: Report cards go home

April 14th-18th: No School – Spring Break

May 24th: 2 hr. early release – Last day of school

June 2nd: Report cards mailed home

Home-School Connections

Parent-Teacher Conferences

There are two designated times during the school year for parent-teacher conferences. Elementary Conferences for the fall are scheduled on October 27th (2-7pm) and October 28th (8am-12pm). Spring conferences are scheduled on February 9th (2-7pm) and February 10th (8am-12pm).

More information regarding the procedure for setting up a conference will be sent home prior to those times.

It is not necessary to wait until the established conference dates to schedule an appointment with your child's teacher. At Dublin, we believe it "takes a village to raise a child," and we encourage your active participation. Either parents or teachers may request a conference at any time during the school year. Simply call your child's teacher to schedule a convenient time. We look forward to having all of our parents involved this year!



PTO and Parent Volunteers

Dublin Elementary School's PTO will be determining its goals for the year and will need your help. It's important that you show your support of our PTO by becoming a member. Membership allows you to vote on PTO issues or even become an officer!

Please join us as often as you are able! Watch for more information from your child's teacher or from the PTO for dates.

DES considers its parent volunteers as very special resources. Parents are encouraged to help in classrooms and with programs and activities such as the Shamrock Festival. Please contact one of our PTO officers if you have time or skills to donate. This will help to make our school an even better place for children to learn and grow.

Midterms and Report Cards

Every student will receive a midterm report halfway through each nine weeks grading period. Please look over this carefully and contact your child's teacher if you have any questions.

Report cards will be distributed approximately one week after the end of the grading period. Please sign and return the report card envelope the following day. These two reports will help you stay up-to-date regarding the academic progress of your child.

Communication

Every student will receive a **Teacher/Parent Communication** folder at the beginning of the year. Please make sure to look for this folder daily. One side will be marked *Return to School* and the other will be marked *Keep at Home*. We hope this will be an effective tool for students, teachers, and parents.

The Home Connection

Public schools are changing! When you visit us, you will probably see a very different type of school than the one you attended. We at Dublin Elementary are committed to meeting the needs of our students in a world which is rapidly changing and growing. Parents can help us with this enormous task by...

- making sure students come to school on time and stay all day,
- making sure students are well rested and eat healthy meals,
- making sure students complete homework and bring all materials to school,
- giving children opportunities to burn off excess energy at home by playing outside and being active,
- reading to your child and having your child read to you,
- signing and returning all forms and papers promptly,
- reminding children about the importance of education,
- asking children about the activities they are doing in school,
- making sure students are dressed in accordance with the county dress code
- being involved in whatever way is possible for you!

Instructional Program

Our students have access to a well-rounded education at DES. Our program incorporates pre-school through fifth grade. We have 27 homeroom teachers:

Preschool

Mrs. Exconde
Mrs. Putnam

Kindergarten

Ms. Akers
Mrs. Jones
Mrs. Skeens
Mrs. Souder

First Grade

Mrs. Dalton
Mrs. Dishon
Mr. McAfee
Mrs. Fuller

Second Grade

Mrs. Chambers
Mrs. Gjata
Mr. Martin
Mrs. Hall

Third Grade

Mrs. Castle
Mrs. Mowery
Mrs. Phillips
Mr. Bishop

Fourth Grade

Mrs. Hall
Mr. Hocker
Mrs. Nester
Mrs. Edwards

Fifth Grade

Mrs. Boyd
Mrs. Monroe
Mr. Souder
Mrs. Sarver



We also have teachers who, together with our classroom teachers, serve to meet the special needs of our students. Mrs. Hall, Ms. Dalton, and Mrs. Stone are our special education case managers for students in kindergarten through fifth grade.

Mrs. Buzzard helps students with speech and language. Our Title I teachers, Mrs. Carroll, Mrs. Sexton, and Mrs. Smith, help many students improve their reading and math skills.

Students at DES also have the opportunity to participate in additional programs.



Library

Our students have a class in the library once a week led by our librarian, Mrs. Cox-Chong. Students may read, check out and return books, use computers, and research. Students are allowed to keep their books for one week. They should be returned or renewed the next time the student goes to the library.

Music

All children are enrolled in music classes for one semester of the year in alternating quarters. Classes are held once a week. Our music teacher, Kelsey Sykes, will provide opportunities for students to develop skills and increase their enjoyment of music. Depending on their age, activities will include singing and playing instruments.

Art



Art is offered to students once a week in alternating quarters as well. Mr. Gilmore, our art teacher, will offer students the opportunity to develop art skills and gain a better understanding and enjoyment of art.

Physical Education

Students will have a P.E. class three times a week. The development and maintenance of a healthy body is essential for physical well-being and good mental health. Our teachers, Mrs. Moore and Mr. Wilson, work to create an atmosphere for the development of leadership, sportsmanship, and congeniality



There are a few specific rules due to the nature of the PE class.

- 🦿 Students must wear tennis shoes with no heel. The PE teachers will judge what is or is not permissible based on the safety of the students.
- 🦿 Hands and feet must be kept to oneself.
- 🦿 All students must attempt all activities.
- 🦿 Students may miss P.E. for ONE day with a note from a parent; after that, a doctor's note is required.

Nurse

Our school nurse, Mrs. Andrews, is responsible for maintaining health records, routine health checks, parental contact concerning health problems, and assistance in health screenings. Please contact her if your child has any unusual health issues. Also, please alert the school if your child is absent due to a communicable disease so that precautions may be made for the other students if needed. The phone number for the nurse is 643-0713.

The nurse is also responsible for administering medication at school.

Students are not allowed to bring any type of medication to school, including over-the-counter medicines such as Tylenol, aspirin, cough drops, eye drops, etc. We must have a doctor's note on file before any medication can be administered at school. The medicine must then be brought to school in its original container by the parent.



Counselor

Mrs. Lauren David is our guidance counselor. She is available to assist students with questions regarding social problems, family crises, or school related issues. She will also offer classroom guidance to our students as well as personal/social counseling to small groups.



In-School Clinicians

Dublin Elementary houses three NRVCS in-school clinicians to serve students who might benefit from additional support. This service is provided to student/families on a referral/voluntary basis.

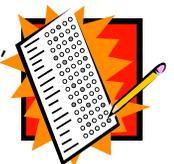
Computer Labs

Dublin Elementary School has three up-to-date computer labs that students will be using throughout the year. Mr. Ratcliff, our Instructional Technology Resource Teacher, will be working with your child's classroom teacher to provide opportunities for students to access technology to enhance their educational experiences. They will also be able to practice for the Standards of Learning assessments in the labs.

Standardized Testing

Pulaski County is committed to the use of assessments of all types. We test to gain valuable information about the quality of learning our students are obtaining. After testing is complete, teachers and administrators will analyze the results to determine strengths and areas in need of improvement in our program.

Students in grades 3, 4, and 5 will take the Standards of Learning Assessments, which determine school accreditation. These are comprehensive tests that cover the entire K- 5 curriculum. Students in each grade will take various assessments throughout the year. We will be glad to discuss these with you at any time.



Routine Procedures and Policies



Daily Schedule

Our school day starts at 8:25 a.m. The building opens at 7:45 a.m. Please do not arrive before that time due to supervision issues. Students will wait in either the gym or the cafeteria according to the list below until 8:20 at which time teachers will pick up their classes.

Gym: Kindergarten, 1st grade, 3rd grade, and 5th grade students

Cafeteria: Preschool*, 2nd grade, and 4th grade students,

***Preschool students should not arrive before 8:30 a.m.**

Breakfast is served beginning at 7:50 a.m. All students who choose to eat breakfast must be in the cafeteria by 8:10 a.m. (except for students who ride a late bus).

Parents who bring their children to school may escort them to the areas designated above for parent drop-off during the specified time frame. Parents/guardians are not to escort their children to the classroom. Students arriving after 8:25 a.m. must report to the office with their parent/ guardian. Students will be escorted to the classroom by school personnel.

Our school day ends at **3:00 p.m.** First-load buses are boarded at that time. Parents will be released to pick up their children at approximately **3:10 p.m.** each afternoon. All students who do not ride buses must be picked up by **3:20 p.m.**



Security - Parents, guardians, visitors, and guests must enter through the main front entrance. The entrance is monitored by school personnel and a camera system. All persons will be identified before they are admitted into the building. PCPS is using a new system to assist with visitors, check ins, and check outs. A picture ID must be presented before you can be given a visitor's badge or check a child out. When school personnel are not stationed by the door, the camera system will be electronically operated by school personnel who will unlock the door upon proper identification. Visitors must proceed to the office to receive a visitor's badge. **No parent/ guardian/visitor may enter any hallway or classroom without prior permission from school administration. Parents who bring their children to school may escort them to the areas designated in the DES Handbook for parent drop-off during the specified timeframe. Parents/guardians are not to escort their children to the classroom. Students arriving after 8:25 a.m. must report to the office with their parent/ guardian. Students will be escorted to the classroom by school personnel. On days following regular schedule, parents will be allowed to pick up their students from the classroom between 3:10 and 3:20 PM. Students will not be released for pick up before 3:10 PM unless the standard check out procedure is followed. Early checkouts will be logged into the attendance record. After 3:20 PM, students are to be picked up in the cafeteria.**

After-School Child Care

The Explorer program, operated by the Pulaski County Department of Parks and Recreation, provide an opportunity for after-school child care for students in grades K – 5. The service is designed to be flexible and the fee is determined on a sliding scale fee basis. Applications are available in our school office. Contact the Pulaski County Department of Parks and Recreation for more information.

Rocking After School Program

Dublin Elementary is the proud recipient of a 21st Century Community Learning Center grant to fund our Rocking After School (RAS) Program. The program is provided at no cost and bus transportation is provided. Designed for students in grades 3-5, RAS provides academic support and incorporates the **Micro Society** concept to immerse students in the “real world”. RAS participants will have the opportunity to participate in field trips and parent/community nights are held once per month with a free meal provided for the entire family. Contact the school for more information and an application.

Attendance

Regular attendance is essential to a student's success in school. Pulaski County Schools' attendance policy is summarized in this section. When a student is absent, parents should either call the school or send a note upon the child's return to school verifying the absence. If the child visits a physician, please ask for a doctor's note to send to the school following the child's return.

There are three types of absences recorded by the school:

- NOT: the absence was supported with professional documentation (a note from a doctor, dentist, counselor, etc.)
- PC: the absence was verified by a parent either by phone or by a note sent the following day
- UNV: the absence was unverified (no phone contact or note was received by the school)



Once a child reaches 5 absences marked UNV or a combination of 10 days marked PC or UNV, a meeting including the parents and the school's attendance committee will be scheduled and an attendance improvement plan will be created. If a student continues to have absenteeism issues, a referral will be made to the Pulaski County Truancy Team. Court action could follow if the attendance issue is not resolved following these steps.

Students that accumulate a combination of 10 or more tardies or check-outs will also be subject to an attendance improvement plan unless professional documentation is provided. Any time a student enters the classroom after 8:25 a.m., he/she **must** have a note from the office. Parents should escort their children to the office if they arrive after 8:25 in order to complete the sign-in record. A tardy will be recorded (unless a doctor's note is provided) which will count toward the

total of 10 allowed tardies/check-outs. Please make sure that children are at school on time. Thank you!

Cancellation of School

Cancellation of school may take place due to inclement weather, equipment failure, or public crisis. The school board and administration are aware of the hardships caused by a change in routine. Therefore, the schedule will only be altered if a safety risk has been posed. Radio and television stations are notified when school is cancelled, delayed, or has an unexpected early release.



Parents are asked to complete an *Early Release Instructions* form at the beginning of each school year. These forms will be kept on file with teachers so that we can be sure that your child has transportation and supervision when being released early from school.

Buses

School bus drivers have the tremendous responsibility to transport our students to and from school safely. Our students can do their part by engaging in appropriate bus behaviors. These are...



- 1) remain seated,
- 2) speak quietly,
- 3) stay in your self space (keep hands and feet to self),
- 4) follow bus driver's directions.

When students follow these rules, the bus riding experience will be safe for all passengers. If a student has difficulty following these rules, the driver will report violations to school administrators. A written warning will be issued for the first offense, and the child will be given an opportunity to correct his/her actions (unless the violation is severe). Following that, bus suspensions will be used to reinforce the seriousness of bus behaviors. We are excited about the addition of cameras to many of our school buses to ensure the safety of our students.

If your child is going to ride a different bus or get off at a different stop, please send a note to the school. If your child is riding the bus with another student, please make sure that the school receives a copy of the plan from the parents of **both** students. We will be unable to accommodate the change without proper documentation.

Lunches



You are able to pay for lunches by the week, month, or year. Paying in advance helps the cafeteria service line operate more efficiently. Each student has an account in which money can be applied for breakfast, lunch, and a la carte items. Students are asked to add money to their accounts on Monday mornings.

On regular school days, DES provides both a breakfast and lunch program which is available to all students in school during the serving time. Students are encouraged to take advantage of this program. In addition to the regular menu, students may pre-order a chef salad any day. Peanut butter and jelly sandwiches may be pre-ordered Tuesday- Thursday. As part of our county's new wellness policy, sodas and fast food are NOT allowed in the cafeteria. Parents are encouraged to join their children for lunch any time. Please call ahead and let your child's teacher know your choice of food items so the cafeteria can plan accordingly. Also, please remember to not bring food from outdoor vendors (fast food) to the cafeteria.

Pulaski County Elementary Breakfast & Lunch Prices 2016-2017

Elementary Breakfast:

Full Price: \$1.15

Reduced Price: \$.00

Adult: \$1.60

Elementary Lunch:

Full Price: \$1.75

Reduced Price: \$0.40

Adult Price: \$2.70

Student Behavior

Dublin Elementary School has high standards for student behavior to help keep our school a friendly, safe learning environment for all students. Our school motto is...

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K
S

Respect ourselves and others
Own our attitudes
Choose to be responsible
Keep it safe



You will see evidence of our plan throughout the school. Each area of our building will have posted rules that fall under each of these expectations. These are listed below.

Cafeteria Expectations

Respect ourselves and others

✿ Use quiet voices.

✿ Stay in self space.

Own our attitudes

✿ Use polite words with everyone.

Choose to be responsible

✿ Keep our space clean.

Keep it safe

✿ Stay seated with both feet under the table.

✿ Carry tray with both hands.

Hallway Expectations

Respect ourselves and others

✿ Stay in self space.

Own our attitudes

✿ Make good choices.

Choose to be responsible

✿ Walk quietly in a straight line.

Keep it safe

✿ Stop at the stop signs.

✿ Walk on the right side of the hall.

Restroom Expectations

Respect ourselves and others

- ✿ Use quiet voices.
- ✿ Respect the privacy of others.

Own our attitudes

- ✿ Use polite words with everyone.

Choose to be responsible

- ✿ Keep our space clean.
- ✿ Place trash in the trashcan.

Keep it safe

- ✿ Keep hands to self.
- ✿ No more than 4 students in the restroom at one time

Bus Expectations

Respect ourselves and others

- ✿ Use quiet voices.
- ✿ Stay in self space.

Own our attitudes

- ✿ Use polite words with everyone.

Choose to be responsible

- ✿ Keep up with belongings.
- ✿ Leave space clean.

Keep it safe

- ✿ Stay seated facing the front.
- ✿ Follow bus driver's directions.

Bus Wait Expectations

Respect ourselves and others

- ✿ Use quiet voices.
- ✿ Stay in self space.

Own our attitudes

- ✿ Use polite words with everyone.
- ✿ Follow all directions respectfully.

Choose to be responsible

- ✿ Keep our space clean.
- ✿ Collect all belongings.

Keep it safe

- ✿ Stay seated.
- ✿ Always walk.

Playground Expectations

Respect ourselves and others

- ✿ Take turns.
- ✿ Stay in self space.

Own our attitudes

- ✿ Use polite words with everyone.
- ✿ Be a good sport.

Choose to be responsible

- ✿ Keep our grounds clean.
- ✿ Take care of equipment.

Keep it safe

- ✿ Use equipment the right way.

Students who are exhibiting the expected behaviors will be recognized. All faculty and staff members will be distributing "Shamrockers" to students for demonstrating these characteristics. Shamrockers may be exchanged for various opportunities throughout the year. Each teacher will establish a list of privileges and the cost of each. This will vary from teacher to teacher and will change throughout the school year to keep it fresh. Expectations will be taught to all students at the beginning of the year and refresher lessons will be provided as the year progresses. All of the adults in the building will model the expected behaviors and reteach as needed. Please make it a point to ask your child about this program and reinforce the expectations at home.

In addition to the rules above, students are also expected to follow the Pulaski County Student Code of Conduct.

There are times during the school year when students need to pay extra attention to their behavior and be extra courteous. These include being taught by a substitute teacher, attending an assembly, having a guest speaker, and participating in field trips. We are representing Dublin Elementary School and want to do so with pride!

We are looking forward to continuing a positive climate of mutual respect at Dublin Elementary School!

Custody Issues

In order to comply with any particular custody requests you might have, Dublin Elementary must have a copy of any court documents. They will be filed in the child's permanent record. *In the absence of these papers, the school is legally obligated to give both biological parents equal access to records, their children, and the privileges of parenthood.*

Dublin Elementary School Bullying Prevention Program

We care about the safety and well-being of our students. We want to make sure our schools are a good place for students to learn. To do this we (Dublin Elementary, Dublin Middle, Riverlawn Elementary, and Snowville Elementary) are going to be using a program called the *Olweus Bullying Prevention Program*. The *Olweus Bullying Prevention Program (OBPP)* is one of the best-known bullying prevention programs. *OBPP* has been proven to prevent or reduce bullying.

The goals of *OBPP* are to reduce bullying problems and prevent new bullying problems from happening. The program also works to make relationships better among students. The program is for all students, not just those who are being bullied or who are bullying others.

Parents and guardians play a key role in this program. Your child will be asked to tell an adult at school and at home if he or she is bullied or sees bullying happening at school. It will be very important that you take any bullying seriously and tell our school staff. Our school staff members are being trained to deal with bullying situations when we are told about them.

Bullying should not be seen as “kids being kids” or something that students just need to deal with. Having a safe school experience is something that all students should be able to enjoy.

If you have any questions about the program, please call your child’s teacher or me.

Sincerely,

A handwritten signature in black ink that reads "Michael Perry". The signature is written in a cursive style with a large, looped initial "M".

Michael Perry, Ph.D.
Principal, Dublin Elementary

NO Bullying!

Bullying (Pulaski County School Board policy JFC-R4 and JFC-R1)

The Pulaski County Public Schools has enacted a set of policy regulations concerning bullying of students in the schools. Bullying is now a specific Code of Conduct infraction characterized by the following criteria: "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. **"Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.**

1. Bullying = aggressive behavior or intentional "harm-doing"
2. Bullying = carried out repeatedly over time
3. Bullying = occurs within an interpersonal relationship characterized by an imbalance of power.

A student, either individually or as a part of a group, shall not harass or bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities. *Students who bully other students are subject to strict, specific penalties. Students who are targets of bullying should act immediately to report such behavior.*

Pulaski County Student Code of Conduct

Examples of conduct that may constitute bullying behavior include:

- **Physical bullying:** (other than assault/ fighting as defined in JFCR) hitting, punching, poking, shoving, pinching, jabbing, kicking, choking, unwanted touching, blocking, chasing and cornering, tripping, vandalizing, stealing, and writing graffiti (on both public and private property and by use of computers or other technological devices).
- **Emotional bullying:** name-calling, threatening, taunting, malicious and incessant teasing, spreading rumors, mocking, making faces or obscene gestures, making offensive racial or sexual comments, ganging-up on others, belittling, excluding others from a group or activity (shunning), ignoring, and lying.

Recommended Actions (K-5):

First Offense:

Parent contact and/or conference
Conference with School Counselor

Second Offense

Time Out or In School Suspension - One (1) day
Administrator/Parent Conference

Third Offense

One to three (1-3) days out of school suspension
Required counseling (in or out of school)
Administrator/Parent Conference

Fourth Offense

Consideration for Long Term Suspension
Consider placement in an Alternative Education Program



If any item in the handbook is unclear, please don't hesitate to call the school for clarification. Let's work together to make this our best year ever!!

Please detach and return to DES

Student Name _____

Parent Name _____

Teacher Name _____

I, _____, have read and reviewed the student handbook with my child.

Parent signature _____