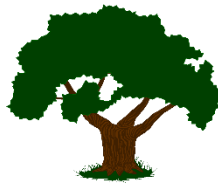




# **Dogwood Elementary School**

## **2023-2024**



### **Parent - Student Handbook**

**Principal – Renee Carpenter**

**SMITHTOWN CENTRAL SCHOOL DISTRICT**

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2023-2024

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**Dogwood Elementary School**  
**50 Dogwood Drive**  
**Smithtown, NY 11787**  
**631-382-4255**

September 2023

Dear Parents/Guardians and Students,

Welcome to Dogwood Elementary School! All those at Dogwood are committed to nurturing the whole child by providing experiences which encourage and challenge each child to be his/her personal best: intellectually, socially, emotionally, and physically. In order to reach this goal, we welcome your involvement and support.

The purpose of this handbook is to help students and parents/guardians become familiar with the programs, policies, and procedures at Dogwood Elementary School. Please take time to read and discuss this information as a family, and keep it in a convenient place for future reference. We believe that everyone benefits when the school, students, and parents/guardians share a good understanding of mutual expectations. A child's success in school depends a great deal on the school and home working cooperatively together.

Please be assured that we will do our utmost to help students experience significant academic, social, and emotional growth. We look forward to developing a positive home-school partnership. On behalf of the faculty and staff, best wishes for a terrific school year!

Sincerely,

***Renee Carpenter***

Renée Carpenter  
Principal

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## DATES AND HOURS/ARRIVAL/DISMISSAL

- A. All pupils in grades K through 5 will report on **Wednesday, September 6th**, for their first day of school. School will begin at 9:30 a.m. The official hours for the school day will be 9:30 a.m. to 3:35 p.m. Children may begin to enter the building at 9:20 a.m.
- B. All children, whether they ride the bus, walk, or are brought to school by private auto, are not to arrive prior to the times listed above and must not linger past the stated dismissal time. There is **no adult supervision** before or after school hours. Parents/Guardians requiring before and after school care may arrange for this through the **School Age Child Care Program 631-360-7517**. Unless your child is participating in an activity under a teacher's supervision, children should not arrive at school prior to **9:20 a.m.** Parents/Guardians who drop children off at school early will be called and asked to come and pick up their child until the proper arrival time. Your cooperation in helping us provide a safe and supervised environment is greatly appreciated.
- C. We do our best to have the building cleared of visitors by 2:30 p.m. each day as this is when we begin our dismissal preparations. Therefore, we ask that if you must get your child prior to the end of the school day that you sign your child out prior to 2:30 p.m. An easy way to alert the school that a child will be picked up early is with a written note to the teacher. The teacher will then forward the note to the office. Please do not email dismissal instructions for your child. The person you are emailing may be absent and your message will not be received. Call the Health Office at 631-382-4260 and speak to a staff member. This way we are assured that the message has been received and relayed to the appropriate person. Please understand that the last half-hour of instruction is crucial for summation and giving closure to the day's activities. Parents/Guardians who are picking their children up before the end of the school day should check in at the greeter's desk to sign their children out.

## Student Drop-off

1. Cars are to drive up Dogwood Drive, stay to the right when entering the parking lot and pull into the circle in front of the Main Entrance area. Please pull your car all the way up so that we do not have a line of cars blocking the entrance/exit to our school. Students disembark from cars and proceed to school using the sidewalk path. **Parent/Guardian remains in the car in this No Stopping Zone.** School personnel are outside to assist students.
2. Please do not park in the reserved parking spaces or block traffic by leaving your car unattended in front of our school. The front circle is a fire lane. It is against the law to leave your vehicle unattended there.

### **Student Pick-up**

Students are expected to remain in class for the full school day. If you are driving to school to pick up your child for dismissal, **do not arrive at the school or line up on Dogwood Drive prior to 3:20**. We have a UPK program consisting of 3 classes this year at Dogwood. These 54 or so children will need to be picked up by parents BEFORE grades K-5 are dismissed. The UPK school day ends at 2:45 p.m. UPK parents will need to drive up Dogwood Drive and pull up to the front circle to have their child brought to their car. If K-5 parents are blocking Dogwood Drive, waiting to enter the gates of the school this will be a safety hazard and delay dismissal for all students. It also poses a concern for our neighbors on Dogwood Drive as cars tend to idle in front of their homes and block driveways. Please help us safely dismiss students in a timely manner and keep our neighbors happy.

If you are picking up your child (K-5) for dismissal via car, do not drive up to the school until 3:20. Please pull into the circle and wait for assistance from a staff member, who will call your child and assist them to your car. We will start calling these students to their cars at 3:25pm.

To minimize traffic issues between buses and cars, dismissal for students who get picked up by a parent/guardian (walkers) will begin at 3:25 p.m. You may then meet your child at 3:25 p.m. at the cafeteria door that exits onto the playground.

If your child is going to be a walker for the year or on specific days of the week, please send a note to the teacher on the morning of the first day of school. Please have a photo ID with you in the event we do not recognize you.

Additionally, please adhere to the following:

- Do not block driveways.
- Do not park in reserved spaces.
- You may enter the parking lot and bus circle to drop off for before-school clubs and Morning Care – **if prior to 9:00 a.m.**

### **AUTHORIZATION FOR STUDENT RELEASE**

Under New York State law, a student can be released only to parents, legal guardians, or persons at least 21 years old who have been authorized by the parent or legal guardian to assume responsibility for the student. Schools must maintain a list of persons who are authorized.

Students will be released to either parent unless a court order or decree indicates otherwise. The school must be given a copy of any such court order or decree.

All persons whose names appear on the **Student Release Authorization Document** must also present written permission from the parent/guardian to request the student's release. Your child will not be released to anyone whose name does not appear on the form, nor will your child be released unless that person has written permission from you to assume responsibility for your child. The written permission should be delivered to the school with the student.

In addition, anyone requesting to have a child released from school should be prepared to show photo identification. If we cannot identify you, we will not release the child.

## **DIRECTIONS FOR SCHOOL BUS RIDERS**

The following directions are being offered here so that every child and parent/guardian knows precisely what is expected in the way of proper student conduct related to the use of school buses. All parents/guardians are asked to periodically review the directions to help us ensure safe and pleasant school bus experiences for their children. This is reinforced at school on a regular basis.

FAILURE TO COMPLY WITH THESE DIRECTIONS CAN AND WILL RESULT IN THE SUSPENSION OF A CHILD'S BUS PRIVILEGES.

- A. All pupils on a school bus are under the authority of its driver and are required to follow the driver's instructions. The driver, as well as the Principal, have the right to assign seats. It is the District's practice to sit elementary students in grade order from the front of the bus to the back. Kindergarten students must sit in the front seats. Family members are encouraged to sit together due to limited seating.
- B. Complete order must be maintained on the bus at all times so that the driver is not distracted from his/her primary duty of safely operating the bus.
- C. Misconduct by pupils makes them liable to be reported by the driver to the building Principal which may then result in the suspension of a child's bus privileges or other disciplinary action.
- D. All pupils are to use only their regular bus and established stop location, unless they have a written request by their parent and permission of the building principal or his/her designee to do otherwise. Permission for a bus pass will not be given if the additional child would create overcrowding.
- E. Pupils approaching the bus from the opposite side of the road are not to cross the street until the bus has come to a complete stop and the driver signals them, at which time they are to immediately cross in front of the bus.
- F. Once on the bus, pupils are to seat themselves quickly, buckle up and to **remain in that seat** until the bus has come to a complete stop and it is time to get off. They should not switch seats between bus stops.
- G. Children should not hold a seat open for another pupil.
- H. No part of the pupil's body or belongings are ever to be extended out the bus window.
- I. Children should not throw objects **on, from, or at** the bus.
- J. Pupils are to help keep the bus clean and free of any damage.

- K. Pupils are expected to be reasonably quiet, polite, and courteous in their speech and behavior with the driver and fellow pupils on the bus and with their neighbors at the bus stop.
- L. Unacceptable behavior includes: shouting and screaming, name calling, pushing and shoving, poking, hitting, fighting, spitting, abusive language, and any other behavior generally deemed to be disruptive, impolite, or discourteous.

### **TRANSPORTATION**

Problems or questions concerning school busing should be directed to the office at 631-382-4252 or directly to the Transportation Office at 631-382-4100.

Additional contact numbers are:

- Smithtown School District Transportation Office: 631 382-4100 - 8a.m.-4p.m.
- Town Bus Company: Big Buses - 631-862-2019 - open until 7 p.m.
- Suffolk Transportation: Mini Buses - 631 737-0695 ext. 16 or 17 - open until 7 p.m.

Bicycle Riders: Parents/Guardians are advised that it is NY State Law that all bike riders must wear a helmet when riding their bikes. A note must be sent to the school giving the child permission to ride his/her bike to and from school. It is the parent's/guardian's responsibility to make sure that his/her child wears a helmet when riding a bike. If a child does not wear a helmet, he/she will not be allowed to ride his/her bike home from school.

Bus passes will be issued for emergency purposes ONLY. In the event a bus pass is requested, please include the other child's full name and bus number. Occasionally, emergencies arise which require a parent to call the school and ask for a bus pass for a different bus. Bus passes are not permitted to accommodate play dates. Verbal requests for bus passes will not be granted except in emergency situations.

If you would like your child to be considered as a walker for the school year, Please submit a note to the Main Office at the beginning of the year.

### **IDENTIFICATION TAGS**

Identification tags have been previously sent home to be worn by youngsters who are entering Kindergarten. Please continue to have this tag pinned to your child's outer clothing for the first week or two of school. It is a good idea for new entrants to also wear some type of identification.

Parents/Guardians are to print either their child's bus number and bus stop location, or "walker/car transportation" on the tags.



### **EMERGENCY CLOSING, LATE ARRIVAL, EARLY DISMISSAL**

It is important that all parents/guardians understand our school's procedures for advising you of school closing and/or early dismissal due to inclement weather conditions or other emergency conditions. The Smithtown School District will enact a "School Messenger" telephone call for all families with students in the district informing parents of any school closings, delayed openings or early dismissals. School Messenger will call the numbers listed on the emergency contact information provided by the parent/guardian. Please be certain that this information is accurate and up to date. Additionally, the District posts emergency closings on its website, [www.smithtown.k12.ny.us](http://www.smithtown.k12.ny.us), as well as News12 and WALK, WBAB & WBLI radio stations. It is suggested that each family have a detailed emergency plan that the children thoroughly understand which provides for their protection and care if they were to arrive home earlier than usual and find themselves locked out of the house. This plan might be as simple as having them go to a neighbor who has previously agreed to the emergency plan. A second alternate back-up plan is also advised. Parents/Guardians are advised to review this on the mornings when inclement weather is predicted and an early dismissal might occur. Any anticipated change in the usual dismissal procedure should be sent to the teacher in writing. This is particularly important if a child is to go home with another parent or in a way other than in his/her usual manner.

### **ATTENDANCE**

Parents are asked to call the **Health Office 631-382-4260** before the start of school to report an absence. If a call is not received, the attendance clerk will call the home to verify the absence. This is done for the safety of each child. You can help in this procedure by calling the Health Office early to report your child's absence.

- A. A child returning to school after an absence must bring a written note signed by the parent/guardian stating the dates of and reason for the absence. Tardiness should be handled in the same manner. After 10 unexcused absences or tardiness, a letter is sent home by the Principal.
  
- B. A child arriving after the official school day begins must be brought to the Greeter's Desk by a parent/guardian to sign in and get a late pass. **Children must NOT go directly to their classroom.**

### **EMERGENCY HEALTH INFORMATION**

Parents/Guardians are to log on to the Parent Portal on the District website in order to update emergency information. You should have received a letter from the District with a username, password and directions regarding how to update your child's emergency contact information. Please log on right away to be certain that all information is updated. If you have not received this information from the District, please contact the Main Office at 631-382-4255. The information listed on the sheets is used to contact parents/guardians in the event of an emergency. If the information listed changes during the year, please log on to enter updated changes. This information will also be used for the Student Release Authorization. Even if there are no changes, please log in and click on "Submit" for information to be processed. Please provide your email address as we often communicate via email.

## **MEDICATION IN SCHOOL**

We would like to remind parents/guardians that **NO** medication is to be taken by children in school on their own. New York State Education Law has very specific regulations which

**MUST** be followed in the event that a child is required to take medication in school. The law states:

- A. All medicine is to be labeled in an original bottle or container.
- B. A doctor's note specifying the name of the medicine, amount of dosage, and time of dosage is to be written to the school.
- C. Physician's Order For Giving Medication In School form, authorizing the school nurse to administer the medicine must be signed by the parent.
- D. Medication is to be transported to and from school by the parent/guardian.

This law applies to all medication, including over the counter medication. It is important that parents/guardians recognize the necessity for us to strictly enforce the law. Please do not ask us to violate the spirit nor intent of this law.

If you have any questions regarding medication or any other health related issue, please call the school nurse, Mrs. Siciliano at 631-382-4260.

## **SCHOOL LUNCH**

- A. The cost for a school lunch this year will be \$3.00. If you would like your child to purchase a school snack or lunch from our cafeteria, please establish an online account. The school uses School Cafe for you to place money on your child's meal account. Please visit the Child Nutrition website for more information on how to establish an online account.
- B. If you are unable to set up an online meal account for your child through School Cafe, and must send a check, please send a check made out to the Child Nutrition Program to school. Checks can be for any amount \$5.00 and over. The menu for the first day of school will be posted on the [Child Nutrition website](#) which can be found on the District website: [www.smithtown.k12.ny.us](http://www.smithtown.k12.ny.us).
- C. In order to meet Federal and State regulations with regard to Dietary Guidelines, children may no longer purchase just one "a la carte" item (such as pizza or hamburger). Students must choose food items from at least three of the five food groups in order to buy lunch. Further questions about this should be directed to ***Jeannette Frabizio, Director of the School Lunch Program at 631-382-5505.***

### **CAFETERIA EXPECTATIONS:**

Students are to sit at assigned tables with their class for the duration of the lunch session. These tables are determined at the beginning of the year by the Lunch Monitors and office aide. We teach our students to behave in the cafeteria as they would if they went out to dinner at a nice restaurant. Students are to remain seated throughout the entire meal. They may stand and move around the room if directed to line up, to dispose of their trash or purchase snacks. Running in the cafeteria is not permitted.

Students who need to visit the bathroom must raise their hand and ask permission from their Lunch Monitor.

If a child needs help in any way, he/she must raise their hand and a Lunch Monitor will walk over to the child to provide assistance. For safety reasons, children must sit on their bottoms on the seats. Standing or kneeling on these seats is not safe.

Every child should speak in a tone so that the overall noise in the cafeteria does not become overwhelming (inside voices).

### **PERSONAL SAFETY**

Parents/Guardians are asked to instruct their children on how to handle situations regarding personal safety and strangers. Precautionary measures should be discussed openly and honestly.

Your child should have an understanding of the topics of strangers, traffic, and alternate safe houses, giving him/her the necessary skills and information to deal with possible dangerous situations.

Children are expected to dress appropriately. Any child wearing clothing that is deemed inappropriate, offensive or distracting will be asked to call home for a change of clothing. If appropriate clothing cannot be brought to school, the Health Office will lend the child appropriate wear. "Heelie" sneakers are not permitted in school. Any child wearing flip flops or other footwear that is not safe for outdoor play will not be permitted to run or to play on the playground equipment. Also, we ask that "wheelie" type backpacks not be brought to school. Children are expected to wear outerwear according to the season. As long as there are dry conditions and the temperature is at or above 32 degrees, classes will have outdoor recess.

### **SCHOOL SAFETY AND SECURITY**

All visitors must stop at the Greeter's Desk in the front lobby to show photo ID and sign the visitor's log and obtain a disposable visitor sticker. The sticker must be worn when visiting school. Please do not compromise the security of our building by not obtaining a visitor's sticker. After obtaining a visitor's sticker, report directly to the designated classroom and *only* to that classroom. Do not attempt to visit other children or teachers. Those who fail to abide by this rule may lose their visitation privileges. Our main priority is always the safety of students and staff.

## **DISCIPLINE**

Please review the Discipline Philosophy below. We will also review these expectations at school. Your cooperation in reinforcing the philosophy and issues of the school stated are very much appreciated. Your child benefits when he/she hears consistent messages from the school and home. A sound educational climate is the goal for all of our students. Participation in field trips and special events are a privilege. This includes concerts, field days, special celebrations, etc. All students are expected to observe the District Code of Conduct in order to be allowed participation in these extracurricular type occasions. Permission to participate in these functions will be determined at the discretion of the Principal in the event of a student not adhering to the Code of Conduct. The official Code of Conduct is located on the Smithtown Central School District website. In addition to our students, all faculty and visitors to the school are expected to adhere to the Code of Conduct.

### **Philosophy**

A safe and orderly environment at Dogwood Elementary School is a joint effort shared by the student, parents/guardians, staff, teachers, principal, superintendent, and Board of Education.

While this is a cooperative effort, it is the ultimate responsibility of the parents/guardians to take appropriate measures to insure that their child(ren) behave(s) according to the standards set by the school.

Students at Dogwood Elementary School are encouraged to take pride in themselves and their school. They are encouraged to “do the right thing” even when no one is looking and to “pay it forward” by demonstrating random acts of kindness. This attitude underlies the tone of the school.

Discipline is a means to an end, not an end by itself. It has to do with a way of thinking and should never be considered solely as punishment.

Our shared goals for Dogwood Elementary School are:

- o Ensuring the physical safety of all those in our school.
- o The establishment of an educational environment conducive to learning where everyone can focus and do their best.
- o The development of self-discipline in our students.

Throughout the year, we will emphasize the Seven Habits of Happy Kids. Children will be taught that respect for all is the expectation. Parents/Guardians are urged to reinforce this by telling their children that verbal threats and making fun of others are not acceptable. Actions such as threatening and disrespectful behavior will be handled with seriousness. Parental/Guardian support and reinforcement of the school’s position are so very important in establishing positive behavior.

## **REQUESTS FOR WORK**

Frequent requests are made to prepare work for absent students. Classroom teachers are generally happy to comply with such requests. If a child is ill, it is important to determine if he/she is able to concentrate on school assignments before requesting work. The following are guidelines for requesting work:

Children are required by New York State law to be present on days when school is in session. Work should not be requested for single day absences or for vacations.

- A. The school will **NOT** provide work for students on vacation when school is in session. Attempting to “make up” missed school work does not have the same effect as being in the class and participating in the discussions and learning environment. The staff works hard to meet each child’s needs, and children must be present in school to benefit. Please avoid illegal absences. Your cooperation is very much appreciated.
- B. A parent/guardian must call the school prior to 10:30 a.m. and request work at that time. Such calls should be directed to the nurse’s office 631-382-4260. Work will be available at the Greeter Desk after 2:00 p.m. This will give the teacher sufficient time to prepare the work. (Another student may **NOT** request work on a classmate’s behalf; only parental/guardian requests will be honored.)
- C. Work is to be picked up by the parent/guardian or a “designated buddy” at the Greeter Desk. The parent/guardian requesting work should inform the school of the name of the student transporting work. The parent should also make sure the child and his/her parent are aware of the request.

## **PTA INFORMATION**

The PTA provides many special events for our students, such as Cultural Arts Program, Family Fun Nights, and Holiday related special programs. Please check the Dogwood PTA website and/or PTA handouts and emails for additional information and meeting dates and consider joining our PTA.

## **MEET THE TEACHER NIGHT**

Meet the Teacher Night will be held on Tuesday, September 19th. This is a time for you to meet your child’s teachers and learn more about grade level expectations. The time for this important event is Grades K-2 @ 6:00 p.m. - 6:45 p.m. and Grades 3-5 @ 7:00 p.m. - 7:45 p.m.

## **PARTY INVITATIONS**

It is the policy of this school that no party invitations are to be distributed in class/school unless every child in the class is to be included, or all girls/all boys. If this is not possible, then parents/guardians are advised to distribute invitations out of the school setting. Please note, we are also unable to make copies of invitations for your child to distribute as this is not an acceptable use of district resources.

### **BIRTHDAY/CLASSROOM CELEBRATIONS:**

We recognize that your child's birthday is a special day and want to make them feel recognized and special on this day. We also recognize that there are certain times of the year that we would like to celebrate with a class party. However, we have more and more children who have food allergies. Some children have multiple food allergies. It has become a challenge to ensure the safety of these children. The PTA and school staff have discussed the many health related needs of our students and our commitment to their safety in our school setting. To that end, we are establishing the following common practice regarding food sharing in our classrooms:

- All food brought into school must be store bought, in the original package and pre-approved. This does not apply to your own child's lunch or snack.
- Classroom teachers will determine how they will recognize each child's birthday, however food will not be a part of the classroom celebration. Some examples of how we will make your child's birthday celebration special may include some of the following ideas: special student of the day, line leader, wear a birthday crown, class made book about the special person, name on our school wide birthday bulletin board, a prize from the principal's treasure box etc.
- The birthday child may bring a special snack for him/herself to be eaten in the cafeteria during his/her lunch period. Please do not send in a special birthday snack for the class. There is no need for you to do anything...we will make it special here at Dogwood!
- All celebrations, special events, and activities that involve food will be determined by the classroom teachers in collaboration with the school principal and under the supervision of the school nurse. Any food brought in for a holiday celebration, must be store bought, have the original packaging and the ingredient list and receive prior approval from the teacher and nurse.
- At no time will food prepared at home be served in the building.
- Please do not send goodie bags to school for us to distribute. We do not have the time or staffing to be able to go through them to ensure safety.

### **PARENT/GUARDIAN AND STUDENT ASSEMBLIES**

Due to the limited space at our school it is difficult to accommodate large audiences during our assemblies. Fire code regulations prevent us from allowing guests and children to accompany parents/guardians during some evening assemblies. Siblings will most often have the opportunity to view the same assembly earlier that day. So every parent/guardian may have an equal opportunity to view their child, we ask that you please respect our request. Siblings will not be able to view events, such as, the Kindergarten end of the year event and the fifth grade Moving Up Ceremony. Guests will be limited for our Moving Up Ceremony.

### **PHYSICAL EDUCATION**

Students should be dressed appropriately to play and exercise. Choose non-platform, non-heeled sneakers that are laced on top, velcro, zippered or slip-on with a back. Students should not wear jewelry on gym days. Please remember to send in a note if your child is unable to participate in physical education class. Children excused from PE class may not participate in recess.

### **STUDENT BELONGINGS**

No toys or electronic equipment (including cell phones, Nintendo Switch, MP3 players, Game Boys, CD players, laser pens) or any sports equipment that could pose a hazard to other students on the playground or bus will be permitted in school. If a child brings such an item to school, it will be confiscated. An exception to this rule may be granted by a teacher for special circumstances. (i.e. Show and Tell, when a student has sustained an injury which excludes him/her from recess for a period of time).

### **STUDENT ACCIDENT INSURANCE**

The Office for Finance & Operations will be sending home information about student accident insurance. Please read this information carefully. Also, please be advised that the District does not maintain separate insurance coverage for personal (student or staff) property. The School District is not responsible for the loss, damage, or theft of personal property.

### **INSTRUCTIONAL AND SUPPORT SERVICES**

**Academic Support** - Our faculty includes reading teachers, Academic Intervention Tutors and Teacher Assistants. Students in danger of not meeting State Standards are eligible for Academic Intervention Services (AIS). AIS is NOT a special education service. It is part of the general education program.

**Special Education** - At Dogwood, our students may receive service and support through a variety of special programs or placements i.e. self-contained or inclusion classes, Resource Room, Speech and Language, Occupational Therapy, Physical Therapy and Adaptive Physical Education.

**Psychologist and Social Worker** - Psychological and social work services are available in our school. Teachers and parents/guardians may request that children be referred for any of these services. They may also schedule appointments to speak to either our psychologist or social worker.

## **PESTICIDE NOTIFICATION LAW**

New York State Education Law, Section 409-H, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to you, regarding actual use or potential use of pesticides throughout the school year. In addition, the Smithtown School District is required to maintain a list of persons in parental relation, or any of its faculty and staff members, who wish to receive a 48-hour prior written notification of specific pesticide applications which will occur in the School District. In addition, we must also provide notification of any pesticide applications made during the school year using a specific schedule: within 2 days of the end of the Spring recess, within 2 days of the end of the Winter recess, and within 10 days of the end of the school year. This written summary must include the date and location of pesticide applications and the names of the products used, the name and phone number of a school representative to contact for additional information, and a reminder that we offer any individual an opportunity to register to receive written notification 48 hours prior to pesticide applications.

The Smithtown School District, since 1992, has utilized an integrated pest management program (IPM). The very purpose of an IPM program is to restrict or eliminate entirely the use of pesticides in or around its facilities.

The School District's IPM program includes the use of a contracted firm, expert in integrated pest management itself. This firm conducts monthly inspections of all District facilities and takes appropriate remedial measures to eliminate or reduce the presence of insects or other pests.

The first step in any successful IPM program is that the District's facilities be kept clean of material which attracts insects or other pests. If the presence of pests is noticed, the District uses anti-microbial products, nonvolatile rodenticides in tamper resistant bait stations, or other non-hazardous substances. In addition, glue traps are utilized to detect the presence of pests to determine which areas may need additional cleaning or sealant along edges or small spaces in rooms. This is only done in areas inaccessible to children. These applications or procedures are not subject to prior notification requirements.

In the event an emergency application of a regulated pesticide application is required, the District would not apply such chemicals unless the school was to remain unoccupied for a continuous 72 hours following the application. Here again, no 48-hour notification would be required.

While the District does not anticipate any situation where there will be a need to provide notification of a pesticide application 48 hours in advance, if you would like to receive such notification if one were required, please send a postcard or brief letter to the Facilities Dept., Smithtown Central School District, 26 New York Avenue, Smithtown, New York 11787 or telephone Facilities at (631) 382-4136, requesting pesticide application notification. Please include the school building that you would like to be notified about, and your name and address.



In summary, the District has utilized an integrated pest management program since 1992 and spends from eighteen to twenty-five thousand dollars annually for this program. The District does not maintain (certified) employees for the purpose of applying pesticides of any kind and will not do so. The IPM program is designed first to keep areas clean so that pests are not attracted within the building, and secondly to utilize means of control that do not use pesticides for which any prior notification would be required. If such a pesticide were to be utilized, the use would occur only when the building would remain unoccupied for 72 continuous hours. Nevertheless, the District is required to remind parents, guardians, and staff that they may request to be placed on a 48-hour prior notification list by contacting Facilities in written form, or by calling the above-listed telephone number.

## **POLICY AGAINST DISCRIMINATION AND HARASSMENT OF STUDENTS AND STAFF**

All District employees and students have the right to work and go to school in an environment free from all forms of illegal discrimination and conduct which can be considered illegally harassing, coercive, or disruptive. Consistent with the District's respect for the rights and dignity of each employee and student, harassment based on race, color, religion, creed, national origin, political affiliation, sex, age, marital status, sexual orientation, pregnancy, military status, veteran status, genetic predisposition or carrier status, ancestry, disability or any other legally protected status will not be sanctioned or tolerated. Illegal behavior that harms, targets or negatively impacts the school or work culture will not be tolerated. The Board further recognizes that preventing and remedying illegal harassment is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively. Detailed information can be found in Board Policy 0110, available on the District website. The complaint form and procedure is also available on the District website.

### **THE DOGWOOD ELEMENTARY SCHOOL MISSION STATEMENT**

The mission of Dogwood Elementary School is to provide a caring, risk-free environment in which all students have the opportunity to succeed and to become all that they have ever dreamed. We believe that, to achieve this mission, Dogwood Elementary School must:

- Be a cooperative school-community in which the members work together as a team to educate children and to ensure that they reach their maximum potential.
- Prepare students to be respectful and responsible individuals who are able to meet life's challenges and to make meaningful contributions to society.
- Provide a climate which recognizes that strong self-esteem is at the heart of student success and will promote a life-long love of learning.
- Be committed to an education which encourages awareness of, and respect for, the many cultures in our world.

Thank you for helping us work towards our mission.

# Dogwood Elementary

## Contacts and Quick Reference Sheet

<u>Concern/Question</u>	<u>Person and email address</u>	<u>Phone Number</u>
To Report an Absence Attendance or Dismissal Changes	Mrs. Richardson <a href="mailto:brichardson@smithtown.k12.ny.us">brichardson@smithtown.k12.ny.us</a>	631-382-4261
Before/After Care Program Town of Smithtown	Mrs. Fiorello	631-360-7517
Bus Questions/Concerns	Mrs. Headrick <a href="mailto:cheadrick@smithtown.k12.ny.us">cheadrick@smithtown.k12.ny.us</a>	631-382-4252
Classroom Teacher	Please see roster on website First initial last name @smithtown.k12.ny.us	631-382-4255
Dogwood Main Office	Ms. Carpenter - Principal <a href="mailto:rcarpenter@smithtown.k12.ny.us">rcarpenter@smithtown.k12.ny.us</a> Mrs. Hunstein – Office Manager <a href="mailto:mhunstein@smithtown.k12.ny.us">mhunstein@smithtown.k12.ny.us</a>	631-382-4255 631-382-4255
Health Office/Nurse	Mrs. Siciliano <a href="mailto:ksiciliano@smithtown.k12.ny.us">ksiciliano@smithtown.k12.ny.us</a>	631-382-4260
Lunch Charges Child Nutrition Program (prepaid, free/reduced lunch)	Ms. Frabizio <a href="mailto:jfrabizio@smithtown.k12.ny.us">jfrabizio@smithtown.k12.ny.us</a>	631-382-5505
PTA Co-Presidents	Mrs. Gulotta Mrs. Wachter <a href="mailto:dogwoodprez@gmail.com">dogwoodprez@gmail.com</a>	631-793-6891 631-433-2429
Reading Specialist	Mrs. Segnini <a href="mailto:csegnini@smithtown.k12.ny.us">csegnini@smithtown.k12.ny.us</a> Mrs. Zimmermann <a href="mailto:nzimmermann@smithtown.k12.ny.us">nzimmermann@smithtown.k12.ny.us</a>	631-382-4255 631-382-4255
School Psychologist	Mrs. Barlow <a href="mailto:dbarlow@smithtown.k12.ny.us">dbarlow@smithtown.k12.ny.us</a> TBH	631-382-4255

School Social Worker	Mrs. Klipper <a href="mailto:aklipper@smithtown.k12.ny.us">aklipper@smithtown.k12.ny.us</a>	631-382-4255
Speech/Language Services	Mrs. Bernhardt <a href="mailto:tbernhardt@smithtown.k12.ny.us">tbernhardt@smithtown.k12.ny.us</a>	631-382-4255
	Mrs. Spencer <a href="mailto:lspencer@smithtown.k12.ny.us">lspencer@smithtown.k12.ny.us</a>	631-382-4255

**Additional contact numbers for Transportation issues:**

Smithtown Central School District Transportation Office - open 8:00 a.m. - 4:00 p.m.  
631-382-4100

Town Bus Company (St. James) - "Big Buses" - open until 7:00 p.m.  
631-862-2019

Suffolk Transportation (Ronkonkoma) - "Mini Buses" - open until 7:00 p.m.  
631-737-0695 ext. 16 or 17

## **Dogwood School Pledge**

Coming to Dogwood feels real good,  
With all our friends from the neighborhood.

I promise to walk, not run  
And always have clean, safe fun!  
Responsible, considerate and kind each day,  
If we do, we're on our way.

A place that's cool is bully free,  
I'll help you, you help me.  
Keep a positive attitude to have a perfect day.  
Giving 100% should always be the way.  
I pledge to respect my teachers, classmates and self  
With kindness and polite words,  
today and every day.

## **“Unity”**

I dreamed I stood in a studio and watched  
two sculptors there.  
The clay they used was a young child's mind, and  
they fashioned it with care.  
One was a teacher; the tools he used were books  
and music and art;  
One a parent with a guiding hand, and a gentle  
loving heart.  
Day after day the teacher toiled, with touch that  
was deft and sure;  
While the parent labored by his side and polished  
and smoothed it o'er.  
And when at last their task was done, they were  
proud of what they had wrought,  
For the things they had molded into the child could  
neither be sold nor bought.  
And each agreed he would have failed if he had  
worked alone,  
For behind the parent stood the school, and behind  
the teacher – the home.

~Author Unknown