

Dodd Elementary School 2019-2020



Bulldog Bulletin Parent and Family Handbook

*This resource is also available in Spanish.
Este manual está en español.*

TABLE OF CONTENTS

Parent and Family Letter.....	3
Important Phone Numbers/Staff List.....	3
Important Dates.....	4
The School Day.....	5
Attendance	
Arrival/Dismissal	
Breakfast/Lunch	
Specials	
Early Pick-up/Early Dismissal	
Delayed Openings and School Closings	
Safety	6
Traffic Patterns and Parking	
Visitors	
Academic Programming	6
Instruction	
Assessment	
Student of the Month	
Parent and Family Engagement and Involvement.....	7
Visitors	
Volunteer Opportunities	
Parent and Family Communication	
Support Programs.....	7
School Counseling	
Instructional Support and Child Study Team	
Health Room	
Schoolwide Positive Behavior Support Plan.....	8
Bulldog READY Expectations	
Color Clip Chart	
Bulldog Bucks, Monthly Incentives and the School Store	
Character Trait Awards	
Restorative Practices and Mindfulness	
Additional Reminders.....	8
Parties in School	
Lost and Found	
Cell Phones	
Emergency Contact Information	

Dear Parents and Guardians,

Welcome to the 2019-2020 School Year at Dodd Elementary School!

This Bulldog Bulletin provides information about the daily activities at Dodd Elementary, and it should be used to supplement the information found in the Allentown School District Student and Parent Handbook. Please refer to the **Student and Parent Handbook** for the following information:

- District Contact Information
- Mission and Vision
- District Policies and Procedures including Attendance, Discipline, Unlawful Harassment, Bullying, Electronic Devices
- Student, Family, and Staff responsibilities
- Uniform Guidelines

We believe that our school community is one of the best due to the dedication, genuine care, and partnership between Dodd staff and students, parents, and community partners. We can provide a comprehensive education and help your child become part of the school community by being "**Bulldog READY!**" School events and activities are listed in the enclosed calendar. More events will be added as the school year progresses, so check your child's bookbag for the monthly calendar. Please don't hesitate to contact the school if you have any questions. The Dodd staff looks forward to partnering with your family this school year!

Katrina Griffin, Principal griffink@allentownsd.org

Lindsay Perkins, Assistant Principal perkinsl@allentownsd.org

Meet our Staff

GRADE	ROOM	Teacher	Email
K	223	Mrs. Saraceno	saracenod@allentownsd.org
K	225	Mrs. Styles	stylesm@allentownsd.org
K	227	Mrs. Flores	florest@allentownsd.org
K	224	Ms. Anderko	anderkoa@allentownsd.org
K	235	Ms. Fraser	fraserv@allentownsd.org
1	220	Mrs. Wilburn	wilbump@allentownsd.org
1	221	Mrs. Bixler	bixlert@allentownsd.org
1	240	Mrs. Solderich	solderichn@allentownsd.org
1	241	Mr. Smith	smithdr@allentownsd.org
2	231	Mrs. Williams	williamsan@allentownsd.org
2	233	Ms. Lint	lintd@allentownsd.org
2	234	Ms. Brennan	brennanr@allentownsd.org
2	232	Mr. Giandomenico	giandomenicoj@allentownsd.org
3	210	Mrs. Beck	beckl@allentownsd.org
3	213	Mr. Sallit	sallita@allentownsd.org
3	214	Mrs. Rickerby	rickerbym@allentownsd.org
3	215	Mr. Swavely	swavelyj@allentownsd.org
4	120	Mrs. Martinez	martinezm@allentownsd.org
4	122	Mrs. Lertzman	lertzmanj@allentownsd.org
4	124	Mrs. Brinks	brinksl@allentownsd.org
4	B2	Mrs. Marks	markss@allentownsd.org
4	B1	Ms. Perrett	perretta@allentownsd.org
5	134	Mr. Fenstermaker	fenstermakerr@allentownsd.org
5	131	Mrs. Alatzas	alatzasj@allentownsd.org
5	132	Mrs. Ferry	ferryj@allentownsd.org
5	133	Mrs. Howells	howellst@allentownsd.org
5	135	Ms. Deutsch	deutschd@allentownsd.org
Life Skills	242	Ms. Makos	makosl@allentownsd.org
Emot. Supp.	222	Ms. Grezzo	grezzol@allentownsd.org
Life Skills	212	Mrs. Colon	colonk@allentownsd.org
Life Skills	243	Mrs. Cameron	camerone@allentownsd.org
Emot. Supp.	130	Mrs. China	chinae@allentownsd.org
LS 3-4	213	Mrs. Cope	copec@allentownsd.org
LS 5	131	Mrs. Ginsberg	ginsbergs@allentownsd.org
LS K-2	241	Ms. Scherman	schermanb@allentownsd.org

Support Staff	Email
Mrs. Villanueva, ESOL	villanuevag@allentownsd.org
Mrs. Searock, ESOL	searockk@allentownsd.org
Mr. Sieger, ESOL	siegerr@allentownsd.org
Mrs. Molder, Nurse	moldert@allentownsd.org
Mrs. Wight, Guidance	wighta@allentownsd.org
Mrs. Larson, Guidance	larsone@allentownsd.org
Ms. Gilbert, Behavior Specialist	gilbertn@allentownsd.org
Mrs. Brinker, Intervention Specialist	brinkerl@allentownsd.org
Mrs. Cole, Reading Specialist	colej@allentownsd.org
Mrs. Ilgenfritz, Psychologist	ilgenfritzc@allentownsd.org
Mrs. Kegley, Spec. Ed. Facilitator	kegleyl@allentownsd.org
Mr. Ohlson, Physical Education	ohlsone@allentownsd.org
Mrs. Harka, Library	harkak@allentownsd.org
Ms. Smith, Art	smithem@allentownsd.org
Mr. Kleinschuster, Music	kleinscustern@allentownsd.org
Mrs. Fredrick, Speech	fredrickj@allentownsd.org
Mrs. Churba, Dental Hygienist	churbam@allentownsd.org
Ms. M. Beck, Occup. Therapy	beckm@allentownsd.org
Mrs. Gonzalez, Secretary	gonzalezc@allentownsd.org
Ms. Drummond, Secretary	drummondl@allentownsd.org
Mrs. Marley, Health Room Assistant	marleyd@allentownsd.org
Mr. Atiyeh, Custodian	atiyehh@allentownsd.org
Officer Williams, Security	williamst@allentownsd.org
Mrs. Colvin, VISTA	colvinm@allentownsd.org
Paraprofessionals	
Mrs. Kerchusky, LS	Mr. Epps, Life Skills
Mrs. Anthony, LS	Ms. Rivera, Life Skills
Mrs. Mann, LS	Ms. Mulheim, Life Skills
Mrs. Ostapenko, Instructional	Ms. Arocho, Life Skills
Mrs. Eskander, Instructional	Ms. Woodring, Life Skills
Mrs. Bonilla, ESOL	Ms. Jerome, Life Skills
Mrs. Fahim, ESOL	Ms. Weisberg, Emot. Supp.
Mrs. Fraley, PCA	Ms. Hargrove, Emot. Supp.
Ms. Hernandez, Ms. Johnson, and Ms. Harroll, Cafeteria	

IMPORTANT DATES**September**

- 3 First Day of School
- 26 Open House 5:30-7:00 p.m.

October

- 4 Student of the Month Assemblies K-2 1:45 pm 3-5 9:45 am; parents of recipients will be notified
- 7 School Closed: Staff Development
- 10 Dodd Family Picnic
- 9 Picture Day
- 22 Family Event: Literacy Night with Pumpkin Carving

November

- 1 Student of the Month Assemblies K-2 1:45 pm 3-5 9:45 am; parents of recipients will be notified
- 12 Family Event: Spaghetti Dinner
- 25-26 Parent Conferences: School Closed
- 27 School Closed: Staff Development
- 28-29 School Closed: Thanksgiving Holiday

December

- 2 School Closed: Thanksgiving Holiday
- 6 Student of the Month Assemblies K-2 1:45 pm 3-5 9:45 am; parents of recipients will be notified
- 9-13 Book Fair
- 10 Picture Retake Day
- 23-31 School Closed: Winter Holiday

January

- 1 School Closed: Winter Holiday
- 3 Student of the Month Assemblies K-2 1:45 pm 3-5 9:45 am; parents of recipients will be notified
- 20 School Closed: Martin Luther King's Birthday
- 23 Family Event: Movie Night
- 27 School Closed: Staff Development

February

- 7 Student of the Month Assemblies K-2 1:45 pm 3-5 9:45 am; parents of recipients will be notified
- 12-13 Parent Conferences: School Closed
- 14-17 School Closed: Presidents' Day Holiday
- 21 Family Event: Family Dance

March

- 6 Student of the Month Assemblies K-2 1:45 pm 3-5 9:45 am; parents of recipients will be notified
- 13 School Closed: Staff Development
- 18 Family Event: Book BINGO

April

- 3 Student of the Month Assemblies K-2 1:45 pm 3-5 9:45 am; parents of recipients will be notified
- 9-13 School Closed – Spring Holiday
- 20-24 ELA PSSA Grades 3-5
- 27-30 Math PSSA Grades 3-5

May

- 1-7 Math PSSA Grades 3-5
Science PSSA Grade 4 only
- 8 Student of the Month Assemblies K-2 1:45 pm 3-5 9:45 am; parents of recipients will be notified
- 27 5th Grade Spring Concert – 9:00 am
- 30 School Closed – Memorial Day Holiday
- TBD Field Day

June

- TBD Family Event: FUN FEST
- 5 Student of the Month Assemblies K-2 1:45 pm 3-5 9:45 am; parents of recipients will be notified
- 15 5th Grade Moving Up Ceremony (scheduled on the last student day, pending winter weather)
- 15 Last student day (pending winter weather)

THE SCHOOL DAY

Attendance

- When a student is absent, the parent must submit a written note with the excuse indicating the date and reason for absence with the signature of a parent within 3 days. Please call the office if your child will be out more than 3 consecutive days.
- The absence will be recorded as illegal if the written excuse is not received within 3 days of the absence. *Please refer to the Attendance Policy for more information.*

Arrival/Dismissal

- Students are expected to be at school at 8:45am at Door 1. Students will be allowed in the building at the 8:15 only if they are eating breakfast and are not allowed back outside once they enter the building. Students should not arrive more than 5 minutes before the 8:15 arrival time.
- The tardy bell rings at 8:55 am. Students who are late **MUST** report directly to the security officer for a late pass. All students who arrive late will receive late minutes, which add up to illegal absences.
- The regular school day ends at 3:15. If a child is picked up late in the office, a picture ID of a documented contact is required.
- The parking lot is closed during AM dismissal and PM arrival. The back driveway is reserved for Daycare Vans with a Dodd Dashboard Tag, permitted handicapped vehicles, and First Student Busses.
- It is very important that your child knows where to go at dismissal. Please be sure to talk with your child and have a plan to meet in a designated spot every day. Please be on time if you are picking up your child and allow extra time for traffic.
- If your child's dismissal plan changes, we require a note or other communication with our teachers/main office staff.

Kindergarten and 1st Grade students are dismissed directly to a parent/guardian in the gym.
Grades 2-5 students are walked to the assigned dismissal door by the classroom teacher.
Daycare and Bussing students will be dismissed to the cafeteria.

Early Pick-Up/Late Pick-Up

- Persons who are authorized to pick up a child must bring proof of identification. It is important that parents/guardians keep emergency contact information updated.
- Please plan appointments and errands so that they are not during the school day or close to dismissal time. **It is important that all students are in school from 8:45-3:15.**
- Parents/guardians should discuss with their children the procedure they want them to follow if school closes early due to weather conditions or other emergencies.

Delays and Closings

- 2-hour delays, students arrive at 10:45; no breakfast will be served. Bus schedules run 2 hours after scheduled times.
- Early closings may happen quickly based on ever-changing weather patterns. It is vital that we have updated contact information. Early dismissals can happen as early at 11 am or as late as 1:30 pm.
- Follow us on FB, Twitter, and Instagram for updates. WFMZ has free text alerts and Channel 69 communicates with the public. Allentown School District will post updates on our website and will also send out a school messenger.

Breakfast and Lunch

Child Nutrition Services monthly menus can be found on the Child Nutrition Service Website

www.allentownsd.org.

- Breakfast is served from 8:15-8:35 am at no cost to all students
- Lunch is served throughout the school day at no cost to all students. Each grade level will have a 30-minute lunch period within the time span listed below:

Kindergarten 10:40-11:15	3 rd Grade 11:55-12:30
1 st Grade 11:10-11:45	4 th Grade 12:30-1:05
2 nd Grade 11:40-12:15	5 th Grade 1:00-1:35

Specials

We offer specials on an 8-day cycle. All students will receive Music, Physical Education, Art, and Library once each every 8 days. Your child's teacher will communicate numbered days and when your child has each special.

SCHOOL SAFETY

Traffic Patterns and Parking

- Please follow the flow of traffic, entering South Church Street from West Emmaus Avenue and turning right onto Mohawk Street.
- For the safety of your children, **please do not stop in the middle of the road to drop-off/pick-up children. There is a coned off area where cars can pause briefly to unload students.**
- Please do not double-park on South Church or Mohawk Streets. This causes an unsafe situation for our children.
- A crossing guard is located at the corner of Mohawk and Church. All crossing should be done at this location.
- To maintain safety for our students and families, the parking lot is closed every day during arrival times (7:30am – 8:30am) and dismissal times (2:30 pm – 3:30 pm).

Visitors:

- Enter at the Main Entrance (Door 1) at all times after being buzzed in by the office staff.
- Report directly to the office.
- State the purpose of the visit to school.
- Sign in and provide picture ID.
- Receive and wear a visitor's badge.
- Return to office at end of visit to sign out and hand in visitor's pass.
- There are 4 visitor spots that are available for parents/guardians who are visiting school during the hours of 8:30-2:15. Visitors should not park in fire lanes or numbered spaces.
- **For safety reasons, visitors should NEVER enter when another person is exiting the building. Please wait to be buzzed in by the office.**

ACADEMIC PROGRAMMING

Instruction

- We utilize a balanced literacy approach through the Journeys program. All students will receive reading and writing instruction daily and will also meet in small groups at their level during guided reading. Social Studies content is embedded through literature.
- Our standards-based approach to math instruction is aligned with PA Common Core. We use Go Math! Programming for direct instruction and utilize guided math groups within the math block for individualized instruction.
- Science is taught daily and we utilize the Science Fusion program which is a mix of content instruction and using the scientific process.
- Think Central allows online access to all ELA, Math, and Science materials wherever internet access is available.

<u>Think Central Login:</u>	<u>Think Central Password:</u>

- Lexia (an online personalized learning program) is available to all students and can be accessed at home. It is important to let your child work at his/her level without help from a family member.

<u>Lexia Login:</u>	<u>Lexia Password:</u>

Assessment

- Math Chapter tests, ELA assessments, and individualized running records are used to assess your child's academic levels and continued growth throughout the school year.
- STAR is a quarterly benchmark utilized for both ELA and Math.
- PSSA testing takes place in grades 3, 4, and 5 for ELA and Math. Students in 4th grade also take the Science PSSA.

Student of the Month

- Student of the month is an academic honor. Each classroom teacher chooses a student to earn the Student of the Month award at the monthly assembly.
- Students can be chosen based on academic achievement or growth in specific content areas.

PARENT AND FAMILY ENGAGEMENT AND INVOLVEMENT

Visitors

- The school welcomes visits by parents/guardians to classrooms if scheduled in advance with the teacher. Please talk to your child's teacher to discuss how you can get involved in classroom activities and projects.
- **For security purposes, all visitors must report to the office before going to any classroom. Visitors will not be allowed to go to classrooms unless previously arranged with the office and/or teacher.**

Volunteer Opportunities

- There are many opportunities to volunteer in school. Be sure to review the monthly calendar for additional activities throughout the year.
- If you support during the school day on a consistent basis, clearances are required. Intermittent volunteering (ex: field trips) does not require formal clearances, however we will scan your government ID at the security desk.
- Dodd Families in Action (DFIA) is our parent leadership organization and meets once monthly in the evenings to share feedback with administration, problem-solve, co-plan events, engage community partners, and partner with the school's Parent and Family Engagement committee. Contact Maricel Colvin our VISTA liaison colvinm@allentownsd.org if you are interested in joining! All are welcome!

Parent and Family Communication

- Ask your child's teacher how to best communicate. Some prefer email, communication journals, or apps like Remind or Dojo. Several staff members are bilingual, and we also utilize Transperfect translation service when needed. Don't be afraid to reach out!
- Please check your child's backpack daily for a blue Dodd Communication folder that includes homework, important school announcements, and reminders.
- Follow us on Facebook, Instagram, and Twitter!
- School Messenger is utilized to communicate weather closings and delayed openings as well as other important school information. Please listen to the voicemail message prior to calling the office.

SUPPORT PROGRAMS

School Counseling

- The guidance program is a comprehensive service providing to students and their families. The Dodd School Counselors are Mrs. Wight (fulltime) and Mrs. Larson (part-time).
 1. Mrs. Wight can be reached at 484-765-4503 wighta@allentownsd.org
 2. Mrs. Larson can be reached at 484-765-4520 larsonb@allentownsd.org
- Services for students include small group counseling and classroom lessons focused on topics such as safety, bullying prevention, career awareness, and conflict resolution.
- If you feel that your child would benefit from outside counseling or support resources, your child's counselor can refer you to an outside agency for support and/or refer to the school's SAP team.

Instructional Support and Child Study Team

- We expect that all students will grow *at least* one academic year within the school year. If your child requires additional support to make this growth, an academic intervention program may be provided during the school day.
- The Dodd Instructional Support Coach is Mrs. Brinker and the Reading Specialist is Mrs. Cole. They can be reached at 484-765-4507 or brinkerl@allentownsd.org or colej@allentownsd.org.
- The goal of the Child Study Team is to maximize individual student success in the regular classroom. We use a team approach to ensure proper supports are in place across all settings. *Parents/guardians are part of the team and play an important part in the CST process and believe in a full team approach.* If you are concerned about your child's progress, contact the classroom teacher or Mrs. Brinker.

Health Room

- The Dodd nurse is Mrs. Molder and the health room assistant is Ms. Marley. You can contact the Health Room directly at 484-765-4502.
- It is vital to communicate any changes in your child's health with the nurse so we can ensure your child's safety. All emergency contact information should be updated with the main office as soon as changes are made. Your child will have a blue notification sent via backpack mail if they are seen in the nurse's office.
- Students who receive medication at school must have a completed *Authorization for Medication* form.
- All medication must be picked up at the end of the year by an authorized contact or it will be discarded.

SCHOOLWIDE POSITIVE BEHAVIOR SUPPORTS

Bulldog Ready Expectations

- Dodd Elementary takes a proactive approach in addressing behavior. Students are taught how to **Be Bulldog READY** in all classroom and non-classroom settings (e.g. hallways, cafeteria, arrival/dismissal, assembly, and restrooms): **R**espect, **E**veryone works together, **A**lways choose to be safe, **D**o your best, **Y**ou are responsible.

Color Clip Chart

- Students and teachers monitor behavioral expectations using a colored clip chart in the classroom. Each level correlates with a number of Bulldog Bucks earned for the day. Only students going above and beyond in displaying monthly character traits will be clipped up to the highest level.

Bulldog Bucks, Monthly Incentives, and the School Store

- Bulldog Bucks are earned daily through displaying positive behaviors across all settings.
- Monthly incentives are held for students who earned the 'goal amount' for the month.
- Once spending Bulldog Bucks on the monthly incentive, extra Bulldog Bucks can be spent in the school store throughout the school year (scheduled by the teacher)

Character Trait Awards

- Each month we take time to teach specific character traits (responsibility, honesty, kindness, etc.). Each classroom teacher chooses a student consistently displaying that character trait (or growth in displaying that trait) to earn the Character Trait award at the monthly assembly.

Restorative Practices and Mindfulness

- We utilize reflective discussion when addressing classroom and school rule violations.
- While we follow the Allentown school District recommendations for consequences, it is extremely important to us to use Restorative Practices so students understand the impact of their actions, know how to make the situation better, and how not to repeat negative behaviors.
- All students will receive Mindfulness lessons in the classroom on a weekly basis for the first half of the school year.

ADDITIONAL REMINDERS

Parties in School

- Parties for birthdays and holidays are NOT held in school. Students should not bring candy or other treats to school at any time due to our health initiatives and potential food allergies of other students.

Lost and Found

- To ensure that your child's items do NOT go to the Lost and Found bin, put your child's name on all backpacks, lunch bags, coats, hats, gloves, and sweaters.
- Lost and found items are kept in a bin in the office and will be laid out on tables in the main entrance once per quarter. All unclaimed items at the end of the quarter will be donated.

Cell Phones

- Cell phones and other electronic devices must be turned off and stored away during school hours. If your child's cell phone is on and not stored away, it will be confiscated per the Allentown District policy.

Emergency Contact Information

- Please notify the office immediately as soon as changes are made. It is vital that we have updated contact information to ensure the safety of your child(ren).

After School Programs

- After school programs are communicated through backpack mail.
- Some programs are by invitation only based on academic or other needs and some are open to specific age-ranges of children on a first come, first served basis.
- Girl Scouts, Boy Scouts, Make Your Mark, Good News Club, Girls on the Run, Chess Club, After School Tutoring, Baum School of Art, and PAL Basketball are some of our current offerings.