

DUZINE ELEMENTARY SCHOOL

GUIDE FOR STUDENTS AND FAMILIES



2025-2026 SCHOOL YEAR

TABLE OF CONTENTS

PRINCIPAL WELCOME LETTER	PAGE	2
CONTACT INFORMATION: OFFICE, ADMINISTRATION, PPS, NURSE		3
DUZINE ELEMENTARY SCHOOL MISSION STATEMENT		4
IMPORTANCE OF FEEDBACK AND DIALOGUE		4
ELEMENTARY SCHOOL PROCEDURES		4
ARRIVAL		4
DISMISSAL		5
ACADEMIC INFORMATION		5
EDUCATIONAL PROGRAMS		6
SPECIAL PROGRAMS		7
REPORT CARDS		9
FIELD TRIPS		9
DUZINE/LENAPE PTA		10
ATTENDANCE		10
FOOD SERVICES		11
QUESTIONS/ CONTACT		12
LOST AND FOUND		14
EMERGENCY CLOSING PROCEDURES		14
VISITING THE SCHOOL BUILDING		15
TRANSPORTATION		15
BUS SAFETY		15
BUS SAFETY RULES		16
CHANGING DROP OFF LOCATIONS		16
HEALTH SERVICES		16
BOARD OF EDUCATION POLICIES		18
DIGNITY FOR ALL STUDENTS ACT		18
STATEMENT OF NONDISCRIMINATION		19
CODE OF CONDUCT		19

**Duzine Elementary School
31 Sunset Ridge
New Paltz, NY 12561
(845) 256-4350**

Dear Duzine Families,

On behalf of the staff at Duzine Elementary School, I am happy to welcome you to the 2025-2026 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education.

As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that they:

- 1) Attend school daily and arrives on time, ready for the day's learning experience
- 2) Read daily to develop a love for reading and to improve literacy skills
- 3) Share school experiences with you so that you are aware of their school life
- 4) Know that you expect them to succeed in school

The New Paltz Central School District exists to serve all children in our community. We are committed to fostering a cohesive and inclusive culture from Pre-Kindergarten through 12th grade, across all buildings and departments. We affirm and respect every student's identity. This includes, but is not limited to, honoring their preferred name and pronouns.

The skilled and dedicated Duzine staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to seeing you soon.

Sincerely,

Dr. Melissa Jean-Paul, Principal

Administration, Faculty and Staff

845-256-4350

<div> Principal Assistant Principal School Psychologist School Social Worker Main Office Front Desk Nurse </div> <div> Dr. Melissa Jean-Paul Mr. Josh Bate Mr. Jon Golle Ms. Renee Reynolds Ms. Christine Sutton Ms. Jennifer Sutton Ms. Jocelyn Swift Ms. Joy Van Vlack </div>			
PRE-K - Tots Annalise Connolly Caitlin Hernandez Elizabeth Seidman Jacorra Webb KINDERGARTEN Kerri McIntyre Iva Profaci Wendy Veeder Elayne Zinn	FIRST GRADE Luke Biffar Tina Bodo Matt Elkin Ginger King Robin Taliaferro SECOND GRADE Mackenzie Fischer Amanda Fritche Tina Harris Janice Hoffer Cheryl Tomasetti	READING AIS Carrie Bryant Nina Friedland Michaela Schaller MSR Daniel Lofgren ESL Olga Choedron Ashley Gross MATH AIS Arielle Chiger	CAFETERIA - Meryl Brown Megan Rushia Dawn Stevens MONITORS - Taryn Magaletta Sandy Petrocitto Jocelyn Swift Emi Taniguchi
SPECIAL ED Chelsea Becker Angela Bristol Lauren Cope Brandi Keyser Patricia Kosinetz Lisa Prince Nicole Schofield SPEECH Stephanie Harrigan Lara Savelson	OCC. THERAPY Meredith Hershbein PHYSICAL THER. Ann Gregory MUSIC Jessica Rodriguez ART Jennifer Cone PHYSICAL ED Patrick Barberio Bill DeFino	LIBRARY Joann Sawicki LIBRARY CLERK Conor Craig CUSTODIANS- Greg Kajkowski Michael Maddalea Juanita Wenzel	AIDES Rebecca Baker- Tots Valentina Clementi Kristin Devine Pat DiPalo Emma Elizondo - Tots Maddie Franklin - Tots Michael Gulitti Hannah Konstadt Mary LeRoy Sarabeth Mach Marissa Mayr - Tots Virginia Mrdjenovic Maria O'Connor Stasha Peterson Mary Sheridan Chelsea Strika Amy Suttle Shellie VanDemark Maria Weed

DUZINE ELEMENTARY SCHOOL - MISSION STATEMENT

Duzine Elementary School is a child-centered community whose mission is to:

- Create a safe, nurturing, and inviting environment in which all are comfortable taking risks.
- Instill a respect and appreciation for individual differences and similarities.
- Provide challenging opportunities wherein students can reach their greatest potential.
- Teach and model cooperation within the school community.
- Empower our students to be actively involved in their learning.

IMPORTANCE OF FEEDBACK AND DIALOGUE

This student and family guide is intended to provide important information regarding the day-to-day procedures expectations for both students and families at Duzine. Your feedback is always welcomed and appreciated. Together we can create a more positive and enriching environment for learning. We invite you to reach out by calling the main office - 845-256-4350 - or by emailing Principal Dr. Jean Paul @mjeanpaul@newpaltz.k12.ny.us.

DUZINE SCHOOL WELCOMES VOLUNTEERS!

We greatly value the support of our volunteers and invite you to get involved in a variety of ways, primarily through your child's classroom teacher or the PTA.

If you're interested in volunteering, please reach out directly to your child's teacher or contact the PTA for opportunities.

Please note that all volunteers must receive prior approval. Participation may be denied in cases of non-compliance with school policies.

ELEMENTARY SCHOOL PROCEDURES

School Hours Are 9:25 am - 3:25 pm

ARRIVAL

Car Riders:

Parent/guardian drop-offs may begin at 9:10 am at the traffic circle. Students arriving at school before the start of the school day will be directed to wait in the cafeteria or gym until 9:25 am, when they will be released to class. The drop-off circle entrance will be closed at 9:35 am. After that time, all drop-offs should be signed in at that main entrance.

Any student that needs family assistance with their seatbelt/ car seat should proceed to the "Buckle Up" parking which is just beyond the drop off/ pick up loop. Park in a "Buckle Up" parking spot. Proceed up the ramp in the back of the building and a staff member will welcome your student(s) in. Please be sure to keep your student with you as cars will be pulling in and out of this area throughout drop off.

Bus Riders:

Buses typically arrive at Duzine between 9:10 am - 9:25 am. All students will be released from their buses at 9:25 am. Students who are getting breakfast will be directed to the cafeteria. All other students should go directly to their classroom.

DISMISSAL**Pre-K Car Riders:**

Beginning at 3:10 pm, any Pre-K students being picked up will report to the Music room. Parents/guardians who are picking up their children should line up to the far right of Sunset Ridge straight up to the pick up/drop off circle. As space becomes available you will pull into the loop and a staff member will bring your student(s) to the car. Students will enter the vehicle from the passenger side only. You must remain inside your vehicle at all times. (Be sure to have your photo ID.)

If your child needs any assistance getting in or out of the vehicle, you must proceed to Buckle Up Parking.

K-2 Car Riders:

Beginning at 3:20 pm, students who are being picked up will report to the Music room. Parents/guardians who are picking up their children should line up to the far right of Sunset Ridge straight up to the pick up/drop off circle. As space becomes available you will pull into the loop and a staff member will bring your student(s) to the car. (Be sure to have your photo ID.)

Any student that needs family assistance with their seatbelt/ car seat should proceed to the “Buckle Up” parking which is just beyond the drop off/ pick up loop. Proceed up the ramp in the back of the building and your student will be sent to you.

Please be sure to keep your student with you as cars will be pulling in and out of this area throughout pick up.

Buses

Students taking the bus are walked out to the buses by their classroom teacher(s) at 3:25pm.

Children will go home on their regular bus unless a written notice is received from the parent/guardian. If your child is usually picked up but is supposed to take the bus on a particular day, please send a note as well.

ACADEMIC INFORMATION

Communication with the school is the best strategy for being proactive about your child’s education. If you feel that your child is having a problem in their class, please contact the teacher. One of the most convenient and efficient ways to reach teachers is through our school websites and faculty e-mail. Teacher e-mail addresses are firstinitiallastname@newpaltz.k12.ny.us

Duzine's curriculum provides students learning opportunities that develop their skills, attitudes, concepts and understanding. Care is taken to focus on the total child and how to best support their learning. We, at Duzine, dedicate ourselves to working with each child at their developmental level.

A description of each curriculum area and special programs follows. All curricula are aligned with the New

York State Learning Standards.

Language Arts and Reading:

This program follows the Ufli curriculum as well as the thoughtful individual and team planning by the grade level teachers. The language arts program includes listening, speaking, reading and writing and is an extremely important part of the children's learning. Writing and reading occur within all content areas (mathematics, science, and social studies). Children also use language as a major vehicle for self-expression.

Our Reading program is based on the Science of Reading and the 5 pillars of Literacy:

- Phonemic Awareness
- Phonics
- Fluency
- Vocabulary
- Comprehension

In addition our reading/writing program:

- promotes successful, independent readers and writers who can understand and apply their skill with enjoyment and purpose;
- is relevant to the needs, interests, and developmental stages of learners;
- provides continuity across grade levels;
- presents skills in a developmental order;
- includes the reading of both fictional and non-fictional material;
- enables teachers to adapt and extend goals for all learners; and
- demonstrates that teachers are learners, too.

Mathematics:

Our mathematics program is guided by the New York State Next Generation Standards as well as the Bridges in Mathematics program. Emphasis is placed on the following major strands:

Number Concepts	Probability and Statistics
Operations and Computation	Geometry and Measurement
Patterns and Relationships	Problem Solving

The underlying assumption regarding this curriculum area is that mathematical concepts must be understood in order to be lastingly useful. We, therefore, strive to teach for understanding rather than just rote memorization. Our math curriculum emphasizes inquiry and critical thinking through a constructivist method of teaching.

Social Studies:

A basic purpose of education is the creation of an informed citizenry. Our social studies program (K-2) is based on the NYS Social Studies Standards and helps children develop a knowledge and appreciation of our heritage and of other cultures throughout the world. Skills such as the use of maps and the globe, and effective use of reference materials are taught as an integral part of the social

studies program as well.

Science:

The goal of our elementary science program is to have our students develop scientific literacy and effective problem solving skills. To accomplish this, students will have the opportunity to explore scientific concepts through a variety of experiences that encourage them to pose questions, seek answers and design solutions.

The curriculum content for grades K-2 follows the Science 21 Curriculum and is based on the NYS P12 Science Learning Standards. It is balanced between science practices, core ideas and crosscutting concepts. It is also balanced between physical, life, earth/space science topics and engineering utilizing the Science 21 science program.

Through our involvement with the Mohonk Preserve, we have been able to provide a number of environmental experiences for the children.

SPECIAL PROGRAMS

In addition to the core academic areas, instruction by trained teachers is provided in the areas listed below. We feel that these experiences are an integral part of our educational offerings.

Art:

We are very proud of our elementary art program which is designed to promote growth and development in art skills, to stimulate creative expression, and to develop an appreciation of art, beauty and nature.

Music:

Our program provides an opportunity for the child to listen to music, to sing, to respond to rhythms, and to learn musical notation. Through these activities, it is hoped that an appreciation for music will be developed.

Physical Education:

Our physical education program is specifically designed to meet the needs of all the children at Duzine by teaching physical fitness skills. The physical education program also addresses the development of certain social traits. The children learn to take turns, to share equipment and to cooperate with others.

Academic Intervention Services

Our reading teachers work directly with children who are in need of additional support in developing their reading skills. They also work closely with classroom teachers so that the needs of individual students can be met.

English as a New Language (ENL):

ENL services are available for those children who speak a language other than English at home and are in need of support to develop their English language skills. They receive reading/ writing/

speaking services from a certified ENL teacher based on the students level of English Language proficiency .

Special Education Services:

A broad spectrum of services are available for students with special needs. The district Committee on Special Education (CSE) works closely with caregivers, students and staff to provide programs and support systems that will meet the individual educational needs of a child requiring special education services.

Speech Therapy:

Our Speech Language Pathologists work with children who have articulation needs as well as the children who need to develop skills to express themselves appropriately with language.

Psychological Services:

There is a school psychologist assigned to Duzine Elementary School. It is their responsibility to assist families and teachers in dealing effectively with the issues that interfere with a child's learning. This frequently requires observing, obtaining information and the testing of children. Support from them often helps a child get through difficult times. Referrals are sometimes made to outside agencies.

Social Worker Services:

The services of a qualified school social worker are available in our school. Groups such as Worry Warriors, Social Skills groups, Banana Splits and other counseling services are offered by the Social Worker. The social worker helps students and their families access agencies and services available in times of difficulty and need.

Any parent interested in the help of the psychologist or social worker should call the school.

Library Services:

Our library program offers instruction in library skills, computer literacy, reference services, and reading guidance for children at every grade level. The library collection provides students and teachers with a wide range of instructional materials. The book collection is carefully chosen to include curriculum related materials (informational books, references and supplementary readers) and titles for recreational reading. The library staff is made up of a certified school librarian and a part-time library clerk. A curriculum has been established for every grade level.

As part of their regular special area schedule, children had class in the library once every six days. Children may also visit the library during "Open Library" times to peruse titles and exchange books. The librarian works with teachers in pulling together a variety of books and other materials for use in the classroom during units of study.

Social Emotional Learning/Character Education

Duzine Elementary School and the New Paltz Central School District place a strong emphasis on the social development of students and provide children with a learning environment that fosters appropriate behavior through the positive perspective of "I can" statements. Duzine introduced our new school mascot, PAWS, a fox who will be our guide to character education.



I CAN...



P Practice Kindness	A Act Safely	W Work Hard	S Show Respect
I can practice kindness by taking turns, helping friends, and using kind words to make everyone feel welcome.	I can act safely by walking inside, keeping my hands and feet to myself, and following directions.	I can work hard by trying my best, staying focused, and not giving up-even when it's tricky!	I can show respect by listening to others, taking care of my things, and being kind to everyone.
0=no voice	1=whisper voice	2=talking voice	3=outside voice

Duzine Foxes Always Show Their PAWS!

In all of the areas of our school community, including the classroom, cafeteria, and playground, students will:

P - Practice Kindness

A - Act Safely

W - Work Hard

S - Show Kindness

REPORT CARDS

Your child's academic and social-emotional progress is formally reported three times during the school year. The first two report cards are received during parent/teacher conferences which are held in November and March. The third and final report card will be sent home in June. Should you like to request additional conferences with the teacher, please contact your classroom teacher directly.

TRIMESTERS

End of Trimester 1: November 14, 2025

End of Trimester 2: March 6, 2026

End of Trimester 3: June 26, 2026

FIELD TRIPS

Field trips are an important part of the school's curriculum. In order to attend a field trip, your child must have a signed permission form.

RECESS

Students will go outside for recess throughout the school year except during severely inclement weather. It is vital that you dress your child appropriately for the weather conditions. Boots, hats, gloves or mittens and warm coats are a necessity for cold, snowy weather.

PARENT INVOLVEMENT

We are fortunate to have an active, supportive Parent-Teacher Association. This group of dedicated people provides many exciting cultural events for our students throughout the year. The PTA supports teachers in numerous ways and provides assistance and refreshments for various activities including end year grade level events and Open House. Fund-raising events are held during the year to support their efforts. All parents and teachers are encouraged to join the PTA and help with any projects they can. The Duzine-Lenape PTA generally meets on the second Tuesday of each month at 6:30pm, alternating the meeting place between the two schools with the first meeting of this year to be held at Duzine on September 17st.

2025/2026 DUZINE-LENAPE PTA OFFICERS

Lindsey Williams, President
Jackie Hersh, Co-Vice President
Sara Ricketson, Co-Vice President
Bill Parco, Secretary
Juan Luis Carrera, Treasurer

Duzine.Lenape.PTA@gmail.com
duzine.lenape.pta.treasurer@gmail.com

ATTENDANCE

There is a strong, positive relationship between regular attendance and success in school. We ask that you make every effort to ensure that your child arrives at school on time and attends school consistently.

If your child will be out of school for any reason, please call the school the first day the child is out and send in a note upon the child's return. The note should indicate the following: parent's/guardian's name; child's name; teacher's name, date and reason for absence.

If your child arrives late (after 9:40 a.m.) or leaves early (before 3:25 p.m.) this time will accrue throughout the year and when it equals a school day your child will be marked absent for one day.

New York State Education Law requires every child age six (6) through sixteen (16) to be in attendance at school. The law permits absence from school for the following reasons:

1. Personal illness
2. Death in the family or serious family illness

3. Medical appointments that cannot be made at other times
4. Religious observance
5. Bad weather conditions when school is officially closed
6. Requirement to be in court

FOOD SERVICES

Breakfast and lunch are available free of charge for the 2025-2026 school year for every child. Snacks and milk may be purchased through students' accounts. You may pay online through [MySchoolBucks](#) or send money or a check (payable to New Paltz School Food Services) in an envelope labeled "lunch/breakfast money." Please include the child's name, teacher's name, and room number on the envelope as well. The envelope should be given to the teacher. Prices are listed on the monthly menu sent home with your child as well as on the district website.

Food in the Classroom (Wellness Policy #5661)

"The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The District will encourage parents to consider student health when purchasing the foods and beverages provided, but not sold, to students on the school campus during the school day (e.g., classroom parties, classroom snacks brought by parents, or other foods given as incentives). "

Questions

At times there may be questions about academics, programming, or behavioral concerns. It is always best to begin with that staff member who is responsible for that portion of the day:

- If the question/ concern involves academics or a situation in the classroom, please first reach out to the teacher via email or by calling the school.
- If the question is in regards to lunch/recess time, please reach out to Administration.
- If no teacher is involved, or if you have already reached out to the teacher and you feel that further attention to the matter is needed, please reach out to the Duzine Elementary Principal or Elementary Assistant Principal.

CONTACT GUIDE: WHO TO SPEAK TO IF YOU HAVE A QUESTION OR CONCERN

Please begin with your first point of contact and then proceed to the next person if you find your concern was not resolved.

Area of Concern	Begin Here	Step 2	Step 3	Step 4	Step 5
Athletic Programs	Coach	Director of Health, PE & Athletics <i>Peter Bianco</i> pbianco@newpaltz.k12.ny.us 845-256-4153	Superintendent of Schools <i>Stephen Gratto</i> sgratto@newpaltz.k12.ny.us 845-256-4020	Board of Education boe@newpaltz.k12.ny.us	
Business Office	Business Office Clerical Staff	Assistant Superintendent for Business <i>Debra Kosinski</i> dkosinski@newpaltz.k12.ny.us 845-256-4012	Superintendent of Schools <i>Stephen Gratto</i> sgratto@newpaltz.k12.ny.us 845-256-4020	Board of Education boe@newpaltz.k12.ny.us	
Instruction/ Assessment/ Curriculum	Teacher	Principal/Assistant Principal	Deputy Superintendent <i>Linda Oehler-Marx</i> loehlermarx@newpaltz.k12.ny.us 845-256-4032	Superintendent of Schools <i>Stephen Gratto</i> sgratto@newpaltz.k12.ny.us 845-256-4020	Board of Education boe@newpaltz.k12.ny.us
Dignity for All Students Act (DASA)	Teacher (if appropriate)	Building DASA Coordinator	Deputy Superintendent <i>Linda Oehler-Marx</i> loehlermarx@newpaltz.k12.ny.us 845-256-4032	Superintendent of Schools <i>Stephen Gratto</i> sgratto@newpaltz.k12.ny.us 845-256-4020	Board of Education boe@newpaltz.k12.ny.us
Food Services	Director of Food Services <i>Sheila Moran</i> smoran@newpaltz.k12.ny.us 845-256-4052	Principal/Assistant Principal	Assistant Superintendent for Business <i>Debra Kosinski</i> dkosinski@newpaltz.k12.ny.us 845-256-4012	Superintendent of Schools <i>Stephen Gratto</i> sgratto@newpaltz.k12.ny.us 845-256-4020	Board of Education boe@newpaltz.k12.ny.us
Guidance/School Counseling	Counselor	Principal/Assistant Principal	Deputy Superintendent <i>Linda Oehler-Marx</i> loehlermarx@newpaltz.k12.ny.us 845-256-4032	Superintendent of Schools <i>Stephen Gratto</i> sgratto@newpaltz.k12.ny.us 845-256-4020	Board of Education boe@newpaltz.k12.ny.us

Area of Concern	Begin Here	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Pupil Personnel Services: Special Education, Home Instruction	Teacher /Service Provider	Principal/Assistant Principal	Coordinator of Special Education PK-5: Kathleen Clark klark@newpaltz.k12.ny.us 845-256-4042	Director of PPS/Special Education Mellisa Thomas mthomas@newpaltz.k12.ny.us 845-256-4043	Deputy Superintendent Linda Oehler-Marx loehlermarx@newpaltz.k12.ny.us 845-256-4032	Superintendent of Schools Stephen Gratto sgratto@newpaltz.k12.ny.us 845-256-4020	Board of Education boe@newpaltz.k12.ny.us
Student Concern: Discipline, Academic, Social, Emotional	Teacher	School Counselor/Social Worker	Assistant Principal (if applicable)	Principal	Deputy Superintendent Linda Oehler-Marx loehlermarx@newpaltz.k12.ny.us 845-256-4032	Superintendent of Schools Stephen Gratto sgratto@newpaltz.k12.ny.us 845-256-4020	Board of Education boe@newpaltz.k12.ny.us
Transportation	Director of Transportation Maureen Ryan mryan@newpaltz.k12.ny.us 845-256-4070	Assistant Superintendent for Business Debra Kosinski dkosinski@newpaltz.k12.ny.us 845-256-4012	Superintendent of Schools Stephen Gratto sgratto@newpaltz.k12.ny.us 845-256-4020	Board of Education boe@newpaltz.k12.ny.us			
Facilities	Principal (if related to school programs)/ Assistant Principal	Director of Facilities Mike Logue mlogue@newpaltz.k12.ny.us 845-256-4092	Assistant Superintendent for Business Debra Kosinski dkosinski@newpaltz.k12.ny.us 845-256-4012	Superintendent of Schools Stephen Gratto sgratto@newpaltz.k12.ny.us 845-256-4020	Board of Education boe@newpaltz.k12.ny.us		
Technology	Help Desk 845-256-4181	Director of Technology Keith Baisley kbaisley@newpaltz.k12.ny.us 845-256-4066	Deputy Superintendent Linda Oehler-Marx loehlermarx@newpaltz.k12.ny.us 845-256-4032	Superintendent of Schools Stephen Gratto sgratto@newpaltz.k12.ny.us 845-256-4020	Board of Education boe@newpaltz.k12.ny.us		

Duzine Elementary School 845-256-4350

Principal: Dr. Melissa Jean-Paul mjeanpaul@newpaltz.k12.ny.us

Elementary Assistant Principal/DASA Coordinator: Joshua Bate jbate@newpaltz.k12.ny.us

Lenape Elementary School 845-256-4300

Principal: Sean Inglee singlee@newpaltz.k12.ny.us

jbate@newpaltz.k12.ny.us

New Paltz Middle School 845-256-4200

Principal: Ross Hogan rhogan@newpaltz.k12.ny.us

Assistant Principal/DASA Coordinator: Lljaira Dessereau
ldessereau@newpaltz.k12.ny.us

New Paltz High School 845-256-4100

Principal: Dr. Samuelle Simms ssimms@newpaltz.k12.ny.us

Assistant Principal/DASA Coordinator: Kathleen Schneck
kschneck@newpaltz.k12.ny.us

LOST AND FOUND

Our "Lost and Found" collects a variety of items, including lunch boxes, clothing items, water bottles, etc. Students or caregivers may claim "lost and found" items in the cafeteria. If you would like to take a look at our lost and found, we ask that you visit Duzine to do so between 9:05am-10:45am or after 2:15pm, so as not to interfere with lunch. Typically at the end of the school year, items that remain are donated to charity.

Please label everything your child brings to school to ensure that nothing is lost.

EMERGENCY SCHOOL CLOSING AND EARLY DISMISSAL PROCEDURE

The following information is excerpted from NPCSD Board of Education Policy #3510:

The Superintendent may close the district schools or dismiss students early when hazardous weather or other emergencies threatens their health and safety, or that of personnel. The Superintendent may delegate this authority to another staff member in the event of his/her absence.

Schools will not be closed merely to avoid inconvenience. While it may be prudent, under certain circumstances, to excuse all students early, the Superintendent has the responsibility to ensure that administrative, supervisory, and operational activity is continued to the extent possible. Therefore, if conditions affect only a single school, only that school shall be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following which relate to the safety and health of children:

- a. weather conditions, both existing and predicted;*
- b. driving, traffic, and parking conditions affecting public and private transportation facilities;*
- c. actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous; and*
- d. inability of teaching personnel to report for duty, which might result in inadequate supervision of students.*

The Superintendent will weigh these factors and take action to close the schools only after consultation with traffic and weather authorities, Building Principals, and school officials from neighboring districts.

The Superintendent of Schools shall develop procedures to assure the safety of district students in the event of an emergency school(s) closing. Such procedures shall include notification of bus drivers and radio stations, order of dismissal, emergency dismissal procedure forms, single school closing, emergency accommodations, clearance for returning to schools, cancellations and delayed openings.

The Student Handbook provided annually via PowerSchool prior to the opening of school shall contain a copy of the Emergency School Closing Policy, and the Emergency Dismissal Procedure Parental Request Form. It is the parents' responsibility to return their form within the first two (2) weeks of school.

Adoption date: January 16, 2002

VISITING THE SCHOOL BUILDING

Upon entering the building during the school day, all parents/guardians/visitors, without exception, must check in with the front office and use the Raptor System in the front vestibule to sign in.

Visitors are not allowed on the playground during lunch and recess.

If you wish to speak with your child's teacher, please schedule a meeting in advance of coming to school. Phone calls to teachers should be made through the school unless other arrangements are agreed upon between the teacher and parent/guardian.

TRANSPORTATION

BUS SAFETY

The bus driver is in charge of the bus and is held responsible for the safety of the children enroute and while they are crossing the roads. To ensure the safety of the children on board, it is very important that students follow the bus safety rules outlined below. We urge you to review these rules with your child regularly in order to ensure a comfortable and safe ride for all.

Should your child exhibit inappropriate behavior on the bus, the bus driver may fill out a Bus Conduct Report. This report is sent to the school administration who in turn will meet with your child to discuss the incident. Students that do not comply with bus safety rules will be addressed and may face consequences following the code of conduct; which may include detention and possible short and/or long term bus suspension.



BUS EXPECTATIONS



P Practice Kindness	A Act Safely	W Work Hard	S Show Respect
I can practice kindness by taking turns, helping friends, and using kind words to make everyone feel welcome.	I can act safely by walking inside, keeping my hands and feet to myself, and following directions.	I can work hard by trying my best, staying focused, and not giving up- even when it's tricky!	I can show respect by listening when others are talking, taking care of my things, and being kind to everyone.
I can: <ul style="list-style-type: none">Greet my bus driverSit in my assigned seatUse kind words with others	I can: <ul style="list-style-type: none">Stay seatedFace forwardKeep the aisle clearKeep my hands, feet, and body to myself	I can: <ul style="list-style-type: none">Follow and listen to the drivers directions	I can: <ul style="list-style-type: none">Keep my hands, feet, and body to myselfUse a voice level 1
0=no voice	1=whisper voice	2=talking voice	3=outside voice

BUS SAFETY RULES

1. No child may attempt to enter or leave the bus while it is in motion.
2. If children live on the side of the road opposite that on which the bus stops, they must remain there until the bus stops and the bus driver directs them to cross. Children should cross 10 feet in front of the bus.
3. Children are to remain in their seats while the bus is in motion.
4. Loud talking or yelling is prohibited.
5. Children may not eat on the bus.
6. Fighting, pushing, shoving or wrestling is prohibited.
7. Glass jars or containers may not be carried on the bus.
8. No live animals may be transported on the bus.
9. No large instruments or projects.
10. Nothing may be thrown about on the bus or thrown out of the windows.
11. Teasing or name calling is prohibited.

Your cooperation and support in helping your child review the proper conduct for the bus is greatly appreciated.

CHANGING DROP-OFF LOCATIONS

We cannot honor a child's request to change their dismissal plan/ drop off site unless there is a signed note from the parent/guardian. A note is also required if you wish to have your child remain at school and be picked up by you.

HEALTH SERVICES

THE SCHOOL NURSE

Duzine School has a full-time, professional, registered nurse on site. Our School Nurse works with all school personnel to provide a program that promotes, protects, maintains and improves the health of all pupils. Along with representatives of the school staff and appropriate community agencies, she has a major role in planning a comprehensive health service program to carry out the school's responsibility in meeting the health needs of pupils. She serves as a health consultant to administrators, teachers, and other staff members in regard to all matters affecting the health of the students.

The duties of the School Nurse include:

- taking care of such emergencies as illnesses, injuries, and torn clothing.

- administering annual sight and hearing tests.
- attending to students who have conditions that require regular medication.
- informing teachers of pupils with chronic ailments.
- counseling the pupils in personal hygiene.
- assisting the school physician in conducting physical examinations.
- keeping all student health records up-to-date.

STUDENT MEDICATION PROCEDURES

When your child's physician feels that medication is necessary during the school day, you are asked to follow certain procedures as mandated by the New York State Education Department. School nurses cannot administer any medication to students (including over-the-counter medication) without a written order from a physician and the parent/guardian. Therefore, you are requested to follow the procedures below:

1. At the beginning of each school year, provide a new, completed New Paltz Central School Medication Form for each medication required. This form can be found in the packet sent home to families on the first day of school, or it can be accessed by contacting our main office. Part I of this form needs to be signed by both the parent/guardian and the licensed health care practitioner.
2. During the school year, provide a new, completed New Paltz Central School Medication Form for each new medication or change in medication/dosage. Again, Part I must be signed by both the parent/guardian and the licensed health care practitioner.
3. Medication should be delivered directly to the school nurse by the PARENT/GUARDIAN. All medications will be kept by the nurse unless procedures in paragraph 5 are required. No medication should be delivered by the child: this opens up the danger to share or lose the medication. Medication will be returned only to a parent/guardian – it will not be sent home with the child.
4. Medication must be in the original labeled container prepared by the pharmacist. (Ask your pharmacist to prepare your prescription with two labeled containers so that one may remain in school.) Over-the-counter medications must be in original containers.
5. Certain medications might require the child to carry/administer their medication rather than having the nurse administer the medication. This is normally for medication requiring "split-second" administration, such as inhalers or medicine for allergic reaction. If it is necessary for the child to carry the medication, Part II of the Medication Form must also be completed and signed by both the parent/guardian and the licensed health care practitioner. Part II certifies that the child understands the proper procedures for administration of the medication.

PHYSICAL EXAMINATIONS

The New York State Education Law requires that every child upon entrance to school and routinely at grades 2,4,7 and 10 have a physical examination. This will be done by our school physician unless the parent has the child examined by their family physician. We encourage the latter plan since it would normally be done in the presence of the parents and would likely be a more thorough examination. At the beginning of the school year, forms will be sent to each parent/guardian for use by the family physician in reporting to the school

physician any examinations done by them. This form should be returned even if a physical is not done.

STUDENT ACCIDENT INSURANCE

The New Paltz Central School District carries some accident insurance coverage. Parents/guardians, however, are required to file through their own policy before the school insurance can be used. At times, parents/guardians are required to assume some financial liability when their child requires emergency medical services. Parents/guardians who have any questions regarding the coverage under this insurance should call the Business Office, 256-4000, for further information.

BOARD OF EDUCATION POLICIES

DIGNITY FOR ALL STUDENTS ACT (DASA)

Dignity for all Students: Prohibiting Discrimination and Harassment of Students (BOE Policy 7370)

The New Paltz Central School District Board of Education is committed to providing a safe and productive learning environment within its schools. In Accordance with New York State's "Dignity for All Students Act" ("DASA"), the Board is committed to promptly addressing incidents of harassment and/or discrimination of students that impede students' ability to learn. This includes bullying, taunting or intimidation in all their myriad forms as outlined in District Policy 7370 which may be found on the district's website, www.newpaltz.k12.ny.us.

The Board condemns and strictly prohibits all forms of discrimination, such as harassment, hazing and bullying on school grounds, school buses and at all school-sponsored activities, programs and events. No student shall be subjected to harassment by employees or students on school property or at a school function. Nor shall any student be subjected to discrimination based on the on the student's actual or perceived race, color, weight, physical size/shape, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex, by school employees or students on school property or at a school function.

Discrimination, harassment, hazing or bullying that takes place at locations outside of school grounds which can be reasonably expected to materially and substantially interfere with the requirements of appropriate discipline in the operation of the school or impinge on the rights of other students is prohibited, and may be subject to disciplinary consequences. In addition, the District reserves the right to discipline students who engage in the harassment of students off school property under circumstances where such off-campus conduct violates the student code of conduct.

DASA Coordinator:

Duzine: Assistant Principal, Josh Bate (845) 256-4350

District Compliance Officer:

Deputy Superintendent of Curriculum and Instruction:

Dr. Linda Oehler-Marx - (845) 256-4030

STATEMENT OF NONDISCRIMINATION

The District condemns and prohibits all forms of discrimination and harassment based on actual or perceived race, color, weight, physical size/shape, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex. If you believe that you have been discriminated against, you may make a claim that your rights have been denied. This claim or grievance may be filed with the Deputy

Superintendent/Title IX Officer: New Paltz Central School District, 196 Main Street, New Paltz, NY 12561, (845) 256-4030

CODE OF CONDUCT

The district's updated Code of Conduct can be found on the NPCSD website (<https://www.newpaltz.k12.ny.us/domain/692>) and is included below. **Please make sure to read, sign, and acknowledge that you have read the Code of Conduct on PowerSchool by Monday, September 15th, 2025.**

STUDENTS' ELECTRONIC DEVICES

Aligned with state law and district policy, "Cell phones are not allowed to be used in Duzine, Lenape, the Middle School, or the High School." Including at afterschool events and on the school bus. This includes smart watches and tablets.