

NEWTOWN ELEMENTARY SCHOOL

**Council Rock School District
1 Wrights Road
Newtown, Pennsylvania 18940
215-944-2200**



HANDBOOK

2010-2011

September 2010

Dear Students, Parents and Guardians,

This booklet contains important information regarding policies and procedures for our school. I would like to encourage you to review its contents periodically. Your full understanding in maintaining these expectations will help ensure the health, safety, welfare, and success of all our students and staff.

One goal of the Newtown Elementary School community is to share responsibility with the home to foster good citizenship and decision making skills. Good citizens respect themselves and those around them. Good citizens are polite, helpful, kind, friendly, cooperative, and good listeners. Good citizens show good sportsmanship, practice self control, and hold themselves accountable for being a positive member of our school community. Students are reminded to put forth the extra effort on buses, in the hallways, in the cafeteria, and on the playground. It is in these areas where children need to practice more self control, make good decisions, and listen!

It is important that all school community members model these expectations daily. Your willingness to work with school staff to maintain a healthy, safe, and respectful learning environment at Newtown Elementary School is greatly appreciated. If you have any questions regarding any of these expectations or procedures, please do not hesitate to call.

We will continue to focus our efforts on supporting and reinforcing our four themes – RESPECT, COOPERATION, RESPONSIBILITY and SPORTSMANSHIP. Please look for theme T-charts to complete with your student at the beginning of each quarter.

Have a great year!

Sincerely,

Mr. King

Newtown Elementary School Code of Conduct

RESPECT COOPERATION RESPONSIBILITY SPORTSMANSHIP

Students and staff at Newtown Elementary School promise to follow all portions of our Newtown Elementary School Code of Conduct.

General Rules

1. Show respect, cooperation, responsibility, and good sportsmanship in all areas of our school community.
2. Keep hands, feet, and other objects to ourselves.
3. Respect ourselves, others, and all property.
4. Let teachers teach and learners learn.
5. Show good manners.

Classroom

Students will demonstrate proper learning conduct to allow teachers to teach and learners to learn by: listening carefully, following directions, and giving their best effort.

Bus Rules

1. Walk to and from the bus on sidewalks only.
2. Unless it is an emergency, do not speak to the driver.
3. Listen to your driver.
4. No eating on the bus.
5. Remain seated while the bus is in motion.
6. Keep head, hands, and feet inside the bus.
7. Never throw anything on the bus or out the windows.
8. Rules which apply to behavior in school will also be applied at bus stops and during travel.

****Riding the bus is a privilege. Students who do not follow the rules may be given an assigned seat or suspension.

Cafeteria Expectations

1. Sit at assigned class tables (seats are not assigned).
2. Stay seated unless given permission otherwise.
3. Raise hand for assistance.
4. Buy snack when you buy lunch; students cannot return to the line.
5. Clean up after yourself.
6. Students must get a pass for the bathroom or the nurse.
7. Students may not leave the cafeteria to return to the classroom unless escorted by an adult.
8. Be quiet when cafeteria lights are turned off.
9. Use inside voices.

Recess

1. Always listen to the adults on the playground.
2. Do not leave the playground without permission.
3. Students must get a pass for the bathroom or the nurse.
4. Line up immediately when the whistle is blown.
5. Follow guidelines for using equipment safely.
6. Indoor Recess: remain in assigned classrooms, use indoor voices, and play quiet games.

Hallway

1. Walk quietly.
2. Stay on the right side of the hallway.
3. Keep hands and feet to yourself.
4. Walk in a single file line.
5. Go directly to where you need to go.

Bathroom

1. Speak in a quiet voice.
2. Spend only as much time as needed, then leave.
3. Leave all school supplies outside of the bathroom.
4. Use the facilities properly: flush toilet after each use, keep water in the sinks, dispose of trash in cans.
5. Wash hands.
6. Respect others' privacy.

Drop Off and Arrival

1. Please exit your car swiftly, on the curb side.
2. Enter the building promptly and go directly to your classroom.
3. Please take responsibility to be on time. Drop off begins at 8:45. School day begins at 9:10. After 9:10, a parent must sign you in at the office.

Belief Statements

The staff at Newtown Elementary School

Believes:

All children can learn.

Learning is a life-long process.

Diverse learning styles should be celebrated.

An inclusive environment fosters a sense of belonging for everyone.

*We should encourage a lifelong awareness,
appreciation, and participation in the arts.*

Self-esteem is directly related to learning.

Cooperative learning is essential.

Effective assessment takes many forms.

We must care for our school, community, and the world around us.

Good health is essential for optimal learning.

A team approach nurtures and supports learning.

Mutual respect and support must exist among staff members and students.

Our school should reflect student pride and accomplishments.

A teacher's perception of students influences self-esteem and learning.

Learning is teacher guided and student centered.

*School is a place which fosters personal growth, cultural enrichment, and
individual responsibility.*

Newtown Elementary School Phone Numbers

The main telephone number for Newtown Elementary School is:

215-944-2200

Once you have reached this number, you will be offered several options. One of those options is to access a directory where you will be able to find the extension of a staff member. To leave a message for your child's teacher, follow the prompts provided.

Telephone options available include contacting the Nurse, Guidance Counselor, Instructional Support Teacher, Principal, and the main office.

Other phone numbers you may find helpful include:

First Student Bus Company: 267-757-0413

Council Rock School District: 215-944-1000

Access to Classrooms

Parents or other visitors are not permitted to enter or interrupt classes at anytime during school hours. Parent volunteers are only permitted to visit those areas/classrooms that directly pertain to the project/program for which they have volunteered. Teachers are available before and after school by appointment. Scheduling an appointment ensures that the teacher will be available. Appointments avoid possible inconvenience or disappointment which can occur if you simply "stop by."

Art

In accordance with the district policy, Newtown Elementary School provides an art program for grades 1-6. We follow a district wide curriculum providing students with an opportunity to appreciate diverse architectural, sculpture, and painting monuments. Students will be introduced to a wide variety of media, creative thinking, and enhancement of fine motor skills. Art history studies provide a basis for cultural enrichment and appreciation. Grades 1, 2 & 3 meet once a week for 40 minutes. Grades 4, 5 & 6 meet once a week for 50 minutes. Consideration for appropriate attire on art days is suggested. Feel free to send in a smock, if desired. Children's work will be displayed in the art room and throughout the school on a rotating basis. An annual District Art Show occurs in April to show the products of the Council Rock School District art curriculum. Notices of this event will be distributed to individual participants. Our main objective is to share our love of art and provide a comfortable, positive learning atmosphere where children feel encouraged to create and explore every week.

Attendance

After an absence from school, state law and school district policy requires that you send a written excuse stating clearly the reason for absence to school upon the child's return. During a child's absence, requests for make-up schoolwork must be received by 10:00 AM so the classroom teacher has ample time to compile materials and have available for pick up in the office by 3:30 PM or sent home with a sibling.

Bus Transportation Procedures

A child who is ordinarily transported to and from school on an assigned bus may not ride home with a friend on a different bus, unless it is an emergency. Emergency requests to change buses for a particular purpose MUST be in writing and approved only by the principal. Such requests must be submitted early in the day of the anticipated change in bus. Students will need a note from the principal when they wish to leave the bus at any stop other than the one assigned. If your child is to ride home with another child's parent, BOTH FAMILIES MUST WRITE A NOTE REQUESTING THE CHANGE so that the office will be assured both sets of parents are aware of the plans.

Cellular Phones

School Board Policy 237 now permits students to have electronic devices in school but PROHIBITS their use in school. Cell phones must be switched off during the school day and must not be used for any purpose in the classrooms, cafetorium, gym, or on the recess yard. In the case of an emergency, please contact the school office.

Change of Address and Phone Number

Please notify the classroom teacher, nurse, and main office immediately *in writing* if there are any changes in your emergency card information including address, phone numbers, work numbers, or emergency contacts.

Child Custody

The following guidelines cover the procedures we will follow when dealing with a child or children whose parents are separated or divorced:

- Absent a court order defining the custodial status of parents, a child will be released to either parent according to our normal dismissal procedures.
- We will attempt to enforce any court order limiting custody. However, we must have a copy of the court order on file before it can be enforced. In the absence of such order, a notarized letter signed by both parents should state arrangements for child(ren).
- We will do everything possible to work with parents during a marital separation. However, the school cannot assume the role of mediator in these situations.

Classroom Visitation

If requesting a classroom visitation, parents must submit a written request to the principal prior to the actual date of the visit and include the reason for the visit.

Computers and Computer Facilities

The use of computer technology is supported as part of the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration. It is important that you know the rules concerning their use. Here is a brief overview:

- It is your responsibility to learn all of the rules and regulations that define the use of school district computers.
- Please use the school district computers for educational purposes only.
- While using a school district computer, you may not participate in an illegal activity, access inappropriate sites or information, or engage in any activity that results in the harassment or offending of any other computer user.
- The computers are secured to prevent users from accessing data they are not permitted to use. Any attempt to circumvent computer or network security is a violation of this policy.
- You should treat the work of others with respect. You are not permitted to alter or delete anyone else's data files. Generally speaking, the use of the school district computers is governed by the same rules of common sense and common courtesy that are observed for all student activities. Failure to abide by them may result in the loss of computer privileges or other more serious consequences (School Board Policy 815).

Communicable Diseases

If a communicable disease is suspected, the parent will be notified and the child will be excluded from school. The student will not be readmitted before the minimum number of days designated by the State and Local Departments of Health which are:

Diphtheria: two weeks from onset or until appropriate negative culture test

Chickenpox: five days from onset of first crop of blisters or when all lesions have dried and crusted, whichever is sooner.

Rubella (German measles): four days from onset of rash

Regular Measles: four days from onset of rash

Mumps: nine days from onset or until subsidence of swelling

Pertussis (Whooping Cough): three weeks from onset or five days from institution of appropriate therapy.

Streptococcal Infections (including Scarlet Fever): not less than 10 days from onset if no medication is prescribed or 24 hours from the institution of appropriate therapy

Acute Contagious Conjunctivitis (Pink Eye): until judged not infective; that is, without discharge or 24 hours after start of drops

Ringworm: until judged non-infective by the school nurse or child's physician

Impetigo Contagiosa: until judged non-infective by the school nurse or child's physician

Pediculosis Capitus or Corpora (Head or body lice): until judged non-infective by the school nurse or child's physician.

Scabies: until judged non-infective by the school nurse or child's physician

Tonsillitis: 24 hours from institution of appropriate therapy

Trachoma: 24 hours from institution of appropriate therapy

Communication

Proactive communication between the home and school is essential to the success of our students and programs. Please do not hesitate to call the school to leave a message for teachers. You can also access them through email and their teacher websites. Please visit the Newtown Elementary School website and follow the appropriate links to teaching staff. You can visit our website to learn about upcoming events or to review important parent communication in the eFriday folder. Weekly reminders will be sent from PTA and Mr. King using the list serve emails every Friday. You can also visit the district website (www.crsd.org) to access district level events, procedures, and board policies.

Conferences

Scheduled parent-teacher conferences will be held during the school year. You will be notified about your individual conference. However, if you feel the need for a conference prior to being scheduled for one, please contact the teacher. He/she will gladly schedule one at a mutually convenient time.

Controlled Substances

The possession and/or use of illicit drugs, "look-alike" drugs, alcohol, anabolic steroids, or any drug paraphernalia is wrong and harmful, and Council Rock clearly prohibits the unlawful use or distribution of these substances by students on school premises or as part of any of its activities. As described in School District Policy 227, students who violate district policies are subject to disciplinary sanctions consistent with local, state, and federal law up to and including suspensions, expulsion, and referral for prosecution. Disciplinary sanctions may include referral to the school district's SAP team, completion of an assessment, and/or appropriate rehabilitation program.

Discrimination and Harassment

It is the policy of the Board of School Directors (Policy 218.8) to support fully the laws prohibiting harassment and discrimination. This includes harassment and/or discrimination because of race, sex, religion, color, national origin, ancestry, marital status, familial status, disability, medical condition, and age as well as sexual harassment, and to maintain a learning environment which is free of any such harassment and discrimination. Any student who is found to have engaged in such conduct will be subject to immediate discipline.

Drop off Procedures

We ask your cooperation in making the drop off procedures timely and safe for all students. Accordingly, the drop off lane must be used for this purpose only. As soon as your car comes to a complete stop, please have your child unbuckle the seat belt, gather his/her belongings, and exit the car promptly. Please do not sit in your car and watch your child enter the building. This lane must keep moving in order to avoid a backup. If you need to leave your car for any reason, please park your car in one of the designated parking spots. Please cross at the striped area only. On rainy days, there is increased traffic in the area of the school parking lot. Parents are encouraged to drive their child to the nearest bus stop rather than to the school to avoid congestion and delays. Students are considered tardy if they are not in their classrooms **by 9:10 AM**.

Early Dismissal of Students/Late Arrivals

If you will be taking your child from school early, *please send in a note (transport slip) informing us of the pick up time. If pick up time is **BEFORE** 3:30, come into the office and sign out your child. **DO NOT COME INTO THE OFFICE BETWEEN 3:30-3:40 FOR PICK UP.** Please park in the designated parking area and wait outside the front door of the building until your child arrives (car rider announcement).* When a child must leave school before our 3:35 car rider's dismissal, this will be recorded as a sign out. There must be a serious reason to pick up your child early, and the reason must be recorded in the log when you sign out. Reasons such as dance lessons or sports practice are not considered excused sign outs. Please try to arrange appointments on days off or after school hours to eliminate the need to leave before dismissal time. If your child arrives late to school, please enter with your child and sign in at our school office; failure to do so will result in an unexcused tardy. In both cases, tardiness and sign outs, we will track minutes of instructional time lost. Once the number of minutes equals a school day, this will be recorded as an unexcused absence from school.

Electronic Devices

Electronic devices include radios, MP3 players, iPods, digital cameras and other non-school related items. Board Policy 237 now permits students to have these devices in school; however, it also prohibits the use of these devices in school. It is strongly suggested that students do not bring items such as this to school unless there is an emergency situation that would warrant it.

Emergency School Closing

School will not open when, in the judgment of the Superintendent and the transportation staff, it is too dangerous for buses to travel. If school is closed, an announcement will be made using the District's Global Connect system. This will also be communicated through major Philadelphia television and radio stations, and the Council Rock web site (www.crsd.org). If conditions warrant, the announcement may indicate that school will be opening one or two hours late. **Please note that in the case of a two hour delay there will be no morning kindergarten.** In some instances an early school closing may come with very short notice. To avoid an unsafe situation for your child, it is suggested parents implement a plan at the beginning of the school year, as to the steps the child is to follow should he or she arrive from school and no one is home. Review this plan with your child several times during the school year so he or she will feel comfortable should the situation arise. Please **do not** call the school during emergency school closing situations. This hampers the school's ability to concentrate on ensuring an efficient and safe dismissal for all students. Please listen to the following radio or television stations for the most up-to-date information on emergency school closings. It would be most helpful if you would have this information with you at all times. These local radio stations will identify Council Rock by name: WBCB (1490 AM), WBUX (1570 AM), KYW (1060 AM), WTTM (920 AM). The following code numbers are used by the Philadelphia radio stations to announce closings or delayed openings:

- 756 C.R. schools are closed
- 5756 C.R. schools are open one hour late
- 6756 C.R. schools are open two hours late

Remember, for up-to-date information on school closings or delayed openings, please access the Council Rock website at www.crsd.org or Comcast channel 28 or Verizon channel 44. **Please note: there will be no PTA phone chain utilized. Global Connect will replace this.**

Gifts to staff

The practice of giving gifts to staff is discouraged. Some suggested ways for a student or family to express appreciation include letters, cards, or personal notes (School Board Policy 420).

Guidance Counselor

Elementary school guidance counselors provide a wide range of services to the school community. We are committed to making a difference and providing opportunities to all students to help them become lifelong learners. Additionally, school guidance counselors believe in the worth of all students and are dedicated to advocating for students in the educational setting. School guidance counselors promote a safe learning environment that is based on prevention and intervention.

Council Rock School District promotes a developmental guidance model. In the developmental guidance model, the school counselor's role is to guide students in acquiring the attitudes, knowledge, and skills that

contribute to effective learning in school and across the lifespan. The counselors will help students develop and apply skills needed to enhance personal, social, career, and academic growth. These areas are in alignment with the American School Counselor Association (ASCA) national standards.

The school guidance and counseling program is a combination of four types of primary services: curriculum, individual planning, responsive services, and system support. Primary services offered by the elementary school counselor are to implement effective classroom lessons focusing on relevant topics; provide individual and small group guidance; consult with teachers, administrators, and parents; crisis intervention and team support.

Guidance services can be accessed through recommendation from the Instructional Support Team (IST), parents and teachers can contact the counselor via telephone, e-mail or note, and students can leave a note with their teacher.

Harassment

The elimination of improper conduct, including harassment, is a high priority for the School District. It is the established policy (218.8) of the School District to prohibit all forms of improper conduct, including harassment. A copy of the School District's policy is available in each school office for your review. All students are subject to the prohibitions in the policy and protected by it. If students or their parents/legal guardian believe they are the victim of harassment or any other form of improper conduct, we urge them to report it to any teacher, nurse, school principal or administrator in the school district. We will properly investigate any such complaints in order to take prompt and effective action to eradicate improper conduct.

The School District's Title IX coordinator is Mark Klein, Superintendent. If you have any questions, you may contact your principal or the Title IX Coordinator at the following address and telephone number:

Mark Klein
Superintendent
CRSD
30 N. Chancellor Street
Newtown, PA 18940
215-944-1000

Home Access Center (HAC)

Recently, the Council Rock School District implemented a new student information system, *eSchoolPlus+*, to manage student information (scheduling, attendance, grading, etc.) An online parent/guardian portal (HAC) is a part of this system and we are pleased to be able to offer HAC to you.

Initially, HAC will allow you to view your child's registration information, attendance, and schedule. This system will be open to parents/guardians of all students in grades K-12. Each parent/guardian may register for their own unique log in account. To access this site, please go to <https://hac.crsd.org/homeaccess>. You must first register by clicking the "here" link on the page and following the registration instructions. If you should have any system problems, please email HACSupport@crsd.org. For registration questions and updates, please email registration@crsd.org or call 215-944-1091.

Humanities

Newtown Elementary School, in accordance with Council Rock School District policy and Pennsylvania Department of Education mandates, provides a gifted program called Humanities. The humanities curriculum integrates high level thinking skills, creativity, differentiated instruction along with basic skills and enrichment activities in each student's educational plan. In grades three through six students receive their Social Studies through humanities. In grade two, the program is based on a curriculum that encompasses a range of disciplines. All first grade students participate in planned activities which focus on deductive and inductive reasoning, patterns, and logic. These activities along with other formal and informal assessments are used to help identify students for the program. The first grade program begins when formal assessments have been completed and is multiple disciplinary in approach.

Entry into the program involves a process which uses multiple criteria in assessment. Students from all grade levels can be recommended for evaluation. The first step involves a formal request from the parent or classroom teacher based on observation of a student's academic strengths and higher level thinking skills. A parent and teacher inventory along with the administration of a screening instrument is the second tier of evaluation. For those students who qualify, the final step is the WISC-IV (Wechsler Intelligence Scale for Children) given by our school psychologist. The Gifted Multidisciplinary Team reviews the results of these assessments and determines appropriate program placement.

Immunization

Pennsylvania legislation requires that all children at any grade, kindergarten through 12th, including all public, private, parochial, intermediate unit and home schooled students, show proof of immunization before they can attend school in the Commonwealth, unless an exemption for medical or religious reasons is granted. The following minimum immunizations are required at all grade levels:

- **Diphtheria and Tetanus** - Three or more properly spaced doses of DTP, DtaP, Td or DT, or any combination of the three (four doses beginning 2010-2011 for children in **all** grades with one dose on or after the 4th birthday).
- **Polio** - Three or more properly spaced doses of polio vaccine, (IPV or OPV).
- **Measles (Rubeola)** - Two doses of live attenuated measles containing vaccine (preferably MMR) administered at 12 months of age or older, or measles immunity proved by serological testing. Beginning September 1, 2000, it will be mandatory that ALL students have a second measles immunization, preferably given as MMRII.
- **German Measles (Rubella)** - One dose of live attenuated rubella containing vaccine (preferably MMRII) administered at 12 months of age or older or rubella immunity proved by serological testing.
- **Mumps** - One dose of live attenuated mumps containing vaccine (preferably MMRII) administered at 12 months of age or older. Beginning 2010-2011 two doses for children in **all** grades.
- **Hepatitis B** – Three dose series- properly spaced.
- **Varicella** –Two doses of varicella vaccine, or history of the disease (phased in by 2010-2011).

All students entering school for the first time in kindergarten or first grade must have the following additional immunizations: A fourth diphtheria-tetanus immunization (given as DPT, DtaP,Td, or DT) administered after the child's fourth birthday; three properly spaced doses of hepatitis B vaccine and proof of varicella (chickenpox) immunization or a written statement of having had the disease. Children entering 7th grade in 2010-2011 will need the following: 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) if 5 years has elapsed since last tetanus immunization; 1 dose of meningococcal conjugate vaccine (MCV).

Insurance

School Accident Insurance may be purchased through the school district. That insurance coverage will be made available in September to all students attending Newtown Elementary School. Applications for this insurance should be sent directly to the insurance carrier. This low cost policy covers students while in school and engaging in school activities and is recommended by the district and school principal. The Council Rock School District does not provide a student policy covering students for injury during the school day. Council Rock School District assumes no liability in case of an accident on school grounds.

Instructional Support Team (IST)

The Instructional Support Team (IST) is a strength based program created to maximize individual student success in the regular classroom. IST is a team-oriented approach designed to include specific assessment techniques, data collection, team planning, and intervention techniques to help address educational, behavioral, or affective concerns. The Instructional Support Team is facilitated by the Instructional Support Teacher. Team members include the principal, classroom teacher, and other school personnel depending on the individual needs of the student as well as you, the parent(s). The parents are also encouraged to become active members of the team process. Students experiencing difficulty in the regular education classroom can be referred to IST by school personnel or the parents. If a student is in need of further or more intense support, a referral to a Multi-Disciplinary Team (MDT) for special education services will be considered.

Library Media Program

The Newtown Library Media program is an integral part of all the curricular programs at Newtown Elementary and throughout the Council Rock School District.

The elementary school library-media curriculum is taught during regularly scheduled library special classes and in cooperation with classroom teachers. The goal of the library program in Council Rock is to develop in students skills in defining and solving problems and competence in finding, evaluating and using information from a variety of sources. The library and media information skills instructional program is designed to integrate with all subject area curricula, along with promoting individual life long learners and readers.

Following Council Rock's technology standards the students use technology in the development of strategies for solving problems, collaboration and as a tool to collect and evaluate information from the many sources available. Students also practice responsible use of technology that support lifelong learning. Our library houses an exceptional selection of resources and tools to model, motivate, engage, support and encourage enthusiastic writers and readers.

List Serve

In Council Rock, a "list server" has been created for schools to have the ability to create and send emails to deliver information to members of each school's community. This is a one-way list and recipients will not be able to reply or send messages to the list. My goal is to send a message every Friday. My emails will include some brief school information and/or reminders. It is my hope that as we continue in our efforts to "go green", you will find this to be an effective means of communication.

If you would like to be provided with school notices, I suggest you subscribe to the Newtown Elementary email list. Subscribing is easy and you may subscribe as many email addresses as you would like. Here is how the process works:

1. Go to www.crsd.org and select Newtown Elementary School and click on the "Newtown Elementary List Server" link on the left side.
2. Send an email to the Newtown Elementary list server email address. You will receive a confirmation email and then simply click the reply button and send.
3. You will then receive a confirmation email message informing you that you have been subscribed to the email list.

Literacy

Everyone at Newtown Elementary is committed to developing our young readers and writers. Additional support is available based on a student's needs, strengths, and interests. This instruction is delivered in both small group and individualized settings. Literacy specialists work with students, classroom teachers, and other staff members to ensure student progress. The purpose of this support is to provide each student with the skills and strategies to be successful within the language arts curriculum. Additionally, everyone at Newtown Elementary encourages a high level of student engagement, motivation, and a love of reading and writing.

Lost and Found

We maintain our Lost and Found in the gym/cafeteria hallway. Please check that area periodically for lost or misplaced items such as clothing, books, gloves, hats, and lunch boxes.

Lunches and Lunch Money

As you know, Chartwells now has a computerized debit system in place in the cafeteria. The purpose of the system is to assure parents money is applied to buying lunches, eliminate the need for students to carry cash to school and to increase the speed in the serving line. Parents are encouraged to deposit money into their student's cafeteria account. There is no limit to the amount of money that can be deposited. Checks should be made out to "CRSD Food Service Fund". Students will utilize their personal identification number (PIN) each time they move through the cafeteria serving line whether they are paying with cash or are using their pre-paid funds. You will receive a "low balance" memo with approximately three lunches

remaining. This system offers a great opportunity to ensure your child has the needed funds to buy lunch each day. In the event your pre-paid account runs out of money, students will be provided lunch and Chartwells will work directly with you to handle financial responsibilities. Please know that students will not receive end of the year report cards if there are any outstanding balances or payments due, including the cafeteria. Beginning with the 2010-2011 school year, transactions on the Point-of-Sale system will be available online. This will enable parents to view the child's account at any time to check daily purchases, deposits and current balances. Parents will also have the ability to make deposits on the account using your credit card if you wish to do so. Of course, you will still be able to make deposits with cash or money as you have always done. The new online system will be secure and will require you to set up your account with a new user name and password. Questions should be directed to Chartwells' food service office at (215) 944-2796.

Math Support Program

In grades four, five, and six, if a student exhibits signs of math weakness in their regular classroom, he/she could be eligible for math support sessions. In order for a student to be eligible for math support, the classroom teacher, parent, and math specialist must determine if the student qualifies for support based on the criterion set by the Council Rock Elementary Math Remediation Program. This support program will not replace instruction in the regular classroom. The math specialist will be working with the student before school or at some other non-instructional time during the school day (if this time is available). The support program believes firmly in building student's confidence in mathematics by offering a program where the child meets with success – "Success Breeds Success." Ultimately, the goal of the program is to eventually have the child exit from this program and be successful on his/her own.

Math Enrichment Program

The purpose of the Enrichment Program is to provide horizontal enrichment for the identified mathematically talented students in grades four, five, and six in the areas of problem solving and mathematical investigations. This enrichment will occur during one or two days a week in place of the student's regular math class. The students will analyze problems and use his/her own understanding of mathematics to devise one or more plans of attack and continue to work with the problem until a method is devised to solve it. They are encouraged to strive for brevity and elegance in their problem solutions and to find more than one method of solution. All of our Math Enrichment students participate in the Pennsylvania Mathematics League competitions and the Math Olympiads for Elementary and Middle Schools. In order for a student to be eligible for math enrichment, the classroom teacher and math specialist must determine if the student qualifies for the program based on the achievement of pre-determined cut scores received from two rounds of testing.

Medications/Drugs

Prescribed medications which are necessary for the health of a child may be administered during the school day. It is recommended that, whenever possible, all medications be administered at home by the parent or guardian. The first dose of any new medication should always be administered at home to ensure close observation of any adverse reaction. If your physician decides it is necessary for your child to receive a medication during school hours, the parent or guardian may request that the school nurse administer the physician prescribed medication at scheduled times. The following school district policies apply to all medications brought to school:

- The "Permission to Administer Medication" form must be completed and signed by the physician and parent or guardian. This form must be signed for both prescription and over-the-counter medications.
- Medication must be sent to school in the original pharmacy container with the current prescription label. Upon request, pharmacists can prepare a duplicate container to be used for school.
- All medications must be brought directly to the health office. Students who have medications of any kind in their possession (in lunch boxes, school bags, etc.) may be considered in violation of the school district drug and alcohol policies and may be subject to disciplinary action.
- A licensed registered nurse employed by the school district shall be the only district employee responsible for the administration of medications.
- If a licensed registered nurse is unavailable to administer the medication on a time schedule determined by the student's physician, a care plan will be developed by the school nurse, and a

parent or guardian to ensure the dosage is administered as scheduled. It then becomes the responsibility of the parent or legal guardian to come to school to ensure the dosage is administered as prescribed.

- All medications are kept in the health office in a locked cabinet.
- Acetaminophen, for which the district has a standing order from the district physician, will be administered with the signed permission of a parent or guardian as noted on the emergency card.

The only other person allowed to handle the container shall be a licensed, registered school nurse or staff nurse. This may only be done when the nurse is in receipt of written directions signed by the physician and the parents or legal guardian of the student. No employee of the Council Rock School District other than a licensed, registered school nurse or staff nurse, may at any time dispense or administer non-prescriptive medicine to students for the school district.

Music Program

Music is an integral part of life at Newtown Elementary School and the Council Rock School District. All students attend weekly general music classes. Kindergarten meets for 30 minutes, grades 1-3 meet for 40 minutes, and grades 4-6 meet for 50 minutes. All fifth and sixth grade students from our school participate in chorus and perform at the N.E.S. Winter and Spring concerts. All fifth and sixth grade students are given a chance to audition for the Council Rock District Elementary Chorus.

String Instrumental lessons are available to students in grades 3-6. Instruments offered in the strings program are Violin, Viola, Cello, and String Bass (by special arrangement). Wind Instrumental lessons are available to students in grades 4-6. Instruments offered in this program are Flute, Oboe, Clarinet, Saxophone, Trumpet, French Horn, Trombone, and Percussion. Students are excused from academic classes once a week for a thirty minute instrumental lesson. Advanced instrumental students perform in the N.E.S. Winter and Spring concerts. Beginning instrumental students perform in the Spring Concert. All fifth and sixth grade students are given a chance to audition for the Council Rock District Elementary Band and Orchestra.

Newtown Elementary School provides other unique musical opportunities for students in grades five and six. Students who demonstrate exemplary talent are invited to join Singing Knights or Jazz Band. Fifth and sixth grade students also have the opportunity to participate in a theatrical production.

Parties

Classroom parties are held four times per year: Halloween, Winter Holiday, Valentine's Day, and at the end of the school year. Parties are held at the end of the school day from 2:30 – 3:30 PM. Classroom parties are for our students only. Parent participation is limited to two homeroom parents per party. Siblings may not attend.

Party Invitations

Many hurt feelings have resulted from party invitations being distributed in school when every member of the class does not receive one. Those not receiving same can be teased and made to feel uncomfortable. To prevent unfortunate happenings, please distribute party invitations outside of the school setting.

Physical Education

The Physical Education program is offered weekly to grades one through six. Primary grades (1, 2 & 3) receive Physical Education one time per week for 40 minutes, and grades 4, 5 & 6 one time per week for 50 minutes. Students are required to wear sneakers with shoe laces and comfortable clothing to class. In the primary grades the focus is on both gross and fine motor skills as well as activities involving hand-eye coordination. In grades 4, 5 & 6 group games and team sports are introduced with a strong concentration on the importance of sportsmanship and cooperation. The Physical Education program offers an after school program to grades 5 & 6. Each grade level meets one day a week after school to play different sporting activities throughout the year. Grades 4, 5 & 6 take part in the President's Physical Fitness Challenge. The Physical Education program also facilitates Field Day at the end of the year and the entire student body is involved in fun activities throughout the day. Sixth grade students take part in the Council Rock Elementary track meet held at Council Rock High School

each May. The most important part of the Physical Education program is to have all students be physically active, understand the importance of teamwork and cooperation, and enjoy coming to Physical Education class each week.

Pet/Animal Visits

Requests for pet/animal visits to school must be made in writing to the classroom teacher and principal at least two days prior to the actual day of the visit. Pet/animal visits will not be approved if there are any students with serious allergy conditions in the classroom or if the visit is deemed to have minimal instructional value/benefit to students. If approved, a pet/animal must be caged or leashed and accompanied by an adult at all times. Visits are to be kept as short as possible, and the pets/animals may only be taken to the classroom(s) identified in the request.

Recess

It has been our observation that some children frequently wish to remain indoors rather than participate in outdoor recess. This is particularly noticeable during colder weather. It is our belief that outdoor recess plays an important part in the child's school day; therefore, we ask that all students participate in this educational activity. We realize there will be some instances (injuries, severe cold, etc.) which necessitate a child remain indoors during recess periods. A doctor's note is required if students are to remain inside for more than one day. In each case we are requesting parents forward a note to the teacher indicating the nature of the disability and request the child remain indoors. We urge you to send your child to school properly dressed; children are expected to go outside for recess, fresh air, and exercise. Coats will no longer be loaned to students due to the potential of spreading head lice.

As a general rule, if the temperature drops below 20 degrees or when the wind-chill factor drops the temperature below 20 degrees, we will have indoor recess. Staff may elect to take students outdoors for a brief period of time when the temperatures are below the appointed guidelines.

Students will be informed of rules for utilizing playground equipment. The recess aides are on duty to reinforce those rules for the safety and well being of all students. It is imperative that students listen to the aides and follow all rules. Failure to do so will result in an appropriate amount of time off the equipment. Sneakers are the safest footwear for recess. Students will not be allowed on the playground wearing "flip-flops."

Religious Holidays

Students may be absent from school for religious purposes. These are considered legally excused absences. Please notify the school, in writing, in advance of any planned absence. Arrangements should be made with the teacher to make up any missed work, assignments or tests.

Report Cards

For students in grades third through sixth, report cards are issued four times per year: November, January, April, and June. Kindergarten through grade two students receive report cards three times per year: January, April, and June.

School Hours

Grades 1-6	9:10 AM – 3:40 PM
AM Kindergarten	9:10 AM – 11:45 AM
PM Kindergarten	1:05 PM – 3:40 PM
Early Dismissal Days	9:10 AM – 12:15 PM

No student shall be dropped off at school prior to 8:45 AM. Students will be permitted back to the classrooms beginning at 8:45 AM.

School Psychologist

School psychologists help children succeed academically, socially, and emotionally. They evaluate eligibility for special education services by assessing learning strengths and needs and assessing academic skills and aptitude for learning. They work directly with children and their families to help resolve problems in adjustment and learning and assist in developing intervention strategies for

children at risk at school.

They collaborate with teachers, parents and administrators to find effective solutions to learning and behavior problems. They help others understand child development and how it affects learning and behavior.

Your School Psychologist can be contacted by:

*Recommendation from the Instructional Support (IST) Team

*Recommendation from the Individualized Education Plan (IEP) Team

*Parents and teachers can contact the School Psychologist via telephone, e-mail, or note

School Store

Our school store is open periodically throughout the school year. Fun school supplies are available for purchase. All proceeds are donated to various charities, as well as Newtown Elementary.

Special Services

A variety of special evaluative and educational services are available through the District's Department of Special Services. In general these include: educational diagnostics, psychological evaluation, learning support, gifted support, emotional support, autistic support, and life skills support programs. Additional support services such as speech, language, vision, hearing, and physical and occupational therapy may be available to eligible students through the Special Services office. Medically related services which address disabilities not covered under educational statutes may also be provided. If you believe your child is in need of and would qualify for any of these services, please contact the school office.

Student Attire

One of the more perplexing areas to regulate in school is that of student attire. For the vast majority of students, attire is not a problem. We ask students and parents to use good judgment in choosing clothing that is appropriate for the school environment. Hats are not to be worn in school. *Clothing that advertises drugs, alcohol or tobacco products, or clothing that conveys a sexual or inappropriate message is not permitted.*

Student Council

Two representatives are selected from each classroom in grades first through sixth. They promote our goal of community service. Students attend monthly meetings before school. Fundraising benefits various charities throughout the school year.

Student Messages/Items

Classes are not to be interrupted by any parent, guardian, or visitor during the school day. If it is necessary to have a message, lunch money, clothing, etc. delivered to your child while school is in session, report to the office and the staff will gladly take care of it. Please label any articles with your child's name, grade, and teacher. Parent or other non-staff adults are not permitted to personally deliver items or messages to students.

Student Records

Access to confidential student records is governed by Federal State law as well as school district policy (Policies 216 and 216-R-1). A copy of our district policy is available from the school office. Parents who wish to review the contents of their child's record should contact the principal in advance of the expected review date.

Teacher Contact

To communicate with a teacher, send a note in with your child, call the Newtown Elementary School main phone number, leave a written note in the office, or use email (access on school site). Parent-teacher conferences will be arranged upon request throughout the year.

Telephones

The office telephones are available for student use on an "emergency basis" and with the permission of the classroom teacher and school secretary.

Terroristic Threats/Conduct

Please reference School Board Policy 218.2 regarding these actions.

Vacations/Trips

If you are planning a family trip or vacation, advanced notice of the trip will help both the school and your child. Parents are required to submit a letter to the principal *before* a trip to request that this absence be classified as excused. Approval of trips is at the discretion of the principal. It is your responsibility to contact the teacher and get assignments for your child to keep him or her current with work while you are away. School Board Policy 204 has established reasonable limitations on absences for family trips as follows: “The total number of approved days of absence shall not exceed *five* (5) calendar days in a given school year. Days exceeding these guidelines shall be considered unlawful and/or unexcused.” (See School Board Policy 204 at www.crsd.org for further information.)

Visitation

School security is a high priority at Newtown Elementary including our visitor procedures. All visitors are required to come to the office upon entering the building, sign-in, and fill out a visitor badge to be displayed at all times when visiting the school. All volunteers are required to review the district policy on Harassment and Discrimination and sign a *NOTICE TO VOLUNTEERS AND CHAPERONES* prior to working with students in our building. Those forms can be found in our school office.

Volunteers

All volunteers must sign in at the office and receive a visitor’s badge. If you are interested in visiting your child’s classroom to observe, you must make arrangements with the principal 48 hours prior to your visitation.

Weapons

Council Rock School District Weapons Policy prohibits a student from possessing and bringing weapons and replicas of weapons to school. A weapon is defined as any knife cutting instrument (including a pocket knife), cutting tool, numchucks, firearm, shotgun, rifle, look-alike gun, and/or any other tool, instrument or implement capable of inflicting serious bodily harm. (See CRSD Policy 218.1.)

Parents and students need to be aware of the following consequences for any violation of this policy: Even the smallest pocket knife or Boy Scout knife is a “weapon” under this policy. If a student is found with a “weapon” in school, the principal must apply the school district policy which includes a report to the student’s parents, Newtown Police, and Superintendent of Schools and an immediate suspension from school.