

# Council Rock School District Elementary Parent/Student Handbook

Newtown Elementary School

1 Wrights Road

Newtown, PA 18940

215-944-2200



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Supervisor of Curriculum & Instruction

Schools - Directory information can be found at this [LINK](#).

Directory information for all other school district offices can be found at [www.crsd.org](http://www.crsd.org).

*For up-to-date school information, please visit our school website.*

August 2022

Dear Students, Parents and Guardians,

This booklet contains important information regarding policies and procedures for our school. I would encourage you to review its contents. 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 our PBIS goals of being KIND, RESPECTFUL, RESPONSIBLE, and SAFE.

Have a great year!

Sincerely,  
Mr. Robert Francis

***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

## POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS RULES AND EXPECTATIONS

Newtown students are expected to be kind, respectful, responsible, and safe. Within these expectations, there are specific rules for different environments of the school: Hallway, Restroom, Recess, Cafeteria, Classroom, Bus, Arrival/Dismissal and Special Events.

	Arrival/Dismissal	Classroom	Restroom	Hallway	Cafeteria	Recess	Special Events	Bus
Voice Level	1-2	0-3	0-2	0-1	0-2	0-4	0-2	0-2
We Are Kind	<ul style="list-style-type: none"> <li>-Use kind words and actions.</li> <li>-Greet others.</li> <li>-Help others.</li> </ul>	<ul style="list-style-type: none"> <li>-Use kind words and actions.</li> <li>-Help others.</li> <li>-Accept and celebrate differences.</li> </ul>	<ul style="list-style-type: none"> <li>-Use kind words and actions.</li> <li>-Wait your turn.</li> </ul>	<ul style="list-style-type: none"> <li>-Use kind words and actions.</li> <li>-Hold doors for others.</li> <li>-Help others.</li> </ul>	<ul style="list-style-type: none"> <li>-Use kind words and actions.</li> <li>-Invite and include others.</li> <li>-Use manners (please and thank you).</li> </ul>	<ul style="list-style-type: none"> <li>-Use kind words and actions.</li> <li>-Invite and include others.</li> <li>-Share and take turns.</li> <li>-Follow the rules of the games.</li> <li>-Win or lose with a positive attitude.</li> </ul>	<ul style="list-style-type: none"> <li>-Use kind words and actions.</li> <li>-Be an active listener.</li> <li>-Respond appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>-Use kind words and actions.</li> <li>-Greet the bus driver.</li> <li>-Invite and include others to sit with you.</li> </ul>
We Are Respectful	<ul style="list-style-type: none"> <li>-Follow adult direction.</li> <li>-Be friendly.</li> </ul>	<ul style="list-style-type: none"> <li>-Follow adult direction.</li> <li>-Raise hand.</li> <li>-Respect self, others and materials.</li> <li>-Accept other ideas.</li> </ul>	<ul style="list-style-type: none"> <li>-Follow adult direction.</li> <li>-Respect privacy of yourself and others.</li> </ul>	<ul style="list-style-type: none"> <li>-Follow adult direction.</li> <li>-Be friendly to staff and peers.</li> <li>-Keep hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>-Follow adult direction.</li> <li>-0 voice level when lights are off.</li> </ul>	<ul style="list-style-type: none"> <li>-Follow adult direction.</li> <li>-Show good sportsmanship</li> <li>-Invite others to play</li> <li>-Take turns and share equipment</li> </ul>	<ul style="list-style-type: none"> <li>-Follow adult direction.</li> <li>-Show appreciation for guests and presenters.</li> </ul>	<ul style="list-style-type: none"> <li>-Follow adult direction.</li> <li>-Listen to the bus driver.</li> <li>-Use appropriate language.</li> <li>-Keep your hands and feet to yourself.</li> <li>-Share your seat.</li> </ul>
We Are Responsible	<ul style="list-style-type: none"> <li>-Own your actions.</li> <li>-Be prepared.</li> <li>-Walk directly to your class.</li> </ul>	<ul style="list-style-type: none"> <li>-Own your actions.</li> <li>-Let teachers teach and learners learn.</li> <li>-Be prepared and ready to learn.</li> <li>-Be an active listener.</li> <li>-Use device according to digital citizenship.</li> </ul>	<ul style="list-style-type: none"> <li>-Own your actions.</li> <li>-Keep it clean.</li> <li>-Go, Flush, Wash, Leave.</li> <li>-Use supplies appropriately.</li> <li>-Report issues to an adult.</li> </ul>	<ul style="list-style-type: none"> <li>-Own your actions.</li> <li>-Walk in a single line on the right-side of the hallway.</li> </ul>	<ul style="list-style-type: none"> <li>-Own your actions.</li> <li>-Clean up after yourself.</li> <li>-Sit in assigned seat/table.</li> <li>-Raise hand for assistance.</li> </ul>	<ul style="list-style-type: none"> <li>-Own your actions.</li> <li>-Clean up equipment.</li> <li>-Line up by class when whistle is blown.</li> </ul>	<ul style="list-style-type: none"> <li>-Represent Newtown well.</li> <li>-Stay with your class or group.</li> </ul>	<ul style="list-style-type: none"> <li>-Own your action.</li> <li>-Keep cell phones in your back pack and turned off.</li> <li>-Food, water, toys, etc. stay in back pack.</li> <li>-Sit in grade level order.</li> <li>-Move as far back as possible.</li> </ul>
We Are Safe	<ul style="list-style-type: none"> <li>-Cross at crosswalk.</li> <li>-Enter and exit car swiftly on curb side.</li> </ul>	<ul style="list-style-type: none"> <li>-Ask permission before leaving.</li> <li>-Follow adult directions.</li> </ul>	<ul style="list-style-type: none"> <li>-Stay in your personal space.</li> <li>-Keep floor clean and dry.</li> <li>-Follow classroom procedures for leaving the room.</li> </ul>	<ul style="list-style-type: none"> <li>-Walk safely.</li> <li>-Keep hands and feet to yourself.</li> <li>-Carry belongings appropriately.</li> <li>-Respect displays.</li> </ul>	<ul style="list-style-type: none"> <li>-Ask permission before leaving.</li> <li>-Eat only your own food.</li> <li>-Walk into cafeteria.</li> </ul>	<ul style="list-style-type: none"> <li>-Ask permission before leaving.</li> <li>-Use equipment appropriately.</li> <li>-Report unsafe situations.</li> <li>-Keep hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>-Stay within the event area.</li> <li>-Be sure you have adult supervision.</li> </ul>	<ul style="list-style-type: none"> <li>-Move to and stay seated in your grade level's assigned rows.</li> <li>-Face forward.</li> <li>-Keep yourself and belongings inside bus.</li> </ul>

## Cafeteria / Recess Guidelines

As part of our school mission statement, Newtown Elementary is a place that fosters personal growth, cultural enrichment and individual responsibility while also acknowledging that good health is essential for optimal learning. Our cafeteria and playground are perfect places that serve as natural extensions of these beliefs. Both places play a vital role in the social and emotional development of our children. Lunch and recess are not just mental breaks from the academic rigors of the classroom but are also important times to forge positive relationships with peers that help our children stay connected to school. We want Newtown Elementary to be an inclusive environment where classmates include other students into recess games as much as possible.

In both the cafeteria and playground, there should be a balance between letting the students have the opportunity to socialize and have fun while also maintaining order and safety. We expect all Newtown Elementary students to know and exhibit our PBIS characteristics (*Kind, Respectful, Responsible, and Safe*) everywhere while also following our cafeteria and recess rules, which are:

### 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 at the appropriate time; students cannot return to the line without permission.
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. Get quiet when cafeteria lights are turned off.
9. Use inside voices.

### Helpful Cafeteria Guidelines

- Each class will be assigned a specific location to line up when dismissal starts. Lights will remain out during dismissal. Students should exit quietly into gym/cafeteria hallway.
- A peanut/nut free table is available during each lunch period for students with food allergies. A friend is permitted to join them at this table provided their lunches are peanut and nut free. Our cafeteria aides will monitor this table for compliance.
- Students may not trade, swap or give other students any food due to food allergies and dietary restrictions for some students.

### Recess Expectations

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.

### Helpful Recess Guidelines

- No candy, gum, food or drinks of any kind are permitted.
- No picking up or throwing of snow, sticks, stones, dirt, mulch, etc.
- Wear outdoor clothing and footwear that is seasonally appropriate.  
*\*\*\*NO open-toed shoes/flip flops on the mulch or playground equipment*
- Students may bring their own sports equipment/balls from home, but toys and electronic devices need to stay home or in backpacks.  
*\*\*\*The playground has bins with sports equipment and various kinds of games*
- Students may use the lower grass field for organized games as long as an adult is at the top of that hill to monitor. If the grass is too wet, recess aides will decide if this area is off limits.

- SAFETY CONCERNS

1. Please **WALK** to line up for lunch when the recess aides blow the whistle
2. No tackle football
3. No tag/chasing games on the mulch or playground equipment
4. Tennis balls are not permitted on the playground

- Use the playground equipment safely and play games in an appropriate manner.
  1. SWINGS
    - a. One person on a swing at a time
    - b. No jumping off swings
    - c. No running under or around the swings when they are in use by other children
  2. SLIDES
    - a. One person on the slide at a time
    - b. Go down slides feet first
    - c. Do not walk, run or climb up or down the slides
  3. BLACKTOP/FIELDS
    - a. Tag and other chasing games may be played on the blacktop and grass areas but not on the mulch or the playground equipment
    - b. Touch football may be played on the blacktop and grass areas
    - c. Tackle football is not permitted

\*\*\* These rules and procedures will be posted in at least two locations and reviewed and practiced during the first weeks of school and on an as-needed basis thereafter.

These rules and procedures should be followed and will be consistently enforced.

***\*\*\* Disrespect, physical altercations, inappropriate language and/or throwing food automatically warrant removal from the cafeteria/playground.***

#### **Additional Recess Guidelines:**

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.

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 mulch area wearing "flip-flops".

#### **Behavior Expectations**

The expectation is for students to follow the outlined rules and procedures. Progressive discipline including warnings, behavior reminders, loss of privileges or suspension will be utilized to address chronic concerns.

\*\*\* Any questions about a particular behavior reminder received over lunch/recess should be directed to the Principal. Questions about behavior reminders given by teachers should be directed to the teacher.

\*\*\* Restorative Agreements (RA) will be implemented when appropriate to assist students in conversation about how to better handle a situation in the future.

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## **Newtown Elementary School Staff:**

Please refer to NES Website and link to individual teacher pages.

<https://www.crsd.org/site/Default.aspx?PageType=1&SiteID=1873&ChannelID=1898&DirectoryType=6>

***\*\* Please note pages of this handbook prior to the Table of Contents are specific to Newtown Elementary School. Numbered pages are consistent with all Elementary Schools throughout the Council Rock School District. \*\****

## **INSTRUCTIONAL TIMES**

***CHILDREN SHOULD ARRIVE BY 9:10 AM***

### **Grades 1-6**

9:10 am- Classroom instruction begins promptly

3:40 pm- Instructional day ends

3:40 pm- Dismissal of students who walk home/car riders

3:40-4:00 pm- Dismissal of bus riders

### **Kindergarten**

#### **AM Session**

9:10 am- Classroom instruction begins promptly

11:45 am- AM Kindergarten student dismissal

#### **PM Session**

1:05 pm- Classroom instruction begins promptly

3:40 pm- Instructional day ends

3:40 pm- Dismissal of students who walk home/car riders

3:40-4:00 pm- Dismissal of bus riders

**Students MAY NOT be dropped off on school premises prior to 8:50 AM, unless they are attending a special program or are involved in Champions. \*Supervision of children begins at 8:50 AM for AM Kindergarten and grades 1-6 OR 1:00 PM for Afternoon Kindergarten students.**



## **EMERGENCY SCHOOL CLOSING PROCEDURES**

### **INCLEMENT WEATHER**

The District's decision to open or close schools in bad weather has a big impact on our families. Our top priority is the safety of our students. Below, please find a list of the district's inclement weather notification methods:

- Blackboard Communication parent robo call to primary number identified in HAC
- Blackboard Communication parent email
- District website inclement weather alert messages
- District Facebook page notification
- District Twitter feed notification
- District calendar posting
- Radio and TV: Tune in to ABC 6, CBS 3, NBC 10

**PARENTS ARE STRONGLY ENCOURAGED TO USE THE ABOVE INFORMATION TO REMAIN  
UPDATED REGARDING SCHOOL CLOSINGS AND DELAYS.**

The Council Rock School District Web Page will provide notice of school closings, delayed openings, or early dismissal:

[www.crsd.org](http://www.crsd.org)

### **Champions School Closing Regulations are as follows:**

- If Council Rock is closed, Champions is also closed.
- If Council Rock has a 2 hour delay, Champions is delayed 1 hour.
- If Council Rock has a one hour delay, Champions does not have a delay. They will open on-time.
- If Council Rock has an early dismissal, Champions will begin at dismissal and operate for a maximum of 2 hours.


### **ATTENTION KINDERGARTEN PARENTS:**


**IF SCHOOLS OPEN TWO HOURS LATE, THERE WILL BE NO MORNING  
KINDERGARTEN SESSION!**

## **CONTACT INFORMATION, SCHOOL COMMUNICATION, CALENDAR & WEBSITE**

Council Rock School District is focusing a great deal on **“going green.”** As a result, less and less paperwork will be coming home. All important information can be found on teacher websites and the school website. ***Please note that a majority of the communication will take place through electronic methods such as the SCHOOL listserv, BLACKBOARD and by accessing the building calendar on our school website. STAY INFORMED...***

- The **School Website** is accessible at <https://www.crsd.org/newtownes>. Once on the website, you may view important School information, download forms, visit teacher pages, and view our calendar. Take time to navigate through this website of useful and helpful information!

 **Blackboard.** Blackboard Communications integrates with our current website system and will be used for district level and school-based parent robocalls and emails. It will also be utilized to deliver text messages. *Texting will be reserved for time sensitive and/or emergency communications.* In addition to having a text message component, Blackboard also has an E-News feature that will provide you with weekly communication/newsletters from the principal and important updates. The platform will also be used to communicate critical information effectively and expeditiously. (Please note: The school messages will not take the place of district messages and vice versa. You are encouraged to READ BOTH!)

 Parents will **NOT** need to register for district level or school-based listservs through Blackboard. All parent communications will be delivered through the Blackboard communication system via the contact information on record for you in HAC.

- **Home Access Center.** As parents you now have ability to access the Council Rock School District **Home Access Center** to view and be able to update demographic information including phone numbers and e-mails. In addition, you will be able to see the teachers your child will be assigned and transportation information. Please be sure to go online and register for this feature. The school is unable to register for you. Directions can be found on both the district and the school website.
- **CRSDistrict list serv.** In addition to the building listserv, you will be automatically enrolled in the district listserv. This communication will provide you with periodic communication from the Superintendent, Dr. Sanko, and important community/district updates.
- **Visit Teacher Websites.** Teachers periodically post classroom related and grade level information on their individual websites.
- **Teacher Contact.** Contacting teachers and staff may be accomplished through email, sending a note or leaving a message on their voicemail. Staff email addresses may be found on the School webpage-click on the *Teachers/Staff* tab. Please understand that teachers are working with your children, preparing lessons and activities, and attending meetings throughout the school day. We ask that you allow at minimum 24 hours before expecting a response to your contact. **PLEASE CONTACT THE MAIN OFFICE FOR ALL EMERGENCIES and TIME SENSITIVE INFORMATION/MESSAGES!**

### **SCHOOL PHONE NUMBERS TO REMEMBER:**

School Office: 215-944-2200  
Health Office: 215-944-2209  
School FAX: 215-944-2297

## **ATTENDANCE/ABSENCE**

The school laws of Pennsylvania require every parent, guardian, or other person having control or charge of a child between the ages of eight and seventeen to send such child or children to school. The laws further require that, "Once a parent elects to send this child to school (i.e., at the age of five, six, or seven), the child must then attend continuously until seventeen years of age, has graduated from a senior high school, or has secured legal employment at age sixteen."

Resident children may be enrolled in kindergarten provided they have reached the age of five years on or before September 1. Children shall be admitted to first grade provided they have reached the age of six years on or before the first day of September. Click on the attached link to view the 2021/2022 Attendance Letter from Administration: [Attendance Letter](#)

**Excused Absence**-The school will classify an absence as "excused" for one of the following reasons only: illness of the child, death in the immediate family, quarantine, religious observations with prior approval, tutorial work, educational tours or trips with prior approval (not to exceed five days per year), health care, or other exceptionally urgent reasons. "Urgent reasons" will be used only when such unavoidable absences affect the welfare of the child directly and not for the convenience of the parent.

### **Education Tour or Family Trip (See Addendum #3 for form)**

Council Rock School District policy excuses absences for family trips to five (5) days per year. A description of such a trip must be presented in writing to the building principal at least ten days prior to the anticipated absence. Requests by parents/guardians for permission to have children absent from school for educational tours or trips must be made to and processed by the principal or his/her designee. *The request must be received by the principal at least ten (10) days prior to the anticipated absence. The total number of approved days of absence shall not exceed five (5) days in a given school year.* Days exceeding these guidelines shall be considered unlawful and/or unexcused. The student shall be held responsible for making up missed assignments.

### **Religious Observation**

For full or part-time absence of a student to observe a religious holiday, it is necessary that a written request for absence be presented to the school prior to the religious holiday(s). Under these circumstances, the student will not be deprived of eligibility to compete for any award.

### **Tutorial Work**

Upon written parental request, a student may be excused during school hours for the purpose of receiving tutorial instruction in a field not offered in the district's curriculum. The excused absence shall not interfere with the student's regular program of study and the qualifications of the instructor shall be approved by the school district.

### **Health Care**

Upon written parental request, a student may be excused during school hours for the purpose of obtaining professional health care or therapy service.

Any child who is absent from school must present a written excuse signed by the parent or guardian, upon his/her return. The note must clearly indicate the reason for absence and must be presented **within three school days**. In the event your child is absent from school for three or more consecutive days and you have not notified the school as to the reason for the absence, our school nurse will automatically call your home.

**Unexcused Absence**, as defined by our School Board Policy #204, includes absences of truancy, illegal employment, and parental neglect. The student and parent/guardian will be notified of a first and second unexcused/unlawful absence. When a student accumulates three days of unlawful absence in a school year, the principal shall send a first offense notice to the parent/guardian and a copy to the Director of Pupil Services. In addition, a "Truancy Elimination Plan" will be developed to improve student attendance. For each incident of unlawful absence after the first notice has been sent, the principal may direct the attendance officer to issue a second offense citation to the parents/guardian of the student and file a complaint with the District Magistrate. The principal or designee and the attendance officer shall attend citation hearings as scheduled by the District Magistrate.

### **Cumulative Absences**

Whenever a student accumulates ten (10) or more absences in a school year (fifteen or more if five of these absences are pre-approved for educational trips/tours), a "Truancy Elimination Plan" will be developed to improve student attendance.

### **Consecutive Absences**

Whenever a student has ten (10) consecutive absences and there is no evidence that these absences are "excused", the district shall begin the process to remove the student from its active membership roll.

### **MAKE-UP WORK**

Parent/guardian requesting homework for an absent student, please call the office by 10:00 AM for either pick-up (in the office after 3:00 PM), or sent home via sibling or friend in the school. For those students who may possibly be absent for an extended period of time, please contact your child's homeroom teacher.

For absences due to vacation/trips, make-up work will be provided *after* the child returns to school. Work assigned after a trip more accurately reflects the assignments and lessons that occurred during the absence.

### **ATTENDANCE - TARDY**

**Children arriving after 9:10 a.m. must be accompanied by a parent and brought to the office to complete a late slip before entering their classroom.** At this time the student will be sent directly to his/her class or an escort/buddy will be sent to the office to welcome the student. Parents are not permitted to enter the classroom once school has begun. Minutes missed will be recorded and tallied. In the event these minutes total a ½ day or more of absence, such will be recorded on the attendance record. Parents will receive written notice for excessive lateness and/or be required to meet with the principal or designee. Please make every effort to have children in school on time and schedule doctor/dental appointments for after school.

Whenever students arrive late or depart prior to the end of the school day, parents must present the school with a written note explaining the situation. The incidents are recorded as "excused" or "unexcused" applying to the same criteria as those for full-day absences.

### **ATTENDANCE – ABSENCE REPORTING**

Any child who is absent from school must present a written excuse signed by the parent or guardian, upon his/her return. The note must clearly indicate the reason for absence and must be presented **within three school days** upon return. In the event your child is absent from school for three or more consecutive days and you have not notified the school as to the reason for the absence, our school nurse will automatically call your home.

Additionally, the main office will generate automatic phone calls/emails regarding daily attendance. An office report will be compiled to reflect attendance status by 9:30 AM. If your child is not present by this time, a mid-morning call/email will be made regarding the absence. This communication also serves as a reminder to parents to submit an excuse note regarding the absence.

## **There are three (3) ways that you can report a student's absence.**

Choose one (1) of the following:

### **1. Online (Preferred Method)**

Respond directly to the absentee email that you will receive on the day of the absence. This is generated by our attendance secretary through our Black Board Communication System.

### **2. Printable Absent Forms**

You can report an absence by using our Printable Absence Form. Print it, fill it in, and send it into school, with your child, addressed to the homeroom teacher. The teacher will then forward the note to the main office.

### **3. Handwritten Note**

You can handwrite or type a note and send it into school with your child. Upon receipt, the homeroom teacher will then forward the note to the main office. Please include your child's first and last name, the date(s) of the absence, and the reason for the absence.

## **BOOK SIGN-OUT PROCEDURES AND PERMISSION STATEMENT**

Students must follow school & classroom library book sign-out and return procedures. Student obligation forms for unreturned books will be presented to the office prior to the end of the school year. Students are expected to pay the book fee for any book that is not returned.

Your child will have access to classroom and school libraries throughout the year. The Hillcrest school staff would like you to participate in your child's reading choices by perusing all self-selected titles. If at any time you feel that the content and/or language is inappropriate for your child, please let the classroom teacher and the library teacher know, and we will gladly assist your child in selecting another book from the classroom/school library. Feel free to make reading suggestions to your child for self-selected reading. If there are titles you do not want your child to sign out from the classroom and/or the school library, notify both your classroom teacher and school library teacher. Notation of the title(s) to be excluded will be entered into your child's Destiny account. *Your signature in this student handbook indicates permission for your child to sign out books from all classroom libraries and school libraries.*

## **BULLYING**

Bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Please note that the district defines bullying as a communication or act that is intentional and delivered in electronic, written, verbal, or physical form to another student or students, which occurs in or by way of a school setting that is severe, persistent, or pervasive and has the effect of doing any of the following: substantially interfering with a student's education; or creating a threatening environment; or substantially disrupting the orderly operation of the school.

We are committed to maintaining a safe **bully-free** environment. Intervention programs have been implemented in all grade levels to ensure prevention. Additionally, town meetings and assemblies are used to communicate expectations and provide periodic reminders.

At times, the term bullying can be misused when describing a conflict. A student who has one encounter with another student is not, by definition, being bullied; rather, engaged in a peer conflict or disagreement. However, if you see a pattern of negative interactions with another student; please contact the school immediately. **DO NOT wait weeks or months to report a concern.** This often leads to frustration. Documentation and action from the school can only begin upon receipt of notification.

Upon notification, the school must conduct an investigation. Additionally, parents will be provided with paperwork to document this complaint along with the district guidelines used during the investigation. A student who violates the bullying policy shall be subject to appropriate disciplinary action, which may include administrative/student/parent conference, loss of privileges, referral to guidance counselor, school detention, suspension and/or expulsion. Please note that, in most cases, a progression of consequences will be considered.

Bully *Prevention* and *Intervention* is critical in maintaining a safe environment. Our School-Wide Positive Behavior Support Plan is designed to foster a community where each member feels valued, respected, connected, and safe. Each year, our school has a dedicated team that works to implement the SWPBSP. Additionally, students are directly taught how to be caring citizens through *Second Step* lessons (K-3), *Life Skills* lessons (4-6), school assemblies, school guidance lessons, Responsive Classroom and the use of Restorative Circles.

Parent reinforcement of proper behavior is vital for the long-term improvement of a child's conduct. It is only through a positive and supportive collaboration between home and school that we can maintain a safe, orderly environment that is conducive to learning.

To learn more about our School-Wide Positive Behavior Intervention Supports (PBIS) and our Bullying Prevention Programs, please visit our SCHOOL webpage.

Please visit the attached link Board Policy 249 to read more information on the CRSD bullying policy.

### **CELL PHONES**

The use of cell phones by students is prohibited during the school day or on the school bus (Section 1317.1 PA School Code). Students, who possess cell phones, must secure them in their backpacks/schoolbags throughout the school day, turned off, *not silent or vibrate*. This eliminates unnecessary interruptions to instruction. Students may not use cell phones during lunch, recess or breaks. Cell phones are to remain off during the school day, including the school bus. In the event a student uses a cell phone (calling, texting, photographing or otherwise) or the phone rings, during the school day, the student will be asked to turn the cell phone off before releasing to staff. Following, the cell phone should be picked up by a parent/guardian/designated adult at their earliest convenience, in the main office during school hours. The Council Rock School District assumes no responsibility for cell phones or other electronic devices that are lost, stolen or broken.

Please contact the office at 215-944-2200 in the case of an emergency and you need to contact your child. Additionally, in the event of an emergency, your child will be permitted to use the office phone or use his/her cell phone in the office under adult supervision.

### **CHANGE OF ADDRESS, PHONE NUMBERS & EMPLOYMENT**

Parents are requested to notify the school office, in writing, of a change of address, phone number or place of employment. This information can also be updated by parents using the **Home Access Center**. In the event of an emergency, this information is invaluable and critical in contacting parents quickly.

### **CHILD CARE**

The school works in conjunction with several daycare facilities, which transport their clientele to and from our school. Additionally, the Champions program, a before and after school daycare, is housed directly within our building. ***Although we are collaborative, please note that all of these agencies are separate entities and are not employed by the Council Rock School District.*** All changes (i.e. changes in transportation, enrollment/withdrawal, day care closings, change in daily routine etc.) must be communicated by the parents directly to the school/homeroom teacher. This is especially true for those students attending the Champions program. Teachers need clear directives regarding daily dismissal routines. It is not the responsibility of the Day Care to provide us with this information or a change in daily rosters. Please be vigilant with ensuring that we have updated procedures regarding dismissal routines, etc.

### **CHILD CUSTODY**

The issue of child custody and the proper release of children to parents is a difficult and sometimes volatile issue. These guidelines cover the procedures we will follow when dealing with a child or children whose parents are separated or divorced. (School Board Policy 238)

1. Absent a court order or written agreement defining the custodial status of parents, a child will be released to either parent according to the dismissal procedures outlined below.
2. We will attempt to enforce any court order limiting custody. However, we must have a copy of that court order on file before it can be enforced. When forwarding a court order, please include your home and work number on the attached letter.

We will do everything possible to work with parents during a marital separation. However, the school cannot assume the role of mediator in these conflicts. Additionally, it is considered unreasonable for a teacher to be required to duplicate time and effort in conferencing with each parent on separate occasions. Whenever possible, teacher conferences should be planned with both parents present.

### **CLASS PLACEMENT**

Each spring we begin the formal process of creating class lists for the next school year. In Council Rock, the construction of elementary classes and the assignment of teachers is a lengthy and complex process. In each elementary building, teachers and principals spend many hours preparing class lists that are balanced and contain a mixture of abilities and behaviors that are as heterogeneous as possible.

It is the policy of the Council Rock School District that parents' information will be solicited each year for classroom placement. When principals and teachers enter into the class list process, parent information will be considered as one important factor. The elementary principal, however, retains the right and obligation to weigh all factors in creating classes. This may require the assignment of students to a classroom other than the one requested by parents.

The district policy permits parents to provide a written request to the principal describing the type of learning environment and instructional style they feel best fits the learning characteristics of their child. **Please note that requests for teachers by name will not be accepted. Additionally, do not approach your child's current teacher with any teacher requests or recommendations.** Typically, any request and the reason for that request should be addressed to the principal's attention and received by the office in April.

As the school team works together to develop class lists, we will do our best to adhere to a number of objectives:

- ❖ We will assign students to those teachers who best meet their needs.
- ❖ We will structure classes that are heterogeneous.
- ❖ **Each section will have an equal number of students with boys and girls being distributed as evenly as possible.**
- ❖ We will endeavor to group students who work well together and separate those students who do not work well with each other.
- ❖ Lack of a specific request will have no effect on the care given each child's placement.
- ❖ The final decision on all placements rests with the principal after due consideration of staff recommendations and parent requests.

Keep in mind, your child's teacher is the best judge regarding learning environment placement. Also, be reassured that your child's teacher, grade level team, support staff and principal evaluate with care the needs of each child as we make class assignments. Teachers provide their overall impressions of each child in their classes using common academic and behavioral rubric scales to achieve balance across each class in a grade level. We share your desire that your child have the most successful school year possible. Your cooperation and support for our class development process is appreciated.

### **COMMUNICABLE DISEASES**

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

- Diphtheria - 2 weeks from the onset or until appropriate negative culture tests.
- Chicken Pox - 6 days from the onset of last crop of vesicles.
- Rubella - 4 days from onset of rash.

- Regular Measles - 4 days from onset of rash.
- Mumps - 9 days from onset or until subsidence of swelling.
- Pertussis - 4 weeks from the onset or 7 days from institution of appropriate antimicrobial therapy.
- Streptococcal Infections (including Scarlet Fever) - Not less than 7 days from the onset if no physician is in attendance or 24 from the institution of appropriate antimicrobial therapy.
- Acute Contagious Conjunctivitis (Pink Eye) - 24 hours after institution of appropriate therapy.
- 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 Capitis or Corpora - 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.

**\*\*\*A CHILD SO EXCLUDED SHALL NOT BE RE-ADMITTED WITHOUT A PHYSICIAN'S  
CERTIFICATION OF RECOVERY\*\*\***

### **Other Reasons for Exclusions from School**

Council Rock School District in addition reserves the right to exclude children from school with the following conditions:

- Fever of 100 degrees Fahrenheit or higher. Students should return when free of fever, **without fever medication**, for 24 hours.
- Diarrhea or vomiting during the previous 24 hours. Students should return when appetite has returned to normal and symptoms have cleared.
- Rash with a fever.
- Illness that prevents a child from participating in activities.
- Other conditions identified through assessment by the certified and/or staff nurse.

### **COMPUTER USAGE POLICY**

All students and staff are required to act in a responsible, ethical and legal manner when using school computers. The policy prohibits the destruction, modification and/or abuse of computers, hardware, software or data. It also states that the violation of security could lead to revoking the right of computer use. Anyone found guilty of damaging equipment, software or files will be held financially responsible and face the disciplinary action taken in regards to vandalism. Also, illegal use of computers or computer networks will be reported to the appropriate legal authorities. A full copy of the Council Rock Acceptable Use Policy 815, is available on the District webpage.

The use of school district computers is playing an increasingly important role in every student's education. It is important that you know the rules concerning their use. Failure to abide by them may result in the loss of computer privileges or other, more serious consequences.

- It is your responsibility to learn all of the rules and regulations that define the use of school district computers. If you have questions, ask your teacher or your school's librarian.
- Please use the school district computers for educational purposes only. Limit the personal uses to your home computer.

- 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.

### **CONFERENCES**

If you have any questions about classroom procedures, program, etc., please contact the classroom teacher first. If further assistance is needed, contact the principal's office. To improve upon home-school communications and help to provide the best environment for the student, initial parent-principal conferences will include the staff members working with the student.

Scheduled parent-teacher conferences will be held during the school year. You will be notified about your individual conference appointments. If additional parent-teacher conferences are desired, the teacher will be happy to arrange for a mutually convenient time.

### **CONTROLLED SUBSTANCES**

The use of illicit drugs and the unlawful possession and use of alcohol or tobacco is wrong and harmful, and Council Rock clearly prohibits the unlawful possession, use or distribution of these substances by students on school premises or as part of any of its activities. Students who violate district policies are subject to disciplinary sanctions consistent with Local, State, and Federal Law up to and including suspension, expulsion and referral for prosecution. Disciplinary sanctions may include the completion of an assessment and/or appropriate rehabilitation program- see Board Policy 218.3.

### **CRISIS PREPAREDNESS**

Our school has established a crisis response team and procedures in accordance with District procedures, and in cooperation with local Fire and Police Departments.

In addition to monthly fire drills, we conduct weather emergency and outside/inside intruder drills at times during the year to ensure our crisis preparedness. In the event of an actual emergency, all efforts will be made to inform parents via the automated emergency phone system, District website ([www.crsd.org](http://www.crsd.org)), Comcast cable channel 28 and Verizon cable channel 44.

### **DISMISSAL**

#### **EARLY DISMISSAL (by parent request)**

If it is necessary to pick-up your child prior to dismissal, please send a note to the teacher with your child in the morning. All parents should report to the school office to request that their children be excused from school. When students leave school prior to the normal dismissal time, they will be considered "tardy" for attendance purposes.

If a parent has arranged for a friend or relative to call for his child at school, the former should see that an early excuse note signed by the parent is sent to the classroom teacher. The note should include the name of the person permitted to pick up. In an emergency, the note should accompany the friend or relative. In the latter case, and when possible, the telephone number where the parent can be reached should be included in the note. Photo ID is required at all times.

If you will be picking up your child early from school, please send in a note or transportation slip. If pick up time is **BEFORE 3:30**, come into the office with photo ID and sign out your child. **DO NOT COME INTO THE OFFICE BETWEEN 3:30 – 3:40 FOR PICK UP.** Reasons such as dance lessons or sports practices are not considered excused sign outs. For both reasons of tardiness and sign out, 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.

## CAR-RIDERS

*If your child is a car rider, they will be dismissed @3:35 PM. Please join the line of cars forming two lanes to pick up students who are car riders. Students will be dismissed either to the front lane or center island depending on the time. Students will be crossed and supervised by staff members. Parents should remain in their cars, pull up in the line and wait for their children. **PLEASE REMAIN IN YOUR CAR.***

- Each NES family will receive two PINK car placards.
- Placard must be displayed in full view for staff members to see when picking up students. **Please understand, if you do not have the current yearly car placard, students will not be allowed in your car without having your photo ID checked.** In some instances, you may have to park and come to the front office with photo ID for approval.
- Adults must remain in their cars in the pick-up line and pull up to staff & students. Students will be dismissed by staff member to your vehicle. **NO ONE SHOULD GET OUT OF THEIR VEHICLE AT ANY TIME WHILE IN THE PICK-UP LINE.**
- **All Student Transport Slips and the procedure in place for car riders leaving their classroom will remain in place.** No car rider will leave their classroom without written permission.
- Temporary (single day) car placards may be obtained in the main office. **Bring photo ID** - anyone picking up students **MUST** be listed as an emergency contact. Due to changes in dismissal procedures you may become “stuck” in the parking lot until all car riders are gone.
- **ANY CHANGES IN DISMISSAL AFTER THE START OF THE SCHOOL DAY MUST BE DONE VIA EMAIL THROUGH THE OFFICE : [tschiavone@crsd.org](mailto:tschiavone@crsd.org), [khickey@crsd.org](mailto:khickey@crsd.org), [jbedard@crsd.org](mailto:jbedard@crsd.org) (be sure to email all three addresses).** **YOU MAY INCLUDE YOUR CHILD’S TEACHER, BUT PLEASE DO NOT RELY ON TEACHER EMAIL AS THE SOLE COMMUNICATION AS THEY MAY NOT RECEIVE YOUR MESSAGE.** Please try and inform the office of any changes as soon as possible and before 3:00PM.
- Multiple staff will be assigned outside to facilitate pick-up.

Please review these procedures with family or friends who may pick your child up from school on any given day. While we try to make these procedures as convenient as possible for parents, our biggest goal is to ensure the SAFETY of our students. Your cooperation is critical in this process and your assistance with ensuring the safety of our students, by following these procedures are a MUST.

### **EARLY DISMISSAL (per school calendar)**

Please make sure childcare arrangements are made ahead of time and that your child knows where to go once they leave school. In the past, we have had children making last minute arrangements with their parents and going to homes without parental supervision. Students will be released at 12:15 PM. Below are the scheduled early dismissal dates for 2021-2022.

Wednesday, October 12 <sup>th</sup>	(AM Kindergarten Attends)
Monday, November 21 <sup>st</sup>	(PM Kindergarten Attends)
Tuesday, November 22 <sup>nd</sup>	(AM Kindergarten Attends)
Wednesday, January 25 <sup>th</sup>	(PM Kindergarten Attends)
Friday, March 10 <sup>th</sup>	(AM Kindergarten Attends)
Friday, June 9 <sup>th</sup>	(Projected last day of school-more information to follow closer to this date)

## **EMERGENCY CLOSING OF SCHOOLS – INCLEMENT WEATHER**

Schools will not be open when, in the considered judgment of the Superintendent of Schools and the transportation staff, it is too dangerous for buses to travel. If school is to be closed or open late, announcements will be made on all major radio and TV stations. You will also receive a district-wide School Messenger message informing you of this information. Student arrival on days when school opens late must be adjusted accordingly. Conditions sometimes warrant an early dismissal from school.

IF SCHOOLS ARE **OPEN TWO HOURS LATE**, THERE WILL BE **NO MORNING KINDERGARTEN SESSIONS**.

## **EMERGENCY CLOSING OF SCHOOLS**

Depending upon the emergency or forecast, dismissal may occur several hours earlier than normal. Every effort is made to avoid these types of situations. The decision to close school is made by the Administrative Office and it is important that our phone lines are kept free for further instructions. **PLEASE DO NOT CALL THE SCHOOL.** The Council Rock School District Web Page will provide notice of school closings, delayed openings, or early dismissal @ [www.crsd.org](http://www.crsd.org).

## **FORGOTTEN ITEMS**

In order to ensure maximum instruction, we are committed to keeping classroom interruptions to a minimum. We ask that you cooperate with this policy by double-checking with your child that he/she has everything needed for a productive school day. If your child forgets a lunch/musical instrument, you are welcome to bring in the item at your convenience. Please label each article with your child's name. However, please be aware that we will not interrupt a class to announce such an item has arrived. It will be your child's responsibility to stop by the office to check if the item has arrived prior to lunch or instrumental lessons.

## **HARASSMENT**

The elimination of improper conduct, including harassment, is a high priority for the school district. It is the established policy of the School District to prohibit all forms of improper conduct, including harassment. A copy of the School District's policy on harassment/discrimination is available on the web as contained in [Board Policy 248](#). Copies of this policy are available in school offices.

All students are subject to the prohibitions in the policy and protected by it. If students or their parents/legal guardian believe that 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 Mrs. Christine Taylor, Director of Human Resources, for adult/student, adult/adult matters and Mr. Andy Sanko, Director K-12, for student/student matters. If you have any questions, you may contact your principal or Title IX Coordinator at the following address and telephone number:

Ms. Christine Taylor/Mrs. Nicole Crawford  
Director of Human Resources/K-6  
Council Rock School District  
30 N. Chancellor Street  
Newtown, PA 18940  
(215) 944-1000

Robert Francis  
Principal  
Newtown Elementary School  
1 Wrights Road  
Newtown, PA 18940  
(215) 944-2200

## **HOMEWORK**

Homework is the responsibility of the individual teacher in the classroom. Homework is given for a definite purpose:

- To extend reading abilities and interest.
- To promote good study habits.
- To enhance and stimulate creativity.
- To create a desire for information on his/her own.
- To develop reference skills.

- To provide reinforcement, extra practice and drill.
- To assess mastery and/or understanding.
- To inform parents of what their children are learning in class.

**The following district-wide guidelines have been established:**

Homework is an important part of the educational program of Council Rock. The studying and writing that students do when they are not under the direct supervision of their teachers is called homework. Homework serves several meaningful purposes in a school district. It provides extended time for coverage of subject matter. It encourages concentration and independence of thought.

Parents may best assist their children with homework by providing an atmosphere in the home that is conducive to study. The quality of concentration on an assignment is as important as allowing sufficient time for its completion. Students need to learn early in their school experience that the completion of quality work is important and is to be expected. Parents' support and encouragement are essential if students are to put forth maximum effort in the completion of homework assignments.

A "suggested" guide for determining the total amount of time to be given to nightly assignments from all subject areas is ten minutes times the grade level. Due to the type of course load the student is carrying, the amount of time devoted to nightly homework may vary. If you have any questions regarding homework assignments, please contact your child's teacher.

**HOMEWORK REQUESTS - ABSENT STUDENTS**

Parent/guardian requesting homework for an absent student, please call the office by 10:00 AM for either pick-up (**in the office after 3:00 PM**), or sent home via sibling or friend in the school. For those students who may possibly be absent for an extended period of time, please contact your child's homeroom teacher.

**IMMUNIZATIONS**

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:**

1. Diphtheria and Tetanus - Three or more properly spaced doses of DTP, DTaP, Td or DT, or any combination of the three.
2. Polio - Three or more properly spaced doses of polio vaccine. (IPV or OPV)
3. Measles (Rubeola) - One dose of live attenuated measles containing vaccine (preferably MMR) administered at 12 months of age or older, or measles immunity provided by serological testing.
4. German Measles (Rubella) - One dose of live attenuated rubella containing vaccine (preferably MMRII) administered at 12 months of age or older, or rubella immunity provided by serological testing.
5. Mumps - One dose of live attenuated mumps containing vaccine (preferably MMRII) administered at 12 months of age or older, or a physician diagnosis of mumps disease indicated by a written record signaled by a physician or his/her designee.

**The following minimum immunizations are required for all students entering school for the first time at the kindergarten or first grade level.**

1. Diphtheria and Tetanus - Four or more properly spaced doses of DTP, DTaP, Td, or DT, or any combination of the three, with one dose administered on or after the fourth birthday.
2. Polio - Three or more properly spaced doses of polio vaccine (IPV or OPV).

3. Measles (Rubella) - Two properly spaced doses of live attenuated measles containing vaccine (preferably MMRII) administered at 12 months of age or older, or measles immunity proved by serological testing.
4. 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.
5. Mumps - One dose of live attenuated mumps containing vaccine (preferably MMRII) administered at 12 months of age or older, or a physician diagnosis of mumps disease indicated by a written record signed by a physician or his/her designee.
6. Hepatitis B - Three properly spaced doses of hepatitis B vaccine.

### **IMPORTANT CHANGE TO IMMUNIZATION REQUIREMENTS (2017-2018 SCHOOL YEAR)**

[Immunization Letter - May 2017](#) (Printable Version)

The Pennsylvania Department of Health has revised the immunization requirements for students effective the 2017 - 2018 school year.

This revision replaces the 8-month provisional period for immunizations with the new requirement of a 5-day provisional period.

Prior to August 2017, a parent had 8 months to complete all required immunizations. This is called provisional enrollment.

**As of August 2017, a parent must have all immunizations completed within the first 5 days of school.**

If the student is in the middle of a series and it is too soon for the next dose, the parents must provide the school nurse with a plan for immunizations (signed by a health care provider) within the first 5 days.

**If the student has incomplete immunizations and no medical plan, the student *must* be excluded from school.**

These requirements allow for the following exemptions: medical reasons, religious beliefs, or philosophical/strong moral or ethical conviction. If your child is exempt from immunizations, he or she may be removed from school during an outbreak.

### **INSURANCE**

Student accident insurance is available on a voluntary basis through a company appointed by the Council Rock School District. All elementary and secondary students taking part in the co-curricular athletic activities should be covered by this insurance or a comparable private policy. Information will be sent home early in the school year concerning this option. We urge all parents to avail themselves of this reasonably priced insurance.

### **LOST AND FOUND**

If your child has lost an article of clothing, please encourage him/her to check the designated **Lost and Found**. There will be an opportunity provided during each Parent/Teacher conference. Parents are encouraged to visit the Lost & Found display to retrieve any lost/misplaced items. If the clothes have not been claimed by the last day of school, they will be donated to charity. School is not responsible for any items left over the summer.

### **LUNCHES**

Council Rock School District participates in the National School Lunch Program. We have made great strides to meet the nutritional guidelines mandated by the "Dietary Guidelines for Americans", which require that less than 30% of the calories in the type "A" lunches can be derived from fat and 10% from saturated fat. We are accomplishing this in three ways:

1. Increasing the fruits, vegetables and grains offered on the menus daily.
2. Using low-fat and reduced-fat ingredients and menu items, such as fat-free and low-fat salad dressings, and part-skim mozzarella cheese.
3. Food preparation techniques reducing fat include steaming vegetables, rinsing browned meats and using spices in place of fat for seasoning.

Students are offered five components: Meat/Meat Alternative, Milk (Whole, 1% Low Fat Chocolate, 1% Low Fat White, 1% Low Fat Strawberry and Skim), at least three varieties of Vegetables/Fruit, and Bread/Grain. Students may select soup as a vegetable.

Cost: Lunch prices are \$2.85 for the entrée and \$0.55 for milk. Snack prices depend on the items

Each elementary school cafeteria uses a computerized debit system. Each student has a PIN (personal identification number) with a picture identification assigned to him or her. The number will be the student identification number. When a student enters his or her PIN into the pin pad on the lunch line, their information including their picture appears on the screen for the cashier to view. The picture will prevent another student from using your account. The cost of the food purchase will automatically be deducted from the account without the need of cash.

All students will have an established debit account, although you will not be required to make advanced payments because the system continues to have the ability to act as a cash register and can accept cash payments on a daily basis. There is no limit on the amount of money that can be deposited into a debit account. For safety purposes, we recommend that advanced payments be made with a check payable to "Council Rock Food Service Fund." We also recommend a minimum payment to cover two weeks of meal purchases. Parents will be reminded via a low balance memo when a student's account has approximately three lunches remaining. To add funds to your child's lunch account, check their account balance or sign up for low balance notifications and auto-replenishment, please visit [MyPaymentsPlus](#).

When making a payment, please put the student's name, grade and teacher's name on the envelope. Prices, daily menu choices, and other details about student lunches will be available on the monthly Chartwells lunch calendar, found on the District and school website.

As participants in the National School Lunch Program, free and reduced price lunches are provided to those students whose family income makes them eligible under the provision of Public Law 91-240. Confidential applications can be accessed on Council Rock's website, <https://www.crsd.org/Page/52831> or from the school nurse.

Any questions should be directed to Chartwells Food Service office at 215-944-2796.

### **MEDICAL EXAMS & SCREENINGS**

Students in the District are ordinarily scheduled to receive various examinations in accordance with the following schedule:

Vision, Weight, & Measurement	K through 12th grade
Hearing	K through 7th grade & 11th grade
Tuberculosis	New entrants, K & 9th grades
Medical Examinations	K, 6th & 9th grades
Dental Examinations	K, 3rd & 7th grades
Scoliosis Screening	6th & 7th grades

All students who are entering Council Rock schools as transfers from other School Districts are required to have medical and dental examinations, if former medical records are not forwarded by the previously attended school.

The District recommends that these examinations be administered by the family physician and dentist since they can best evaluate your child's health and assist in obtaining necessary treatment and corrections.

The school nurse is responsible only for the emergency care of injuries and sudden illnesses which occur while the student is in school. She is not available to diagnose or treat students who come to school with injuries or illnesses except in special cases under medical care and with the physician's written orders.

## **MEDICATION / DRUGS**

The Council Rock School Board acknowledges that the dispensing and administration of prescription medicine by employees to students is regulated/governed by the Controlled Substance, Drug-Device and Cosmetic Act of 1972.

1. Section 780-111 (d) of that Act provides that only a "practitioner" may administer or dispense a controlled substance or other drug or device.
2. The term "practitioner" is defined in section 780-102 of that Act as: "(i) a physician, osteopath, dentist, veterinarian, pharmacist, podiatrist, nurse...or other person licensed and registered...in the course of professional practice...."

Therefore, no employee of the Council Rock School District other than a "licensed, registered, school nurse" may at any time administer or dispense prescriptive medicine to students of the School District.

1. The term "dispense" as applied here means to deliver a controlled substance, or other drug or device to an ultimate user.
2. The term "administer" as applied here means the direct application of a controlled substance, other drug or device by injection, inhalation, ingestion or any other means. In light of the above stated policy, the procedures outlined below shall be followed.

All medication transported from home to school must be in its original pharmaceutical container which has a label designating the pharmaceutical firm's name and address, the name of the student assigned the medication, and the dosage required. This shall be kept in a controlled location in the school and only the student whose name is on the approved pharmaceutical container shall be allowed to handle the container.

1. The term "controlled location" as applied here shall be a place designated by the Building Principal and approved by the Superintendent designed to house, under lock and key, prescriptive medication under the custodial care of a licensed, registered, certified, school nurse.
2. The only other person to be allowed to handle the container shall be a licensed, registered school nurse. This may only be done when the nurse is in receipt of written consent signed by the parents or legal guardians of the student permitting the administration of the prescriptive medicine.
3. If the school nurse is unavailable to administer and distribute medication on a time schedule determined by the student's physician, it becomes the responsibility of the parent or legal guardian to come to the school to ensure that the dosage is administered as prescribed by the student's physician.
4. Every attempt will be made by the School District to have a licensed, registered, school nurse administer emergency treatment to students in school with various forms of allergies or sensitivities beyond the normal situations, as well as administering prescriptive medication. When said nurse is unavailable, it then becomes the responsibility of the parent to administer emergency treatment, including the dispensing of medication and injection as outlined above.
5. No employee of the Council Rock School District, other than a "licensed, registered school nurse," may at any time, administer or dispense non-prescriptive medicine to students of the School District. A list of non-prescriptive medication to be used in the schools shall be submitted by the Superintendent or his designee annually to the school physician for his concurrence and approval.

Parents are encouraged to fill out emergency cards as carefully and completely as possible. School personnel would like to be able to reach at least one parent/legal guardian, grandparent, friend, etc., during the school day and without difficulty. Please select neighbors and friends carefully so that someone will always be available to assist in the care of your child. In an emergency, hospitals will not treat your child without contacting you first.

If you are a family where both parents work or a single-parent family, please consider the following: *It is advisable to make arrangements in advance, should your child be injured and/or become ill during the school day (e.g., grandparents, friend, baby-sitter).*

## **MUSICAL AND THEATRICAL PERFORMANCES:**

We are also requesting that the audience adhere to the following etiquette when attending performances at our school:

- Turn off cell phones and beepers.
- Remain seated during performances – enter or exit between songs or segments.
- Keep all children with adults at your seats.
- Be attentive and respectful to all performers by remaining until the end of the program.

## **PARTIES-CLASSROOM**








There will be four class parties held each year: Halloween, December, Valentine's Day and End-of-Year. PTO HRC will provide information and logistics regarding these four events. Please contact your homeroom parents or child's homeroom teacher with questions regarding an upcoming classroom party. Most often, our office staff personnel are unable to answer questions regarding logistics for these events.

## **PARTY INVITATIONS**

Many hurt feelings have been encountered when students issue party invitations to children at school. For a child, not receiving an invitation is a learning experience; however teasing by the other children often hurts the uninvited. To prevent this unfortunate circumstance, please issue invitations outside of the school setting.

## **PERSONAL ELECTRONIC DEVICES (PED)**



*Personal Electronic Devices* can include, but is not limited to Kindles, Nooks, and IPADS. At times, PED have a place in the learning environment. Attached is the district-wide *PED Agreement* that you must complete and return (HR teacher) to have such a device in school. This agreement form does not need to be re-submitted each year. It will carry over through the remaining years that your child attends the school. Once this form is completed, it is understood that you have **agreed** to the guidelines outlined in the document; which includes lost, stolen or damaged devices. *SCHOOL is not responsible for lost, stolen or damaged devices.* Please read this agreement in its entirety for the specific guidelines and restrictions surrounding these devices. Any violation of this agreement may result in suspension of this privilege and/or other disciplinary action. Some guidelines to consider:

-  The sole purpose for the use of the PED during the school day is for educational reasons.
-  The PED is only to be used during instructional class period, only with the permission of the classroom teacher.
-  The PED will not be given access to the school district's online resources or connected to a printer.
-  CRSD will not provide any IT support for the PED at any time.
-  The PED user is not permitted to access the internet while on school property.
-  The PED user must acknowledge understanding and agree to abide by the CRSD acceptable use policy.
-  The CRSD will not be responsible for theft, misplacement or damage to the PED.

**Please note: Students will only be allowed to use this device when it is deemed appropriate by the classroom teacher.**

## **PROGRAMS**

### **INSTRUCTIONAL SUPPORT TEAM (IST)**

-  The Instructional Support Team (IST) is an innovative program whose goals are to maximize individual student success in the regular classroom. IST is a success and team-oriented program which uses specific assessment techniques, team planning, and intervention techniques to help address educational, behavioral or affective concerns.
-  The Instructional Support Team is facilitated by the Instructional Support Teacher. Other team members include the Principal, the student's classroom teacher, and other school personnel depending on the individual needs of the student. The parents are also encouraged to become active members of the team process. It is recommended that parents who are interested in the IST process for their child first consult with the classroom teacher.

- ✎ 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 may be considered.

### **LITERACY SUPPORT**

- ✎ Additional reading support is offered at school which focuses on the individual strengths and weaknesses of each student. It is provided in addition to the instruction in the classroom in a pull out model. This support is individualized and diagnostic in nature, providing instruction in the specific area or areas of need for each child.
- ✎ The literacy specialist, classroom teacher and other support teachers maintain continuity of instruction through frequent contact to exchange ideas and provide updates on student progress. The goal of this additional support is to provide each student with the skills necessary to be successful with the curriculum while fostering a love of reading. The following are Literacy Programs offered at School: Title 1 (some schools); Multi-Tiered Support System (MTSS); Reading Club  
*(For more information about each program, please visit the respective websites)*

### **MATH SUPPORT**

- ✎ First, Second and Third grade students who exhibit a weakness in Math may be able to participate in a math support program. The classroom teacher, parent and math specialist will meet to determine if the student qualifies for this support based on the criterion set by the Council Rock Elementary Math Remediation Program.
- ✎ This program will not replace instruction in the regular classroom. Rather, the math specialist and student will meet during non-instructional time in the school day.

### **MATH ENRICHMENT**

- ✎ The purpose of the Math Enrichment Program is to provide enrichment for the identified mathematically talented students in grades four, five and six in the area 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 student will analyze problems and use his/her understanding of mathematics to devise one or more plans of attack; continuing to work with the problem until a method is devised to solve it. Each student is encouraged to strive for brevity and elegance in solving problems, and to find more than one method of solution.
- ✎ All of our Math Enrichment students participate in the Pennsylvania Mathematics League competitions and the Elementary Math Olympiads.
- ✎ 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 scores received in multiple rounds of testing.

### **RECESS**

It has been our observation that some children frequently wish to remain indoors rather than participate in outdoor recess. This, naturally, 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. Realizing that there will be instances (injuries, severe cold, etc.) which necessitate that a child remain indoors during recess periods, we are requesting that the parents forward a note to the teacher indicating the nature of the disability and request the child remain indoors.

When cold weather is upon us, we urge you to send your children to school properly dressed. Under most circumstances, children who are well enough to come to school are expected to go outdoors for regularly scheduled recess periods. Fresh air and exercise are important to every child's physical development. Children generally will not go out when the temperature is 20 degrees or when the wind chill factor drops the temperature to 22 degrees. Staff may elect, under special circumstances, (i.e., students have been indoors for a prolonged period, 3 to 4 days) to take the children outside when the temperatures go below the aforementioned guideline, but it will be for a brief period of time. We do not support the idea of children going out to recess when it is raining.

## **SCHOOL SAFETY AND SECURITY**

As part of our safety and security protocol, Council Rock school district school doors are always locked. In order to gain school entry, the following must occur:

- School visitors push an audio intercom button located at the front door entry area
- School visitors use the front entry audio intercom system to communicate identity and purpose of visit with Front Office staff member
- Front Office staff member confirms the visitor's identity using an external/internal camera system
- Front Office staff member permits access

**Once in the Front Office area, visitors sign and show ID to complete the Raptor identification process. Visitors should always be prepared to show ID.**

Council Rock utilizes a variety of resources to increase safety and security in our schools. For parents and other visitors, entry into our school buildings will require the production of a driver's license or other form of identification. This identification will be used in our visitor access system (RAPTOR) to validate identification before an adult enters the school building. Once the driver's license is scanned, the system will print out a badge that includes the name and picture of the visitor, destination and the date/time of the visit. The system will also access a database of known sex offenders and will alert our staff when a visitor's identification may match a person on that list. Visitors who do not present their driver's license/identification will not gain entry into the building. Additionally, security cameras have been installed throughout the building. These cameras are strategically placed in and out of our building.

Key fob access will allow our staff to access entry doors through the use of unique key fobs. This will allow our schools to remain locked until office doors are opened to begin the school day. Access to school before and after school hours will come through the use of key fob at specific doors that have been retrofitted in each building. Otherwise, school doors will remain locked between 4:00 pm and 8:00 am on school days. The only exception will be during scheduled evening and weekend events. ***This change will mean:***

- *It will no longer be possible for students to return to school for missing homework or other items.*
- *Children may not be dropped off sooner than 8:00 for any before-school programs. He/she must enter through the main entrance.*
- *Pick-up for all our after-school activities (after-school sports, etc.) will be... Parents will receive After School contact information for Teacher Advisors of these after-school programs.*
- *For scheduled meetings with staff members prior to 8:50, come in through the main entrance and check in at the office. Office personnel will contact staff to let them know you have arrived.*
- *For scheduled meetings with staff after 4:15, the staff member you are meeting with will have to let you into the building, at the main entrance. They will then escort you out at the end of the meeting.*
- *Arrival and dismissal for the Champions Childcare Program will be communicated to parents by Champions staff. Entrance for the Champions program is through the Cafeteria/Gym hallway door. We are appreciative of their assistance.*
- *Former students wishing to visit must have prior teacher permission. Visitors must be escorted out of the building by a staff member if the visit ends after 4:15.*
- *Students who stay after school for a scheduled activity will be escorted out of the building for parent pick-up from clubs or activities.*

**Emergency Drills:** Council Rock prepares for all types of potential emergencies regardless of how unlikely the occurrence. Please know that your child will practice several emergency drills this year. Staff would initiate the ALICE related response in the unlikely event of a critical incident. ALICE ([Alert, Lockdown, Inform, Counter,](#)

Evacuate) has become the accepted response, versus the traditional “lockdown only” approach. When necessary, your school Principal or District Office will communicate related information.



**Front Entrance Intercom Entry System-** As part of our safety and security protocol, Council Rock school district school doors are always locked. In order to gain school entry, the following must occur:

- School visitors push an audio intercom button located at the front door entry area
- School visitors use the front entry audio intercom system to communicate identity and purpose of visit with Front Office staff member
- Front Office staff member confirms the visitor's identity using an external/internal camera system
- Front Office staff member permits access

**Once in the Front Office area, visitors sign and show ID to complete the Raptor identification process. Visitors should always be prepared to show ID.**

**RAPTOR Visitor Management System-** For parents and other visitors, entry into our school buildings will require the production of a driver's license or other form of identification. This identification will be used in our visitor access system (RAPTOR) to validate identification before an adult enters the school building. Once the driver's license is scanned, the system will print out a badge that includes the name and picture of the visitor, destination and the date/time of the visit. The system will also access a database of known sex offenders and will alert our staff when a visitor's identification may match a person on that list. Visitors who do not present their driver's license/identification will not gain entry into the building.

**Safe2Say Something:** It is mandated that all Pennsylvania School Districts, including Council Rock, use Safe2Say Something youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies. You can confidentially report a safety concern by calling **1-844-SAF2SAY (1-844-723-2729)**. To access the Safe2Say site and to access the app, please visit this link: <https://www.safe2saypa.org/>

**Security Cameras:** Security personnel and security cameras may be present within the school campus to enhance the safety of the school community. Any evidence of wrongdoing derived from security personnel or surveillance equipment can be used in disciplinary situations and criminal procedures as well. Appropriate signage is posted at our school notifying the student that his or her image may be recorded.

### **SEX DISCRIMINATION**

Council Rock School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

In compliance with Title IX regulations, the Council Rock School District has established a procedure for handling complaints by students and staff regarding possible sex discrimination. A copy of the Board policy outlining the procedure for handling complaints may be obtained from the Superintendent's office.

The School District's Title IX Coordinator is Mrs. Christine Taylor, Director of Human Resources, for adult/student, adult/adult matters and Mrs. Nicole Crawford, Director of Elementary Education, for student/student matters; 30 N. Chancellor Street, Newtown, PA 18940; (215) 944-1000.

### **SCHEDULES-AFTER-SCHOOL ACTIVITIES**

We would like to ask for your assistance in cooperating with us to ensure a “worry-free” day. Please make it a priority to discuss after-school schedules. Often times students will panic as they are unsure about their schedules. **Please help to lessen student anxiety by communicating schedules before your child arrives at school.** If your child is unaware of arrangements for pick up, we will automatically send him/her home on the bus.

### **SNACKS FOR DISTRICT APPROVED CLASSROOM PARTIES**

For these reasons, and to accommodate the increasing number of students’ medical and food allergy needs, we are promoting a change regarding the three district approved elementary classroom parties. We are requesting that no more than one sugary/low nutrition food item be offered at classroom parties and that all foods are prepackaged containing nutritional information/ingredients and are nut-free. Exposing students to healthier treats is a great step toward developing healthier habits. The focus of classroom parties should continue to be on the social, celebratory aspect of the event rather than the food.

### **SNEAKERS**

In order to help provide a safe and healthful environment for your child, please check to see that he/she is wearing sneakers (or similar soled shoes) on the day of his/her scheduled gym class. **(W)HEELY** sneakers and similar footwear are prohibited due to huge safety risks. Additionally, open-toed sandals and flip-flops are not safe for school wear.

### **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, physical, and occupational therapies 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 BEHAVIOR**

Guidelines and expectations for student behavior are outlined in our school's "**Code of Rights, Responsibilities and Conduct.**" The School Code of Conduct and School-Wide Positive Behavior Supports can also be found on the webpage for your review.

### **STUDENT RECORDS**

To facilitate the continuity of a child's educational program, there is a recognized need for the collection, maintenance and dissemination of educational records. These records shall contain information relating to the health, education, and welfare of the child and shall reflect the interrelationships of the physical, emotional, and social aspects of a child's development in the educational process.

For these records to be used effectively in supporting the child's education, it is necessary that the student, parents, professional staff of the Council Rock School District and other agencies and individuals have access to appropriate portions of the contents within the guidelines so stipulated by the Council Rock Board of School Directors. Parents desiring to review the contents of their child's records should contact their School Principal. Council Rock's Policy on Student Records, Policy 216.

## **STUDENT WITHDRAWALS**

Students moving from the district during the school year or withdrawing from school for other reasons are required to initiate proper withdrawal action through the principal's office. Please come in to the office and complete a withdrawal/transfer form. This is essential for an orderly maintenance and prompt transfer of school records.

If a parent desires to review his/her child's educational records before they are transferred to another school, he/she should make such a request to the School Principal.

## **TELEPHONE USAGE**

As a general rule, children are not permitted to telephone home during the school day. Classroom teachers have some discretion to allow the use of the school phone for emergencies that arise during the school day. For your information the following do NOT constitute an emergency:

1. Forgotten homework
2. Forgotten lunch or lunch money
3. Incomplete arrangements for after-school sports
4. Forgotten musical instruments
5. After school arrangements

## **TRANSPORTATION**

**[LINK to CR Transportation Website](#)**

### **BUSES**

Riding a school bus is a privilege. Bus drivers are requested to report any form of inappropriate behavior which may result in suspension of the bus riding privilege. Transportation to and from school then becomes the responsibility of the parents. Please refer to the "**Code of Rights, Responsibilities and Conduct**"- review the information contained therein with your children. The School Code of Conduct is also located on the SCHOOL webpage for your review.

Students are not permitted to ride other buses. This policy is to ensure safety and accountability. Most buses are full and are often times not able to accommodate other riders. Additionally, all students must be accounted for, especially in the event of an emergency. This policy allows the drivers and district administrators to have an account of all students during this transition time. However, we understand that emergencies or unforeseen circumstances occur that may require your child to take another bus. In this event, the request should be in writing signed by a parent, including contact information. This request will only be honored if this is deemed an emergency or unforeseen circumstance; space is available on the bus and approved by the building principal. The principal will issue a bus pass to be given to the bus driver. Play dates and other organized after-school activities are not considered emergencies or unforeseen circumstances.

### **"NO SHOW PARENTS" POLICY - (KINDERGARTEN STUDENTS)**

If a school bus arrives at the home or bus stop of a kindergarten student and there is no adult there to receive the student, the bus driver shall radio his dispatcher advising them of the situation.

The dispatcher will attempt to contact the family by telephone. If no one is contacted, the bus will continue on its route and stop a second time at the student's stop. If there is still no one here, the driver will ask the dispatcher to notify the school and the driver will take the student back to the school for "safe keeping."

The first time an adult is not there to receive his kindergarten student, the Transportation Department will write a letter, with a copy to the Principal, informing the parents of their obligation to meet the bus.

On a second occurrence, another letter will be sent by the Transportation Department, again copying the Principal, warning the parents that if it happens again, suspension of busing will occur.

If a third occurrence happens, busing privileges will be suspended for a period of time agreed upon by both the Transportation Department and the Principal.

Further occurrences, may incur steeper penalties, up to and including, busing privileges being suspended for the remainder of the school year.

Remember, this is for the safety of your child; no young child should ever be left alone!

### **POLICY FOR “CARRY-ONS”**


- No food in open containers (no eating allowed on buses).
- Students may not bring skateboards or any live animals (including animals for class projects) on the buses.
- No student may bring a musical instrument, suitcase, book bag, class project, or any other object, unless it can be held on their lap or placed under their seat.
- If the object takes up seat space or blocks the aisles, interfering in anyway with the discharge of students, it may not be brought on board the bus.

### **STUDENT MORNING DROP-OFF ZONE**


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 bus stop rather than to the school to avoid congestion and delays. **If your child arrives late to school an adult must escort them into the building and sign them in at the office. Students are considered tardy if they are not in their classrooms by 9:10 AM.**


### **VISITATION**


***School security is a high priority at school. Below are a few key procedures in place to maintain our school’s security and preserve a focused, productive learning environment for students.***


 **Visitor’s Badge-** For parents and other visitors, entry into our school buildings will require the production of a driver’s license or other form of identification. This identification will be used in our access system (RAPTOR) to validate identification before a visitor enters the school building. Once the driver’s license is scanned, the system will print out a badge that includes the name and picture of the visitor, destination and the date/time of the visit. Visitors who do not present their driver’s license/identification will not gain entry into the building.


**See SCHOOL SAFETY AND SECURITY section for more information on the new RAPTOR sign-in system**


 **Access to Classrooms-** Parents or other visitors are not permitted to enter or interrupt classes at any time during school hours. *Parent volunteers are only permitted to visit the areas/classrooms that directly pertain to the project/program for which they have volunteered.*

 **Student Messages/Items-** If it is necessary to have a message, lunch money, clothing, etc. delivered to your child while school is in session, please report to the office and the office 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 the student. (Also refer to *forgotten items* section)

 **Classroom Visitations-** Persons other than the pupils and staff of a school are requested to call the building principal prior to an anticipated visit and reason for the visit. Upon this phone call, a formal observation request and confidentiality agreement will be sent to the parent or outside agency to complete. Failure to return completed paperwork will forfeit any visitation privileges.

 **Teacher/Principal/Staff Contact-** Contacting teachers and staff may be done through email, sending a note or leaving a message on their voicemail. Staff email addresses may be found on the School webpage-click on the *Teachers/Staff* tab. Please understand that teachers are working with your children, preparing lessons and activities, and attending meetings throughout the school day. We ask that you allow at minimum 24 hours before expecting a response to your contact. **PLEASE CONTACT THE MAIN OFFICE FOR ALL EMERGENCIES and TIME SENSITIVE INFORMATION/MESSAGES!**

 **Parent/Teacher Conference-** If you have any questions about classroom procedures, program, etc., please contact the classroom teacher first. If further assistance is needed, contact the Principal's office. To improve upon home-school communications and help to provide the best environment for the student, initial Parent-Principal conferences will include the staff members working with the student.

 **Parent/Principal Conference-** To ensure that proper time is allocated to address your needs and that there are no scheduling conflicts, an appointment **is required** for a meeting with the Principal. Please contact our Administrative Assistant, JulieAnne Bedard @ 215-944-2206 to schedule this appointment. Additionally, please refer to the above *parent/teacher* section regarding classroom concerns. It is strongly recommended that parents contact classroom teachers, first, with concerns or problems; especially regarding routines/procedures, a classroom incident, academic progress and minor student conflicts.



### **Other Opportunities for Parent Visitation**



1. **Back-to-School Night** – This is a night set aside during the school year so that each teacher may explain routines/procedures, expectations, curriculum, grade-level highlights and programs for the year. Please note that this is not a time to individually conference with your child's teacher. Parents are strongly encouraged to attend this informative event. BTSNs typically occur during the first week of school.
2. **Council Rock Education Week** - During a week in 2022-2023, we will observe Council Rock Education Week. Time will be set aside for parents to visit classrooms to see their children in a learning situation. Specific details for the week will be sent home when available.

**All other classroom visitations must be approved, in advance, by the building principal. See *Visitation* section for more information.**



### **VOLUNTEERING**



In light of the numerous recent changes to legislation, namely Act 153 of 2014, in relation to volunteers obtaining and renewing clearances, we have developed the following protocols.


#### **Who is required to obtain Clearances?**

1. All volunteers are required to obtain clearances. "Volunteer" is defined as an adult in an unpaid volunteer position who is responsible for the welfare of a child or who has direct contact with children. Direct contact shall mean care, supervision, guidance or control of children or routine interaction with children. Not every adult who assists Council Rock students is a volunteer. To determine if an adult is a volunteer, school administrators must focus on the task the individual is undertaking and how often. For example, an adult who comes to a classroom one time to read to students, is likely not a volunteer because they are not individually responsible for the children's welfare, nor are they directly caring for, supervising, guiding or controlling the children. Additionally, the one-time classroom visit is not "routine interaction" with children. In contrast, an adult who chaperones a field trip is likely a volunteer, even if it only occurs one time, because the adult is responsible for the welfare of children and is supervising and controlling the students. A volunteer who is present and working with students one or more times per week will be presumed to be a volunteer for purposes of this protocol.

### **Required Clearances:**


1. A report of criminal history from the [Pennsylvania State Police \(PSP\)](#)
2. Child Abuse History Clearance from the Department of Human Services  
<https://www.compass.state.pa.us/cwis/public/home>
3. [A fingerprint based federal criminal history \(FBI\)](#) --- **ONLY** if a volunteer has lived outside of the Commonwealth of PA in the last 10 years.
4. [CR Volunteer Affidavit](#)– if the volunteer has lived in the Commonwealth of Pennsylvania for the last ten years.

**Additionally, as a volunteer you are subjected to the above visitation policies.**

 **Visitor's Badge-** For parents and other visitors, entry into our school buildings will require the production of a driver's license or other form of identification. This identification will be used in our access system (RAPTOR) to validate identification before a visitor enters the school building. Once the driver's license is scanned, the system will print out a badge that includes the name and picture of the visitor, destination and the date/time of the visit. Visitors who do not present their driver's license/identification will not gain entry into the building.

**See SCHOOL SAFETY AND SECURITY section for more information on the new RAPTOR sign-in system**

**Confidentiality of Students –** Volunteers are reminded that the confidentiality of ALL students is protected by state and federal statutes. Therefore, ALL volunteers will be required to sign a Confidentiality Agreement. Individuals who violate the confidentiality rights of any student(s) will forfeit the right to volunteer within the building.

 **Access to Classrooms-** Parents or other visitors are not permitted to enter or interrupt classes at any time during school hours. **Parent volunteers are only permitted to visit the areas/classrooms that directly pertain to the project/program for which they have volunteered.** *For example, if you have multiple children and you are volunteering in one child's classroom, you may not "pop-in" your other child's classroom or activity during your visit.*

***THANK YOU FOR MAKING A DIFFERENCE IN YOUR CHILD'S EDUCATION BY VOLUNTEERING!***

### **WEAPONS POLICY**

On December 18, 1997 the Council Rock Board of School Directors adopted a new policy regarding weapons in school. In this policy, the Board states its recognition of a safe school environment to the educational process and that possession of weapons in the school environment is a threat to the safety of students and staff which is prohibited by law. Council Rock Board Policy 218.1 complies with the PA School Code provisions on weapons in schools.

For the purpose of this policy a "weapon" shall include but not be limited to "...any knife or cutting instrument (including a pocket knife) that is not routinely used for instruction and that could cause bodily harm, cutting tool, nunchaku, firearm, shotgun, rifle, look-alike gun, and/or any other tool, instrument or implement capable of inflicting serious bodily injury."

The policy also states that "a student is in possession of a weapon when the weapon is found on the person of the student, in the student's locker, under the student's control while he/she is on school property, on property being used by the school function or activity, at any school event held away from the school, or while the student is on his/her way to or from school."

**Other points in this regulation about which you should be aware are:**

- Principals must report the discovery of any weapon to the student's parents, local police and to the school board.

- All Council Rock School District personnel are to report any discovery of weapons possession or transport to their immediate supervisor with disciplinary penalties resulting from failure to do so.
- All students are to report any discovery possession or transport to their building principal. Failure to do so will result in disciplinary action.
- Violations of the policy may well result in expulsion. Normally high school students will be suspended at least ten days, junior high students at least five days, and elementary school students at least three days. It is possible that K-3 students could be suspended for a lesser time; however, there is no leeway for students in 4-12.

## **CODE OF STUDENT RIGHTS, RESPONSIBILITIES AND CONDUCT**

The Student Code of Rights, Responsibility, and Conduct assumes that the vast majority of Council Rock students are law abiding and respect both public property and personal property, as well as the rights of others. However, when student conduct disturbs the learning environment or threatens the health, safety, and welfare of themselves and of others, they subject themselves to disciplinary action. Such action could be in the form of one or more of the following: teacher-pupil conferences, parent-teacher conferences, detention, suspension or expulsion from school.

### **GENERAL REGULATIONS**

The following list shall include, but shall not be limited to, those offenses that could result in either a teacher-pupil conference, a parent-teacher conference, a detention, a temporary or full suspension or a permanent expulsion from school.

1. Cutting class or leaving school property without permission.
2. Possessing, using, or trafficking in any drug, narcotic, alcohol, or controlled substance. Board Policy 218.3
3. Smoking on school property. Board Policy 218.7.
4. Conducting oneself improperly at any school function, District and/or Student Activity.
5. Being disrespectful or insubordinate to any employee of the Council Rock School District or those employed by a company under contract to the Council Rock School District.
6. Harassing another student.
7. Bullying another student.
8. Assault on, and/or physical involvement with, any employee of the Council Rock School District or those employed by a company under contract to the Council Rock School District.
9. Vandalizing school property or tampering with the safety or emergency systems of any school.
10. Fighting or instigating a fight.
11. Repeated and willful violation of existing school rules which might cause a disruption of school, its programs, or interference with the learning process and District and/or Student Activities.
12. Possession of firearms, knives, or other dangerous weapons on school property – see Board Policy 218.1
13. Any conduct constituting a violation of the United States or Pennsylvania Criminal Code or a Municipal ordinance which might be detrimental to the school program, or interfere with the learning process, or with the normal or appropriate conduct, activities of the students and any employee of the Council Rock School District.
14. Misconduct or flagrant misbehavior on school buses or any vehicle which transports students to and from school and/or District and/or Student Activities.

### **DRESS AND GROOMING**

The Council Rock School District Board of School Directors has a policy in effect to monitor inappropriate attire. Students are reminded that extremely offensive and distracting styles of clothing (i.e., tank tops, muscle shirts, midriff tops, biking pants, excessively short skirts/shorts, etc.) are discouraged. Undergarments or bare skin at the mid-section or back should not be visible at any time. Also, clothing advertising drugs and alcohol products or clothing that conveys an inappropriate message is not permitted. If a child comes to school dressed inappropriately, he or she will be given two choices: To pick clothing from the nurse's office or call a parent for a change of clothing. Please use discretion when choosing clothing.

## **CRSD Student/Classroom Observation Request**

Purpose of Observation: \_\_\_\_\_

Specific Student – Student Name: \_\_\_\_\_

Grade/ Classroom #: \_\_\_\_\_ School: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Name of Observer(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Agency Affiliation: \_\_\_\_\_

Observation Goals (please be specific): \_\_\_\_\_

### **Requested Date for Observation**

1<sup>st</sup>. Choice \_\_\_\_\_

2<sup>nd</sup>. Choice \_\_\_\_\_

3<sup>rd</sup>. Choice \_\_\_\_\_

### **Requested Start Time of Observation**

1<sup>st</sup>. Choice \_\_\_\_\_

2<sup>nd</sup>. Choice \_\_\_\_\_

3<sup>rd</sup>. Choice \_\_\_\_\_

### **Confidential Agreement**

*During your observation, you will see students in the classroom. The confidentiality of these students is protected by state and federal regulation. Therefore, observers must sign the confidentiality agreement below as part of the observation request process.*

*I, \_\_\_\_\_(name), agree that I will not share any identifying student information obtained during the scheduled observation with anyone including teachers and parents. If I violate this agreement I will forfeit my right to future observations.*

\*For Wrap-Around Services, an Interagency Meeting is required and was held at the school on \_\_\_\_\_.

Signature(s) \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Building Principal Approval \_\_\_\_\_

Date \_\_\_\_\_ Date Returned to Requestor \_\_\_\_\_

(Copy to Special Education Supervisor for Special Education Observations)

**COUNCIL ROCK SCHOOL DISTRICT**  
**Request for Approved Absence for Educational Tours or Trips**

**Guidelines –**

1. Parents are required to notify the school at least ten days prior to the absences covered by this regulation so that the student may obtain work to keep current with class progress.
2. Parents and students should be informed that make-up work for the time missed is the responsibility of the student.
3. The total number of approved days of absence for this purpose shall not exceed **five days in a given school year**. Days exceeding these guidelines may be considered unlawful and/or unexcused.
4. The principal may exercise approval for all such absences.

This form should be used to request an approved absence for an educational tour or trip. If more than one child will be absent from school, please indicate the other children. This form must be submitted in each individual school in which the absence is requested.

Name \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Dates of absence \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Total number of school days \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date of Request \_\_\_\_/\_\_\_\_/\_\_\_\_

**FOR OFFICE USE ONLY**

Including this request, total number of school days missed due to educational tours or trips \_\_\_\_\_

Principal Approval:

( ) Approved

( ) Not Approved

Comments:

Principal \_\_\_\_\_

Date \_\_\_\_\_

## Council Rock School District

### Personal Electronic Educational Device Agreement

In response to your request to use your personal electronic device (PED)\* during the school day, you agree to abide by the following requirements. Any violation of this agreement may result in suspension of this privilege and/or other disciplinary action.

1. The sole purpose for the use of the PED during the school day is for educational reasons.
2. The PED is only to be used during instructional class period with express permission of the classroom teacher. This may mean that this device will be permitted for some instructional activities but not all.
3. The PED will not be given access to the school district's online resources. The PED may not be connected, or attempt to be connected, to any networking resource located within the school, either through a standard wall connection or via wireless connection. The PED will not be connected to any printer, directly or indirectly, nor will the personal laptop computer be used to print.
4. The Council Rock School District will NOT provide any support for the PED at any time.
5. You are not permitted to access the internet via the PED while on school property.
6. You acknowledge that you know, understand, and agree to abide by CRSD Acceptable Use Policy.
7. The Council Rock School District will not be responsible for theft or damage to the PED.

I have read and understand the above regulations governing the use of a personal electronic educational device during the school day.

\* - A PED is any personal electronic device. This can include, but is not limited to, laptops, netbooks, electronic readers (such as Kindles, Nooks, etc.), iPads, iPods, etc.

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Student Name (Printed)

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Student Signature

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Date

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Parent Signature

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Date

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Administrator's Signature

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Date

## **Board Policies**

- For more information regarding any policies mentioned in this document, please visit [www.crsd.org](http://www.crsd.org)
- Look for the School Board Header
  - Click on Board Policies