

**COUNCIL ROCK SCHOOL DISTRICT
RICHBORO ELEMENTARY SCHOOL
125 UPPER HOLLAND ROAD
RICHBORO, PA 18954
215-944-1900**



***PARENT and STUDENT HANDBOOK
2007-2008***

Dear Parents and Students:

On behalf of the Richboro Elementary staff, I'd like to welcome you to the 2007-2008 school year. This handbook is designed to strengthen communication between home and school by providing helpful information on school procedures and expectations.

We hope you find this to be a useful reference throughout the year. Your questions or suggestions are welcomed.

Sincerely,

A handwritten signature in cursive script, appearing to read "Rebecca Simon".

Richboro Elementary School Mission Statement

The mission of Richboro Elementary School is to create a community of lifelong learners. We are dedicated to providing a safe, friendly atmosphere of respect and responsibility for all. Together we, the students, staff, and parents will share, learn and grow as respectful, responsible citizens of our community.

Belief Statement

We believe each student is a valued child with unique physical, social, emotional and intellectual needs.

We believe that self-esteem and personal commitment are essential for academic and social success in school.

We believe that students learn in different ways and should be provided with a variety of instructional approaches to support their learning.

We believe that all students should demonstrate responsibility for themselves, their learning, and the environment.

We believe that the family, school and community must work cooperatively to ensure student growth.

We believed that a supportive environment and high expectations maximize individual achievement.

We believe that student should be provided opportunity to self-reflect and to set realistic goals.

We believe that a rich array of experiences in the arts provides for appreciation and creative expression that will last a lifetime.

This handbook contains important information regarding policies and procedures for our school. You are encouraged to review the contents of this document and discuss it with your children. Your full understanding and cooperation in maintaining these expectations will help ensure the health, safety, welfare and success of our students and staff.

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ARRIVAL AND DISMISSAL

The following procedures provide our students with an orderly and safe arrival and dismissal to and from school each day. Your cooperation with these regulations is greatly appreciated.

ARRIVAL

It is strongly suggested that you plan for your child to arrive to school by 9:00 so he/she has enough time to get to class by 9:10. Children may only be dropped off in the designated drop-off area (marked in yellow) in the drop-off lane. Parents who choose to personally escort their child(ren) to the entrance door must park in a parking space in the lot. Parking or leaving your vehicle in the drop-off lane during morning arrival (8:50 - 9:10) is prohibited.

Students arriving on school buses will report directly to their classrooms beginning at 8:50 a.m. Students who are car riders may not enter the building before 8:50 a.m. At that time they are to wait in the school lobby until the first bus arrives. Those students needing to be dropped off prior to 8:50 a.m. should enroll in the before school program – Champions child care program. **There is no adult supervision prior to 8:50 a.m.**

The drive closest to the school is for buses only. Parking in the bus lane is prohibited. **Parents driving students to school are to wait in the car drop-off line**, pull up to the red bricks to drop students off and move on. There is no parking in this area. Those parents desiring to walk their student to the front door of the school or watch them walk into school, must park in a designated parking spot. The car drop-off line is designated for moving cars. For the safety and welfare of the students, **please do not go around other cars in the drop-off line**. For those parents who cannot wait in the drop-off line, please consider allowing children to ride the school bus in the morning.

DISMISSAL

Students not riding the school bus are designated as car riders. A note must be sent to the teacher designating the time/date when students will be car-riders. Car-rider students are dismissed to the All Purpose room at 3:40 p.m. Parents are directed to park in a designated space in the front of the school and walk around to the side entrance to enter the All Purpose Room. They will meet their children at these doors. Students will not be permitted to walk over the crosswalk or into the parking lot alone.. Entering and exiting by the side door ensures unencumbered halls during dismissal, supervision of students, and monitoring of all adults entering or exiting the building at the end of the day. This process has been implemented to ensure the safety of our students.

All parents should report to the school office to request that their children be excused from school by 3:15 p.m. **The latest time students may be signed out in the office is 3:15 p.m.** Classes are not to be interrupted by any parent, guardian or visitor during the school day. If a parent has arranged for a friend or relative to call for his/her child at school, the former should see that an early excuse note signed by the parent is sent to the classroom teacher. 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. **When students leave school prior to the normal dismissal time, they will be considered "tardy" for attendance purposes.**

Bus dismissal will begin promptly at 3:40.

Picking-up students directly from classrooms is strictly prohibited. If you happen to be in the building late in the school day and wish to pick your child up, please either sign your child out in the office prior to 3:15 or follow the procedures described above.

Whenever possible, please drop off and pick up student projects before 8:50 or after 4:00 by entering the building through the front office.

ATTENDANCE - ABSENCE

The school laws of Pennsylvania require every parent, guardian, or other person having control or charge of a child or children between the ages of six and seventeen to send such child or children to school. The laws further require that, "Once a parent elects to send his/her child to school, the child must 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.

Parents may request to enroll their child early to first grade provided the child is five years, seven months on or before September 1. As per district policy, a screening assessment will be performed by our school psychologist on any child being considered for early admission to first grade. The result of this assessment will determine whether the child is placed in first grade or kindergarten.

Attendance Tracking - The daily attendance of each RES student, including tardiness and early dismissals, is carefully tracked and monitored. You will receive written notification if your child's attendance record falls below acceptable limits. Further measures will be taken if poor attendance continues after this initial notification.

Excused/Unexcused Absences - Of course, there are times when your child will be unable to attend a full day of school. The situations that are clearly identified as excused absences according to both state and district policies are illness, quarantine, death in immediate family, religious holidays, religious instruction, or exceptionally urgent reasons that may affect the child. Urgent reasons will only be used which were unavoidable and would adversely affect the child's welfare.

Parents will be notified if an absence will be classified as unexcused as per school district policy. If a child accumulates three days of unexcused absences in a year, a first offense notice will be sent to the parents. More than three unexcused absences in a school year will result in a second offense citation to the parents/guardians and a complaint filed with the District Magistrate.

Tardiness is deemed to be excused or unexcused according to the rules for full-day student absences. If a student has a high rate of unexcused tardiness, the total minutes of lost instructional time from these incidents will accumulate and the student will be subject to the consequences for full-day absences, as appropriate. We ask that appointments be scheduled before or after the school day to decrease loss of instructional time.

Students arriving after 9:10 must be accompanied by a parent to the front office to sign in and receive a pass to class.



Parent Notes - A written note of explanation must be submitted by parents/guardians for all absences. If a note is not submitted, the absence will be considered unexcused.

Vacations/Trips - 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 parent/guardian must assume the responsibility for checking with the principal or his/her designee, at least one (1) week or more if possible, in advance of the trip, to ascertain the present scholastic standing of the child in the class. The student shall be responsible for making up missed assignments.

Make-up Work - During a child's absence, requests for make-up schoolwork must be received by 10:00 a.m. All efforts will be made to make this work available to you by 3:30 p.m. This will enable us to get the message to the teacher with enough time to prepare what is to be sent home.

Please note: For absences due to vacations/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.

The complete school district policy can be accessed on the Council Rock website, www.crsd.org under Board policies.

BUS TRANSPORTATION

A child who ordinarily is transported to and from school on an assigned bus **may not ride home with a friend on a different bus** or elect to take an alternate means of transportation. Due to bus capacity, no student may change buses unless an emergency exists, such as death in the family, hospitalization, severe illness. Please remember that you should insist that your child discuss the idea of visiting a friend's house with you prior to reporting to school. At times, we receive telephone calls from parents saying that their child has not come home from school. Invariably, we later find that the child is at a friend's house.



Requests to change buses for a particular purpose must be in writing and approved by the principal. These requests shall be submitted a least one day prior to the anticipated change in buses whenever possible.

CHANGE OF ADDRESS, PHONE NUMBER, EMPLOYMENT

Parents are requested to notify the school office, in writing, of a change of address, phone number or place of employment. This information must be current so we can reach you if an emergency exists.

COMMUNICABLE DISEASES

State regulations pertaining to school attendance when a child has developed one of the common communicable diseases follow:

School authorities shall exclude from school, and no parent or guardian shall permit to attend, any child suspected to be suffering from any one of these diseases mentioned below. The child showing symptoms of any one of these diseases should be taken to the doctor. If the illness is confirmed, he/she shall be restricted to his/her own premises and not permitted to attend school during the interval specified.

- Chicken pox - five days from the appearance of the first crop of vesicles, or when all the lesions have dried and crusted, whichever is sooner.
- German Measles (Rubella) – four days from the onset of rash.
- Regular Measles - four days from the onset of rash.
- Mumps - nine days from onset or until subsidence of fever and swelling.
- Whooping Cough (Pertussis) - three weeks from onset or 5 days from institution of appropriate antimicrobial therapy.
- Diphtheria – two weeks from the onset or until appropriate negative culture tests.
- Respiratory streptococcal infections including scarlet fever – at least 10 days from the onset if no physician is in attendance or 24 hours after institution of appropriate antimicrobial therapy.
- Infectious conjunctivitis (pink eye) – until judged not infective; that is without a discharge.
- Ringworm – the child shall be allowed to return to school after the first treatment, if the body lesions are covered.
- Impetigo – 24 hours after the institution of appropriate treatment.
- Pediculosis (head lice) – the child shall be allowed to return to school after the first treatment.
- Scabies – after completion of appropriate treatment.
- Trachoma – 24 hours after institution of appropriate treatment.

A CHILD SO EXCLUDED SHALL NOT BE READMITTED WITHOUT A PHYSICIAN'S CERTIFICATION OF RECOVERY.

COMPUTER USAGE

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. Here is a quick overview.

- 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.
- Personal websites and e-mails may not be distributed in school.

Generally speaking, the use of the school district computers is governed by the same rules of common sense and common courtesy that are observed for all student activities. Failure to abide by them may result in the loss of computer privileges or other, more serious consequences.

CONFERENCES

Parent-teacher conferences play an important role in the lines of communication between home and school. If you have any questions regarding classroom procedures, programs or your child's progress, please contact the classroom teacher. The best times to reach the teachers are before and after school. There are several scheduled days set aside during the school year for parent-teacher conferences. You will be notified of your individual conference time. For further assistance, contact the principal's office.

CONTROLLED SUBSTANCES

The use of illicit drugs and the unlawful possession and use of alcohol 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 an appropriate rehabilitation program.

CRISIS PREPAREDNESS

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

In addition to monthly fire drills, we conduct Shelter-in-Place and Evacuation 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 PTO phone chain, District website (www.crsd.org), cable channel 78, and Mrs. Grimm's e-mail list.

DRESS AND GROOMING

Council Rock students are urged to emphasize cleanliness, neatness and generally acceptable good taste in their dress and grooming habits. In an effort to maintain an atmosphere that is most conducive to learning, student attire is expected to be appropriate for school. Appropriate dress is that which is neither offensive nor distracting. It should not present a safety hazard or disruption to the learning environment. Clothing which advertises or promotes the use of drugs, alcohol, or tobacco products is not considered appropriate. Other types of inappropriate clothing include low riding jeans, items with tight/form-fitting fabric, tops with exposed midriff or shoulders, and short skirts or short, more than 6" above the knee.

Foot wear

In order to help provide a safe and healthful environment for your child, please be sure your child wears sneakers (or similar soled shoes) on the day of the scheduled gym class. Due to the composition of the gym floor, please do not wear black soled sneakers. Sneaker skates and flip flops are prohibited at all times.



ELECTRONIC DEVICES – All hand-held electronic devices should remain at home, this includes but is not limited to electronic games, headsets, PDA's and ipods. The school is not liable for lost, misplaced or stolen items. See "*telephone*" for information regarding cell phones.



EMERGENCY CLOSING OF SCHOOLS:

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 in Philadelphia, Trenton and Levittown, the district website (www.crsd.org) and cable channel 27. Please note: There will be no RSA phone chain utilized except when there is a mid-day school closing. Student arrival on days when school opens late must be adjusted accordingly. In case of a mid-day emergency closing of the school, Mrs. Grimm will also send an e-mail to parents who are on her e-mail distribution list. To sign up for this list, simply send an e-mail to res-join@listserv.crsd.org with "Subscribe to RESParents" listed on the subject line. All e-mail addresses are held confidentially and used only for the purposes of sending school notices from Mrs. Grimm.

If conditions warrant, the announcement may indicate that school may open one or two hours late. The CRSD code number used by Philadelphia radio stations to announce closings or a delayed opening is **756**.

If schools are to open two hours late, there will be no morning kindergarten session.

CONDITIONS SOMETIMES WARRANT AN EARLY DISMISSAL FROM SCHOOL. FOR THIS REASON, IT IS IMPERATIVE THAT YOUNGSTERS KNOW WHERE TO GO AND WHAT TO DO IF THEY ARRIVE HOME AND FIND NO ONE THERE. PLEASE ESTABLISH AN EMERGENCY PROCEDURE WITH THEM NOW SO THAT ALL SITUATIONS WILL BE COVERED.

At the beginning of the year, you will be asked to complete an "Emergency School Closing" form to describe your child's plan in detail.

The decision to close school is made by the Superintendent of Schools, and it is important that our phone lines remain open to receive further instructions. Therefore, **PLEASE DO NOT CALL THE SCHOOL**. We will make every effort to activate our RSA Emergency Phone Chain when an early dismissal is called for, beginning with the youngest student first.

Also, on occasion, road conditions and/or the breakdown of a bus will cause delays in the departure time of our buses from school in the afternoon. Your patience and understanding of these occurrences will be deeply appreciated, and you can be assured that every effort will be made to get your child home as quickly and safely as possible. Should a parent arrive at school prior to the departure of the bus, the parent may only take home their child. Other students are not released without written permission of their parents.

The following are code numbers used by Philadelphia radio stations to announce the school closings or a delayed opening:



- 756** - CR schools closed
- 5756 - CR schools open 1 hr. late
- 6756 - CR schools open 2 hrs. late

EMERGENCY PHONE NUMBERS:

Early in the school year you will be asked to complete emergency cards containing information as to where we can reach parents during the day. It is very important to keep both phone numbers and other people to contact (neighbors, relatives) up to date, in the event we cannot reach you.. If there are any changes, please report them to the office. **IT IS ESSENTIAL THAT THE EMERGENCY NUMBERS BE KEPT CURRENT.**

GIFTS:

The Council Rock School Board considers the acceptance of gifts by professional staff members an undesirable practice. There are many appropriate ways for a student or family to express appreciation to a staff member. Letters, cards, or personal notes are acceptable. Gifts to staff are not considered appropriate and are discouraged.

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 is available in each school office for your review.

All students are subject to the prohibitions in the policy and protected by it. If students or their parents/legal guardian believe 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 Mr. Mark Klein, Superintendent and Ms. Susan McCarthy, Principal, Council Rock High School North. If you have any questions, you may contact the Title IX Coordinator at the following address and telephone number:

Mr. Mark Klein
Superintendent
Council Rock School District
30 North Chancellor Street
Newtown, PA 18940
(215) 355-9901

Ms. Susan McCarthy
Principal
Council Rock High School North
Swamp Road
Newtown, PA 18940
(215) 944-1300

Retaliation by anyone against an individual who has reported improper conduct, including harassment, is strictly forbidden. If you believe that anyone is retaliating against you in any way, please notify the Title IX Coordinator immediately.

HOMEWORK

Homework serves several important purposes in Council Rock School District's educational program.

- It promotes better home-school relations
- It helps students use and improve their study skills
- It provides extended time for coverage of subject matter
- It encourages concentration and independence of thought



A Council Rock student can expect to have homework assigned regularly starting in elementary school. The major responsibility of the student is the completion of homework assignments within the specified time period and in the manner which represents the student's best effort. Other **responsibilities of the student** are:

1. To keep a written record of assignments for reference, especially if multiple assignments are given nightly.
2. To inform the teacher, as soon as possible, if an assignment cannot be completed due to lack of understanding of the concepts or skills involved.
3. To bring a note from his/her parent or guardian if a nightly assignment cannot be completed because of a family or personal emergency. The student should expect to complete the assignment at the earliest time possible unless it is waived by the teacher.
4. To realize that neatness and promptness in completing assignments will be reflected in the work habits grade earned by the student.
5. To inform the teacher of his/her special interests so that some homework assignments can be tailored to those interests.
6. To realize that even if a nightly assignment is not made, opportunity should be taken to work on long-term projects and/or to read independently in an area of interest.
7. To realize that the completion of homework is an important measure of self-discipline because the student must do it on a regular basis and without close supervision.

Parents can 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.

Other **considerations for parents** are:

1. Expect short-term, nightly homework assignments to begin in the early grades and, as students enter the upper elementary grades, long-term assignments will be initiated.
2. As a "rule of thumb" parents can expect their child to spend ten minutes times the grade level on nightly homework assignments.
3. As the child progresses through the grades, nightly homework assignments will vary depending upon the type of course load the student is carrying.
4. Encourage your child to read independently.
5. Check if the assigned work is done neatly and accurately.
6. Help your child with homework assignments at his/her request, but never do the work for him/her.
7. Encourage the child to inform the teacher if he/she does not understand a skill or concept.
8. Communicate with your child's teacher if a problem persists in the successful completion of homework.
9. Send a note of explanation to the teacher if your child cannot complete an assignment due to a family or personal emergency. Unless waived by the teacher, the student will be expected to complete the assignment as soon as possible.
10. Expect that all required reference material needed to complete an assignment will be available in the school. Students will be encouraged to use other public library facilities when working on research projects.
11. Share your interests in reading, writing, learning or hobbies with your child so that he/she knows that you value learning.
12. Encourage your child to practice learning skills in home chores: shopping, home and yard care, maintaining personal belongings, care of pets, etc.

13. Continue to take family trips and vacations that provide enriching experiences that relate learning to pleasurable activities.
14. Realize that the successful completion of homework without constant reminder is an important measure of self-discipline.
15. Realize that homework is graded in two areas: content and work habits.



HOURS

The instructional day begins at 9:10 a.m. and ends at 3:40 p.m. for grades 1-6. Students should arrive promptly.

The morning kindergarten class begins at 9:10 a.m. and ends at 11:40 a.m., while the afternoon class begins at 1:05 p.m. and ends at 3:40 p.m.

Children, if driven to school by you, should not be dropped off before 8:50 a.m., because supervision of students is not available until that time.

The school office is open from 8:00 a.m. - 4:15 p.m. each day during the school year.

INSTRUCTIONAL SUPPORT TEAM

The IST provides support to children experiencing academic, social, or behavioral difficulties. In collaboration with parents, this team of professionals within our school identifies goals for improvement, then implements interventions for students to achieve these goals. Mrs. Joan Bressi, the IST Teacher, coordinates this program. It is recommended that parents who are interested in the IST process for their child first consult with the classroom teacher. Parental referrals for this program may be made by submitting a letter to the principal.

INSURANCE:

Accident insurance is not provided by the school district for a student, but a notice about parent purchase of an insurance policy will be distributed to students for parental consideration shortly after school opens. Should you wish to enroll, application is made directly to the company, please do not send the application to school.

LATENESS

The instructional day begins at 9:10 a.m. With the exception of bus riders who arrive late, students arriving after 9:10 a.m. must stop in the office with an adult before reporting to class and present a note stating the reason for the lateness. For additional information, please refer to *Attendance – Tardiness* in this handbook.

LOST AND FOUND

Please label your children's personal belongings (clothing, lunch kits, notebooks, etc.) so that they can be easily returned to their owners when misplaced. The lost and found for clothing, book bags, etc. is located in the hallway by the gym entrance. Items left unclaimed will be donated to a charitable organization on a periodic basis. Check with the office if you have lost smaller items such as jewelry.



LUNCH

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% LoFat Chocolate, 1% LoFat White, 1% LoFat Strawberry and Skim), at least three varieties of Vegetables/Fruit, and Bread/Grain. Students may select soup as a vegetable.

Our kitchen does not use any products with peanuts or peanut products to accommodate our students with peanut allergies. A peanut-free table is also available in the cafeteria.

For convenience, bi-weekly lunch tickets (10 lunches) may be purchased. Prices, daily menu choices, and other details about student lunches will be available on the monthly Chartwell's lunch calendar. If you have any questions, concerns, or suggestions, please call Mr. Pete Kelley, Director of Chartwell Dining Services at 215-968-8735.

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, www.crsd.org or from the school nurse.

MEDICATION/DRUGS

The Council Rock Board of School Director's policy regarding procedures for the transportation of medication from home to school, and the dispensing and administration of medication to students, stipulates that a school nurse is the only employee of the school district authorized to administer or dispense prescriptive and non-prescriptive medication to students. In addition, the Board policy outlines procedures to 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.

Physician and parent signatures are required for both prescribed and over-the-counter medications. Forms can be down-loaded from the CRSD web-site or picked up in the health office.

If your child requires special medication for allergies, bee stings, etc., please bring the medication directly to our nurse, properly identified and with directions for use as outlined above. Please do not send any medication with your youngster on the bus. Acetaminophen (generic Tylenol), for which the district has a standing order from the district physician, will be administered as needed to all students provided the parent has given signed permission on the student's emergency card.

MUSIC AND THEATRICAL PERFORMANCES:

We are requesting that students dress in concert attire for choral and instrumental performances this year. Concert attire is dark pants or skirt and a white shirt or blouse.

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.



NURSE

The nurse is available only for accidents and illnesses occurring in school. If your child is ill, please do not send him/her to school. We also ask that injuries occurring at home be treated there. We regret that time and facilities do not permit extended care.

OUTDOOR RECESS:

Outdoor play and physical activity play an important role in the growth and development of every child. Recess is an important time for children to participate in vigorous physical activity and to develop social skills.

All children will go out for scheduled recess, unless they suffer from a chronic physical ailment or are recuperating from an illness. In such cases, a doctor's note must be sent in everyday that the child is to remain indoors.

Staff members must use prudent judgment in making decisions about outdoor play in cold or inclement weather. Due to extreme temperatures, the individual on duty may elect to stay indoors or go out for only a portion of the allotted time. As a rule, temperatures below 32 degrees or a wind chill factor of under 32 degrees may necessitate a change in recess plans.

PARTIES

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



School Parties - Parties are limited to three per year: Halloween, December, and Valentine's Day.

Birthday Recognition – It is customary, but not necessary, to recognize your child's birthday at school. This occurs during the latter part of lunch, when a small treat is shared with classmates. Treats should be limited to single wrapped items for easy distribution. Do not send other birthday items such as candles, paper goods, sheet cakes, or soda.

Arrangements can be made with the cafeteria through Chartwell's Dining Services to deliver a tray of fresh vegetables and dip or fruit platter. See Mrs. Wicker, cafeteria manager for price and date.

PET/ANIMAL VISITS

Requests for pet/animal visits to school must be made in writing to the classroom teacher and principal at least two days prior to the actual day of the visit. Pet/animal visits will not be approved if there are any students with serious allergy conditions in the classroom or if the visit is deemed to have minimal instructional value/benefit to students.

When escorting students to and from school, please do not bring pets into the school building.

RECYCLING



In an effort to become more environmentally conscience and in alignment with Council Rock School District's philosophy, Richboro staff and students ill be participating in recycling in both the cafeteria and the classrooms. We will be recycling paper. This includes the following: **Catalogs, newspapers, magazines, junk mail, office paper, fax paper, shredded paper, notebook paper, folders. No phonebooks or cardboard please!**

Our yellow dumpster is available for papers from home as well. Your contribution adds to our tonnage and provides a small amount of money from recycling. The bin is available 24 hours, 7 days a week at the back of the school. Your papers from home will be greatly appreciated!

In addition, we will be recycling cans and plastics in our faculty room and cafeteria for school use only. Please discuss with your child the importance of recycling, as well as what is recycled.



SALES AND SOLICITATIONS

Sales and solicitations by students, parents, staff members and outside agencies are not permitted without written authorization from the principal. Due to the number of requests received each year, approval is most often not granted. Charitable work is organized through student council.



SCHOOL EXAMS AND SCREENINGS:

Students are scheduled to receive various examinations in accordance with the following

Vision, Growth and Development.....	Kdg. thru 12 th grade
Hearing.....	Kdg. thru 3 rd grade
Medical examinations.....	Kdg., 6 th and 10 th grade
Dental examinations.....	Kdg., 3 rd and 7 th grade
Scoliosis screening.....	6 th and 7 th grades

All students who are entering Council Rock schools as transfer students from other school districts are required to have medical and dental examinations if 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.

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 your child's teacher, the appropriate specialist or the IST teacher.

STUDENT CONDUCT

Guidelines and expectations for student behavior are outlined in our school's "**Code of Rights, Responsibilities and Conduct.**" Please refer to this document and review the information contained therein with your child(ren). This Code of Conduct is posted on the RES website.

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. A copy of this policy is available upon request to the Office of the Superintendent.

Parents desiring to review the contents of their child's records should contact their school principal.



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. This is essential for an orderly maintenance and prompt transfer of school records.

TELEPHONE:

Ordinarily, children will not be permitted to telephone home from school for forgotten homework, musical instrument, etc. The **office phone may be used by students for emergency calls** and then only with permission of the student's classroom teacher. Children will not be summoned from class for a telephone call except in an extreme emergency.



Student cell phones must remain in their backpacks/schoolbags throughout the school day, turned off, not silent or on 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.** In the event a student uses a cell phone or the phone rings, the

student will bring the cell phone to the office and it can be picked up by an adult at their earliest convenience.

USE OF SCHOOL FACILITIES

The Council Rock Board of School Directors wishes to make all school facilities available to as many interested community groups as possible. Organizations wishing to use such facilities should first clear the activity with the building principal of the school involved and then complete the appropriate forms necessary for Board approval. They may be obtained in any school office.

VISITATION:

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

Visitor Badges - *All persons entering Richboro Elementary School must check in the main office, sign the visitor's book and obtain a visitor's badge before going to any part of the building.*

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

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

Teacher Contact - To communicate with a teacher, send a note in with your child, leave a message on his/her voicemail, or leave a written note in the office. Parent-teacher conferences will be arranged upon request throughout the year.

Classroom Visitations - If requesting a classroom visitation, parents must submit a written request to the principal prior to the actual date of the visit and include the reason for the visit. If volunteering in the classroom, prior arrangements need to be made with the classroom teacher, who will notify the office of the arrangements.

Non-District Students- Any requests for school visits by students who do not attend RES must be made in writing to the principal at least two days prior to the actual visitation. Visits must be kept to two hours or less, and the visiting student must be in the same grade level as the RES student, and is not permitted to ride the school bus, participate in physical education class or special activities (e.g. recess, field day or field trips). Visits of this nature will not be approved during the last two weeks of the school year.

Open House – "Back-to-School Night" – This is a night set aside in the school year, at which time each teacher has the opportunity of explaining the program for the year to the parents. You are encouraged to attend. Specifics regarding this meeting will be sent home during the first week of school.

Council Rock Education Week – During the **week of January 14th**, 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 announced on our website prior to this week.



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.

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.
- All persons entering our building must check in at the main office before going to any other part of the school. A visitor's badge will be issued and must be worn throughout your visit.

For all Council Rock District Policies, please go to www.crsd.org and click on *Board Policies under School Board*.

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COUNCIL ROCK SCHOOL DISTRICT
RICHBORO ELEMENTARY SCHOOL
125 UPPER HOLLAND ROAD
RICHBORO, PA 18954
215-953-9500

Richboro Elementary School



PARENT and STUDENT HANDBOOK
2007-2008