

# COUNCIL ROCK SCHOOL DISTRICT



2016-2017

**Holland Elementary School**  
597 Beverly Road  
Holland, Pennsylvania 18966

215-944-1500  
[www.crsd.org/hollandes](http://www.crsd.org/hollandes)

**Cooperation...Respect...Responsibility...Sportsmanship**

**2016-2017**  
**STUDENT-PARENT HANDBOOK**

*Joe MacClay*  
*Principal*  
[jmacclay@crsd.org](mailto:jmacclay@crsd.org)

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**HOLLAND ELEMENTARY SCHOOL STAFF  
2016-2017**

<u>Principal:</u> Joe MacClay		<u>IST:</u> Dina Muncer	A-4
<u>Secretary:</u> Caitlin Somers		<u>CSN:</u> Judy Kaufmann	B-16
<u>Clerk Typist:</u> Marialena Massi-Renfro		<u>Staff RN:</u> Debra Cattolico	B-16
<u>Kindergarten:</u> Julie Wetherill	B-8	<u>Library:</u> Hilary Adams/Rebecca Lichtner	C-6
<u>First Grade:</u> Sue Post Shannon Gainsley	D-11 D-9	<u>Autistic Support:</u> Amanda Caffey/Sabrina Baker (Grades 3-6) Rachel Moore (Grade 1 & 2) Stefanie Wood (Grades K & 1)	C-5 F-8 F-5
<u>Second Grade:</u> Lori Caraccio Dee Chominski	D-6 D-7	<u>Intensive Learning Support:</u> Melanie Kiker (Grades 4-6) Theresa Mingacci (Grades K & 1) Amanda Gensbauer (Grades 2 & 3)	F-7 D-5 D-10
<u>Third Grade:</u> Amanda Carmen Cheryl Demusz/Allie Bailey	E-3 E-2	<u>Library Assistant:</u> Sharon Blumenthal	
<u>Fourth Grade:</u> Jeanette Barber/Heather Israel Karen Wolverton	E-5 E-4	<u>Recess Aides:</u> Annette Schurstein Becky Miscenich	
<u>Fifth Grade:</u> Dan Smith Barbara Dan	F-9 F-11	<u>Cafeteria Aides:</u> Kim Ebert Amy Gilmer	
<u>Sixth Grade:</u> Amy Smith Frank Murphy	F-4 F-2	<u>Inclusion Teachers:</u> Kelly Burdette (Grades 1 & 2) Christine Bailey (Grade 3) Amy Malone (Grade 4) Colin McCarthy (Grade 5) Andrea Mangold (Grade 6)	D-2 E-3 E-5 F-9 F-2
<u>Humanities:</u> Mindy Goldberg	E-1		
<u>Math/Tech:</u> Ken Rooney	C-1	<u>Specials Teachers:</u> Suzanne AuBuchon (Art) Jeff Johnson (Physical Education) Nanette Lutz (Music) Andrea Levin (Instrumental Band) Ben Keller (Instrumental Orchestra)	A-2 Gym A-1 B-13 B-13
<u>Psychologist:</u> Bonnie Lohmeyer	A-5		
<u>Counselor:</u> Cory Scott	B-15		

Literacy District Coordinator:

Pat Erickson B-14

Literacy Specialist:

Tara Gittelman A-11

Teacher Assistants:

Shannon Bethman AS (Grades 3-6)  
Joyce Boekel AS (Grade 1 & 2)  
Jill Brown ILS (Grades K & 1)  
Ro Carcaci LS (Grade 6)  
Karen Craig ILS (Grades 4-6)  
Christine Crosier ILS (Grades 2 & 3)  
Jen Grove AS (Grades K & 1)  
Zack Hulings AS (Grade 1 & 2)  
Jen Kinczel AS (Grade 1 & 2)  
Gina Lane LS (Grade 5)  
Beth Laux ILS (Grades K & 1)  
Amy Lynn ILS (Grades 4-6)  
Sue Marchione AS (Grades 3-6)  
Dianne McCoy ILS (Grades 2 & 3)  
Karen Modes AS (Grades K & 1)  
Suzy Note LS (Grade 4)  
Colette Paprocki AS (Grades K & 1)  
TBD AS (Grades K & 1)  
Nuray Selvi AS (Grades 3-6)  
Valerie Servis ILS (Grades K & 1)  
Gloria Terzyk LS (Grades 1 & 2)  
Steve Underwood AS (Grades 3-6)  
Emilie Vollrath AS (Grade 1 & 2)  
Kelly Whiteley LS (Grade 3)

Title I:

Clarissa Garvey D-8

ESL:

Maria Rounsavill D-8

Speech Therapy:

Dominique Rosenblatt D-4

Kathryn Young D-4

Occupational Therapy:

Nicole Kerrigan D-4

Tina Katsos B-12

Physical Therapy:

Sara Armstrong B-12

Maintenance:

Joe Ciafardoni

Aramark:

Pedro Jimenez (Day)

Amparo Bueno (Night)

Miriam Lopez (Night)

Chartwells:

Sibylle Garafalo

Joanne Finley

Helen Visco

Kindergarten Champions:

Cheryl Kaiser F-10

Linda Cunningham F-10

Champions Before/After Care:

Lauren Barbieri E-8

# **Cooperation-Respect-Responsibility-Sportsmanship**

Students are expected to follow Holland Elementary School's Four Pillars.

## **Cooperation**

Cooperation is working with one or more individuals in a kind, supportive, and helpful way.

Students will wait patiently for their turn.

Students will use kind, encouraging, and helpful words.

## **Respect**

Respect is being kind and polite to all people.

Students will listen while others speak.

Students will walk quietly in the hallways.

Students will be polite and use good manners.

## **Responsibility**

Responsibility is being honest and telling the truth about the choices one makes. It is completing assigned tasks and following the expectations of our school, classroom, cafeteria, and recess yard.

Students will be honest.

Students will complete their schoolwork.

Students will work hard as learners.

Students will follow all directions.

Students will accept the consequences they earned.

## **Sportsmanship**

Good sportsmanship is playing a game fairly and accepting in a positive way winning or losing.

Students will include others who are being left out.

Students will play by the rules.

Students will use kind words during a game.

## **Behavior Notices**

When students do not follow one or more of our pillars, they may earn a behavior notice. The behavior notice may be given by any staff member, including recess and cafeteria teachers. If your child earns a behavior notice and you would like more information about the incident and/or the consequence, please contact your child's homeroom teacher.

## **Holland Elementary School's Contact Information**

School Office: 215-944-1500

Health Office: 215-944-1509

Fax: 215-944-1597

Web Site: <http://www.crsd.org/hollandes>

Calendar: <http://www.crsd.org/Page/10615>

## **HOLLAND PARENT TEACHER ORGANIZATION (PTO)**

The Holland PTO is a very active group of parent and staff volunteers whose primary purpose is to enhance our children's educational experience. We sponsor family fun events like bingo, the school play, and our school fair, while also providing funding for assemblies and grade level activities.



The PTO meets the first Wednesday of every month. We review the work of the committees that coordinate PTO functions and we discuss items of concern to parents. We occasionally arrange for guest speakers to come and talk about child and/or parent related issues.

The PTO is always looking to expand its membership and active volunteer base. It is a great way to meet other parents in the school and be actively involved in your child's education. All meetings are held at Holland Elementary School.

President: Ed Salamon ([ed.salamon@gmail.com](mailto:ed.salamon@gmail.com))

Please refer to the PTO tab on our homepage to access current PTO information.

Visit the CRSD at [www.crsd.org](http://www.crsd.org), select Holland Elementary and then the PTO tab.

## **EMERGENCY SCHOOL CLOSING PROCEDURES 2016-2017**

The final decision to close school is made by the Superintendent of Schools after careful consideration of reports from available resources. The decision to close school or delay the opening of school is not hastily reached, but rather, approached with seriousness, sensitivity and good judgment. Every effort is made to reach a decision prior to 5:00 AM, enabling us to update our web site, notify radio, television stations and launch an Edulink telephone call.

Depending upon the emergency or forecast, dismissal may occur several hours earlier than normal. Every effort is made to avoid these types of situations. However, should the need arise; Holland Elementary will have an “**unscheduled early dismissal parent notification system**” called **Edulink** in operation. At the beginning of the school year you will receive a request for information regarding your child/children relative to the **Edulink** program. Every attempt is made to notify you. It is **imperative** that you keep your information updated throughout the school term so this program will work effectively and the students know where to go and what to do should this situation occur.

There are several methods you can use to access the District’s emergency information:

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)

The following is the code number used by local radio stations to announce closings or delayed openings:





756 - SCHOOLS ARE CLOSED  
5756 - COUNCIL ROCK OPENS ONE HOUR LATE  
6756 - COUNCIL ROCK OPENS TWO HOURS LATE  
(AM KINDERGARTEN IS CANCELLED)

If you do not have Internet access, we suggest you listen to any of the following local radio stations for announcements regarding the closing or delayed opening of Council Rock Schools.

WTTM	920 AM	-	Trenton, NJ
WBCB	1490 AM	-	Levittown, PA
KYW	1060 AM	-	Philadelphia, PA

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

School Closing and School Delay Information will also be posted and routinely updated on the following:

-  District Web Site [www.crsd.org](http://www.crsd.org)
-  Comcast Channel 28
-  School Calendar (Please subscribe, on the website, to the district listserv as well as the HES listserv to receive pertinent information.
-  You may also want to subscribe to the HES PTO listserv which can be found under the PTO tab on the HES homepage.

**Champions Before/After School Programs**  
**School Closing Information**

**CHAMPIONS CONTACT NUMBERS:**

Champions Before/After school program: (215)327-7063  
Champions Kindergarten Enrichment: (215)847-9727

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 & operate for a maximum of 2 hours.

**Champions Kindergarten Enrichment**  
**School Closing Information**

**CHAMPIONS CONTACT NUMBERS:**

Champions Before/After school program: (215)327-7063  
Champions Kindergarten Enrichment: (215)847-9727

If Council Rock is closed, Champions is also closed.

If Council Rock has a 2 hour delay, Champions will open at 9:45 AM.

If Council Rock has a one hour delay, Champions does not have a delay, they will open on time.



## SCHOOL HOURS

Official school hours are 9:10 AM – 3:40 PM. Students may be dropped off beginning at 8:50 AM. **There is no supervision until 8:50 AM.**

### Grades 1-6

8:50 - 9:00	Students who arrive at 8:50 will report to the playground. All students will go directly to their classroom if they arrive at 9:00 or any time after 9:00. ( <b>K students report directly to the K classroom.</b> )
9:10	Classroom instruction begins promptly.
3:40	Instructional day ends.
3:38	Dismissal of students to Parent Pick Up door.
3:40	Dismissal of students who walk home.
3:40	Dismissal of students who are car riders.
3:40 - 4:00	Dismissal of students who ride buses.
4:00	Conclusion of school day for teachers.

Students may not be dropped off on school premises prior to 8:50 AM unless they are attending a special program or participate in the Champions before or after school program. There is no adult supervision available prior to 8:50 am.

### Kindergarten

#### AM Session

8:50 - 9:10	Students report directly to their classrooms.*
9:10	Classroom instruction begins promptly.
11:45	Student dismissal.

#### PM Session

1:00 - 1:05	Students report to classrooms.*
1:05	Classroom instruction begins promptly.
3:40	Dismissal of students who walk.
3:40	Dismissal of students who go home by private transportation.
3:40	Dismissal of students who ride buses.
4:00	Conclusion of school day for teachers

#### Note:

Morning kindergarten students may not be dropped off on school premises prior to 9:00 AM and afternoon kindergarten students prior to 1:00 PM unless they are attending a special program or are enrolled in the Champions Program.

### **Registration Information**

Resident children shall be admitted to kindergarten provided they have reached the chronological age of five years on or before the first day of September of the new school year. Resident children shall be admitted to the first grade, provided they have reached the chronological age of six years on or before the first day of September of the new school year.

Parents may elect to enroll their child early to first grade provided the child is five years, seven months on or before September 1. Prior to registration, the parent should review the CRSD early admission policy and discuss early admission with the principal.

### **Attendance/Absences**

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. The school will classify an absence as "excused" for one of the following reasons only:

- Illness
- Death in the immediate family
- Quarantine
- Exceptionally urgent reasons (will be used only in such unavoidable absences as affect the welfare of the child directly and not for the convenience of the parent)
- Religious observances WITH prior approval
- Tutorial work
- Educational tours or trips WITH prior approval (not to exceed five days per year)
- Health care
- Weather related

"Urgent reasons" will be used only in such unavoidable absences as affect the welfare of the child directly and not for the convenience of the parent.

## COUNCIL ROCK SCHOOL DISTRICT

Dear Parent or Guardian,

Regular school attendance is necessary for a successful school experience. Instructional continuity is interrupted and the valuable interaction that occurs with teachers and among fellow students is lost when a student is frequently absent, tardy or dismissed early from school. Realizing that regular attendance in school is necessary for students to gain maximum benefits from public education, the Board urges all parents/guardians to stress punctuality and regular attendance habits with their children. Policy No. 204 of the Council Rock School District regulates attendance in the schools of Council Rock. In addition, 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 eight and seventeen to send them to school. The laws further require that, "Once a parent elects to send his 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." As we begin the school year, we want to inform you of our policies regarding attendance. This information is taken from Policy No. 204 of the Council Rock School District Policy Manual and can be accessed at [www.crsd.org](http://www.crsd.org).

### **Excused Absence:**

Any child who is absent from school must present a written excuse signed by the parent or guardian immediately upon his/her return. The note must clearly indicate the reason for absence and must be presented **within three school days** from the child's return to school.

The school will classify an absence as "excused" for one of the following reasons only:

- Illness
- Death in the immediate family
- Quarantine
- Exceptionally urgent reasons (will be used only in such unavoidable absences as affect the welfare of the child directly and not for the convenience of the parent)
- Religious observances WITH prior approval
- Tutorial work
- Educational tours or trips WITH prior approval (not to exceed five days per year)
- Health care

Any absence that can be anticipated beforehand should be brought to the attention of the building principal well in advance of the absence.

Secondary students who are absent in excess of twenty days from any year-long course may be denied academic credit for that course. Credit for semester courses may be denied if ten days of absence are exceeded. Special consideration will be given to those students who are seriously ill.

**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.

**Educational Tours or 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 held responsible for making up missed assignments.

**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.

### **Unexcused or Unlawful Absences:**

All absences for reasons other than those cited above will be considered as "unexcused." All "unexcused" absences for students under the age of seventeen are also recorded as "unlawful."

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 an official "first offense notice" to the parent/guardian and a copy to the Director of Special 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.

### **Tardiness and Early Dismissal:**

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. These incidents are recorded as “excused” or “unexcused” by applying the same criteria as those for full-day absences.

Additional school district attendance information is available on the Council Rock website [www.crsd.org](http://www.crsd.org).

Respectfully,



Barry J. Desko  
Director of K-12 Education &  
Student Accounting

## **CHANGE OF ADDRESS, PHONE NUMBER, EMPLOYMENT NUMBER**

Parents are requested to notify the school office, in writing, of a change of address, phone number or work number. In the event of an emergency, this information is invaluable. To formalize this information, it is the responsibility of the parent or guardian to make the necessary changes in the HAC (Home Access Center) system.

## **HOMEWORK RESPONSIBILITIES FOR PARENTS**

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.

- 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.

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.

## **HOMEWORK**

It is the position of the Council Rock School District to encourage and support the faculty in making homework assignments. When a teacher assigns a homework project, he or she usually has these things in mind:

- Promoting good study habits
- Developing a sense of responsibility and independence
- Helping the child master skills
- Enhancing and stimulating the child's creativity
- Providing reinforcement of material taught in class
- Making sure the child understands what has been taught
- Informing parents of what their children are learning in the classroom

As a Holland student, your child will receive two kinds of homework assignments, short-term (nightly) and long-term. The faculty is encouraged to make nightly assignments Monday through Thursday and to attempt to reserve the weekends and holidays for the students to work on long-term projects. Additionally, teachers are encouraged to differentiate student homework.

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. For example, a student in 4<sup>th</sup> grade should expect

40 minutes of homework each night. 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. Never allow homework to define your evening. Be certain to speak with the teacher regarding homework questions or concerns.

### **HOMEWORK REQUESTS - ABSENT STUDENTS**

Parent/guardian requesting homework for an absent student, please email your child's teacher so the homework may be sent home via sibling or friend in the school. If you have made arrangements with your student's homeroom teacher to pick up homework at the school, you may do so before 3:00 on the day your child is absent.

For those students who may possibly be absent for an extended period of time, please contact your child's homeroom teacher.

### **HOMEWORK RESPONSIBILITIES FOR PARENTS**

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. Encourage your child to read independently.
3. Check if the assigned work is done neatly and accurately.
4. Help your child with homework assignments at his/her request, but never do the work for him/her.
5. Encourage the child to inform the teacher if he/she does not understand skills or concepts.
6. Communicate with your child's teacher if a problem persists in the successful completion of homework.
7. Send a note of explanation to the child's teacher if he/she 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.
8. 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.
9. Share your interests in reading, writing, learning or special interests with your child so that he/she knows that you value learning.
10. Encourage your child to practice learning skills in home chores: shopping, home and yard care, personal belongings, care of pets, etc.
11. Continue to take family trips and vacations that provide enriching experiences that relate learning to pleasurable activities.
12. Realize that the successful completion of homework without constant reminder is an important measure of self-discipline.
13. Realize that homework is graded in two areas: content and successful learner traits (i.e. work habits).
14. Encourage your child to write assignments in the assignment book and to use the homework folder to transport papers.
15. Work with your child to schedule a consistent time each night for your child to complete homework.

## **HOMEWORK RESPONSIBILITIES FOR STUDENTS**

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 expect that a portion of his/her grade will be based upon the accuracy of completed homework.
5. To realize that neatness and promptness in completing assignments will be reflected in the successful learner traits grade earned by the student.
6. To inform the teacher of his/her special interests so that some homework assignments can be tailored to those interests.
7. 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.
8. 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.

## **HEALTH OFFICE**

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.

Please direct your questions to the health office by dialing at 215-944-1509.



## 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 (Rubella) - 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.
7. If you have questions, please call the health office at 215-944-1509.

## 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 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.

No employee of the Council Rock School District, other than a "licensed, registered school nurse," may 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, and sitter).***

### **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 referral to the District's Student Assistance Program Team, completion of an assessment and/or an appropriate rehabilitation program.

### **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.

# COUNCIL ROCK SCHOOL DISTRICT

ADMINISTRATION & BUSINESS OFFICES

The Chancellor Center  
30 North Chancellor Street  
Newtown, PA 18940

**ROBERT J. FRASER, Ed.D.**  
SUPERINTENDENT OF SCHOOLS  
TELEPHONE (215) 944-1000  
FAX (215) 944-1031

**BARRY J. DESKO**  
DIRECTOR OF K-12 EDUCATION &  
STUDENT ACCOUNTING  
TELEPHONE (215) 944-1000  
FAX (215) 944-1031

August, 2016

Dear PTO Presidents and Homeroom Parents,

The Council Rock School District is committed to providing a rigorous academic program for students. Additionally, the overall wellness of our students is of equal importance. As a district, we must promote healthy eating habits as good nutrition and exercise are critical to the wellness of students.

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 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.

We thank our PTO Homeroom Parents for coordinating and providing these special events for our students. We ask that all parents coordinate with Homeroom Parents before sending any items for class parties.

Your support of our children and promoting healthier eating habits is greatly appreciated.

Sincerely



Barry J. Desko  
Director of K-12 Education

The incidence of medically documented food allergies amongst our students at Holland Elementary School has steadily risen and involves students in every grade. So have the number and variety of food allergens. Known food allergies include PEANUTS, TREE NUTS (WALNUTS, PECANS, ALMONDS, COCONUT, PISTACHIOS, CASHEWS, MACADAMIAS), EGGS, APPLES, PEACHES, BANANAS, SOY, MILK AND OTHER DAIRY PRODUCTS, TOMATOES, SQUASH, SHELLFISH/FISH, SESAME SEEDS, BEANS AND LEGUMES, FOOD COLORING/FLAVORINGS, GLUTEN/WHEAT, HIGH FRUCTOSE CORN SYRUP, WATERMELON. Following the ingestion of a food allergen, a person with food allergies can experience a SEVERE, LIFE THREATENING allergic reaction called ANAPHYLAXIS. This can lead to constricted airways in the lungs, severe lowering of blood pressure and anaphylactic shock and suffocation by swelling of the throat. **THE ONLY WAY TO AVOID A REACTION IS TO AVOID THE OFFENDING FOOD.** Our teachers are instructing your children **NOT TO SHARE FOOD OR SNACKS** with their classmates. This includes personal daily snacks eaten in the classroom and packed lunches eaten in the cafeteria. We hope that you will continue this instruction with your children.

At Holland Elementary School, we work very hard to ensure the best environment possible to support a healthy lifestyle for all students. In order to continue this and to accommodate students' medical and food allergy needs, the school faculty decided last year to change how we celebrate children's birthdays. Birthdays are very special occasions and we are happy to celebrate every child, however we will continue with our decision **TO ELIMINATE ALL EDIBLE BIRTHDAY TREATS.** To accomplish this, we respectfully request that parents do not send in any type of food and this includes all snacks, treats, candy, cake, pretzels, water ice and ice cream etc. Accordingly, any edible birthday treats that are brought into school will not be served and parents will be advised to pick them up. Thank you for your kind help and support for this very important matter!

With regards to **CLASSROOM PARTIES** (Halloween, Winter, Valentine's Day and Year's End), we continue our request for no more than one sugary/low nutrition food item to be offered at classroom parties, and that all foods are **PEANUT/NUT FREE.** In order to accomplish this, **ALL FOOD ITEMS FOR CLASSROOM PARTIES** must be **STORE BOUGHT, LABELED FOR INGREDIENTS, PEANUT/NUT FREE** and **NOT PROCESSED ON EQUIPMENT THAT IS ALSO USED FOR PRODUCTS CONTAINING PEANUTS/NUTS.** Any foods that do not follow these guidelines cannot be served. These labeled food items can then be assessed for the safety of consumption by students with other food allergies and dietary issues. The focus of classroom parties should continue to be on the social, celebratory aspect of the event rather than the food. All Homeroom parents and parents who wish to send in food items for classroom parties are asked to check with their child's teacher first regarding the menu.

A list of "SAFE FOODS" as it relates to PEANUTS/TREENUTS can be found at the Food Allergy & Anaphylaxis Network's website [www.foodallergy.org](http://www.foodallergy.org) and the Safe Snack Guide at <http://snacksafely.com/snackguide>. They have lists of snacks that they have investigated and found to be peanut/nut free. They do list a disclaimer that processing facilities and ingredients change frequently and that products that may be allergen safe one week are not necessarily the next week. **THE ONLY WAY TO BE SURE IS TO READ THE ENTIRE FOOD ALLERGY LABEL EVERYTIME,** checking for ingredient safety. Area vendors have been very cooperative in the past in providing written documentation as to all the contents of their products as well as the peanut/nut status, if you ask them. Jim's Pretzels in Richboro has provided this documentation as has the Philly Pretzel Factory (peanut/Nut safe but may contain a dairy ingredient). Dunkin Donuts and Rita's Water Ice were unable to provide documentation because nuts are handled at these locations and so may **NOT** be served at HES.

**OUR MOST IMPORTANT GOAL IS TO PROTECT AND PROMOTE THE HEALTH AND SAFETY OF EVERY CHILD!** These acts of kindness, in asking everyone to make small sacrifices to ensure the safety of a few, go a long way in creating a kinder more compassionate school community.

Joe MacClay  
Principal

Judith Kaufmann  
Certified School Nurse

## **LOST AND FOUND BOX**

Our lost and found box continues to grow. Gloves, jackets, hats, sweatshirts, and more are in plentiful supply. If your child has lost an article of clothing, please encourage him or her to check the box. If the clothes have not been claimed by the second week of summer, they will be washed and donated to charity. Please label all articles of clothing with your child's name. The lost and found is located outside the gymnasium doors.

## **FORGOTTEN ITEMS**

If your child forgets an important item, such as lunch, a musical instrument or any other item deemed necessary for a successful school day, you are welcome to bring the item TO THE OFFICE at your convenience. We will see to it that your student receives the item. Please remember to label the item with your child's name, teacher's name, and the room number.

## **LUNCHES**

The Food Service Department run by Chartwells offers well-balanced lunches every full school day for all students in the district. As participants in the National School Lunch Program, **free and reduced price lunches** are provided for those students whose family income makes them eligible under the provision of Public Law 91-248. **Applications are available on the Council Rock website and from the main office at your child's school.**

It has been mandated by Federal Regulations that a ticket system for school lunches be established to prevent overt identification of free and reduced price lunch recipients. Council Rock school cafeterias utilize the newest point-of-sale systems which require students to enter an ID number to access their lunch account. All students, whether paying in full for their lunch or receiving a free or reduced price lunch, follow the same procedure so there is no indication as to their status.

Funds, in any amount, may be deposited in lunch accounts by means of a check or money order made payable to the "Council Rock Food Service Fund" (no cash, please) and can be delivered by the student to the cafeteria manager or cashier. Students will draw from this account and parents will receive notification when balances reach a low level. You may also use a credit card to deposit money into the account. Please know there is a fee involved with this process.

All questions regarding school lunches, please contact the cafeteria manager at 215-944-1511 or email: [HESCafeteria@crsd.org](mailto:HESCafeteria@crsd.org)

**Our lunch price is \$2.85 Milk prices are \$0.55**

In the elementary schools, a menu is sent home monthly. PARENTS SHOULD EXPECT A MENU FROM EVERY ELEMENTARY SCHOOL CHILD IN GRADES ONE THROUGH SIX. Menus are also published in local newspapers, on the Council Rock website, and on the Holland Elementary website.

## **PARTIES**

There will be four class parties held each year: Halloween, December, Valentine's Day, and end of the year. Parties for special events may be held at the combined discretion of the teacher and principal.

## **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, it can be extremely hurtful. To prevent this unfortunate circumstance, please issue invitations outside of the school setting. In addition, the staff at Holland is not permitted to share private contact information for families. If a parent needs contact information of other families, the PTO directory represents an optimal source.

## **RECESS**



Our playgrounds are for the use and enjoyment of all students. Some activities that might be considered quite reasonable at home are not permitted at school due to the large number of children involved. Also, we ask that students not bring toys, radios, or equipment to school without the appropriate staff permission. For the safety and benefit of all the children, we have established the following guidelines. To ensure the safety of ALL children, please review these rules with your child/children.

## **RECESS EXPECTATIONS**

### 1. COURTESY

Please be courteous and respectful of others share and follow the directions given by the supervising adults. The type/size of balls that can be used in the playground shall be regulated by the supervising adults. Balls are not to be used on the playground prior to 9:10 am.

### 2. BALL ACTIVITIES

Games which involve the use of balls should be played only in areas designated by supervising adults. Baseballs, hard rubber balls, and tennis balls are not allowed. Balls should not be thrown/ kicked against the school building or near playground equipment.

### 3. BOUNDARIES

Students may not enter or go near the: parking lot, driveway areas, streets, wooded areas, school window areas. Specific play areas will be regulated by the supervising adults to insure the safety of all. Supervising adults will retrieve playground equipment (i.e., balls) that enters the "off-limit" areas.

Students should remain in the playground areas assigned by the supervising adults at all times. Students may leave the playground areas if they acquire permission and are issued a pass to enter the school building by the supervising adult.

### 4. UNSAFE PLAY

Unsafe play on school grounds and equipment is not permitted. For example: fighting, playing tag-type activities on equipment, excessive hard hitting and pushing in soccer type games, going down the sliding board backwards. Jump ropes may be used with the approval of the recess aides.

### 5. SNOW/ICE

Following a snow fall, students may be able to go outside after the blacktop areas have been cleared. Sliding on the ice is dangerous and should not be done. Children are not permitted to throw snowballs.

### 6. THROWING OBJECTS

Students are not permitted to throw stones, mud, sticks, hardballs, snowballs, etc.

### 7. LINE-UP

Students shall promptly report to their assigned line-up areas when the whistle is blown.

### 8. INJURY

If a student is hurt, tell the supervising adult immediately.

### 9. FOOD/BEVERAGES

Food, chewing gum, and beverages are not permitted in the playground areas.

## **Safety Guidelines for Recess Equipment**

### **Safety Guidelines:**

1. If you are able to reach the equipment without assistance, you may play.
2. No hanging upside down on playground equipment.
3. No gymnastics (cartwheels, handsprings, hand stands, etc.) on grassy area or black top area.
4. If your footwear is deemed to be unsafe for recess, students will be asked to play an alternate activity.

### **Climbing Bars and Spinner:**



If you are able to reach the equipment without assistance, you may play. A limit of two students at one time will be permitted on the tires. Look down before dismounting. Bend your knees slightly when your feet strike the ground. Wear sneakers or closed soft-soled shoes if you would like to play on the bars. A maximum of two students on the spinner at one time. Maximum spin time is counting to eighty. Hands and feet are to remain on spinner until it comes to a complete stop.

#### Swings:

If you are able to reach the equipment without assistance, you may play. Sit down in the middle of the seat and swing in a forward and backward motion. Hold onto the chains with both hands. Shoes remain on your feet. You may get off the swing when it is no longer moving. **No jumping off the swings.** If you are waiting for a turn, count to 80. You may begin counting after the classmate has been swinging for a short time.

#### Sliding Board:

If you are able to reach the equipment without assistance, you may play. While you are waiting for your turn, stand at the bottom of the ladder with your feet in the mulch. One person at a time may climb the ladder. Slide in a sitting position with your feet stretched out in front of your body. Quickly move away from the bottom of the slide when you are finished with your turn.

#### Track Ride:

If you are able to reach the equipment without assistance, you may play.

### **Importance of Outdoor 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 require all students participate in this educational activity. Unless your child has a note from his/her physician, he/she will be expected to go out for recess.

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 below 20 degrees or when the wind chill factor drops the temperature below 20 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 VISITATION**

Upon entering the school for any reason, you are required to report immediately to the office to sign in and receive a visitor's badge.

Classes are not to be interrupted by any parent or visitor during school hours. If it is necessary to have a message, lunch money, or clothing delivered to a child while school is in session, the school office will gladly take care of it. Please label each article with your child's name, teacher, and room number.

1. Summer Orientation and Back-to-School Nights – These are two times set aside during the school year so each teacher may explain the program for the year. We urge you to attend. Specific dates and schedules will be sent home early in the school year.
2. American Education Week – Several days are set aside during the school year for parents to visit the classroom and see their children in a learning situation.

### **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 physical education class.

The wearing of sneakers is also highly recommended for outdoor activities and at recess.

### **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 RIGHTS AND RESPONSIBILITIES**

Student Rights and Responsibility policies assume that the vast majority of Council Rock students are law abiding and respect 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 or 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, student-principal conference, 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 a teacher-pupil conference, a parent-teacher conference, a student-principal 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 (as defined by the laws of the Commonwealth of Pennsylvania and Board Policy 30.10.)
3. Smoking on school property.

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. 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.
8. Vandalizing school property or tampering with the safety or emergency systems of any school.
9. Fighting or instigating a fight.
10. 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.
11. Possession of firearms, knives, or other dangerous weapons on school property.
12. 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.
13. Misconduct or flagrant misbehavior on school buses or any vehicle which transports students to and from school and/or District and/or Student Activities.



## WEAPONS

The Council Rock School Board prohibits students from possessing weapons in any school district buildings, on school property, in any school-sponsored activity, and on any vehicle provided by the district providing transportation to or from school or a school-sponsored activity. For more information, please refer to Board policy 218.1 which can be found at:

<http://www.crsd.org/domain/87>

## **BULLYING**

1. The Board prohibits all forms of Bullying by district students.
2. The Board encourages students who have been bullied or know of bullying to promptly report such incidents to the building or designee. Any school district employee who believes that a student is being bullied shall report it immediately to a school administrator.
3. The Board directs that a school administrator or his/her designee shall investigate complaints of bullying promptly and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying. For more information, please refer to Board policy 218.10 which can be found at: <http://www.crsd.org/domain/87>

## **BEHAVIOR FOR BUSED STUDENTS**

1. Arrive at your stop promptly. Do not arrive at your stop more than five (5) minutes ahead of the bus arrival.
2. Treat the property at the stop as though it was part of your home.
3. Board the bus in a single file and proceed to the rear and find an available seat. Please remember: Younger students sit in the front of the bus and older students sit in the back of the bus.
4. Speak softly to your neighbors to allow the driver to concentrate.
5. Unless there is an emergency, do not speak to the driver while the bus is in motion.
6. To keep everyone safe, especially students with food allergies, food is not permitted to be eaten on the bus.
7. Please place trash in the trash can.
8. Remain seated while the bus is in motion.
9. Be polite and use kind words to your driver and your neighbors.
10. When leaving the school bus, disembark in an orderly fashion with the students closest to the front leaving first.
11. Unless you have received prior approval from the office, you should get off the bus at your regular stop.
12. Bus children are to ride the bus both to and from school. They are not to ride one time and walk another.
13. Switching buses (See Transportation Section pages 49-50).
14. The school is responsible for the child's safety from the time your child leaves home until he returns home. Only by strict enforcement of the rules can we insure your child's safety; repeated infraction of the rules may necessitate the denial of bus privileges.
15. No pets may be brought on the school bus.

**BREAKING OF THESE RULES MAY MEAN A REVOCATION OF THE PRIVILEGE OF RIDING THE SCHOOL BUS.**

## CAFETERIA BEHAVIOR

1. The cafeteria teachers are your teachers during lunch. Remember to stop and listen when they use the school wide signal.
2. Upon entering the cafeteria, please walk quietly in a line and sit at one of the lunch tables. We walk at all times.
3. If you have a question or a comment, quietly raise your hand and wait patiently for a cafeteria teacher to assist you.
4. You will be directed to leave your seat to buy lunch or snack. You may throw your trash away without permission from a cafeteria teacher.
5. The cafeteria teachers will explain the seating guidelines. Remember: It is a privilege to choose your seat in the cafeteria. The cafeteria teachers may or may not assign seats.
6. Please wait for your class or table to be called to get into the lunch line. "Milk buyers" will be called first.
7. If you forget your snack or school store money, you will not be permitted to return to the classroom. Please see the cafeteria teachers for assistance if you do not have a lunch.
8. You must have the cafeteria teacher's permission to leave the cafeteria at any time. Please ask and then sign out on the Cafeteria Sign Out Sheet when you are leaving to go back to your classroom, having lunch with a teacher or counselor, math club, music lessons, etc.
9. After receiving permission to get a drink from the water fountain. Please sign the Water Fountain Sign Out Sheet. Then take the pass with you.
10. After receiving permission to use the restroom, please sign out on the Restroom Sign Out Sheet. Then take the pass with you. The pass has magnets on the back so it will stick to the mirror in the restroom.
11. Saving seats for friends is not permitted.
12. Students will be called for snacks during the last 10 minutes of lunch. Snacks are available when the green light is on and your class or table has been called to get into the snack line. **There is a limit of 2 snacks per student.**
13. Please ask for help if you have a spill or accidentally throw out your tray.
14. When students are finished eating, all trash is to be placed in the trash can.
15. Please use your inside voice when in the cafeteria.
16. Students will line up in a quiet and orderly manner when they are called for dismissal.

## BICYCLE BEHAVIOR

Students in grades 3, 4, 5, and 6 are permitted to ride their bicycles to school if they do the following:

1. Provide a signed permission slip. Permission slips are available in the main office.
2. Follow good bicycle safety practices including:
  - Wear a helmet at all times while riding a bicycle (it is a Pennsylvania law) and please be sure to buckle the helmet as well.

## **ASSEMBLY PROGRAMS**

1. Students will enter and exit all assemblies respectfully and responsibly, with no talking.
2. Please show respect for all performances. Talking is not permitted during assemblies.
3. Ask your teacher if you may go to the bathroom prior to going to a program.

## **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. 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.

## **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 discrimination. A copy of the Board policy outlining the procedure for handling complaints may be obtained from the Superintendent's office or click on the link: <http://www.crsd.org/domain/87>

## **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.

If a parent desires to review a child's educational records before he/she is transferred to another school, the parent should make such a request to the school principal.

## **TELEPHONE USE**

Ordinarily, children will not be permitted to telephone home from school for forgotten homework, jackets, instruments, etc. The office phone may only 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 to a telephone except in an extreme emergency. If a student is permitted to bring a cell phone to school, the cell phone must be turned OFF at all times during school hours.

Our school office is receiving an increased number of telephone messages that are to be relayed to children. Please realize that we attempt to keep classroom interruptions to a minimum. We ask you to cooperate by taking care of routine business with your child before he/she leaves for school in the morning. This includes directions regarding whose home your child is to go to after school, information regarding after school music lessons, scouts, etc.

## USE OF PERSONAL ELECTRONIC DEVICES

1. Except as otherwise provided herein, the Board prohibits use of Electronic Devices by students during the school day on District Property. The use of Electronic Devices is prohibited, at all times, in locker rooms, bathrooms, health suites and other changing areas.
2. The District further prohibits the use of Electronic Devices for the purpose of intercepting any wire, electronic, or oral communication unless consented to by all parties to the communication prior to the interception.
3. The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on District Property; on district buses and vehicles; and at activities, sponsored, supervised, or sanctioned by the school district. Where “Electronic
4. Devices” is used in this policy, this specific prohibition shall govern, provided however that a school administrator may grant an exception to this prohibition when a student is a member of a volunteer ambulance or rescue squad or where the student has a medical condition that necessitates the use of a telephone paging device/beeper. For more information, please refer to Board Policy 237 which can be found at: <http://www.crsd.org/domain/87>





**COUNCIL ROCK SCHOOL DISTRICT**  
Holland Elementary School

**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.

Personal Electronic Devices have become an intrinsic part of our society and learning. It is our intention to allow students a reasonable allowance at school for their device.

PEDs (Personal Electronic Devices) are not permitted to be brought to Holland Elementary School unless permission is granted, by administrators and teachers for educational purposes in the classroom only. Students and parents must sign a PED agreement prior to bringing PED to school.

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. PEDs shall not be used in any way that threatens, humiliates, harasses, or intimidates students, teachers, administration or visitors, or otherwise violates district policies or local laws.
8. PEDs may not be used by students for any disruptive purpose including phone calls, text messaging, photographs, videos, voice recording, games, movies, and applications (apps) not approved by administration.
9. 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, cell phones, etc.

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Type of PED (i.e. Kindle, Nook, Cell Phone)

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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



## **BUS TRANSPORTATION**

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.

A student who ordinarily is transported to and from school on an ASSIGNED bus may **not** ride home with a friend on a different bus, **get off at a different bus stop**, or elect to take an alternate means of transportation without notifying his/her classroom teacher and the front office. Notification must be a written note from a parent requesting a change. The office will then issue a bus pass to the student.

Exception: Emergency requests to change buses for a particular purpose must be in writing and approved only by the Principal. **This includes if the student will be riding his/her same bus and getting off at a different bus stop.** Such requests shall be submitted at least one day prior to the anticipated change in buses.

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 home.

In addition, it is also wise to review with your child the dangers of accepting rides from strangers. We teach about this topic in school, but to be completely effective, we need your reinforcement at home.

The Pennsylvania State Police policy requires all school buses to be inspected 3 times per year, twice by the inspection station and once by the State Police. The State Police will conduct its inspection in August and will also be conducting various "spot checks" throughout the school year. These spot checks will be completed at the school, so there will be little disruption to the student's busing schedule.

The Pennsylvania State Police will inspect the bus for over-crowding. Each student's book bag, project, musical instrument or "roll on" luggage must be on his/her lap or under his/her seat. If not, then the item will be considered to have "impeded" the fast, safe exit in case of a bus evacuation.

### **TRANSPORTATION TO HOLLAND ELEMENTARY SCHOOL**

**The Superintendent of Schools for Council Rock School District has indicated the District's position as: "Bus transportation has been provided for the students who live in the areas in question. Parents who elect to permit their children to cross Buck Road, do so without the approval of the Council Rock School District.**

## 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 Ms. Christine Trioli, Director of Human Resources. If you have any questions, you may contact the Title IX Coordinator at the following address and telephone number:

Ms. Christine Trioli  
Director of Human Resources  
Council Rock School District  
30 North Chancellor Street  
Newtown, PA 18940  
(215) 944-1000

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

Please view the School Board Policy dealing with harassment here:

<http://www.crsd.org/cms/lib5/PA01000188/Centricity/Shared/Policies/104.pdf>

The CRSD Board of School Directors recently adopted several new School Board Policies. These policy changes are as follows.

### New Policy

No. 103 (Nondiscrimination in School and Classroom Practices)  
No. 219 (Student Complaint Process)  
No. 247 (Hazing)  
No. 248 (Harassment)  
No. 249 (Bullying/Cyberbullying)

### Former Policy

No. 103  
No. 219  
No. 218.9  
No. 218.8  
No. 218.10

These new policies are reviewed annually with students and staff and can be accessed through the CRSD.org web site. If you have any questions regarding these policies or if you need additional information, please contact the school principal.