

*2018-2019*

***COUNCIL ROCK SCHOOL DISTRICT***

***PARENT HANDBOOK***



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**The Council Rock School District Board of School Directors sets the policies that define procedure and practice for the delivery of our school program. These policies can be found on the Council Rock School District Web site – [www.crsd.org](http://www.crsd.org) at this [LINK](#).**

**The Board of School Directors meets in public meeting at least on a monthly basis. The start times, agenda and relevant attachments are posted to the web site prior to each meeting. Board meetings are televised live on the night of each meeting and recorded for replay during the subsequent weeks on CRTV (Channel 28 on Comcast and Channel 44 on Verizon). Recordings of these meetings are also available at this [LINK](#) on YouTube. The Board also meets in Committee meetings multiple times each month. A schedule of these meetings may be found on the web site. These meetings are livestreamed through the YouTube channel.**

## **DIRECTORY INFORMATION**

**Elementary Schools** – Directory Information can be found at this [LINK](#).

**Secondary Schools** – Directory Information can be found at this [LINK](#).

**Administrative Offices** – Directory Information for all other school district offices can be found on the Council Rock web page at the Administration link.

## **AHERA NOTICE**

The purpose of this notification is to make parents of registered students, faculty and staff aware that Council Rock School District engages an environmental consulting firm regarding compliance with the requirements of the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR Part 763 Subpart E. This law requires that each Local Education Authority (LEA) engage EPA accredited individuals to inspect all student and staff accessed areas for the presence of both friable and asbestos containing materials (ACM) and to maintain an Asbestos Management Plan as a result of the building inspection. The management plan provides a description of the amount, type, location and condition of all ACM found in each building within the district. The plan also contains a detailed schedule of responses and activities for handling the ACM. Council Rock School District is in compliance with all deadlines and has submitted reports and documentation to the designated state agency. The School District's Management Plan is available for review by interested parents, faculty and staff in the school offices during business hours.

## **Statement of Equal Opportunity**

**Council Rock School District is an equal opportunity education institution and will not discriminate on the basis of age, race, color, national origin, sex or disability in its activities, programs or employment practices as required by Title VI, Title IX and Section 504 and the American with Disabilities Act (ADA). For information regarding civil rights or grievance procedures, contact the Director of Human Resources. For information regarding services, activities, and facilities that are accessible to and usable by disabled persons contact the Director of Special Services, at the Council Rock Administration Offices, 30 North Chancellor Street, Newtown, PA 18940, (215) 944-1000.**

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## **Nondiscrimination in School and Classroom Practices**

**Council Rock School District provides an equal opportunity for all students regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, ethnicity, national origin, marital status, pregnancy or handicap/disability through the programs offered in our schools. The equitable distribution of District resources is one means the District shall use to ensure all students receive a quality education. Students and third parties who believe they have been subject to discrimination are encouraged to promptly report such incidents as set forth in Policy 103. Incidents should be reported to the District Compliance Officer: Mr. Barry Desko, Director of K-12, 30 North Chancellor Street, Newtown, PA 18940 e-mail: bdesko@crsd.org.**

## **Communicating with Parents and the Community**

### **Emergency Notification System**

Council Rock School District uses Blackboard Communication to inform parents of both regular and emergency information through mass emails, robocalls, and text messaging. In the event of a non-school hour, non-emergency (such as school closings due to weather) parents will receive a robocall to the primary number on record in the school district's Home Access Center as well as a mass email. In the event of a school hour emergency, a robocall will go out to ALL numbers on record in HAC, a text message will be sent to mobile lines listed, and a mass email will be delivered. If any of your phone numbers or contact information changes, please contact your child's school office to provide all of your updated information.

### **eFriday Folders**

Council Rock uses our district web site to post information from schools, our school district, and this community. This parent portal is called efriday folders. You can access the links to the community pages, district page, and school page on the Council Rock web site; [www.crsd.org](http://www.crsd.org).

### **CRTV**

Information on Council Rock events, replays of the meetings of the Council Rock Board of School Directors, and other community related broadcasts are available on CRTV. You can access our cable channel on Comcast Channel 28 and Verizon Channel 44.

### **Emergency Closing of Schools**

Schools will not be open when, in the considered judgment of the administration and the transportation staff, it is too dangerous for buses to travel. If conditions warrant, the announcement may indicate that school may open one or two hours late. Conditions sometimes warrant an early dismissal from school, for either snow or excessive heat. It is imperative that prior arrangements be made for young children in the event that they arrive home and find no one there. If school is to be closed or delayed, announcements will be made on all major radio and TV stations in Philadelphia. In addition, messages will be sent using the automated system referenced above. All closing information will be placed on Council Rock's website and posted on the school district official Facebook page and Twitter feed.

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## **PARENT INFORMATION**

### **ACCEPTABLE USE OF COMPUTERS**

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

### **CELL PHONES**

Council Rock recognizes the continued need for student cell phone use; however, cell phones are not permitted to be used during the school day. Moreover, the presence of a cell phone during any testing setting in our high schools is considered a violation of our Academic Integrity Policy. We encourage parents to discuss acceptable use of cell phones with your child. The school district's full policy on cell phones is outlined in [Board Policy 237](#).

### **ATTENDANCE**

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 such child or children to school. 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.

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.

#### **Change of Address, Phone Number, Email**

Parents are requested to contact Central Registration to change their address and/or phone number. Email address should be changed through Home Access Center. In the event of an emergency, this information is invaluable.

#### **Request for Student's Early Excusal from School**

Parents or guardians who desire to have their children excused early from school during the instructional day will be requested to do the following:

The parent or guardian must report to the principal's office or in the high school, the attendance office, to request that his/her child be excused. If the parent or guardian has arranged for a friend or relative to call for his/her child at school, the former should telephone the school introducing the friend or relative, or see that an early excusal note signed by the parent or guardian, accompanies the friend or relative. In the latter case, the phone number where the parent can be reached should be included in the note.

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### **Exception to Procedure:**

In order to have a high school student who drives to school excused early, a note requesting same and stating the reason, time of excusal, and signed by the parent or guardian must be presented by the student at the assistant principal's office. The student will then be permitted to leave school at the specified time.

Upon his return to school, the student must present a written excuse signed by his parent or guardian. The note must clearly indicate the reason for absence.

## **ABSENCE**

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

### **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.

### **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.

### **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.

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## **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 “School Attendance Improvement Plan” will be developed to improve student attendance. *For each incident of unlawful absence after the sixth unlawful absence, the attendance officer shall do one or more of the following; refer the child to an attendance improvement program, refer to Children and Youth or file a truancy citation with the District Magistrate.*

## **EMPLOYMENT (WORKING) PAPERS**

All persons under eighteen years of age (with the exception of golf caddies, newsboys and those who have graduated) are required by the Pennsylvania Child Labor Law to have working papers for all types of employment at any time of the calendar year (including summer vacation). Employment (working) papers may be obtained from the high schools and middle schools.

## **HARASSMENT/DISCRIMINATION POLICY**

### **NOTICE TO STUDENTS AND/OR PARENTS OR LEGAL GUARDIANS**

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

All students are subject to the prohibitions in the policy and are protected by it. If students and their parents/legal guardian believe that they are the victim of harassment or any other form of improper conduct, or if students observe what they believe to be harassment or any other form of improper conduct, they are urged to report it to any teacher, guidance counselor, nurse, school principal or administrator in the school district. Complaints will be properly investigated in order to take prompt and effective action to eradicate improper conduct.

**BULLYING.** Consistent with the school code and good practice, Council Rock has a separate policy that addresses the issue of bullying and cyberbullying. [Board Policy 249](#) prohibits bullying in Council Rock Schools.

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## HEALTH SERVICES

Every child of school age attending school in Council Rock must receive the following health services in accordance with the following schedule:

<b>Vision, Height and Weight</b>	Annually – Kindergarten through grade 12
<b>Hearing</b>	Kindergarten through Grades 3, 7 and 11. Annually for all students receiving special education and students with hearing problems.
<b>Medical Examinations</b>	Kindergarten or First and Grades 6 and 11
<b>Dental Examinations</b>	Kindergarten or First and Grades 3 and 7
<b>Scoliosis Screening</b>	Grades 6 and 7

The district recommends that all medical and dental 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. Anyone not seen by their private physician or dentist for the mandated medical and dental examinations will be scheduled to be seen by the school physician and dentist. All students who are entering Council Rock schools as transfers from other school districts are required to have current medical and dental examinations. The school nurse is responsible only for the emergency care of injuries and sudden illnesses that occur while the student is in school. The nurse 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. When at all possible, parents are responsible for transporting the ill or injured student to his/her home, the doctor or the hospital.

### Medications

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

The "Permission to Administer Medication" form must be completed and signed by the physician and parent or guardian. This form must be signed for both prescription and over-the-counter medications.

Medication must be delivered to school in the original pharmacy container with the current prescription label. Upon request, pharmacists can prepare a duplicate container to be used for school.

**Important:** All medications including prescription and over the counter medications must be brought directly to the health office by the parent, guardian, or a responsible adult designated in writing by the parent or guardian. The medication must be accompanied by a written prescription from the physician. Students who have prescribed or over the counter medications of any kind, including asthma inhalers, Epi- pens, Insulin, Tylenol, Advil, Cold medications, etc in their possession (in lunch boxes, school bags, purses or lockers, etc.) may be considered in violation of the school district drug and alcohol

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policies and may be subject to disciplinary action. All emergency medications carried by students must have the necessary physician and parent permission forms on file in the school health office.

At such time that a student's medication has expired and at the end of the school year, it will be the responsibility of the parent/guardian to retrieve the student's medication from the school nurse. Be advised that the medication will not be returned home with the student. If the medication has not been retrieved by the parent/guardian by the last day of school, it will be taken to a community medication disposal facility.

In accordance with Council Rock School District policy [210.1](#), students may possess and self-administer prescribed emergency medication and other self-administered medical procedures, tests and/or medications, authorized by the parent/guardian in addition to a written medical order from the student's physician on file in the school health office, where a delay of administration of the medication/medical procedure would jeopardize the student's health or well-being. These medications / medical procedures are limited to an *emergency asthma rescue inhaler*, *emergency epi pen/epi pen jr./AUVI Q epinephrine injection* for severe allergic reactions, and *blood glucose testing equipment*, *insulin injections* for diabetes in accordance with board policy.

A licensed registered nurse employed by the school district shall be the only district employee responsible for the administration of medications. If a licensed registered nurse is unavailable to administer the medication on a time schedule determined by the student's physician, a plan will be developed by the school nurse, and a parent or guardian to ensure that the dosage is administered as close to the recommended time as allowed.

All medications are kept in the health office in a locked cabinet.

Acetaminophen, for which the district has a standing order from the district physician, will be administered with the signed permission of parent or guardian as noted on the Student Demographic Verification Form in grades K-6.

In addition to Acetaminophen, Ibuprofen, for which the district has a standing order from the district physician, will be administered to students in grades 7 thru 12, with the signed permission of parent or guardian as noted on the Student Demographic Verification Form.

### **Immunization**

Pennsylvania legislation requires that all children at any grade, kindergarten through 12th, including all public, private, parochial, intermediate unit and home schooled students, show proof of immunization before they can attend school in the Commonwealth, unless an exemption for medical or religious reasons is granted. If your child does not have proof of immunizations, documentation of exemption or a medical plan signed by their medical provider, state law requires they be excluded from school until the appropriate documentation is submitted.

The following minimum immunizations are required at all grade levels: Effective September 5, 2017, children in ALL GRADES must have written medical proof of the following immunizations.

#### **• PENNSYLVANIA MANDATED IMMUNIZATION REQUIREMENTS**

**Children in ALL GRADES** must have written medical proof of the following immunizations.

- a) **Diphtheria and Tetanus** - Four (4) doses of tetanus, diphtheria and acellular pertussis (One [1] dose on or after the 4th birthday)
- b) **Polio** - Four (4) doses of polio (4<sup>th</sup> dose on or after 4<sup>th</sup> birthday and at least 6 months after previous

dose given), a fourth dose is not necessary if the third dose was administered at age 4 years.

c) **Measles, Mumps, Rubella** - Two (2) doses of Mumps and one dose of Rubella, given on or after the 1<sup>st</sup> birthday as an MMR. The second doses of Measles and Mumps are usually given as an MMR but may be Measles & Mumps only given at least one month after the first dose.

d) **Hepatitis B** - Three (3) doses with the first and second doses at least one month apart and the third dose 16 weeks after the first dose but not prior to six months of age.

e) **Varicella** - Two (2) doses on or after the first birthday or evidence of chicken pox disease.

### **STUDENTS ENTERING 7<sup>TH</sup> GRADE**

**Tetanus, Diphtheria, and Acellular Pertussis (Tdap)** – 1 dose given by the 1<sup>st</sup> day of 7<sup>th</sup> grade.

**Meningococcal Conjugate Vaccine (MCV)** – 1 dose given by the 1<sup>st</sup> day of 7<sup>th</sup> grade.

### **STUDENTS ENTERING 12<sup>TH</sup> GRADE**

**Meningococcal Conjugate Vaccine (MCV)** – 2<sup>nd</sup> dose given by the first day of 12<sup>th</sup> grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose.

### **The only exemption to the Pennsylvania school laws for immunization are:**

- Medical reasons
- Religious beliefs
- Philosophical/strong moral or ethical conviction

If your child is exempt from immunizations, he or she may be removed from school during an outbreak.

### **Communicable Diseases Requiring Exclusion**

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

**Diphtheria** - 2 weeks from the onset or until appropriate negative culture tests.

**Chicken Pox\*\*** - 6 days from onset of last crop of vesicles (blisters).

**Rubella (German Measles)** - 4 days from onset of rash.

**Regular Measles** - 4 days from onset of rash.

**Mumps** - 9 days from onset or until subsidence of swelling.

**Pertussis (whooping cough)** - 4 weeks from the onset or seven days from institution of appropriate therapy.

**Respiratory Streptococcal Infections (including Scarlet Fever)** - Not less than 7 days from the onset if no medication is prescribed or 24 hours from the institution of appropriate therapy.

**Acute Contagious Conjunctivitis (Pink Eye)** - 24 hours after institution of appropriate therapy.

**Ringworm** -Until judged non-infective by the school nurse or child's physician.

**Impetigo Contagiosa** Until judged non-infective by the school nurse or child's physician.

**Pediculosis Capitis or Corpora (Head or body lice)** – May return to school after proven treatment for pediculosis, removal of nits and when judged non-infective by the school nurse or child's physician.

**Scabies**-Until judged non-infective by the school nurse or child's physician.

**Tonsillitis**-24 hours from institution of appropriate therapy.

**Trachoma**-24 hours from institution of appropriate therapy.

**Tuberculosis** - Following a minimum of 2 weeks of adequate medication therapy and 3 consecutive negative sputum smears. In addition, a note from the physician that the child is not at risk for infecting

others shall be submitted prior to readmission.

**Neisseria Meningitides**-Until judged non-infective by the physician after a course of rifampin or other drug which is effective against this disease.

\*\* This disease is newly reportable to the Bucks County Department of Health

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

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

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

Health Resources: Bucks County Department of Health (phone: 215-345-3318)  
PA Department of Health (phone: 877-724-3258)  
Poison Control (phone: 800-222-1222)  
A Women's Place Shelter for Battered Women in Bucks County (215-343-9241)  
Bucks County Suicide Hotline (phone: 800-273-8255)  
Crisis Lines:  
Lower Bucks (phone 215-355-6000 or 215-547-1889)  
Central Bucks (phone 215-340-1998)  
Upper Bucks (phone 215-536-0911)

### **Library Media Center Hours**

The Council Rock High School Library Media Center is open for community use from 3:00 p.m. to 9:00 p.m. on Mondays and Tuesdays (CRHS North), and Wednesdays and Thursdays (CRHS South) from September to May. Community members and students in all grades are encouraged to take advantage of the library's resources.

### **LINCS - CR Service Program**

Council Rock's service learning program, Learning in Neighborhood Community Service, encourages students to volunteer their time after school, weekends and summers to local community NON-PROFIT organizations. Please note that LINCS hours are not awarded when students are absent from school. A directory of pre-approved organizations can be found on our website, as well as short term volunteer opportunities. If an organization or activity is on our website or the LINCS bulletin board found in our high schools, it does not need pre-approval. All other volunteer activities must be pre-approved in order to earn LINCS credit. This is especially important because clearances, including PA Criminal Record, PA Clearance Statement and FBI Report, are required for all individuals directly supervising students.

LINCS forms are available in our high schools and can also be downloaded from the [LINCS](#) website. Although not a requirement for graduation, students receive documentation on their transcripts and acknowledgement on their diplomas when 60 hours or more are accumulated. Students also become eligible for scholarships sponsored by local community organizations. For a more comprehensive description of the LINCS program, including due dates for submission of forms, please see the [high school website](#).

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## LUNCHES

The Food Service Department makes available wholesome, well-balanced lunches every full school day for all students in the district. As participants in the National School Lunch Program, free and reduced priced lunches are provided for those students whose family income makes them eligible under the provisions of Public Law 91-248. A choice of menu selections and a variety of a-la-carte items are offered in all schools. Council Rock lunch menus and other food service information can be found on the home page of the CRSD website. ([www.crsd.org](http://www.crsd.org)).

## STUDENT CONDUCT

Policies on student conduct are contained in Board **Policies 218 – 218.12**. These policies can be found at this [Board Policies](#) link.

### Student 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.

### STUDENT RIGHTS & RESPONSIBILITIES

Council Rock's policies on Student Rights and Responsibility 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 interferes with the learning environment or threatens the health, safety, and welfare of themselves and of others, they are subject to school disciplinary action. Such action could be in the form of one or more of the following: teacher-pupil conferences, parent-teacher conferences, detention, suspension or expulsion from school.

### Council Rock School District Controlled Substance Policy

A student using or in possession of a controlled substance will be recommended for a 45-day expulsion. A second offense calls for the recommendation of a one-year expulsion. The specific details covering the discipline of students who are found to use, possess, or distribute a controlled substance are covered by [Board Policy 218.3](#).

### Tobacco Usage

The use of tobacco is prohibited in all Council Rock schools and on the grounds of all Council Rock property. More information on the Council Rock policy on Tobacco Use may be found in [Board Policy 218.7](#).

### Council Rock School District Weapons Policy

Council Rock [Board Policy 218.1](#) complies with the PA School Code provisions on weapons in schools. Among the important parts of this policy:

1. Pocket knives or cutting instruments are considered weapons.
2. Principals must report the discovery of any weapon to the student's parents, police, and to the school board (via the Superintendent.)
3. Violations of this policy may result in expulsion from school for up to one calendar year.

### Bullying

Council Rock [Board Policy 249](#) complies with the PA School Code provisions on bullying and cyberbullying.

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## **STUDENT DIRECTORY INFORMATION**

There are times during the course of a school year that certain student record information is made public to enhance or further a student's and/or the district's educational program. Such information may be published in class rosters, school musical, theatrical, or sports programs, the yearbook, etc.

If a parent desires that any Directory Information not be released for their child, he/she should make this known in writing to the respective school principal within two weeks after the beginning of each school year or within two weeks after registration.

This statement is in compliance with the Federal Law on Privacy Rights of Students and Parents.

## **STUDENT RECORDS**

### **Notice to Parents and Eligible Students Who Reside in the Council Rock School District Notice of Rights under FERPA for Elementary and Secondary Students**

The Family Educational Rights and Privacy Act (FERPA) confers for parents, and students who are over eighteen years of age, (Eligible Students), certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records. Parents or Eligible Students should submit to the school principal or other appropriate school official a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the Parent or Eligible Student believes are inaccurate or misleading.

Parents or Eligible Students may ask Council Rock School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the Parent or Eligible Student, the District will notify the Parent or Eligible Student of the decision and advise them of their right to a hearing regarding their request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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4. The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

**Council Rock's Policy on [Student Records, Policy 216](#), can be found at this [LINK](#).**

## **STUDENT WITHDRAWAL FROM SCHOOL**

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 Guidance Office in the secondary schools or in the Principal's Office in the elementary schools. This is essential for an orderly maintenance and prompt transfer of school records.

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

## **TESTING PROGRAM**

The district has implemented a testing program to measure the proficiency of all children in the district on academic achievement and aptitude. The results of these tests provide a record of each child's academic progress. They are also an invaluable aid to your child's teacher and counselor in determining an effective instructional program. During the coming school year, the following tests may be administered as part of this program.

### **KINDERGARTEN READINESS INVENTORY**

(Kindergarten) Measure of entry level skills and concepts.

### **(Grade 1) THE COGNITIVE ABILITIES TEST (CogAT)**

The CogAT assesses students' abilities in reasoning and problem solving using verbal, quantitative and nonverbal (spatial) symbols.

### **MATHEMATICS AND ENGLISH DIAGNOSTIC AND PLACEMENT TESTS**

(Grades 1-8) Measurement of achievement.

### **PLANNING CAREER GOALS (Grade 8)**

Measurement to assist students in educational and career planning.

### **PENNSYLVANIA STATE ASSESSMENT SYSTEM**

(Grades 3-8) English Language Arts and mathematics skills

(Grades 4, 8) assessment of science skills

As part of our testing program, each school administers to select pupils, on the basis of academic need, a variety of achievement and aptitude tests in basic skill areas of reading mathematics and science.

These tests include but are not limited to the following:

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## **DYNAMIC INDICATORS OF BASIC EARLY LITERACY SKILLS**

(Grades K- 6) screening to identify students at-risk for early literacy difficulties

### **KEYSTONE EXAMS**

The Keystone Exams are end-of-course exams in the following courses:

Algebra 1

Biology

Literature (Grade 10 English)

Your child's scores on these tests will be checked carefully and maintained in the school record as long as your child attends school in this district. Should your child transfer to another school system, you will be notified of the transfer of his or her school record to the new school system.

Should you wish to examine your child's school record at any time, you may arrange to do so by making an appointment with the principal's office.

## **STUDENT ASSISTANCE PROGRAM**

Council Rock's Student Assistance Program (CR CARES) is a multi-disciplinary team that may include teachers, administrators, nurses, social workers, psychologists and counselors. The team is specially trained to understand and work with adolescent drug and alcohol use, abuse or dependency, mental health issues, and other "at risk" behavior. The team's primary role is to identify, intervene and refer when drug or alcohol use, abuse, possession and/or distribution is suspected. The same referral process will be initiated when "at risk" behavior is identified and referred by other professionals. "At risk" behavior is defined as any manifestation of self-destructive behavior. Parents can initiate a referral to the Student Assistance Team by contacting their child's school principal or counselor.

## **INSTRUCTIONAL SUPPORT**

Instructional Support Teams (IST) are in place at each elementary school. Their purpose is to identify student learning needs when academic or behavioral difficulties arise. Special training has been provided to the instructional support teacher and building staff in providing instructional strategies to meet the diverse needs of students. Parents are contributing members of the instructional support process.

## **MCKINNEY-VENTO**

The *McKinney-Vento Homeless Education Assistance Act* is a federal law that ensures that homeless children and youth will secure immediate enrollment in school, facilitating the stability of their education. The term "homeless children and youth" refers to individuals who lack a fixed, regular, and adequate nighttime residence due to loss of housing, economic hardship, or similar reason. The Council Rock School District has designated its Supervisor of Pupil Services as the liaison for students in homeless situations.

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# **SPECIAL SERVICES**

## **CHILD FIND**

Instructional Support Teams (IST) and Secondary Child Study Teams both support children in the regular education environment and gather information that may be helpful in finding children who may be disabled and/or mentally gifted and in need of special services. Parents or guardians who have concerns about their children should always contact their child's teacher, counselor, or principal. Parents of preschool students should contact the Bucks County Intermediate Unit at 800-770-4822 for information regarding the special needs of students who have not yet reached school age.

### **Notice to Parents of Children Who Reside in the Council Rock School District**

#### **PROGRAMS FOR ELIGIBLE OR PROTECTED STUDENTS WITH DISABILITIES**

In compliance with state and federal laws, notice is hereby given by the Council Rock School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures.

Individualized services and programs are available for children who are determined to need specially designed instruction. If you believe that your school-age child may be in need of special education services and related programs, or young child (age 3 to school age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to the building principal where your child attends or would attend school.

In compliance with state and federal law, the Council Rock School District will provide to each student with disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a student with disabilities, the child must be school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for students with disabilities, are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), and rights to due process procedures, you may contact in writing Charles Lambert, Ph.D., Director of Special Services, 30 North Chancellor Street, Newtown, PA 18940, or any building principal.

**Confidentiality:** All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The district has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing the above named person or any building principal.