

COUNCIL ROCK SCHOOL DISTRICT
RICHBORO ELEMENTARY SCHOOL

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RICHBORO, PA 18954
215-944-1900



PARENT and STUDENT
HANDBOOK
2016 - 2017

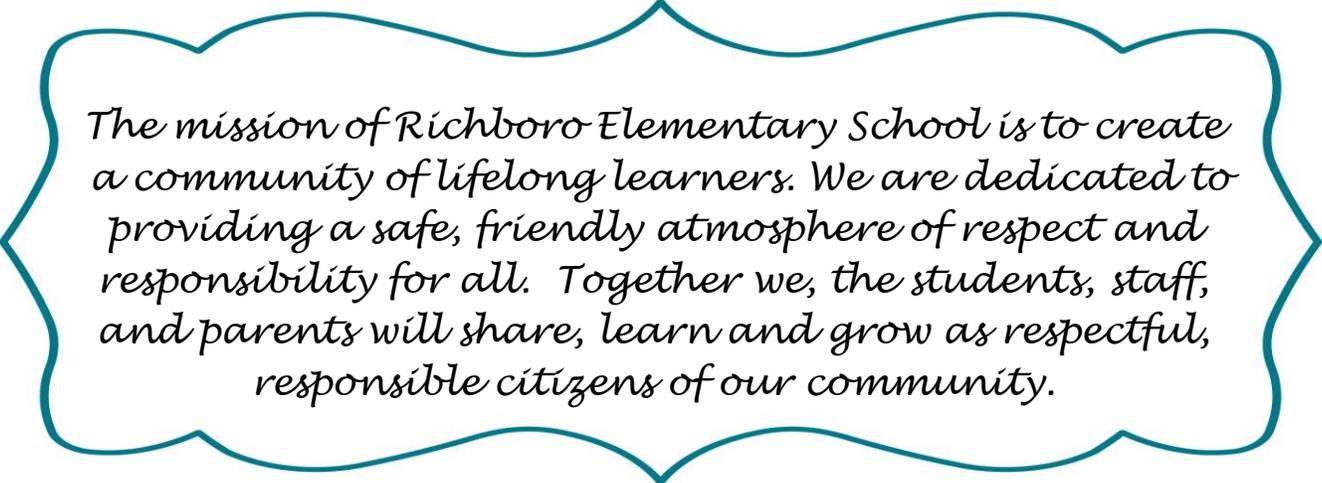
Dear Parents, Guardians and Students:

On behalf of the Richboro Elementary School (RES) staff, I'd like to welcome you to the 2016-2017 school year. This handbook is designed to strengthen communication between home and school by providing helpful information on school procedures and expectations. We hope you find this to be a useful reference throughout the year. Your questions or suggestions are welcomed.

Sincerely,

Daneyelle Jordan
Principal

Richboro Elementary School Mission Statement:



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

Our motto: Success for Every Student, Every Day

RES Belief Statement

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

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

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

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

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

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

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

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

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

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HOURS of the SCHOOL DAY

The instructional day begins at 9:10 a.m. and ends at 3:40 p.m. for grades 1-6. Students should arrive promptly. Children, if driven to school by you, should not be dropped off before 8:50 a.m. Supervision of children begins at 8:50 a.m. The morning kindergarten class begins at 9:10 a.m. and ends at 11:45 a.m., while the afternoon class begins at 1:00 p.m. and ends at 3:40 p.m.

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

ARRIVAL and DISMISSAL

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

Arrival:

It is strongly suggested that you plan for your child to arrive to school by 9:00 a.m. so he/she has enough time to get into class by 9:10 a.m. Children may only be dropped off in the designated drop-off area (marked in gray) in the drop-off lane. The drop off lane is the first left in the drive. Parents who choose to personally escort their child(ren) to the entrance door must park in a parking space in the lot. Parking or leaving your vehicle in the drop-off lane during morning arrival (8:50 - 9:10 a.m.) is prohibited. If your child has a large instrument or project, please pull into the parking lot and assist them. Please do not get out of your vehicle in the drop off lane. Also, for the safety and welfare of the students, please do not go around other cars in the drop-off line.

The drive closest to the school is for buses only. Parking in the bus lane is prohibited. Students arriving on school buses will report directly to their classrooms. Students who are car riders may not enter the building before 8:50 a.m. At that time, they are to wait in the school lobby until the first bus arrives.

Late Arrival

Students who arrive after 9:10 a.m. must be escorted to the office and signed in. Students cannot be dropped off at the front and permitted to enter on their own accord. Each late arrival must be signed in and an excuse written. If left blank, the tardy will be deemed unexcused. Arrival after this time designates lateness. As life is unpredictable, 3 tardy in the school year will not be reported. Any additional tardiness is reported to the State of Pennsylvania in our year-end report.

Dismissal:

Bus and car rider dismissal both begin promptly at 3:40 p.m.

Bus Riders

Safety on the school bus is our number one concern in transporting students. Safety can be ensured when the students are following the rules of the bus. All students should remain seated. A child who ordinarily is transported to and from school on an assigned bus may not ride home with a friend on a different bus. Due to bus capacity, no student may change buses unless an emergency exists.

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

Car Riders

Students not riding the school bus are designated as car riders. A note must be sent to the teacher designating students as such. Car-rider students are dismissed to the front hallway at 3:40 p.m. Parents are directed to park in a designated parking space in the front of the school and come in to the school lobby. Staff will dismiss the children at these doors. Students must be escorted into the parking lot, crossing at the blue walkway.

Daycare Transportation

Transportation for daycare arrangements must be made in advance with the Transportation Department. Guidelines can be found at:

<http://www.crsd.org/50390516143820/lib/50390516143820/DAYCARE.pdf>

Early Dismissal per Parent Request

All parents should contact the school office to request that their children be excused from school no later than 3:15 p.m. The latest time students may be signed out in the office is 3:15 p.m. When students leave school prior to the normal dismissal time, they will be considered "tardy" for attendance purposes.

Classes are not to be interrupted by any parent, guardian or visitor during the school day. If a parent has arranged for a friend or relative to call for his/her child at school, the former should see that an early excuse note signed by the parent is sent to the classroom teacher. In an emergency, the note should accompany the friend or relative. In the latter case, and when possible, the telephone number where the parent can be reached should be included in the note.

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

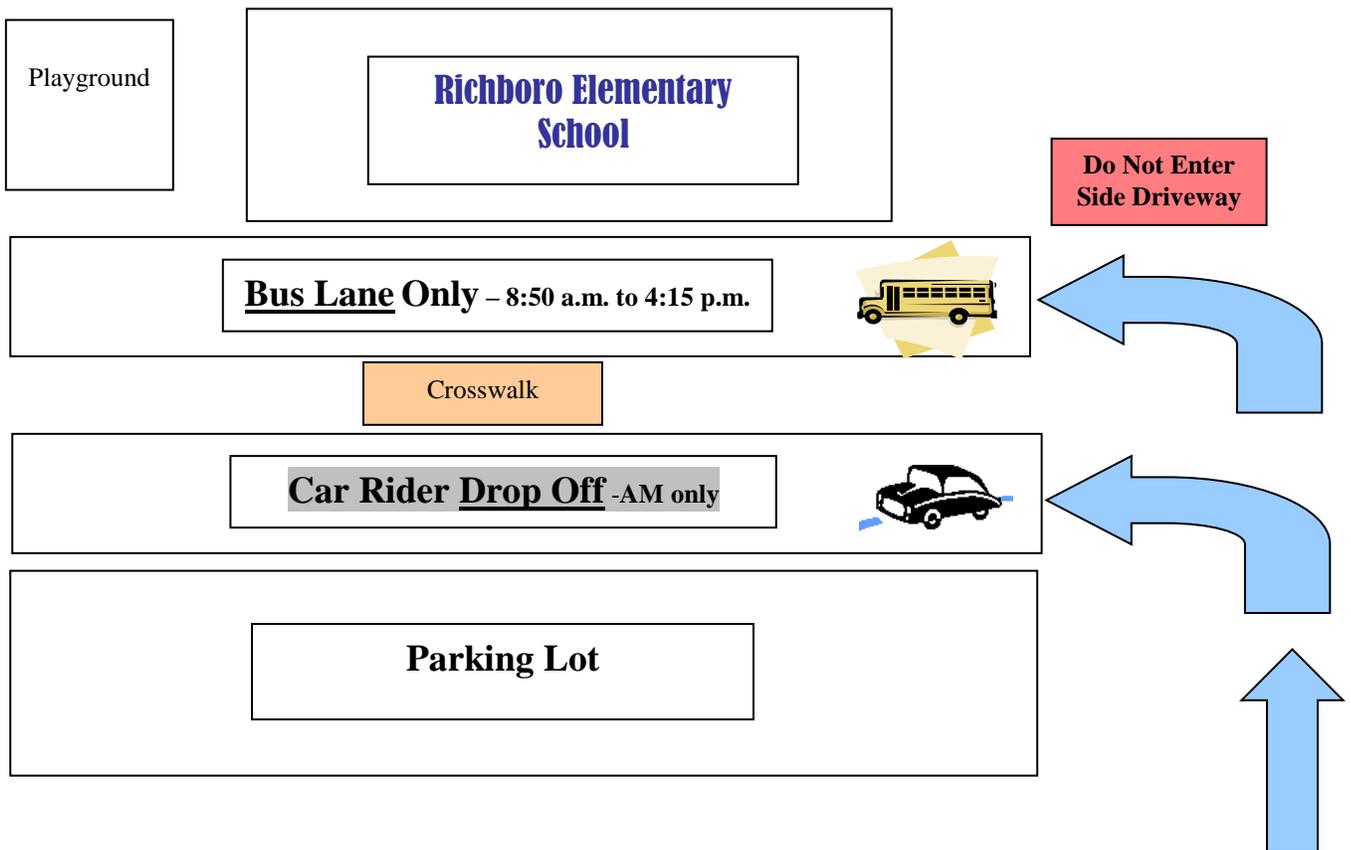
Whenever possible, please drop off and pick up student projects before 8:50 a.m. or after 4:00 p.m. by entering the building through the front office.

Early Dismissal Days

On regularly scheduled early dismissal days from school, students will be dismissed is at 12:15 p.m. Please check the website for scheduled early dismissal days. In the event of early closing due to weather related conditions, the district will contact you via our global connect phone system. It is important that you keep your contact information current.

Per district procedures, students may not ride a school bus other than the one they are assigned to. Most of our buses are filled to capacity and there is not room to add additional students.

Illustration of the Front of RES



ABSENCE FROM SCHOOL

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

Resident children may be enrolled in kindergarten provided they have reached the age of five years on or before September 1. Children shall be admitted to first grade provided they have reached the age of six years on or before the first day of September.

Parents may request to enroll their child early to first grade provided the child is five years, seven months on or before September 1. As per district policy, a screening assessment by a private certified school psychologist is required for any child being considered for early admission to first grade. This data will assist in determining whether the child is placed in first grade or kindergarten.

The district attendance policy can be accessed in its entirety on the district website at: <http://www.crsd.org/cms/lib5/PA01000188/Centricity/Shared/Policies/204.pdf>

- Attendance Tracking - The daily attendance of each RES student, including tardiness and early dismissals, is carefully tracked and monitored. You will receive written notification if your child's attendance record falls below acceptable limits. Further measures will be taken if poor attendance continues after this initial notification. Reports are filed with the state at the end of each which reflects excessive absences and/or tardiness.
- Excused/Unexcused Absences - There are times when your child will be unable to attend a full day of school. The situations that are clearly identified as excused absences according to both state and district policies are as follows: illness, quarantine, death in immediate family, religious holidays, religious instruction, or exceptionally urgent reasons that may affect the child. Urgent reasons will only be used which were unavoidable and would adversely affect the child's welfare.

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

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

appointments be scheduled before or after the school day to decrease loss of instructional time.

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

- Absence Notes - 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.
- Vacations/Educational Family 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 will be considered unexcused. The student shall be held responsible for making up missed assignments.
- Make-up Work - During a child's absence, requests for make-up schoolwork must be received by 10:00 a.m. All efforts will be made to make this work available to you by 3:30 p.m. This will enable us to get the message to the teacher with enough time to prepare what is to be sent home.

EMERGENCY CLOSING OF SCHOOLS

At the beginning of each school year, you will be asked to complete/update your child's demographic information, including student emergency information, completed through the Home Access Center. This information will be used for emergency contacts.

During inclement weather, schools will not be open when, in the considered judgment of the Superintendent of Schools and the transportation staff, it is too dangerous for buses to travel. If school is to be closed or open late, announcements will be made on all major radio and TV stations, the district website (www.crsd.org) and cable channel. Additionally, Council Rock will use a global calling system to notify families of school closures, including Early Dismissal, due to inclement weather.

If conditions warrant, the announcement may indicate that school will open one or two hours late. Please attend to the message carefully as you will need to coordinate your child's arrival or bus pick up with the adjusted time. We are unable to accommodate early arrivals and supervise the students. **If schools are to open two hours late, there will be no morning kindergarten session.**

Conditions sometimes warrant an early dismissal from school. For this reason, it is imperative that youngsters know where to go and what to do if they arrive home and find no one there. Please establish an emergency procedure with them now so that all situations will be covered.

CURRENT CONTACT INFORMATION

Within the Council Rock School District Home Access Center (HAC), parents are requested to update any change of address, phone numbers, e-mail, emergency contacts or place of employment. This information must be current so we can reach you if an emergency exists. The office is unable to make these changes; only parents can do so. It is essential that the emergency numbers be kept current. Information regarding HAC can be obtained from: <https://hac.crsd.org/homeaccess/>

COMMUNICATIONS from the School and the District

In an effort to support the District in “Going Green” and reducing the usage of paper, most communications will be conveyed electronically.

As parents, you now have ability to access HAC to view and update demographic information including phone numbers and e-mails. In addition, you will be able to see the teacher(s) your child will have as well as bus transportation. Please be sure to go online and register for this feature. The school is unable to register for you. Directions can be found on both the district website and the RES website, or at the following link: <https://hac.crsd.org/homeaccess/>

- Please check the RES website <http://www.crsd.org/richboroehome/site/default.asp> on a weekly basis for updates on the eFriday folder.
- In addition to the RES website, the district website has links for community activities and updates (<http://www.crsd.org/Page/1>).
- You are encouraged to sign up for the RSA’s (Richboro’s Parent-Teacher Organization) e-mail list serve to receive updates regarding RSA school activities and events. You can subscribe by following the directions on the webpage or going to ptores-join@listserv.crsd.org.
- To join the RES Listserv, please send an e-mail to the following address: res-join@listserv.crsd.org. You may opt to unsubscribe at any time.
- In addition, in the event of an emergency, the district will use the Global Connect phone calling system. Therefore, it is highly important that parents and guardians keep the school informed of changes in emergency phone contact information. Global Connect is used both on the district level and at the school level.
- Teacher’s websites are available to you for general as well as content specific information.
- Contacting teachers can be accomplished via e-mail, sending a note or leaving a message on their voice mail. Teacher e-mail addresses and phone numbers are available on their web pages found on the RES website. Please understand that teachers are working with

your children, preparing lessons and activities and attending meetings during the school day. We ask that you provide 24 hours before expecting a response to your contact.

SAFETY AND SECURITY

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

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

The following should be kept in mind:

- It will no longer be possible for students to return to school for missing homework or other items.
- Children may not be dropped off sooner than 8:00 am for any before-school programs.
- Pick-up for all our after-school activities (after-school sports, etc.) will be outside the lobby entrance, unless otherwise notified.
- Adjustments may occur as we continue to tweak our new security features.

CRISIS PREPAREDNESS

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

In addition to monthly fire drills, we conduct Shelter-in-Place, Lock-Down and Evacuation Drills at various times during the year to ensure our crisis preparedness. In the event of an actual emergency, all efforts will be made to inform parents via the District Global Connect phone calling system, RSA e-mail list serve, District website (www.crsd.org), cable channel, and/or RES e-mail list serve.

SCHOOL VISITATION

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

Visitor Badges

All persons entering RES must check in at the main office and obtain a visitor's badge before going to any part of the building. First time visitors will be asked to have their driver's license scanned.

Access to Classrooms

Parents or other visitors are not permitted to enter or interrupt classes at any time during school hours. Parent volunteers are only permitted to visit those areas/classrooms that directly pertain to the project/program for which they have volunteered. All volunteers must sign in at the office.

Student Messages/Forgotten Items

If it is necessary to have a message, lunch money, clothing, etc. delivered to your child while school is in session, please report to the office and the staff will gladly take care of it. Kindly label any articles with your child's name, grade and teacher. Only RES staff members are permitted to personally deliver items or messages to students.

Back-to-School Nights

These two evenings are set aside in the school year, at which time each teacher has the opportunity of explaining the program for the year to the parents. You are encouraged to attend. We ask that you refrain from bringing your child and/or siblings due to space limitations in the classrooms.

November Conferences

Parent-teacher conferences play an important role in the lines of communication between home and school. Attending these conferences affords you the opportunity to have an individual meeting to gain specific information about your child's school achievement. These conferences also give us the chance to learn about our student from you, and issues that are important to you in your child's ongoing growth and development in school. Though, if at any time you have questions or concerns before these November conference dates, please do not hesitate to reach out to your child's teacher or the principal.

Council Rock Education Week

Council Rock Education Week is held in January of every school year. Time will be set aside for parents to visit classrooms to see their children in a learning situation. Specific details for the week will be announced on our website and via the RES list serve prior to this week.

Classroom Visitations

If volunteering in the classroom, prior arrangements need to be made with the classroom teacher, who will notify the office of the appointment. Before working in the building, the volunteer will need to secure clearances, complete a confidentiality form and obtain the visitor badge.

RECESS

At RES, students participate in recess and then eat their lunch. Students go to recess first and then to lunch. Following the guidelines of the Responsive Classroom, digestion and activity in this order are more beneficial for students. The first recess begins at 10:45 a.m., followed by the first lunch at 11:00 a.m. Primary students receive a snack and 15-minute recess in the day; intermediate students receive a working snack time.

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. Outdoor play and physical activity play an important role in the growth and development of every child. Recess is an important time for children to take part in physical activity and to develop social skills. Under most circumstances children who are well enough to attend school are expected to go outdoors for regularly scheduled recess periods. Realizing that there are instances (injuries, severe cold, etc.) that may necessitate a child to remain indoors during recess periods, we are requesting that parents forward a note to the homeroom teacher indicating the nature of the disability and request the child remain indoors.

When cold weather is upon us, we urge you to send your child(ren) to school properly dressed. Children generally will not go outdoors when the temperature (or wind chill factor) is below 22 degrees. Staff may elect under special circumstances (prolonged indoor recess -3 to 4 days) to take the children outside when the temperature goes below the aforementioned guideline, but only for a portion of the time.

Recess Rules and Regulations:

- Students are not permitted to go back to the classroom during recess. Students must stay outdoors unless they have permission from the recess aides to use the bathroom, visit the nurse or see a teacher. Students must be accompanied by a buddy if going to any of the above places.
- Students are encouraged to use the bathroom prior to going outside for recess.
- Name calling and/or poor sportsmanship of any kind will not be permitted. Students are expected to demonstrate noble behavior and follow the school's credo, as part of our school wide positive support plan.
- The recess aides will determine the number of players per soccer, football, basketball game, and so forth.
- Sneakers, closed shoes, or shoes with back straps must be worn to go on the equipment. Shoes must remain on at all times.

- Students must remain visible at all times. Students may not play with ice or snow nor are permitted to go beyond the mowed areas of the playground. Snowball throwing is not permitted.
- Chewing gum, candy, or eating food on the playground is not permitted.
- Students will not throw rocks, bark, sticks or other dangerous items.
- Students are to respond immediately when the whistle is blown and line up quickly in class lines. Students are to enter the building quietly so as not to disturb classes.
- Students are to use the playground equipment appropriately as designed.

LUNCH

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

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

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

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

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

All students will have an established debit account, although you will not be required to make advanced payments because the system continues to have the ability to act as a cash register and can accept cash payments on a daily basis. There is no limit on the amount of money that can be deposited into a debit account. For safety purposes, we recommend that advanced payments be made with a check payable to "Council Rock Food Service Fund." We also recommend a minimum payment to cover two weeks of meal purchases. Parents will be reminded via a low balance memo when a student's account has approximately three lunches remaining.

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

As participants in the National School Lunch Program, free and reduced price lunches are provided to those students whose family income makes them eligible under the provision of Public Law 91-240. Confidential applications can be accessed on Council Rock's website, <http://www.crsd.org/Page/25337> or from the school nurse.

Cost

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

HOMEWORK

Homework serves several important purposes in Council Rock School District's educational program, including the following:

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

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

Other responsibilities of the student are:

- To keep a written record of assignments for reference, especially if multiple assignments are given nightly. Assignment books are available for purchase at the beginning of the school year.
- 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.
- 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.
- To realize that neatness and promptness in completing assignments will be reflected in the work habits grade earned by the student.
- To inform the teacher of his/her special interests so that some homework assignments can be tailored to those interests.
- 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.
- To realize that the completion of homework is an important measure of self-discipline because the student must do it on a regular basis and without close supervision.

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

Other considerations for parents are:

- 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.
- As a "rule of thumb," parents can expect their child to spend ten minutes times the grade level on nightly homework assignments.
- As the child progresses through the grades, nightly homework assignments will vary depending upon the type of course load the student is carrying.
- Encourage your child to read independently.
- Check if the assigned work is done neatly and accurately.
- Help your child with homework assignments at his/her request, but never do the work for him/her.
- Encourage the child to inform the teacher if he/she does not understand a skill or concept.
- Communicate with your child's teacher if a problem persists in the successful completion of homework.
- Send a note of explanation to the teacher if your child cannot complete an assignment due to a family or personal emergency. Unless waived by the teacher, the student will be expected to complete the assignment as soon as possible.
- 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.
- Share your interests in reading, writing, learning or hobbies with your child so that he/she knows that you value learning.
- Encourage your child to practice learning skills in home chores: shopping, home and yard care, maintaining personal belongings, care of pets, etc.
- Continue to take family trips and vacations that provide enriching experiences that relate learning to pleasurable activities.
- Realize that the successful completion of homework without constant reminder is an important measure of self-discipline.
- Realize that homework is graded in two areas: content and work habits.

INSTRUCTIONAL SUPPORT TEAM

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

GUIDANCE COUNSELOR

The School Guidance Counselor is available to the students on Mondays, Wednesdays, and Fridays. Individual and small group counseling will be provided as needed throughout the school year. Parent consent is required for students to participate in individual and /or small group counseling sessions. Topics and issues covered include, but are not limited to changing families, friendship and social skills, anxiety and coping skills, self-control, self-esteem, relational aggression, as well as grief and loss. In addition, alternative recess groups, such as Rainbow Loom and Pokémon Club may be offered.

SPECIAL SERVICES

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

INSURANCE FOR STUDENTS

The school district has purchased insurance coverage for all students while they are engaged in any school-sponsored and supervised activity. Additionally, parents are offered the opportunity to purchase the 24 Hour Round-the-Clock coverage, Dental Accident Insurance, and Student Life Insurance. These brochures and enrollment forms are distributed early in the school year. The forms are submitted directly to Bollinger, Inc. The school is not involved in enrollment.

HEALTH OFFICE

Immunizations

Please check the district website for updated immunization information.

Communicable Diseases

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

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

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

A CHILD EXCLUDED FROM SCHOOL WILL NOT BE RE-ADMITTED WITHOUT A PHYSICIAN'S CERTIFICATION OF RECOVERY.

Other Reasons for Exclusion from School

In addition, Council Rock School District reserves the right to exclude children from school for the following conditions:

- Illness that prevents a child from participating in sports.
- Fever of 100 degrees 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.
- Rash with a fever.

School Exams and Screenings

Students are scheduled to receive various examinations in accordance with the following
Vision, Growth and Development.....Kdg. thru 12th grade
Hearing.....Kdg. thru 3rd grade
Medical examinations.....Kdg., 6th and 10th grade
Dental examinations.....Kdg., 3rd and 7th grade
Scoliosis screening.....6th and 7th grades

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

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

Nurse

The nurse is available only for accidents and illnesses that occur in school. If your child is ill, please do not send him/her to school. We also ask that injuries occurring at home be treated at home. We regret that time and facilities do not permit extended health care. Any questions or concerns, please contact the school nurse at (215) 944-1909.

Medication/Drugs

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

All medication transported from home to school by the parent (never a student) must be in its original pharmaceutical container, which has a label designating the pharmaceutical firm's name and address, the name of the student assigned the medication, and the dosage required. This shall be kept in a controlled location in the school, and only the student whose name is on the approved pharmaceutical container shall be allowed to handle the container.

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

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

<http://www.crsd.org/cms/lib5/PA01000188/Centricity/Shared/Policies/210.pdf>

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 considered neither offensive nor distracting. It should not present a safety hazard or disruption to the learning environment. Clothing which advertises or promotes the use of drugs, alcohol, or tobacco products is not considered appropriate. Other types of inappropriate clothing include low riding jeans, items with tight/form-fitting fabric, spaghetti straps, tops with exposed midriff or shoulders, and short skirts or short shorts worn more than 6" above the knee. Should an outfit be deemed inappropriate, the student will be asked to call home for a change of clothing or they will be permitted to wear an item from the nurse's office if available.

Foot Wear

In order to help provide a safe and healthful environment for your child, please be sure your child wears sneakers (or similar soled shoes) on the day of the scheduled gym class. Due to the composition of the gym floor, please do not wear black soled sneakers. Sneaker skates and flip flops are prohibited at all times. Sandals with straps are permitted, but pose a hazard to toes and feet both on the playground and in school.

DISCIPLINE

RES abides by the discipline codes set forth by the State of Pennsylvania and the Council Rock School District School Board. In addition, RES utilizes a School Wide Positive Behavior Support approach, named the Super Spike/Principal's 100 Club, which focuses on learning, applying and reinforcing appropriate behaviors. It is our purpose to guide students to become productive, contributing members of the community and larger society. Specific information regarding this approach and the expectations can be found on the school website.

AFTER – SCHOOL ACTIVITIES

We would like to ask for your assistance in cooperating with us to ensure a “worry-free” day. Please make it a priority and lessen your child’s concern by discussing after-school schedules with your child prior to their arrival at school. If your child is unaware or unsure of the arrangements for pick-up, we will send him/her home on the bus as per the regular dismissal.

MUSIC AND THEATRICAL PERFORMANCES

We are requesting that students dress in concert attire for choral and instrumental performances. Concert attire is dark pants or skirt and a white shirt or blouse or as designated by the concert director.

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

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

LOST AND FOUND

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

Pet/Animal Visits

When escorting students to and from school, please do not bring pets into the school building. Some classes at Richboro Elementary School do participate in the Nor’Wester Reading Dogs program, so on occasion you may see dogs visiting. These dogs are specially trained and licensed to work in the schools with students. No other animals are permitted on school property during school hours.

GIFTS

The Council Rock School Board considers the acceptance of gifts by professional staff members an undesirable practice. There are many appropriate ways for a student or family to express appreciation to a staff member. Letters, cards or personal notes are acceptable. The Council Rock Education Foundation (CREF) accepts donations in honor of teachers. This organization funds grants for teachers who are interested in providing unique activities to students.

PARTIES

Invitations

Distribution of party invitations, birthday thank yous or birthday gifts in school are not permitted in school and will be sent home with the giver. We thank you in advance for your understanding and compliance.

School Parties

Parties are limited to three per year: Halloween, December, and Valentine's Day. Siblings may not attend school parties, whether they are older or younger. If you are a homeroom parent attending the party, your focus needs to be on the class. We appreciate your cooperation.

Birthday Recognition

In the past it had been customary to recognize your child's birthday at school. Due to the many food allergies, we prefer not to accept food items to celebrate birthdays. As an alternative to food, you might consider a non-food item such as pencils, or other small items. Another option is to commemorate your child's birthday with a purchase from the Birthday Book program coordinated by our school librarian. The program offers the opportunity to purchase a book in your child's honor for our library collection.

RECYCLING

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

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

In addition, we will be recycling cans and plastics in our faculty room and cafeteria for school use only. Please discuss with your child the importance of recycling, as well as what is recycled. We continue to encourage staff and students to turn off the lights when rooms are not in use. Keep sending in the empty ink cartridges, these are recycled by our RSA, who receive a small recycling stipend.

CELL PHONES

Student cell phones must remain in your child(ren)'s schoolbag turned off throughout the school day, including the school bus. This eliminates unnecessary interruptions to instruction. Students may not use cell phones during lunch, recess or breaks. In the event a student uses a cell phone or the phone rings, the student will bring the cell phone to the office and it can be picked up by an adult at their earliest convenience.

In the event of an emergency, and you wish to contact your child, please contact the school office at (215) 944-1906. In this situation, your child will be permitted to use the office phone or use his/her cell phone in the office under supervision.

For additional district information, please see the School Board Policy:

http://www.crsd.org/cms/lib5/PA01000188/Centricity/Domain/87/237_CELL_PHONES_Final_12110.pdf

ELECTRONIC DEVICES

Hand-held electronic devices should, generally, remain at home. This includes but is not limited to electronic games, headsets, iPads, PDA's, MP-3's and iPods. Special arrangements and permissions can be granted for use of an electronic reader such as a Kindle, Nook or Fire for educational purposes. The school has a specific permission form available, accessible on the District and RES websites, should you and your child choose to bring a device to school. The school is not liable for lost, misplaced or stolen items.

COMPUTER USAGE

The use of school district computers is playing an increasingly important role in every student's education. It is important that you know the rules concerning their use. Here is a quick overview.

- It is the student's responsibility to learn all of the rules and regulations that define the use of school district computers. If you have questions, kindly ask your teacher or your school's librarian.
- School district computers may be used for educational purposes only.
- While using a school district computer, students and adults may not participate in an illegal activity, access inappropriate sites or information or engage in any activity that results in the harassment or offending of any other computer user.
- The computers are secured to prevent users from accessing data they are not permitted to use. Any attempt to circumvent computer or network security is a violation of the school district policy. This policy can be found on the district website.
- The work of others is to be regarded with respect. Students are not permitted to alter or delete anyone else's data files.

- Personal websites and e-mails may not be distributed in school.
- The school uses a variety of online programs that students may use at home for continued practice, these might include, but are not limited to First in Math and Scholastic Reading. District appropriate usage policies apply to these programs as well.

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

The school receives a weekly report indicating inappropriate queries, which identifies the user, date, time and computer used. This information will be used as evidence for violation of the school policy.

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. Click below for district policy.

[http://www.crsd.org/cms/lib5/PA01000188/Centricity/Domain/87/216_FINAL_112008_\(2\).pdf](http://www.crsd.org/cms/lib5/PA01000188/Centricity/Domain/87/216_FINAL_112008_(2).pdf)

Parents desiring to review the contents of their child's records should contact the School Principal in writing.

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. Your child's records will not be transferred to the new school until the parent has officially withdrawn from Council Rock.

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>

CONTROLLED SUBSTANCES

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

WEAPONS POLICY

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

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

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

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

- Principals must report the discovery of any weapon to the student's parents, local police and to the school board.
- All Council Rock School District personnel are to report any discovery of weapons possession or transport to their immediate supervisor with disciplinary penalties resulting from failure to do so.
- All students are to report any discovery possession or transport to their building principal. Failure to do so will result in disciplinary action.
- Violations of the policy may well result in expulsion. Normally high school students will be suspended at least ten days, junior high students at least five days, and elementary school students at least three days. It is possible that K-3 students could be suspended for a lesser time; however, there is no leeway for students in 4-12.
- All persons entering our building must check in at the main office before going to any other part of the school. A visitor's badge will be issued and must be worn throughout your visit.

SALES AND SOLICITATIONS

Sales and solicitations by students, parents, staff members and outside agencies are not permitted without written authorization from the principal. While each organization and charitable group is worthy of support, due to the number of requests received each year from boy scouts, girl scouts, religious affiliations, etc. approval will not be granted. Charitable work is determined by district initiatives and organized through student council, individual student community service projects will not be approved, simply due to the volume of requests.

USE OF SCHOOL FACILITIES

The Council Rock Board of School Directors wishes to make all school facilities available to as many interested community groups as possible. Organizations wishing to use such facilities should first clear the activity with the building principal of the school involved and then complete the appropriate forms necessary for Board approval. These forms may be obtained in any school office. The district charges a minimal fee for building usage. The Application for Temporary Use of School Facilities can be found on the district website at:

http://www.crsd.org/cms/lib5/PA01000188/Centricity/Domain/121/CRSD%20Facilities%20Use%20Application_revised%205-1-11.docx

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.

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