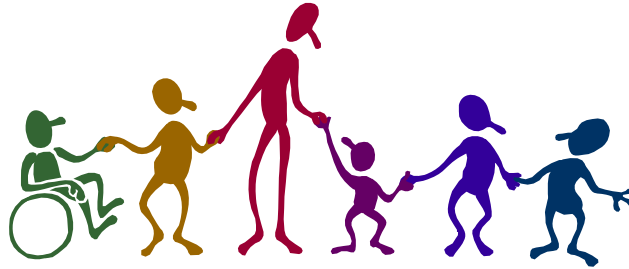


# **Respect the Difference**



## **Unity**

**I dreamed I stood in a studio  
and watched two sculptors there.  
The clay they used was a young child's mind,  
and they fashioned it with care.**

**One was a teacher;  
the tools she used were books and music and art.  
One was a parent with a guiding hand  
and a gentle loving heart.**

**And when at last their work was done  
they were proud of what they had wrought,  
for the things they had worked into the child  
could never be sold or bought.**

**And each agreed she would have failed  
if she had worked alone,  
for behind the parent stood the school,  
and behind the teacher stood the home.**

**Author Unknown**



## **ENROLLMENT INFORMATION**

### **KINDERGARTEN**

All children who have reached the age of five or who will be five on or before September 15<sup>th</sup> will be admitted to kindergarten during the first two weeks of the school year.

Preliminary registration of kindergarten children is made through the district's Central Registration Office. Parents or guardians should call Carole Berneski at 610-834-1670, extension 2150, to schedule an enrollment appointment. You will need a photo ID; proof of residency, such as a deed or lease; your child's birth certificate, social security number and immunization records; and proof of guardianship if applicable.

A kindergarten parent open house is scheduled for an evening in the spring. In August you will receive a letter with a screening session time, emergency form, lunch menu and other important information. Students will have a 30 minute individual session with a kindergarten teacher. From the information gathered from the screening session, students will be appropriately placed into a class. Teachers will call parents and notify them of the teacher assignment and scheduled time for student orientation. Students and their parents will attend a 45 minute session in the morning or afternoon on Friday. Students and parents meet the classroom teacher and some of their child's classmates, learn about arrival and dismissal procedures, tour the classroom, review weekly schedule, gain information about classroom procedures, review the lunchroom procedures, and answer parent questions.

### **FIRST GRADE**

A child who has not attended kindergarten at Conshohocken Elementary School must register prior to the opening of school. The child's birth certificate, immunization records, social security number, and proof of residency must be presented at that time. A transfer card is necessary if the child has attended kindergarten in any school other than one in the Colonial School District. Children who will have reached the age of six when school opens in September or who will be six on or before September 15, will be admitted to first grade during the first two weeks of the school year.

### **TRANSFER STUDENTS**

A pupil who transfers from another district should register as soon as possible. Birth certificate, proof of residency, transfer cards from the former district, report cards, and health and dental records should be presented at the time of registration.

Placement of a pupil who enters Conshohocken Elementary School at a level beyond kindergarten will be made upon the recommendation of the principal.

### **WITHDRAWALS**

Please notify our office staff as soon as possible if you are moving. We must have written permission from parents to forward student records to a new school. Records can only be sent with written permission from the parents and debts (library books, etc.) must be paid.

## **CONSHOHOCKEN STARS...SHINING BRIGHT!!!**

### **School-Wide Behavior Plan Grades 1, 2 & 3**



Our School-wide Behavior Program provides a balance of incentives and consequences for student behavior. The goal is to encourage students to follow rules and behave appropriately so that everyone can feel safe and happy while reaching their potential academically.

#### **CE School Rules**

- 1. Play and walk safely**
- 2. Get along with others**
- 3. Treat people and property with respect**
- 4. Follow directions**
- 5. Keep hands and feet to yourself**

**FUN FRIDAY** is a weekly reward activity for students making good choices. Each student will choose a Fun Friday activity to attend on Fridays from 3:00 to 3:30 pm. A variety of activities will be offered and students will choose new activities each marking period. Students will attend their Fun Friday activities as long as they follow school rules and receive no more than two (2) strikes in a given week.



**MONTHLY RAFFLE:** Students' names will be entered into the monthly school raffle if they do not receive any strikes in a given week. At the end of each month, names will be drawn and prizes will be awarded to acknowledge and reward appropriate school behavior.

**CHECK SYSTEM:** Students will be reminded of the rules by their classroom teachers. When a student does not follow the rules after a whole class or individual reminder, he/she will receive a check from the classroom teacher. When a student receives three (3) checks in the same day, a strike will be issued. Each additional check received in the same day will result in a strike.



**STRIKE SYSTEM:** Strikes will be issued by school personnel when students do not follow school rules in areas outside of their classrooms. Students who receive three (3) strikes will *not* attend Fun Friday. Instead, they will attend "Seminar" with the Guidance Counselor, Principal, or other appropriate staff member to review the rules and to set behavioral goals for the future. Notices will be mailed home to inform parents of attendance at seminar and to explain which rules were broken. When a student receives a strike for **Rule #5 (Keep hands and feet to yourself)**, a behavior referral form will be filled out and handed to the principal. The student will meet with the principal to discuss the strike. Parents will be notified and other consequences may be implemented.

**The following consequences apply, in addition to attendance at Seminar, when students receive more than three (3) strikes:**

- 4 Strikes – meet with principal during lunch recess**
- 5 Strikes – parent contact by counselor or principal**
- 6 Strikes – in-school suspension**
- 7 Strikes or more – individual intervention**

If a student attends seminar more than five (5) times a new behavior program will be developed with the help of the school counselor, parent, teacher and principal.

### **CLASSROOM EXPECTATIONS:**

Each teacher will post the rules that apply specifically to his or her classroom. The rules will be reviewed carefully with all students. Teachers will review classroom expectations, rules and consequences with you at open house or during conferences.

## **What else should my child and I know about the discipline policies at CE?**



In order to maintain a safe, secure learning environment for all students, expectations regarding behavior and disciplinary action and consequences must be established and defined clearly. In the event disciplinary action must be taken, **The CSD Code of Student Conduct** provides guidelines for appropriate disciplinary action. An abbreviated version of this document is included in Part III of this handbook.

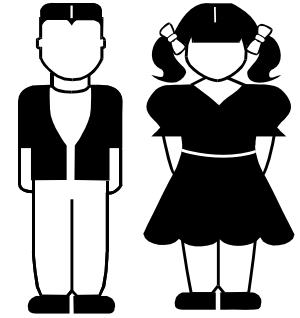
#### **Please be aware that ...**

- ❖ Things that may be harmful to others are not allowed.
- ❖ Threats made to others (**even jokingly**) will be dealt with by the principal according to the CSD Code of Student Conduct.
- ❖ Possession of a weapon of any kind, **including toys** that resemble weapons, will result in an immediate out-of-school suspension and possible expulsion.
- ❖ Fighting is considered a Level Three Offense in the CSD Code of Student Conduct.
- ❖ Teasing, bullying, threatening or intimidating classmates or other students are unacceptable and is considered to be a Level Three Offense.
- ❖ Gum chewing is not allowed in the school building, on the playground, or on the bus.
- ❖ *Conshohocken Elementary is not responsible for electronic toys and devices brought to school* (I-Pods, Tamagotchi, PSP Player, Gameboy etc...). Please leave at home.
- ❖ Laser pointers or other objects that are potentially dangerous or deemed unsafe by the building administration are not permitted in school. Such devices will be confiscated and returned only to a parent. Other disciplinary measures may be taken under the CSD Code of Conduct.

**Stop, Think & Make Good Choices at Conshohocken Elementary School!**

## CLOTHING

Appropriate clothing should be worn to school. Please make sure that jackets, sweatshirts, and lunch boxes are clearly labeled with your child's first and last name.



### **The following guidelines will be enforced:**

- ❖ Hats, sweat bands, and bandanas (worn around the forehead) are for outside wear only and are not to be worn indoors.
- ❖ Short shorts are inappropriate. They must reach fingertip length.
- ❖ Bare midriffs, spaghetti strap tank top, halter tops and muscle shirts are not permitted.
- ❖ Bandanas that cover the head are not permitted.
- ❖ Clothing should not contain suggestive or offensive language involving drugs, alcohol, tobacco, or obscenities.
- ❖ Healies (or other shoes with wheels), untied shoes, high heels, platform shoes, sandals (open toed or open back), and flip-flops are not permitted. Sneakers or flat shoes are recommended for daily school activities.

## ASSEMBLY PRESENTATIONS

Enter the gym quietly. Follow your teacher's directions at all times.

- ❖ Sit properly with your feet on the floor.
- ❖ Show respect to performers by listening attentively and responding appropriately.
- ❖ Do not bring items to the assembly unless directed by your teacher.



## HALLWAYS AND STAIRS

- ❖ Go directly to your destination.
- ❖ Walk quietly, never run. Stop at all check points.
- ❖ Keep your hands and feet to yourself.
- ❖ Move up and down the stairs on the right side in a quiet, single-file line.
- ❖ Please show respect by not touching displays in the hallways.



## CAFETERIA

- ❖ Show respect for and follow all directions given by the cafeteria aides.
- ❖ Stay seated at assigned table while eating.
- ❖ Raise your hand for permission to leave the table.
- ❖ Use indoor voices.
- ❖ Be responsible for cleaning up your trash after you eat.
- ❖ Be respectful of your classmates and do not touch the belongings of others.



## PLAYGROUND

- ❖ Listen to and follow the directions of the recess aides.
- ❖ Always take turns and share.
- ❖ Use all playground equipment properly. Misuse of equipment will result in a consequence.
- ❖ The use of foul language, cursing, and put-downs will result in a consequence.
- ❖ Contact sports are not permitted. For example: (touch/tackle football, tag, wrestling, cheerleading with mounts, etc.)
- ❖ No rough play.
- ❖ Food is not permitted to be eaten on the playground.



### **When lining up at the end of recess:**

- ❖ Line up immediately when you hear the whistle.
- ❖ Stand quietly in a single file line.
- ❖ Keep your hands and feet to yourself.
- ❖ Please remain in line and quiet as you enter the school and return to your classroom.

## INDOOR RECESS

- ❖ Do not leave the classroom without permission at any time.
- ❖ Follow all directions given by the recess aide.
- ❖ Acceptable activities are reading, playing board games, drawing, or other teacher-approved activities.
- ❖ Games which include running, balls, etc...are not permitted during indoor recess.
- ❖ Use quiet voices during indoor recess.



## **BATHROOM EXPECTATIONS:**

- ❖ In and out quickly and quietly
- ❖ Be neat and clean up after yourself
- ❖ Flush
- ❖ Wash and dry hands before leaving. Make sure water is turned off.
- ❖ No more than six students in at a time.
- ❖ Tell an adult if supplies are needed or if bathroom is dirty

## **BUS REGULATIONS**

School bus transportation is not a right, but a privilege dependent upon proper student behavior. If your child continually misbehaves on the bus, that privilege may be removed. If a student is suspended from the school bus, parents are legally responsible for seeing that the child gets to school in some other way.



Parents are reminded that their children are their responsibility until they step onto the bus in the morning and after they depart from the bus in the afternoon. Parental supervision at the bus stop is advisable.

Occasionally, a bus may arrive at a stop a few minutes early or late, especially during inclement weather. Sometimes delays are unavoidable.

### **Bus Rules:**

- ❖ Be at your bus stop five minutes prior to the designated stop times.
- ❖ Respect the school bus “danger zone”, a 10 foot wide area surrounding the bus on all sides. When waiting to board, students must remain far enough away from the bus so that they can clearly see the driver’s face.
- ❖ When you are sure that your driver has seen you and the bus has come to a complete stop, approach the bus in a single file line without running or pushing.
- ❖ Respect and follow all directions given by the bus driver.
- ❖ Stay in your seat with your back against it. Do not sit on your knees.
- ❖ Use quiet voices on the bus.
- ❖ Foul language, cursing and put-downs will result in disciplinary action.
- ❖ Keep all body parts and belongings inside the bus.
- ❖ Be responsible for your belongings – do not touch other’s belongings.
- ❖ Students who must cross the road after leaving the bus must cross after the driver signals that it is safe to cross - **NEVER** cross behind the bus.
- ❖ Do not litter, destroy or damage property at bus stops or on the bus.
- ❖ Animals, large objects, or glass containers are not permitted on the bus.

You must respect the rights of residents when waiting at your bus stop. Do not rough-house, use foul language, damage property, or fight. These actions can result in consequences with the local authorities.

Misconduct coming to and from school is considered a **level two** misconduct in the Colonial School District Code of Student Conduct and Discipline. Continued misconduct is a **level three** offense. Any unfavorable conduct not specifically outlined here, but which is determined by the bus driver or administration to be detrimental to the safe operation of the bus shall be considered a violation.

If a serious violation of the Code of Conduct occurs and depending on the outcome of a comprehensive investigation, the student will be suspended from both school and the bus. The length and duration of the suspension should be correlated to the seriousness of the offense. Additionally, since overt behavior is often systematic of other issues, an evaluation/assessment of the student's social/ emotional stability may be recommended and possible placement outside of the district based on the evaluations may result. Furthermore, an internal team will assist the building leadership in accessing community services and coordinating instructional/operational resources.

### **TRANSPORTATION INFORMATION**

Students in walking areas are not eligible and will not receive transportation. Students are expected to get on and off buses at the same assigned stops each morning and afternoon. These stops will generally be set at corners within a reasonable walking distance of students' homes. Students are expected to follow all of the guidelines that are contained in the district's transportation regulations. Unless a student has a year-long approved, alternate bus stop for childcare or a shared custody situation, they must ride the buses to which they are assigned.

### **LONG-TERM ACCOMODATIONS**

Families of students with defined special needs and/or living along PENNDOT-designated hazardous routes will automatically receive the accommodations required by their special circumstances. Other families seeking other accommodations, that often involve joint custody or day-care arrangements, must submit their requests in writing to the Transportation Department on the district form provided for that purpose. This form may be obtained at the attendance office or on our district web site [www.colonialsd.org](http://www.colonialsd.org). Accommodations will not automatically continue from one year to the next. Families must reapply each year. Accommodations will be made only when the request involves a single transition (change) for the student(s) from one service location to another during the week. The district will not honor requests for accommodations that vary day to day or week to week. Requests for accommodations for each new school year must be made by July 1. Requests made after that date will be processed in the order in which they are received. Review and action on late requests will be delayed if the volume of requests is high. Accommodations will be made only if the requested changes are for existing stops in the students' home school attendance area and there is room on the bus for the student(s). Routes will not be altered or extended.

### **TEMPORARY BUS PASSES**

The Principal may approve temporary transportation changes to address emergencies, such as illness in the family, a parent out of town, etc. by issuing a temporary bus pass for a single day. Passes may not be used to circumvent rules on long-term accommodations. Bus passes will not be issued for dates with friends, scout meetings, music lessons, work on projects or similar situations. Requests from parents for bus passes must be legibly made in writing using the district form provided for that purpose. The application must include the first and last name of the student and the complete address and telephone number of the caregiver. Students within the walking areas will not be issued bus passes. Bus drivers will not accept notes from parents. Accommodations will be made only if the requested changes are for existing stops in the students home school attendance area and there is room on the bus for the student(s). Routes will not be altered or extended.

**Please Note:** Kindergarten and special needs students will not be dropped off unless a parent or guardian is present at the bus stop. Every attempt will be made to contact the parent and return to the bus stop after the bus run is complete. If a parent or guardian is still not present on the second return to the bus stop, the child will be returned to the school. If a child cannot be returned to the school, local authorities will be contacted.

# Part II – Parent Reference Section



# ELEMENTARY SCHOOL DAY

## School for CE students: 9:05 AM – 3:35 PM



### **SAFETY RULES**

Please use safe practices when dropping off or picking up your children at school.

- ❖ Do not drop children off early. Keep them at home until it is time for school.
- ❖ Always have the children exit cars next to curbs, not on to a street.
- ❖ Do not let your children walk between parked cars.
- ❖ Tell your children to cross streets where crossing guards are located and/or where there are stop signs or traffic lights.
- ❖ When you drive to school, park in safe areas designed for regular parking. Do not park in areas reserved for school and emergency vehicles.

### **BIKE RIDING**

Due to safety concerns, bicycle riding to and from school is strongly discouraged. If you choose to have your child ride their bike to school, *please contact the office for a permission form and guidelines for bringing a bike to school.*

### **MONTGOMERY EARLY LEARNING CENTER**

A before and after school day care program is provided within the school for our parents. Please contact the school office or the MELC.

### **MORNING ARRIVAL**

**Supervision begins each morning at 8:55 am.** Parents may walk their child to the 3<sup>rd</sup> Avenue doors and wait until a teacher opens the door and escorts the children into the building. If you drive your child to school, please drive down Harry Street and turn left onto the alley towards Hallowell. Please stop at the first school gates and remain in your car. A teacher will open the gates at 8:55 am and escort your child from the car. If your child arrives at school after 9:05 am, he/she should enter the school through the front Harry Street doors.

The warning bell for starting school rings at 9:00 am. If your child is participating in our Breakfast Club or other morning programs, he/she is to follow program directions for entering the building.

All students eligible for bus transportation will be dropped off and picked up on **3<sup>RD</sup> Avenue**. A staff member will escort students to and from the bus.

### **AFTERNOON DISMISSAL**

In order to provide an optimal safety dismissal procedure for your child the following procedures have been instituted:

- Students leaving school by car will be picked up in the alley where traffic will flow in one direction from Harry Street to Hallowell.
- Parents are to remain in their cars.
- Children will enter cars from the gate closet to Hallowell Street.

**Kindergarten students** who are walking home will be dismissed at 3:30 pm and exit through the 3<sup>rd</sup> Avenue doors. They will be supervised by one of the Kindergarten teachers or assistants and will not be allowed to leave school property without an escort. Parents are asked to support and follow dismissal procedures.

### **SCHOOL AND EMERGENCY VEHICLES**

Three areas are marked off for school buses, vans, taxis, and for our emergency vehicles:

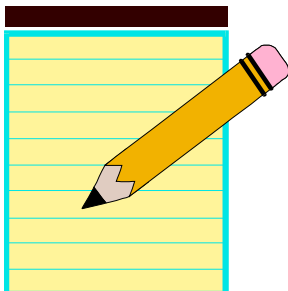
- Within the painted lines on 3<sup>rd</sup> Avenue from the corner of the school to the posted sign,
- Within the painted lines on Harry Street from the corner of the school to the posted sign,
- In the alley next to the school walls and fencing before school.

**If you park your vehicles in these areas, you will be ticketed by one of our police officers.**

Also, please **do not double park cars.** It can cause accidents and you will be ticketed for a parking violation.

**Please help us keep arrivals and departures from school safe for our children by following these rules!**

### **NOTES TO YOUR TEACHER**



**ANY TIME** a change in the everyday routine takes place a note is needed. All notes **must** include your child's first and last name, their homeroom number and teacher's name.

Please see the following examples of when you need to send a note to school:

- ❖ When you leave school early for a doctor's appointment or some other important reason.
- ❖ When you arrive late in the morning or return from an absence.
- ❖ When you have any temporary or long-term health problem.
- ❖ When there is a change in emergency information (phone numbers, addresses, etc.) whether temporary or long term.
- ❖ When there is a school district approved transportation change.

## EARLY DISMISSAL DAYS

Particular days have been reserved on the school calendar for a **12:30 pm early dismissal**. On these afternoons, school staff is involved in meetings, in-service training, or parent conferences.

### **2008-2009 Dates for Early Dismissal:**

- Wednesday, October, 8<sup>th</sup>
- Wednesday, October, 28<sup>th</sup> (parent conferences)
- Thursday, October 29<sup>th</sup> (parent conferences)
- Wednesday, November, 26<sup>th</sup>
- Friday, April 3<sup>rd</sup>
- Monday, June 8<sup>th</sup> – Thursday, June 11<sup>th</sup> – Last week of School
- Friday, June 12<sup>th</sup> – 11:15 am dismissal



## ATTENDANCE

*Children who attend school regularly make the best progress.*

If your child is absent, please call the school by 9:30 am and give the reason for the absence. Our attendance number is (610) 828 – 0362 Press 2.

**Only the following absences are excused by state law:** personal illness, health care (doctor appointment), death in the family, quarantine, religious holidays, recovery from an accident, required court attendance, and family educational trips with ten days prior approval of the principal.

**Following the absence, a note must be provided. Absentee forms are included in the last section of this handbook for your use. Please indicate the reason for your child's absence within 3 days upon returning to school. If a note is not received within 3 days, your child's absence will be marked unexcused.** A written doctor's note is requested for an absence of 3 days or more.

In the event you have not reported your child's absence in the morning, **Connect-ED** will be utilized to make the contact home. *It is vital that Conshohocken Elementary School has all of your current telephone numbers so that you will not miss out on any important communications.*

## UNEXCUSED ABSENCE

Is the absence of a pupil due to parental neglect, truancy or illegal employment. Parent neglect is considered to be: No written explanation from parent, Missed bus, Overslept, Unapproved Trips, Helping family to move, Babysitting.

### **EDUCATIONAL TRAVEL**

No more than five school days per student will be approved as an educational trip request in any school year. Special requests with unusual circumstances or exceptional opportunities for learning should be discussed with the building principal well in advance of the requested dates for absence.

All other reasons for absence are considered illegal. **Any child who is illegally absent for three days must be referred to school officials.** If a student is absent three (3) days without a valid excuse/reason, a First Offense Notice shall be sent to the parent or guardian by certified mail. This is a warning notice to parents that any future unexcused absences would be subject to fines and court filing costs.

Each subsequent unexcused absence after the First Offense will result in a Second Offense Notice sent by certified mail to parents and delivered to a district court magistrate by the office of the Home & School Visitor. A summons for this second offense is processed through the office of the local magistrate.

Excessive tardiness (more than 4 a marking period) or absences for unexcused reasons may result in disciplinary consequences. Students who are chronically tardy will have their minutes late totaled and converted to unexcused absent days.

### **EXCESSIVE ABSENCE**

After a student has accumulated ten excused (including approved days for educational trips), unexcused or illegal absences, school authorities will require medical verification for each subsequent absence. It must be obtained within three days after the return of the student to classes for the absence to be excused. If the verification is not received, the absence is illegal. (Exceptions to this requirement are absences due to a communicable disease, a prolonged serious illness, or hospitalization.)

**Truancy Elimination Plan:** The Truancy Elimination Plan (attached in the back of this handbook) will be initiated for students and families who continually missing school.

### **RELEASE OF STUDENTS DURING SCHOOL HOURS**

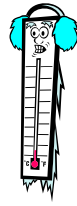
Please refer to the list above for excused reasons to release students from school during school hours. Students who must leave school early will be released from the building when a written request signed by the parents has been presented to the office. Notes should be sent in with the child on the day of the appointment to ensure that your child is ready when you arrive.

❖ **Please try to schedule appointments after school whenever possible.**

Before leaving the building, you must sign out your child on the Early Dismissal or Late Arrival Clipboard located in the school office. If s/he is returning to school before the end of the day, s/he must also return to the office to be signed in so that we are aware of the student's return. Students will not be released to anyone other than parent or guardian without a signed note from the parent or guardian.



# EMERGENCY CLOSINGS LATE STARTS & EARLY DISMISSALS



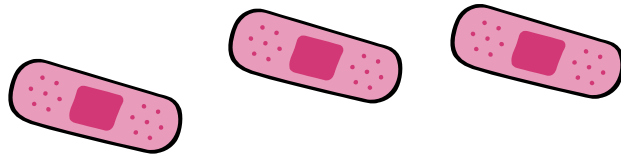
During inclement weather, the Superintendent may decide to close school for the day, delay opening for two hours, or dismiss early if school is already in session.

**When school must be dismissed early because of weather conditions, children should know what to do if no one is at home when they arrive.** Alternative plans need to be reviewed by parents with their children at the beginning of the school year and regularly throughout the year.

School closing will be announced on the radio the morning of the closing. The Colonial School District number is 305. Notice of closing will be announced on WCAU (1210), WPEN (950), and WIP (610) radio stations, CITV (Comcast Cable Channel 27). You may also access the Colonial School District Website at [www.colonialsd.org](http://www.colonialsd.org). Be aware that we are the Colonial School District in Montgomery County. There is another Colonial School District in the nearby vicinity. Don't be confused by the name.

Parents and guardians are reminded to be proactive in finding out information regarding school closing using the various forms of communication provided by the school district. In the event of a school closing, children should know in advance where they should go in the event of an emergency.

## HEALTH SERVICES



The Health Room is staffed daily by the school nurse or the nurse's secretary/aide. Minor first aid is available as needed. Emergency first aid is provided in case of an accident and parents are notified by the nurse. If your child becomes ill in school, you may be contacted and asked to take your child home, if necessary.

Immunizations must be on record in the nurse's office and kept up to date in your child's file.

### **Medications may be sent to school only if the following guidelines are met:**

- Note from a doctor stating the name of the medication, how it is to be given, amount, time, and the diagnosis of the illness. The medication must have the prescription label on the container.
- Note from the parents giving approval for medication to be administered. Please be aware that herbal supplements are considered medication and therefore require a note from parents giving approval for it to be administered.
- Medication must be taken to the health office and administered there. Please notify the nurse of any changes in medication.



Health services provided by the District include: hearing screening tests, vision screenings, height and weight measurements. Physical examinations (original entry into school and grades 6 and 11)

and dental examinations (original entry into school, grades 3 and 7) are required by state law. These examinations may be completed by your family physician and dentist or by the District doctor and dentist at school.

### **BMI (body mass index) MEASUREMENT**

The school nurse will measure BMI percentile for students in kindergarten through fourth grade. This will comply with a requirement of the Pennsylvania School Health code. A written report of your child's BMI percentile will be sent home. A BMI percentile is used as guideline to help assess whether a person may be overweight or underweight. Keeping in mind that this is a health screening tool, please share the results with your child's health care provider.

Accidental and dental insurance plans are available to students, but are not compulsory. Information relative to insurance coverage and costs of premiums will be sent home with students early in the school year. In the event of an injury, a claim form should be obtained from the school nurse.

In the event that your child has a serious medical condition, please be sure to contact our school nurse, Mrs. Greenly, to develop a plan to address the condition.

### **CAFETERIA SERVICES**

Every child has the option each day of bringing lunch from home, purchasing milk or juice in school or buying the cafeteria meal. Menu bulletins are sent home monthly with your child and include the prices for these items. Under the federally funded national school lunch program, free and reduced price lunches are available based upon need. Information and forms are distributed each fall. Children utilize the Point of Sale (POS) system when purchasing lunch.



- The cost for a lunch during the **2008–2009** school year is **\$2.55**.
- Please make your check payable to “**CSD Food Services.**”
- ***Please note: Prompt payment for overdue lunch fees is required.***
  
- ❖ **Point of Sale (POS)** system, gives parents/guardians the ability of purchasing as many meals in advance as they would like and eliminates the hassle of remembering to send money every day. Pre-paying is the perfect way to be sure that lunch money is used for the purpose it was intended.
  
- ❖ The **POS** system applies **only** to items on the cafeteria line for lunch and breakfast. **Students may not access their funds to purchase ice-cream.** They will however, be able to buy milk or juice on the lunch line with the **POS** system.

## **BREAKFAST CLUB**

Breakfast Club starts at 8:45 am. Students coming to our breakfast program must arrive between 8:45 am and 8:55 am. They are to enter the building through the cafeteria doors located on Harry Street. The doors will be locked at 8:55 am. Students are not to leave the cafeteria area until they are formally dismissed by an adult supervising in the cafeteria. The cost of a breakfast is \$1.00. Students who are eligible for the Free and Reduced Lunch Program also receive free or reduced breakfast.

## **COMMUNICATIONS BETWEEN HOME & SCHOOL**

### **Parent-Teacher Contacts**

Your classroom teacher will contact you with news of your child's progress. If you have any questions or concerns about your child's performance in school or well being, please contact your child's teacher or other school staff. We are here to serve you and your child.



### **Connect-ED<sup>®</sup>**

Colonial School District utilizes the *Connect-ED<sup>®</sup>* service as our school-to-parent communications service. With the *Connect-ED* service, our schools can send periodic and personalized voice messages to parents within minutes. The *Connect-ED* service will also be used for our emergency preparedness procedures and early dismissal notification due to inclement weather. The system will also be used to contact parents if a call has not been made to the school attendance line and to notify parents of upcoming school events.

## **COMMUNICATING WITH STAFF MEMBERS**

The teachers' regular workday is 8:50 am – 3:50 pm. You may leave a voicemail message for your child's teacher by calling (610) 828-0362 and enter the extension number. In addition, please don't hesitate to communicate with our staff through written notes or e-mail. Often this method of communication is just as effective as using the telephone.

**Friday Folders** are one more means of communication between the home and school. Each Friday you should expect to receive your child's Friday Folder, containing important administrative notices, as well as your child's schoolwork. This folder provides weekly communication between your child's teacher and the home.

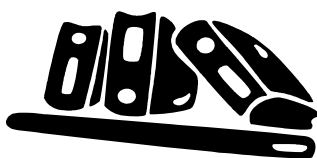


## **Homework**

Homework is an important part of the Conshohocken Elementary School educational program. Homework assignments provide a natural connection between the teacher and the parent to communicate the nature of learning activities your child is experiencing in school.

Daily homework assignments connect what your child learned today with what your child will learn tomorrow. Homework also helps students develop independent work habits, organizational skills, and personal responsibility. Students should maintain a homework book. This homework book should be taken home each evening with assignments for the day written in it. Second and third grade students will be given a school homework book. Please take care of the book, since we have a limited supply. Students are responsible for taking home all necessary homework materials and completing their assignments to the best of their ability.

Parents have the responsibility of reinforcing their child's learning by providing an environment that encourages and sets an example for achievement.



## Suggestions for Creating a Positive Homework Environment

- ❖ Have a quiet, organized place for your child to do homework
- ❖ Set a specific time for daily homework to be completed.
- ❖ Check that outside activities, television, and playtime do not interfere with your child's progress.
- ❖ Encourage your child to complete homework independently.
- ❖ Be available to answer questions if needed.
- ❖ Review your child's homework and
- ❖ Be aware of the classroom teacher's expectations and homework policy.

*Communicate any concerns you have about your child's performance with the classroom teacher.*

**Formal written homework is assigned to reinforce information and skills learned in class and prepare students for upcoming lessons.** Beginning with the first grade, these assignments should require no more than 20 minutes per evening. The amount of time needed for formal homework in grades two through five should be gradually increased each year. **Informal homework** such as studying, listening to stories, watching an educational program, or collecting materials to be used in the classroom are common in elementary school. Parents have a special responsibility to help their children learn to read by reading aloud to them regularly and encouraging them to respond to what is read. Talking with your children about what they are learning in school will reinforce their learning and provide you with the opportunity to recognize their academic effort and improvement. If students are to reach their potential, they need the support and encouragement of the home and school community with homework..

### **REPORTING PUPIL PROGRESS**

Student progress is reported to parents at approximately 12-week intervals during the school term (3 report periods). Parent-teacher conferences are scheduled by the school before the first marking period. Written report cards are sent home with your children for the 1<sup>st</sup>, 2<sup>nd</sup>, and final report periods.



A second conference usually is scheduled for the early spring. At this time, a parent-teacher conference can be scheduled at the request of either the parent or teacher.

A child's progress is determined by teacher evaluation of the pupil, his or her daily lesson preparation, participation in class, attitude, ability and individual effort. Parents who have questions concerning their child's progress are encouraged to contact their child's teacher anytime during the school year via a note to the teacher or a telephone call to the school. Teachers will also communicate to parents when they feel it is necessary.

If you have a question or concern related to your child's school experience, please do not hesitate to contact your child's teacher, principal, or guidance counselor as soon as possible.

## SPECIALIST PROGRAMS



Our school **art program** is designed to expose each child to the various art mediums. Each student is encouraged to approach these mediums according to his or her individual stage of development. The art program stresses the creative process as well as an appreciation of art forms.



The **library program** encourages the freedom of selection and the love of reading. The students will learn about various authors and illustrators along with developing information literacy skills. Each child has one regularly scheduled library period each week. It is possible for a child to come to the library at other times to exchange books.

**Technology program** @ CE helps students become 21<sup>st</sup> Century learners and prepares them for classrooms for the future. Students will work on Powerpoint, Word, and Excel along with developing internet research skills.



The goal of the **music program** is to provide our children with various interesting and exciting mediums of music. Children have many opportunities to experience singing, dancing, creative body movement, dramatizing stories, playing instruments, and developing an appreciation of music through listening and exploring different musical styles and sounds.

## PHYSICAL EDUCATION

Students participate in a planned program of physical education.

### **Athletic sneakers are required for class.**

- ❖ Children unable to participate in activities must have a signed note from a parent/guardian. A wide range of activities is offered which develop physical skills, fitness, cooperation, good sportsmanship, and critical thinking.



*In order to enhance our program, the following special services are also available for students:*

## STUDENT SUPPORT TEAM

A student may be referred to the Student Support Team (SST), which includes parents and teachers, to identify and address academic and/or behavioral needs. Based on the outcome of the intervention designed by the SST, a student may be referred for additional testing.

## READING SPECIALIST SUPPORT

Reading Specialists assist both teachers and students with remedial instruction, co-teaching experiences and professional development on best instructional practices in reading language arts education.

## MATH COACH SUPPORT

Math Support Teachers assist both teachers and students with remedial instruction, co-teaching experiences and professional development on best instructional practices in math education.

## SPEECH, HEARING, VISION

Specialists are available to work with children who have documented impairments in these areas.

## ENGLISH AS A SECOND LANGUAGE (ESL)

An ESL teacher is available to work with students who require help in this area.

## PSYCHOLOGY

A district psychologist is available. The psychologist is a member of the Student Support Team and consults with staff about students experiencing academic or behavioral difficulty in the classroom.

## SPECIAL EDUCATION

In accordance with state and federal regulations and standards, Colonial School District actively seeks to identify students who are eligible for special education. Classroom teachers, guidance counselors, reading specialists, school nurses, and speech clinicians conduct screenings to determine the needs of children who are thought to be exceptional. The Student Support Team, convened by the guidance counselor, acts as a pre-referral system to special education and may request that a multidisciplinary evaluation be conducted to determine a student's eligibility for special education programs. Parental permission is required before any student evaluations can occur.

Parents who believe that their child is in need of either special education or gifted services may request that a multidisciplinary evaluation be conducted. The request must be in writing, addressed to the building principal, and should explain why the parents believe that an evaluation is necessary. Inquiries regarding special education may be directed to the Colonial School District Special Education Department at (610) 834 – 1670 ext. 2109.

## OTHER THINGS THAT ARE GOOD TO KNOW ABOUT CONSHOHOCKEN ELEMENTARY...



### FIRE AND EMERGENCY DRILLS

To ensure the safety of our students, staff, and faculty, emergency drills are practiced throughout the year. Fire drills are held once a month, as required by law. In addition, weather emergency and lockdown drills are held in preparation for other possible emergencies. If you are visiting at the time of a drill, you are to follow CES staff direction for procedures for the drill.

### STUDENT EMERGENCY CARDS

You will receive an emergency form for you to complete at the start of school. Having this information returned promptly and correctly is very important. During the first week of school, staff will be gathering and verifying information that can be used in case of emergency situations. A copy of the information is kept in the school and nurse offices. Please make certain that all telephone numbers and addresses given are accurate. **Please notify the school office if you change telephone numbers, addresses, or jobs during the school year. It is very important that these records be kept up to date!**

### FIELD TRIPS

Buses for field trips are **provided** for all grade levels by the Parent Teachers Organization (PTO) of Conshohocken Elementary School. Permission slips are required, and must be signed and returned before a child is allowed to go on a trip. Parents are responsible for fees on some trips.

### WALKING TRIPS

Each parent is requested to complete a permission slip for walking trips. Teachers frequently take our students on local field trips that do not require transportation by bus. Students are not allowed to participate in walking field trips without written permission from a parent or guardian.

### TEXTBOOKS AND SUPPLIES

Textbooks are supplied by the school district. These books should be handled with care and returned in good condition at the end of the year. Payment is required for lost or extremely damaged books. Book covers should be used to protect books. Most supplies are supplied by the school district as well. Occasionally, your teacher may ask students to bring in certain items. Students will not be penalized if these special requests cannot be met.

### USE OF BUILDING

Community groups and organizations must secure permission to use the school building after hours. A request for use of the school must be made to the office of the principal.

### LOST AND FOUND



A **lost and found box** is kept in the main hall of the school next to the principal's office door.

Parents are encouraged to label all clothing and possessions belonging to their children. The lost and found box is emptied at the end of the year and the contents sent to a local charity or needy family.



### SPECIAL EVENTS AND PROGRAMS

You are invited to share in the fun and excitement of various, special, exciting, and fun school sponsored events.

### FAMILY FUN NIGHTS

Families are invited to participate in fun activities at school. The programs may vary from book fairs to bingo, movies, puppet shows, or listening to musical groups. The only requirement of the program is that students come and enjoy themselves with an adult family member. Please refer to district calendar and school newsletters for updates and events.

### READING AT HOME (RAH)

RAH is designed to encourage students to read with family members at home on a regular basis. Students are expected to log the books they read; adult partners sign their logs. Your classroom teacher will provide you with more information about this great program as well as our **Reading Is Fundamental (RIF)** book distribution.



## SCHOOL VISITATION



Parents and community members are invited to visit Conshohocken Elementary School for special events and informally throughout the school year. Out of respect for the students, teachers, and instructional environment, please arrange visits in advance. If there is a particular part of the program you would like to observe, please contact the teacher to set up a visit. **Please** keep in mind that teachers will not have time to answer visitors' questions while teaching class. **For the safety of the students at CE, all visitors to our school must sign in at the school office.** All visitors will receive a badge, which must be worn prominently for the duration of the visit. This must be returned upon leaving the school.

## VOLUNTEERS

Volunteers are a valued part of our school community. There are a variety of ways a parent or community member can become involved in our school. Volunteers are needed to provide extra assistance as a reading or math tutor, read aloud to children, work on publishing student writing, share talents in the arts, help to keep the library functioning smoothly, and assist the classroom teacher for special activities. The PTO also uses volunteers as homeroom parents, program planners/organizers, and activity participants. If you would like to become a school volunteer we would love to have you join us. Please contact your child's teacher or the Guidance Counselor, Chris Rusciolelli, at (610)828-0362 ext.5212 or PTO Officers if you are interested.

## PARENT TEACHER ORGANIZATION

### *JOIN YOUR SCHOOL PTO. MAKE A DIFFERENCE!*

Our school's PTO board members encourage all of you to join them in their efforts to make the school the best possible place for our children. They welcome everyone to participate in our school events and to be a part of school decisions by coming to the monthly meetings. Meetings are held the second Wednesday of each month. Please refer to the school Newsletter for the time of each meeting.

## PARTY POLICY

Fall and winter parties are held in classrooms at all grade levels. On occasions of birthdays and other special events, parents should make arrangements with the child's teacher should they wish to send in refreshments or treats to be shared with the children. An alternate suggestion is to donate a book to the classroom or school library with the child's name inside to honor the birthday.

Please do not ask classroom teacher to distribute party invitations, unless the entire class or gender (all boy party or all girl party) is invited.



**CUSTODY AND VISITATION AGREEMENTS**

We try to be very sensitive to the needs of our families. Please contact the school and **provide legal documentation when modifications to custody agreements or visitation arrangements occur.** Please send all copies of legal documents to the attention of the building administration.



# Part III –

# CSD Code of Conduct & CSD Policies



## **SUMMARY OF CODE OF STUDENT CONDUCT AND DISCIPLINE**

Students, parents, teachers, and the School Board share the responsibility to develop a climate within the school that is conducive to wholesome learning and teaching. Every student has the right to learn while every teacher has the right to teach. Appropriate conduct encourages interaction with others, which is beneficial to the learning and teaching process. Inappropriate conduct is detrimental to the individual involved and others.

Important to any effective discipline system is having students and staff aware that certain student conduct has been determined to be misconduct, and the prescribed disciplinary responses associated with each act of misconduct. In this manner, students, staff and parents may realize which types of student conduct are unacceptable and understand the consequences of such conduct, which knowledge will improve student behavior.

The adoption of this Code is intended to assure every effort is being made to make disciplinary practices and procedures consistent, reasonable, fair, and equitable.

This Code of Student Conduct and Discipline applies to Conduct that occurs while students are in attendance at school, while students are going to school from home and from school to home, and to conduct at other times which impacts on the School District. This Code intends to promote cooperation among all people involved in the Colonial School District and to emphasize the district's intolerance of disrespect in any form.

### **LEVEL ONE MISCONDUCT**

Level One misconduct on the part of the student is misconduct which: (1) impedes orderly classroom procedures, (2) infringes upon the rights of others to learn or teach, or (3) interferes with orderly operation of the classroom or school. Level One misconduct may occur outside of the classroom and school. This misconduct usually will be handled by the individual staff member but at times may require the intervention of an administrator.

### **TYPES OF LEVEL ONE STUDENT MISCONDUCT**

1. Disruptive Classroom Behavior
2. Classroom tardiness
3. Disrespectful speech or action
4. Failure to complete assignment
5. Unprepared for class
6. Failure to follow established procedures for:
  - a. the cafeteria
  - b. the halls
  - c. during field trips
7. Failure to follow established procedures:
  - a. at co-curricular activities
  - b. at extra-curricular activities
8. Horseplay
9. Failure to report to a teacher's detention
10. Failure to follow reasonable directions
11. Inappropriate speech or behavior in hallways/cafeteria
12. Any form of distraction
13. Inappropriate use of a computer or computer network.
14. Other offenses not listed, but fitting the definition of Level One Misconduct

## **DISCIPLINARY OPTIONS AVAILABLE FOR LEVEL ONE STUDENT MISCONDUCT**

- Verbal reprimand
- Personal conference
- Behavioral contract
- Involvement with grade counselor
- Withdrawal of privileges within the classroom
- Suspension or revocation of parking and/or social privileges
- Detention
- Telephone call to parent or guardian
- Assignment of demerits in accordance with demerit policy set forth in Appendix "2" to this Code.

## **PROCEDURES FOR LEVEL ONE STUDENT MISCONDUCT**

In the event of Level One student misconduct, there is immediate intervention by the staff member who is supervising the students or who observes the misconduct.

Repeated misconduct requires a conference with the teacher and student which may involve the principal.

A proper and accurate written record of the misconducts and disciplinary actions for each student must be prepared by the staff member involved and kept by the staff member to be used in the event that the misconduct continues and moves to Level Two misconduct consideration.

## **LEVEL TWO MISCONDUCT**

Level Two misconduct on the part of the student is misconduct whose frequencies or seriousness disrupts the learning climate of the classroom and/or school. Level Two misconduct may also occur outside of the classroom and school.

## **TYPES OF LEVEL TWO STUDENT MISCONDUCT**

1. Continuation of Level One misconduct
2. Profane and/or obscene language  
(For the purposes of this code obscene is defined as “offensive to feelings of modesty or sense of decency of the school community; lewd”)
3. Obscene gestures or actions
4. School tardiness
5. Truancy
6. Classroom Disturbance
7. Cutting class
8. Failure to cooperate with substitute
9. Failure to identify oneself correctly
10. Leaving school or an assigned area without permission
11. Violation of driving privileges
12. Misconduct going to and from school
13. Loitering
14. Lying
15. Abusive language
16. Unauthorized possession of a telephone paging device or a beeper, scanner, cell phone or any other electronic device
17. Disruptive hallway behavior of a physical nature
18. Throwing food and/or other items

19. Installation of games, programs or other files not owned or authorized by the district on computers or networks.
20. Using data networks for lobbying and non-school related activities.
21. Possession of pornographic material at school or during school related activities.
22. Other offenses not listed but fitting the definition of Level Two Misconduct.

### **DISCIPLINARY OPTIONS AVAILABLE FOR LEVEL TWO STUDENT MISCONDUCT**

- Any appropriate disciplinary option or response from Level One
- Withdrawal of privileges
- Class schedule change
- In-school suspension
- Parental conference
- Suspension from student activities
- Assignment of demerits in accordance with demerit policy set forth in Appendix "2" to this Code.

### **PROCEDURES FOR LEVEL TWO MISCONDUCT**

In the event of Level Two student misconduct, there is an immediate intervention by the staff member who is supervising the students or who observes the misconduct.

The student is referred to the principal for appropriate disciplinary action.

If a suspension is being considered as an appropriate discipline, the student shall be advised of the reasons for the suspension and be given the opportunity to respond before the suspension becomes effective.

A proper and accurate written record of the misconduct and the disciplinary actions for each student must be maintained by the staff member and forwarded to the principal.

### **LEVEL THREE MISCONDUCT**

Level Three misconduct on the part of the student is misconduct which is directed against persons or property or whose consequences may seriously endanger the health or safety of others.

These acts are considered serious. These acts may result in the intervention of the law enforcement authorities.

### **TYPES OF LEVEL THREE STUDENT MISCONDUCT**

1. Continuation of Level Two misconduct
2. Harassment and bullying
3. Fighting
4. Stealing
5. Threat to others
6. Turning in false alarms
7. Obscene and/or threatening calls letter or e-mail

(For the purposes of this code obscene is defined as “offensive to feelings of modesty or sense of decency of the school community; lewd”)

8. Using and/or supplying forged notes or illegal excuses
9. Using or supplying plagiarized materials
10. Cheating
11. Vandalism
12. Violence, force, coercion, intimidation
13. Alteration or use of school documents with intent to defraud
14. Smoking or possession of tobacco or tobacco product paraphernalia.
15. Trespassing
16. Possession/use of firecrackers, smoke/stink bombs, etc.
17. Disrespectful speech or action to a staff member
18. Transmitting or receiving offensive materials, obscene or pornographic materials, on the Internet, computer network or single computer
19. Modifying files or other data on a computer or on the data network.
20. Changing passwords belonging to other users or misrepresenting other users on any computer or data network.
21. Using the data network to disrupt the work of others.
22. Modifying computer hardware or software.
23. Other offenses violating Pennsylvania Crimes Code
24. Other offenses not listed but fitting the definition of Level Three Misconduct

### **DISCIPLINARY OPTIONS AVAILABLE FOR LEVEL THREE STUDENT MISCONDUCT**

- Any appropriate disciplinary option from Level Two
- Temporary removal from class
- Homebound instruction
- Alternative program
- Out-of-school suspension
- Work/Study Program



### **PROCEDURES FOR LEVEL THREE MISCONDUCT**

In the event of Level Three student misconduct, there is immediate intervention by the staff member who is supervising the students or who observes the misconduct, provided such intervention can take place safely.

The Principal initiates disciplinary action by investigating the infraction and conferring with appropriate staff or agencies on the extent of the consequences.

If a suspension is being considered as an appropriate discipline, the student shall be advised of the reasons for the suspension and be given the opportunity to respond before the suspension becomes effective.

The Principal meets with the student and confers with the parent or guardian about the student's misconduct and the resulting disciplinary action.

A proper and accurate written record of offenses and disciplinary actions is maintained by the Principal.

There is consideration of restitution of property and damages and possible referral to law enforcement officials.

### **LEVEL FOUR MISCONDUCT**

Level Four misconduct on the part of the student is misconduct which results in violence to another's person or property or which poses a direct threat to the safety of others.

These acts may be criminal and always require administrative action which may result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Board of School Directors.

### **TYPES OF LEVEL FOUR STUDENT MISCONDUCT**

1. Continuation of Level Three misconducts
2. Extortion
3. Bomb threat
4. Conspiracy involving dangerous weapons
5. Assault/battery
6. Sexual Harassment
7. Institutional vandalism
8. Theft/possession/sale of stolen property/conspiracy to commit theft
9. Arson
10. Disruptions resulting in endangerment
11. Harassment
12. Illegal distribution, reproduction and/or use of copy-righted software.
13. Using the data networks for illegal activity, commercial or profit making purposes.
14. Theft of computer hardware or software.
15. Abusing or destroying computer hardware or software.
16. Using, furnishing, selling or possession of over-the-counter medications.  
(Please note that all medication, must be dispensed by the school nurse.)

17. Other offenses violating Pennsylvania Crimes Code.
18. Other offenses not listed but fitting the definition of Level Four Misconduct.

### **DISCIPLINARY OPTIONS AVAILABLE FOR LEVEL FOUR STUDENT MISCONDUCT**

- Any appropriate disciplinary option or response from Level Three
- Expulsion
- Alternative school
- Other Board action which results in appropriate placement

### **PROCEDURES FOR LEVEL FOUR MISCONDUCT**

In the event of Level Four student misconduct, there is immediate intervention by the staff member who is supervising the students or who observes the misconduct, provided such intervention can take place safely. The administrator verifies the offense, confers with the appropriate staff or agency and meets with the student.

The student is immediately removed from the school environment. Parents or Guardians are notified.

Law enforcement officials are contacted, unless the discipline is based on continuation of Level Three Misconducts, in which event the administrator determines if such referral is appropriate.

A complete and accurate written report is submitted to the Superintendent who will consider recommending expulsion.

The student is given a full due-process hearing before the Board, if expulsion is recommended.

### **LEVEL FIVE MISCONDUCT**

Level Five misconduct on the part of a student is misconduct which involves the possession, sale, furnishings, use or involvement of any nature with an unauthorized substance.

These acts may be criminal and always require administrative action which may result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Board of School Directors.

### **TYPES OF LEVEL FIVE STUDENT MISCONDUCT**

1. Use of an unauthorized substance
2. Furnishing an unauthorized substance to others
3. Selling an unauthorized substance
4. Possession of an unauthorized substance
5. Involvement of any nature with an unauthorized substance

## **DISCIPLINARY OPTIONS AVAILABLE FOR LEVEL FIVE STUDENT MISCONDUCT**

- Expulsion
- Alternative school
- Other Board action which results in appropriate placement

## **PROCEDURES FOR LEVEL FIVE MISCONDUCT**

In the event of Level Five student misconduct, there is immediate intervention by the staff member who is supervising the students or who observes the misconduct, provided such intervention can take place safely.

Any employee not a member of the teaching staff who believes a student is guilty of Level Five misconduct must take reasonable steps to prevent the continuance of such conduct and immediately notify the employee's immediate supervisor and the Principal of the building attended by the student in question.

The Principal must immediately verify the offense, and if appropriate, meet with the student. The Principal is to immediately remove the student from the school environment and suspend the student. The student's parents or guardians and law enforcement officials are to be notified immediately.

The Principal is to prepare a complete and accurate written report to be submitted to the Superintendent of Schools within twenty-four (24) hours.

The Superintendent is to file a report with the Board.

## **LEVEL SIX MISCONDUCT**

Level Six misconduct on the part of a student is misconduct which involves the act of bringing a weapon to school, on school property, to any school sponsored activity or upon any conveyance providing transportation to a school or a school sponsored activity.

Such an act is criminal and will always require administrative action which may result in the immediate removal of the student from school, the intervention of the law enforcement authorities and action by the Board of School Directors.



## CSD POLICIES

### ASBESTOS MANAGEMENT PLAN

The district maintains a plan to safely contain and manage the relatively small amount of asbestos remaining in its schools. Copies of the management plans for our schools are available in the Custodial Offices in our schools. A master copy of the management plan for all district schools is available in the Facilities Management Center. Those interested in reviewing the district's management plans should contact their School Principals, Custodial Supervisors or the District's Facilities Engineer, Terry Yemm, who will provide access to the plans.

### COLONIAL SCHOOL DISTRICT IS SMOKE FREE!

"The Board of School Directors of Colonial School District is committed to the provision of a healthful environment for all individuals who are associated with the district." "Effective June 30, 1992, smoking is not permitted on school property. This prohibition applies to students, non-students, and adults (employees and non-employees). The definition of school property includes school buildings, school buses, and real estate owned or leased by the school district. The definition of smoking includes the lighting of a cigarette, cigar, or pipe, and also includes the use of smokeless tobacco in any form." Please note, "The above policy applies to all programs conducted by the Colonial School as well as all programs conducted on the property of the school district."

### COMPLAINT RESOLUTION

Student and/or parental complaints typically translate to legitimate questions or concerns, which merely require our prompt and thorough response. All Colonial School District personnel are committed to implementing a means of complaint resolution, which is user-friendly and serves to communicate answers to such questions. Toward this end, and through the joint efforts of the Colonial Education Association and Administration, a Complaint Resolution Brochure was developed and effectively provides a guide for parents to use in addressing concerns. The brochure entitled: **Complaint Resolution: A Guide for Parents**, can be obtained from your principal. Our goal is to mitigate against the unpleasantness of adversarial interaction which, on occasion, serve only to derail teachers/administrators from the desired partnership we want to have with parents. With this in mind, please feel free to avail yourself of our brochure and together we will serve the best interest of our school and community.

### INTERNET PROTECTION ACT

It is the policy of the Colonial School District that its computers, networks, the Internet, electronic communications and information systems (collectively CIS systems) must be used for education-related purposes. Student use of the CIS for any other purpose may result in the cancellation of the privilege to use the network and equipment of the District and may also result in disciplinary consequences. Steps have been taken to ensure student safety; all access to the internet is through an internet filter that screens out inappropriate web sites, chat rooms and games. This filtering meets the requirements of the federal regulations. Parents and guardians have the right to deny individual internet access for their children. This can be done by indicating in writing that you **do not** want your child to have individual internet access. This form mailed by the district at the beginning of the year to each family must be signed and returned to the district community relation's office to the attention of Mr. David Sherman.

The entire text of CSD Board Policy 815, Acceptable Use of Computers, Network, Internet, Electronic Communications and Information Systems Policy, is available on the School District's website.

## MEMORANDUM OF UNDERSTANDING

Act 26 of 1995, commonly referred to as the Possession of Weapons Act amends Pennsylvania School Code and implemented the Federal Gun Free Legislation. In addition to creating the Pennsylvania Office of Safe Schools and many other initiatives such as transfer of student disciplinary records, a subsection of Act 26 required “all school entities to develop a Memorandum of Understanding with local law enforcement which sets forth procedures to be followed when an incident involving an act of violence or possession of a weapon by any person occurs on school property.”

The Colonial School District complied with Act 26 by creating a Memorandum of Understanding with our three municipal police departments: Whitmarsh Township, Plymouth Township and Conshohocken Borough. The Memorandum of Understanding is signed by both the Superintendent of Schools and the Chief of Police for each municipality. Three priorities are contained in the memorandum and address investigation of crimes protocol, identification of persons responsible for commission of crimes and assisting school personnel in the prevention of crimes of violence and crimes involving the possession of weapons through a variety of preventative measures including education and deterrence.

## RESIDENCY / GUARDIANSHIP – DISTRICT REQUIREMENTS

Students must live in Colonial School District in order to be enrolled in any of our schools. Colonial School District is required by the Pennsylvania Public School Code to keep on file verification of residency on all students. Families who lease or rent property in Colonial School District or whomever accepts guardianship for a student must keep a current lease or guardianship affidavit on file with the school building the student is attending for that school year. **For students who have “guardianship status” contact will be made with designated guardians only.** Parents are also required to keep the school informed of any change in a child’s residency throughout the school year.

If have any questions concerning Colonial School District residency requirements, you can contact Cassandra DeLong – Director of Pupil Services at 610-834-1670 x2111 or Paul R. Antal – Director of District Safety/Residency Investigations at 610-825-1501 x1224.

## SPECIAL EDUCATION STUDENTS

The Code addresses certain steps that must be taken if a special education student is determined to be guilty of misconduct, including the involvement of the student’s IEP team and the possibility of the involvement of the multi-disciplinary team and additional rights to a hearing.

## STUDENT/SCHOOL PUBLICITY

Photos, videotape footage and personal interviews with Colonial students who are involved in various school-related activities are often used as part of the district’s community relations efforts (e.g., district publications, CITV programs and on the district’s Website). If you do not want photos, videotape footage or interviews featuring your child used in district publications, CITV programming or on the Website, please contact the district office (David Sherman 610-834-1670 ext. 2115) or complete the form forwarded to you during the district mailing at the opening of the school year. Be advised that signing this form prevents intentional use of your child’s photo or videotape footage. In situations in which large groups of people are participating, it may be impossible not to photograph or videotape certain students and therefore we cannot prevent the use of photos or videotape footage that unintentionally includes your chil

## **SCHOOL RECORDS**

The Colonial School District recognizes the need to protect the confidentiality of personally identifiable information in the education records of children. The School District Records Policy approved by Colonial School Directors meets the requirement of the State Board of Education and the Family Education and Privacy Act of 1974 and subsequent revisions.

All student records are kept in locked files in the school where the student attends.

No disclosure, except in specific instances, or personally identifiable information from students records to outside sources will be made without prior written consent of the parent or eligible student. An eligible student is a student who has reached 18 years of age.

Parents and/or eligible students have the right to inspect or review the student's records by appointment after a written request is received.

Parents and/or eligible students have the right to request that a record be amended if they believe that information contained in the record is inaccurate or misleading or violates privacy.

Parents and/or eligible students have a right to a student records hearing to challenge the content of educational records.

Parents and/or eligible students have a right to file a written complaint with the Family Education Rights and Privacy division (FERPA), United States Department of Education, Switzer Building, 330 C Street, S. W. Washington, DC 20201, regarding possible violations of the rights accorded them under these provisions.

The Colonial School District maintains copies of its student records policy as approved by the Pennsylvania Department of Education in each school building (principal's or guidance office) and at the administrative office. This plan is available for inspection. Please contact the Director of Pupil Services, at (610)834-1670 ext. 2109 with questions regarding school records.

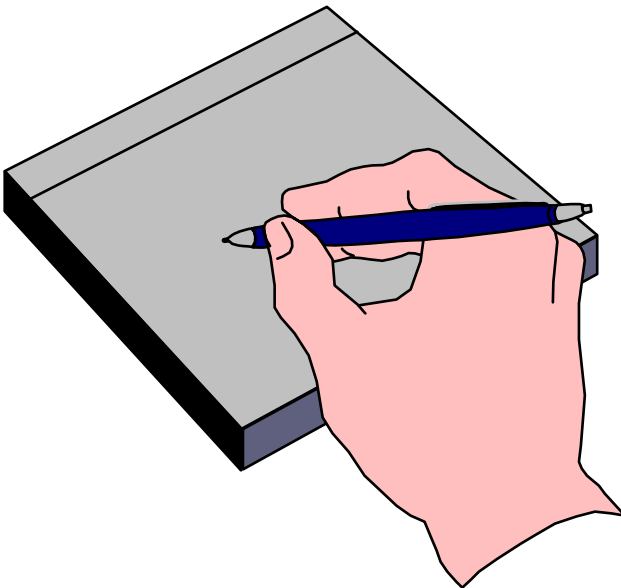


# Part IV -

# Forms

*The following forms are for your convenience. Feel free to copy them and use them throughout the school year.*

*Please be sure to fill them out completely...it's a great help to us!  
Thank you.*



## TRANSPORTATION REQUEST FORM

Effective September 2002-Revised 12-7-04

If your child is to be transported to and/or from school to a location other than your designated home area bus stop, please complete the Transportation Request Form on the reverse side of this notice and return it to the Transportation Office located in the Colonial Elementary School or mail the form to the address below. Forms may also be picked up at each school.

Requests for Colonial School District bus transportation from locations other than the student's home will be considered only if the student is eligible for transportation and the stop is on an existing bus run located in the school attendance area to which the student is assigned.

Students will be assigned to bus stops based on the consistent application of a process that involves no more than one accommodation or transition per student. We cannot honor requests for transportation that will vary day to day or week to week.

Requests for a change in transportation will become effective only after adequate time has been given to properly notify all persons concerned and make the necessary changes. Approximately (3) three School Days.

Building principals may approve temporary changes for emergencies such as illness in the family, parent out of town, etc. Telephone requests will not be taken for permanent changes. Requests must be submitted on a "Transportation Request Form" and submitted to the Transportation Office. Notes requesting transportation changes signed by parents will not be accepted by bus drivers.

Requests for transportation to a child care provider will be granted only if the child care provider is on an established bus route in the school attendance area.

For safety reasons students will be permitted to ride only the bus to which they are assigned and to get on or off the bus only at the stop to which they are assigned.

**Special Note:** Child Care/Day Care/Dual Home Transportation Request Forms should be submitted **BEFORE July 1st** of each school year. Student bus stops revert back to the home location at the end of each school year. **Special requests for transportation to child care providers must be made annually.**

While this may procedure may cause parents temporary inconvenience, we know that you will understand our serious commitment to transporting students to and from school safely, and how our need to know at all times which children are on our buses.

We appreciate your cooperation in this matter.

If you have any questions you may call the Transportation Office at 610-834-1671.

Colonial School District  
Transportation Office  
230 Flourtown Road  
Plymouth Meeting, PA 19462

COLONIAL SCHOOL DISTRICT  
TRANSPORTATION REQUEST FORM- REVISED 12/07/04

SCHOOL YEAR \_\_\_\_\_ Requests must be submitted each school year. Transportation will revert back to student's home address at the end of the School year.

Student(s) Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

School Attending: \_\_\_\_\_ Grade: \_\_\_\_\_

Please fill in the blanks where indicated and provide us with accurate information and the required signatures. Please return this form to the Colonial School District Transportation Office, 230 Flourtown Rd., Plymouth Meeting, PA 19462. This form may also be faxed to 610-834-1809.

Daycare Provider Address: \_\_\_\_\_  
\_\_\_\_\_

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

Bus Stop Location (From Child Care Provider Location If Known) \_\_\_\_\_  
(Must be an existing bus stop.)

**Student Transported TO SCHOOL FROM :**  
Home \_\_\_\_\_ Child Care Provider \_\_\_\_\_

**Student Transported FROM SCHOOL TO:**  
Home \_\_\_\_\_ Child Care Provider \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_

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**TRANSPORTATION DEPARTMENT USE ONLY**

Effective Date: \_\_\_\_\_

\_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved      \_\_\_\_\_  
Transportation Office

**PLEASE NOTE:** This request can only be approved by the Transportation Office. Building principals can approve temporary changes in transportation for emergency reasons.

Copies: School \_\_\_\_\_ Transportation Office \_\_\_\_\_ Parent \_\_\_\_\_

**Conshohocken Elementary School  
Educational Trip Request Form**

*Please Print*

**Student Name:** \_\_\_\_\_ **Room #:** \_\_\_\_\_

**Date(s) of Trip:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Student will return to school on:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal's Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Conshohocken Elementary School  
Student Transportation Change**

*Please Print*

**Student Name:** \_\_\_\_\_ **Room #:** \_\_\_\_\_

**Date(s) of change:** \_\_\_\_\_

**Please check 1 or 2.**

**My child will be going home with:**

**My child will be bringing home:**

**Friend's Name:** \_\_\_\_\_ **Room #:** \_\_\_\_\_

**Please check 1, 2, or 3.**

**1. On bus #** \_\_\_\_\_

**2. Carport (being picked up)**

**3. Walk home**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Conshohocken Elementary School - ABSENCE NOTE

**This form is to be filled in by the parent and returned to school the day after any absence. After three days of absence, a doctor's note is required.**

Student Name (PRINT): \_\_\_\_\_ Room #: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

The State of Pennsylvania identifies the following reasons as excused (check one):

- Illness
- Death In Family
- Quarantine
- Religious Holiday
- Recovery of Accident
- Court Attendance
- Family Educational Trip (prior approval required by CES Principal)

Comments: \_\_\_\_\_

Doctor Contacted: Yes      No

Parent Signature: \_\_\_\_\_

## Conshocken Elementary School - ABSENCE NOTE

**This form is to be filled in by the parent and returned to school the day after any absence. After three days of absence, a doctor's note is required.**

Student Name (PRINT): \_\_\_\_\_ Room #: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

The State of Pennsylvania identifies the following reasons as excused (check one):

- Illness
- Death In Family
- Quarantine
- Religious Holiday
- Recovery of Accident
- Court Attendance
- Family Educational Trip (prior approval required by CES Principal)

Comments: \_\_\_\_\_

Doctor Contacted: Yes      No

Parent Signature: \_\_\_\_\_