

Colonial Elementary School

2011 – 2012

Student and Parent Handbook



Name: _____ HR: _____

Welcome to Colonial Elementary School

The administration, faculty, and staff are committed to creating and maintaining a safe, secure environment which is conducive to teaching and learning.

In order to maintain this type of rich, learning environment, we must all work together. This handbook has been prepared to provide you with information regarding the procedures, programs, and regulations of the Colonial Elementary School. The *Guide to Respect and Responsibility* section of this book lays out the expectations for all CES students. It is important that you carefully review the contents with your son or daughter.

The intent of the rules and regulations is not to provide a restrictive school climate, but one of safety and organization so that students can work to their fullest potential.

If at any time you have a question or concern, please feel free to contact any staff member. We are looking forward to a successful school year for each and every CES student.

Important Phone Numbers:

Office Phone: (610) 941-0426

FAX: (610) 834-8701

Helpful Extensions:

- **Press 1** – Staff Directory
- **Press 2** – Attendance Reporting
- **Press 3** – Guidance Office
- **Press 4** – Nurse's Office
- **Press 6** – Building Administration
- **Press 7** – Information Hotline
- **Press 0** – Main Office

Visit our Colonial School District Web Site: www.colonialsd.org

COLONIAL ELEMENTARY SCHOOL ADMINISTRATION

Principal
Assistant Principal

Mrs. Terese Boegly
Mrs. Karen Gebhardt

DISTRICT ADMINISTRATIVE STAFF

Superintendent
Director of Pupil Services
Supervisor of Special Education K-5
Director of Curriculum, Instruction, and Assessment
Director of Transportation
Director of Food Services

Dr. MaryEllen Gorodetzer
Mrs. Karen Berk
Mrs. Elizabeth Maza
Dr. Elizabeth McKeane
Ms. Kathy Ellis
Mrs. Lori McCoy

Colonial Elementary's Mission Statement

It is the mission of Colonial Elementary School to meet each child at his/her level, provide an enriched and secure learning environment, and enable each child to develop the skills necessary for life-long learning.

In supporting the children of the Colonial School District along their journey; the staff and administration of Colonial Elementary School are committed to the greater purpose stated in the vision and mission of the Colonial School District.

Mission:

The mission of the CSD, the vital educational force in the Conshohocken, Plymouth, and Whitemarsh community is to reach "Above and Beyond" by graduating individuals who are able and committed to fulfilling their potential and maximizing their contribution to society. The District shall achieve this mission by working in partnership with the community to:

- provide learning experiences which instill common societal values,
- develop critical thinking skills; value human diversity, and
- prepare a generation of lifelong learners to inherit and lead our complex society through the 21st century.

Vision:

The vision of the CSD is to work collaboratively in partnership with parents and the community to enhance student learning. A professional and highly motivated staff, in partnership with parents and community, will provide a learning environment which maximizes individual potential and ensures that all students have the skills necessary to succeed in a global economy through the provision of:

- a high quality curriculum and instructional program that focuses on rigor, relevance, relationships and reflective thought
- professional development and professional growth opportunities
- a personalized learning environment with high expectations for all students
- an atmosphere of pride and responsibility—safe and caring environment
- assessment system focused on student achievement and data driven decision making

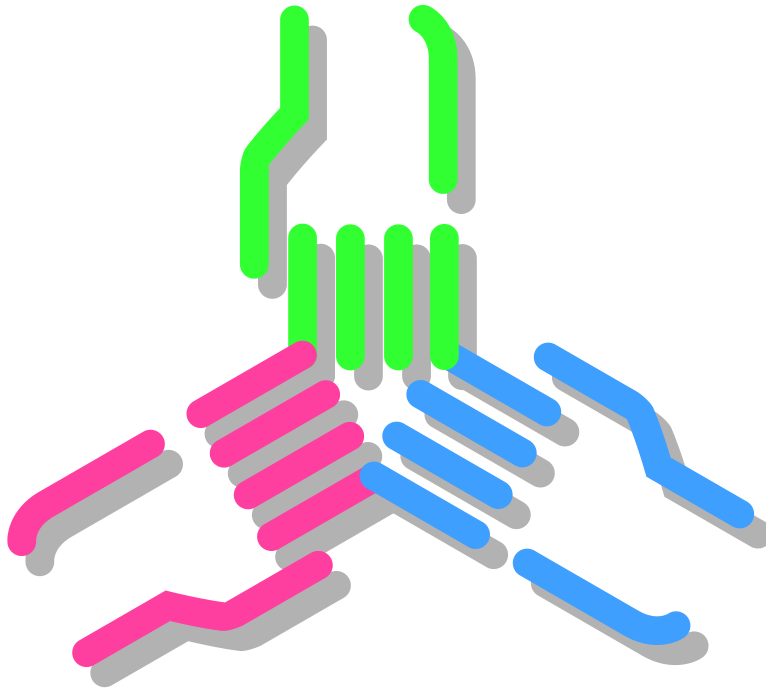
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Part I:

Parent Reference Section



ELEMENTARY SCHOOL DAY

School for CES students: 9:05 AM – 3:35 PM

Arrival and Dismissal Procedures



1. Walkers and Bike Riders

- Students who walk or ride their bike to school should not arrive before 8:50 am.
- Bikers **must** wear helmets and are required to walk their bikes while on school property.
- Bikes must be locked at the bike rack while parked at school. Bike rack is located on the Flourtown side of the building.
- Walkers and bikers are instructed to go directly home after school.
- Please remind your child to obey rules for pedestrians and bike riders - staying on sidewalks, and crossing at corners.

2. Morning Drop Off



- Due to the large number of students being dropped off before school on some mornings, the school driveway and parking lot can be an extremely busy place. Your help is needed to ensure student safety and to expedite the morning drop off at CES.
- Students who are dropped off in the morning should not arrive before 8:50 am, unless they are participating in an activity that begins before school.
- Please keep to one lane of traffic and pull up past the front doors of CES to allow several cars to unload at the same time. **DO NOT** block the crosswalk.
- Have your child be ready to make a safe and timely exit from the vehicle. Please have your child exit curbside.
- **DO NOT** pass cars around the orange cones.
- **Please do not drop students off in the parking lot between the rows of parked cars.**

3. Afternoon Pick Up/Carport Line



- Student safety and security are essential – if your child will be picked up from school, proper notification is necessary. Please send a note with your child in the morning. On the note, please indicate your child's first and last name, homeroom number, the time of dismissal and who will be picking up your child. The note needs to be turned in to the teacher and sent to the office to be recorded on the carport list.
- Parent pick-up is an extremely busy time at CES. There are specific procedures we

have in place to keep the students safe and the carport line moving.

- Students will be dismissed from their classrooms at 3:20 pm.
- Only the car lane closest to the building entrance will be used for pick-up. Please keep to one lane of traffic and pull up past the front doors of CES to allow several cars to load at the same time. **DO NOT** block the crosswalk.
- When waiting in the carport line, **DO NOT** block Colonial Drive as buses need to get to the sides of the building to pick up students.
- **DO NOT park your vehicle between the rows of parked cars and wait for your child.**
- **DO NOT park temporarily in the handicapped spots, unless you have the proper tags.**
- Children should follow the directions of the teacher on duty.
- At 3:45 pm, all students still waiting to be picked up will be escorted upstairs to the CES main office. If you arrive after this time, please park your vehicle and walk up to the office to pick up your child.



Academic Program

Colonial Elementary School follows a six-day cycle for scheduling special classes for students. Students will be made aware of their special class for each day. In order to implement the goals of education, Colonial Elementary offers a rigorous program in the following curricular areas:

- Mathematics – Number Systems, Computation, Estimation, Measurement, Problem Solving, Statistics and Data Analysis, Probability, Algebraic Concepts, and Geometry
- Language Arts - Reading, Writing, Spelling/Word Study
- Content Area - Social Studies, Science
- Special Areas - Music, Art, Physical Education, Study Skills and Keyboarding, Library, Guidance, Health, Computer Technology & Research Skills, and Science Process Skills

In order to enhance our instructional program at Colonial Elementary School, the following special services are also available for students:

- Student Support – 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 interventions 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.
 - Ms. Pustilnick, Ms. Douglas, Mrs. Gamburg, and Mrs. Sellers
- Math Resource 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.
 - Mrs. Keyack
- Speech and Language- Specialists are available to work with children who have documented impairments in these areas.
 - Ms. Sives and Mrs. Dryburgh
- English as a Second Language (ESL) - An ESL teacher is available to work with students who require help in this area.
 - Mrs. Blannett
- Instrumental Music - Music instructors provides lessons for students who are interested in learning a band or orchestra instrument.
 - Mr. Wilson Band Teacher
 - Mrs. O'Connor Strings Teacher
- 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.
 - Mrs. Kim McNamara (610) 834-1670 ext. 2104
- 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 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. Inquiries regarding special education may be directed to your child's guidance counselor or the Colonial School District Special Education Supervisor Elizabeth Maza at (610) 834 – 1670 ext. 2134.

Extracurricular Activities at CES –

Colonial Elementary offers a variety of extracurricular activities for students to get involved in. We encourage all students to try and select at least one activity to get involved in during the school year. Information for all of these activities will be provided during the school year via the Friday Folder. Additionally, the contact person for each activity is listed.

- Chorus – Chorus is offered for both 4th and 5th grade students. The chorus meets before school once a week to practice singing and to prepare for both the Winter and Spring concerts.
 - Contact person: Mr. Yaracs
- Band and Orchestra Rehearsal – In addition to weekly scheduled lessons during the school day, all students who choose to play either a wind, percussion or string instrument will meet once a week before school to practice with the entire band or orchestra. These rehearsals are to prepare the students for the Winter and Spring concerts.
 - Contact Person: Mr. Wilson (Band) and Mrs. O’Connor (Orchestra)
- Open Gym/Floor Hockey – Both 4th and 5th grade students can participate in our Open Gym or Floor Hockey programs, which meet before school once a week. During the first half of the year, students can sign up for Open Gym and the second half of the year students can join the CES Floor Hockey League.
 - Contact Person: Mr. Bram
- Problem Solving Club – Both 4th and 5th graders can sign up for the Problem Solving Club, which meets once a week before school. At the Problem Solving Club, students challenge themselves in solving difficult math problems.
 - Contact Person: Mrs. Chmielewski, Mrs. Mindel, Ms. Brotz, and Mr. Caruso
- Creative Endeavors – This Art Enrichment program is for 5th graders ONLY and meets once a week before school. At Creative Endeavors, students showcase their create talents by creating displays around the building and for different CES events.
 - Contact Person: Mrs. Douglas
- CES Cares – CES Cares is a volunteer organization made up of 4th and 5th grade students who want to make a difference in our community. They meet before school and plan ideas for fundraising and to advertise projects that they were working on. Examples of projects that CES Cares has worked on include: collecting hats and gloves for middle school and high school age children; purchasing holiday gifts for

children in our community; supporting Alex's Lemonade Stand within our school; and providing assistance to community clean-up projects.

- Contact Person: Mr. Grimes, Mrs. Gubeno, and Mrs. Elkes

- Science Fair – The Science Fair will take place on Wednesday, February 22, 2012. Students will receive information regarding the Science Fair during the month of November and will work on completing their experiment and display for the night of the Science Fair. Each student will have a teacher mentor who will guide and support them through the entire process.

- Contact Person: Ms. Missimer

- Reading Olympics: The goal of the Reading Olympics is to increase students' reading for enjoyment and increase reading skills. Students collaborate with their teammates to read forty to fifty books that have been selected by a committee of librarians, reading specialists and classroom teachers (The Reading Olympics book list can be found on the Colonial Elementary webpage). These professionals read the books and write questions which teams of students answer during the competition. The Olympics are primarily a celebration of reading rather than a contest.

- Contact Person: Mrs. Dimmerling

- Odyssey of the Mind (OM): OM is an international educational program that provides creative problem-solving opportunities for students from kindergarten through college. Under the direction of parent volunteer coaches, team members apply their creativity to solve problems that range from building mechanical devices to presenting their own interpretation of literary classics. They then bring their solutions to competition on the local, state, and World level. Thousands of teams from throughout the U.S. and from about 25 other countries participate in the program.

- Contact Person: Mrs. Mindel

- **Girls on the Run: Girls on the Run® is a positive youth development program which combines an interactive curriculum and running to inspire self-respect and healthy lifestyles in pre-teen girls. Girls on Run begins in February and meets twice a week after school.

- Contact Person: Mrs. Gebhardt

- Contact Person: Tracy Ashdale (215) 540 – 0813
tfa123@aol.com

- ****Chess Club:** The CES Chess Club is run by Silver Knights Chess Company. Members of the chess club meet after school on Fridays to learn about chess and play against their friends. There is a fall and spring program for Chess Club.
 - Contact Person: Mrs. Gebhardt
 - Contact Person: Adam Weissbart (610) 446-081
www.silverknightschess.com

** Programs that are privately sponsored

Homework

- Daily homework for all children is an important part of the Colonial educational program. Assignments will reinforce learning that has taken place in school and should help develop independent work-study habits, as well as responsibility. It is also intended to strengthen the home/school connection. As a rule of thumb, district policy suggests times for the amount of homework as follows:

□ **Grades 4/5 – 45 to 60 minutes per night**



- Each child will receive a homework notebook, compliments of our PTO. Please keep in mind that not all homework assignments have to be written. A child might be asked to collect, interview, watch or listen to a television or radio program, cut/paste, read a book or newspaper article, or help in family chores. Parents should help their child plan a daily time and place for homework. Some children work best if they do their homework right after school; others need a time to play before settling down to work. Although homework is your child's responsibility, your support and encouragement (i.e. reviewing problems or helping to review for a test) can promote a positive school experience and increase academic achievement.
- All students at Colonial Elementary will participate in the "Scout's Tooled for School" program. This school-wide program incorporates ideas associated with organization, time management, and learning styles. Students will be provided with instruction, guidance, and support in these three areas throughout the school year. All students will maintain an organizational system using either a binder or pendaflex folder.

Reporting Pupil Progress

- Pupil progress is formally reported to parents three times during the school year. During the 1st report period a formal parent-teacher conference is scheduled by the school. Parent-teacher conferences can be scheduled by request by the teacher or



parent during the 2nd or 3rd report periods. Each report period, written report cards are sent home with your child.

1. Parent Conferences will be scheduled for Monday, November 21st and Tuesday, November 22nd. Early dismissals have been scheduled for these days to accommodate for conferences.
 2. Report Cards will be distributed on Friday, December 16th, Friday, March 23rd, and Friday, June 15th.
- Cautions cards are sent to parents in the middle of the second and third marking periods when academic concerns arise. Parents should sign the form and return it to the child's teacher. It is recommended that a meeting is scheduled to discuss concerns with your child's teacher.
 - In addition, parents are encouraged to contact their child's teacher at any time during the school year in order to maintain open lines of communication regarding their child's academic progress.

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) 941-0426 and entering 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. **All of the teacher's email addresses and extensions are listed on the Colonial Elementary website under "Staff Directory."
- Friday Folders are an important means of communication between the home and school. Each Friday you should expect to receive your child's Friday Folder, which contain important administrative notices, as well as your child's schoolwork. This folder provides weekly communication between your child's teacher and the home.

School Visitation

- Parents and community members are invited to visit Colonial Elementary for special events and informally throughout the school year. Out of respect for the students, teachers, and instructional environment, classroom visits must be arranged in advance.
- Unannounced visits to the class during school hours are not permitted.
- Forgotten items, such as instruments, lunches, etc. should be left with the receptionist on the first floor.
- **For the safety of the students at CES, all visitors to our school must sign in at both the receptionist's desk on the first floor and in the school office on the second floor.** 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.



Notes to your child's 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 your child leaves school early for a doctor's appointment or some other important reason.
- When your child arrives late in the morning or returns from an absence.
- When your child has 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.



Attendance

Children who attend school regularly make the best progress. The Colonial School District considers regular school attendance essential for success in school. It shall be the intent of the attendance procedures to provide an opportunity for educational growth and development for all children of the Colonial School District. Curricula are planned and courses taught as a progression of learning activities and ideas, with each day's work building on work previously done. Children who are absent miss one or more steps in the learning process. Regular attendance also assists in developing a sense of responsibility, discipline and good work habits in the student.

- If your child is absent, please call the school attendance secretary (Mrs. Santoni) and give the reason for the absence. Our attendance number is (610) 941-0426 – Press 2. When school personnel are not notified, a daily call will be placed to the parent/guardian to determine the reason for the absence. **Following the absence, a note must be provided. Absentee forms are included in the last section of this handbook. 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. Please note that if your child is absent from school, he/she may not participate in any extracurricular programs for that day.
- 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 Colonial Elementary School has all of your current telephone numbers so that you will not miss out on any important communications.*
- **Only the following absences are excused by state law:** personal illness, health care

(doctor's 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.

- **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.** 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.)
- **Tardiness:** Coming to school on time every day is important. Not only is punctuality a valuable trait, but the child who arrives late upsets the class routine and often misses important instruction. Children should have ample time to get up in the morning and have a leisurely start to their day. A parent or guardian must accompany your child to the office to sign him/her in. State Law requires tardiness to be recorded. Parents of students with excessive tardiness (more than 4 a marking period) will be reported to the Home and School Visitor and may result in disciplinary consequences. It is important that a parent or guardian escort their child to the office to be signed in so we are aware of their arrival.

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, and 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.
- Decisions on school closing and delays are usually made between 5:00 a.m. and 6:00 a.m. on the day of school after consultation with local authorities and weather forecasters (CSD is number 305). Closing announcements will be made on KYW-AM 1060, KYW-TV Channel 3, WCAU-TV Channel 10, WTXF-TV Channel 29, CITV (Comcast Cable and Verizon FiOS Channel 28), the CSD Phone Message (610-834-1671), the home page of the District Web site (www.colonialsd.org) and via e-mail to subscribers of the District's e-mail news list.
- 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.

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 professional development meetings, in-service training, or parent conferences.

Dates for Early Dismissal:

- Friday, October 7th
- Monday, November 21st
- Tuesday, November 22nd
- Wednesday, November 23rd
- Friday, December 23rd
- Friday, March 2nd
- Friday, March 30th
- Friday, April 27th
- Last Week of School June 11th – 15th (June 15th - 12:00 pm dismissal)





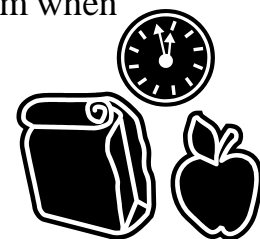
Health Services

- The Health Room is staffed daily by the school nurse and 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.
- The Pennsylvania Guidelines regarding medications at school have recently changed. To comply with the state regulations, the following changes have been made to the Colonial School District Medication Policy.
 - Students are **not allowed** to transport any medication, either over-the counter or prescription, to or from school. A **parent or guardian** must deliver the medication to the school nursing office personally. A **parent or guardian** must also personally pick up all medications from school once the medication is discontinued, or at the end of the school year.
 - Any medication that a parent delivers to school, either over the counter or prescription, requires the **Medication Dispensing Form to be signed by both a parent/guardian AND the attending physician.**
- Please attempt to give any necessary medication at home. Some over-the counter medications are kept on hand in the school nursing office. Parents/guardians may indicate the over-the-counter medications for which they give permission on the yearly Student Emergency Form. Students who do not comply with these changes may be subject to disciplinary action as stated in the CSD Handbook.
- 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.
- 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 to develop a plan to address the condition.
- Head lice occasionally occur in school age children. It is a treatable condition that does not cause disease. The first sign of head lice is usually an itchy scalp. Head lice are about the size of a sesame seed, light yellow to brown and cannot hop, fly or jump. Lice eggs, called nits, are tiny, tear-shaped and white to yellowish-brown in color. They are glued to the hair and are most often found above and behind the ears

and at the back of the neck. Please check your child's hair for signs of lice whenever you comb or shampoo their hair. If you suspect your child has lice, and are unsure of what to do, please call your doctor for advice. Please check the Colonial School District website (www.colonialsd.org) for more information.

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 and are always available in the nurse's office. Children may utilize the Point of Sale (POS) system when purchasing lunch.
 1. The cost for lunch during the **2011 –2012** school year is **\$2.75**.
 2. The cost for breakfast during the **2011 – 2012** school year is **\$1.15**.
 3. Please make your check payable to “**CSD Food Services.**”
 4. ***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 or snacks.** They will however, be able to buy milk or juice on the lunch line with the **POS** system. If a child would like to purchase an additional slice of pizza on Pizza Day or an extra order of chicken nuggets, that purchase may be deducted from the account for the additional fee.



Custody and Visitation Agreements

Having accurate legal documentation at school is extremely important to the safety and security of our students.

- If there is any legal custody or divorce settlement information that the school should be aware of regarding a student, 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.
- Include printed copies of pertinent legal documents pertaining to custody arrangements, residential custody, joint custody, order of protection, etc. It is extremely important that the school knows if a student is not to be released to a

specific person. There must be a written legal document – a handwritten document is not sufficient.

- Non-custodial parents have the right to receive information about a student unless there is a specific court order stating otherwise. The non-custodial parent needs to notify the school office regarding his/her wish to receive newsletters, report cards, or any other school information.



Transportation Information

- 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. If your child is more than 30 minutes late arriving home in the afternoon, please call the CSD Transportation department at (610) 834 – 1670 EXT. 2142.
- **School bus transportation is 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.
- 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 will be correlated to the seriousness of the offense. Additionally, since overt behavior is often symptomatic of other issues, an evaluation/assessment of the student's social/ emotional stability may be recommended.
- 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 Accommodations:** 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 can be found in the back of the handbook or on our district web site 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 or Assistant 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 play dates, meetings, or similar situations. Requests from parents for bus passes must be legibly made in writing using the district form provided for that purpose (Located in the back of the Handbook). 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.

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.

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, and assist the classroom teacher for special activities.
- If you become a school volunteer, please respect the privacy and anonymity of each child and his/her performance or behavior. Please do not discuss such information either inside or outside of the school setting.
- If you would like to become a school volunteer, please contact Lynn Carr at (610) 941 – 0426 EXT. 2137.

Colonial Elementary PTO

The goal of the Colonial Elementary PTO is to strengthen the relationship between home, school, and the community.

- A small yearly fee (\$10) allows each family to join the Colonial Elementary PTO. Membership monies support a wide range of activities and programs that enrich children's school experience. Families are encouraged to join and volunteer in a capacity that is convenient for them. Information regarding membership can be found on the Colonial Elementary website under "PTO."
- Monthly PTO meetings are held throughout the year in the evening. The meetings provide an opportunity to meet other parents and the principals as well as stay informed. The dates for the PTO meetings are listed below. All meetings begin at

7:00 pm and are held in the CES Boardroom, which is on the 2nd floor across from the CES main office. Additionally, more information can be found on the Colonial Elementary website under the link “PTO.”

Colonial Elementary PTO Meeting Schedule:

1. Tuesday, September 27, 2011
2. Wednesday, October 18, 2011
3. Wednesday, November 16, 2011
4. Tuesday, January 17, 2012
5. Wednesday, February 15, 2012
6. Wednesday, March 21, 2012
7. Tuesday, April 17, 2012
8. Thursday, May 17, 2012



PTO Volunteers

- The PTO uses volunteers as homeroom parents, program planners/organizers, and activity participants. If you would like volunteer for the Colonial Elementary PTO, please contact the officers listed below.

PTO Executive Board

Listed below are the names and contact information for the 2011-2012 CES-PTO Board. The officers welcome your questions, comments, input and advice. Please feel free to contact any one of them at any time throughout the school year. Contact information can be found on the Colonial Elementary website under “PTO.”

The Colonial Elementary PTO’s success is contingent upon parent participation!

- Co-President ----- Rita Speara
- Co-President ----- Linda Trembath
- Vice President ----- Raj Setlur
- Co-Treasurer ----- Cathy Reilly
- Co-Treasurer ----- Paige Gee
- Co-Secretary ----- Justine Bell
- Co-Secretary ----- Trish McNew

Assembly Programs and Field Trips

- Student assemblies and field trips are carefully planned as learning experiences directly related to aspects of the educational program. They are designed to provide enrichment, enjoyment, appreciation and varied learning experiences for the children.

- Assembly programs are planned by the Principal and Assistant Principal in cooperation with a member of the Colonial Elementary PTO and several staff members. The Colonial Elementary PTO generously provides funding for these special programs.
- Grade level field trips are sponsored in part by the Colonial Elementary PTO. All trips are related to the curriculum and are collaboratively planned by the teachers and the administration. Subsequent classroom activities are developed which relate directly or indirectly to the trip. Parental permission is required for students to be included. Trips are part of the school program and all students are expected to participate.

Part II:

The CES Trailblazers ... Student Guide to Respect & Responsibility

You are one of many “Trailblazers” here at CES. To operate such a large school requires the cooperation and hard work of everyone, especially YOU! We, the administrators, staff, and teachers need your help.

Please keep the rules outlined in this booklet, and those given by your teacher, in mind throughout your education here at CES.



Scout Trailblazer Program

Leading the Way with Respect & Responsibility!

In an effort to provide a safe and orderly environment for our students and staff, the following five “Scout Trailblazer” Rules have been adopted:

1. **Show respect to all people and all property.**
2. **Cooperate with all adults.**
3. **Follow directions.**
4. **Hands off others.**
5. **Walk appropriately in all school areas.**

Throughout the school year, special “*Trailblazer Time*” activities are held for students who have **less than three strikes** at the end of each strike period. Strike slips are issued to a student by any adult in the building when they break one of “Scout’s Rules.” Students who have received two or fewer strikes may participate in the special activity. Students who receive three strikes will not be permitted to participate in the reward activity.

Most students at CES make great choices and are able to participate in Trailblazer Time. When a student is having difficulty following “Scout’s Rules,” the school and parents will work together to support the student. Parents will be notified when their child has received their second and third strike slip. Please be advised that if your child does receive a third strike, he/she will not participate in the reward activity and will be required to participate in a lesson that addresses the rules that were not followed. If for any reason your child is absent when the lesson occurs, he/she will participate in a make-up lesson during his/her next recess time. A fourth strike will result in an after-school detention served on a designated day from 3:30 pm to 4:15 pm. Parents will be notified of the detention date. In addition to receiving strikes, students may receive other consequences for inappropriate behavior, which are outlined in the CSD Code of Conduct. These consequences will translate into the Scout Trailblazer program as follows:

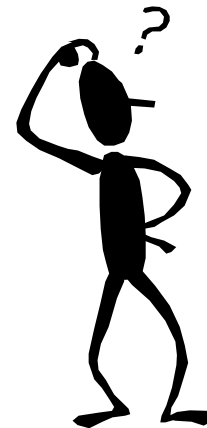
- After School Detention = 1 Strike
- In School Suspension = 2 Strikes
- Out of School Suspension = 3 Strikes



AND THINK . . .

Make Good Choices at CES!

What else should my child and I know about the discipline policies at CES?



In order to maintain a safe, secure learning environment for all students, expectations regarding behavior, 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 ...

- Threats made to others (**even jokingly**) will be dealt with by the administration 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 are considered to be a Level Three Offense.
- Selling items for purposes other than authorized fundraisers for a non-profit organization is unacceptable.
- Gum chewing is not allowed in the school building, on the playground, or on the bus.
- ***Electronic toys and devices*** are to be left at home.
- Things that may be harmful to others are not allowed. 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.
- The school's website and district network are an extension of the school environment; therefore, any inappropriate action or activity will be dealt with using the CSD Code of Conduct.



Colonial Elementary School

Dear CES Parents & Guardians:

Maintaining a safe and secure learning environment at Colonial Elementary School is extremely important. The creation of this optimal learning environment is continually supported through the dedication and efforts of the staff at CES. One area that we find more difficult to maintain is on the school bus and at bus stops. This difficulty is due to the amount of supervision which can be provided at these locations as they are uniquely different than in our school building. In managing buses over the years, it has been our experience that some students behave differently on the bus than they do in front of the adults at school or family members at home. This concerns us because a driver cannot safely drive a bus when students are loud, moving around, or standing.

In an effort to reinforce the appropriate behavior on the bus and at the bus stop, all students at Colonial Elementary School have reviewed “Scout’s Rules for Riding the Bus.” This bus behavior program creates an ongoing partnership with the drivers of each bus. Additionally, the program emphasizes individual accountability, positive incentives, and constant communication to create a safe and orderly environment for students when riding the bus.

Listed below is a checklist of important bus information for you to keep at home and carefully review with your child. Additionally, we have provided “Scout’s Rules for Riding the Bus” on the next page.

Bus Rules Checklist:

- 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 students’ 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 eat, litter, destroy or damage property on the bus.

Please acknowledge that you have reviewed this checklist and “Scout’s Rules for Riding the Bus” by signing off on the release form that has been provided with the handbook. We greatly appreciate working together with you and your child in maintaining a safe and secure environment for students as they travel to and from school.

Sincerely,

Mrs. Boegly, Principal

Mrs. Gebhardt, Assistant Principal

Scout's Rules for Riding the Bus



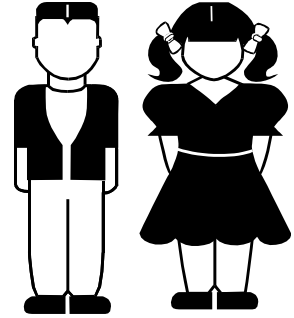
1. Follow the directions of your bus driver.
2. Respect other people and property.
3. Use quiet voices.
4. Remain in your seat the entire bus ride.
5. Keep your hands and feet to yourselves.

Trailblazer Expectations...

Stop, Think & Make Good Choices

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.
- Shorts may not be worn in the building once the colder weather sets in. Likewise, the weather will determine when shorts may be worn again in the spring.
- Short shorts are inappropriate. They must reach fingertip length.
- Bare midriffs, spaghetti straps, halter tops are not permitted. Straps of less than 2 inches wide are not acceptable for school.
- Clothing should not contain suggestive or offensive language involving drugs, alcohol, tobacco, or obscenities.
- 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.
- Cosmetics or colored hairsprays are not permitted.
- Sagging clothing or clothing with holes that expose undergarments are not permitted.
- Valuable jewelry should be left at home.
- Large jewelry, like chain necklaces, hoop and long dangling earrings are not permitted.
- Pocket chains are not permitted.
- Purses and pocketbooks are not permitted.

Assemblies

- Enter the auditorium quietly. Follow your teacher's directions at all times.
- Sit properly in the auditorium chairs with your legs and feet in front of you.



- 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.
- 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 artwork and/or displays in the hallways.



Cafeteria

- Show respect for and follow all directions given by the cafeteria aides.
- Stay seated while eating.
- Raise your hand for permission to leave the table.
- Use indoor voices.
- Be responsible for cleaning up your trash after you eat.
- No food is allowed on the playground or in the classroom during indoor recess.
- Enter and exit through the proper doors and hallway. Hall passes are required to return to your classroom at recess.



Playground

You are to stay within the boundaries of the playground (blacktop, wood chip equipment area, and some grass areas)

- Follow directions given by cafeteria aides.
- Wall ball may be played only in designated areas.
- Playing with hardballs, snowballs, and wooden/steel bats or sticks is not allowed.
- 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.)



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, throwing balls, etc. are not permitted during indoor recess.
- Use quiet voices during indoor recess.



Part III:

CSD Code of Conduct & CSD Policies

SUMMARY OF CODE OF STUDENT CONDUCT & DISCIPLINE

The Board of School Directors maintains a Code of Student Conduct and Discipline which 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. The following is a summary of that Code.

LEVEL 1 MISCONDUCT	
DEFINITION: Misconduct which impedes orderly classroom procedures, infringes on the rights of others to learn or to teach, or interferes with the orderly operation of the classroom or school	
101	Disruptive classroom behavior
102	Classroom tardiness
103	Failure to complete assignment
104	Unprepared for class
105	Failure to follow established procedures for the cafeteria, including eating in the wrong cafeteria, the halls, and field trips
106	Failure to follow established procedures at co-curricular and extracurricular activities
107	Horseplay
109	Failure to follow reasonable directions
110	Inappropriate speech or behavior in hallways/cafeteria
111	Any form of distraction
112	Inappropriate use of a computer or computer network
113	Failure to serve teacher detention
114	Use of cell phone during school hours
115	Violation of dress guidelines
116	Other offenses not listed, but fitting the definition of Level 1 misconduct
LEVEL 1 DISCIPLINARY OPTIONS	
<ul style="list-style-type: none"> • Verbal reprimand • Personal conference • Restorative Practices • Behavioral contract • Involvement with grade counselor • Withdrawal of privileges within the classroom • Detention • Telephone call to parent or guardian • Suspension or revocation of parking privileges. 	

LEVEL 2 MISCONDUCT

DEFINITION: Behavior, the frequency or seriousness of which, disrupts the learning climate of the classroom and/or school

201	Continuation of Level 1 misconduct
202	Profane and/or obscene language (obscene is defined as offensive to feelings of modesty or sense of decency of the school community; lewd)
203	Disrespectful speech or action
204	Obscene gestures or actions
205	School tardiness
206	Truancy
207	Classroom disturbance
208	Cutting class
209	Failure to cooperate with substitute teacher
210	Failure to identify oneself correctly
211	Leaving school or assigned area without permission
212	Violation of driving privileges
213	Misconduct going to and from school
214	Failure to serve level 1 school detention
215	Loitering
216	Lying
217	Abusive language
218	Unauthorized possession of a telephone paging device, scanner, laser or any other electronic device
219	Disruptive hallway behavior of a physical nature
220	Throwing food and/or other items
221	Installation of games, programs or other files not owned or authorized by the district on computers or networks
222	Using data networks for lobbying and non-school related activities
223	Possession of pornographic material at school or during school related activities
224	Other offenses not listed but fitting the definition of Level 2 misconduct

LEVEL 2 DISCIPLINARY OPTIONS

- Any appropriate disciplinary option or response from Level 1
- Withdrawal of privileges
- Class schedule change
- School Detention
- Parental conference
- Suspension from student activities

LEVEL 3 MISCONDUCT

DEFINITION: Behavior directed against persons or property or the consequences of which may seriously endanger the health or safety of others. These acts are considered serious and may result in the intervention of the law enforcement authorities.

301	Continuation of Level 2 misconduct
302	Defiant or insubordinate behavior
303	Fighting
304	Stealing
305	Threat to others
306	Turning in false alarms
307	Obscene and/or threatening calls, letters or e-mail
308	Using and/or supplying forged notes or illegal excuses
309	Using or supplying plagiarized materials
310	Cheating
311	Vandalism
312	Altering or use of school documents with intent to defraud
313	Smoking or possession of tobacco or tobacco product paraphernalia
314	Trespassing
315	Possession/use of firecrackers, smoke/stink bombs, etc.
316	Disrespectful speech or action to a staff member
317	Transmitting or receiving offensive materials, messages, obscene or pornographic materials on the internet, computer network or single computer
318	Modifying files or other data on a computer or on the data network
319	Changing passwords belonging to other users or misrepresenting other users on any computer or data network
320	Using the data network to disrupt the work of others
321	Modifying the computer hardware or software
322	Violence and/or force
323	Intimidation
324	Coercion
325	Other offenses violating PA crimes code
326	Bullying
327	Failure to serve level 2 school detention
328	Failure to serve Saturday School
329	Other offenses not listed but fitting the definition of Level 3 misconduct

LEVEL 3 DISCIPLINARY OPTIONS

- Any appropriate disciplinary option or response from Level 2
- Restorative Conference
- Temporary removal from class
- Suspension from school
- Homebound instruction
- Alternative program
- Work-study program

LEVEL 4 MISCONDUCT

DEFINITION: Behavior that results in violence to another person or property or which poses a direct threat to the safety of others

401	Continuation of Level 3 misconduct
402	Extortion
403	Bomb threat
404	Conspiracy involving dangerous weapons
405	Assault/battery
406	Sexual harassment
407	Institutional vandalism
408	Theft-possession/sale of stolen property or conspiracy to commit theft
409	Arson
410	Disruptions resulting in endangerment
411	Harassment/Hazing
412	Illegal distribution, reproduction and/or use of copyrighted software
413	Using data networks for illegal activity, commercial or profit making purposes
414	Theft of computer hardware or software
415	Abusing or destroying computer hardware or software
416	Using, furnishing, selling or possession of over-the-counter medications, including supplements. (All medication must be dispensed by the school nurse.)
417	Other offenses not listed violating PA Crimes code
418	Other offenses not listed but fitting the definition of Level 4 misconduct
419	Offenses not listed

LEVEL 4 DISCIPLINARY OPTIONS

- Any appropriate disciplinary option or response from Level 3
- Expulsion
- Alternative school
- Other Board action which results in appropriate placement

LEVEL 5 MISCONDUCT

DEFINITION: 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.

501	Use of an unauthorized substance
502	Furnishing an unauthorized substance to others
503	Selling an unauthorized substance
504	Possession of an unauthorized substance
505	Involvement of any nature with an unauthorized substance

LEVEL 5 DISCIPLINARY OPTIONS

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

LEVEL 6 MISCONDUCT

DEFINITION: Misconduct that 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 to 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.

601	Possession of a weapon in school
602	Bringing a weapon to school or on school property
603	Bringing a weapon to any school sponsored activity or upon any conveyance providing transportation to school or a school sponsored activity

LEVEL 6 DISCIPLINARY OPTIONS

One year or longer mandatory expulsion, unless the superintendent determines, on a case-by-case basis, that there are extenuating circumstances in a particular case, under which circumstances the superintendent has determined to recommend a lesser discipline. The student and his/her parents may also be expected to participate in a Restorative Conference.

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

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 Buildings & Grounds Office. Those interested in reviewing the district's management plans should contact the Director of Facilities, Mr. Terry Yemm, who will provide access to the plans.

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 the school office. 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 checking "NO" under the "Internet Refusal" section on the 2009- 2010- release form that was sent home with your child.

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 Karen Berk – Director of Pupil Services at 610-834-1670 x2111 or Tom Traister – Director of District Safety/Residency Investigations at 610-825-1501 x1224.

Student/School Publicity

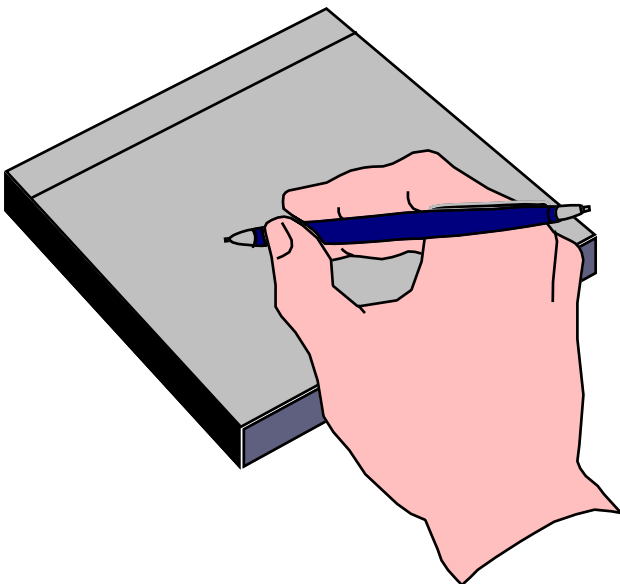
Photos, videotape footage and personal interviews with Colonial students who are involved in various school-related activities are often used as part of the district’s community relations efforts (e.g., district publications, CITV programs and on the district’s Website). If you do not want photos, videotape 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 child.

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.*



Colonial 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: _____

Colonial 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
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- Family Educational Trip (prior approval required by CES Principal)

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Parent Signature: _____

**Colonial 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:** _____

**Colonial 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:** _____

**Colonial 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:** _____

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Parent Signature: _____ **Date:** _____

TRANSPORTATION REQUEST FORM

Effective September 2002-Revised 2/1/2010

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 below 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 procedure may cause parents temporary inconvenience, we know that you will understand our serious commitment to transporting students to and from school safely, and 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 2/1/2010**

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 or Alternate Address: _____

Phone Number: _____

Bus Stop Location (From Child Care Provider/Alternate Location If Known):

(Must be an existing bus stop.)

Please indicate where the Student will be transported TO SCHOOL FROM:

Home _____ or Child Care Provider/Alternate Address _____
(Must be consistent each week)

Please indicate where the Student will be transported FROM SCHOOL TO:

Home _____ or Child Care Provider/Alternate Address _____
(Must be consistent each week)

If the need for an alternate stop is due to a dual home arrangement, **BOTH** parents/guardians must sign below. Also, a copy of the custody agreement **MUST** be attached.

Signature of Parent or Guardian _____ Date: _____

Signature of Parent or Guardian _____ Date: _____

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 _____ Parent _____ Bus Co. _____ Transportation Office _____

COLONIAL SCHOOL DISTRICT MEDICATION POLICY

It is strongly recommended that medications be given at home. Parents are encouraged to confer with the student's physician to arrange medication time intervals to avoid school hours whenever possible. No medication will be administered without a properly completed Medication Dispensing Form. If medication must be given during school hours, please refer to the following procedures

ALL MEDICATIONS, WHETHER PRESCRIPTION OR OVER-THE-COUNTER, MUST BE DELIVERED TO THE NURSING OFFICE BY A PARENT/GUARDIAN, IN THE ORIGINAL LABELED CONTAINER, ALONG WITH THE MEDICATION DISPENSING FORM SIGNED BY A PHYSICIAN AND THE PARENT/GUARDIAN. STUDENTS MAY NOT TRANSPORT MEDICATION TO SCHOOL.

Emergency medications, such as Epi-Pens and Inhalers, may be carried by the student when deemed appropriate by the prescribing physician and the school nurse. Please see the Medication Dispensing Form for special permission.

Students misusing authorized emergency medications, or carrying unauthorized medications to school will be subject to discipline as stated in the school handbook.

Any emergency medications such as inhalers and Epi-Pens require an Action Plan signed by both a parent and the prescribing physician. The Action Plan is included on the Medication Dispensing Form on the back of this page. When possible, students should report to the nursing office after self-administering medication.

All medications will be kept in a secure location in the nursing office. It is the student's responsibility to report to the nursing office at the appropriate time that medication is to be given.

A school nurse may not be available to administer medications on field trips. Please refer to the Medication Dispensing Form regarding an alternative plan for medication administration on such days. This decision should be discussed with your physician who must sign the Medication Dispensing Form. Students carrying medication for self administration must have prescription medications in original pharmacy bottles. Therefore, it is recommended that parents request a duplicate labeled medication bottle from the pharmacist when filling the prescription.

Only one medication may be listed on the Medication Dispensing form. Additional medications will require additional Medication Dispensing Forms.

Must be completed by Parent/Guardian requesting medication administration at school:

I have read the Medication Policy and request the school district to comply with the order from my student's physician which is listed on the back of this form. The Colonial School District, and any employee thereof, is relieved of any responsibility for the benefits or consequences of the prescribed medication. The district bears no responsibility that the medication is taken.

Parent/Guardian (print): _____ Signature: _____ Date: _____

In the event of an emergency I can be reached at the following phone number(s): _____

—

If I cannot be reached, please contact the following persons:

Name (print): _____ Relationship: _____

Phone Number(s): _____

Name (print): _____ Relationship: _____

Phone Number(s) _____

Revised August 2010

MEDICATION DISPENSING FORM TO BE COMPLETED BY PHYSICIAN

Student's Name: _____ Grade ____ Room _____ Team _____

Name of Medication: _____ Dosage _____ Frequency/Time _____

Reason for Medication: _____

Possible Side Effects: _____

Effective Dates: From _____ To _____

Regarding Epi-Pens, Inhalers or other Emergency Medications:

- I have instructed this student on self-administration and give permission for this student to carry this medication with them and self-administer as needed. He/she should report to the nursing office to report use of medication.
- I do not feel this student is capable of self- administration. Therefore, medication must be kept in the school nursing office and administered by the school nurse as needed.

Regarding Field Trips:

- I have instructed this student on self-administration and give permission for this student to carry this medication with them and self administer as needed in the presence of a district employee.
- This medication can safely be delayed and may be administered upon return to school.
- In the event that a school nurse is not available to administer medication, I recommend that this student's parent/guardian chaperone field trips for purposes of medication administration for their child.

Action Plan for Emergency Medications:

This student has the following allergies/medical conditions that may require emergency medication:

The usual symptoms for this student include: _____

Specific instructions for medication administration: _____

It is my understanding that the employees of the Colonial School District charged with the administration of medication may rely upon my directions as contained in this document. I further certify that I am the physician who prescribed this above medication and the student above is under my supervision for diagnosis and treatment.

Physician's name (printed): _____ Signature: _____

Date: _____ Phone # _____ Fax # _____

To be completed by School Nurse (if applicable): In accordance with the physicians order above, I have witnessed this student practice self administration of the medication required and certify that he/she is qualified to safely self administer.

School Nurse (printed): _____ Signature: _____ Date: _____

Revised August 2010

