

COLE MANOR

STUDENT /PARENT

HANDBOOK

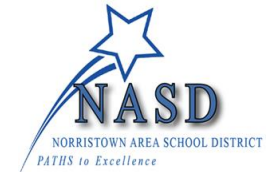
Dr. Nicole M. Poncheri, Principal

2018-2019



IMPORTANT DATES

Sept. 4 - First day of classes
Sept.10 –Rosh Hashanah– No School
Sept. 19 – Yom Kippur – No School
Oct. 16– Early Dismissal Day
Nov 6 – Staff Development No school for students
Nov. 20-21-Conferences-
Nov. 21 – No school for students
Nov 22-23– No school/Thanksgiving Break
December 4 – Early Dismissal
December 21 - Early Dismissal
December 24- January 1 – Winter Recess
Jan. 2 – Return from winter break
Jan 21 - Fed Holiday - Dr. M.L.K., Jr. – No School
Feb. 15 –Staff Development-No school for students
Feb 18 - Presidents Day - No School
April 11--12 - Conferences K-12 –Half Day for students
April 15-22 – Spring recess-No school
May 14- Early Dismissal Day
May 27 - Memorial Day- No School
June 4 – Early Dismissal Day
June 13- Last Student day
June 14- Last Staff Day



This handbook has been prepared to serve as a resource for all parents / guardians for the 2018-2019 school year. There is a great deal of important information. I ask that all of our families familiarize themselves with our handbook and contact the school if there are any additional questions. We look forward to partnering with you for a successful school year!

Dr. Nicole Poncheri, Principal

SCHOOL HOURS

Grades 1-4 9:05 AM-3:25 PM

Early dismissal days are listed on the district calendar, in the bi-monthly school newsletter and within this handbook. The students are dismissed at **12:20 PM** on early dismissal days. The children are not served breakfast but they are served lunch on early dismissal days.

Please do not drop your child at school before 8:50 AM. We can provide a list of daycare providers if any of our families are in need of before or after-school care.

ATTENDANCE

Good school attendance is extremely important. Every school age child must attend school on a regular basis unless illnesses, emergencies directly affecting the child, or other similar circumstances interfere with attendance. Information regarding the district's **Truancy Plan** is included. Please read this information as it is extremely important.

Additional information regarding the district's board approved attendance policy can be found on our website at www.nasd.k12.pa.us.

When your child is absent:

Please call the school office, 610-275-5525, to report your child absent. State law requires a written parent/guardian note stating the reason for a pupil's absence from school. An absence of three days or more requires a written doctor's note. If these instructions are followed, the absence is marked as an excused absence. If your child does not have a written excuse note within three days, it will be an unexcused absence.

When three unexcused absences are recorded during the course of the year, you will receive an official, written **NOTICE OF ABSENCE** letter from the Norristown Area School district.

WHEN YOUR CHILD IS LATE

The parent or guardian must report to the main office with the student upon a late arrival. If the lateness was due to a doctor's visit, we must have a doctor's note. They will get a late slip from the office to give to their teacher. A child is late when they arrive at school after 9:15 AM.

For a perfect attendance award, the child cannot be late during the school year.

WHEN LEAVING SCHOOL EARLY

When your child must leave school prior to 3:00 PM, notify the school with a written note in the morning or a call. Please report to the main office to sign your child out.

Early dismissals will be noted on your child's attendance record and may affect perfect attendance. If the office personnel do not know the parent or guardian who comes to the office for the child, identifications will be required. **Only adults listed on the emergency card may sign a child out of school. All adults must have a valid ID when signing out a child.**

Students will not be signed out after 3:00 PM unless a note or call is received in the AM or there is an emergency.

***Students may not be signed out following a class trip in which a parent served as a chaperone. This will be considered an unexcused absence.**

VACATIONS

We do not encourage vacations during the school year. Vacations are considered ***unexcused absences***.

We hope you understand the importance of attendance and its relation to your child's education and that you will cooperate with us in following the above procedures when your child is absent, late, or leaving early.

SCHOOL CLOSINGS

In the event of school closing due to storm or other emergencies, parents will receive a Connect Ed phone message. Parents / guardians are also instructed to turn to radio station **KYW (1060) or WNPV (1440am)**. **Our district number is 304.** Information relative to

closing will be given to stations immediately after such a decision is made. PLEASE DO NOT CALL THE SCHOOL. In all cases, parents who are not at home during the day should discuss with their children beforehand where they should go in case no one is home and school is closed due to an emergency.

EARLY DISMISSAL (DUE TO WEATHER)

Decisions to dismiss students early will be made by 11:00 AM. A Connect Ed message will be sent out. Announcements will also be made over the radio. The elementary schools dismiss between 12:20 PM and 1:00 PM when an early dismissal is called.

TWO-HOUR DELAY (DUE TO WEATHER)

The announcement for a delayed school opening will include the school closing number **304**. You will receive a Connect Ed message. Your child's bus pickup time will then be **two hours later than normal**. Please continue to listen when a two-hour delay is announced. The decision to close school may occur as conditions deteriorate.

EMERGENCY CARDS

Emergency cards contain *the most important information concerning the care of each child*. It is most important that all information on the card be completed. It is important that we have this information updated as changes take place. Any adult who has permission to pick up a child must be listed on the emergency card.

CHANGE OF ADDRESS AND TELEPHONE NUMBERS

Please notify the school office **immediately** of any change in a pupil's address or telephone number. An address and contact information update will be done mid-year to ensure all changes are reflected in your child's emergency information.

EXTENDED DAY CARE

The Extended School-Day Children's Center, Inc. provides this service from 7-9am and 3-6pm every school day for our students. The program is licensed by the Department of Public Welfare. Please call the ESCC office at 610-584-5420 for information about tuitions, schedules and program content.

VISITING SCHOOL

When visiting the school for any reason during the school day, please enter the office first to obtain a **visitor's pass**. Our system requires that you sign in, wear a badge while visiting, return the badge to the office, and sign out when leaving. Messages or belongings will be delivered from the office. We are very proactive about the safety and protection of our children. All the school doors are locked. You must come to the front door, ring the bell, and the door will be unlocked for you following a greeting. **We welcome parent visitation**. Cole Manor follows the parameters set forth in the board policy, # 907, School Visitors.

VOLUNTEERING

Parents who wish to volunteer will need to obtain the proper clearances. This information can be found at the following website and also on the district website. We encourage families to volunteer!
<http://www.keepkidssafe.pa.gov/clearances/index.htm>

Board Policy 907. SCHOOL VISITORS

1. Authority

It is the policy of the School Board to welcome and encourage visits to school by parents/guardians, other taxpayers of the community or interested educators. To ensure order and safety in the schools, it is necessary for the Board to establish guidelines governing school visits.

2. Guidelines Procedure for School Visitation

The Superintendent or building principal shall have the authority to permit entry of any person to a district school in accordance with the following procedures:

- 1. If the visitation is for a parent/guardian or teacher-initiated parental conference concerning the parent/guardian's child, it must be scheduled in advance with the teacher. Upon arrival at school, a person visiting school for this purpose shall register at the principal's office prior to proceeding to the conference site.*
- 2. If the visitation is for any other purpose, arrangements must be made in advance through the office of the building principal.*
- 3. All visitors must register at the office of the building principal upon arrival.*
- 4. No visitor may confer with a student in school, other than a student of whom s/he is the parent/guardian, without prior permission of the building principal.*
- 5. No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval by the building principal and Superintendent, with the exception of special events (assemblies, games, concerts, graduation).*

ACCESS TO CHILDREN

Please know that the Norristown Area School District will grant equal parent access to school records unless a court order is provided specifying any special conditions that may exist. However, our district requires that direct access to the child is limited to the custodial parent unless otherwise officially stipulated. It is the responsibility of the parent to provide the school principal with the court order, if one exists.

CAR PICK-UP AND DROP-OFF OF CHILDREN

Stopping or parking in the driveway, bus lane or in front of the school is prohibited, as these are bus areas. A child may ride home in a private vehicle only with prior written permission from the parent. If the child rides the school bus, and you change their mode of

transportation to a vehicle then prior written permission must be given to the teacher and main office. If a written note is not given, then the child will ride the school bus. When dropping off a child, it is required that all parents follow the procedures set up in the parking lot. Staff on duty is present to help direct this traffic flow. Cars coming into the parking lot must stay on the outside of the cones that are in place. This is for the protection of the students as well as adults who are in the parking lot. Drop off times are posted and must be adhered to for safety reasons.

SCHOOL DISTRICT DISCIPLINE AND BUS SAFETY

During the first week of school in September, you will receive a separate document with the discipline policy, technology policy and the bus rules. We ask that you review these policies with your child, sign the form that you have read the policies, and return the signed form to your child's teacher.

ACT 26 POSSESSION OR USE OF WEAPONS IN SCHOOL

Please be aware that all weapons, firearms, explosive devices, and illegal drugs are strictly forbidden in our schools. If your child is in possession of any of these items, even if innocently brought to school, the building principal is required to recommend a one-year expulsion to the Superintendent. The Superintendent will review each incident and make an appropriate recommendation to the School Board.

The term weapon shall include possession of a weapon, regardless of intent, or an object used as a weapon. The term weapon shall include but not be limited to any knife, regardless of the length of the blade, cutting instrument, including box cutter or utility knife, numchaku stick, brass or metal knuckles, firearm (loaded or unloaded), shotgun (loaded or unloaded), rifle (loaded or unloaded), BB or pellet gun (loaded or unloaded) look-alike gun, including toy guns, chemical agent, including mace and pepper spray, explosive device, including

fireworks, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. Fighting, assaults, and other serious infractions are also addressed in our code.

Board Policy # 249.
BULLYING – CYBER BULLYING

1. Purpose: the Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, causes a substantial disruption of the orderly operation of the school, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

BULLYING/CYBERBULLYING

2. Definitions: Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting. Bullying can take many forms and can include many different behaviors consisting of, but not limited to, harassment, intimidation, humiliation, ridicule, defamation or threat of incitement to violence. Bullying, as defined in this policy, includes cyber bullying. School setting means in the school, on school grounds, in school vehicles, using district equipment/technology, at a designated bus stop, traveling to or from school or at any activity sponsored, supervised or sanctioned by the school.

3. Authority: SC 1303.1A The Board prohibits all forms of bullying by district students and non-students. All students and adults have a responsibility to conduct themselves in a manner consistent with this policy, thereby avoiding conduct that constitutes bullying.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. Any employee of the district who observes bullying or receives reports of it is required to act immediately to protect

the alleged victim and to immediately forward an Incident Report to the principal or designee for prompt investigation as required in site procedures.

The Board directs that complaints of bullying shall be investigated promptly, and appropriate action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

4. Delegation of Responsibility: The district shall inform students, staff, parents, independent contractors, and volunteers that bullying will not be tolerated. This notice may be by any of the following means:

- 1. Distribution of written policy. Included in parent student handbook*
- 2. Presentation at an assembly.*
- 4. Training sessions for students, parents/guardians, and/or staff.*
- 5. Posting of notice/signs.*

The district shall make this policy available on its publicly accessible Internet web site and shall post a copy of the policy guidelines in each classroom. The district shall also ensure that this policy is reviewed with students a minimum of one (1) time per school year. The district shall review this policy every three (3) years.

SC 1303.1-A

Guidelines

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

*SC 1303.1-A Pol. 218
Consequences For Violations*

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- 1. Counseling within the school.*
- 2. Parental conference.*
- 3. Loss of school privileges.*
- 4. Transfer to another school building, classroom or school bus.*
- 5. Exclusion from school-sponsored activities.*
- 6. Detention.*
- 7. Suspension.*
- 8. Expulsion.*
- 9. Counseling/Therapy outside of school.*
- 10. Referral to law enforcement officials.*

References: School Code – 24 P.S. Sec. 1302-A, 1303.1-A State Board of Education Regulations – 22 PA Code Sec. 12.3 Board Policy – 218, 236

ACT 65 UNAUTHORIZED SCHOOL BUS ENTRIES

A person who enters a school bus without prior authorization of the driver or a school official with intent to commit a crime or disrupt or interfere with the driver or a person who enters a school bus without prior authorization of the driver or a school official who refuses to disembark after being ordered to do so by the driver commits a misdemeanor of the third degree.

COMMUNICATIONS

Close communications between parents and the teaching staff is a vital part of any well-functioning educational system. All notes and bulletins which are sent home with the children are important. They should be

read carefully. When a reply is requested, a timely response is appreciated.

A secretary is available to take messages and answer questions between 8:00 AM and 4:30 PM.

If you call to talk to a teacher during teaching time, you will be transferred to the teacher's voicemail. The teacher will get back to you when they are not working with children.

CONFERENCE REQUESTS

Please call or send a note at least a day before an appointment for an individual conference with a teacher. Unscheduled parent conferences are difficult to honor since the teacher is engaged in teaching the children.

Parents are urged to keep informed about all phases of the school program by accepting invitations to visit the classrooms and meet with teachers on occasions such as parent conferences, demonstrations, and parent visitation days.

SCHOOL INSURANCE

To cover accidents and injuries to children while they are in school, going to and from school, or participating in athletic activities, parents may take advantage of lower-than-usual rates and purchase insurance through the school. Although no longer distributed to each child, insurance envelopes will be available at the office at the beginning of the school year. Parents wishing to buy this insurance should request a form and complete the information on the envelope, enclose the money, and return it to your child's teacher.

WITHDRAWALS

When withdrawing a child from school, the parent should notify the school office in advance so that a transfer card can be prepared for the new district. The pupil who transfers to another district must return all

textbooks and library books. Records are sent to the new school, when the new school requests the records.

TRANSPORTATION

Transportation is provided for elementary children living 1.5 miles or more beyond the school. Transportation is also provided when there are especially hazardous roads to cross within the 1.5 mile boundary. Each year, all children who will be transported will receive a bus schedule in the mail before school begins.

Your child is not permitted to ride any bus but the one to which he/she is assigned. If he/she wants to visit a classmate after school, you will have to be responsible for transportation for him/her. We cannot be responsible for this arrangement. In addition, we request that any changes you need to make in your child's afternoon transportation arrangements (such as notifying us that you will be picking up your child) be communicated to us before noon. In this way, we have time to insure that proper information can be conveyed.

All transportation problems concerned with bus stops, time schedules, or drivers are handled by the Manager of Transportation. The telephone number is **610-630-5022**.

HEALTH

Measuring a child's academic and intellectual progress is only one of the services provided to pupils. Norristown Area provides a full range of health services. Parents can help, too, by establishing a daily routine of cleanliness.

State law requires a physical examination when a child first enters school, in sixth grade, and in eleventh grade. Dental examinations are required when a child first enters school and in grade 3 and 7. Parents may have these examinations completed during the summer months by family physicians and dentists. Otherwise, you will be notified by the school nurse of the scheduled visit by the district doctor and dental hygienist to complete these required examinations.

Hearing screening tests and threshold hearing tests are given each year to all pupils in kindergarten and grades 1,2,3,7, and 11.

Visual screening tests are given annually. Height and weight measurements are checked at least once a year.

Regular school attendance is expected. However, if the student is ill, he or she should not be permitted to attend school. Please do not send your child to school in the morning if:

- a fever of 100 degrees or more is present
- vomiting or diarrhea is present
- there is evidence of a severe head cold, persistent cough or severe sore throat
- there is evidence of a suspicious skin rash or other contagious condition

STUDENT MEDICATION NEEDS

The major responsibility for administering medication rests with the student's legal parent or guardian. No medication is to be sent to school unless it is a prescription drug for preventive reasons such as hyperactivity, seizures, or heart condition, or a prescription drug for emergency conditions such as asthma, bee sting, or allergy conditions. These preventive or emergency medications may be sent to school if the rules listed below are followed:

1. Note from doctor stating name of medication, how it is to be given, the amount and time, and the diagnosis of illness. If a medication dosage is changed, a note from the doctor stating the change is required. The medication must have the prescription label on the container.
2. Note from parent giving approval for the medication to be given. A one week supply is adequate.
3. For emergency conditions such as a bee sting reaction, the school should have all appropriate information and an up-to-date bee sting kit supplied by the parent.

4. In the absence of the principal, the person designated by the principal will assume this responsibility if the school nurse or nurse is unavailable. In accordance with the district guidelines for drug and alcohol use/abuse, the school reserves the right to check with parents for confirmation of any student medication needs.

CHILD ABUSE

The faculty, staff, and administration of the Norristown Area School District shall make a concerted effort to comply to the fullest extent the Child Protective Services Law, Act 124.

It is important that we all recognize that child abuse is a serious problem and that, while the Department of Public Welfare is the agency charged with the implementation and administration of the law, school personnel play a crucial role in protecting the students that we serve.

Parents need to be aware that the staff of N.A.S.D. will report suspected cases of child abuse as required by law.

PARENT-FACULTY CLUB (PFC)

Cole Manor School is most fortunate in having an organization that is actively interested and involved in our school. This organization is the Parent-Faculty Club, or PFC. Parents, guardians, and staff members make up the membership. This group meets regularly and the meetings are scheduled on the district calendar and monthly school newsletter.

Please try to attend. Our meetings take place in the library and start at 7:00 PM. We are always in need of new members to support the work of the organization.

PARENT INVOLVEMENT & INFORMATION

There is a parent FYI Board located in the main lobby which is updated each week in regards to important information for parents. Workshops, meetings, and more are posted. There are also many brochures, books and other items available for parents in the Parent Resource Center

(located in the library). Cole Manor has an active Parent Advisory Council which strives to ensure parents and guardians are involved in their child's education and the school. We encourage visits, phone calls, parent meetings and e-mail communication. Regular grade appropriate newsletters are posted on the district website and on the parent FYI board every other month beginning in September. Contact or visit the school frequently to stay informed and involved.

LOST AND FOUND

Please label all the children's clothing and possessions to expedite locating lost articles. The lost and found is located outside the multi-purpose room on the stage area.

RIGHT TO KNOW

All parents are invited to request information about their child's teacher in regards to his or her qualifications. Presently, all teachers at Cole Manor School are highly qualified as per PDE. Right to Know information is distributed at Open House each fall.

STUDENT ATTIRE

Students will wear khaki pants or skirts and a navy blue shirt and navy blue shirts and athletic pants on PE days. This is the Cole Manor School Uniform.

PARTIES / BIRTHDAY CELEBRATIONS

If you want to send items into school to celebrate your child's birthday or contribute to a class party, please send only healthy snacks that have been pre-approved by the classroom teacher and follow the district healthy snack guidelines (this can be found on the website). We cannot have any items with peanuts in the event a child has an allergy. Balloons will not be accepted at school, since they can cause a major disruption to the learning process and creates problems on the school bus.

PROBLEM SOLVING

Often parents like to know the best way to solve a school problem. The first step is to discuss your concern with the staff member directly involved whether it is a teacher, guidance counselor, or other employee. If the problem is not resolved at this level then you should go to the building principal. The principal will then contact the person involved and together we can help solve the problem with you. We are always available to assist with any concern that should arise during the school year.

LUNCH COSTS 2018-2019

All breakfast and lunch is free due to the CEP Program.

IMPORTANT NUMBERS

Office / Principal – 610-275-5525

Lead Teacher – 610-275-5525

Transportation – 610-630-5022

Administrative Offices – 610-630-5000



COLE MANOR ELEMENTARY SCHOOL OUR SHARED VALUES, VISION and MISSION

Cole Manor Elementary School's shared vision is based on the premise that all students will achieve at high levels. They will do this by think deeply and profoundly and transferring their learning to real life situations. Students will learn to articulate ideas, and be proficient in the skills and strategies needed to live and work in the 21st century (**Paths to Excellence**). We support that all students will achieve to their highest potential with a **rigorous, child centered approach to teaching and learning**. Indicators such as performance and test data and proficiency in specific skills during each checkpoint are used as a guide to determine each student's progress.

Students will be supported through various systems and data will drive the academic program. We work on the premise that we are the first step in preparing students for college and a career path.

The staff at **Cole Manor Elementary School** is involved in ongoing collaboration and professional development as we are all life long learners. It is the goal that all staff members are current in their practice and apply a variety of strategies within the classroom. A high standard of instruction and student engagement is the **expectation**. This is assured by consistent and constant conversations regarding instruction, data and resources. High expectations are a key component in **Cole Manor's** plan for ongoing improvement and success. The staff puts a great deal of effort into learning together, growing together and supporting one another through feedback and collaboration. Various committees and teams meet on a regular basis to ensure that all students' needs are addressed, both socially and academically.

Another area that we feel is imperative for success is a positive and working relationship with the community and parents. Staff participates in various activities and events which are focused upon involving parents as much as possible in their child's education. Several committees are in place to ensure parental involvement, education and collaboration. Our parents are our **strongest resource**.

We will continue to work toward our goal which is to prepare every child to be college or career ready as they leave the Norristown Area School District.

Dr. Nicole Poncheri, Principal

