

# Gayman Elementary School



## 2016-2017 Student Handbook

Gayman Elementary School-Student Handbook

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*The purpose of the Student Handbook is to give Gayman students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school. Together with the **INFORMATION** section in the front of the **District Calendar and on-line resources at <http://www.cbsd.org/Domain/14>**, we feel confident that you will have ready resources for questions about School District and School policies. In case of conflict between a board policy and the provisions of this handbook, the board policy most recently adopted by the board will prevail.*

*[http://www.psba.org/districts\\_policies/C/102/index.asp](http://www.psba.org/districts_policies/C/102/index.asp)*

*Please review this information early in the school year. Should you have any questions about information found here or on any other school-related topic; we encourage you to call us at 267-893-4350.*

*Best wishes for a successful school year!*

## **ATTENDANCE**

The Commonwealth of Pennsylvania requires under the Compulsory Attendance Law that an absence excuse note, **signed by the parent or guardian**, be on file for every day of a student's absence. An absence not explained by an excuse note, **submitted within three days of the child's return to school**, is recorded as an illegal absence. If an excuse is **not** submitted for any absence, the student will be considered illegally absent that day(s).

According to the State Law, the following excuses qualify as excused absences:

1. Religious Holiday.
2. Illness.
3. Family Vacations or Educational trips will be **excused only with prior written approval** by the principal. As per School Board Policy these days are **limited to five days per school year**. A form for approved travel can be obtained from the office, or on-line @ [www.cbsd.org](http://www.cbsd.org).
4. Death in the family.

Parents are legally responsible for seeing that their children attend school, and they may be fined in district court if their children are illegally absent more than three days.

Students who are chronically signed out early or late may be charged with part or full day absences on the report card to reflect cumulative instructional minutes missed.

## **BACK TO SCHOOL NIGHTS**

In the beginning of the school term the faculty hosts a back-to-school night for the purpose of having parents meet with their child's teacher. During this visitation, teachers describe the instructional programs and explain the procedures and expectations. A brief question and answer period will follow the formal presentation.

Each year parents are invited to school in order to meet the teachers and to see an overview of the grade-level curriculum. These evening meetings are designed to give adults the opportunity to discuss topics and to ask questions. **Children should not attend these adult meetings.** It is also not safe for unsupervised children to wander in the hallways or go to the playground. Thank you for your cooperation and understanding.

## **BEFORE- AND AFTER-SCHOOL PROGRAMS**

Central Bucks Community School offers before-school and after-school care to all schools where there is a need. The program provides supervised play, activities, and help with homework. Parents pay a monthly fee for the program. For more information call the Community School Office at 267-893-5700 or check on-line. Children may attend on a part-time or full-time basis.

## **BIRTHDAYS**

Birthday party invitations to a select small group of children should not be distributed at school. Sensitivity to other children's feelings contributes to a healthy social development for your child. Children often appreciate very simple ideas, which celebrate their birthdays in school.

We have a "no treats" policy at Gayman and encourage instead that parents donate a book to the library in honor of a child's birthday. If parents have additional ideas, which involve the school, they need to secure the permission of the teacher.

## **BUSING**

The Central Bucks School District transports approximately 20,000 students daily to 75 schools, each having special starting and dismissal times. The District establishes school bus schedules with a fifteen (15) minute start and dismissal time variance. Each bus is scheduled to arrive within (15) minutes of their start time and pick up students using the same time frame. For example, if dismissal time is 3:15 PM buses may be scheduled to arrive at school for pick-up at 3:30 PM.

Students that utilize bus transportation provided by the district may NOT ride home on another bus. Also, children may **not** have fellow students ride home on their bus. If parents would like to make arrangements for children to spend time after school with one another, a parent note must be sent in by both parents to the office and arrangements for travel must be made by the parents.

Riding the bus is a privilege which may be withdrawn either for inappropriate behavior on the bus or at the bus stop. Disruptive, defiant behavior will not be tolerated. Unacceptable behavior may result in the temporary suspension of bus privileges. The bus driver will report any infraction of rules to the principals. Parents will be notified in writing of such reports. Your questions or concerns should be referred to the Director of Transportation at 267-893-4000, where Bus Behavior Reports are generated.

## **BUS SAFETY**

1. No eating or drinking is permitted on the school bus.
2. The only items that children are permitted to carry on the bus are those that will safely fit on their laps. There is no storage space on the buses. If your children want to take something to school and it will not fit on their laps, parents must arrange other transportation.
3. No unauthorized person is permitted on school buses. By law, bus drivers have the ability to ask people to get off the bus if they are not authorized to be there. If they do not comply, drivers will radio dispatch for the police. This is considered a misdemeanor offense and is necessary for the security of our children and our bus drivers. If you need to get on the bus for any reason, ask permission first.
4. Neither the school nor the bus drivers have any jurisdiction over behavior at bus stops. Parents are encouraged to make their presence known in order to discourage disruptive behavior, particularly in the morning when the children are waiting.
5. School Board policy requires that kindergarten and 1<sup>st</sup> grade students must be met at the stop by an adult or older sibling or the driver cannot release the student from the bus.

## **CELL PHONES – STUDENT USE**

Cell phones may be carried to and from school, but must remain off and stored in the student's backpack during the day. Students are not permitted to make phone calls or to send text messages at any point during the day. Students who violate this policy will not be permitted to have cell phones on campus. School phones are available for student use in an emergency.

## **CENTRAL BUCKS CALENDAR/HANDBOOK**

The following topics are covered in the Central Bucks School District Calendar/Handbook distributed to all families:

Attendance Areas/Attendance Requirements

Back To School Nights

Building Directory

Central Bucks Philosophy of Education

Code of Rights, Responsibilities, and Discipline

Community School

District Administration

Insurance Requirements

Medication Policy

Opportunity School

Parent Conferences

Parent Groups/Parental Involvement

Psychological/Social Work Services

Progress Reports

School Board Members/Meetings

School Closing Information

## Gayman Elementary School-Student Handbook

Dress Regulations	School District Policies
Drug and Alcohol Policy	Smoking Policies
Enrollment Regulations	Special Education
Guidance and Counseling Services	Sports Schedules
Health Services	Student Records
Homebound Instruction	Standardized Tests

### **CENSUS VERIFICATION & EMERGENCY CONTACT REPORTS**

In the event of illness or injury an updated Census Verification & Emergency Contact Report must be on file for every child to ensure that contact can be made with a responsible adult in the immediate area. **Please notify the school immediately of any change in address, home or work telephone numbers, emergency contact individuals and phone numbers, etc., so that our information will always be accurate and up to date. This is a very important item. Please complete and return these forms promptly.**

The appropriate school personnel should know custody arrangements. Should court dictated custody arrangements apply to your child, a copy of the current court order must be filed with your child's records. The school will endeavor to abide by court directives in its files. Verbal statements of custody will not be enforced.

### **CODE OF CONDUCT**

Our students are generally well behaved and respectful of their classmates and adults. All Gayman students and staff sign our Code of Conduct, and are encouraged to take responsibility for their words and actions, and feel empowered to maintain our healthy environment. When children do need reminders about their behavior, consequences-- such as, recess, after-school detentions, or loss of event privileges--may be issued. Parents are encouraged to contact teachers with any questions or concerns about a child's behavior. Generally when dealing with a child's behavior, there is a great deal of support and cooperation between the school and home. This is very beneficial to children and also helps to create an environment conducive to learning.

As a member of the Gayman community we are expected to adhere to the four tenets of **The Magnificent Mustang Program:**

- Respect
- Responsibility
- Cooperation
- Sportsmanship

Inappropriate behavior will result in consequences determined by Gayman's Behavior Policy in accordance with the Central Bucks Disciplinary Procedures and Responsibilities.

**BEHAVIOR POLICY**

<b>Level of Misbehavior</b>	<b>Possible Consequences may include:</b>
<b>Level One:</b> Misbehaviors that interfere with the orderly learning environment of the school. A violation of the Code of Conduct.	Conversation with teacher/warning, Conduct Report, restriction or loss of classroom privilege, parent notification, verbal or written apology to people affected
<b>Level Two:</b> Frequent or serious misbehavior that disrupts the learning environment of the school.	All consequences from Level One, parent and student conference with teacher, referral to the office, lunch or recess office detention
<b>Level Three:</b> Misbehaviors that have the potential to endanger the well being of other students or staff, or recurring violations of the Code of Conduct.	All consequences from Level Two, in-school or out-of-school suspension, replacement or repair of damaged property

Parents should expect to be informed of any discipline problem that is serious or persistent. Communication between all persons dealing with the discipline problem is vital, if the problem is to be dealt with effectively.

**COMPUTER USE**

**Proper Use of Computers and Networks**

The use of computers and technology in the Central Bucks School District is designed to have a positive impact on curriculum and instruction for all students.

**Technology will be used:**

- within the curriculum to enhance student learning and achievement
- to assist students in becoming competent in the use of technology, with an increasing degree of sophistication as they move from level to level
- as a tool to enhance creativity and encourage the completion of quality products
- to access technology-based information relevant to curriculum topics

To allow maximum use of the technology in Central Bucks, students agree to the terms outlined in this agreement.

1. Students will abide by such rules and guidelines as adopted by the Central Bucks School District, including the School Board policy on technology use.
2. Students may not introduce information, including software applications or documents, on any district computer system without first obtaining staff approval and copyright compliance. All disks must be run through a virus program prior to use on any district computer system.
3. Students will not connect any device to, or disconnect any device from, a computer or peripheral device, or the district's local or wide area network.

4. Students will not change or in any way alter a network device, device or peripheral name, file or folder name or network zone.
5. Students are prohibited from copying software applications, folders, or files from within or between network zones or to personal floppy disks without first obtaining staff approval and copyright compliance. Copying of any of the above will only be for the purpose of curriculum related projects.
6. Passwords may be assigned for each student and are for the individual use by that student. Distribution or alteration of a password is prohibited.

### **Use of the Internet**

The Internet is a valuable educational tool used in our classroom and computer lab.

Throughout the year, the students will be asked to access the Internet for various projects.

Some of these projects will include:

- ☞ Researching additional information for projects
- ☞ Creating PowerPoint presentations
- ☞ Learning the most efficient ways to use search engines
- ☞ Importing royalty free clip art and images
- ☞ Taking practice quizzes covering curriculum concepts

For your child's safety on the Information Highway, I have outlined a Classroom Policy when using the Internet at school. Students are responsible for appropriate behavior on the school's computer network, just as they are in a classroom or on a school playground.

### ***Student Technology Use Expectations***

- The student will only access the Internet in the computer lab or in the classroom under specific instructions/directions. The teacher will know when students are accessing the Internet.
- While searching the Internet, the student will not stray from the assigned websites for personal use.
- At NO time will the student provide personal information if prompted by a website or pop-up screen.
- Illegal copying- Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. In addition, they should not copy other people's copyrighted work from the Internet or intrude into other people's files. This is in violation with the Internet copyright laws.
- Students will notify an adult immediately, if they accidentally encounter materials that make them uncomfortable.
- Students will be held accountable for their actions. They will have loss of privileges if they violate the Classroom Policy for Internet Use. The use of the computer network is a privilege, not a right, and it may be revoked if abused.

### **DIRECTORY**

A school directory is developed by our Home & School Association and made available to our parent community. This directory includes all students' names and grades. Student



addresses, phone numbers, email addresses and parent/guardian names are listed if parent permission has been granted to publish this information.

Under no circumstances is any part of the directory to be reproduced, photocopied, entered into a database, or copied by hand or other form. The directory may not be used as the basis for telemarketing.

## **DRESS CODE**

We believe...

that there is a connection between a positive school climate and reasonable attire, and when elements of “popular” fashion are deemed inappropriate for the elementary school, it is the school’s and parents’ responsibility to establish limits.

If your child chooses his/her own clothes to wear, please remind him/her that some outfits are not appropriate for school. Students are expected to avoid extreme short pants, tops with exposed mid-driffs, and any tee shirts with offensive or tobacco/alcohol-related images. Some hot weather outfits are appropriate for a 5-year old child but not appropriate for a more mature 12- or 13-year old student.

The following are guidelines for warm weather apparel for all students. If you have any questions, please contact the school:

- All clothes should be clean, neat, and in good taste.
- Flip-flops, beach or loose footwear are not appropriate for school and may be dangerous on our stairways and playground.
- The length of shorts is to be appropriate for school.
- Halter and crop tops for girls are not permitted. Spaghetti straps are not permitted for upper elementary grade students.
- Indecent and unsavory slogans, expressions, etc., are not to be worn on clothing.
- Undergarments are not to be visible.
- “Sagging” pants that reveal midriffs or present a tripping hazard are not permitted.
- The administration will address any attire that is considered to be a distraction to the classroom environment.

Adherence to proper dress standards will help to ensure an appropriate school image for our students and a learning environment free of unnecessary distraction. A discussion will be held with pupils who don’t maintain these standards. If needed, a phone call to parents will be made to discuss any concerns.

## **EMERGENCY CLOSING / EARLY DISMISSAL OF STUDENTS**

If it becomes necessary for you to take your child out of school for any reason during the school day, a note to the teacher in the morning is most helpful. When coming to school to pick up your child, please report to the office with picture ID. The office staff will call your child from the classroom and you will be asked to sign your child out. If your child will be

returning to school on the same day, please bring your child back to the office, so that he/she can be signed back in.

**Early dismissal or transportation messages must not be left as voice mail messages in the teacher's voice mailbox. Teachers do not retrieve voice mail messages until after the conclusion of the student day.**

**267-893-4350**

If your child wishes to go home with a friend, a note is needed from both parents.

**Transportation regulations prohibit the use of the bus for such visits.**

Emergency school closings announced after school is in session will be posted first on the Central Bucks web site [www.cbsd.org](http://www.cbsd.org) and then broadcast by radio and television stations using the number - 755. When the school district announces weather-related school closings, late starts, or early dismissals reliable sources of information are: the District's CBTv: Comcast Channel 28 and Verizon Channel 40, Newline, at 267-893-2000 ext. 6, Channels 3, 6, and 10 and Radio Station KYW, 1060 am or WBUX 1570 am. School closing information is posted on the website as soon as the superintendent has made the decision.

Parents should review emergency dismissal plans with their children when inclement weather is forecasted. Hopefully, our school will never need an emergency dismissal plan for any type of disaster. However, if this were necessary, we would use the already established procedures for our emergency closing. In any type of emergency or disaster, it is important that the school phone lines remain open so that police, firemen, or other emergency units are able to contact the school. Do not call your child's cell phone. Because of this critical need, parents should avoid calling on the school lines if at all possible and rely on the Central Bucks newline, [www.cbsd.org](http://www.cbsd.org), or your local news for information.

An Emergency Dismissal form is sent home each September in order to solicit your directions. This multi-part form is retained by the office and the teacher and serves as our guide for emergency dismissals. Please review with your child the procedure you want him/her to follow after being sent home.

## **EVACUATIONS/SHELTER-IN-PLACE**

Every other school-calendar year the state requires schools to conduct full-school lockdown, inclement weather, evacuation, and chemical spill (Shelter-in-Place) drills. Because we now have well-established routines at Gayman you will probably not be notified before these drills occur.

## **EXCLUSION FROM PHYSICAL EDUCATION/RECESS**

Students who are to be excluded from physical education classes for medical reasons must bring a note from the parent stating the reason for the exclusion. This note must be taken to the classroom teacher, the nurse and the physical education instructor.

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If the student is to be excluded for more than one physical education period, a doctor's statement with the reason and the length of the time of the exclusion must be provided. Under most circumstances, the student will be required to attend the class even though he/she will not be expected to participate. For supervision purposes, we cannot honor requests for children to stay inside for recess unless a doctor's note is provided.

### **FACILITIES USE**

In order to secure the building after hours the use of the building will be limited to groups, which benefit a large number of students. A Central Bucks School District Facility Use Form must be completed and submitted to the principal and Facilities Office for approval. This form may be obtained from the school office.

### **FIELD TRIPS**

Children are taken on field trips to provide educational experiences available only outside the school. All field trips are under the supervision of the classroom teacher with assistance from teacher selected parent chaperones. All classroom teachers rely on their Head Homeroom Parents to assist with trip planning and often use a lottery system to select among many willing field trip chaperones. Depending upon the nature of the trip, pupils may be responsible for paying for the cost of these trips.

If your child requires medication during a field trip (i.e.; food allergies, asthma, diabetes) parents should send medication to school in a clearly labeled Ziploc bag with child's name, name of medication and instructions for use. Teachers will hold all medications.

### **GAYMAN GAZETTE**

The Gayman Gazette, our school's weekly newsletter, will be sent by way of our blast email system weekly. Regular flyers, important upcoming dates and school information is routinely published in the Gazette and typically sent on Monday's in the afternoon. Information about school events and Home & School activities are also featured in this weekly publication. The Gayman Gazette and recent flyers are also available on-line at our school's website.

### **HOLIDAYS**

School law provides that pupils may be legally absent for certain religious observances. The district maintains a list of holidays of various faiths and will recognize the child's absence for observance of them. Parents should notify the school prior to an absence of this type and will receive permission for the child to be excused.

### **HOMEWORK**

The Gayman staff have published five belief statements about homework:

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1. Purpose: Promote student growth and reinforce what is learned in the classroom. Students independently practice what they learned as well as their time management skills. It should provide the student with relevant practice and the opportunity to utilize learned concepts.
2. Assessment: Homework is not graded. However, students will be held responsible for completing all assigned homework.
3. Time Allotment: Homework is assigned Monday through Thursday. No routine weekend or holiday assignments will be made. As a rule of thumb 10 minutes per grade level will be assigned. For example: at 6th grade,  $10 \times 6 = 60$  minutes.
4. Differentiation: Homework can vary depending upon the specific needs of students. This may include time, amount and purpose of homework.
5. Long-term Projects: Long-term projects are directly related to the curriculum. Such projects require children to use secure skills only. Expectations are clearly defined and timelines are established and published.

An additional purpose of homework is to communicate the teacher's classroom requirements and the student's academic progress to parents. Homework is assigned every day, with Friday as a permitted exception.

The parents' role in the educational process at home is vital to a child's success in school. Research has consistently indicated that positive parental involvement increases educational student achievement.

Homework has been identified in most reports as an important factor in increasing student achievement. If parents have a positive attitude toward homework, support the concept, and work with their child, there is an excellent chance that the child will also have a positive attitude toward homework and school.

Parents should contact the teacher with any questions or concerns about homework.

### **HOMEWORK FOR ABSENT STUDENTS**

If your child is absent for more than one day and you wish to request homework, please call the main office at 267-893-4350 before the student lunch hour, allowing adequate time for the teacher to prepare a listing of the assignments.

### **HOMEWORK THAT IS FORGOTTEN**

Parents are encouraged not to bring in forgotten homework. Generally children will learn responsibility and maturity more quickly if they develop an understanding of consequences and following procedures.

**\*For security reasons our school is locked daily at 6:00 p.m. Parents and students are not permitted to regain access to classrooms after hours.**

## **ILLNESS**

The school nurse provides care to students who become ill or are injured at school. If a child has symptoms of illness present, he/she should remain home in order that other children do not become infected. As a rule of thumb, a child should be without fever for 24 hours before returning to school. Sick children should never be sent to school with the expectation that the school nurse can be called upon to diagnose a medical problem.

If a child becomes ill at school the nurse will call the child's parents or guardian. If they cannot be reached, emergency contacts will be called. Arrangements must be made to pick up the sick student as quickly as possible. If students are well enough to come to school it is expected that they are well enough to be sent out at recess time. Arrangements cannot be made for sick students to stay in school during outside recess times, unless a doctor's note is provided.

**Students must be fever-free without the use of analgesics for 24 hours before returning to school.**

## **INSTRUCTIONAL SUPPORT TEAM (IST)**

A Student Support Counselor is assigned to each elementary school in the Central Bucks School District. Among their responsibilities are facilitating programs which deal with specific affective issues and individual consultation for both developmental and crisis needs.

Meeting the needs of students with academic or behavioral difficulties is an important responsibility for the school. Teachers and parents may refer students having difficulty to the Instructional Support Team. The Gayman team, consisting of the student support counselor, referring teacher, reading specialist, classroom teacher, school psychologist and the building principal meets regularly to develop instructional modifications to meet the special needs of these students. More information is available about the ISTeam by contacting Ms. Suzanne Vass, Student Support Counselor, at 267-893-4350.

## **INSTRUMENTAL MUSIC**

All fourth, fifth and sixth grade students are invited to participate in the instrumental music program. Instructional classes meet once a week for thirty minutes, scheduled during the school day. Participation in the instrumental music program is voluntary.

String instruction is available for fourth graders and is offered outside of the students' normal instructional day (before school or at recess).

Vocal: Students in first grade through sixth grade will have vocal music instruction one period a week.

## **LIBRARY/MEDIA CENTER**

A library is an integral part of the educational program of each elementary student. Our library is staffed with a professional school librarian who provides instruction in library skills and serves as a resource person in the educational program.

In the library, circulation procedures follow standard library practices. Books are checked out for one week for kindergarten, 1<sup>st</sup> grade and 2<sup>nd</sup> grade, and two weeks for 3<sup>rd</sup> - 6<sup>th</sup> grades. If students have books that are overdue, they may not take others from the library until the overdue books are returned. Should damage occur while a book is in a student's possession, he/she must report this to the librarian so that repairs can be made. If the book is lost and /or damaged beyond repair, replacement cost will be determined. Lost and/or damaged books must be paid before the final report card is sent home in June.

## **LOST AND FOUND**

Throughout the year a large amount of hats, coats, gloves, lunchboxes, etc. are accumulated. If your child has lost an article of clothing, please ask him/her to check the lost and found or to speak with his/her teacher. Periodically during the year the unclaimed contents of our lost and found will be donated to a local charity.

## **LUNCH PROGRAM**

School lunches will be sold at a cost of \$2.60 per day. Students enrolled in Central Bucks School District automatically have a POS Lunch Account. The Aramark menu is available on-line for the 2016-2017 school year. Individual snack prices range from \$0.65-\$1.50. Milk will be available for \$0.80 and juice for \$0.65. Student breakfast will be priced at \$1.65. Breakfast will be served from 8:15AM to 8:35PM.

The Central Bucks School District/Aramark will provide free or reduced price lunches and breakfasts under the Federal Type A School Lunch Program to eligible children. Parents can access all information on the Gayman website under **health room**.

As an aid to parents EZ Lunch Accounts are available. Return the EZ Lunch Deposit Form (at the top of the monthly menu) with a check payable to "CBSD" to the Cafeteria. Accounts may also be paid on line at "Cafeprepay.com."

The practice of charging lunches should be kept to a minimum. Charges should be paid on the next school day after the charge is recorded.

**LUNCH SCHEDULE**

	Recess (30 minutes)	Lunch (30 minutes)	Grades
Lunch I	11:00-11:30	11:30-12:00	Grade 6
Lunch II	11:10-11:40	11:40-12:10	Grade 5
Lunch III	11:35-12:05	12:05-12:35	Grade 4
Lunch IV	11:50-12:20	12:20-12:50	Grade 3
Lunch V	12:10-12:40	12:40-1:10	Grade 1
Lunch VI	12:25-12:55	12:55-1:25	Grade 2

**MEDICATIONS**

In order to protect the health and safety of our students we require students to bring **all** medications, which must be taken during the school day, to the Health room upon the student's arrival. Medication is to be brought in a bottle with the prescription on it indicating the name of the student, medication, amount to be taken, time to be given, and the physician's name. Non-prescription medication must also be left in the Health room. ***At no time should a student have any medication in his/her possession during the school day.***

All controlled medications must be hand-delivered to the school nurse or the principal's designee by a parent or guardian at which time it will be counted and signed for. Some examples of controlled medications include, but are not limited to: Ritalin, Dexedrine, Ativan and Adderall.

**No medication will be administered to any student without the proper completion of the Medical Dispensing Form available in the Nurse's Office.**

The form should also be used for non-prescription drugs when prescribed by a physician or dentist. This includes nonprescription medications like acetaminophen (Tylenol), ibuprofen, cough medicine, nasal spray, eye drops, etc.

More children with serious health problems attend public schools now than ever before. Consequently the number of medications given to students during school hours has increased ten-fold in the last five years. Add to this the number of students seen for first aid, minor illnesses and emergencies, and you can imagine how busy our health rooms have become. In order to service the students the following are health room guidelines for parents:

- Students who are injured or become sick at school are a priority. However, schools are **not** clinics and cannot treat injuries and illnesses that don't occur at school. If your child becomes sick at home or is injured at home or at a sporting event outside of school hours, please do not ask the child to come to the school nurse for treatment.
- Please keep all emergency information up to date. When a sick child must be sent home, the telephone number of a responsible adult to contact is essential.

- Please let the school nurse know if there are any significant changes in your child's health.

## NOTES FROM PARENTS

Notes are required from parents for all dismissal changes, pick up for early dismissal, absence, and being excused from physical education class. A student will not be released to another adult without written permission from the parent, proper identification and authorization.

Please do not try to inform teachers of dismissal changes via e-mail or voicemail, as access to these systems during the day can be limited. Inform the office via note or direct phone.

## NURSE'S OFFICE

Pupil services personnel who provide health services for students include certified school nurses, staff nurses, consulting physicians, physician's assistants, nurse practitioners, and dentists. When the certified school nurse must be out of the building, the health room is staffed by a staff nurse who is a RN or LPN and is familiar with first aid and emergency procedures.

***Medical Examination:*** Medical examinations are required upon original entry of a child into school and again in grade six, in accordance with the School Health Act. We recommend that this examination be done by your family physician since he/she can best assist you in obtaining any necessary treatments and corrections. The required forms will be furnished by the school. Physical examinations completed by a private physician must be performed after September 1<sup>st</sup> of the previous school year. All exams should be submitted by October 15<sup>th</sup>. Students moving into the district from out of state must either show proof of a physical examination within the past six months, or they will be required to have a physical examination upon entrance. **District policy states that physical exams are required to be on file in order for student to participate in Field Trips.**

***Dental Examinations:*** The Pennsylvania School Health Law requires that all students have a dental examination upon original entry into the school district and again in grade three. We recommend that this examination be done by your family dentist since he/she can best assist you in obtaining any necessary treatments and corrections. Dental examinations must be completed after May 1 of the **current school** year. Students moving into the district from out of state must either show proof of a dental examination within the past six months, or they will be required to have a dental examination upon entrance. **District policy state that dental exams are required to be on file in order for a student to participate in Field Trips.**

### Screenings:

***Vision:*** Each pupil is given a vision test annually by a school nurse.



**Hearing:** Each year all pupils in kindergarten, first grade, second grade, third grade, resource room, and all children with known hearing problems are tested for hearing loss.

**Height, Weight, and Body Mass Index:** Each pupil is weighed, measured, and body mass index calculated. This information is mailed home.

**Required Immunizations:** The following immunizations must be completed **before your child can be admitted to school**. Medical or religious exceptions to this requirement can be explained by the school nurse.

1. **Diphtheria and Tetanus (DT):** Four or more doses of vaccine, one of which must be given at age four or older.
2. **Polio:** Three properly spaced doses of vaccine.
3. **Rubella (German measles), Measles,\* and Mumps:** Two doses of vaccine, the first at twelve months of age or older.  
\*A second measles vaccine dose will be required for ALL students, not just those entering school for the first time.
4. **Hepatitis B:** Three properly spaced doses of vaccine.
5. **Varicella** Vaccine or proof of Chicken Pox is mandatory before entry.

A child must be admitted to school if there is documentation that one dose of each of the above immunizations has been given. State law requires that the immunization series must be completed within eight months of school entry or the student cannot be permitted to continue in school.

**Illness and Injury at School:** School personnel will make every effort to administer first aid in an emergency situation. If a child becomes ill in school or has a serious accident, the school will take appropriate action, including the procedures permitted by the parents as listed on the emergency card. Every effort will be made to notify parents in these situations.

**Census Sheets:** Census sheets are now to be completed via the parent portal. Census sheets also provide the school with information about any significant health concerns you have about your child (allergies, routine medications, and chronic conditions—such as, asthma, diabetes, attention deficit disorder, etc.). **Please review the census sheet to include or update the information on line by September 16, 2016.**

**Nurse:** A certified school nurse or a staff nurse is in each elementary school five days a week from 8:30 a.m. until 3:30 p.m. Human Growth & Development classes are held in 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade. AIDS curriculum is taught in 5<sup>th</sup> and 6<sup>th</sup> grade.

## **PARENT CONFERENCES**

Established progress report conference dates coincide with the conclusion of the first and third report card marking periods. Parents are encouraged to request a conference with the school faculty members whenever they have a concern about a student's progress. Parents can arrange a conference with a particular teacher by contacting their child's teacher.

## **PARENT TEACHER ORGANIZATION**

The Gayman Home & School Association is very active in the life of the school. You are encouraged to become a partner with us in the education of your child. The Gayman HSA sponsors many programs and activities such as: student assemblies, bingo nights, book fairs, Secret Shop, Spring Fair, and much, much more. Additional information about these and other activities will be provided during Back-to-School Night and routinely in the weekly *Gayman Gazette*. Flyers announcing scheduled events and meetings are posted each week on the school website as well.

All parents are encouraged to become active members of the parent-teacher organization. Through the efforts of Gayman's Home & School Association, funding is provided for school assemblies and additional resources for learning. Parents may join our HSA at any time or may register at our Back-To-School nights.

### **2016-2017 Officers**

Kristin Olanday	President
Grisselle Laborde-Gabriel	1 <sup>st</sup> Vice President
Amy King	2 <sup>nd</sup> Vice President
Michele McNeil	Treasurer
Karen Matlack	Assistant Treasurer
Sue Bauer	Secretary

## **PARTIES**

Three standard parties are held during the school year. They are Halloween, December Holidays, and End-of-the-Year. The Lead Homeroom Parent coordinates these parties with the classroom teacher, who has final authority to make all decisions on party related matters. In accordance with our Wellness Policy, snacks provided during parties should be well balanced with healthy alternatives.

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There is a great age difference in the children at Gayman. Some younger children find scary masks and costumes frightening. Parents of older children should help to guide their children to wear costumes that will provide fun for all age groups. It is not mandatory for a child to participate in Halloween activities at school. If parents are uncomfortable with any activity for personal or religious reasons they may pick up the child before the activities begin and take him/her home.

### **PROGRESS REPORTS**

Central Bucks School District has moved to a Standards-Based System. Students will receive a “Conference Report” in the 1<sup>st</sup> and 3<sup>rd</sup> quarters, and a “Progress Report” in the 2<sup>nd</sup> and 4<sup>th</sup> quarters. Two reporting documents have been developed to best represent our four grading periods. The Conference Report is distributed in conjunction with the fall and spring conference periods. It is designed to offer achievement information AND foster quality conversations about learning for parents, teachers, and students. The Progress Report is a detailed document, offering specific mastery levels, as well as student strengths and goals for continued growth.

### **RECESS**

Recess is scheduled prior to lunch at Gayman. The school district’s policy requires each child, when weather permits, to attend recess lunch, unless excused by a doctor. Your child should be dressed appropriately.

When indoor recess is necessary, the classroom teacher establishes appropriate plans. Cell phone use and gum chewing are not permitted during recess. Skateboards, in-line skates, and motor-operated vehicles are also prohibited. The Gayman staff provides appropriate supervision during recess.

### **REGISTRATION**

Upon registration, a document giving proof of age must be presented along with a complete immunization record of 4 DPT, 3 Polio, 2 Measles, Rubella and Mumps, and 3 Hepatitis B. Proof of residency must also be provided. Most registration forms are now available at [www.cbsd.org](http://www.cbsd.org).

Children registering for Kindergarten must be five years old on or before September 15 of that school year. Children registering for first grade must be six on or before September 15 of that school year.

## **SCHOOL HOURS / STUDENT ARRIVAL TIME**

Students' Day.....8:35 to 3:15  
Kindergarten AM Session.....8:35 to 11:10  
Kindergarten PM Session.....12:35 to 3:15

On early dismissal days school is dismissed at 11:55 a.m.  
A.M. KINDERGARTEN IS DISMISSED AT NORMAL TIME (11:10 A.M.)

Pupils will be admitted into the school building at 8:15 a.m. Since adequate supervision is **NOT PROVIDED** prior to 8:15 a.m., we urge you to plan for your child's home departure so that he/she will **NOT ARRIVE BEFORE** this time. In the interest of your child's safety, it is urgent that you control his/her arrival time.

## **SCHOOL PICTURES**

School pictures are taken once a year for the student's cumulative record. Parents are not required to purchase picture packages made available by the school photographer, but may do so if they wish. Advance notice is sent home. Picture retakes are available for those absent the day of picture taking. Retakes for other reasons may be arranged with the school photographer.

## **SCHOOL SAFETY**

Gayman is actively engaged in a variety of steps to keep our students safe. After children arrive for school all doors are locked. The main entrance is monitored during the school day using a buzz-in procedure to screen all visitors. Staff members and visitors wear identification badges so that it can be quickly determined if there is an unauthorized visitor in the building. Emergency procedures--such as, fire drills, lockdowns, and tornado alerts—are practiced. The school has a safety plan in place for all emergency situations. School personnel have been trained in conflict resolution and peer mediation. Any threat to harm a student is taken very seriously.

The district promotes the School Watch Hotline, sponsored by the Bucks County Commissioners, the Bucks County Intermediate Unit, and the Bucks County Law Enforcement Agencies. The hotline is for confidential reports of a potential act of violence, theft, vandalism, drug or alcohol use, or weapons possession in or near a school. State law also requires each school to immediately report suspected cases of child abuse.

Gayman has a school environment that is caring, nurturing, and supportive of children and families. The teachers and parents maintain strong communication with each other. Our Home & School organizes many events which promote quality family time.

Central Bucks is also supporting several community efforts which are part of the Healthier Community initiative spearheaded by Doylestown Hospital. These include the *CB Healthier Team Project*, a community-wide program to create a healthier and more loving community for children and teenagers. Other partnered community groups include Bucks County Council on Alcoholism & Drug Dependence, Bucks County Department of Health, Central Bucks Chamber of Commerce, Central Bucks Family YMCA, Doylestown Hospital, United Way of Bucks County, and the Village Improvement Association, as well as individual community members. Gayman also supports the Forty Assets Program through CB Cares.

## **SPECIAL EDUCATION**

The needs of exceptional students are provided for through a number of in-building and regional special education programs. Included are Central Bucks programs for intellectually gifted students, learning disabled students, learning and adjustment students, autistic students, etc. Services are also available for students with visual, auditory, physical, and speech impairments.

## **STANDARDIZED TESTING**

In accordance with the recommendations of the professional staff and state requirements, a district-wide testing program is conducted. It provides information about our students' learning strengths and weaknesses and the school curriculum. Standardized tests of academic achievement and aptitude will be given according to the following schedule:

Third Grade Pupils	Grade 3-Performance Assessment - Winter/Spring Central Bucks Problem Solving - Spring Pennsylvania System of School Assessment-PSSA Reading, Math – April/May, 2016
Fourth Grade Pupils	Central Bucks Problem Solving - Spring Pennsylvania System of School Assessment-PSSA Reading, Math, Science – April/May, 2016
Fifth Grade Pupils	Pennsylvania System of School Assessment-PSSA Reading, Math, Writing – April/May, 2016
Sixth Grade Pupils	6 <sup>th</sup> Grade Performance Assessment-February Pennsylvania System of School Assessment-PSSA Reading, Math - March/April 2016

1. Informal screenings and inventories to determine reading placement, or other preliminary and tentative assessments for instructional purposes, do not require parental permission and results are not normally reported to parents unless additional formal evaluations seem to be necessary.

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2. Individual formal assessments for pupils not enrolled in special education programs require parental permission, and the principal generally requests this. Information that is collected in this process is confidential and is always reported to parents.
3. Your child's test results will be checked carefully and maintained in the school record as long as your child attends school in Central Bucks. No individual or agency outside of the school system will be permitted to inspect your child's school record without your written permission.

### **STUDENT RECOGNITION**

Boomerang Awards, Principal Awards and other means of recognition are presented to the students throughout the year recognizing academic achievement, citizenship, and improvement. Additional awards are presented at an Awards Assembly to our sixth grade students following our promotion exercises. The President's Challenge and Academic Awards are presented in accordance with the guidelines established by the agencies sponsoring these awards.

### **STUDENTS' RECORDS - ACCESS**

As a parent you have the right to inspect, review, copy, and request correction of your child's school records. All requests for access to your child's education records are to be in writing and must include the following: Requester's name, correct address, and the reason for requesting access to the information.

Please note: Each parent will have access to the child's records unless the school district has received a copy of a court order, or similar legal document, which limits the access. This policy will prevail even if only one parent has custody of the child.

### **TARDINESS**

Promptness to school is very important to us for two reasons:

1. A desirable punctuality pattern is formed.
2. Class work/assignments are often missed by students arriving late to class.

If a student is tardy, he/she should be escorted into the office by an adult and signed in at our reception desk. The student will then be issued a "pass" to enter the classroom. If the child is not signed in he/she could be marked absent for the entire day. Students are marked "late" if they report to school after 8:35 a.m. **Latenesses can accumulate to constitute an illegal absence.** (330 minutes of cumulative lateness will constitute an illegal absence).

## **TELEPHONES**

*Office and classroom phones are not available for student use except in an emergency.* Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency.

Each teacher has a direct dialed telephone number with voice mail. Teachers are prohibited from answering classroom telephones during the instructional day. Incoming calls to classrooms are automatically routed to voice mail between the hours of 8:35 and 3:15 PM.

## **TEXTBOOKS/MATERIALS**

The school furnishes books and other materials to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable depreciation is expected as a result of daily use. **UNREASONABLE DAMAGE TO TEXTBOOKS WILL RESULT IN A FINE.** Lost textbooks must be paid for and replaced immediately. The fines for these must be paid to the office at the time of damage or loss.

The desire to teach our children to be responsible for possessions and the high cost of textbooks necessitates that you encourage your child to take appropriate care of their school texts.

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged supplies must be paid for before final report cards are issued in June. Please contact the school whenever a textbook is lost so that a replacement can be given to the student. The office can also provide prices for replacements. If a lost book is found, monies paid will be refunded.

## **THURSDAY FOLDER**

Almost all notices are sent home in a Thursday folder provided by the school. Please be sure to look for this folder weekly. Also, be sure to return it on Thursday. Parents can also access the school's website for information as well as the weekly publication of the Gayman Gazette.

**IMPORTANT NOTE:**

Occasionally, situations develop where a child is not to be released to certain persons. In all such cases, please furnish the school office and your child's teacher with a note explaining the specifics of your request.

Please know that it is not the school's responsible to enforce custody agreements between parents. We will attempt to abide by **court** ordered instructions provided that:

1. We have a copy of it.
2. The order is issued by the court with jurisdiction.
3. The order is current.
4. The order is appropriately authorized.

**More importantly, however, your child should know your instructions and with whom he or she is allowed, or not allowed, to go.**

**TIPS FOR PARENTS**

- Parents can help create safe schools.
- Discuss the school's discipline policy with your child. Show your support for the rules, and help your child understand the reasons for them. Involve your child in setting rules for appropriate behavior at home.
- Talk with your child about the violence he or she sees on television, in video games, and possibly in the neighborhood. Help your child understand the consequences of violence.
- Teach your child how to solve problems. Praise your child when he or she follows through.
- Help your child find ways to show anger that do not involve verbally or physically hurting others. When you get angry, use it as an opportunity to model these appropriate responses for your child—talk about it.
- Help your child understand the value of accepting individual differences.
- Note any disturbing behaviors in your child. For example, frequent anger outbursts, excessive fighting and bullying of other children, cruelty to animals, fire setting, frequent behavior problems at school and in the neighborhood, lack of friends, and alcohol or drug use can be signs of serious problems. Get help for your child. Talk with a trusted professional in your child's school or in the community.



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- Keep lines of communication open with your child and your child's teachers—even when it is tough. Encourage your child always to let you know where and with whom he or she will be.
- Get to know your child's friends. Listen to your child if he or she shares concerns about friends who may be exhibiting troubling behaviors. Share this information with a trusted professional--such as, the school psychologist, principal, or teacher.
- Be involved in your child's school life by supporting and reviewing homework, talking with his or her teacher(s), and attending school functions--such as, parent conferences, class programs, open houses, and parent meetings.
- Work with your child's school to make it more responsive to all students and to all families. Share your ideas about how the school can encourage family involvement, welcome all families, and include them in meaningful ways in their children's education.

### **TRANSFER POLICY**

In order to aid a child's transfer from one school or school district to another, the parent should notify the school of the intended withdrawal date several days in advance. A records release form should be completed at the new school and forwarded to Butler. Upon receipt of the records release, Butler Elementary will transfer those records to the new school.

Parents must also notify Central Registration 267-893-2111 to withdraw from the household.

### **VALUABLES**

Expensive toys are not permitted in school. The only exception is for special "Show N' Tell" activities. If a student brings any of these items to school they are subject to confiscation. Gayman will not be responsible for any lost or stolen toys, electronic games, cell phones, etc.

### **VISITING THE SCHOOL**

In the beginning of the school terms the faculty hosts a back-to-school night for the purpose of having parents meet with their child's teacher.

In the fall all schools in the Central Bucks School District will observe Celebrate Education Week by designating specific dates and times for parents to visit the classrooms during the course of a school day.

### **VISITORS**

For the protection of your children, it is mandatory that EVERY visitor stop in the office to report their business. No parent is permitted to enter the school and walk the halls or go to a

classroom without permission and a visitor pass from the office. If you are bringing a lunch, textbook, sweater, etc., to your child, we will call the student down to the office for the purpose of delivering the item to her/him. On no occasion should a parent proceed to the classroom on his/her own. With your compliance, we will have DIRECT control over any adults seen in our building and will be able to better ensure the safety of your child.

Parents must register at the desk in the office and wear a Visitor badge whenever they visit the school. Visitors are discouraged from interrupting the instructional day without a pre-arranged appointment. Teachers will be happy to schedule classroom visits upon request.

## **VOLUNTEERS**

Our school encourages and welcomes parent involvement. Among the opportunities available to volunteers are working in the library, tutoring students, and helping in the classroom. Please contact your child's teacher for information.

## **WEAPONS POLICY**

The District will not tolerate any weapon in school, even when there is no actual or implied threat. This is the only way we can insure a safe and orderly climate for all students and staff members. Possession, use, or transfer of a firearm will result in expulsion from school.

The weapons policy is covered in the Central Bucks School Board Manual, Sections #218 and #233. Please review these regulations with your son or daughter:

1. If a student possesses, uses, or transfers a firearm, the mandatory penalty is expulsion from school for a period of not less than one year. There is absolutely no discretion allowed under the law in assessing the penalty, no matter what the circumstances or the age of the child.
2. Any knife is considered a weapon, not just hunting knives or switchblades. This includes pocketknives – such as, penknives, Swiss Army knives, or Scout knives. Sometimes it is common for adults and students to carry pocketknives without thinking of them as weapons. Do **not** allow your student to bring one to school.
3. Any object used to inflict or threaten bodily harm is considered a weapon, no matter what the object's primary purpose. The fact that the object is not what would be traditionally called a weapon is not a mitigating factor in such a situation.

In all cases, possessing a weapon in school will result in an immediate suspension for up to ten days; the police will be notified, and the student may be subject to arrest. Further disciplinary action may also include expulsion from school.

Weapon "look-alikes" are also threatening, as they are indistinguishable from the actual weapon. It follows that the same discipline procedure would be applicable.