



Buckingham Elementary School



2014-2015 Parent/Student Handbook

Buckingham Elementary School – Parent/Student Handbook

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TWO SCULPTORS

“I dreamed I stood in a studio, and watched two sculptors there;

*The clay they used was a young child’s mind,
and they fashioned it with care.*

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

*Day after day, the teacher toiled,
with touch that was deft and sure.*

*While the parent labored by his side,
And when at last their task was done, they were proud of what they had
wrought,*

*For the things they had molded into the child, could neither be sold nor
bought,*

And each agreed he would have failed if he had worked alone,

*For behind the TEACHER stood the SCHOOL, and behind the PARENT,
the HOME.”*



Author Unknown

INTRODUCTION -

On behalf of the faculty and staff at Buckingham Elementary school, welcome! We are a proud part of the Central Bucks School District, one of the finest school districts in the Commonwealth of Pennsylvania. It is our pleasure to work with you and your children in achieving the goals as stated in the Central Bucks Mission Statement:

The Central Bucks Schools will provide all students with the academic and problem solving skills essential for personal development, responsible citizenship, and life long learning.

Schools are more effective when parents and the school are partners. The purpose of the Parent/Student Handbook is to give Buckingham 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 the on-line resources at www.cbsd.org/buckingham, we feel confident you will have ready resources for your questions about the School District's/Buckingham's policies and procedures. In case of any conflict between a CB Board Policy and the provisions in this handbook, the Board Policy most recently adopted by the Board will prevail.

To access Board Policy, please find information at:
http://www.psba.org/districts_policies/C/102/index.asp

Please review this information early in the school year and refer to as needed during the year. Should you have any questions about information found here or on any other school-related topics, we encourage you to call us at 267-893-4200.

SCHOOL HOURS	
8:35	Children may report to Class (1 st Bell)
8:50	School Begins
11:25	Morning Kindergarten Dismissal
12:55	Afternoon Kindergarten Begins
3:30	School Dismissal Begins

To help ensure the safety of our children and staff – and to abide by the Central Bucks School Board Policy, **it is required that all visitors report to the receptionist's desk, register, and wear a guest badge** before going to a classroom or the Library. All guests/parents must adhere to the primary purpose of their visit and refrain from interrupting the educational process occurring in other rooms.

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). If a paper excuse cannot be provided for your teacher, you may send an electronic (email) excuse to your teacher. An absence note may also be sent electronically to buckingham@cbsd.org.

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** and **no more than 2-instances per school-year**. A form for approved travel can be obtained from the office, or on-line @ 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 questions 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.

BIRTHDAYS

Many of our students enjoy sharing his/her special day with classmates. We promote that social growth and want them to be proud. Please note there is no expectation of a *gift* for the class. However, **in accordance with the Nutritional Standards set by the Department of Education**, if you would like to send something special with your child, **we are requesting**

you send in non-food items only. Children often appreciate very simple ideas, which celebrate their birthdays in school – a few of the numerous ways might be a book marker, colorful pencil, reading to your child’s class, etc. – any can help make a child’s day special. If parents have additional ideas, which involve the school, they need to secure the permission of the teacher. [Ideas for Non-Food Birthday Treats](#) – In addition to state nutritional standards, **food allergies** are a major barrier for many of our student population – and consumption of the wrong item for a severely allergic students could result in a grave health emergency.

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 and others.

BUCKINGHAM E-NEWSLETTER – THE MIGHTY KNIGHT CONNECTION

Together, Buckingham Elementary School and the Buckingham PTO publish a monthly newsletter, [The Mighty Knight Connection](#). Information about school events and PTO activities are featured in this bi-weekly e-newsletter. These publications and others are available on-line at our website.

The Newsletter features upcoming events, important calendar dates, school happenings, and include information on how parents can be actively involved in our school - as we believe that parent involvement in the activities of the school is essential to the success of the instructional program.

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 3:45 PM buses may be scheduled to arrive at school for pick-up at 4:00 PM.

Students that utilize bus transportation provided by the district may NOT ride home on another bus - **Transportation regulations prohibit the use of the bus for such visits.** 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 or by phone 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.

BUSING 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 1st grade students must be met at the stop by an adult or older sibling or the driver cannot release the student from the bus.

CALENDAR OF EVENTS

A District Calendar/Handbook will be sent home at the beginning of the school year. This calendar will list the events of all the schools in Central Bucks School District. Early dismissal days are also listed in the calendar. A one-page [District Calendar](#) can be found on the CBSD website – and any days added to the end of the year due to snow cancellations will be reflected here. Also, please read Buckingham’s Monthly Electronic Newsletter (The BEN) to keep up with Buckingham events and announcements.

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 or main office. Classroom teachers have the option to require the student to “house” the cell phone at the main office 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 any 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	Insurance Requirements
Back To School Nights	Medication Policy
Building Directory	Opportunity School
Central Bucks Philosophy of Education	Parent Conferences
Code of Rights, Responsibilities, and Discipline	Parent Groups/Parental Involvement
Community School	Psychological/Social Work Services
District Administration	Progress Reports
Dress Regulations	School Board Members/Meetings
Drug and Alcohol Policy	School Closing Information
Enrollment Regulations	School District Policies
Guidance and Counseling Services	Smoking Policies
Health Services	Special Education
Homebound Instruction	Sports Schedules
	Student Records
	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 cards promptly.**

The appropriate school personnel should know custody arrangements. Should court dictate custody arrangements apply to your child, a copy of the current court order must be filed with your child's record. 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 Buckingham 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 or loss of event privileges - may be issued. Parents are encouraged to contact teachers with any questions or concerns about a child's behavior in school. 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 Buckingham community we are expected to follow the Mighty Knight’s Six Pillars of Character listed below. Inappropriate behavior will result in consequences determined by Buckingham’s Behavior Policy in accordance with the Central Bucks Disciplinary Procedures and Responsibilities.

Buckingham Mighty Knight’s Six Pillars of Character:

<p>Trustworthiness I pledge to be trustworthy. I will be honest and do the right thing.</p> <p>Respect I pledge to be respectful. I will follow the “Golden Rule” and not tease or bully.</p> <p>Responsibility I pledge to take responsibility for my actions or words. I will report any bullying that I see or know about. I will use “thinker” behavior.</p> <p>Fairness I pledge to be fair. I will play by the rules, take turns, and share.</p> <p>Caring I pledge to be kind to others. I will be compassionate and help people in need.</p> <p>Citizenship I pledge to be a good citizen. I will do my share to make my school and community better.</p>

BEHAVIOR POLICY

Level of Misbehavior	Possible Consequences may include:
<p>Level One: Misbehaviors that interfere with the orderly learning environment of the school. A violation of the Code of Conduct.</p>	<p>Conversation with teacher/warning, Conduct Report, restriction or loss of classroom privilege, parent notification, verbal or written apology to people affected</p>

<p>Level Two: Frequent or serious misbehavior that disrupts the learning environment of the school.</p>	<p>All consequences from Level One, parent and student conference with teacher, referral to the office, lunch or recess office detention</p>
<p>Level Three: Misbehaviors that have the potential to endanger the well-being of other students or staff, or recurring violations of the Code of Conduct.</p>	<p>All consequences from Level Two, in-school or out-of-school suspension, replacement or repair of damaged property</p>

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, we 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. This document is reviewed and discussed with the students and sent home for parent signatures.

Student Technology Use Agreement Permission Form

- 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 a 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.

COMMUNITY SCHOOL’S – 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. In case of inclement weather the school closing number for the Central Bucks Community School is 779

DIRECTORY

A school directory is developed by the Buckingham Office and PTO – distributed to all families at cost. This directory includes all students' names and grades. Student addresses, phone numbers, and parent/guardian names are listed if parent permission has been granted to publish this information. The directory also includes a complete listing of the staff, class lists, PTO committees/chairpersons, and homeroom parents.

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. [Student dress should be comfortable, but not too casual.] All students are expected to demonstrate acceptable taste in their dress habits. Students are expected to avoid extreme short pants, tops with exposed mid-drifts, 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 or beach footwear are not appropriate for school.
- The length of shorts is to be appropriate for school (Fingertips/Mid-thigh) and there is to be no wording on the seat.
- Mid-drift and strapless for girls are not permitted. Spaghetti straps and Halter-tops 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, which reveal midriffs or present a tripping hazard, are not permitted.
- Any attire the administration considers to interfere with quality of education shall not be permitted.

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.

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 and return to class.

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

Main Office Phone: 267-893-4200

ELEMENTARY REPORTING SYSTEM – STUDENT PROGRESS REPORTS

Student Progress Reports are based on a *Standards-Based Reporting System* that provides detailed feedback to parents, students and teachers regarding the progress their child is making toward specific learning standards at their grade level. The standards-based system measures how well individual students are doing solely in relation to grade-level learning goals or standards. This gives parents, teachers, and students an understanding of what students have mastered and what they need to continue to work toward learning. Standards identify specific strengths and weaknesses. These give quality information from which to generate goals for continued growth.

The CBSD Standards-Based Report is one document which holds two templates: the **Conference Report** and the **Progress Report**.

✓ **Conference Reports** are completed after the *1st and 3rd quarters*. This report offers achievement information and fosters quality conversations about learning for parents, teachers, and students. Your child, while in 1st through 6th grade, may be invited to the conferences for both marking periods.

✓ **Progress Reports** are completed by teachers at the end of the *2nd and 4th quarters*. The Progress Report communicates specific mastery levels, as well as student strengths and goals for continued growth. Special subject areas such as art, music, and PE are evaluated during these marking periods, along with the new inclusion of Library, to reflect the increasing time set aside for research and technology during the Library period

There may be questions that arise concerning your child's progress other than at regularly scheduled conferences. You are invited and encouraged to contact the teacher and make arrangements for a conference.

EMERGENCY CLOSING

Emergency school closings announced after school is in session will be posted first on the Central Bucks web site 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, *Newsline*, 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. PTO homeroom parents have copies of students' emergency dismissal plans and will activate a courtesy phone chain to notify parents in the event of an early closing. Every effort will be made to contact parents by phone. 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 *Newsline*, 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.

EMRGENCY PLANNING/EVACUATIONS/SHELTER-IN-PLACE/FIRE DRILLS

The State requires that schools conduct full-school lockdown, inclement weather, evacuation, and chemical spill (Shelter-in-Place) drills every school-calendar year. We have well-established routines at Buckingham that are routinely evaluated and reviewed. You may or may not be notified in advance of a drill, but will be informed following any of our preparation procedures. The school is also required to conduct one fire drill per month.

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. In addition, a doctor's statement with the reason and the length of the time of the exclusion must be provided. This note must be taken to the classroom teacher, the nurse and the physical education instructor.

Under most circumstances, the student will be required to attend the class/recess even though he/she will not be expected to participate. For supervision purposes, we cannot honor requests for children to stay inside for recess..

FACILITIES USE

In order to secure the building after hours the use of our facilities 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 - EDUCATIONAL

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. Classroom teachers may or may not 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 a cost to attend a trip. If your child is in need of a monetary sponsorship to attend a trip, please contact the main office or Student Support Counselor.

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.

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 purpose of homework is to promote the growth of student knowledge and to reinforce that which is learned in the classroom. Homework should be used as an addition to, and extension of, daily instruction. It should provide the student with relevant practice and the opportunity to utilize learned concepts.

Homework also affords the student the opportunity to develop and practice good study skills and habits. 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 267-893-4200 before the student lunch hour, allowing adequate time for the teacher to prepare a listing of the assignments.

When requesting homework for absent children **beyond one day**, please call the main office at 267-893-4200 by **10:00 a.m.** (messages left after 10:00 a.m. may not be processed for that day). Please leave a message indicating:

1. Student's name
2. Student's teacher and grade
3. How the homework is to go home—i.e., parent will pick up at 4:00 p.m. or homework should be sent home with sibling/another student.
4. If homework is to go home with another student, please leave that student's name.
5. If homework is to be picked up in the office, this work may not be ready until after dismissal time (**3:30 p.m.**).

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 4:30 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 so 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 for 24 hours before returning to school.

INSTRUCTIONAL SUPPORT TEAM (IST)

A Student Support/Guidance 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 Buckingham 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 students. More information is available about the ISTeam by contacting Mr. Bryan Rosica, Student Support Counselor, at 267-893-4222.

INSTRUMENTAL MUSIC

All fourth (strings only), fifth and sixth grade (strings or band) 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 only 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 normally checked out for one week for kindergarten, 1st grade and 2nd grade, and up to two weeks for 3rd grade, 4th grade, 5th grade, and 6th grade. If they have a book that is overdue, they may not take others from the library until the overdue books are returned. Should some damage occur to the book while it is in the 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 should be paid for 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

Per USDA Regulations, CBSD school lunches will be sold by Aramark at a cost of \$2.35 per day when the main course is accompanied by a fruit or vegetable (\$3.00 without). For a review of USDA Regulations and CBSD/Aramark procedures, please visit the Food Services website:

[CBSD Food Services Department Website](#)

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 should contact the school nurse if they believe that they are eligible for reduced meals.

As an aid to parents [MySchoolBucks.com](#) Accounts are available. Accounts may be reimbursed online with an account following the web address above.

The practice of charging lunches (IOU - without payment) should be kept to a minimum. Charges should be paid on the next school day after the charge is recorded.

LUNCH SCHEDULE

Period	Lunch (30 minutes)	Recess (30 minutes)	Grades
Lunch I	11:35-12:05	12:05-12:35	Grades 2&6
Lunch II	12:10-12:40	12:40-1:10	Grades 1&4
Lunch III	12:45-1:15	1:15-1:45	Grades 3&5

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 Nurse's Office 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 Nurse's Office. ***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, the main office, 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, Phenergan with Codeine, Ativan, Adderall, Tylenol #3, and Florinal with Codeine.

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.

Children with serious medical issues attend public schools more now than ever before. Consequently the number of medications given to students during school hours has increased ten-fold in the last several 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 will not treat injuries and illnesses that occur outside of school. If your child becomes sick at home or is injured on school property 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, a **current** 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 from parents are required for all dismissal changes, early dismissal pick-up, 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 main office via note or phone before 3:00PM.

NURSE'S OFFICE

Pupil services personnel who provide health services for students include certified school nurses, health room associates, 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 health room associate 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 1st of the previous school year. All exams should be submitted by October 15th. 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 states 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.

BMI: All students in grades K-12 will have their BMI percentile calculated as part of their height and weight screening. These results are now available on the CBSD Parent Portal.

Scoliosis: 6th & 7th graders

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 (DPT):** 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. **Measles*, Mumps, and Rubella (German measles) (MMR):** Two doses of vaccine, the first at twelve months of age or older.
4. **Hepatitis B:** Three properly spaced doses of vaccine.
5. **Varicella**** 2-Vaccines or proof of Chicken Pox is mandatory before entry.
6. **FYI – TDaP & Meningitis (7th grade)***:** one dose of each.

*A second measles vaccine dose will be required for ALL students, not just those entering school for the first time.

**New Requirements began 2011-12: All students, K-12th grade must have two doses of Varicella, or proof of disease.

***New Requirement beginning 2011-2012.

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 distributed at the beginning of each year to provide the school with information should an emergency occur during school hours. 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, and return it immediately. **To keep this information current, please inform the school of any changes in phone numbers or medical status as soon as they occur.**

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 4th, 5th, and 6th grade. AIDS curriculum is taught in 5th and 6th grade.

PARENT CONFERENCES

Parent Conferences are held after the **1st and 3rd quarters**. Your child, while in 1st through 6th grade, may be invited to the conferences for both 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 speaking directly to the teacher or telephoning the office. The third marking period's Portfolio Conference is held in lieu of report card distribution.

PARENT TEACHER ORGANIZATION

The Buckingham PTO 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 Buckingham Parent Teacher Organization (PTO) sponsors many programs and activities such as: student assemblies, bingo nights, author visits, book fairs, Fall Festival, Happenings (bi-yearly after-school elective program), Market Day, Secret Shoppe, Garden Club, and much, much more. Additional information about these and other activities will be provided in the ***Buckingham Mighty Knight Connection (E-Newsletter)*** or at **General PTO Meetings**. Flyers announcing scheduled events and meetings are also available on the PTO website.

All parents are encouraged to become active members of the parent-teacher organization. Through the efforts of Buckingham’s Parent Teacher Organization, funding is provided for school assemblies and additional resources for learning. Parents may join our PTO at any time or may register at our Back-To-School nights.

2012-2013 Officers

Cindy Meyers – Yr. 2 DeeDee Snyder – Yr. 1	Co-Presidents
Anne Piotrowski	Vice President
Christine Manion	Treasurer
Michelle Rumbas	Secretary

PARTIES

There are three parties during the school year. They are Halloween, Winter Holiday and End-of-the-Year. The Homeroom Parent coordinates these parties with the classroom teacher, who has final authority to make all decisions on party related matters. In accordance with PA State Standards, all snacks provided during parties should be “balanced” 1 healthy must accompany 1 sweet for each party.

For class parties that require volunteer parents, there are to be no more than 4-parents (3 volunteer parents plus the Homeroom Parent) per party. Strict adherence to this policy is necessary. A list of parent volunteers is to be sent to the main office at least one week in advance. Parents may be asked to sign-in on dates of the classroom party. For the safety and security of our students and school, parents not listed on the pre-arranged list will not be permitted in classrooms.

Halloween - There is a great age difference in the children at Buckingham. 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.

RECESS

Extra time is scheduled during lunch so that all children can have a recess period. The school believes that this time out-of-doors and away from the classroom atmosphere promotes learning. The school district’s policy requires each child, when weather permits, to attend lunch recess, unless excused by a doctor. Your child should be dressed appropriately.

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

REGISTRATION

Registration begins in October (Incoming Kindergarten) and January (Incoming K-12) for new students. Upon registration, a document giving proof of age must be presented along with a complete immunization record of 4 DPT, 3 Polio, 2 MMR, 3 Hepatitis B, and 2 Varicella. Proof of residency must also be provided. Registration forms are available at www.cbsd.org.

Children registering for Kindergarten must be five years old on or before September 1 of that school year. Children registering for first grade must be six on or before September 1 of that school year.

RELEASE OF STUDENTS TO ADULTS

School staff will not release students during the school day except to parents or guardians upon absolute identification. Anyone picking-up a child must be 18 or over with proper identification. A note must be sent in if there is a change in pick-up person. Do not email the teacher with “pick-up” changes as substitutes will not have access to teacher email. If an emergency occurs, call the front office.

SCHOOL HOURS / STUDENT ARRIVAL TIME

Students' Day.....8:50 to 3:30
Kindergarten AM Session.....8:50 to 11:25
Kindergarten PM Session.....12:55 to 3:30

On early dismissal days school is dismissed at 12:10 p.m.
A.M. KINDERGARTEN IS DISMISSED AT NORMAL TIME (11:25 A.M.)

Pupils will be admitted into the school building at 8:35 a.m. Since adequate supervision is **NOT PROVIDED** prior to 8:35 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

Buckingham is actively engaged in a variety of steps to keep our students safe. Each entrance has security cameras posted. All doors are locked throughout the day, except the main entrance. The main entrance is monitored by staff throughout the school day. Staff members and visitors wear identification badges to quickly determine if there is an unauthorized visitor in the building. Emergency procedures--such as: fire drills, lockdowns, and weather alerts – are practiced monthly/yearly. The school has a safety plan to use in 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.

Buckingham has a school environment that is caring, nurturing, and supportive of children and families. The teachers and parents at Buckingham maintain strong communication with each other. The Buckingham PTO 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. Central Bucks also supports the Forty Assets Program.

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 English Language Arts, Math-March/April
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Fourth Grade Pupils	Central Bucks Problem Solving - Spring Pennsylvania System of School Assessment-PSSA English Language Arts, Math - March/April Science - April
Fifth Grade Pupils	Pennsylvania System of School Assessment-PSSA English Language Arts, Math - March/April Writing – March/April
Sixth Grade Pupils	6 th Grade Performance Assessment-February Pennsylvania System of School Assessment-PSSA English Language Arts, Math - March/April

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.
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 PLACEMENT/TEACHER ASSIGNMENT

Student placement forms will be available in the school office and on the Buckingham website during the month of April. They must be returned to the Main Office/Principal by the deadline stated on the form. Late submissions will not be accepted. **Submission of a letter does not guarantee the request.** Parents also should not speak to the current teacher or to the counselors requesting a specific teacher for the following school year. Teacher notification will be through the Parent Portal. Principal has final decision over student placement.

STUDENT RECOGNITION

Boomerang Awards, Mighty Knight Behavior Awards are presented to the students throughout the year recognizing academic achievement, citizenship, and improvement. Additional awards are presented at Promotion to our sixth grade students. The President's Academic and Achievement 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, 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 8:50 a.m. **Lateness 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 unable to answer classroom telephones during the instructional day to limit disruption. Incoming calls to classrooms are automatically routed to voice mail between the hours of 8:50 to 3:45 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 to be sent home in a Thursday Folder provided by the school. Please be sure to look for this folder weekly. Also, be sure to send it back no later than the following Monday. You can also check the Buckingham PTO website for information. Only one *Thursday Folder* will be sent home with each child. Depending on the terms of their custody agreement, parents who are separated or divorced are responsible for sharing this information with one another. * Days noted signify delivery on dates other than “Thursday”.

TIPS FOR PARENTS

- Parents can help create safe schools by following the rules and regulations set-forth by the district and Buckingham.
- 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, irresponsible play with fire, 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.
- 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 who he or she will be.

- Get to know your child's friends. Take time to meet and know the parents of the 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 the 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 Buckingham. Upon receipt of the records release, Buckingham 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, electronics, and valuables are not appropriate for school. The only exception is for special "Show N' Tell" activities. If a student brings any of these items to school, we have the right to confiscate the items until parents are able to retrieve. Buckingham will not be responsible for any lost or stolen toys, electronic games, cell phones, etc.

VISITING THE SCHOOL

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.

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 -or- a staff member will deliver. On no occasion should a parent proceed to the classroom on their own. With your compliance, we will have DIRECT control over any adults seen in our building to better insure 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. Buckingham is happy to schedule special visits to any classroom - Within Central Bucks District Board Policy #907, parents wishing to schedule a classroom observation “outside” of Celebrate Education Week, will need to submit a written/emailed note to the principal at least two-days in advance of the observation.

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 the Buckingham PTO or 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.

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 and proper documentation is provided to the school that is court ordered.

Please know that it is not the school's responsibility 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.