

ELEMENTARY PARENT HANDBOOK 2009-2010



Palisades Elementary School

Durham Nockamixon Springfield **Tinicum**

Dear Parents:

We share a common interest – your children. Our staff works very hard to provide the best possible program for district children. It is only when home and school work together in a spirit of mutual cooperation and support that we can expect the children to achieve their full potential. We need your help.

The first step in this process is to make sure that you have all the information you need about your children's schools and educational program. The Elementary Parent Handbook is designed to answer your questions and address your concerns. We have tried to touch on every aspect of the school program – curriculum, special service, policies, and procedures. There is also a section on what you can do to help your children succeed in school.

Communication is a two-way process, and we would like to hear from you. Please do not hesitate to call us or visit if you have any questions, concerns or suggestions for improvement.

Sincerely,

Ms. Janet Link, Principal of Durham Nockamixon Elementary

Mrs. Andrea Farina, Principal of Springfield Elementary

Mr. Scott Davis, Principal of Tinicum Elementary

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PALISADES ELEMENTARY SCHOOLS

Durham Nockamixon School
41 Thomas Free Drive
Kintnersville, PA 18930
610-847-5131 ext. 3000

Janet Link, Principal
610-847-5131 ext. 3001

Springfield School
1950 Route 212
Quakertown, PA 18951
610-346-7582 ext. 6000

Andrea Farina, Principal
610-346-7582 ext. 6001

Tinicum School
162 E. Dark Hollow Road
Pipersville, PA 18947
610-294-9311 ext. 7000

Scott Davis, Principal
610-294-9311 ext. 7001

ADMINISTRATION

Dr. Francis Barnes
Superintendent of Schools
610-847-5131 ext. 4030

Dr. Bridget O'Connell
Assistant Superintendent
610-847-5131 ext. 4002

Jill Ruch
Business Manager
610-847-5131 ext. 4006

Eric Gladfelter
Director of Pupil Services
610-847-5131 ext. 4009

TRANSPORTATION

Meri Hedrick, Director
610-847-5131 ext. 5002

MAINTENANCE

Dave Keppel, Supervisor
610-847-5131 ext. 2450

EDUCATIONAL PROGRAM

Our program is guided by our strategic plan in effect from 2006-2012.

Palisades School District is a community of learners. We are dedicated to the greatest possible development of all its students.

Our mission is to guide students as they gain and apply the skills, knowledge, and concepts needed to succeed in a global society.

Working collaboratively, we will inspire a passion for learning, a commitment to excellence, and a respect for individuals and diversity.

The elementary curriculum emphasizes the acquisition of competencies in all academic subjects plus special subject areas (art, music, physical education, etc.). The curriculum for your child's grade level will be given to you at Back-To-School Night.

WE MAKE THESE ASSUMPTIONS:

- Students learn best when they are actively engaged in meaningful work.
- Teaching students to think critically and creatively, and to take risks while solving problems is essential.
- All students can learn, but in different ways and at different rates.
- All students deserve the opportunity to develop individual talents and abilities.
- Students benefit from being appropriately challenged and motivated to excel.
- Educational progress requires ongoing evaluation through a variety of assessments.
- We value and respect people in their diversity.
- The primary responsibility for learning rests with the students, supported by the community, school, home, and family.
- Learning occurs everywhere, is a lifelong process, and requires hard work and discipline.

GUIDELINES:

- We will strive for an outstanding educational program.
- Our strategic plan is a "living document" that will be referenced as we make decisions in our school district.
- All programs and expenditures will be consistent with our strategic plan.
- We promote behavior that enriches the learning process within our schools.
- We will continue to seek participation from members of our community.
- We will communicate our district's progress to the public.

GOALS:

- Residents of Palisades School District will increase their participation in our learning community.
- The district will utilize technology to enhance the achievement of students in all disciplines.
- Graduating students will be prepared for continuing education and employment as they access and leverage the global market.
- Students in the Palisades School District will perform at the proficient level in reading, writing, and math while recognizing the development differences among students.

A copy of the elementary curriculum and the Palisades School District Strategic Plan are available in the school office.

REGISTRATION OF STUDENTS

Parents wishing to register students for the first time need to provide the following documents:

- Birth Certificate
- Record of Immunization
- Proof of Residency

Kindergarten registration is held in April of every year and is announced in area newspapers. **Children who have attained the chronological age of five years on or before September 1st and who have successfully completed a developmental screening shall be eligible to attend kindergarten during that school year.** Further evaluation by the school psychologist or the school counselor is available during the summer months.

ELEMENTARY SCHOOL DAY

School for elementary students begins at 9:00 AM and ends at 3:35 PM.

The kindergarten day is divided into two sessions:

- Morning session – 9:00 to 11:45 AM
- Afternoon session – 12:50 to 3:35 PM

EARLY ARRIVAL OF STUDENTS

In July of 1980, the Palisades School Board adopted the following policy: “No student will be permitted inside the schools of the district before the scheduled arrival of the first bus.”

Therefore, no elementary student will be able to enter the school building until 8:45 AM. Working parents need to make appropriate arrangements with neighbors, relatives or babysitters.

This policy was adopted because the school staff is busy preparing for the day’s program and is not able to supervise early arrivals.

TRANSPORTATION

Bus transportation to and from school is provided, except for kindergarten students who will only be transported one way.

Parents of kindergartners attending the morning session must pick up their children at 11:45 AM. Parents of youngsters attending the afternoon session must drop them off at 12:40 PM. The safety and welfare of all students residing in the Palisades School District is a primary concern. The information and rules of conduct contained here are intended to create school days that begin and end on a positive note for everyone. Please review this information with your child(ren). Working together we will provide a safe and pleasant experience for everyone.

BUS STOP PROCEDURES:

1. All students are expected to arrive at the prescribed bus stop at least five (5) minutes ahead of the posted stop time. The student should stand ten (10) feet back from the roadway, wait for the bus to come to a complete stop and watch for the driver's signal that it is safe to board the bus. Students **must be visible** to the driver or the bus will not stop and the bus cannot wait on the roadway for tardy students.
2. Each student must use his/her assigned bus stop. Exceptions may be made for childcare purposes and in co-parenting situations through the school office and with the approval of the transportation director. Any student intending to board a bus other than his/her assigned but **must** obtain a bus pass from the office at school in advance of boarding or transportation will be denied.
3. Palisades School District does not transport any non-district students on its buses for public or private schools.
4. Parents are responsible for the safety of their children while going to or from the bus stop and when waiting at the bus stop before boarding the school bus and resume responsibility when the student is discharged from the school bus.
5. Questions regarding bus stops should be directed to, Meri Hedrick, the transportation director at 610-847-5131 x5002. Other questions/concerns may be directed to Fred Freeman, manager, of First Student at 610-847-2088.

BUS CONDUCT (school rules apply)

1. Follow the directions of the driver.
2. Use appropriate and respectful language and behavior.
3. Remain seated at all times.
4. Keep head, hands, feet and all other objects inside the bus.

CONSEQUENCES OF INAPPROPRIATE BUS CONDUCT

Infractions occurring on the bus will be reported to the Principal of the school and appropriate disciplinary action will be taken. This action may consist of, but not be limited to, verbal warnings, in-school and after-school detentions, temporary suspension of transportation privileges and, in the case of severe or recurring problems, permanent suspension of bus privileges.

STUDENT CONDUCT

Philosophy

The community, school board, faculty, and staff of the Palisades School District believe that the goal of student discipline is to establish and maintain a positive, orderly educational environment, which is conducive to effective teaching and learning. This environment is one in which:

- Standards of behavior are clearly defined and administered
- Self respect is nurtured and respect for others is required
- Disciplinary responses are appropriate to the misbehavior
- Students, parents, and school personnel have specific rights and responsibilities
- Parents and guardians are ultimately accountable for their children's actions

The following are the District's basic school rules that will be upheld in every school, K - 12:

1. Put forth your best effort in school and school-related activities.
2. Stay where adults are in charge.
3. Respect others' feelings and ideas: no swearing, threatening, or insulting others.
4. Respect others' safety: no fighting, pushing, tripping, or hitting.
5. Respect others' property: no stealing, extorting, defacing, or destroying.
6. No class disruption or refusal to follow adult direction.
7. No weapons.
8. No alcoholic beverages, cigarettes, or drugs of any kind.
9. Attend school and class except when legally excused.
10. Dress and groom yourselves in a manner which meets community and school standards of safety, health, cleanliness, and decency.
11. No bullying

The Palisades School District subscribes to a progressive system of discipline, with infractions handled at lowest possible level, and consequences starting small and increasing in response to the severity of the misbehavior. Teachers may handle minor disruptions by redirecting a child, restricting privileges, or assigning a detention.

Major concerns, such as repeated class disruption, fighting, theft, open defiance, and threatening the safety of self and others, will be handled by the principal and may result in a school suspension of 1 day or longer. Any student suspended in or out of school will be afforded due process as outlined in the School Code and School Board Policy.

Corporal punishment is not used in the Palisades School District.

CLASS GROUPING

Classes in the Palisades School District contain children of varying academic abilities. Throughout the day, students may be regrouped for instructional purposes based on achievement in reading, language arts and math.

HOMEWORK

Daily homework for all children is an important part of their educational program. Homework assignments reinforce learning that has taken place in school. It helps to develop independent work-study habits, responsibility, and long-range planning. Finally, parents can keep track of their children's learning by checking homework on a regular basis.

Time expectations for homework vary for grade levels as follows:

Grade 1 and 2	20 – 40 minutes
Grade 3 and 4	30 – 45 minutes
Grade 5	45 – 60 minutes

Parents can help by supplying a quiet place with a desk or table for writing. They should help the child plan a time every day for homework. Some children work best if they do their homework right after school; others need a time to play before settling down to work.

Parents should be available for help with homework if needed. However, homework is your children's responsibility, not yours. Parents should not feel obligated to read every word, check every problem, or note every mistake. It is much more important for you to take a positive interest in everything your child does in school and to make sure that television, playtime and outside activities do not interfere. High achievers in school spend a minimum of time watching TV.

OPENING EXERCISES

Opening exercises are held every day. They include the Pledge of Allegiance and morning announcements.

ASSEMBLY PROGRAMS AND FIELD TRIPS

Student assemblies and field trips are carefully planned as learning experiences for children. Assembly programs might include artistic performances or scientific programs by outside professional groups or student performances in music, dramatics or literature. Assemblies do not always involve the whole school; they may be as simple as one class performing for another.

Classes are allowed to take one or more educational field trips each year as extensions of class work. All trips are approved on the basis of their educational merit by the building principal. Not all teachers or classes take field trips.

Before each trip, children are prepared by their teacher for the experience. Subsequent classroom activities are developed which relate directly or indirectly to the field trip. Every student who leaves school for a field trip must have a signed permission slip from parents. However, trips are part of the school program and all children are expected to participate.

Parents often enjoy chaperoning field trips to help teachers supervise children. However, F.C.C. regulations require that no more than five adults (including teachers) may ride the school bus with children. There may be times when the number of chaperones must be limited.

STUDENT PARTY INVITATIONS

When planning private parties for birthdays or other special personal events, it is not permissible to give out invitations at school unless the entire class, or all girls or all boys, are invited to the party. Kindly mail or distribute your selective invitations from home. Your cooperation and sensitivity to the feelings of all of our children and their families is appreciated.

TESTING

State Standardized Testing in Reading and Math currently takes place in grades 3, 4 and 5 in the elementary school, with individual results provided to a student's parents. State mandated PSSA testing for science occurs in fourth grade and writing occurs in the fifth grade. Group administered intelligence tests are given in grade 3.

Many less formal measures are utilized to group for instruction and assess student growth and achievement. They include reading curriculum based assessment, math survey tests, and writing assessments for students in grades K-5.

The MAP (Measures of Academic Progress) Assessment is a computer-based assessment that links to curriculum, measures item difficulty, and may be used to measure a student's academic growth over time. This assessment is given to students in grades K – 5.

Testing procedures are recommended by district committees and approved by the Palisades School Board.

STUDENT RECORDS

The school keeps three record folders for each student. The child's administrative record, which includes the registration form, report cards, conference forms, reading record, and results of standardized reading and math tests, is kept in the office. The student's personal folder contains special testing, personal information and special education plans, and is maintained by the guidance counselor. The student's health record is kept by the nurse.

Your child's school records are open to you. If you wish to see any or all of these records, send a request in writing to the principal or school counselor.

Other than school personnel, no one is permitted to see the folders without your written permission (except in the case of a court subpoena).

SIX-DAY CYCLE

Every school in the district operates their schedule on a six (6) day cycle instead of five (5) day week. At the elementary level, this means that your child may have Art every DAY 3, Physical Education every DAY 1, and Music on DAYS 2 and 6.

The first day of school is DAY 1 and the cycle follows. If we are closed for a snow emergency or holiday, the children do not miss a DAY of the cycle. For example, if January 23rd was DAY 3 and we were closed for inclement weather, January 24th would be DAY 3. Therefore, no special subjects would be missed.

SPECIAL PROGRAMS

Every year, Palisades elementary students participate in a wide variety of special programs and enrichment projects in the fields of language arts, physical education, ecology, outdoor education and the arts. These projects may include Curriculum Night; book fairs; artist in residence programs; Reading is Fundamental, a national program which provides free paperback books to children; book swaps; art appreciation programs; community recycling and pollution studies; guest reader programs; essay contests; art competitions; and special building celebrations.

SCHOOL PICTURES

Parents have the opportunity to purchase school pictures of their children on a pre-paid basis. You will be notified several days in advance about the cost, number and size of photos available for purchase.

All students must have their pictures taken for use in cumulative records and rolodex files. Except for these uses, the photographer will print only those pictures which have been paid for by parents. There is naturally no charge to parents for pictures used in school records.

CAFETERIA SERVICES

Every child has the option each day of bringing lunch from home, purchasing milk in school or buying the cafeteria meal. Menus are sent home on a regular basis.

The cafeteria uses a computerized Point of Service system. This is a debit system that requires money to be deposited into a student account. Students may also continue to use cash to pay for lunch and ala carte items on a daily basis. Nothing may be purchased on credit.

VISITING SCHOOLS

Many parents visit their children's classes during American Education Week every fall. However, parents and any other community members are welcome to visit district schools any time, after reporting to the school office. The Board welcomes and encourages visits to school by parents, adult residents and interested educators. To ensure order in the schools, it is necessary for the Board to establish policy governing school visits. The Superintendent and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines.

Persons wishing to visit a school should make arrangements in advance with the school office in that building. Upon arrival at the school, visitors must register at the office where they will receive instructions. Staff members shall be expected to require that a visitor has registered at the school office and received authorization to be present for the purpose of conducting business. Teachers will not have time to answer visitor's questions while teaching class. It is best to leave small children with a babysitter while you are visiting. If there is a particular part of the school program you would like to observe, please contact the building principal ahead of time.

PARENT GROUPS

Each school has its own Parent-Teacher Association. The aim of these groups is to create communication between parents, community members and school staff. Fund raising efforts by these groups have helped to provide children with many special programs and additional equipment. Evening meetings offer programs of educational interest and family fun.

You will receive information, early in the year, about the PTA in your school. We encourage you to join and participate in their activities. If you are a newcomer to the community, the parent-teacher group is a good way to meet your neighbors and to support quality education. If you are interested in participating in any way, leave your name with the school secretary and an officer of the group will give you a call.

VOLUNTEERS

Volunteers are a valued part of our school community. Palisades provides a variety of ways for parents and community members to be involved in their schools. Volunteers help to keep the library/media centers open, assist classroom teachers as room parents, work in our publishing centers, read aloud to young children and share their talents in art appreciation programs and student activities. The parent-teacher groups use volunteers as room parents, program planners and fundraisers. If you would like to be a school volunteer, telephone the building secretary. We'd like to have you!

TELEPHONING

During the school hours of 9:00 AM to 3:35 PM, the teacher's responsibility is in the classroom. If you wish to speak with a teacher, call before 8:30 AM or ask that the teacher return the call when it is convenient. Many times a telephone call can ease your mind about some point of confusion. Please feel free to call and clarify any concerns you may have.

School telephones are not to be used by students unless given permission from the teacher or the office.

ABSENCE FROM SCHOOL

Early in the school year, a letter explaining the absence policy is sent home to parents. When your child is absent for illness or other reasons, a signed excuse form must be returned to school no later than two days after the child goes back to school. This is a requirement of state law. If the form or signed note is not on file in the office within 48 hours of the child's return, the absence is automatically classified as illegal.

Legitimate reasons for a student's absence include: illness, quarantine, recovery from accident, required court attendance, death in the family, observance of a religious holiday, and family educational trips with prior approval of the principal.

All other reasons for absence are considered illegal. A child who is illegally absent or tardy for three days must be referred to school officials. Parents will then be notified by letter that any continued illegal absence shall subject the parent to a fine for non-attendance by the child.

Students who arrive late to school but before 11:45 AM, or who leave school after 11:45 AM are recorded as tardy. The minutes are added up and marked as the correct fractional part of a school absence. Students arriving after 11:45 AM, or leaving before 11:45 AM are marked absent for ½ day.

EXCUSING STUDENTS DURING THE SCHOOL DAY

Students leaving school early must have a medical or dental appointment card, or a signed note from parents. Please try to schedule appointments after school whenever possible.

Before leaving the building, your child must be signed out in the early dismissal notebook in the school office (and signed in, if he or she is returning to school before the end of the day). Students will not be released to anyone other than parent or guardian without a signed note from you.

Parents who choose to pick children up at the end of the day are requested not to arrive before 3:20 PM. Parents must be present on the premises at dismissal time prior to the departure of buses. Otherwise, students will ride home on their assigned bus.

CHILD CUSTODY

The school recognizes that special problems exist when parents are separating and no formal custody arrangement has developed. Once legal custody is established, the school abides by the court decision. Until custody is determined, it is very important that the child not become the target of parental disagreement. Child snatching by one parent or the other is a highly upsetting experience, not only to the parties involved, but to the other children as well. Therefore, the Palisades Board of Education has developed the following policy:

Parents must sign out students when taking them from school.

The Palisades District considers the parent with whom the child resides as the guardian of the child while the courts are resolving the question of custody.

The non-custodial parent must have permission from the custodial parent before removing a child from school.

Local police and the District Attorney will be immediately notified in the event a child is removed from school in violation of this policy or under circumstances where the right of the person removing the child appears to be in doubt.

EDUCATIONAL TRIPS

Parents sometimes wish to take a family educational trip during days when school is in session. Trips of this kind will be considered excused absences under the following conditions:

1. Parents submit a written request before the trip and it is approved by the school principal.
2. The child has carried out an educational activity as directed by the principal.
3. The student makes up all schoolwork that has been missed.
4. Trips that extend beyond 10 days must be approved in advance by the superintendent.

If these conditions are not met, the absence will be illegal.

EMERGENCY CLOSINGS, LATE STARTS AND EARLY DISMISSALS

During inclement weather, the superintendent may decide to close schools for the day, delay opening for one or two hours, or dismiss early if school is already in session. In certain circumstances – loss of power or heat, for example – it might become necessary to close an individual school.

Should it be necessary to close school because of inclement weather, the announcements will be made on stations WAEB 790/AM, WFMZ/FM100.7 and B104.1/FM; WPVI-TV Channel 6 News ABC; Service Electric TV Cable Channel 8/69. The AlertNow Phone Call System will also be used to notify parents of school closings. Call Palisades School District 610-847-5131 press 5 then 1; or check our website at www.palisadesd.org. You can also register to receive e-alerts for school closings by visiting www.palisadesd.org - click on the “register” button on the upper right hand corner and complete the appropriate information. Announcements usually begin between 5:30 and 6:30 AM.

In the event that weather causes a two-hour delay in the opening of school, we will be running a modified kindergarten schedule. On those days, AM Kindergartners will come in on the bus, but will not need to be picked up until 12:45 PM. PM Kindergartners will need to be brought in by parents at 1:45 PM and will come home on the bus. Through this schedule, we hope to equalize the learning time provided to AM and PM Kindergartners.

When schools must be dismissed early because of weather conditions, children should know what to do if no one is home when they arrive. Alternative plans for children to follow are part of every parent’s responsibility.

TRANSFERS

If you will be transferring your child to another school, please request a transfer form from the school office at least one week before withdrawal. Once we receive the form, official records will be transferred automatically to your child’s new school.

All textbooks, library books and school supplies must be returned before withdrawal and payment made for any lost or damaged books.

LIBRARY/MEDIA CENTER

The school library/media center is the learning resource center for the school. Each center houses many volumes of fiction, non-fiction, and reference works, as well as non-print media such as filmstrips, records, charts and supplemental collections of all kind.

Multi-media computers with access to the Internet are available for student use in each school. The school librarian/media specialist adds the best available material to existing collections, brings new items to the attention of students and staff, provides instruction in library use, trains community volunteers as library aides, reads aloud to children, and provides instruction on computer use. They keep in close touch with state and county library/media center resources to discover new ways to enhance student library experiences.

PHYSICAL EDUCATION

A planned program in physical education is an important part of the educational program and is required by law. Every student must participate in physical education classes unless excused in writing by a physician.

Adaptive physical education programs, in place of regular classes or in addition to them, are provided according to doctor's recommendation.

INSTRUMENTAL MUSIC LESSONS

Small group instruction in instrumental music is available to students in grades 2, 3, 4 and 5 for string lessons, 4 and 5 for band lessons through the district's two instrumental music teachers.

Instrumental teachers demonstrate different musical instruments in classrooms in September and May. Children who are interested in learning to play will bring home information about lease-purchase of instruments from a commercial music company.

GUIDANCE AND COUNSELING SERVICES

The Palisades elementary developmental guidance program operates in all grades and is designed to help children understand their feelings and learn to make informed decisions. The program is taught by classroom teachers with the assistance of school counselors.

Counseling is available to all elementary children. Some youngsters sign up for a conference with the school counselor when they feel the need to talk over a problem with a sympathetic, helpful adult. Along with being good listeners, counselors are specifically trained to help children learn problem-solving skills.

Counseling services are also available to parents who want to discuss a problem their child might be having. Counselors will be happy to make referrals to community agencies for family counseling, medical evaluations or parent seminars.

Counselors often represent the school in Individualized Educational Program (IEP) conferences with parents. They also plan group sessions for parents on topics such as parenting skills, health and nutrition and helping children succeed in school.

INSTRUCTIONAL SUPPORT TEAMS

An instructional support team will be operating in each elementary school. The team is composed of the parent, principal, instructional support teacher and other professional staff members. Their purpose is to provide support to teachers and students who may be having difficulties in an academic or behavioral area. The team helps develop a plan to address the individual needs of the students. Parents may also request this service by contacting the building principal.

TITLE I

Each elementary school has a Title I Reading program, which is federally funded. A Title I teacher and assistant work with students in grades one through four who need additional support in reading to strengthen their skills and confidence as readers. Students are assessed at the beginning of each school year to determine eligibility for this program.

Parent Involvement Policy

Tinicum Elementary welcomes the participation of parents in support of student learning and recognizes that parental involvement increases the opportunities for student success. It is our policy to foster and maintain ongoing communications with parents concerning their opportunities for involvement, their children's eligibility for special programs and their children's educational progress. We strive to provide such information in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language that parents can understand. To the extent practicable, Tinicum Elementary shall also provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. In order to build an effective home-school partnership, we have developed the following parent involvement policy that was developed and agreed upon by the staff and parents:

Communication

In order to build consistent and effective communication between the home and school, ongoing communication will be provided to parents that provides information about the school's curriculum, state and local assessments, how progress is measured, Title I program and how students are selected for Title I services.

Examples of methods used to communicate are as follows: Back to School Night, classroom newsletters, conferencing-school, home, phone, letter, educational materials: books, outreach library, etc., meetings (at varied times), open house, PTA/PTO/PAC meetings, parent newsletters – monthly, parent-teacher conferences (at flexible times), personal contact by phone or letter, progress reports, report cards, school handbook, and weekly home folders.

In cases where needed, transportation, child care and home visits will be provided to the extent practicable.

A minimum of two scheduled parent-teacher conferences will be held to discuss with parents the progress of their child, individual student assessments, and proficiency level as well as the expectations for the grade level, School-Parent Compact and other concerns of the teacher or parent. The School-Parent Compact designed by parents and school staff outlines how parents, school staff and students share the responsibility for improving learning. The compact will be reviewed annually and updated as needed.

Opportunities for Involvement/Volunteering

Parents will be encouraged to participate in school events and volunteer in activities such as:

Classroom visitations and observations, Family Resource Center projects, Participation on School wide Improvement Plan Committee, Reading to small groups or individual students, School committees, and School Assemblies.

EDUCATIONAL SERVICES

In compliance with state (Chapter 14) and federal law, notice is hereby given by the Palisades School District that it conducts ongoing identification activities as part of its school program **for the purpose of identifying students who may be in need of special education and related services**. If your child is identified by the school district as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction.

If you believe that your school-age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. This process may include a review of functional vision, hearing, speech and language. You, as the parent, may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program. Requests for screening and multidisciplinary evaluation are to be made in **writing** to the principal of your child's school, or to Mr. Eric Gladfelter, Director of Pupil Services, Palisades School District, 39 Thomas Free Drive, Kintnersville, PA 18930. **-16-**

HEALTH SERVICES

Nurses are available in each building from 8:45 AM to 3:30 PM each day to assist students with minor health-related needs. Illness or serious injuries must be dealt with by your private physician. **Working parents need to make arrangements for the care of their sick child with a relative, neighbor, or babysitter. It is imperative that the school has an emergency number in case we cannot contact the parents. The person listed as the emergency contact must be willing to come to school to pick up the child who is ill or injured.**

MEDICAL EXAMINATIONS

State law requires that all children in grades K or 1 (first year in school), 6 and 9 have medical examinations. Dental exams are required for children in grades K or 1, 3 and 7.

Whenever possible, we suggest that your doctor and dentist complete these necessary examinations. Forms for this purpose will be sent home early in the year at your request.

If the medical and dental forms are not returned to the school by October 1st, your child will be scheduled for a physical assessment by the school dentist.

USE OF MEDICATION IN SCHOOL

Medication will only be administered to students in schools under the following rules:

Medicine will be given in school when failure to do so would jeopardize the health of the student, or the student would be unable to attend school if medicine were not made available during school hours.

Medicine must be brought to school by the parent and must be in the original labeled container supplied by pharmacist or doctor. **AT NO TIME SHOULD A STUDENT CARRY HIS/HER OWN MEDICATION!**

All medicine sent to school must include a signed form from the doctor stating purpose, dosage, time, and possible side effects and a note from the parent giving permission for the nurse to administer the medication.

Medicine may be administered in the school health office only by nurse, the designee of the principal, parent or student (where the family physician so directs).

All medication to be administered will be kept in the school health office.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are held in the fall and spring.

Parents may also request a teacher conference any time during the year. Don't wait if you have a concern. Call us. An appointment can be arranged.

PROGRESS REPORTS

All elementary students will receive a written report four times during the school year.

In Kindergarten, the academic and social progress of each student will be reported in a checklist and narrative form.

In Grades 1 & 2, students will be evaluated in the areas of Language Arts (including Reading, Written Communication, Spelling, and Oral Communication), Mathematics, Science/Health, Social Studies, Applied Learning Strategies, Social Attitudes, Wellness & Fitness, Art, and Music. The achievement of skills in each area is rated on the following development scale:

- 4 = Exceeds expectations
- 3 = Meets expectations
- 2 = Still developing/improving
- 1 = Practice and time needed
- X = Not emphasized this quarter

In Grades 3 - 5, students will be evaluated in the areas of Language Arts (including Reading, Writing, and Spelling), Math, Social Studies, Science, Art, Music, Applied Learning Strategies, Social Attitudes, Wellness & Fitness, and Speaking/Listening (only grades 4 & 5).

In Grades 4 & 5, students will also be assigned letter grades in Reading, Writing, and Math as follows:

- A = Outstanding
- B = Very Good
- C = Satisfactory
- D = Needs improvement
- E = Fails to meet minimum requirement

HELPING CHILDREN SUCCEED IN SCHOOL

One of the best ways for parents to help their children in school is by showing a strong, positive interest in education. For example:

Pay careful attention to papers and projects your children bring home from school. Display examples of their work proudly on the family bulletin board or refrigerator door.

Let your children know that you expect them to give their best efforts to their schoolwork, including completing homework every night and finishing long-term projects on time.

Take your children to the library and read aloud to them even after they have learned how to read. Make sure they see you reading for your own enjoyment.

In addition, parents should make sure that their children get enough sleep at night and eat balanced meals, including breakfast.

The Board believes that the education of students is a joint responsibility that it shares with the parents. To ensure that the best interests of each student are served in the educational process, a strong program of communication between home and school must be maintained. The Board feels that it is the parents who have the ultimate responsibility for their children's behavior in school.

The Board believes that parents have a responsibility to support and encourage their child's career in school through the following actions:

1. Require that students observe all school rules and regulations and accept their own responsibility for children's willful in-school behavior.
2. Send children to school with proper attention to their health, personal cleanliness and dress.
3. Maintain an active interest in the student's daily work and provide a quiet place and suitable conditions for completion of assigned homework.
4. Read, sign and return promptly all communications from school when requested.
5. Attend conferences set up for the exchange of information on the child's progress in school.
6. Participate in in-school activities and special functions.

Parents should also consider that there is a negative correlation between children's school achievement and the number of hours they spend watching television and playing video games. The higher the achievement, the fewer hours of television/video games; or, to put it another way, the lower the achievement, the greater number of hours of TV/video games. Parents should monitor both the quality of programs viewed by their children and the amount of time they spend in front of the television.

AUTOMOTIVE ACCESS TO TINICUM ELEMENTARY SCHOOL

1. The driveway in front of the school may only be used for:
 - A. Buses
 - B. Kindergarten drop-off and pick up

NO CARS, OTHER THAN KINDERGARTEN PARENTS, MAY ENTER THE DRIVEWAY AT ANY TIME. PARKING IN THE DRIVEWAY IS PROHIBITED BY ORDER OF THE FIRE MARSHALL.

2. If you bring your child to school, please park in one of the available spaces and have your child walk along the sidewalk to the front of the building. If there is no available space, drive through the parking lot, turn around on the basketball court, and as you exit the parking lot, drop your child off by the sidewalk. **Do not** block cars entering the parking lot while you are dropping your child off.
3. Parking is not permitted on the road or the shoulder.
4. The driveway and the grass areas adjacent to the parking lot (east of the lot) are private property and cannot be used.