

PINE ROAD SCHOOL

HANDBOOK FOR STUDENTS & PARENTS



August 2011

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**PINE ROAD FACULTY AND SUPPORT STAFF
2011-2012**

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ASSISTANT PRINCIPAL

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Mrs. Jennifer Boyle

Mrs. Lisa Daries

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Mrs. Claire Hertz

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Mrs. Julie Fanin

Mrs. Linda Fisher

Mrs. Jennifer Lamb

Mrs. Erin Thoryk

Mrs. Laurie Stehli

Mrs. Cristina Veneziale

SECOND GRADE

Mrs. Ashley Martino

Mrs. Tricia Brokenshire

Ms. Joan Casey

Ms. Julie Hartman

Mrs. Leslie Jones

Mrs. Lauren Cook

THIRD GRADE

Mrs. Karen Bixler

Ms. Tracy Crouthamel

Ms. Diane Farber

Mr. Chris Hamburg

Mrs. Michele Kilcoyne

Mrs. Meg Smith

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FOURTH GRADE

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Mrs. Kim Buchinsky

Mrs. Susan Grugan

Mrs. Sarah Kim

Mrs. Jennifer McGuigan

Mr. Kevin Swillo

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Mr. Michael Handfinger

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Mrs. Jody Bell (Computers)

Ms. Michelle Lillie (Music)

Mr. David Champion (Music)

Mrs. Amanda Handfinger (Music)

Mrs. Carol Lusigna (Phys. Ed.)

Mr. Darrin Mickle (Phys. Ed.)

Mrs. Ellen Zschunke (Library)

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Mrs. Geraldine Giuliana

Learning Support Class

Mrs. Maureen Cebular

Mr. Bob Dye

Mrs. Megan Mundy

Ms. Bobbie Koenig

Mrs. Sharon O'Shea

Mrs. August Raby

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READING SPECIALIST

Mrs. Julie Antoni

Mrs. Mary Huckin

MATH SPECIALIST

Mrs. Kathleen McHugh

SPEECH & LANGUAGE

PATHOLOGIST

Mrs. Danielle Koellner

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OCCUPATIONAL

THERAPIST

Mrs. Beverly Moskowitz

ESL

Mrs. Christina Rice

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BUILDING SUBS

Mrs. Arlene Forman

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PARAPROFESSIONALS

Mrs. Jackie Cawood

Mrs. Colleen Cerruti

Mrs. Kelly Shammo

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Mrs. Wendy Douris

Ms. Ellen Grossman

Mrs. Carol Horton

Ms. Kathryn Kammerle

Mrs. Marty Matey

Mrs. Dorothy Quallet

Mrs. Nancy Gonzalez

Ms. Kristin Maynard

Mrs. Erin Smith

Mrs. Andrea Succi

Ms. Melissa Zajac

NURSE

Mrs. Celeste Compton

CUSTODIAN

Mr. Joe Sufleta

GREETER

Mr. Al Cannon

SECRETARY

Mrs. Cindy Archutowski

Mrs. Wendy Kupa

Mrs. Mary Patz

Please sign and return this form before the end of September.

I have read and discussed with my child the following sections of the Pine Road School's Handbook:

- ___ **Attendance & Tardy**
- ___ **Bullying**
- ___ **Bus Safety Code**
- ___ **Code of Conduct**
- ___ **Computer and Technology Code of Ethics**
- ___ **Dress Guidelines**
- ___ **Weapons**

Student's Name

Classroom Teacher

Parent Signature

Date

**Lower Moreland Township School District
Harassment/Bullying Reporting Form**

It is the policy of Lower Moreland Township School District to maintain a learning and working environment that is free from harassment/intimidation/bullying.

Please complete this form with as much information as possible.

Date: _____ Report filed by: _____

Name(s) and grade(s) of alleged student involved in harassing/bullying:

Name(s) and grade(s) of alleged student victim(s):

Witnesses (adults and/or students) who might have observed the incident:

List the events that have occurred. Attach an additional sheet if necessary.

How long has this been happening? Please be specific. _____

When and where is it happening? (Examples at home, in class, in the hallway, during lunch, in the locker room, between classes, in the bathroom, in the cafeteria). Please be specific.

What did you do when it happened? Please list all of the ways that you responded.

Whom have you reported this to? (check all that apply): Nobody Parent/guardian(s)

Friend(s) Counselor Bus Driver Administrator

Teacher – Name: _____ Other – Name: _____

What would you like for an adult to do to help you? (Example: listen to me, talk to the other student(s), watch out for similar behavior, tell an administrator)

Student Signature: _____

Signature of Staff Member Receiving Form: _____

For Office Use Only

Administrative Follow Up:

The Pine Road Pledge

I will do my part
to keep everyone learning
by being a good listener,
using a quiet voice, and
walking quietly at the right side of the hall.

I will show respect and responsibility
for myself and others by
not hurting anyone on the outside or
on the inside.

I will respect other people's space and
keep my hands and feet to myself.

I will use honest words to solve problems.

I will treat all things in our school
with special care.

I will show kindness and
help others whenever I can.

Arrival & Dismissal Procedures

Morning Arrival 8:45 – 8:55 AM

Students may not arrive before 8:45 AM.

Walkers

Students who walk enter the building at the front door of the school.

Students Arriving in Cars or Day Care Vans

- Cars and Day Care Vans enter the parking lot in front of the school using the driveway by the library.
- Cars and Day Care Vans follow the driveway to the front door of the school. Drivers remain in the car.
- Students should exit the car ONLY on the passenger side. School staff will assist in opening doors for students and escort them into the building.

Late Arrival – any time after 9:00 AM

Parents/guardians must park their car in the front lot and walk students into the building. **Parent/guardian must complete a yellow card and turn into the school greeter.**

School Bus Arrival

School buses use the circular driveway behind the school. They are the only vehicles authorized to use this driveway.

Afternoon Dismissal – 3:30 PM

Walkers

- All walkers must cross Pine Road at the designated cross walk under the guidance of the School Crossing Guard.
- Students in KDG through grade 3 who walk must be met and signed out by their parent/guardian in the main lobby of the school.
- Students in 4th and 5th grade who wish to walk home independently must bring a note from their parent/guardian to the attendance office. The note should indicate whether the student will be walking home daily or just on certain days of the week. A “**Walker Pass**” will be issued upon receipt of this information. The student must carry the “**Walker Pass**” in his/her book bag daily.

Students Going Home in Cars or Day Care Vans

- Cars and Day Care Vans enter the school parking lot in front of the school using the driveway by the library.
- Cars and Day Care Vans form a line and follow the front driveway to the library entrance. Drivers must remain in the car at all times while in the line.

- Parents/Guardians will be asked for Photo Identification by school staff before students enter the car.
- Students will be escorted to the car/van by school staff.
- Cars and Day Care Vans will be directed to leave the parking lot by school staff and the School Crossing Guard.

Changes in Transportation

If your child normally rides the bus and it is necessary to pick up your child on a given day, you must send a note in that morning indicating the change of transportation, as well as who will be picking up your child. If you forget to send a note, you may call the “school greeter” with your request as long as your phone call is received prior to 3:10 p.m. The office begins dismissal procedures at this time and cannot be interrupted with changes. Parents cannot enter the office at the end of the day to make transportation changes. Only notes and phone calls will be honored. Arriving at the end of the day to request the office to page your child or pull him/her from the bus causes added confusion in the office, bus line, and in the classroom and results in a delay for all students and parents.

Attendance & Tardy

The Lower Moreland Township School Board requires that school age students attend school regularly, in accordance with Pennsylvania state laws. Effective education requires a continuous program of instruction and active classroom participation if students are to fully engage in school experiences and make consistent academic, social, and emotional progress.

Absence from School

Regular school attendance is necessary and mandatory during the days and hours that school is in session. Absence is to be reported **prior to 8:45 a.m.** by calling our **Safe At Home Absence Line at 215-938-0270**. The message provides prompts for the callers.

A blue card is to be used for all Absences. A yellow card is to be used for Lateness and Early Dismissals. The absence cards are to be signed by the parent or guardian upon the student’s return to school. The card must clearly indicate the reason for absence. Reasonable causes for absence are: illness, quarantine, recovery from an accident, death in the family, family educational trips, and educational tours and trips. In addition students may be excused for observation of a religious holiday, dental or medical appointments, court appearances, family emergencies, or other urgent reasons. However, in the effort to provide a continuous educational program, parents are encouraged to schedule routine dental and medical appointments after the school day has ended.

Guidelines: Students must present written verification (completed blue card) of their absence by the 3rd day of attendance following their return to school. Students who fail to present this written verification by the fifth day will have their absences classified as unverified and unexcused, per Board policy.

Students who are absent from school for a period of five (5) or more continuous school days must present written verification of their absence by a licensed medical authority. Students who fail to present such written verification of their absence by the fifth day of attendance following their return to school will have their absences classified as unverified and unexcused.

Unverified and unexcused absences will result in building level administrative remedies.

Persistent unverified and unexcused absences may result in such actions as:

1. Referral to the building Instructional Support Team (IST) or Child Study Team (CST).
2. Referral to the School Psychologist/Community Liaison/Behavioral Specialist.
3. Truancy proceedings or involvement with Montgomery County Juvenile Court.

Absence for Educational Tours and Trips

Upon verification of itinerary and supportive documentation proving its educational value, the Superintendent or designee may approve one (1) educational trip or activity not sponsored by the district per school year, not to exceed ten (10) consecutive days. **Applications for approval via completion of the *Excusal from School* form, available through the Pine Road Office, should be made as early as possible; however, in no instance later than four (4) weeks prior to absence.**

Students are responsible for all work missed during their absence. Assignments will be made upon the student's return from the trip or tour and work must be made up within a time period equal to the number of school days missed. Please note it is parent responsibility to assist student in the completion of work missed due to family vacation.

Students whose application for an educational trip or activity is disapproved by the Superintendent or designee shall have their absence classified as unexcused if they participate in the trip or activity.

Late Arrival to School (Tardy)

Students should leave home in time to arrive at school by 8:55 a.m., but not before 8:45 a.m. There is no supervision for students prior to 8:45 a.m. It is important for students to arrive on time each day so that they can begin to engage in the day's activities which begin at 9:00 a.m. Arriving late disrupts the instructional program of the rest of the class and causes the student to miss valuable directions and instruction.

If it is unavoidable that a child arrives late due to an emergency or other situation, he/she must bring a yellow card to the "school greeter" in the lobby before going to the classroom. The note must explain the lateness and be signed by the parent or guardian. Without a yellow card your child will be marked with an "unexcused" tardy.

Request to Leave School Early

Parents are asked to avoid disrupting their child's school day. Please try and schedule dental and medical appointments outside of the school day.

If it is necessary for a student to leave school early, he/she must bring a completed yellow card in advance, signed by the parent/guardian, with an explanation for the request to leave early. If someone other than the parent or guardian will be picking up the student, the name of that authorized person must be included. If you forget to send a yellow card, you may call the "school greeter" with your request as long as your phone call is made before 3:10 p.m. You must send a yellow card in the following day. The main office begins dismissal procedures at 3:10 p.m. and cannot be interrupted with changes. Parents may not enter the office at the end of the day to make transportation changes.

Back to School Night

Pine Road parents/guardians are invited to attend Back to School Night programs in the fall as scheduled on the Lower Moreland School District calendar. Parents/guardians are invited to their children's classroom to meet the teacher and receive specific classroom information. Individual concerns may not be addressed at this time and children are not invited to attend.

Bullying

The Pine Road School has a policy against all forms of bullying. We are committed to provide a caring, friendly, and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, it will be dealt with promptly and effectively. We are a "telling" school. This means that anyone who knows of any bullying is expected to report this to an adult. Depending on the situation, bullying may be a Level 1, Level 2, or Level 3 offense, as judged by the school administration.

"Bullying" shall mean an intentional electronic, written, verbal or physical act, or a series of acts:

1. Directed at another student or students
2. Which occurs in a school setting
3. That is severe, persistent or pervasive; and
4. That has the effect of doing any of the following:
 - a. Substantially interfering with a student's education;
 - b. Creating a threatening environment; or
 - c. Substantially disrupting the orderly operation of the school; and "school setting" shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Students and parents may report incidents of bullying that meet the above criteria by using the Harassment and Bullying form on page 3 of this handbook or by contacting the guidance counselor, assistant principal or building principal.

Bus Transportation

Children who are eligible for bus service will receive their bus assignment via a posting on the district web page in August. Please note that bus times are approximate and may vary due to traffic, weather, or time of year. For example, early in the school year buses may arrive somewhat early or late until the bus routes become routine. Children should arrive at their bus stop at least ten minutes early and be patient in case of unexpected delays.

It is the aim of the school district to ensure the health and safety of all passengers. Please help your child understand that riding a school bus is a privilege and that appropriate behavior is expected (see School Bus Safety Code below).

Bus drivers are requested to report inappropriate behavior. Serious behavior issues or repeated infractions may result in suspension of bus riding privileges. Transportation to and from school then becomes the responsibility of the parents.

Students are not permitted to ride on a bus other than the one to which they are assigned, unless they have a permission note signed by their parent/guardian and the school administration/school office.

School Bus Safety Code

Safety Rules for Lower Moreland School Buses

Children who are eligible for bus service will receive their bus assignment via a posting on the district web page in August. Please note that bus times are approximate and may vary due to traffic, weather, or time of year. For example, early in the school year buses may arrive somewhat early or late until the bus routes become routine.

Bus drivers are requested to report inappropriate behavior. Serious behavior issues or repeated infractions may result in suspension of bus riding privileges. Transportation to and from school then becomes the responsibility of the parents.

Students are not permitted to ride on a bus other than the one to which they are assigned, unless they have a permission note signed by their parent/guardian and the school administration/school office.

The Lower Moreland Township School District provides students with bus service for their convenience and safety. In order to keep the ride to and from school safe for everyone, students must behave in a responsible and respectful manner. **All school rules and behavior expectations outlined in the Code of Conduct are in effect.** Following the rules below will help to keep our buses safe and comfortable for everyone.

Waiting for the Bus

- Help the buses run on time. Be at your stop at least five minutes early.
- Be considerate of private property. Stay off the lawns of homes near the bus stop.
- Stay off the road while waiting for your bus.
- Do not approach the bus while it is still moving.
- Do not push or crowd when getting on the bus.
- If you are late, never run after a moving bus. Turn around and go home.
- Parents are responsible for children at bus stops.

Safety Guidelines

- Students, who must cross the street, must wait for a signal from the bus driver.
- Walk at least 10 feet out from the front bumper of the school bus and you will stay outside the danger zone surrounding the school bus.
- Students must always remain where the driver can see them.
- Students must always cross in front of the school bus.
- Balls for sports are not allowed on the bus unless they fit in the students' school bags and stay there at all times.

Three General Rules

- Always follow the directions of the bus driver.
- Obey all safety rules.
- Be courteous to all passengers and respect what belongs to them.

Bus Rules

- Find a seat as soon as you board the bus. Do not leave your seat while the bus is moving. Face the front of the bus at all times and stay seated until it stops.
- Share your seat with others. Three small students may fit in a seat as long as a student is not hanging out into the aisle.
- Keep your hands and head inside the bus at all times.
- Keep objects out of the aisle. Gym bags, instruments, school projects, etc., that do not fit on your lap or underneath your seat, will not be allowed on the bus.
- Speak at a moderate level and do not cause disturbances on the bus. Loud talking, laughing, and yelling can be distracting to the driver.
- Help keep the bus clean. Don't throw trash on the floor or out the windows.
- Do not eat or drink on the bus.

Leaving the Bus

- Always cross the street 10 feet in front of the bus where the driver can see you.
- Stay 10 feet away from the side of the bus, unless you are approaching the entrance door.
- Drivers are allowed to drop off passengers only at the students' regularly scheduled bus stops.
- Special Needs students will not be dropped off if no one is at the bus stops to meet them. All other students, K through 12, will be dropped off whether or not there is someone there to meet them.

Transportation Privileges

Bus transportation is a privilege, not a right and accordingly the bus rules of conduct and behavior must be followed by all students. Failure to follow the rules can create an unsafe environment on or around the bus, which increases the risk of injury or accident for all the other riders and drivers. These rules help insure safe bus transportation for students and bus drivers. Students who violate these safety regulations may be excluded from riding the bus. Parents are responsible for transporting their child to and from school if the child has been excluded from bus transportation.

<i>LEVEL/Description of Behavior</i>	<i>EXAMPLES</i>	<i>Consequences of misbehavior</i>
<u>LEVEL I</u>	<ul style="list-style-type: none"> ▪ Not staying seated while the bus is moving ▪ Exiting the bus at an unauthorized location ▪ Not sharing seats with others ▪ Not keeping the bus clean ▪ Eating or drinking on the bus without the permission of the driver ▪ Using cell phones, cameras, or recording devices at any time on the school bus (cell phones must be concealed and turned off at all times) ▪ Not following the bus driver's directions as soon as they are issued 	<u>Parental notification and one or more</u> of the following: <ul style="list-style-type: none"> - Verbal warning - Temporary or permanent assigned seat - Behavior contract - One to three days detention
<u>LEVEL II</u>	<ul style="list-style-type: none"> ▪ Not keeping hands, head and feet inside the bus 	<u>Parental notification and one or more</u> of the following:

	<ul style="list-style-type: none"> ▪ Throwing any object on the bus or out of the bus ▪ Vandalizing the bus or personal property ▪ Acting in a disrespectful or defiant manner toward the bus driver 	<ul style="list-style-type: none"> - Assigned permanent seat - Two to five days detention - One to five days bus suspension - One to three days school suspension
<u>LEVEL III</u>	<u>Possession or use of the following:</u> Behaviors or conduct considered a Level III misconduct as listed in the Code of Conduct	<u>Parental notification and one or more of the following:</u> <ul style="list-style-type: none"> - Five day or longer bus suspension - Three to ten days school suspension - Expulsion hearing - Referral to law enforcement agency

Character Education

Pine Road School promotes Kindness, Honesty, Respect and Responsibility in a variety of ways. These four character traits are embedded in classroom teaching, readings and discussions, in the Guidance program, and in school assemblies and Town Meetings.

Restorative Practices

All Pine Road staff has been trained in *Restorative Practices*. The goal of *Restorative Practices* is to build and maintain a positive school environment with the intent of increasing student responsibility and respect while reducing discipline referrals. The program uses proactive strategies and a common language to build community within both the classroom and the school. Restorative Circles are conducted throughout the school on a regular basis to reinforce all aspects of the program. *Restorative Practices* includes community building activities as well as effective ways to respond to disruptive student behaviors and/or violations of the School Code of Conduct (see attached Code of Conduct).

Dress for Success

Children who wear comfortable and appropriate clothing and sneakers on a daily basis are very well prepared to successfully meet the learning challenges of each day. Proper attire for student in school should promote safety, comfort, modesty, and neatness.

1. Student’s clothing and footwear should be appropriate for active play at outdoor recess and appropriate for the weather forecast of the day.
2. Flat-heeled, closed shoes are the most conducive to safety, comfort and fitness. High heeled and backless shoes such as flip flops, clogs and dress shoes pose a safety hazard.
3. Wearing of “heelies” is not permitted.
4. Rubber-soled sneakers are required for physical education classes.
5. Shorts and skirts may be worn if they are of the appropriate length and without logos across the back. Skirts should reach the fingertip of the student when the arm and hand are extended straight down at the student’s side.

6. Shirts worn by both girls and boys should cover the back, be long enough to cover the midriff and not be transparent. Shirts should not include printed references to tobacco, alcohol, drugs, sex, violence, bloody graphics, ethnic prejudice or offensive language.
7. When inclement weather boots are worn, a change of shoes should be brought for indoor wear.
8. Hats, bandannas, caps or other head coverings are only appropriate for outdoor activities unless worn for ethnic or religious reasons or for a designated school function.

Electronic Devices

Electronic devices/games are NOT permitted in school or on school property.

The use of cell phones is not permitted during the school day. In the event that cell phones are brought to school, they must be turned off and remain in the student's back pack.

Emergency Closing and Inclement Weather

In the event of a school closing, early dismissal or late opening, all staff and parents will be notified by the Superintendent via the Connect-Ed system. This information is also available through the School Information line at 215-947-2777. Our district number of 318 will be announced on the KYW Radio Station AM 1060 and our district name will appear on the KYW TV Channel 3. Please do not call Pine Road School for closing information.

Enrichment

After-school enrichment programs are offered during the fall and spring. Enrichment brochures, registration and tuition information is mailed to township residents twice each year and is also available on the district website at www.lmtsd.org

Extra-Curricular Activities

Depending on the grade level the following Extra-Curricular activities are offered at Pine Road School (information is available in the fall):

- Jump Rope Team – Grades 3,4,5
- Newspaper – Grades 3,4,5
- Patrol Corps – Grade 5
- Orchestra – Grades 3,4,5
- Chorus – Grade3, and Grades 4,5
- Student Council – Grades 4,5
- Band – Grades 4,5
- Intra-murals – Grades 4 and 5 fall/winter; winter/spring

Field Trips

Field trips are designed to enhance the students' educational program. Parent chaperones will be coordinated by the teacher and siblings are not permitted to attend. Students are required to ride the bus to and from the trip. Signed permission slips are required from the parent/guardian for all field trips. Permission slips detail special conditions such as cost and lunch arrangements.

Health Information

Medication Policy

It is recommended that medication be given at home whenever possible. For example, medication prescribed three times a day may be given before school, after school, and at bedtime. If medication must be given during school hours please be informed of the

following policies: **Medication must be brought in by the student's parent or guardian.** ***Prescription*** medication must be in the original pharmacy labeled packaging providing the student's name, name of medication, dosage and frequency to be given. Over the counter medications such as Tylenol, Ibuprofen and Benedryl must be provided by the parent and must also be in the original container. A doctor's note is not required for these medications. A signed parent permission note must accompany all medication both prescription and over the counter. A student may not carry any medication on their person or in their schoolbags. Do not pack medication in your child's lunch bag. All medication must be kept in the nurse's office. Any remaining medication must be picked up by the parent. They will not be sent home with the student. Medication not picked up at the end of the school year will be discarded. Please call the school nurse with any questions or concerns you may have during the school year.

Emergency Card

An emergency card will be provided each school year. This card provides the nurse with vital information (parent/guardian work, home and cell phone numbers, home and work address etc.) needed to contact you if your child becomes ill or injured. It also provides school personnel with information in the event of a school-wide emergency. Please keep this card current, notifying the office of any changes during the school year. Please return this card to your child's teacher on the first day back to school in September.

Health History

A brief health history is included with the emergency card each school year. This information provides the nurse valuable insight into both medications your child may be taking daily and any specific medical conditions your child may be experiencing either daily or intermittently. This should also be returned during the first week of school.

Medical Screenings

Vision, hearing, height, weight and BMI percentile are routine screenings done throughout the year in grades K-3. You will be notified by mail if your child has failed a vision or hearing test. A printed medical summary will be sent to each parent with the results of these screenings at the end of the school year. This will include a copy of your child's immunization record.

Immunization Requirements

Please visit our website at www.lmtsd.org for current requirements.

Medical Forms

All medical forms may be accessed and downloaded from our website for your convenience.

KinderLinks Program

Morning Program: The before-school program offers parents and guardians the opportunity to drop off their children at Lower Moreland's Pine Road Elementary School as early as 6:30 a.m. Students in grade 6 attending the Murray Avenue School will be transported by school bus to Murray Avenue at the conclusion of the before-school program. Students will be offered a variety of activities to help prepare them for the school day to follow.

Afternoon Program: The after-school program offers children a wealth of enrichment, fun, and educational activities. Arts and crafts, indoor and outdoor recreational activities, and games are among the options available. Additionally, students will enjoy a nutritional snack and beverage and will have time to work on homework. Students in grade 6 attending the Murray Avenue School will be transported by school bus to the Pine Road Elementary School at the conclusion of their regular school program.

Half and Full-Day KinderLinks Program: Lower Moreland students have the opportunity to participate in any or all of the several days on which school is closed for half-day teachers' inservice. On half-days, students participating in the afternoon program will move seamlessly from the school's academic program to the half-day program and then on to the after school program. Please note that at the present time, participation in the half-day program is limited to students who are regularly enrolled in the after-school program.

School Holidays – KinderLinks Closed

School Scheduled Early Dismissals – KinderLinks Open

Weather Related School Closings – KinderLinks Closed

Lunch

The school district offers a daily hot lunch platter as well as several alternate lunch choices. Each month a menu is posted on the website.

A free or reduced lunch is available for families who qualify under federal guidelines. Information regarding free and reduced lunch is included in the August Back-to-School mailing.

Nutrition, Inc., the LMTSD lunch provider, uses a computerized DEBIT operating system for lunch purchases. Additional information regarding this program is provided at the beginning of the school year.

Media & Consent Form

Classroom, School, and District Media

Sometimes photographs, videotape or other images of students are taken during school activities by the Lower Moreland Township School District or under its direction, then presented in various school-sponsored media, including photographs, videotape productions, newspapers, television programs, brochures, handbooks, programs, internet and online web pages. As you know, students benefit in numerous ways by taking part in creating media publications and by displaying their pictures. Please note that events photographed or videotaped in a classroom setting do require parental permission.

In order to protect student privacy, parents will receive a consent form each year, which must be completed and returned to the classroom teacher each September.

Orientation

Kindergarten

Kindergarten students, along with their parents, attend a special orientation program by appointment during the first two days of school in September. This small group introduction to the teacher, program and classroom promotes a positive adjustment to Pine Road School.

NEW (Transfer) Students in Grades 1 through 5

An informal *Meet and Greet* with the Principal and Assistant Principal is offered to students and their families who are new to Pine Road School. Families may take a self guided tour of the building following the *Meet and Greet*. This event is scheduled in late August.

New Parent Orientation

Parents of incoming Kindergarten students and of transfer students in grades 1 through 5 attend an evening program in late August. This information session provides an overview of the school, its services and important routines and procedures. Parents may take a self guided tour of the building following the presentation.

Parent-Teacher Communication & Chain of Concern

Teachers and staff may be contacted via telephone, e-mail or written communication. Every effort is made to respond to parent concerns within 24 hours.

Chain of Concern

Open communication with parents is a priority at Pine Road School. Parents are updated regularly via teacher newsletters and classroom web pages, principal communiqués, virtual backpack, through the school and district websites, and ConnectEd telephone messages.

Our intent is to partner with parents in the education of their children and to strengthen the home school connection. Teachers and the principal are willing to address questions and concerns in a timely manner. Parents who have questions or concerns about their children's progress or daily experiences at school are asked to first contact the teacher by email, note, or telephone. If after speaking to or meeting with the teacher, the question or concern has not been addressed or adequately resolved, parents may contact the principal or assistant principal.

Parent-Teacher Conferences

Pine Road Elementary School conducts parent-teacher conferences twice during the school year, once in the Fall and once in the Spring. Parents and teachers may request additional conferences as needed. Conferences provide an opportunity for parents and teachers to discuss student progress and performance. Teachers share student's work, discuss areas of strength and need, and develop strategies to promote student's academic, social, and emotional growth.

PTA

The goal of the Pine Road PTA is to strengthen the relationship between home, school and the community. The hope is to have every family feel they are a welcomed and valued part of the PTA.

A small yearly fee allows each family to join the PTA. Membership monies support a wide range of activities and programs that enrich children's school experience. Families are encouraged to join and volunteer in a capacity that is convenient for them.

Monthly PTA meetings are held throughout the year. The meetings provide an excellent opportunity to meet other parents and the principal and stay informed. The schedule may be found in the District Calendar.

Recess Guidelines

Pine Road students have outdoor recess daily, weather permitting. Students should dress accordingly. Indoor recess is provided on inclement weather days. Request for students to remain indoors during outdoor recess, as a result of illness or injury, must be submitted in writing to the classroom teacher. If the request is for longer than two (2) days, a physician's statement is required.

Registration/Transfers/Withdrawals

Admission to Pine Road School is based on the following requirements:

- A. Lower Moreland Township proof of residency (parent/guardian's settlement papers, driver's license, or lease)
- B. Proof of Age-birth certificate; passport
- C. Placement Criteria for entrance into Grade 1 includes:
 1. Chronological age of at least 6 years old by September 1.
 2. Readiness attained on Dial 3 (Developmental Indicators for the Assessment of Learning)
 3. Parental Input
- D. Student's Social Security Number (optional)
- E. Immunization-Under Pennsylvania State Law, all children entering school for the first time must be immunized as follows:
 1. DT: Initial series
 2. Polio: Sabin initial series
 3. Measles vaccine
 4. Mumps vaccine
 5. Rubella
 6. Hepatitis B vaccine
 7. Tuberculin Test
 8. All students, grades K-12, are required to have two doses of MMR, and Varivax (Chicken Pox)
- F. Please bring your child to registration (for January KDG registrants only)

Transfers

When transferring a child to Pine Road Elementary School, the parents/guardians will need to provide the same information that is necessary for a new registrant, and the office will send for school records from the child's previous schools.

Withdrawals

A parent/guardian needs to send a letter stating that the child will be leaving Pine Road Elementary School. The parent/guardian can request his/her child's records or the new school can request these records.

Custody Arrangements

If there is any legal custody or divorce settlement information that the school should be aware of regarding a student, notify the school office in writing. This information **MUST** include printed copies of pertinent legal documents pertaining to custody arrangements, residential custody, joint custody, orders of protection, etc. It is extremely important that the school knows if a student is not to be released to a specific person. Once again, there must be a written legal document. A handwritten note is **NOT** sufficient. This information needs to be brought to the school's attention each school year as situations change.

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

Report Cards

Kindergarten through Grade 3 students at Pine Road Elementary School receive a Report Card twice during the school year. The first report is distributed to parents at midyear, and the final report is sent home at the end of the school year. Grades 4 and 5 students receive a Report Card four times; once each marking period.

Safety Drills

Students at Pine Road School practice four kinds of safety drills, as directed by the Lower Moreland Safe School Committee and the Pennsylvania Department of Education. These include fire drills, bus evacuation drills, severe weather drills, and school safety drills.

School Hours

Regular School Hours

Pine Road (PR) Student Hours: 9:00 a.m. – 3:30 p.m.

Pine Road (PR) Office Hours: 7:45 a.m. – 4:00 p.m.

Students are expected to arrive at school between 8:45-8:55 a.m.

Prompt arrival allows students ample time to reach their classrooms and organize their materials before the 9:00 a.m. daily announcements begin. Students arriving in their classrooms after 9:00 a.m. will be marked tardy.

Students are not permitted in the building before 8:45 a.m. unless they are involved in a before-school activity.

Early Dismissal Hours

Refer to the school or district calendars for scheduled early dismissal days. Parents will be notified by the LMTSD automated phone system for unscheduled weather related early dismissal hours.

PR Student Hours: 9:00 a.m. – 12:10 p.m.

PR Office Hours: 7:45 a.m. – 4:00 p.m.

Two-Hour Late Arrival

Occasionally the start of school may be delayed due to inclement weather. Parents will be notified by the LMTSD automated phone system. Buses will arrive two-hours later than their normal schedule.

PR Student Hours: 11:00 a.m. - 3:30 p.m.

PR Office Hours: Subject to change

One-Hour Late Arrival

Occasionally the start of school may be delayed due to inclement weather. Parents will be notified by the LMTSD automated phone system. Buses will arrive one-hour later than their normal schedule.

PR Student Hours: 10:00 a.m. – 3:30 p.m.

PR Office Hours: Subject to change

Standardized Testing

The Lower Moreland Township School District conducts a comprehensive testing program for the purposes of diagnosis, placement, and evaluation. The administration, reporting, and recording of test results comply with district, state, and federal guidelines.

All standardized testing is given in the spring. The Group Reading Assessment and Diagnostic Evaluation (GRADE) and The Group Math Assessment and Diagnostic Evaluation (GMADE) are administered to Kindergarten students. The Terra Nova Achievement Test is administered to first and second grade students. The Pennsylvania System of School Assessment is administered to students in Grades 3, 4, and 5.

Volunteers & Visitors

Parents/guardians are encouraged to become involved in volunteer opportunities throughout the school year. Parent volunteers have long been a wonderful resource for our school. To maximize their effectiveness, volunteers are asked to adhere to the following guidelines:

When entering Pine Road to volunteer or visit, please do the following:

1. Sign-in with the “school greeter” in the main lobby.
2. Show photo identification.
3. Obtain and wear a visitor’s badge. Must be visible.
4. Sign out and return badge upon exiting the building.

Volunteers must:

1. Arrive and leave at designated times. Call the school office if unavoidably detained.
2. Respect the privacy and anonymity of each child and his/her performance and behavior. Do not discuss such information either inside or outside of the school setting.
3. Refrain from bringing small children unless the classroom teacher gives prior approval.
4. Understand that this is not a time for a conference with your child's teacher. If you wish to talk to the teacher about your child, please arrange a separate time to meet.

Weapons

The following is taken directly from section 218.1 of the Lower Moreland Township School District's Board Policy:

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapon – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury.

Possessing – a student is in possession of a weapon when the weapon is found on the person of the student, in the student's locker, under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act.

The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.

The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.

The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.

Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office of Safe Schools on the required form at least once each year.

Students and staff and parents/guardians shall be informed at least annually concerning this policy.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.

Weapons under the control of law enforcement personnel are permitted.

In accordance with the federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.

Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

CODE OF CONDUCT

DISTRICT PHILOSOPHY

The philosophy of the Lower Moreland Township School District is based on the fundamental belief that as educators, we are responsible for providing each individual with opportunities to mature intellectually, creatively, emotionally, socially, ethically, and physically; and that each individual can grow within this spectrum only if he or she is encouraged to identify and develop his or her unique abilities and interests. Such opportunities for growth are best provided in a positive learning environment characterized by an atmosphere of openness and mutual respect for the personal worth and dignity of each person.

In a democratic society, each individual must learn to work with others and share with them the privileges and responsibilities of good citizenship. The development of self-discipline and acceptance of individual responsibility is one of the important goals of education.

An effective discipline code in a school is directly related to the excellence of the total educational program. Individuals who are motivated and who possess a sense of responsibility are an inspiration to others. It is the responsibility of the school and the community to provide an atmosphere of purpose and concern for the education and well being of every person in the school environment. Such an atmosphere ensures a free and unhampered opportunity for teachers and students to grow and achieve their mutual goals.

GOALS

All persons involved in the educational community in the Lower Moreland Township School District should recognize their rights and responsibilities and conduct themselves in an appropriate manner. Accordingly, to promote the achievement of the goals of this code of conduct, it is necessary that certain rules, regulations and procedures be established in which the educational process can take place.

Among the goals of the Code of Conduct are:

1. To guarantee the rights of all staff and students by providing a discipline code that establishes rules and regulations prohibiting speech or action that is disruptive to the work of the school.
2. To guarantee the rights of each individual through fair and reasonable treatment of violators of the discipline code.

RESPONSIBILITIES

The Pine Road Elementary School student discipline system reflects the amended regulations to the Pennsylvania School Code concerning student responsibilities.

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students have and share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome living and learning. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

Every student should:

1. Be aware of all rules and regulations for student behavior and conduct oneself in accordance with them.
2. Be willing to volunteer information and cooperate with school staff should he or she have important information concerning a violation of school rules.
3. Assume that a rule is always in effect unless everyone has been notified that it has been changed.
4. Assist the school staff in running a safe school for all students.
5. Attempt to complete all schoolwork.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time.
8. Make up work upon return to school or after absence.

Expectations for Behavior and Resulting Consequences

Level I Behaviors: Misconduct that involves behavior on the part of the student, which interferes with the education of another student, impedes orderly classroom procedures, or interferes with the orderly operation of the school.

Pine Road students will **not**:

- Engage in verbal, physical, or cyber bullying*
- Tease, hurt, harass, or speak in a manner that offends others
- Fail to follow classroom, cafeteria, and recess rules
- Leave a designated area of the school or recess yard without permission
- Exhibit disruptive behavior in the school or on the recess yard
- Be late to school or class
- Be absent from school without a signed excuse from parent/guardian
- Disobey adult directions
- Use disrespectful and/or inappropriate language or gestures
- Cheat or lie
- Dress in a manner that violates the Pine Road Dress Guidelines (see page 11)
- Use or bring electronic games, devices, accessories or other restricted items to school, on the recess yard, or on the school bus
- Use cell phones in school, on the recess yard, or on the bus (cell phones must remain turned off in book bags)
- Throw snowballs/rocks/stones/wood chips on the school grounds or at the bus stop

Consequences for Level I Behaviors: The Teacher and/or staff member on duty will impose one or more of the following consequences.

- Reprimand or warning
- Convene a student conference
- Impose an assignment to make amends
- Notify parents (email, note, telephone contact)
- Convene a parent conference
- Restrict privileges
- Restrict one or more recesses

- Confiscate non-instructional items for one school day
- Use a behavior contract

Level II Behaviors: In addition to the actions listed below, Level II behaviors include misconduct that may involve repeated offenses from Level I whose frequency or seriousness disrupts the learning climate of the school. These infractions require the intervention of personnel on the administrative level.

Pine Road students will **not**:

- Display defiance
- Engage in verbal, physical, or cyber bullying
- Display aggression
- Physically fight, harm, or harass another student or a staff member (this may include biting, punching, and/or kicking)
- Threaten students or adults
- Use profanity, abusive language or racial, ethnic, sexually derogatory language or gestures
- Use words in a threatening manner (kill, bomb, gun, shoot...)
- Act in a way that endangers the safety of self or others
- Steal school or personal property of others
- Destroy or vandalize school or personal property
- Use school facilities or property without permission
- Violate the rules of computer and technology usage (See page 27)
- Lie or cheat repeatedly, destroy the work of others, or commit forgery
- Violate Level I behaviors while on a field trip

Consequences for Level II Behaviors: The administrator will notify parents and impose one or more of the following consequences.

- Withdraw privileges (bus, field trip, recess, eating lunch in the cafeteria...)
- Impose a special assignment to make amends or restitution
- Refer student to Guidance Department
- Refer student to Behavior Specialist
- Convene parent conference with principal and/or teacher, staff member, behavior specialist, or student
- Utilize behavior contract (designed by district Behavior Specialist and/or Guidance Department)
- Issue before school or after school detention (to be determined on an individual basis)
- Issue one to three day in-school suspension
- Issue one to three day out-of-school suspension

Level III Behaviors: These actions are considered to be more serious because their consequences may have a lasting effect on the individual or victim(s) or may pose a threat to the health and safety of others in the school.

Pine Road students will **not**:

- Engage in verbal, physical, or cyber bullying
- Engage in repeated/ongoing display of Level II behaviors
- Commit aggravated assault and/or cause injury to another student (includes repeated punching, beating...)
- Threaten or strike a staff member

- Possess, bring, make, or carry a weapon* or replica of weapon on school grounds, at school events or on the bus (includes toy weapons, pen knives, pocket knives, scissors, nail clippers, etc.)
- Steal school or personal property
- Perform or attempt to perform arson
- Exhibit lewd indecent acts or indecent exposure
- Use tobacco products, alcohol, and/or illegal drugs or substances on school grounds or on the bus
- Break into school building, classroom, or vehicles on school grounds
- Make a bomb threat
- Make threatening phone calls
- Engage in unauthorized use of fire alarm equipment
- Make terroristic threats

* Lower Moreland Township School District Board Policy defines weapon and possessing as follows:

Weapon – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury.

Possessing – a student is in possession of a weapon when the weapon is found on the person of the student, in the student’s locker, under the student’s control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or from a school-sponsored activity.

Consequences for Level III Behaviors or continued Level II Behaviors:

The administrator will notify parents and impose one or more of the following consequences.

- Withdraw privileges (bus, field trips, recess, eating in cafeteria...)
- Issue three to ten day suspension
- Initiate expulsion hearing
- Refer to law enforcement authorities

* Lower Moreland Township School Board defines bullying:

“Bullying” shall mean an intentional electronic, written, verbal or physical act, or a series of acts:

1. Directed at another student or students
2. Which occurs in a school setting
3. That is severe, persistent or pervasive; and
4. That has the effect of doing any of the following:
 - a. Substantially interfering with a student’s education;
 - b. Creating a threatening environment; or
 - c. Substantially disrupting the orderly operation of the school; and “school setting” shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

COMPUTER AND RELATED TECHNOLOGY

Code of Ethics

STUDENT PLEDGE:

The Lower Moreland Township School District is committed to incorporating technology into all facets of educational and administrative operations in order to:

- Address the diverse needs of all members of the school community;
- Prepare and empower individuals to succeed in the rapidly changing global society;
- Facilitate and enrich learning and the instructional process;
- Access, integrate, and manage information and resources; and enhance internal and external communication.

The computer network and the Internet will be used to support the district's curriculum, the educational community, projects between schools, communications and research for district students, teachers, and administrators.

The Lower Moreland Township School District shall utilize filtering software or other technologies to prevent access to material deemed harmful to minors. Such material includes visual depictions that are obscene, contain child pornography, or are otherwise harmful to minors. The District will log Internet use and monitor computer utilization by District users. No user shall have any expectation of privacy regarding material transmitted or received via the District's computer network.

COMPUTER AND RELATED TECHNOLOGY CODE OF CONDUCT

The use of the District's computer facilities is a privilege, not a right, and inappropriate use will result in cancellation of those privileges as well as additional sanctions as covered by the Code of Conduct. Students must pledge to adhere to rules and policies governing the use of this equipment. These rules govern the fair use of the equipment, its use for strictly academic purposes, privacy of information, copyright, security, tampering, mischief, and attempt to disrupt computer operations. Specifically, users pledge the following:

I recognize that all computer users have the same right to use the equipment; therefore,

- I will not play games or use the computer resources for other non-academic purposes.

I recognize that everyone's work is valuable; therefore,

- I will protect the privacy of others;
- I will not make unauthorized copies of software found on school computers;
- I will not try to learn other people's passwords;
- I will not copy, change, read, attempt to read, or use files in another person's area without that person's prior permission.

I recognize the importance of security on computer systems; therefore,

- I will not attempt to gain unauthorized access to system programs or computer equipment;
- I will not modify or attempt to modify hardware or software in any way;

- If I feel I can identify a security problem on the system, I will notify a system administrator. I will not demonstrate the problem to others.

The use of the Internet and/or the District's computer network for illegal, inappropriate, or unethical purposes by students or employees is prohibited. Specifically:

- Use of the network to facilitate illegal activity is prohibited.
- Use of the network for commercial or for-profit purposes is prohibited.
- Use of the network for product advertisement or political lobbying is prohibited.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer system and/or damage the software of a computer or system is prohibited.
- Hate mail, harassment, discriminatory remarks, and other antisocial communications be they in chat rooms or via E-Mail using the District's networks or Internet access are prohibited.
- In using the District's Internet access, students are not to reveal personal information of themselves or others, such as home address, telephone, or last name without permission of a supervising teacher.
- Students are not to arrange face-to-face meetings with persons "met" online without written permission of their parents or guardians.
- The illegal installation, distribution, reproduction, or use of copyrighted software in district computers is prohibited.
- Use of the network to access or transmit obscene or pornographic material is prohibited.
- Use of the network to intentionally obtain or modify files, passwords, or data belonging to other users is prohibited.
- Use of the network to misrepresent other users on the network is prohibited.
- Use of school technology or the network for fraudulent copying, communications, or modifications of materials in violation of law is prohibited and will be referred to appropriate authorities.
- Loading or use of unauthorized games, programs, files, or other electronic media is prohibited.
- The network shall not be used to disrupt the work of others; and the hardware or software of other users shall not be destroyed, modified, or abused in any way.
- Use of the network that results in any copyright violation is prohibited.

The network user shall be responsible for damages to the equipment, systems, or software resulting from deliberate or willful acts.

Failure to follow the procedures and prohibitions listed above may result in the loss of the right of access to the network. Other appropriate disciplinary procedures may take place, as needed, for students and employees.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; or theft of services will be reported to the appropriate authorities for possible prosecution.

CONFIDENTIALITY OF STUDENT INFORMATION

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or older, the permission of the student himself/herself. A supervising teacher or administrator may authorize the release of directory information, as defined by the Federal Education Rights and Privacy Act (FERPA) for internal administrative purposes or approved educational projects and activities.

WARRANTIES/INDEMNIFICATION

The Lower Moreland Township School District makes no warranties of any kind, either express or implied, in connection with its provisions of access to and use of its computer networks and the Internet provided under this Policy. It shall not **be responsible for any** claims, losses, damages, or cost (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the use of its computer networks or the Internet under this policy. All students recognize that computers are expensive educational tools, not toys. Violation of the rules and code of ethics, or, indeed, any action or attempt to disrupt the intended functioning of any district computer facility will be dealt with under the Code of Conduct. Disciplinary action may include, but not be limited to, suspension of computer privileges.