

Student / Parent

Handbook

2011-2012



Leading a National Call to Character

INTRODUCTION

Dear Students and Parents/Guardians:

Welcome to Willow Dale Elementary School, “Home of the Proud Pumas”! This school year, 2011-2012, marks the consolidation of the Alta S. Leary Elementary and Willow Dale Elementary school communities into the newly renovated Willow Dale Elementary School.

The name and legacy of Alta S. Leary will be remembered for posterity. The All-Purpose Room will be dedicated and named in honor of Alta S. Leary. The Alta S. Leary Elementary School served the Centennial School District for over 50 years as a PA Blue Ribbon school, National School of Character in 2009 and a No Place for Hate School. The Willow Dale community of students, parents and staff are excited and honored to merge with the Alta S. Leary School community. Together, as a team, we achieve!

As members of the Willow Dale family, we strive to support one another to keep our school as a “sanctuary of learning” where all children can succeed. We are proud to be designated a No Place for Hate School, 2011-2012. With the mindset that each student strives to achieve his/her best and each staff member instructs to achieve excellence, we instill an environment in which all students achieve. We continue to work with an emphasis on character education. To help support this mission, we have invested in the community building book, “Have You Filled Your Bucket Today?” There is a copy for every classroom teacher. Also, Mrs. LaRose and Mrs. Hibbs, our School Counselors will lead the way in uniting the two schools as one with a beautiful book, “The Enormous Carrot.” We are also using the FISH program for Schools. We have one school-wide set. The simple tenets of FISH are: Be There*Play*Choose Your Attitude*Make Their Day.

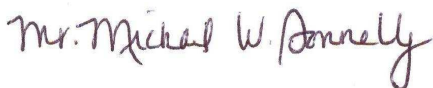
Willow Dale’s student awards and recognition system is based on the language of the six pillars of character: trustworthiness, respect, responsibility, fairness, caring and citizenship. We value the importance of ethics and responsibility for all members of our learning community.

This handbook is designed to provide information as a reference to our district/school policies and procedures. Additional information can be found on our school website www.centennialsd.org along with our teacher webpages which contain classroom specific information. We encourage our families to sign-up for e-alerts to receive news updates.

As parents, you are your child’s first teacher. You know your child’s interest, preferences, gifts and talents. We value your input and depend on your involvement and support. We welcome your constructive feedback on ways in which we can improve.

All best wishes for a happy and satisfying school year ahead!

Sincerely,



Mr. Michael W. Donnelly
Acting Principal

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DIVERSITY PLEDGE

*“I pledge to treat everyone as I would like to be treated.
I will be accepting of people from all backgrounds and show them respect.
I pledge to learn about other cultures and develop an appreciation for Everyone’s uniqueness.”*



NO PLACE FOR HATE PROMISE

*I promise to do my best to treat everyone fairly.
I promise to do my best to be kind to everyone-even if they are not like me.
If I see someone being hurt or bullied, I will tell a teacher.
Everyone should be able to feel safe and happy at school.
I want our school to be No Place for Hate.*



CENTENNIAL SCHOOL DISTRICT MISSION STATEMENT

*Our mission is “Inspiring students, building intellect, forging partnerships
– A diverse learning community where students succeed through academics, athletics,
and the arts.”*

CENTENNIAL SCHOOL DISTRICT

2011-2012 CALENDAR

CENTENNIAL SCHOOL DISTRICT 2011/2012 CALENDAR

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* **Snow Make-up Days** - Taken in the following order:

Day 1: June 14 Day 2: June 15 Day 3: June 18 Day 4: June 19 Day 5: June 20

Graduation for William Tennent High School will be held at 4:30 p.m. on the last scheduled student day of the 2011-2012 school year.
(Graduation date will be officially approved by the School Board at the end of the third marking period.)

WILLOW DALE ELEMENTARY SCHOOL

STAFFING LIST 2011-2012

ADMINISTRATION	Room#	FOURTH GRADE - 5	Room#	SPECIALISTS CONTINUED	Room#
Michael Donnelly - Acting Principal	Office	Matthew Freedman	56		
Julie Henrich - Acting Assistant Principal	Office	Jeff Markowski	53	ART	
Kathy Hickman - Secretary	Office	Carol Monaghan	54	Donna Cockenburg	16
Dee Runion - Secretary	Office	Michael Soncini	48	Janna Francis (T, W, Th)	18
Joe Pietrzak - Building Supervisor		Sharon Regensburger	49		
Carol Magiera - Cafeteria Manager	Cafeteria			IMG	
Leanne Hibbs - Guidance (Grades 1, 3, 5)	57	FIFTH GRADE - 6		Michael Scancellia (T, W, Th)	44A
Kara LaRose - Guidance (Grades K, 2, 4)	11	Nick D'Andrea	40		
Noah Sideman - Psychologist	14A and 14B	Denise Frederick	44	INSTRUCTIONAL AIDES	
Susan Dilts - Technology	12	Haidy Kerber	43	Carol Clauss (K)	
Willow Dale Home and School		Maria Mahaffey	42	Megan Craig (4)	
GRADE LEVEL		Linda Ricci	45	Sharon Crimian (2)	
		Lisa Stecklein	41	Jessica Daley (Abbott)	
KINDERGARTEN - 4				Lauren Ellis (1)	
Sue Gomiowsky (Tot Time)	4	SPECIAL EDUCATION		Laura Hinds (5)	
Denise Lapsley (AM/PM)	1	Margaret Abbott (LSS)	7	Wendy Wirsch (3)	
Danene Marchesani (EDK)	5	Lauren Galasso (ES K/1/2) (P. Davis 11/12)	23	STUDENT SUPPORT AIDES	
Alison McGarrey (AM/PM)	3				
Tami Rubin-Tiger (AM/PM)	2	Alicia Herbert (LS 4)	47	Andrew Gomiowsky	
		Michelle Lockett (ES 3/4/5)	46	Kate Hartenstein	
FIRST GRADE - 6		Susan Starr (LS 5)	51	Catherine Hoffman	
Marie Belcher	27	SPECIALISTS		TITLE 1 TUTORS	
Carla Capriotti	26	MUSIC		Barbara Dipplolito	
Jenn Davis	25	Frank Bauerte	15	Andrea Frey	
Lisa Laatsch	28	Robin Herman	17	Cathy Kalbfleisch	
Mary Purdy	29	Cara Tyson	13	Sara Kalbfleisch	
Barbara Rhydderch	24			Kristine Livezey	
		LIBRARIAN		Elizabeth Smith	
SECOND GRADE - 7		Joanne Brown (M,W,F)	Library	Evelyn Strong	
Carol Brockman	36	Lauren Zucker	Library	Elizabeth VanAllen	
Linda Jacobson	33			BUILDING SUBS	
Kelly Kohler	30	READING SPECIALIST		Daphne Field	
Kathryn Montagino	32	Deb Dougherty	10	Jeannine Bria	
Alicia Peters	31	Dawn Kremer	8		
Deb Walker	34			SPEECH	
Jessica McReynolds	35			Susan Axelrod	
		ESL		Megan Miller	
THIRD GRADE - 6		Ivette Fiorino	6	OT/PT - BCIU	
Sarah Totans (Angelitis 1/12)	60			Donna Dougherty	
Germaine LaGuardia	62	PHYS. ED.		NURSE/HEALTH ROOM AIDES	
Linwood Martin	59	Tracy Jenkins	GYM	Theresa Maher - Nurse	
Michael McKenna	63	Desiree McKenzie (Th)	GYM	Sharon Beyer (T) - Health Room Aide	
Michael Schrank (McMaster 1/12)	58			Marianne Parker (F) - Health Room Aide	
Deb Sobczak	61				

WILLOW DALE H & S COMMITTEE MEMBERS

See school calendar for Willow Dale activities.

Position	Name
Co-Presidents	Nicole Williams Tracey Rahn
Co-Vice Presidents	Veronica Connelly Michelle McAllister
Co-Secretaries	Dawn Van Atta Mandie Lafferty
Treasurer	Ray Garner
Box Tops Co-Chairs	Diana Barbour Sheri Greco
Campbell's Label's Chair	Cristina Borkowski
Coke Rewards Chair	Christine Richie
Fifth Grade Chair	TBD
Fun Fair Co-Chairs	Kim Bayer Addie Garner
Holiday Shop Co-Chairs	Kelly McGowan Jeannine McKeough
Hospitality Co-Chairs	Sheri Greco Betsy Mueller
Kid's Night Out Chair	Jennifer Howe
Library Co-Chairs	Karen Shannon Wendy Thompson
Market Day Chair	Addie Garner
Membership Co-Chairs	Karen Shannon Peggy Thompson
Publicity Chair	James Boyle
WD Student Recognition Chair	Jen Smuskiewicz
Room Parents Chair	Jennifer Taylor

WILLOW DALE H & S COMMITTEE MEMBERS (CONTINUED)

Position	Name
School Board Liaison Chair	Julie Punchello
School Store Chair	Betsy Mueller
SCRIP Chair	Kirk Williams
ShopRite Receipts Chair	Heide Caputo
Special Events Co-Chairs	Jeannine McKeough Cookie Silva
Sunshine Co-Chairs	Sheri Greco Michelle Hazlett
Ways & Means Co-Chairs	Jen McAnulty Colleen Paris

CENTENNIAL SCHOOL DISTRICT POLICIES AND PROCEDURES

All of our School District policies can be found on our website. The following policies are important reading for parents:

- Policy 3.1 – Drug/Alcohol
- Policy 3.6 – Student Records
- Policy 3.7 – Student Responsibility/Discipline
- Policy 3.8 – Expulsion
- Policy 3.14 – Sexual Harassment
- Policy 3.17 – Bullying
- Policy 3.24 – Family Trips
- Policy 3.26 - Attendance
- Policy 4.14 – Transportation
- Policy 5.14 - Volunteers
- Policy 7.18 – Resident, Non-Resident, Tuition Status
- Policy 7.24 – Acceptance use of Computer Technology

Notification of Pest Management Treatments

Act 36 of 2002 provides for the use of integrated pest management programs and establishes requirements for schools concerning notification of pesticide treatments. The Centennial School District uses an integrated pest management program and will use pesticides only when absolutely necessary. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Any parent who wishes to be notified in advance of any pesticide application should make this request in writing to the Facilities Department, 433 Centennial Road, Warminster, PA 18974. Please include your name, address, phone number, e-mail and school that your child attends. If an application must be made to control an emergency pest problem, notice will be provided by e-mail or telephone to those who have requested notification.

SERVICES

In addition to having specialists in Art, Vocal Music, and Physical Education on the staff at Willow Dale to instruct all children in grades 1-5, the following services and programs are available for our students. To obtain additional information about them, contact your child's homeroom teacher, the school office, or the particular specialist.

Breakfast

Rest assured that if your kids are hungry in the morning and don't have time to eat at home, we've got the answer. Milk, full-strength fruit juices, fresh fruit and other nutritious foods are served daily in school. It's a winning equation.

Cereals, Pop Tarts, and a Hot Breakfast Entrée are served every day. Each breakfast includes an entrée, fruit equivalent, and milk for the low daily price of \$1.00. Free and Reduced paying students are also eligible for breakfast.

Lunch

A nutritionally balanced lunch with a choice of entrée is available every day. Lunch includes a half-pint of white, chocolate, or low-fat milk. Ice cream and soft pretzels are also sold every day. The cost of lunch is \$2.25.

Applications for free and reduced lunch tickets are available through the school office. Until you receive a notice of approval for free or reduced lunch, you are responsible for providing lunch or money to purchase lunch.

The cafeteria monitors provide supervision. A copy of the rules related to student behavior in the cafeteria is included in the Code of Conduct. It is important for you to take the time to review them with your children. Our children are expected to develop principles of respect, tolerance, caring and compassion, as well as to maintain safety and responsibility.

Lunch Schedule

	<u>Recess</u>	<u>Lunch</u>	<u>End</u>
5 th Grade	10:30	11:00	11:30
4 th Grade	11:00	11:30	12:00
1 st Grade & EDK	11:30	12:00	12:30
2 nd Grade	12:00	12:30	1:00
3 rd Grade	12:30	1:00	1:30

Cafeteria Debit System

The computer debit system is in use! Please take advantage of prepayments as a way to help your child participate in this system. The debit system is used for all purchases – breakfast, lunch, or just snacks/desserts. Money may be deposited to each child’s account whether the child is a free, reduced or full paying student. Deposits of \$35.00 or more receive a 5% bonus added to the account. Money is only deducted when the student uses the account. Deposits may be made as the student gets a meal by cash, check or money order. Parents can also, for a small fee, pay online through the district website. Keeping money deposited on account simplifies the purchasing process. Students do not have to worry about bringing money to school each day or losing their change on the way home and it makes the lines move quicker and gives everyone more time to eat. Notices of unpaid balances are sent home on a weekly basis in the Wednesday folder. Parents are asked not to allow balances to exceed \$10.00. Money left on deposit in June is available for use on the first day of school in September. Funds are only returned if you move away from Centennial School District. Please contact Mrs. Carol Magiera, Willow Dale’s Cafeteria Manager, if you have questions. (New Telephone Directory listing to be inserted pending the completion of the construction).

Free and Reduced Cost Meals

Applications are sent home on the first day of school and are also available on the district web site. The application must be completed and returned to school every year to continue on the program. If the application is approved, your child(ren) will receive free or reduced price meals from the date of approval, for the remainder of the school year, and for the first month of the following school year (to give time to submit new applications.) Applications can be submitted at any time during the school year and need to be resubmitted if incomes increase by \$50 or more per month. There is no discrimination or identification of free or reduced paying students, so please take advantage of the program if you feel you may qualify.

Field Trips – Bag lunches

If your student is going on a field trip, school packed lunches are available. Please send a note to the cafeteria at least the day before, so it can be packed and ready to go on the morning of the trip. Choices include Nachos & Cheese OR Peanut Butter & Jelly Sandwich OR Bagel with String Cheese. Sides vary, but usually include veggies & dip, fresh fruit, dessert, and beverage. Students can pay for the meal when they pick it up and free and reduced prices apply.

Lost and Found

Items that are found are put in a lost and found rack located in the front corridor. Parents are encouraged to mark their children’s clothing, school bags, lunch boxes, and other items with the student’s name.

Health Services

The Centennial School District provides several health services, including hearing and vision screening tests, and height and weight measurements. Physical examinations (at the time of original entry into school and grades 6 and 11) and dental examinations (at the time of original entry into school and grades 3 and 7) are required by state law. You may have the exams needed after original entry performed by your family physician and dentist or at school by the district's doctor and dentist.

First aid services are provided when accidents or sudden illness occur at school. If necessary, the nurse will contact the parent to arrange for dismissal from school. Therefore, it is imperative that we have updated emergency contact information. Children with a fever above 99 degrees and/or incidents of vomiting must go home. Your child's health, as well as the other students he/she may come in contact with, is our primary concern. ***We do not contact parents for every minor injury or illness that occurs during the school day.*** Following examination by the nurse, a decision is made on whether or not to contact the parent for further medical treatment or have the child return to class.

We ask that parents exercise care when a child is not feeling well in the morning. A call to the school nurse after a child has had a bad night is helpful in assessing the child's condition when they appear at the health suite.

Parents can help, too, by establishing daily routines of cleanliness, which should include checking for ticks and head lice.

Only prescription drugs for special medical conditions will be allowed. Parents must bring prescription drugs directly to the nurse. The school cannot accept over-the-counter drugs. These guidelines must be followed:

- ◆ The medication must be in the original container from the pharmacy, with the doctor's directions.
- ◆ A note from the parent or guardian must be on file giving the reason for the medication to be administered at the school.
- ◆ The medication must be kept in the nurse's office. Please notify the nurse of any changes in the medication.

Exclusion from Physical Education Class:

Students who are to be excluded from PE classes for medical reasons must present a doctor's statement with the reason and length of time of the exclusion. The student will be required to attend the class but will not participate in the activities.

School Store

The School Store is located in the main hallway by the bus/main entrance. The School Store is open from 8:30 AM to 9:00 AM on Tuesdays and Thursdays. As always, there are many kinds of school supplies for children to purchase at a reasonable cost.

PROGRAMS

American Education Week

Parents are invited to visit our school during American Education Week, November 13th – November 19th, 2011. This is an opportunity for parents to observe their child as a learner and gain an understanding of the curriculum and how the staff delivers it.

Child Study Team

The Child Study Team consists of staff members and parents, whose goal is to maximize individual student success in the regular classroom, using a systematic approach.

Chorus and Instrumental Program



Band and chorus are open to students in grades 4 and 5. Students in grades 3-5 may also sign up for the string program. Lessons are given during the school day in addition to the regular music class. Band participation requires practice at home and the obligation to be prepared for lessons.

Guidance

A counselor is available to consult with students, staff, parents, and other agencies concerning all matters that affect a child's academic, social, and emotional growth. Grades K, 2, and 4 are assigned to Mrs. LaRose and Grades 1, 3, and 5 are assigned to Mrs. Hibbs.

IMG

A teacher is available to work with the identified gifted students on experiences that enhance their problem-solving and creative abilities. Students may be referred for testing by a teacher or parents. Our teacher of the IMG program is Mr. Scancelli.

Language Arts / Reading

Centennial School District uses a balanced literacy approach to teaching reading and language arts. This program includes a scientifically, research-based program called "Literacy by Design". This is a rigorous balanced literacy program that includes reading, writing, grammar and handwriting. All teachers have received training in this program which carries with it added emphasis on students' independent reading. The spelling program is an extension of the reading lessons. Handwriting is being presented with the Zaner-Bloser method. Students in grades 3-5 will be expected to use cursive writing for their class work and homework. Writing instruction includes "Units of Study". At the primary level the emphasis is on phonemic awareness and phonics, letter recognition, fluency, comprehension and vocabulary. We use "Foundations" at the primary level as well as classic literature, guided reading, and kidwriting.

The teacher is using an instructional method called "Guided Reading" in their classroom. Guided reading instruction involves the teacher supporting children's development of effective decoding strategies while reading texts at increasingly challenging levels of difficulty. The teacher works with small groups of children who use similar reading processes and are able to read similar levels of texts with support.

Library

The library is open daily from 8:45 AM – 3:00 PM, unless otherwise noted. Students have daily opportunities to borrow materials for use at school and at home.

Mathematics (Kindergarten-4th Grade)

"Everyday Mathematics" was developed by the University of Chicago School Mathematics Project. It is based on research about how children learn and develop mathematical power. Everyday Mathematics provides the broad mathematical background needed in the 21st Century. In "Everyday Mathematics" you can expect to see...

...a problem solving approach based on everyday situations;
...an instructional approach that revisits concepts regularly;

...frequent practice of basic skills, often through games;
...lessons based on activities and discussion not a textbook; and
...mathematical content that goes beyond basic arithmetic.

Mathematics (5th Grade)

2011-2012, we are using the former program, "Harcourt". Next year, 5th grade will use "Everyday Mathematics".

Nurse

The Health Room is staffed five days a week by the school nurse or a health aide. Parents may contact them directly at (New Telephone Directory listing to be inserted pending the completion of the construction). Our school nurse is Mrs. Maher.

Psychological Services

A psychologist meets with our Child Study Team and consults with students, staff, and parents. A social worker also participates on the Child Study Team and consults with parents during home visits or in the school setting. He/she also works with agencies throughout the country to provide emergency social services.

Recorders, Chimes and Handbells

Special instruction is given to our students in playing recorders, chimes, and/or hand bells as part of the vocal music program.

Speech, Hearing, Vision

The services of specialists are provided by the Bucks County Intermediate Unit to work with children who have special needs in these areas.

Title I

This program is funded by the federal government and provides intervention for students in the areas of supplementary reading and math reinforcement.

COMMUNICATION

Communication With Non-Custodial Parents

Unless the School District is notified in writing, it is assumed that both of a child's parents and/or legal guardian(s) have full custody and access to the child and to his/her educational records and the School District will provide access based upon that assumption. If the situation is otherwise, the School District must be notified in writing by submitting to the building principal a letter that fully describes the situation, along with a copy of all pertinent Court Orders, agreements or other legal documentation.

Upon receipt of a formal written request specifying an address our guidance office will honor requests for duplicate copies of report cards, progress reports and individualized education plans to a non-custodial parent. Please understand that we cannot duplicate or mail all student work and announcements that typically go home on a daily basis.

Conferences

Dates are scheduled in the late fall and spring for parents to have conferences with teachers. We will have a sign-up system at Back to School Night, September 14, 2011, for the fall conferences. However, communication with parents throughout the year is essential to students' success in school. If you wish to meet with a teacher, please write a note or call the school, and an appointment will be set up for you. We ask that there be no "corridor conferences" or telephone conversations expected during instructional time. (November 22, 23, 2011 are the fall conference days and April 20, 2012 in the spring.)

E-Folder

Most of our school information will be communicated to parents using the E-Folder on our school website. Forms that must be signed and returned can be printed out at any time. If you do not have a

computer or available internet access, please notify our school office and we will arrange for printed material to be sent home in the daily folders. Many teachers keep parents informed of their classroom activities through weekly and/or monthly newsletters which can be found on the teacher's webpage. This provides parents the opportunity to gain a sense of the grade level curriculum, testing, and student achievement. All information, with the exception of classroom assignments and tests is available on our school website at www.centennialsd.org . Click on the school link for Willow Dale Elementary.

Email – News Alerts

Centennial School District has a service that permits news and updates to be sent directly to you via E-mail. Parents, students, staff and community members may now subscribe to a number of specific e-mail notification lists. If you subscribe to the CSD Emergency Messages you will receive the first word on school closings, delayed openings or early dismissals. The service is free and you may subscribe/unsubscribe at any time.

To subscribe to the CSD Emergency Message List go to www.centennialsd.org and click on the e-Alerts link. Fill in Your Name, E-mail Address, and check SUBSCRIBE. Choose the news list that you would like to receive and click the Submit button.

To subscribe to Willow Dale Elementary School, visit the school's home page and follow the same steps as above. Whenever a new message is published, a copy will be e-mailed to the address you provided.

Going Green

In an effort to simplify communication and conserve paper, most communication will take place via the e-folder, e-alerts, and school website as of **October 12th 2011**. Please kindly check the website frequently and routinely for updated important information.

Wednesday Communication Envelope

Every child will receive a durable school communication envelope. The envelope will be distributed every Wednesday and will contain informational materials from the district, school, office, Willow Dale Home & School Association and classroom teacher that cannot be placed in the E-Folder. In an effort to conserve, informational flyers will be sent home with the youngest sibling in a household.

WILLOW DALE POLICIES AND PROCEDURES

Assessment of Student Performance

Students are assessed by teachers in the various subject areas. The teachers establish their expectations for the lessons taught, and they determine the evaluation that students receive for their work.

The evaluation grades and their general interpretations are:

<u>Letter</u>	<u>Value</u>	<u>Interpretation</u>
A	94-100	Advanced
P	80-93	Proficient
B	70-79	Basic
BB	0-69	Below Basic

Attendance

Children who attend school regularly make the best progress. If your child is going to be absent, please call the school office to let us know.

When your child is absent for any given school day, the school nurse will telephone your home phone number the morning of the absence and leave a message indicating that your child was marked absent that particular school day. Please be aware that if your child arrives late to school, you may receive a phone call that same day.

Following an absence, please provide a **written note** of excuse indicating the reason for the child's absence within 3 school days. While we value and appreciate electronic correspondence, for security reasons, we are unable to accept **email or faxed notes** for family vacation requests, absences or tardiness.

Schools are required to treat all absences from school as unlawful until the school receives a written excuse explaining the reason for the absence. This information must be provided within three (3) calendar days of the absence. Failure to do so requires the school to count the absence as unlawful. All absences beyond ten (10) cumulative days require a note from a physician. Students who miss ten (10) consecutive days shall be dropped from active membership unless the school is provided with evidence the excuse is legal or the school is pursuing compulsory attendance prosecution. (Policy 3.26 Absence, Students)

Parents should be aware that the attendance record of each student is reviewed on a regular basis. If a student has been absent an excessive number of days, a letter will be sent to the family. The purpose is to keep parents informed of the accumulating absences and to allow for home/school communication to discuss any academic or health concerns. Chronic absences will be reported to the appropriate social services and may lead to a citation from the District Magistrate.

Students who arrive late must report to the office for a late slip. Parents should accompany tardy students to the office to sign in the student.

Family Trips

The building principal must approve family trips scheduled during the school year. The allotted time for trips during the school year is three (3) school days. The family should complete a Family Trip Request form that can be found in the back of our handbook, page 31 and in our E-folder. This request must be made 2 weeks prior to the trip. *Family vacation during the school year that exceeds (3) school days will not be approved.*

We offer the following suggestions to parents in an effort to limit and monitor absences:

- Strive to make all appointments during after-school hours. Students should not miss a full day of school for routine dental and doctor visits
- Never schedule extra-curricular activities while school is in session (dance classes, recitals, sports tournaments)

- Avoid any additional days out of school for your children
- Consult the calendar when scheduling vacations, trips, family visits
- If your child's absence is due to some type of chronic medical condition, scheduling a conference with our counselor and school nurse will help us determine the need for the absences and create a plan for minimizing any disruption to your child's educational program.

Pennsylvania System of School Assessment

PSSA Testing Calendar 2011–2012

Assessment	Dates	Grade(s)
PSSA Math and Reading	March 12 - 23, 2012	3,4,5
Math and Reading Make-Ups	March 26 - 30, 2012	As Needed
PSSA Writing	April 16 - 20, 2012	5
PSSA Science	April 23 - 27, 2012	4
Writing and Science Make-Ups	April 30 - May 4, 2012	As Needed

Pennsylvania State Standardized Assessment, PSSA, will take place throughout March and April of 2012. Please kindly avoid making trip plans during the testing calendar.

Cell Phones

Cell Phone usage can be a major disruption during the school day. Cell Phones may not be used by students in the classrooms. Cell Phones should be turned off and kept secured upon arrival to the school campus. If a student needs to contact a parent/guardian, a call may be placed from the main office under the supervision of school staff.

Dismissal of Individual Students During School Hours

There are times when students must be excused from school during school hours. Students who are to be released should present their teacher with a written request upon arrival at school. They will only be released to parents/guardians or those individuals whose names appear on the Emergency Card on file in the school office. Any other person who wishes to take a child with them will have to wait for phone verification by the parent or guardian.

When you come to pick up your child, you must sign out in the office. Whenever possible, the child should return to school. If your child returns to school, please check in at the office so that we are aware of the student's return. The student will be called to the office when you arrive.

Arrival and Dismissal of Students – Safety First!

Arrival Time

Full Size Buses -- At arrival time, bus riders will disembark buses at the front entrance of the building. Students will report directly to their classrooms/or breakfast and then classrooms.

Car Riders – Due to the limited parking space and volume of traffic, car riders will observe a kiss and drop off system. Parents of car riders are respectfully requested to drive down the Avenue between Log College and Willow Dale. Please observe the directions according to the signs. You will follow the

signs to the rear of the building where you will loop and drop off your child and continue back through the Avenue from which you entered.

District Vans – Will disembark at the side door or under the canopy.

Non District Vans – Will disembark at the cafeteria doors.

Dismissal Time

Full Size Buses -- At dismissal time, as buses arrive, bus riders will be called via the PA, to embark at the front entrance of the building.

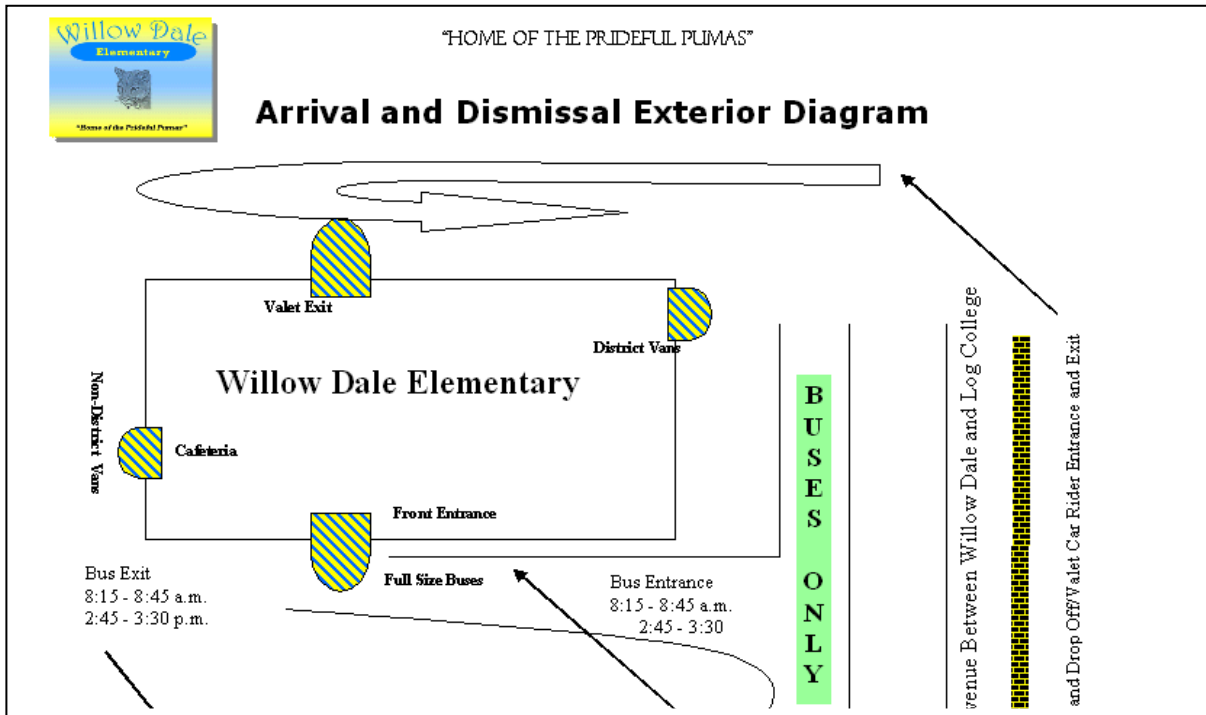
Car Riders – Due to the limited parking space and volume of traffic, car riders will observe a valet pick up system. Parents of car riders are respectfully requested to drive down the Avenue between Log College and Willow Dale. Please observe the directions according to the signs. You will follow the signs to the rear of the building where you will loop and pick-up your child and continue back through the Avenue from which you entered. **Parents are requested to keep their valet name card clearly displayed on the car dashboard in clear view for our monitors to see so that they might call your child(ren) as you arrive. You will need to write your last name and child(ren) first name(s) below the last name clearly Much appreciation to you for your patience and teamwork as we refine this process.**

District Vans – Will embark at the side door under the canopy.

Non District Vans – Will embark at the cafeteria doors.



Arrival and Dismissal Exterior Diagram



Field Trips

Chaperones:

In recent years it has been wonderful to see the amount of parents wanting to chaperone for their children's field trips. Although we do not want to discourage having chaperones on field trips we do have to set limits. Teachers will be responsible for devising a system in which parents will equally have a chance to chaperone. Teachers will also be responsible for notifying parents if they will or will not be able to chaperone.

Rules of field trips:

- Unfortunately, because of insurance and other considerations, siblings are not invited to attend the trip
- All chaperones must be either a parent or guardian
- All chaperones must ride whatever transportation is provided for the trip. No chaperone should drive separately.
- All chaperones should report any misbehavior or concerns of a student to the teacher in charge. *Chaperones should not take any form of disciplinary action into their own hands.*
- All school rules apply when on a field trip, such as: no smoking and following the teacher's agenda.

Medication:

In the event your child requires medication during the day, here are the ways we can accommodate you on a field trip:

- If the medicine can be administered right before leaving and upon returning, our nurse can administer the medicine.
- Another option would be to have the parent go on the field trip with their child. **If you have a child who requires medication, please discuss this request at the beginning of the year with the teacher or nurse.**

Extra-Curricular Trips

1. The above rules and regulations apply to any trip under school sponsorship.
2. Students shall respect the wishes of a competent chaperone or other person appointed by the school.
3. Athletic coaches or faculty sponsors are responsible for the conduct of riders on athletic or activity trips.

Homework

The purpose of homework assignments is to enrich or extend what has been learned in the classroom, to practice skills already learned, to read for enrichment or enjoyment, to conduct research as an outgrowth of classroom activities, and/or to learn how to work independently.

It is the student's responsibility to complete and submit all homework on time. Parents are encouraged to communicate with the teacher if the student is having difficulty with homework. Together the students and parents should establish a place for students to study in the home and a schedule that will ensure that there is time to complete the assignments.

Inclement Weather

In the event that school begins one hour late, must close early, or does not open at all due to inclement weather, the announcement will be made on local radio stations. Our school district's closing number is 753.

Please do not call the school office since the principal and secretary are involved in implementing the changes necessitated by the school closing.

It is important that you explain to your child what to do in case of an unexpected early dismissal. It is not possible for the secretary to deliver a personal message to each student. Therefore, your child should have a clear understanding of emergency arrangements.

Lost and Found

Items that are found are put in a lost and found rack located in the front corridor. Parents are urged to mark their children's clothing, school bags, lunch boxes, and other items with the student's name.

Early Dismissal and Late Arrival Schedules

In the event of school closings, parents are asked to check the CSD website for up-to-date information concerning early dismissal or late arrival schedules.

When there is early dismissal (e.g. conferences), the school day is shortened. The lunch time schedule supersedes the Master Schedule of specials. Recess will not be held on these days.

Late Arrival Schedule and Modified Kindergarten Schedule

Modified Kindergarten – Fifth Schedule Due to Delayed Start

AM Kindergarten – 10:45-12:30

PM Kindergarten – 1:15-3:00 PM

1st – 5th Grades -- 10:45-3:00 PM

Half-Day In-Service (November 11, November 22 & April 4) – *Dismissal at 12:00PM*

	<u>Lunch</u>
1 st & 3 rd	10:00 - 10:30
2 nd & EDK	10:30 - 11:00
5 th	11:00 - 11:30
4 th	11:30 - 12:00

Parking

Our driveway and parking lots are particularly busy in the morning and after school. If you have business to carry out in the school, please park in marked parking spots.

Personal Items

Parents are urged to help their children understand that they are not to bring items of value (either monetary or sentimental) to school. This includes headsets, iPods, or other electronic devices or toys. The School District cannot be responsible for the security of such items. Therefore, students are requested to bring to school only those items that are essential for their educational activities. Toys also have been distractions and the cause of fights. Please do not bring toys to school or on the bus.

Recess

In addition to the lunch period, a 30 minute recess time is scheduled. The playground monitors provide supervision. A copy of the rules related to student behavior during playground and indoor recess is included in the code of conduct section in this handbook. Please take the time to review this with your child.

School Hours

Children may arrive at school between 8:15 AM and 8:45 AM. Parents are reminded that teacher supervision is not provided until 8:15 a.m. Therefore, children are not to arrive at school before that time; they will not be permitted to enter the building. Students involved in Exploration Station/Before Care are the only exception.

Grades 1-5	8:45 AM – 3:00 PM
AM Kindergarten	8:45 AM – 11:15 AM
PM Kindergarten	12:30 PM – 3:00 PM

Skyward Information System

This is our official student data information system. Parents can access Skyward via the "Parent Portal" on our website. All parents have received a user ID and password to access the system. If you do not have a user ID, please call our technology department. Parents are asked to check all demographic information and

follow the prompts to notify the district of any changes. Any change of address, phone number or emergency contact person should be reported. We will make the necessary changes to our records and notify the classroom teacher. When moving, it is important to check with our school office regarding residency in the Willow Dale zone.

Student Data

It is important that the information on student record cards be current. Changes of information, especially new telephone numbers, should be made directly through the school office.

Parents are requested to keep the Student Emergency Card current with the names of a neighbor or relative who can assume temporary care of your child if the school cannot contact you.

Visiting School

You are invited to visit Willow Dale School during Back-to-School Night, American Education Week, Open House, and informally throughout the school year. When you visit during the school day, please come directly to the office first. It is required that all visitors sign-in and wear a visitor's pass.

Volunteers

We are especially happy to have volunteers at Willow Dale Elementary School. The procedures for volunteering are:

1. Application forms are held in the office. Ms. Henrich, Acting Assistant Principal, maintains and coordinates the school's volunteer needs.
2. Filing in Criminal History and ACT 34 clearances, as well as FBI/Fingerprinting clearance. When the volunteer receives their clearances back from the respective agencies, the office will make a copy, which will be kept in the main office.

For reasons of confidentiality, volunteers are not involved in scoring or grading student work.

STUDENT RECOGNITION AND AWARDS

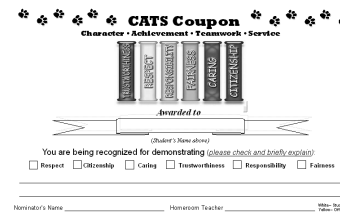
Awards and Recognition

Student Awards and Recognition:

C.A.T.S. (Character, Achievement, Teamwork, Service)

C.A.T.S. awards will be given by teachers, staff members (recess monitors, lunch aides, and bus drivers), and students (with teacher approval).

Nominated students will be picked each week and announced over the loud speaker. At the end of the announcements, those students whose names were chosen will come down to the office to receive a C.A.T.S. coupon award (pencils, crayons, glue sticks, etc.).



Star Student – Student Recognition Quarterly (Marking Periods 1, 2, 3 & 4)

In addition to effort, growth, and academic achievement, criteria for choosing students should include students that are demonstrating the six pillars of character (TRRFCC – trustworthiness, respect, responsibility, fairness, citizenship, and caring). Examples would include supporting and standing up for others if you see bullying or someone being picked on; using conflict resolution skills such as I-messages, dealing with anger appropriately, compromising; following bus rules; showing respect in the hallways such as quiet voices, walking, hands to yourself; listening to the recess and lunch monitors; trying your best in the classroom, completing home and class assignments, and being a good classroom citizen; having a positive attitude.

Academic Achievement Award - - Quarterly (Marking Periods 1, 2, 3 & 4)

Students who achieve all Advanced and two Proficient in Reading, Math, Science and Social Studies, with all Satisfactory (S) in Social Skills on their report card will receive an Academic Award Certificate. Students' names will be published in the Principal's newsletter and announced at the Student Recognition Assembly.

Student Recognition Assemblies are scheduled as follows:

End of 1st Marking Period

Monday, November 21, 2011 @ 9:15 a.m. (K, 1, 2)

Kindergarten - Respect

Monday, November 21, 2011 @ 2:00 p.m. (3, 4, 5)

3rd Grade - Responsibility

End of 2nd Marking Period

Thursday, February 2, 2012 @ 9:15 a.m. (3, 4, 5)

5th Grade - Trustworthiness

Thursday, February 2, 2012 @ 2:00 p.m. (K, 1, 2)

2nd Grade - Caring

End of 3rd Marking Period

Thursday, April 12, 2012 @ 9:15 a.m. (K, 1, 2)

1st Grade - Fairness

Thursday, April 12, 2012 @ 2:00 p.m. (3, 4, 5)

4th Grade - Citizenship

End of 4th Marking Period

Friday, June 1, 2012 @ 9:15 a.m. (3,4,5)

End of the Year Review

Friday, June 1, 2012 @ 2:00 p.m. (K, 1, 2)

End of the Year Review

YEAR END AWARDS AND RECOGNITION

Grades K-5

➤ *Academic Achievement Award*

Criteria: All B's or better in all major areas of: Reading, Mathematics, Social Studies and Science with no N's or U's in the social skills area. In addition, the student will have met the 25-Book Standard.

➤ *Perfect Attendance*

Students will be recognized for perfect annual attendance at the classroom level. Total school career perfect attendance should be mentioned for fifth graders at the end-of-the-year assembly.

5th Grade Promotion and Recognition

The 5th Grade Promotion and Recognition Ceremony will take place on the last scheduled day for students, June 13th, 2012 (unless there are snow make-up days).

Grade 5 Awards

➤ *The Presidential Award for Education Excellence*

A (90+) average in grades 4/5 and demonstrates high motivation, initiative, integrity, intellectual depth, leadership qualities and exceptional judgment.

➤ *The Presidential Award for Educational Improvement*

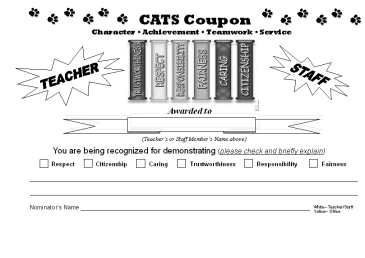
This award is for students who show tremendous growth and improvement, but do not meet the criteria for the Education Excellence Award. Students that have a unique commitment to learning and improving in academics despite obstacles will be considered for this award.

➤ *The Willow Dale Citizenship Leadership Award*

The top boy and girl who exemplify the 6 Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship and receives all B's and above.

Staff Awards and Recognition

Individual students may nominate a staff member for the C.A.T.S. (Character, Achievement, Teamwork, Service) Coupon award to be recognized at the scheduled student recognition assemblies. Where a teacher/staff member has gone above and beyond to make a positive difference in your life, consider nominating her/him for the C.A.T.S. (Character, Achievement, Teamwork, Service) award. Staff include recess monitors, lunch aides, cafeteria staff, custodians, principal, assistant principal, secretaries, nurse, school counselors, teachers, classroom aides, Title I tutors, and volunteers. Nomination forms may be picked up outside the main office.



The image shows a 'CATS Coupon' award form. At the top, it says 'CATS Coupon' with 'Character • Achievement • Teamwork • Service' underneath. There are decorative stars on either side. Below this, there are two starburst shapes labeled 'TEACHER' and 'STAFF'. In the center, there are four vertical bars representing the pillars: CHARACTER, RESPECT, TEAMWORK, and CITIZENSHIP. Below these bars is a line for the recipient's name, labeled 'Awarded to'. Underneath that, there is a line for the nominator's name, labeled 'Nominator's Name'. A small note says '(Teacher or Staff Member - Not a Student)'. At the bottom, there is a list of checkboxes for the pillars: Respect, Citizenship, Caring, Trustworthiness, Responsibility, Fairness.

What can YOU do?

WHAT DO I DO WHEN MY CHILD COMES HOME FROM SCHOOL WITH A PEER PROBLEM?

It is normal to empathize (*feel what your child is feeling*) but it is most helpful to hold your reaction, and follow these steps to solve the problem.

1. Diffuse

Let the child tell you what happened in his/her own words.

Mirror back: *Oh Billy hurt you today?*

Empathize: *You seem sad. or How did that make you feel?*

Validate: *It makes sense that you feel upset.*

Do you feel that the problem was settled?

If yes, further action may not be needed. Sometimes children just want to share and feel that they have been heard.

2. Problem solve

Questions to ask if further information is needed:

- *What are the names of the people involved?*
- *When and where did the problem happen?*
- *Did you tell an adult? If so, who did you tell?*

Find out your child's part in the problem.

What did you do or say that could have been part of the problem?



3. Find solutions

- *What could you have done differently?*

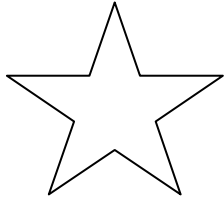
Example: *Tell an adult immediately instead of waiting until I get home.*

- *What could you say to the person next time?*

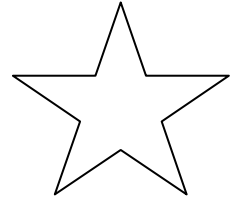
Example: *I don't like it when _____. I want you to stop, please.*

4. Contacting school

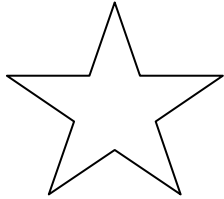
When a problem arises, and you would like further investigation, please first contact the child's teacher directly. Of course, other staff that might be involved include the counselor, the school nurse, the student support teacher, the reading specialist and the principal. Staff will follow the process for investigating and solving problems. Communication is very important and your input is essential to us.



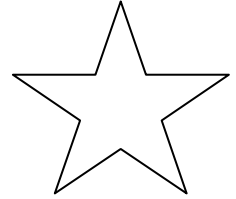
S.T.A.R.



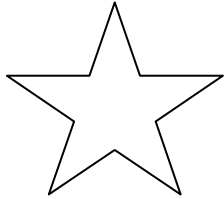
Stop. Think. Act. Review



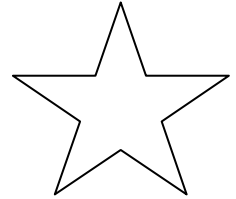
Stop



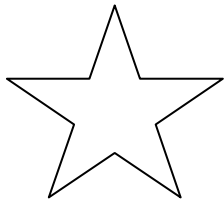
Calm down.



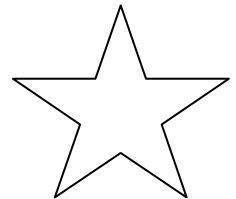
Think



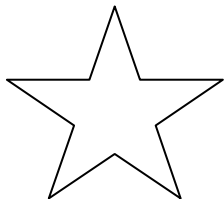
How are you feeling?
Good Choice or Bad Choice?



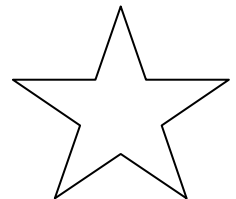
Act



Solve your problem
peacefully.



Review



Is your problem solved?



Willow Dale Elementary
Student Behavior Report



Today's Date:	Name of Student:	Grade/Homeroom Teacher:
Reporting Staff Member's Name and Title:		
Location and Nature of Incident:		
Action Taken:		

Dear Parent:

This report is being sent to inform you of your child's inappropriate behavior at school. Please guide your child through this important reflection activity. Life Skills are an essential aspect of our school's mission to educate the whole child. Your support of this process is appreciated.

Directions to Student: Based on this report, circle the Life Skills that need reflection. Then, in the space below, describe what you did and how you will improve your Life Skills in the future (use the back of this paper if you need more room), or use the back of this paper to draw a picture of what you will do in the future.

Respect: for myself, others, and my school	Responsibility: accountable for my actions	Trustworthiness: honest and truthful
Fairness: treating everyone equally	Caring: compassion and kindness	Citizenship: teamwork and cooperation

How I will improve my Life Skills:

Student Signature:	Parent Signature:
--------------------	-------------------

PLEASE RETURN THIS FORM ON THE NEXT SCHOOL DAY. Thank you!

Respect • Responsibility • Trustworthiness • Fairness • Caring • Citizenship

White - Parent
Yellow - Teacher
Pink - Office
Gold - Guidance

CODE OF CONDUCT

Student Code of Conduct – The Six Pillars of Character

At Willow Dale Elementary, we believe that students need to learn to discipline themselves and to monitor themselves. It is to this end that we have instituted the *peer mediation program* and extensive work on conflict resolution. Therefore, we publish what are expected behaviors. The student code of conduct in this handbook is built upon the six pillars and virtues upheld by the Character Education Partnership, CEP (please see www.character.org).

Trustworthiness

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

Respect

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

Responsibility

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need.

Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

Remember the Pillars by using these creative devices:

COLOR SCHEME

Trustworthiness : blue <i>Think "true blue"</i>	Respect : yellow/gold <i>Think The Golden Rule—“Treat others the way you would like to be treated.”</i>
Responsibility : green <i>Think being responsible for a garden or finances; or as in being solid and reliable like an oak</i>	Fairness : orange <i>Think of dividing an orange into equal sections to share fairly with friends</i>
Caring : red <i>Think of a heart</i>	Citizenship : purple <i>Think regal purple as representing the state</i>

T R R F C C

Students can use this acronym to help them remember that people with good character are *terrific*:

T rustworthiness

R espect

R esponsibility

F airness

C aring

C itizenship

Willow Dale Elementary is proud to be a *No Place for Hate* school and we stand to promote an environment where our students should feel physically, socially and emotionally safe to learn with ease and comfort. We celebrate and honor *Diversity*. We stand against “bullying” and teach our students skills in bully prevention and peace making.

What is 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 the school setting;
- (3) that has the effect of doing any of the following:
 - (1) substantially interfering with a student’s education;
 - (2) creating a threatening environment, or
 - (3) substantially disrupting the orderly operation of the school.

“School setting” means: 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.

- Physical bullying** includes hitting, kicking, or otherwise physically attacking the victim, as well as taking or damaging the victim’s possessions.
- Verbal bullying** includes name-calling, aggressive teasing, or making insulting comments designed to humiliate the victim.
- Relational bullying** includes any behavior that intimidates and hurts the victim by harming or threatening to harm relationships or feelings of friends and belongings.
- Electronic/Cyber bullying** involves the use of information and communication technologies, such as e-mail, cell phone text messages, instant messaging, and social network communication sites to deliberately harm others.

Bullying and other forms of improper conduct such as racial intimidation and ethnic intimidation will not be tolerated.

Consequences for bullying and other forms of improper conduct include and are not limited to: warning, detention, suspension, restoration, restorative conference, denial of privileges.

AT WILLOW DALE, WE PRACTICE BULLYING PREVENTION:

We do not bully other students.

We help students who are bullied.

We include students who are left out.

We tell an adult at school and an adult at home when someone is being bullied.

Take a Stand, Lend a Hand, Stop Bullying Now!

If you see bullying, be sure to:

SUPPORT the target by asking him or her to play with you and your friends.

REPORT the bullying behavior to adults at school and at home.

STAND UP to the bully by telling them to stop and that it is not cool to bully others.

Visit the following website for more information on how to prevent and deal with bullying.

www.stopbullyingnow.com

Discipline

The staff of Willow Dale School recognizes the need to maintain an atmosphere conducive to teaching and learning. Students and parents share with the school's staff a responsibility to develop a climate within the school that encourages a positive learning environment. A "Code of Student Conduct", published in the district calendar, sets forth guidelines on the responsibilities of students, teachers, principals, and parents to aide in accomplishing this goal.

A list of student responsibilities is included in the guidelines provided in this handbook. It is important that you take the time to review them with your child.

Disciplinary consequences will follow for those students whose behavior disrupts the educational process or who present a danger to the health, safety, and welfare of the school community. This may include a request to parents to remove their child from school for the remainder of the day, or suspension in severe cases.

Discipline problems occur for a variety of reasons and in varying degrees of frequency and severity. Although there is a discipline procedure, the actual sequence of disciplinary action may vary, depending on the individual case. Consistency and the support of parents are vital to the success of any disciplinary measures. Bullying, threats, harassment, or flagrant disrespect will not be tolerated and will be treated as serious incidents.

However, for the safety of all children, it is necessary for the discipline procedures to be followed.

The classroom teacher is the key to disciplining the students assigned to them. Whether the misbehavior occurs at lunch, recess, or the classroom, the staff member will complete a behavior slip. The behavior slip will list the details of the misbehavior and ask the student to reflect as to alternative actions. The parent is asked to sign the behavior slip and return it to school the following day. See page 20.

CONSEQUENCES:

- 1. Consequences and interventions may include and not be limited to: time-out, reflection period (after school requires parent pick-up), in-school suspension, out-of-school suspension, restitution, parent-teacher conference, parent-teacher-counselor conference, parent-teacher-counselor, principal conference.**
- 2. Written notice to parents – Form letter states the violation, indicates possible punishment, primarily for classroom problems**
 - Bus conduct forms...Indicate violation, may lose bus privileges, reflection period.
 - Behavior slips for recess/cafeteria...loss of recess

3. **Intervention:** Teacher submits collaboration form to the Child Study Team with copies of behavior slips provided to the counselor, classroom teacher, and office.

A. Hallways

1. Students will walk in the school building quietly and in an orderly procession.
2. Students will walk with a buddy while out of the classroom when appropriate.
3. Students or classes will walk quietly in the hallways since other classes will be in session.

B. Cafeteria

1. Students will be respectful and polite to cafeteria workers, aides, and each other.
2. Student will behave respectfully at all times as stated in the following rules.
3. Classes will enter and exit in a quiet, orderly line.
4. Children may talk quietly with others at their table section.
5. Students will wait patiently and behave while standing in line to buy lunch or dessert.
6. Students may not buy, trade, give away, or sell food to one another.
7. Students will remain in their seats at their assigned tables. Children may leave the table to dispose of trash, get the broom, and dustpan, assist an adult, or buy dessert when called with the permission of the lunchroom aides.
8. Children will finish eating their lunch before they leave the cafeteria.
9. Children will clean up their own area at the table. Floors and tables will be cleaned according to homeroom procedures.
10. Avoid throwing food or popping bags.
11. Children are allowed to go to the bathroom during lunch. However, all teachers should encourage all students to use the bathroom before going to lunch everyday.
12. At the end of the lunch period, an adult will signal students to form an orderly line.

C. Playground/Recess

1. Students will relate to the recess monitors in a respectful and polite manner.
2. Students will respect classes in session while at recess.

Indoor Recess

3. Students will care for materials, games, etc. used during indoor recess.
4. Three to five minutes before the end of recess, an adult will signal students to return materials, games, etc. to their proper places. Students need to respond immediately to the call to line up.
5. Students will line up and quietly leave the indoor recess room.

Outdoor Recess

6. Students may only go into the building with permission from the recess monitor on duty.
7. Students must use the equipment properly at all times.
8. Children will be given permission by the recess monitor to use the bathroom.
9. Students asked to take a Red Card to the office, will go directly to the office and get the attention of an adult.
10. During recess, students will remain on the school grounds unless called by a teacher or the office.
11. Students will respect games or play in progress.
12. To preserve a safe play environment, the following will be banned:
 - A. tackling or other rough play
 - B. playing baseball or tackle football
 - C. checking the opponent in soccer

- D. using balls that are dangerous to other students or harmful to school property
- E. engaging in any game which includes gambling

D. General

1. Students will respect the rights as well as the feelings of others.
2. Students will respect all those in authority.
3. Students will respect private and public property.
4. To preserve a safe and respectful environment, the following will be banned:
 - A. bad or foul language
 - B. fighting or intimidating others
 - C. taking another's property without permission
 - D. spitting
 - E. throwing rocks, snowballs, ice, sand, or other objects
 - F. possession of knives, matches, or other potentially dangerous items, *including toy weapons*
 - G. chewing gum
 - H. buying or selling personal possessions
5. Dress attire – in the warm summer months, students should avoid revealing clothing such as short shorts and flip flops which can be dangerous walking through the hallways and out at recess. Please wear sneakers. Kindly avoid wearing spaghetti strap tank tops and short skirts. Modesty should be the rule of thumb. Inappropriate slogans on t-shirts will not be permitted.
6. Toys, trading cards, balls, I-PODS or other electronic devices will remain at home.
7. "Wheelies" sneakers are not allowed in school.
8. In-line skates and skateboards must be carried on school grounds.
9. Students will settle differences peacefully. Stop/Think/Plan (see attached STAR Format on page 23)
10. During school hours, students will remain in the school unless called by the office to leave.
11. Students will leave the school grounds immediately after school.

Bus Rules and Regulations

- A. Previous to loading (on the road and at school)
 1. Be on time at the designated stops, not more than ten minutes early, no less than five minutes prior to arrival, to keep the bus on schedule.
 2. Stay off the road at all times while waiting for the bus.
 3. Wait until the bus comes to a complete stop before attempting to board the bus.
 4. Do not push or crowd when boarding.
 5. Be careful in approaching bus stops.
 6. Be considerate of private property, i.e., keep off lawns.
 7. Be orderly at bus stops.
 8. Do not board the bus at school loading zones until the bus comes to a complete stop.
- B. On the bus
 1. Keep hands and head inside the bus at all times.
 2. Assist in keeping the bus safe and sanitary at all times.
 3. Never tamper with the bus or any of its equipment.
 4. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
 5. Remember that loud talking, laughter or unnecessary confusion distracts the driver and may result in a serious accident.
 6. Leave no books, lunches or other article on the bus.
 7. Keep books, packages, coats and all other objects out of the aisles.

8. No pets are permitted on the bus
 9. Do not throw anything on the bus out of the bus window.
 10. Take a seat as soon as you board the bus. Do not leave your seat while the bus is in motion.
 11. Share your seat with others. If the bus is filled, ride three to each seat.
 12. Horseplay is not permitted around or on the school bus.
 13. Bus riders are expected to be courteous to fellow students and the driver.
 14. Learning how to get off the bus in case of an emergency. The driver will show you the procedure when bus drills are held.
 15. Absolute quiet is necessary when approaching a railroad crossing.
 16. Follow the directions of the driver at all times.
- C. When leaving the bus
1. Cross the road when necessary, at least 10 feet in front of the bus, but only after looking to be sure that no traffic is approaching from either direction.
 2. Be alert to a danger signal from the driver.
 3. The driver will not discharge riders at places other than the regular bus stop unless authorized by school officials.
 4. Help look after the safety and comfort of small children.
- D. Extracurricular trips
1. The above rules and regulations apply to any trip under the school sponsorship.
 2. Students shall respect the wishes of a competent chaperone or other person appointed by the school.
 3. Athletic coaches or faculty sponsors are responsible for the conduct of riders on athletic or activity trips.
- E. General bus regulations
1. Follow directions of the bus driver at all times.
 2. No smoking
 3. Do not stand while bus is moving
 4. Do not eat on bus
 5. Do not throw away paper or trash in or out of the bus
 6. Keep head and arms inside

Note: Failure to follow these rules will result in loss of bus privileges

Technology

The Centennial School District makes available various forms of digital technology to its students for educational purposes. Digital technology is being provided or made available to students solely as part of the educational program; for the purpose of teaching students how to use and employ digital technology; and to further the teaching of the district's curriculum and educational programs. The Centennial School District is not, through the availability of this digital technology, creating a public forum, an open public forum or a limited public forum. Inappropriate or unauthorized uses of digital technology will result in discipline consequences. Below you will find a listing of the range of discipline consequences that will result from various technology infractions. Additional pertinent information can be found in the Policies of the Centennial School District. See table next page.

Centennial School District – Technology Violations and Consequences

The Centennial School District makes available various forms of digital technology to its students for educational purposes. Digital technology is being provided or made available to students solely as part of the educational program; for the purpose of teaching students how to use and employ digital technology; and to further the teaching of the district's curriculum and educational programs. The Centennial School District is not, through the availability of this digital technology, creating a public forum, an open public forum or a limited public forum. Inappropriate or unauthorized uses of digital technology will result in discipline consequences. Below you will find a listing of the range of discipline consequences that will result from various technology infractions. Additional pertinent information can be found in the Policies of the Centennial School District.

	Violations	Consequences																
		Verbal Warning	Parent Contact	Administrative Detention	Extended Detention	Saturday School	Suspension from School**	Parent Conference**	Community Service	Monetary Restitution	Loss of Academic Credit	Suspension	Internet Access	Suspension Computer Access	Suspended Access to Comp Electives	Principal's Hearing	Pre-expulsion Hearing*	Police Charges
Severity: Low	1. Access the Internet during class time without teacher permission.	X	X	X			X											
	2. Access programs (unrelated to the classroom lesson) during class time without teacher permission (e.g., music files.)	X	X	X			X											
	3. Disclose your password to another individual (other than an authorized employee of the CSD.)	X	X	X			X											
	4. Unintentional damage/vandalize/corrupt the functioning of any digital technology.	X					X	X	X									
	5. Fail to notify the teacher when you have been blocked from accessing an Internet site.	X	X	X			X					X	X					
Severity: Moderate	6. Use of the computer/network to plagiarize work (to include copying files/documents from other students.)	X	X	X	X	X	X	X		X	X	X						
	7. Using another individual's password or using a computer that has been logged in under another user's name with their permission.	X	X	X	X	X	X	X			X	X						
	8. Access another student's work or H: drive without his/her permission.	X	X	X	X	X	X	X		X	X	X						
	9. Download and/or install games, music files or non-malicious programs.				X	X	X	X	X			X	X					
	10. Alter or change the desktop or the look or operation of any desktop.				X	X	X	X	X			X	X					
	11. Delete or remove any program, application, security feature or virus protection from any computer.				X	X	X	X	X			X	X					
Severity: Moderate	12. Access/Attempt to access the C: drive.					X	X	X	X		X	X						
	13. Create/save "shortcuts" to the C: drive.					X	X	X	X		X	X						
	14. Generate a Net Send message.					X	X	X	X		X	X						
	15. Use of computer/network to generate harassing, threatening or unwelcome communication.					X	X	X	X		X	X						
	16. Bypass any blocking/filtering software that may be used or installed by CSD.					X	X	X	X		X	X						
	17. Type vulgar, profane, or tasteless words into the digital technology.	X	X	X			X	X				X						
Severity: High	18. Repeatedly attempt to access blocked websites (either the same site or related sites.)					X	X	X	X		X	X						
	19. Visit or access pornographic/"hacking" websites.						X	X	X	X	X	X	X	X	X	X	X	X
	20. Possession of administrative or teacher password.						X	X	X	X	X	X	X	X	X	X	X	X
	21. Possession or use of "hacking" or "cracking" digital technology.						X	X	X	X	X	X	X	X	X	X	X	X
	22. Using another individual's password or using a computer that has been logged in under another user's name without their permission.						X	X	X	X		X	X	X	X	X	X	X
Severity: Extreme	23. Access inappropriate or restricted local/network files.						X	X	X	X	X	X	X	X	X	X	X	X
	24. Repeated instances of previous violations.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	25. Intentionally, willfully, maliciously or through reckless indifference damage/vandalize/steal/corrupt the functioning of any hardware, software, user files, or other digital technology.						X	X	X	X		X	X	X	X	X	X	X
	26. Intentionally, willfully, maliciously or through reckless indifference damage/corrupt/alter any official school records (e.g., attendance, grades, student data, financial records) stored, either temporarily or permanently on any CSD digital technology.							X	X	X	X		X	X	X	X	X	X
Severity: Extreme	27. Intentionally insert a virus onto a computer or the network.						X	X	X	X		X	X	X	X	X	X	X
	28. Use of the digital technology to conduct/facilitate illegal activity or to violate the legal rights of others.						X	X	X	X		X	X	X	X	X	X	X

* At a pre-expulsion hearing the facts will be examined to determine whether to recommend an expulsion from school.

** Any suspension from school should also result in parent contact.

WILLOW DALE FAMILY TRIP APPROVAL FORM

Excused absence is requested for _____ in grade _____
to participate in the family trip described below:

Trip date (s) _____ Trip Destination: _____

Total number of days the student will be out of school: _____

Description of the educational benefits to the student

Adults accompanying the student: _____

Signature of Parent/Guardian: _____

- Request for approval of a student’s absence because of a scheduled family trip shall be submitted in writing to the principal prior to finalizing arrangements but at least two (2) weeks before the trip. (Policy 3.24)
- The principal may approve no more than three (3) school days during a school year, for student absences for family trips.
- Principals shall consider the achievement and attendance of the student when reviewing a request for family trip. (Policy 3.24)
- Days approved for a family trip count toward the total of ten lawful days permitted per Policy 3.26

Office Use Only

Date Received: _____

As of today’s date _____ the student has the following attendance record:

Days absent _____ Days tardy _____

Principal’s Decision: Approved* _____ Disapproved _____

Principal’s Signature: _____

*Approval is granted under the condition that the child maintains an acceptable achievement and attendance record.

Reason for denial _____