

**UPPER ELEMENTARY
SCHOOL
PARENT/STUDENT
HANDBOOK
2016-17**



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215-862-8026 (P)
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NEW HOPE-SOLEBURY SCHOOL DISTRICT

The elementary program of the New Hope-Solebury School District is designed to provide our children with experiences that meet their individual needs and stimulate learning in all developmental areas – physical, social, emotional and intellectual. Interactions and activities are organized to develop children’s self-esteem and positive feelings toward learning.

In this handbook we have attempted to bring together the guidelines and procedures we believe will be helpful to you and your child in the Upper Elementary School. Please take the time to review the contents and highlight some of the key points for your child. It is important that we all begin the year with a clear sense of direction and expectation.

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**NEW HOPE-SOLEBURY UPPER ELEMENTARY SCHOOL
MISSION STATEMENT**

It is the mission of the NHS-UES to create an environment of pride in academic and personal development through lifelong learning and excellence.

Throughout the school building and in the classrooms, students and parents will see a commitment to the district and building mission with a focus on our four school guidelines:

**RESPECT
RESPONSIBILITY
SAFETY
PRIDE**

It is our goal to meet the needs of all students in a culture of inclusion where individual differences are valued, celebrated and integrated.

ARRIVAL AND DISMISSAL

MORNING ARRIVAL

Students may begin arriving at school by car or bus at **8:20 AM**. Daily school attendance, lunch count and morning announcements are taken at **8:40 AM** and the instructional day begins at **8:45 AM**. Students arriving after **8:45 AM** will be marked tardy. Students should **not** arrive before **8:20 AM**, because supervision is not available prior to that time. All school bus pick-up and drop-off is in the front of the building. All car pick-up and drop-off will be at the playground side of the building.

AFTERNOON DISMISSAL

The student instructional day ends at **3:25 PM** and students will be dismissed to car pick-up and bus pick-up at this time. Any child leaving prior to the dismissal time must have a note from his/her parent/guardian and must be signed out in the main office. Unless there is an emergency, please try to avoid calling the office to change dismissal plans.

EARLY DISMISSAL

On early dismissal days, elementary students will be dismissed at **12:00 PM**. On early dismissal days, students will **NOT** eat lunch. These early dismissal days are on the district calendar: 11/4/16, 11/21/16, 11/22/16, 12/23/16, 1/20/17, 3/31/17, 6/9/17.

Please see the district calendar on the New Hope-Solebury website.

STUDENTS REMAINING AFTER SCHOOL

When students are dismissed, they are expected to go directly home by bus or car. Walking to and from school is only permitted when a parent/guardian submits a note to seek approval/permission from the building principal. If a child is to stay at school, school personnel will obtain written permission from the parent/guardian in advance. Students remaining at school must be supervised by an adult.

FORGOTTEN ITEMS

Students will not be permitted to go to their classroom after school has been dismissed to retrieve forgotten items. If it is an emergency, the parent/guardian and student must check in at the school office to obtain permission to go to the classroom. **The school office closes at 4:00 PM.**

ATTENDANCE

ABSENCES/TARDINESS

If a child is to perform at his/her optimum level, regular attendance at school is critically important. The following seven categories constitute reasonable causes for absence from school: illness, quarantine, recovery from an accident, required court attendance, death in family, family educational trips, educational tours and trips. All parents/guardians will receive a letter from the school when their child accumulates 5 total absences and then again when the student accumulates 10 total absences. After the 10th absence from school, all subsequent absences will require a doctor's note or the absence will be treated as unlawful.

All absences will be treated as unlawful until the district receives a written note, or email, excuse explaining the absence. This note MUST be submitted within three calendar days of the absence. Failure to provide the note within three days will result in the absence being permanently counted as unlawful.

Upon arriving late to school, the child and parent/guardian must report to the main office to sign in and a note is required. A student is tardy when he/she reports to school **after 8:45 AM.**

Please see the Board Policy on absence and lateness.

EXCUSING STUDENTS FOR NON-SCHOOL TRIPS

Upon receipt of a written letter of request from the parent/guardian, a student may be legally excused from school to accompany parents/guardians on a tour or trip when such a tour or trip is determined by the building principal to be of educational value. Homework and other assignments will be assigned at the discretion of the teacher. Students will be given the opportunity to make up missed assignments for all excused absences.

Please see the Board Policy on Absences Related to Trips.

OBTAINING HOMEWORK DURING ABSENT PERIODS

Missed work and homework can be obtained after three days of missed school due to illness. Please contact your child's teacher with specific dates; all work and books will be left in the main office for pick-up at the end of the school day. Students will have ample time to make-up work that they have missed when they return from daily absences.

RELEASING CHILDREN FOR MEDICAL APPOINTMENTS AND EMERGENCIES

Children will be granted permission to leave school for medical appointments. Parents/guardians should notify the school in writing, giving the date and time of the child's release. The parent/guardian is to report to the school office with photo identification to pick up the child. Parents/guardians are encouraged to make such appointments during off school hours whenever possible.

RELEASING CHILDREN FOR NON-EMERGENCY REASONS

Please make every effort possible to wait for dismissal to take your child home. We ask the cooperation of all parents and guardians to help us lessen the number of interruptions made to classrooms while instruction is taking place.

LUNCH PROCEDURES

ELEMENTARY SCHOOL FOOD SERVICE, Kim Keller– Food Service Supervisor

Phone: 215-862-5372 ext#3161 Email: kkeller@nhsd.org

The District participates in the National School Lunch Program in all schools. This program requires that we serve meals that meet the NSLP nutrition guidelines. The menus and ala carte offerings comply with the Nutritional Standards for Competitive Foods in Pennsylvania Schools, developed by the Pennsylvania Department of Education, Division of Food and Nutrition. These standards address the issues related to the Wellness initiatives mandated by the Federal Government.

FREE & REDUCED PRICED MEALS

Eligible students who qualify receive lunch free or at a reduced price. These meals must meet guidelines established by the U.S. Department of Agriculture. Children in households receiving Food Stamps or TANF and most foster children receive a free meal benefit regardless of family income. You must complete one (1) Meal Benefit Application for all the children your family has enrolled in the School District every year. Applications are processed yearly to determine eligibility. To request an application, please contact Alane Hemberger at 215-862-8026 x1109.

PAYMENT SYSTEM

With current national attention being focused on children's health and wellness issues, New Hope-Solebury School District's Food Service Department is excited to provide parents a convenient, easy and secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view your child's

account balance through a website called, www.myschoolbucks.com. By having money in each child's account prior to entering the cafeteria, we find the lunch lines move along much faster so your child has more time to eat and be with friends. Also, parents will have the ability to print out a copy of their child's transaction history report. This history report will show you all dates and times that your child has purchased a lunch within the past thirty days. However, if you choose not to take advantage of the online prepayment service you may continue to make advance payments via check, which should be made payable to: **New Hope-Solebury School Cafeteria Fund**. Please write your child's full name on the check. Monthly menus are posted on the district website.



Registering for myschoolbucks.com:

- You will first need your child's student ID number; you may get this number by contacting your child's school office.
- Go to the district website at: www.nhsd.org, click on Administration and then click the link for Food Services.
- Follow the prompts for www.myschoolbucks.com.

Things to know:

1. If you have more than one child in the District you can handle all online prepayments from the same online account.
2. Payments may be made through an existing PayPal account or with a major credit or debit card.
3. In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.95 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$1.95 fee once per deposit transaction. The District will not profit from the use of this site.

GUIDELINES ON TRANSPORTATION

The New Hope-Solebury School District provides transportation to and from school for all students who reside within the district's boundaries. The district utilizes **First Student Bus Company** for transportation services. Students are not permitted to use rollerblades, scooters, and/or skateboards on school property or as a means of getting to and from school. Students requesting an alternative means such as walking or biking must submit a note from a parent/guardian which will then be submitted to the principal for review and approval.

The following regulations will be reviewed by teachers with their students. It is important that this information be reviewed by the parent/guardian with the child if the child rides a school bus:

- The bus driver is in charge. Students are to be respectful and obedient.
- **Students may ride only that bus to which they are assigned.**
- Standing, switching seats or moving around on a moving school bus is not permitted. These actions may interfere with the driver's performance and safety.
- Student misconduct on buses will be reported to the driver and/or principal.
- Students should wait for the bus in a safe place, well off the roadway.
- Students must form lines to board the bus.

- Questions concerning bus transportation should be directed to the **First Student Bus Company, 215-862-5910**

CHANGING A STUDENT'S MODE OF TRANSPORTATION

If a parent/guardian wishes to change a student's mode of transportation, it is necessary to write a note to the classroom teacher requesting the change. **However, parents/guardians are reminded that students may ride only that bus to which they have been assigned.** The teacher will forward the note to the office where it will be kept on file.

Students who do not normally ride on a bus will not be permitted to ride a bus to another student's home unless it is an emergency and is cleared by the principal.

STUDENT EXPECTATIONS

DISCIPLINE CODE

The district has a K-12 discipline code of conduct that all students are expected to follow. A fair, consistent discipline policy is an integral part of our sound educational program. A major goal of the school program is to maintain the best possible environment for learning. To reach this goal it is important that all members of our school family respect the basic rights of others. All children have the right to attend school free of physical or verbal abuse and to feel secure with their own property.

Students who fail to honor these expectations will be subject to appropriate interventions and logical consequences. These interventions and consequences include but are not limited to the following: verbal warning, counseling, parent conference, behavioral contract, community service, psycho-educational or agency referral, detention, suspension, police involvement, and expulsion.

Parent, teacher, administrator, and community support of these expectations, interventions and consequences will help advance and protect the instructional interests of all students.

Students should not wear clothing that is disruptive to the educational program or activity. Students will not be permitted to wear the following:

- ✓ Clothing that advertises alcohol, tobacco or a controlled substance.
- ✓ Clothing that displays inappropriate words or graphics.
- ✓ Baseball caps, sun hats or kerchiefs (inside school).
- ✓ Spaghetti strap tops, halter/tube tops.
- ✓ Short skirts and shorts.
- ✓ Shorts, pants or skirts that expose the midriff or underwear.
- ✓ Flip flips or other sandals that cause imbalance or inability to maneuver safely.
- ✓ Roller sneakers, "wheelies".

Students wearing inappropriate clothing will be asked to change, call home, and review the rules for the reasons of health, safety and welfare of all.

CELL PHONES AND ELECTRONIC DEVICES

The use of cell phones for phone calls is discouraged in school. Cell phones should be turned off and kept in the student's backpack during class hours. Cell phones, iPods, laptops and other electronic devices shall be permitted under the following condition and in accordance with the board policy: *for instructional purposes as defined by the classroom teacher*. These devices may not be used in a way that may disrupt the learning environment (i.e. text messaging a friend during class, purposely ringing phones, taking unauthorized pictures, etc.). Students are to turn off all electronic devices upon entering the school building. This is to include: cell phones, iPods, CD/DVD players, gps devices or any other non-sanctioned electronic device that may cause a disruption to the school day. Specific expectations and consequences will be explained to students. *The school will not be responsible for the damage, loss or theft of any cell phone or electronic devices.*

Please see Board Policy on Electronic Devices and Acceptable Use Guidelines.

TOYS

Toys, trinkets, stuffed animals, dolls, action figures, video games and electronic devices that are not part of the instructional day, are not permitted in school. For a specific educational purpose, such as "Show and Tell," a teacher may grant permission in advance for the child to bring the item for classroom use. If at any time the teacher or principal feels that student-owned items are inappropriate, the items will be confiscated and returned to the student at the end of the school day or returned to the parent/guardian.

BIRTHDAY CELEBRATIONS

Birthdays are an important part of a child's life. To honor and celebrate our students, the school will recognize each child with a birthday pencil and/or sticker and a birthday morning announcement. **We respectfully ask that all food, balloons, gifts and party invitations be saved for home parties with family and friends.**

RECOGNIZING AND TEACHING ABOUT HOLIDAYS

The study of holidays is a significant way in which children learn about the importance of culture. Traditions are highlighted and the similarities and differences in cultural practices are recognized. The communication of historical, cultural, religious and patriotic events with ceremonies or festivals is common across cultures. Therefore, it is natural for teachers to recognize and teach about these events as part of the planned curriculum or as a result of the expressed interest of students.

A holiday may be studied in relationship to the five themes of geography; location, place, relationship within places, movement and region. These themes may assist children in looking beyond the celebration itself to its historic, patriotic or cultural background. Holidays may also be explored in relationship to the food, customs, landforms and resources of the region.

We celebrate holidays as members of families or citizens of local communities. We also celebrate holidays as a nation or along with others around the world. Listed below are some activities in which students may participate while studying holidays:

- ✓ Researching holidays in order to tell specific information about their events and origins.

- ✓ Constructing content maps or organizing information about different types of holidays and the reasons for celebrations.
- ✓ Constructing calendar timelines showing times during the year when holidays around the world are observed.
- ✓ Constructing creative arts projects relating to specific holidays.
- ✓ Listening to and talking with guest speakers who have a strong knowledge base for a particular holiday (i.e., senior citizens, recent immigrants).
- ✓ Role-playing to encourage an understanding of the feelings associated with the celebration of the holiday.

These activities are listed as examples only and may serve as springboards for a more extensive study of specific holidays. **Please see the Board Policy on Teaching About Holidays.**

Excusals from Recognizing and Teaching About Holidays and Holiday Celebrations

One of the primary objectives of public institutions of education must be to educate a student without either promoting or curtailing religious beliefs. The New Hope-Solebury School District tries to protect the rights of all parents/guardians to decide what is appropriate for the education of their children. Therefore, parents/guardians may ask that their children be excused from classroom discussions or activities related to particular holidays. Excusal requests should be submitted by the parent/guardian in writing to the classroom teacher who will present the request to the building principal. The building principal in cooperation with the assistant to the superintendent for curriculum and instruction will be responsible for granting or denying the request for excusal. Alternative activities will be provided for children excused from classroom activities. **Please see the district policy on Religious Exemptions.**

PARENT INFORMATION/STUDENT SERVICES

SCHOOL NEWS/INFORMATION

School news will be sent out electronically via Listserv and posted on the school webpage. Be sure to sign-up for listserv at the district website, www.nhsd.org, under the parent resources section. Look for the UES FRIDAY FLYER!

LOST AND FOUND ARTICLES

Please check the “Lost and Found” in the café regularly for any lost items. Found articles will be displayed periodically so that children may make claims. Helpful hint: All personal articles belonging to your child should be marked or labeled on the inside with the child’s name. This includes book bags, wallets, lunch boxes, and articles of clothing such as sweaters, jackets, hats, etc. The Lost and Found will be cleaned out each month and all unclaimed items will be donated to local charities.

LIBRARY MEDIA CENTER

Library and computer lab facilities in the New Hope-Solebury School District are available to all students. This multi-media center provides instruction, story hours, book exchange, magazines, computer and internet access and other appropriate media. Children may select books and materials to take home and share with parents/guardians. Students are to return all borrowed items by the date due. Parents/guardians are responsible for replacing damaged and lost items. Students are responsible for any books or materials issued by the classroom teacher.

Parents/guardians are responsible for replacing damaged and lost items. Final report cards will not be issued until all debts for books or materials are paid.

CLASS PLACEMENT

Class placement is designed to benefit all children. Children are assigned to classes so that each classroom reflects a reasonable distribution of gender, ethnicity, and school ability. As a matter of philosophy, we encourage parent/guardian input; however, the administration reserves the right to determine class placement in order to insure educationally appropriate placements for each child. It is our ultimate goal to place students in a class where they can achieve academically, socially and emotionally.

FIELD TRIPS – PERMISSION SLIPS

Signed permission slips from a parent/guardian are required for students to participate in all field trips. Students attending school trips must report to the trip with the class; whether this is walking or riding the bus. Students are not permitted to be dropped off or picked up to/from a trip unless there is an extenuating circumstance. Volunteers for trips are reserved for the legal parent/guardian of a student unless there is an extenuating circumstance. Siblings, neighbors and anyone other than the legal parent/guardian will NOT be permitted to attend class trips. In addition, parents are asked not to show up on trips unless assigned by the school. Students not participating in field trips still must attend school on the day of the trip. During the time of the field trip, they will be placed in another classroom with appropriate class work. Staying home during a field trip (if not ill) is an illegal absence. Students and parents/guardians are reminded that attending field trips is a privilege. Inappropriate behavior may cause to have the privilege rescinded. For students requiring medication during the day, a parent/guardian may be asked to attend the field trip to administer the medication.

SCHOOL HEALTH OFFICE

Comprehensive school health services are available in each school building. A certified school nurse (CSN) is available to assess student needs, and provide appropriate health care to support students in the academic environment as needed during the school day. Nurses provide annual vision and hearing screenings and monitor growth and development. CSNs may participate in 504/IEP/student meetings to support children in need of health services. The CSN may prepare an IHP (individualized health plan) to provide supports to students as needed. Additionally, nurses collect and review health records to ensure compliance with state mandates.

The school nurse is responsible only for the emergency care of injuries and sudden illnesses which occur while the student is in school. The nurse is not available to diagnose or treat students who come to school with injuries or illnesses except in special cases under medical care and with the physician's written orders. This is properly the function of your child's primary care physician. Students sent home from school by the school nurse due to injury/illness are still subject to the school attendance policy. **Please note that a physician's order is necessary for the use of crutches in school.**

Parents are encouraged to keep the CSN informed of significant health concerns and diagnoses for their children. Please advise your school nurse as soon as possible if your child has been diagnosed with a significant injury such as a concussion or illness so we can plan to best meet their needs when they return to school. It is essential that the health office staff have current contact information for parent/guardians in the event of an emergency. If a student has special health needs it is recommended that the parent schedule a conference to arrange for these needs to be met during the school day.

All medications and treatments require both a written physician's order and a parent/guardian's signature on the District Medication Permission Form. Medications cannot be administered without the completed documentation. The administration of prescribed medication and/or medical treatments under the direction of a parent and family physician to a student during school hours will be permitted only when failure to take such medicine or treatment would jeopardize the health of the student or the student would not be able to attend school if the medicine or treatment were not made available during school hours. Prescription medicines required three times a day (unspecified times) should be given before and after school and at night. Students are not to carry and self-administer ANY medicine without written consent from their parent and physician. Asthma inhalers and epi-pens are the only medications allowed to be carried depending upon the student's age and ability. Parents/guardians must deliver medication to the school clinic, as **students are not permitted to transport medication**. All medicine must be picked up by a parent at the end of the school year. Medicine not picked up will be discarded. Please see the school's website for additional information on medications, self-carry and health forms.

If a student must go home due to illness or injury he or she is to report to the Health office to be assessed by the school nurse and obtain a pass to go home. Students are not to make arrangements to go home without the prior knowledge of the nurse, principal, or school office staff. Dismissal is allowed only to a parent/guardian, a person designated by the parent/guardian, or an "Emergency Contact."

Physical Education exclusion for health/medical reasons

Students who are to be excluded from physical education classes for health/medical reasons must bring a note from the parent/guardian stating the reason for that exclusion. In cases involving exclusion for more than one physical education period, a medical doctor's statement with the reason for exclusion and the anticipated length of exclusion must be provided. The child still will attend physical education class and be expected to participate within the constraints outlined by the medical doctor. Students excused from P.E. due to a medical condition or injury will not be able to participate in similar physical activities/recess until they are fully cleared from activity restrictions by their physician.

The following are mandated by Pennsylvania Department of Health:

Physical Exam – Kindergarten/entry to school. Physical form available on the website.

Dental Exam – Kindergarten/entry to school, 3rd grade. Dental form available on the website.

Proof of immunizations – Kindergarten/entry to school. Students may be excluded from the immunization requirement based on the following:

- Medical: Students are exempt from immunization if a physician provides a written statement that immunization may be detrimental to the health of the student.
- Religious: Students are exempt from immunization if the parent, guardian or emancipated student objects in writing to the immunization based on contradiction to their religious beliefs.
- Philosophical/Strong Moral Ethical Conviction (added 2013): Students are exempt from immunization if the parent, guardian or emancipated student objects in writing to the immunization based on personal beliefs.

Children in ALL grades (K-5) need the following Immunizations for attendance:

- 4 doses of tetanus* (1 dose on or after 4th birthday)
- 3 doses of diphtheria* (1 dose on or after 4th birthday)
- 3 doses of polio

- 2 doses of measles**
- 2 doses of mumps**
- 1 dose of rubella (German measles) **
2 doses of hepatitis B
- 2 doses of varicella (chickenpox or evidence of immunity)

* Usually given as DTP or DT or Td

* * Usually given as MMR

Guidelines for school attendance

Please DO NOT send your child to school if your child has exhibited any of the following signs or symptoms of suspected illness if your child:

- Has an elevated temperature of 100 degrees or more or has exhibited a temperature in the last 24 hours. Your child should be fever free for a full day without the use of over the counter medications.
- Has vomited within the last 24 hours.
- Has repeated episodes of diarrhea in the last 24 hours.
- Has chills, loss of appetite and/or lingering headache.
- Has a significant amount of untreated nasal discharge not due to allergies, particularly if the discharge is yellow or greenish in color.
- Has an untreated red, itchy and crusted eye(s) not due to allergies.
- Has a persistent cough and/or sore throat.
- Has an earache.

We ask you to carefully consider sending your child to school if they have been sent home the day before due to illness. Medications such as Tylenol, Advil and Motrin can reduce symptoms, including fever, but do not decrease a child's level of contagiousness. Doctors recommend at least 24-48 hours on an antibiotic before a child is no longer deemed infectious. Your conscious effort will help ensure the comfort and well-being of your child and the health and well-being of the other students and staff of our school. ***Please notify the school nurse if your child is diagnosed with a contagious illness.***

Additional information can be found on the school health services website at:

<http://www.nhsd.org/HealthServices/index.html>

HOMEWORK

Homework is an aid to learning and an integral part of the school program. The aims of homework in the New Hope-Solebury School District are:

- ✓ To reinforce learning
- ✓ To further develop skills
- ✓ To develop research and problem-solving skills
- ✓ To have students develop independent work-study habits
- ✓ To develop self-discipline

HOMEWORK SCHEDULE

Homework generally is assigned four times a week, Monday-Thursday. The following time limits are suggested, but may vary:

Grade 2 and 3	20-40 minutes
Grade 4 and 5	40-75 minutes

WHAT TO DO WHEN YOUR CHILD ASKS FOR HELP

Homework is explained to the students in class before it is assigned. If a child cannot do the work, is having difficulty or has exceeded the time limit above, send a note to the teacher the following morning. The teacher will address the matter.

HOMEWORK PROCEDURES FOR STUDENT ABSENCE FROM SCHOOL

Parents/guardians are expected to give teachers one week's notice prior to non-emergency extended absences.

HOMEWORK REQUESTS DURING SCHOOL ABSENCES

Students who miss homework due to an excused absence shall, upon a timely request, be given the opportunity to complete all assignments and tests that can be provided reasonably, for full credit.

Please see the Board Policy on Homework.

RESOLVING CONCERNS WITH PRINCIPAL OR TEACHERS

You may have concerns about the policies and/or operations of the schools. Often parents/guardians experience confusion as to the proper person to contact for assistance. The following procedure should be used to resolve concerns:

- ✓ The classroom teacher is the initial contact in situations concerning your child.
- ✓ The principal should be contacted if the parent/guardian cannot resolve the concern with the classroom teacher or in matters dealing with general school policies.

CONTACTING CLASSROOM TEACHERS

The school urges parents/guardians to be in touch with their child's teacher if questions about school arise. Do not wait too long to discuss concerns. Please call or e-mail the teacher to set up a time to ask questions or discuss concerns. Unscheduled meetings on the playground or in the halls are not appropriate for serious discussions. Privacy is important in order to provide you and your child undivided and professional attention.

CONTACTING THE PRINCIPAL

If you have a question or concern that warrants administrative attention, please contact the building principal by phone or e-mail to set a time to discuss the matter.

GUIDANCE AND COUNSELING SERVICES

School guidance counselors are available K-12 in our school district. The Elementary School counselor works with students individually, in small groups and in classroom settings. A comprehensive developmental guidance program is in place district-wide. Counselors work in cooperation with teachers, staff, principal and family members to assist children to grow and develop their potential academically, socially and emotionally. The counselor is available by phone or e-mail to discuss concerns or arrange a meeting when needed.

Please see the Board Policy on Counseling Services.

STUDENT PROGRESS REPORTING

The system of reporting pupil progress is on-going. Teachers collect informal and formal data on every student. There are many different ways in which data is reported: phone, email, and parent-teacher conferencing. A formal report card is issued quarterly. The purpose of the report card is to communicate to students and their parents/guardians the student's progress in the school program during the marking period. Parent/guardian conferences are generally scheduled in the fall for every student and in the spring for students deemed to be at-risk. Conferences provide a personal opportunity for information and "feedback" about a child's growth, classroom performance and behavior. Parents/guardians are strongly encouraged to attend. Parents can request meetings with teachers at any time during the year. Consistent communication is encouraged as it is critical to student success in school.

Standardized testing is administered to children to provide a continuing record of each child's academic progress in comparison with national norms. A letter will be sent prior to the administration of the test to inform you of the type of test, dates and any other pertinent information. Parents/guardians will also be provided with their child's testing results, after each standardized test administration.

STUDENT TESTING

The PSSA (Pennsylvania System of School Assessment) will be administered to students in grades 3-5 enrolled in the district. The results of these tests provide the district with valuable information on its academic programs. **Below is the PSSA testing schedule for 2016-17:**

Assessment	Dates	Grade(s)
English Language Arts	April 3-7, 2017	3 – 8
Mathematics	April 24-28, 2017	3 -8
Science	May 1-5, 2017	4 and 8
Make-up	May 8-12, 2017	All

Optional testing may be conducted by district professional personnel as needed. Assessments such as but not limited to the following examples: Informal Reading Inventory, Running Records, DIBELS, Woodcock, Key Math, K-BIT, Everyday Math assessments, and Literacy by Design reading assessments, speech and language screenings, physical/occupational therapy screenings and classroom observations. These instruments will be used in the data collection process to further assess student scholastic aptitude, achievement, development and interest.

CHILD ABUSE/NEGLECT

To insure the safety and well-being of every child, whenever there is reasonable cause to suspect child abuse or neglect, school teachers, administrators and nurses are mandated reporters and as such are required by law to report any occurrence directly to the appropriate county and/or local authorities.

The definition of Child Abuse is:

- Any recent act or failure to act by a perpetrator that causes non-accidental serious physical injury to a child under age 18.
- Any recent act, failure to act, or series of such acts or failures to act by a perpetrator that creates an imminent risk of serious physical injury to a child under age 18.

‘Serious bodily injury’ means bodily injury that creates a substantial risk of death or causes serious permanent disfigurement or protracted loss or impairment of function of any bodily member or organ.

‘Serious physical injury’ means an injury that causes a child severe pain or significantly impairs a child’s physical functioning, either temporarily or permanently.

‘Non-accidental’ means an injury that is the result of an intentional act that is committed with disregard of a substantial and unjustifiable risk.

The definition of Neglect is:

Citation: Cons. Stat. Tit. 23, § 6303

The term ‘child abuse’ includes serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, that endangers a child’s life or development or impairs the child’s functioning.

For more information on please visit:

https://www.childwelfare.gov/systemwide/laws_policies/statutes/define.pdf

CHILD CUSTODY ISSUES

CHILDREN OF SINGLE, SEPERATED OR DIVORCED PARENTS/GUARDIANS WITH CUSTODY DECREE

At registration time, the parent/guardian must present any existing custody document so that the school district can adhere to the terms of the custody decree where applicable. A copy of the document will be maintained in the child’s school file. If there are changes to the decree, please provide the school with the most current and updated copy.

CHILDREN OF SINGLE, SEPERATED OR DIVORCED PARENTS/GUARDIANS WITH NO CUSTODY DECREE

Both parents/guardians will be allowed access to the child as well as to all data pertaining to the child: report cards, educational and health records, the right to attend parent/guardian conferences and school activities. The parent/guardian with whom the child is living will routinely receive all report cards and other communications regarding their child. The nonresident parent/guardian may request in writing the same information. This request should be addressed to the building principal.

Parents/guardians will be notified and urged to attend meetings pertaining to special education placement, discussions pertaining to promotion or retention, suspensions, expulsions or other

serious disciplinary matters. Therefore, it will be the parents'/guardians' responsibility to keep the school information of their current addresses and phone numbers up to date.

The parent/guardian with whom the child is living will be notified in the event of a serious accident. If this parent/guardian is not available, the person(s) listed on the health emergency card will be contacted. If these contact persons are not available, the nonresident parent/guardian will be contacted. The nonresident parent/guardian may request in writing that he/she be notified in the event of a serious accident. The district will make reasonable efforts to comply with such requests.

PSYCHOLOGICAL SERVICES

Psychological services are available through an established referral procedure. These services are designed to diagnose and/or assess the nature and causes of learning exceptionalities, and to assist in the determination of appropriate action. The school participates in a child study team process prior to the referral to psychological services. The child study team members may include but are not limited to the following: principal, counselor, classroom teacher, psychologist, reading specialist, instructional support specialist, and parents. The child study team assesses situations that arise in a student's academic, social and emotional concerns. The team puts action plans in place, evaluates and monitors the plans and then meets to plan for the future. When goals are not met, a decision needs to be made regarding psychological testing. All students will go through the child study team process at some level. If you have questions regarding this process contact the building principal.

PARENT AND COMMUNITY PARTICIPATION

The New Hope-Solebury School District welcomes and encourages parental and community involvement. For specific information about volunteer service in the elementary school, please contact your homeroom teacher and/or the building principal. The New Hope-Solebury School District recognizes the importance and value of interest and involvement by citizens of the school community in the programs of the district. Cooperation of parent, educators and residents of the district is desirable and necessary for the advancement of the total educational program. Many residents have readily volunteered their services in assisting with programs and projects which have helped to enrich the educational experience of our students. Involvement by parents/guardians or other residents in any school program or activity is to be consistent with the educational goals of the district.

VISITING THE SCHOOL/PARENT INVOLVEMENT

It is our ultimate goal to create opportunities for parents/guardians to be active in the learning and social aspects of their children's educational career. Parents/guardians are welcome to observe classrooms and other school areas and activities by contacting the principal at least twenty-four hours in advance to schedule the visit. It should be understood that visitors may not take any time from the teachers and students while classes are in session. Parents/guardians are welcome and encouraged to attend school functions. Anyone who enters the building must go through the main office where you will be asked to sign-in using the Raptor system:

The safety of all students and staff in our New Hope-Solebury Schools is of utmost importance to all of us. All of our schools and district office will be utilizing a new system for checking in all visitors. The system is called VSoft by Raptor Ware.

When you visit a building for the first time, you will be asked to present a government-issued photo ID, such as a Pennsylvania driver's license, to a staff person in the building office. Your ID will be scanned and the following information will be immediately collected: your photo, your name, and your date of birth. This information will be utilized to check you in, create an ID badge, and compare your information against sexual offender databases throughout the country.

On future visits to a school at which you have previously registered, you will only be asked to show your ID as your name and information will be in the system database and selected from an existing list of previous visitors. You will also be asked to check out with the office upon leaving the school so that we know, and record in the system, that you are no longer in the building.

You can find additional information about the Raptor system at: <http://www.raptortech.com/>

In addition, there are a variety of events that parents/guardians may be involved in and be a part of at the school. This may be in the form of class activities, social gatherings, lunch/recess, assemblies and educational programs. Classroom teachers will provide you with a listing of these opportunities. At times, there may need to be a limit on the number of parents in a classroom to keep the activity focused on the children as well as to be mindful of student safety and well-being. **All volunteers who assist in the schools on-going basis will need to acquire formal clearances.** All clearances must be current, accurate and on file in the main office. The forms can be obtained from the district website or in the main office.

Please read the Board Policy on Visitation.