



Coopertown Elementary Parent Handbook

2011/2012

Welcome to Coopertown Elementary School

We are delighted to have you and your family as part of our community. The 2011/2012 Elementary Parent Handbook will be posted on the District website. If you do not have a computer, please let us know and we will get you a hard copy. We have attempted to cover topics that are specific to Coopertown.

Absences

Success in school is directly connected to regular attendance. Chronic absences can contribute to many difficulties. Children, who are absent from school, for a day or any part of the school day, must present a note on the day they return to school. The note must be from their parent or guardian explaining the absence. Unless a note is filed with the homeroom teacher, the absence will be reported as an unexcused absence.

Mrs. Struthers sends home absence forms in the first envelope. If you need more during the year, please ask the secretary. If you do not send a note with a reason for the absence within five (5) school days, the absence will be considered an unexcused absence.

After School Activities

The fourth and fifth grade students are encouraged to participate in the after school activities that are run throughout the school year. These programs include field hockey, flag football, floor hockey, and track. Information will be sent home with interested students. Parents must provide a permission slip and transportation home.

Allergy

If your child has an allergy, please contact the nurse and inform your child's teacher. To help alleviate and manage our students' allergies, measures will be taken to ensure their safety. When necessary, a note will be sent home notifying you of any special needs of the students in your child's homeroom. **These needs must be respected when planning for class parties.** Upon request, an allergen-free table will be provided in the cafeteria. Students are required to treat their peers who need these special arrangements with kindness and respect.

American Education Week

To give you an opportunity to observe your child's class, a date will be selected during American Education Week for you to visit the school. Your child's teacher will send information and a schedule about this visitation. This is an excellent opportunity for you to observe how your child spends his/her day. **Since classes will be proceeding as usual, we ask that you refrain from bringing small children with you on this date to avoid potential distractions. Teacher visitation day for 2011/2012 is November 15.**

Arrival Time: 8:35 a.m. Afternoon Kindergarten: 12:40 p.m.

Children should arrive at school at 8:30 a.m. If you have difficulty meeting this requirement, please ask us to furnish information about the “before school program.” There is no staff supervision of students until 8:35 a.m. **All doors will be locked until the 8:35 arrival time after September 9.** Students who walk or arrive by private car should wait by the doors near the gymnasium and should proceed directly to their homerooms after the first bell has rung. Children who are not in their homerooms by 8:45 a.m. will be marked tardy.

During the first week of school, parents of our younger children are welcome to escort their children to classrooms. We do like to foster independence after the first week of school. Please follow normal arrival procedures after September 9.

Back to School Night

Back to School Night is an excellent opportunity for parents and guardians to become familiar with the elementary school climate, with the building, and with the teachers and staff. Teachers also strive to help parents/guardians acquire a broad sense of the curriculum. Partnership and communication between school and home promotes academic success; thus, all families are strongly encouraged to attend. Back to School night is 7:00 PM on September 14. **(Please note: This is an adult only event.)**

Due to the nature of Back to School Night and the lack of privacy, please refrain from discussing issues specific to your child with teachers and with staff at this time. If you wish to discuss issues involving your child, please schedule a private conference with the teacher.

Before/After Care

Through Family Support Services, before school and after school care is provided from 7:30 a.m. to 6 p.m. Please note that this is not a service of the District. This is a private service that is housed in the school. Brochures, information, and fee schedule concerning this program are located in the school office.

On days when school is not in session, childcare will **not** be provided by Family Support Services (e.g. Martin Luther King Day). For days when the school opens late for inclement weather, Family Support Services opens at 9:30 AM for before school care. **Family Support Services closes when the school closes.** If we have an early dismissal for snow, Family Support Services will close. For those enrolled with Family Support Services, contact them about additional care for in-service and conference days.

Birthdays

Each child's birthday will be announced over the intercom. If children would like to celebrate their birthday with the class, please check with the teacher regarding his/her classroom policy. Food allergy guidelines must be followed if a birthday treat is to be shared. The Nurse will determine the safety of the treat. Please speak to the Nurse well before the party. We ask that you refrain from gift giving in school to avoid hurt feelings. Children may not distribute invitations to parties while in school. Books can be purchased for donation to the school library in your child's name as a way to celebrate your child's birthday. Information on the Birthday Book Program is located in the Library.

If you do not wish to participate in the recognition and celebration of birthdays, please contact the homeroom teacher.

BUS PROCEDURES

If a student needs to get off at another stop on the route, please send a note to the child's teacher so that the bus driver can be formally notified.

If a student does not normally ride the bus but is going home with another student, we must have a note from a parent or guardian. Children may only ride another bus for **childcare**. This note will be shared with transportation and the bus driver. Without a note, the student will not be able to ride the bus. Be apprised that some of our buses are very full. Depending on the available space, there still may be no room for your child to ride the bus even for childcare.

Morning and Afternoon Kindergarten students will ride the bus with the general school population during arrival in the morning at 8:35 a.m. and dismissal in the afternoon at 3:30 p.m. The Morning Kindergarten is picked up at school to return home at 11:25 a.m. and Afternoon Kindergarten children arrive at Coopertown at 12:40 p.m. on Kindergarten-only buses. Kindergarten students will not be dropped off at a bus stop unless an adult is there to meet them.

Bus Schedules

The Transportation Office will send out all bus passes. Please call (610) 853-5929 if you have questions or concerns.

Bus Transportation

Bus transportation is provided by the school district for elementary school students living a minimum of one mile from school or along a designated hazardous route. Bus passes identifying your child's bus number, stop and arrival/departure time will be mailed home before the school year begins.

Students who live in Haverford Township will now have an easy and efficient way to find important information regarding bus transportation. Parents and guardian can simply log on to the district's web site haverford.k12.pa.us, read the notice about Web Query and then click on **transportation schedules** to find out if their child is eligible for transportation, find the closest

bus stops and verify that bus's time of arrival at that stop. This information will be updated daily during the school year.

Rules & Regulations for Every Bus Rider

1. The bus driver is in full charge of the bus and its riders at all times.
2. Please escort your child to his/her designated bus stop five minutes prior to the scheduled pick-up time.
3. Screaming is **NOT** permitted on the bus. It distracts the driver from operating the bus in a safe manner.
4. Students are to be seated on the bus facing forward at all times. Students are **NOT** permitted to change seats or stand in the aisle while the bus is in motion.
5. Students will not be permitted to eat or drink on the bus.
6. Trash and other items are **NOT** to be thrown on the floor or the passenger compartment of the bus. Please keep the bus clean for other students.
7. Students **MAY NOT**, at any time, extend their heads, or any other body part, out the bus window. At **NO** time is there to be any object thrown out of the windows.
8. Smoking, abusive language and disruptive conduct while riding the bus will cause students to lose their right to ride.
9. Students **MUST NOT** engage in any activity which can cause damage to the bus. Students who damage the bus will be required to pay repair costs. Further disciplinary actions **WILL** be taken.
10. Any directions given by the bus driver pertaining to the safe operation of the bus or the conduct of the students **MUST** be obeyed by all passengers.

Co-Curricular Activities at Other Schools

The District sponsors many co-curricular activities during the course of the year. These events will be noted on the monthly school calendar of events that will be posted on our school website. Reminders will be sent home with students.

Communication

Communication between home and school is very important. Teachers have individual voice mail numbers where you may leave messages for them. They can also be contacted by email at *teacher's last name@havsd.net* (e.g. *sorrentino@havsd.net*)

You can expect to receive a voicemail or e-mail reply the same day or at the very latest the next day. If you don't, please call or e-mail again. (Sometimes the systems go down or sometimes the systems are delayed.) We are committed to being responsive.

If your child's daily routine is altered, especially related to dismissal arrangements, please send a written note to your child's teacher so that your wishes will be known and followed. Please do not call the office in the late afternoon to inform your child about changes in routine except in the case of emergencies. This is the busiest time of the day for the secretary and we cannot guarantee that we can get the information to your child's teacher in a timely manner.

Conferences

Parent-teacher conferences are formally conducted following the first and second trimester report cards. These conferences provide an excellent opportunity to discuss your child's progress. Even if your child is doing well, the exchange of information supports the overall well being of the child in the school setting. School will be dismissed at 11:30 AM on each of the conference days for Grades K - 5. Kindergarten classes will alternate attendance on these days. (For example: AM-K off/PM-K in AM).

Conference days for year 2011-2012 are as follows: First Trimester – December 8 and 9; Second Trimester – March 22 and 23.

If you require a meeting with your child's teacher at any other time during the school year, please schedule with the teacher.

Daily Schedule

8:30 – 8:35	Children arrive at school. (Please note: Walkers should not arrive before 8:30. There is no one to supervise them before this time.)
8:35	Bell for students to proceed to homeroom.
8:45 – 8:55	Homeroom
8:55 – 9:10	School day begins with morning meeting from the Responsive Classroom.
11:20	A.M. Kindergarten instruction program ends.
10:40 – 11:30	3rd grade recess and lunch
11:10 – 12:00	5th grade recess and lunch
11:40 – 12:30	2nd grade recess and lunch
12:10 – 1:00	1st grade recess and lunch
12:40 – 1:30	4th grade recess and lunch
12:50	P.M. Kindergarten class begins
3:20	Ready for dismissal
3:30	Dismissal for walkers and private cars – Bus students are dismissed from classrooms; walkers and parent pick-ups are dismissed from the gym

This year students will have recess before lunch. Research shows that students are more focused on learning in the afternoon if recess comes first.

Special Subjects Schedule:

In September, each student will receive a schedule of his/her weekly special subjects. The following are the time allotments for each subject area.

Kindergarten

Guidance: 30 minutes each week

Grades 1- 5

Art: 60 minutes per week

Library: 30 minutes bi-monthly for Grades 1; 45 minutes per week for Grades 2-5

Music: Total of 60 minutes per week

PE: Total of 60 minutes per week

Guidance: 45 minutes per week for Grade 1; 30 minutes bi-monthly for Grades 2-5

Delayed School Opening

School may be delayed in its opening because of snow, ice or another unforeseen circumstance. In the event of inclement weather, please listen for Haverford's school closing number – 455 – on KYW-1060 AM radio, or watch local television stations, including channels 6, 10 and 29, for up to the minute weather information. Should there be a delayed opening, please do not leave children at school at regular time. There will be no one to supervise these children.

Delayed openings are also posted on the District website and the District hotline (610) 853-5900 Ext. 4550. Parents will receive a global connect call in the event of a delayed opening.

Discipline

One of our most challenging goals as educators is to help children develop a sense of “self discipline.” At Coopertown Elementary, we believe that children can learn from their mistakes, when we, as adults, allow children to experience the consequences of their behavior. The idea is for staff members to guide children to take ownership and responsibility for their actions by responding firmly, calmly and empathetically. Obviously, this will not always be an easy task, so it is important to talk with each other (parents, teachers, paraprofessionals, counselors, administrators, and children) so that the students will develop one of the most important life skills.

An integral part of our disciplinary policy is communication between school and parents. When student behavior requires, parents will receive notification regarding the behavior.

The Principal or her agent will contact parents immediately for the following behaviors:

- Leaving the grounds without permission,
- Actions that cause emotional or physical harm to others,
- Possession or use of weapons or dangerous instruments (see District Policy),
- Vandalism, and
- Violations of policy on tobacco, alcohol or other drugs.

Coopertown Elementary follows the guidelines detailed in the Code of Student Behavior.

Code of Student Behavior

LEVEL OF MISCONDUCT	EXAMPLES	PROCEDURES	DISCIPLINARY OPTIONS
<p>Minor misbehavior on the part of the student committed on school property or in school-related activities which impedes or interferes with the orderly operation of the school.</p> <p>These misbehaviors can usually be handled by an individual staff member but may require the intervention of other school support personnel.</p>	<p>Littering Horseplay/Pushing Classroom Tardiness Abusive Language/Behavior Consistent failure to complete assignments or carry out directions Classroom/Building disturbance Dress which is disruptive, unsafe, unhealthy or obscene</p>	<p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</p> <p>A proper and accurate record of repeated offenses and disciplinary action must be maintained by the staff member.</p> <p>Parental contact may be made by the teacher and/or administrator.</p>	<p>Verbal Reprimand Special Assignment Behavioral Contract Withdrawal of Privileges Detention Parental Contract/Conference Work Detail</p>
<p>Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.</p> <p>The infractions, which usually result from the continuation of LEVEL I misbehaviors, require intervention on the administrative level because the execution of LEVEL I disciplinary options has failed. Included are misbehaviors which do no represent a direct threat to the health and/or safety of others but whose educational consequences are serious enough to require corrective action.</p>	<p>Continuation of unmodified LEVEL I misbehavior school Tardiness Truancy Using forged notes or excuses Disruptive Classroom Behavior Cutting Class and/or Detentions Defiant failure to complete assignments or carry out directions of school personnel Smoking Obscene Language or Gesture Cheating, Lying and Misrepresentation</p>	<p>Repeated misbehavior requires a conference between the student, administrator and/or teacher.</p> <p>The administrator meets with the teacher, parents and student (as required).</p> <p>A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.</p> <p>The teacher must be informed of the administrator's action.</p> <p>Smoking offenses must be reported to the fire Marshall.</p>	<p>Any LEVEL I Option Schedule Modification Modified Day In-School Suspension</p>
<p>Actions against people or property whose consequences do not seriously endanger the health or safety of others.</p> <p>These actions may be considered criminal but can, in most cases, be handled within the disciplinary structure in the school. Corrective measures depend on the school's resources for remediating the situation in the best interests of all students.</p>	<p>Continuation of unmodified LEVEL II misbehavior Spontaneous Fighting Threats and/or Extortion Chronic Cutting and/or Truancy Insubordination Harassment/Verbal or Physical Forgery (School-Related Documents) Stealing Possession and/or use of unauthorized substances (drugs, alcohol, chemicals, etc.) Vandalism/Graffiti Obscene Language/Gesture to staff</p>	<p>Intervention if appropriate. Refer to an administrator.</p> <p>Administrator begins disciplinary action by investigating the infraction and conferring with staff.</p> <p>Administrator meets with student, confers with parent about the misconduct and disciplinary action to be taken.</p> <p>Administrator keeps accurate record of offenses and disciplinary action, and informs staff of them.</p> <p>In some cases, the police will be contacted regarding these major offenses.</p> <p>Specialized counseling and/or referral to outside agency may be necessary.</p>	<p>Removal from Class Alternative Programs In-School Suspension Out-of-School Suspension Work Detail Restitution of Property and Damages Expulsion</p>
<p>Actions resulting in violence to another person or property, or passing a direct threat to the safety of others.</p> <p>These actions are clearly criminal and must require administrative reactions resulting in the immediate removal of the student from the school. The intervention of law enforcement agencies/authorities and/or action by the school board will ensue.</p>	<p>Possession, use, and/or transfer of weapons (Act 167) Sale and/or transfer of unauthorized substances (drugs, alcohol, chemicals, etc.) Major theft (includes possession and/or sale of stolen property) Arson in or around school buildings or on school buses Tampering with fire alarms and/or extinguishers False fire alarms and/or bomb threats Breaking and Entering Assault/Battery Vandalism Any other criminal acts committed at school or during school-related</p>	<p>Building administrator verifies offense, confers with staff involved and meets with students.</p> <p>The student is immediately removed from the school environment. The parents are notified.</p> <p>Law enforcement officials are contacted.</p> <p>A complete and accurate report is submitted to the Superintendent and to the Board of School Directors.</p> <p>A referral may be made to outside agencies.</p>	<p>Suspension Expulsion Alternative Placement in/out District Other Appropriate Board Action There is Restitution of Property and Damages</p>

THE SCHOOL DISTRICT OF HAVERFORD TOWNSHIP

SECTION: PUPILS

TITLE: WEAPONS

ADOPTED: August 22, 1996

REVISED:

218.1. WEAPONS

1. Purpose

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

2. Definitions

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

3. Authority

24 P.S.
1317.2
Act 26 of 1995

In accordance with 24 P.S. 1317.2 and subject to exceptions therein, the school district shall expel for a period of not less than one (1) year any student who is determined to have brought a weapon onto any school property, any school sponsored activity or on any public conveyance providing transportation to school. The Superintendent may recommend discipline short of expulsion on a case-by-case basis.

P.L. 91-230
20 U.S.C.
Sec. 1400 et seq

Discipline, including expulsion, shall be carried out in accordance with district policy and applicable law and regulations. In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act.

4. Delegation of Responsibility

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

The Superintendent shall report to the Department of Education all incidents relating to expulsion for possession of a weapon on school grounds, or at school sponsored activities, or on any public conveyance providing transportation to school.

Acts of violence or possession of a weapon on school property in violation of this policy shall be reported to the Office for Safe Schools on the designated form twice per year or as required.

Students and staff shall be informed concerning this policy at least annually. This policy does not apply to weapons under the control of law enforcement personnel or to approved school district programs where a student participating in the program is in possession of a weapon solely for that purpose with prior permission.

Code of Student Behavior

Introduction

One of the major goals of the school district is the development of a learning environment that provides our students with the opportunity to receive the maximum benefit of the educational program. A major part of any successful school is the degree to which the student accepts their responsibility to demonstrate the type of behavior that permits a healthy learning climate. Inappropriate behavior not only prevents a student from contributing to the educational process, it also affects other students' ability to learn.

This Code of Student Behavior on the next page was developed by a committee of teachers, students, parents, administrators and board members. It has been approved by the Board of School Directors as a means of insuring that various types of inappropriate behavior will be treated similarly in each of the district's schools. The success of the code depends upon the cooperation of **all** persons in the school community. Hopefully, with everyone working together our school district will continue to receive the respect of citizens both from within and outside the township.

Dismissal

Dismissal is at 3:30 p.m. A bell rings in the school at 3:20 p.m. At this time:

- Students who ride a bus will be dismissed from the classrooms except for Kindergarten where they will be dismissed from the benches in the lobby.
- Students who get picked up by a parent/guardian and students that walk home are directed to the gymnasium where they wait for their ride or for the safety guard to help them cross the street. **Please do not pick-up children in the front lobby. This interferes with Kindergarten bus dismissal. Also, please do not pick your child up at the classroom. It is important that students learn the appropriate dismissal procedures.**

Over the course of the last year, we have wrestled with issues concerning parent pick-up at dismissal. In the spring of 2010, members of the Haverford Township Police Department recommended that the lower parking lot be closed down for parent pick-up. At that time, I was not prepared to make this decision. After observing the dismissal procedures for a few months, safety concerns did not abate. Some of the behaviors that we witnessed include the following:

- Moving the orange "no parking cones" to create "new" parking spaces.
- Parking in the handicapped spots.
- Crossing children in the middle of Coopertown Road instead of at the crossing guard.
- Pulling around cars loading children.
- Parents allowing children to walk to their cars without supervision as traffic moves in and out of the parking lot.
- Not allowing staff to exit the parking lot at dismissal to go to off-site meetings.

After much contemplation, a decision has been made to close the lower parking lot at 3:00 PM. Parents who need to pick up will need to park legally on the street. You will need to come to the black top to pick up your children. As a reminder, you can park on Stockton Road, on the school side of Highland Lane, and briefly on Coopertown Road. **(You must cross at the crossing guard.)** You cannot park in the front lot as this is reserved for faculty and buses. My recommendation would be to have your children ride the bus whenever feasible.

Teachers and/or aides supervise the children on the black top until 3:45 p.m. After this time, students will be directed to the office to wait for pick-up. Parents of walkers should remind children to cross only at the corner with the crossing guard.

Dress Code School

Students are expected to arrive at school dressed in a comfortable manner appropriate for elementary school. Clothing should not distract or disrupt the normal activities for the day. Cleanliness and neatness are expected also. While hats may be worn to and from school and out on the playground, hats are not to be worn in the school building.

Please dress your children appropriately for the weather. In winter, children need hats, gloves, and waterproof shoes. Unless the weather is inclement or there is a dangerous wind chill, students will be sent outside for recess.

The following dress is prohibited:

- Clothing that is offensive (e.g. items with controversial print, and/or derogatory language and/or lewd or violent graphics)
- Clothing that is disruptive to the school environment and/or to the learning of other students.
- Clothing that allows any undergarment to be seen.
- Clothing that exposes too much skin (e.g. midriff-bearing tops, short shorts)
- Shoes with wheels.

Physical Education

For safety purposes, students must wear clothing conducive to movement and they must wear sneakers for Physical Education. (Students that wear unsafe attire, e.g. clogs, platform shoes, wheely shoes, flip-flops or open-back shoes, will not be permitted to participate.)

With a note from a guardian, students may be excused from Physical Education for one week due to health concerns. A physician's note is required when student must miss more than one week of Physical Education due to health concerns.

Special Events

For safety purposes, the school reserves the right to specify appropriate clothing special activities (e.g. field trips, concerts).

Early Dismissals

When your child must leave the building during the school day, a written note from a parent or guardian must be sent to the child's teacher **before** the time of dismissal. The reason and the time for the early dismissal should be stated clearly. To sign a student out for the day, a parent or guardian must report to the school office at the designated time, and your student will be called. If a school official does not recognize the parent or guardian, identification will be required.

Students are never permitted to wait outside the school building to be picked up by a parent or guardian unsupervised. Upon arrival back to school, parents must sign children in at the office.

Electronics

Please do not send students to school with I-pods, portable CD players, cell phones, etc. We cannot be responsible for these costly items.

Emergency School Closings/Contingency Plans

In the case of an emergency or inclement weather, the District may need to close school before the usual 3:30 p.m. dismissal time. To ensure the safety of all our students in these situations, parents will be required to provide the school office with a "personal emergency plan." Since telephone lines may be down or jammed due to inclement weather, we will not be able to contact you. You should develop your plan with the idea that you will not be able to call the school nor will the school be able to call you. It is also important to develop your plan with the idea that you may not be aware of the fact that the school is closing early. If neither parent will be home, this plan will designate where and with whom your child should go in the event of an early school closing. We will follow the procedure outlined on this personal plan.

Remember that we cannot send your child home with a neighbor, relative or friend unless we have authorization. Be assured that the school will help students until the designated family member or neighbor noted in your personal plan arrives.

It is critical that your child be familiar with this plan. We will send home a copy of the plan so you can review it with your child and post it on your refrigerator. Please review the emergency dismissal plan yearly and make any necessary changes. We will update the information in our system. **Also, if any of your emergency information changes during the course of the year, please inform us so we can update the information in our computer system.**

In these cases, television and radio announcements over various local stations will give specific information about such a closing.

Our school closing number is 455 on KYW-Radio (1060). TV channels 6, 10, and 29 also broadcast emergency closing information.

For up-to the minute emergency information, including school closings, call the District's hotline at 610-853-5900 ext.4550.

A Global Connect call will be placed to all parents if school is dismissed early. Please make sure we have your correct number.

Envelopes

Each week the youngest child in each family will receive an **envelope** containing pertinent information about school activities and programs. This envelope will contain a wealth of information. Please return the emptied envelope to school as soon as possible so that it can be reused. We will also post important information and forms on our school website.

Evening Event Rules

Throughout the school year, you will be invited to Coopertown for evening events such as the Spring Concert. To ensure the enjoyment of both the audience and participants, we would appreciate you following a few rules:

- Please remain in your seats during the performance.
- Your children must remain in their seats close to you.
- All the participants have worked very hard in preparation for this performance so we ask you to stay for the entire performance.
- Please refrain from eating and drinking in the auditorium or other parts of the building except the cafeteria.
- Please do not allow you children to wander the building unsupervised.
- Turn off cell phones and pagers during performances.

Field Trips

Field trips enhance and extend the district curriculum and are at the discretion of the teacher. All trip information (the cost, appropriate attire and other requirements) will be sent to the parents or to the guardians by the teacher.

Each child must return a signed parent/guardian permission slip to participate in the trip. If the cost of the field trip is financially difficult for you, please contact the Principal privately in writing at least **one month** in advance of the trip.

Teachers may request parent assistance on field trips. The number of parents needed may vary, depending on the nature of the trip.

Teachers may require that parents ride the school bus for certain trips.

The teacher for each field trip will determine the responsibilities of a parent chaperone.

Parents are asked to not bring younger children along on field trips as this may undermine their supervisory responsibilities with school children.

During field trips, students and chaperones are asked to refrain from:

- Buying souvenirs.
- Buying food and refreshments. (Please pack food and refreshments from home.)
- Use of cell phones.

Just a reminder that smoking is prohibited on school property and at all school functions including field trips.

Homework

Guidelines & Procedures

Philosophy: Effective homework in which student achievement is raised is dependent upon many variables for success. These variables include purpose, type, quantity and quality of homework assigned, and grade level of the student. Design, completion and evaluation is a shared responsibility among teachers, students, parents and guardians. *Homework should have a clear purpose, should be relevant to students' lives and should at the same time be challenging and manageable (Black, 1996).*

Purpose:

Homework assignments can be broken down into five main categories:

- **Study Skills and Habits:** Homework assignments are designed to improve such skills as reading for pleasure and understanding, note taking and studying.
- **Practice and Review:** Homework assignments are designed to reinforce newly acquired skills or knowledge that was presented in class.
- **Preparation:** Homework assignments are designed to provide background information to enable increased understanding for future lessons.
- **Skill Integration:** Homework assignments are designed to use discrete skills and concepts learned in class and apply them in a completion of a single product; for example, a book report or research product.
- **Extension:** Homework assignments are designed to enable students to connect previous learned skills and concepts to real world situations and cross curricular.

Recommended Time Frame Guidelines:

Kindergarten – Grade 1	10 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	40 minutes
Grade 5	50 minutes

Coopertown Procedures

If your child is spending significantly more or less time on homework each day, please contact your child's teacher. Homework should never be a source of conflict between you and your child. If it is, please contact your child's teacher so we can help.

Assignment Books

A Coopertown assignment book is available for student use. They can be purchased through the school store. Please follow the teacher's guidelines regarding its use.

If Your Child is Absent

If your child is absent you may request your child's work by **calling** the office by 10:00 a.m. Do not send an e-mail because Mrs. Struthers may not get the e-mail. Phone requests after 10:00 a.m. may not be honored since the teacher may have insufficient time to put the work together. When making the homework request, please designate how you intend to pick-up the homework.

Homework Philosophy & Responsibilities

Elementary Philosophy:

- Homework at the elementary level will be used to formatively assess a student's understanding of concepts taught. Feedback will be used to reinforce needed ideas and to further develop understandings

Grading Policy:

- Homework will be checked for understanding and used formatively by the teacher to improve instruction. Teachers will make note of students who do not complete assignments so patterns can be recognized and assistance can be given.

Roles & Responsibilities:

- Administrators:
 - To inform teachers, parents and students of homework policy
 - To provide for periodic review of homework policy and guidelines
 - To ensure that teachers comply with district's homework policy

- Teacher:
 - To design homework for one of the intended purposes
 - To clearly communicate purpose, directions and expectations of assignment to student
 - To clearly establish and communicate to parents the general purpose and expectations for homework
 - To encourage feedback regarding quantity and degree of difficulty of homework assigned
 - To provide timely and appropriate feedback to students and parents

- Parent/Guardians:
 - To provide a time and place for student to complete homework
 - To provide basic materials needed to complete assignments
 - To have the expectation that homework will be completed
 - To supervise as necessary to ensure successful completion of homework
 - To inform the teacher about homework questions or concerns and give feedback regarding the quantity and difficulty of homework assigned.

- Students:
 - To use a system for recoding homework assignments on a daily basis
 - To have a clear understanding of homework assigned before leaving school
 - To have all books and materials needed to complete the assignment
 - To allocate appropriate amount of time for completion of work
 - To turn in assignments when requested

ILLNESS POLICY

At one time or another, every parent faces this dilemma: Is my child too sick to send to school? Below are some helpful hints to help you when **not** to send your sick child to school:

- Temperature of 100 degrees or more within the past 24 hours (without Tylenol or other anti-fever medication)
- Vomiting or diarrhea within the past 24 hours
- Earache
- When Strep is suspected, but the results of a throat culture are not yet known
- A positive throat culture for Strep: student should be on antibiotic treatment for 24 hours before returning to school
- Any symptoms of acute illness such as persistent cough or runny nose accompanied by body aches
- A red eye with crust, mucous or excessive tearing (until diagnosed by a physician and treated with medication for 24 hours if “pink eye”)
- Any skin lesion with honey-brown crusts (until diagnosed by a physician and treated with medication for 24 hours if “impetigo”)
- Skin lesion: a mild itchy ring-shaped pink patch with a scaly, raised border and a clear center (until diagnosed by a physician and treated with anti-fungal cream if “ringworm”)

- If your child has head lice that has not been treated. A child must be treated and their scalp examined by the school nurse before he/she can return to class.
- If your child requires any medication for pain stronger than Tylenol or Ibuprofen, they should not attend school.

The guidelines listed above are meant to help parents determine if a child should attend school or other activities. Your child should look and behave like him/herself for 24-48 hours before returning to school.

- A sick child who returns to school too soon is at risk for picking up other infections due to lowered immunity.
- A child who is still sick is likely to infect other students and staff.
- A child who is not feeling well will not be able to focus on schoolwork.

Any student who has been absent for five or more days in a row must bring in a doctor's note. Also, any student who has been absent with a contagious condition must bring in a doctor's note stating the child may return to school.

Remind your child about **frequent hand washing**. It is the most effective means of preventing the spread of communicable diseases.

Communicable or Contagious Diseases

The following diseases must be reported to the school nurse immediately upon discovery. They also will be reported to the Haverford Township Health Department (610-446-1020).

<u>Disease</u>	<u>Restriction</u>
Chicken Pox	5 days from first crop of vesicles, or when all lesions have crusted, whichever is first.
German Measles	4 days from onset of rash
Measles	4 days from onset of rash
Mumps	9 days from onset / end of swelling
Whooping Cough	21 days from onset
Scarletina / Scarlet Fever	10 days or 1 day after medication starts
Pediculosis (Head Lice)	after first treatment, must be reexamined by school nurse 7 days after returning to school

The following **infectious diseases** will also require restrictions from school and must be reported to the school nurse. These diseases must be reported to the Haverford Township Health Department as well.

Conjunctivitis (Pink Eye)	Pinworms
Hepatitis	Ringworm
Impetigo	Scabies
Mononucleosis	Streptococcal Infections

The District will provide detailed information regarding swine-flu procedures as directed by local health organizations. This information will come to you via mail and on the web.

Accidents

If an injury should occur during the school day, the supervising teacher or staff member will contact the school nurse (or the office). The school nurse will manage immediate care and contact parents/guardians, as deemed necessary.

Bites

If a child suffers an animal or insect bite, the supervising teacher or staff member will contact the school nurse (or the office). The school nurse will administer immediate medical attention, call parents/guardians, and contact the Haverford Township Board of Health if necessary.

Medical Restrictions

If your child has any permanent or temporary condition that requires that he or she be restricted from any school activity, the parent/guardian must contact the school nurse in writing.

Medications

Ideally, medication should be administered to children at home. In cases where it is necessary to administer medicine at school, the parent/guardian must contact the school nurse. The nurse will request the following critical information:

- Child's Name
- Any specific directions
- Name of medicine
- Name of physician
- Dosage and frequency
- Telephone number of physician

Please be sure to send all medication to the school in the **original** bottle.

Nurse's Office - (610) 853-5900 X3470

Please notify the school if your child has specific allergies or reactions to food, insect bites, etc. It is important that the school be given a supply of any medication that your child may be taking. A written statement must accompany this medication from the doctor, which identifies the type, dosage, and purpose of medication. The prescription label that gives this information will suffice. Also, written permission from the parent is needed to administer the medication.

If your child has a communicable or contagious disease, you are required to report it to the School Nurse immediately. Some of our children have significant health issues where exposure to a communicable disease could have a significant effect on their health and welfare. Our nurse is available during regular school hours in the event of illness or injury at school. Emergency forms must be completed and returned to school as soon as possible. It is important that you include the name of a local person who will be readily available for us to call in the event of illness, injury, or emergency school closing. **If this information changes during the year, please remember to update your forms at school.**

In-Classroom/In-School Activities

Teachers may request parent assistance with demonstrations, crafts, parties and special events and help in the classroom. Teachers determine the number of parents needed, based on the nature of the event.

Parents are requested to park in the designated parking zone (not in front of the school) and sign in at the front office. Do not park on the Radnor Township side of Highland Lane. You will be ticketed.

Food restriction guidelines must be followed at all events. Foodstuffs must come off of the safe foods list and be pre-approved by the Nurse.

Late Arrivals

We encourage promptness and encourage you to have your child arrive on time for school each day. Late students must report to the main office first before going to class and must present a note explaining the reason for the late arrival. Students who arrive after 8:45 a.m. will be marked late. Chronic tardiness will result in contact by the Principal, the Guidance Counselor, or the Home/School Visitor.

Lost & Found

To reduce the amount of lost materials, please label your child's clothing, book bags, lunch boxes, etc. with his/her name and room number. "Lost" articles are sent to the metal closets in our school cafeteria.

Lunch

Lunchtime should be a pleasant, enjoyable time for students to socialize and eat in a well-managed and safe atmosphere.

The following basic rules will be observed in the cafeteria:

- Good table manners are expected at all times.
- Students must raise their hands for all requests.
- Students must stay seated unless given permission to get up.
- Students must walk when moving about the lunchroom.
- Students are responsible for leaving their tables neat and tidy after eating.
- Food may not be taken from the cafeteria when the children leave to go elsewhere in the building or to recess.

Students may bring lunch from home or buy lunch in the cafeteria. Hot platters, cold platters and *a la carte* items are available each day. Price lists are sent home at the beginning of the school year. A calendar of the hot platter offerings for each day is sent home each month and also appears on Comcast Cable's Education Access Channel 11.

We now have debit system to purchase lunches. Please make checks out to **Haverford Food Service**. When you have drawn down your lunch account, Food Services will contact you. You will be alerted by Food Services when you are in arrears as well. The cost of lunch is \$2.50 per day. The Food Service offers snacks for lunch. If you want your children to purchase snacks, please send an appropriate amount of money. We do not allow students to purchase snacks for their friends. We at Coopertown encourage good eating habits.

Mentor Program

Purpose

The Mentor Program at Coopertown Elementary School serves to provide students with a meaningful connection with a faculty member to promote academic and emotional stability and growth.

Referral Process

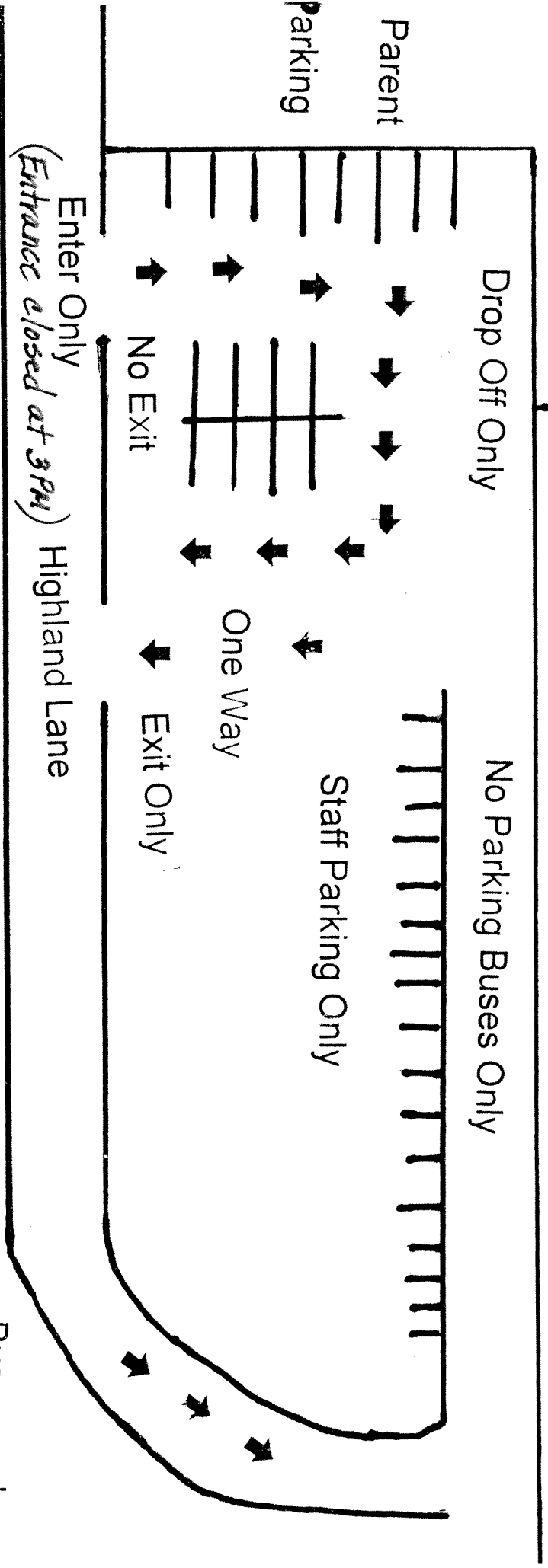
Students are referred by faculty members and/or guardians to participate in the Mentor Program. Families are notified of the referral and are asked for permission to allow their child to participate in the program.

Function

With parental permission, students meet with their mentor at least 20 minutes per week *during school hours*. Families are encouraged to talk with and to meet with their child's mentor, as this person may be a monumental figure in their child's' school life.

Parent Morning Drop Off Procedures

COOPERTOWN SCHOOL



No parking on the Radnor side of Highland Lane
You may park on the school side of Highland Lane

Buses and Teachers Only
8-9 am and 3-4 pm
Do Not Enter

The same procedures for arrival are in effect from last year. Please do not pull in directly in front of the school. This area is reserved for buses and staff parking. If you are dropping your child off in the morning, please drop the child off quickly where staff is waiting in the lower parking lot. Please do not pull around cars that are dropping students off. (See diagram.)

Unfortunately, we have serious traffic flow and parking problems at Coopertown. To insure the safety of all members of our school community, please follow established drop-off procedures.

- Please do not drop students off directly in front of the school. This space is reserved for buses and staff parking.
- If you are dropping your child off in the morning, please drop them off quickly where staff is waiting (in front of the loading dock).
- Please do not pull around cars that are dropping off other students. Please wait in the line. This is imperative for the safety of all students. If you need to do more than just drop off, you **must** pull into a designated parking space.
- Be careful backing up in the driveway. Sometimes it is difficult to see students and other cars.

Parent/School Collaboration

To be successful in achieving our educational mission, it is essential that families and the school work together cooperatively. The relationship between home and school works best when parents understand the school's mission and support its programs, faculty, and staff. When joined by shared values and common purposes, Coopertown School and its parents form a valuable team with far-reaching positive effects on children and the entire school community. Parents play an essential and a positive role in the life of Coopertown School. Not only are parents necessary partners in educating their children; they support the school through extensive volunteer activities and through education and social events.

Working together, parents and school professionals exert a strong influence on children to become better educated; they also help them to mature by modeling adult relationships that are based on civility, honesty, and respect. In practice, the greatest impediment to effective teamwork grows out of misunderstandings about school decision-making processes. Trust and mutual respect are the essential underpinnings of an effective relationship between families and the school. Parents are encouraged to work productively with teachers, staff, and administrators by communicating concerns openly and constructively.

Parents should stay informed about their child's progress and important events in the life of the school. The school welcomes thoughtful questions and suggestions. Parents with a concern should first speak directly to the teacher with whom they have a concern or a question. Often times, most concerns can be reconciled directly with the teacher. Should the concern not be reconciled, it is then appropriate to inform the Principal regarding the concern. The Principal will work collaboratively to conduct direct discussions among interested parties and when necessary will make a building decision that is in the best interest of the student and the educational program. While parents may not agree with every decision made by the school, in most cases, parents and the school find enough common ground to move forward productively.

Parties/Celebrations

Parties in school offer an opportunity for students to socialize and celebrate special occasions. There are four official classroom parties each year: Halloween, Winter, Valentine's Day, and the end-of-year celebration. The classroom teacher has the ultimate responsibility for overseeing all classroom activities. Parties of any kind must be planned in advance, with the full cooperation of the homeroom teacher. **Please do not bring younger siblings to classroom parties.**

Homeroom parents must consult with the Nurse when planning for these parties and must follow the Nurse's guidelines. Accommodations are required for students in the class who have serious food allergies.

Peer Mediation

The Peer Mediation Program at Coopertown gives fourth and fifth grade students an opportunity to become expert problem solvers. During regular guidance lessons, students at all grade levels learn how to resolve conflict through empathy, impulse control, brainstorming for solutions, and reflection. Fourth and fifth graders are given the opportunity to volunteer to become Peer Mediators. In this role, these leaders work in pairs to help younger students and peers resolve conflicts during recess.

This is an excellent opportunity for students to help each other and for students to feel ownership of their school community.

Phone Messages to Students

If parents need to leave a message for a student during school hours, parents may leave a message on the teacher's voice mail. Parents may not speak directly to children once school begins. Please call early in the day because it is quite difficult to reach a particular student during dismissal.

Private School Applications

We get many requests for application information for private schools. In order to track the paperwork in an efficient manner, please give all application materials to the Guidance Counselor. She is responsible for sending private schools all appropriate information. **PLEASE DO NOT GIVE INDIVIDUAL TEACHER'S REFERENCE FORMS.** The Counselor will distribute all materials to appropriate staff. She will collect the materials in a timely fashion and send all application information in one packet.

In order to process the paper work efficiently and effectively, we ask that we are given a **two week** turn around time to process private school applications. Additionally, please send in a **9x12 stamped and addressed envelope.**

Recess Rules

Lunch aides supervise the outside recess. Students are asked to adhere to the following rules:

- Follow and respect directions given by the lunch aides.
- Play in the areas that the lunch aides designate.
- Follow the directions for the game you are playing. All are welcome to play with you.
- Be a good sport.
- Use playground equipment properly.
- No tackling, tripping, wrestling or jumping on another student-- EVER!
- When the whistle blows, turn your attention to the lunch aides.
- Line up promptly when it is time to go in.

Responsive Classroom

We will continue implementation of the Responsive Classroom, an approach that creates community in the school. Teacher facilitators will conduct morning meeting with the children everyday.

Below are the guiding principles of the Responsive Classroom.

- The social curriculum is as important as the academic curriculum.
- How children learn is as important as what they learn: process and content go hand in hand.
- The greatest cognitive growth occurs through social interaction.
- There is a set of social skills children need in order to be successful academically and socially: cooperation, assertion, responsibility, empathy, and self-control.
- Knowing the children we teach-individually, culturally, and developmentally-is as important as knowing the content we teach.
- Knowing the families of the children we teach and inviting their participation is essential to children's education.
- How the adults at school work together is as important as individual competence: lasting changes begins with the adult community.

SAVE Program (if your child is ill)

Coopertown has a voluntary telephone call-in system designed to reassure parents/guardians that their child arrived safely at school. If you participate in this program, call the designated number below early each morning of your child's absence. A recorded message will ask you to state your child's name, grade, the date and the reason for the absence and your name.

The call-in number for Coopertown is 610-853-5900 X3550.

If you do not participate in the SAVE program, your child's absence will not be verified.

School Office (610) 853-5900 X3000

The school office hours are Monday through Friday, 8:30 a.m. to 4:00 p.m.

Scooters

If your child comes to school on a scooter, please make sure that they wear a helmet. Students who ride bicycles should also wear a helmet. Scooters should not be used in the building.

Teacher (Homeroom) Assignments for the Following School Year

As you know, homeroom placement is a process in which there are many considerations. The process at Coopertown is as follows:

- Class placements are a **team decision** involving the classroom teachers at each grade level, the school counselor, reading specialists, seminar teacher, special education teachers, the speech/language therapists, and in some cases the school psychologist.
- Numerous considerations go into each homeroom decision including boy/girl ratio, combinations of children, children's social-emotional needs, special education services, and student's academic strengths and weaknesses. For Kindergarten, we also consider morning and afternoon requests into our homeroom decision formula.
- A conversation with your child's current teacher about learning style considerations for next year is welcome, **but does not determine a homeroom assignment nor does it guarantee that any specific adjustments or placement will be made. Because of the number of considerations in developing homerooms, a request for a specific teacher cannot be honored.**

Toys

Certain popular toys tend to cause disruption to the school environment. Please have children leave their toys at home.

Vacations

The school does not encourage parents to take their children out of school for trips or vacations for the simple reason that we cannot educate your children if they are not here. Children will be responsible for making up all schoolwork they miss during a vacation. With new state regulations, we will be delineating between excused absences and unexcused absences.

The testing window for PSSAs for 2011/2012 is as follows:

- | | | |
|---------------|-------------------|------------------|
| • March 12-23 | Grades 3, 4 and 5 | Reading and Math |
| • April 16-20 | Grade 5 | Writing |
| • April 23-27 | Grade 4 | Science |

PSSAs are **mandatory** for all school students in Pennsylvania. **Please do not schedule vacations during the testing windows.** This places undue burden on staff who are required to provide make-ups for these exams. It also places undue burden on your children who may need to make up multiple sections of these high stakes tests.

Volunteers

Volunteers are an integral and valued part of our elementary program. The teacher will outline the responsibilities of a parent volunteer. Parents are requested not to bring younger children to the classroom, as this may disrupt instruction and/or undermine the parent's supervisory responsibilities with school children. Teachers supervise volunteers.

2011-2012
SCHOOL DISTRICT OF HAVERFORD TOWNSHIP

Approved 6/23/11

JULY 2011

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

AUGUST 2011

S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Teacher Days – 1
Student Days – 0

SEPTEMBER 2011

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Teacher Days – 19
Student Days – 18

OCTOBER 2011

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Teacher Days – 21
Student Days – 21

NOVEMBER 2011

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Teacher Days – 20
Student Days – 19

DECEMBER 2011

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Teacher Days – 17
Student Days – 17

JANUARY 2012

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Teacher Days – 20
Student Days – 20

FEBRUARY 2012

S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Teacher Days – 20
Student Days – 20

MARCH 2012

S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Teacher Days – 22
Student Days – 21

APRIL 2012

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Teacher Days – 16
Student Days – 15

MAY 2012





S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Teacher Days – 22
Student Days – 21

JUNE 2012

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Teacher Days – 13
Student Days – 12

FIRST STUDENT DAY: Tuesday, September 6, 2011		Teacher in-service
Total student days: 184 Total teacher days: 191		Act 80 early dismissal – teacher in-service
No school for teachers and students		Act 80 early dismissal – parent conferences
Schools & offices closed		New Teacher Orientation

2011-12 School Calendar – Schedule of Activities and Holidays

July 1 & 4	4 th of July Holiday (schools & offices closed)	Feb. 15-17	Act 80 days (MS parent conferences (early dismissal for MS students
Aug. 25-30	New Teacher Orientation	Feb. 20	Presidents' Day Holiday (schools & offices closed)
Aug. 31-Sept. 1	In-service days for teachers	March 1	Act 80 day/ In-service (early dismissal for all students)
Sept. 5	Labor Day Holiday (schools & offices closed)	March 2	In-service (no school for students)
Sept. 6	First day for students	March 22 & 23	Act 80 days/Elementary Schools parent conferences (early dismissal for elementary students)
Sept. 29	Religious Holiday (schools & offices closed)		
Oct. 31	Act 80 day/In-service (early dismissal for all students)	April 2 to 6	Spring vacation begins at close of school on March 30, 2012 (teachers & students)
Nov. 8	In-service (no school for students)	April 6	Religious Holiday (schools & offices closed)
Nov. 21-23	Act 80 days/MS parent conferences (early dismissal for MS students)	April 9	In-service (no school for students)
Nov. 24 & 25	Thanksgiving Holiday (schools & offices closed)	April 10	Schools re-open
		April 24	In-service (no school for students)
Dec. 8-9	Act 80 days/Elementary Schools parent conferences (early dismissal for elementary students)	May 11	Act 80 day/In-service (early dismissal for all students)
Dec. 26-Jan. 2	Winter vacation begins at close of school on December 23, 2011 (teachers & students)	May 28	Memorial Day Holiday (schools & offices closed)
Dec. 26, 30 & Jan. 2	Winter vacation (schools & offices closed)	June 6 & 7	12 th grade student finals
Jan. 3	Schools re-open	June 11	High School graduation
Jan. 13	Act 80 day/ In-service (early dismissal for all students)	June 15	Act 80 day (MS & HS finals-early dismissal for High School & Middle School students)
Jan. 16	Dr. Martin Luther King Holiday (schools & offices closed)	June 18	Act 80 day (last day for students – early dismissal)
Jan. 25-27	Act 80 days/Curriculum development & training/finals and make-up exams (early dismissal for all high school students)	June 19	In-service (last day for teachers)
Jan. 30	High School – 1 st day of 2 nd semester		
			<i>Official local school district holidays:</i>
		November 24, 2011	
		December 25, 2011	
		January 16, 2012	
		February 20, 2012	
		April 6, 2012	