



F. D. TITUS  
ELEMENTARY  
SCHOOL

2333 Lower Barness Rd  
Warrington, PA 18976  
Please Visit our [Website](#)



# FAMILY HANDBOOK

WELCOME TO TITUS!

# Message from the Principal



## Titus Tigers 2022 - 2023

Welcome to Titus! Titus Elementary opened its doors in 1951, and was initially named Warrington Elementary School. At a later time as several township schools were consolidated into Central Bucks School District, our school was renamed after Mrs. Florence D. Titus, who was a school board president.

Mrs. Titus was an energetic woman who worked in many capacities on behalf of the members of the

Warrington community. She was a wonderful role model for children and adults alike, and we are proud to serve Warrington families in a school bearing her name! Titus Elementary is one of fifteen elementary schools within the Central Bucks School District, all of which share a tremendous pride in how we serve the needs of our students and their families.

Titus faculty members demonstrate true commitment to the social, emotional, and academic well being of our students. They are committed to excellence in both their professional efforts and in the accomplishments of their students.

Consequently, our students' academic progress remains a consistent source of pride for the Titus school community.

Titus Elementary School has enjoyed the benefits of an active Home and School Association throughout its history. This parent group has kept itself vital and energized through the involvement of caring and creative individuals over the years, who have provided well for the children in our school. One of my core beliefs as a parent, and educator, is that in order for our children to get the most out of the world around them we need to work together - the home and school. Your involvement in your child's school sends a powerful message that education is important. The Home and School Association eagerly welcomes new faces within their ranks of Titus volunteers. We look forward to your involvement and a wonderful school year!

# Policies and Procedures

The purpose of the Family & Student Handbook is to give Titus students and parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school.

In addition to reviewing our Titus Handbook, we encourage families to review the [CBSD Family Handbook](#) found [HERE](#). You can find all School Board policies, [HERE](#)

[HERE](#) is a copy of the District's School Calendar.

Please review this information early in the school year. Should you have any questions about information found here or on any other school-related topic, we encourage you to call us at 267-893-4501.

Best wishes for a successful school year!

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## School Hours



Titus follows the "A" School Schedule.

Regular hours: 8:35am-3:15pm.; Car riders can begin drop-off no sooner than 8:15 a.m.

AM Kindergarten: 8:35 am - 11:10 a.m.

PM Kindergarten: 12:40 pm - 3:15 pm

Early Dismissal: 11:55 p.m.

2-Hour Delay: Grades 1-6: 10:35 a.m.

KAM students: 10:35 a.m.-12:20 p.m.

KPM students: 1:30 pm -3:15 p.m.

# Titus Paws for PRIDE

As a member of the Titus community, Titus students follow the five pillars of our Paws for PRIDE listed below.

**P**

## **Pride**

At Titus, we focus on taking pride in ourselves, in our work, and in our school.

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**R**

## **Respect**

We admire and appreciate each other for the unique qualities we bring to our school. We encourage each other as we learn and work. We make decisions that are best for everyone.

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**I**

## **Individual Responsibility**

We take responsibility for our actions, words, and attitudes. We are responsible for doing the right thing and making good choices in all settings.

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**D**

## **Determination**

We come to school each day ready to learn, try our best, and push through challenges as a team.

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**E**

## **Empathy**

We are aware of and understand the feelings of each other. We show compassion to everyone at Titus. We support each other on our good and bad days.

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# Student Attendance

Parents are legally responsible for seeing that their children attend school, and they may be fined in district court if their children are illegally absent more than three days. Beyond the requirements of law, parents should be aware that regular attendance in school has a direct relationship with children's academic achievement. Some absences are unavoidable, and certainly children should not be sent to school when they are ill.

The Commonwealth of Pennsylvania requires under the Compulsory Attendance Law that an absence excuse note, signed by the parent or guardian, be on file for every day of a student's absence. Families can send in a handwritten note into school, or can log on to the Parent Portal, found [HERE](#). An absence note explained by an excuse, submitted within three days of the child's return to school, is recorded as an excused absence.

Excused absences include illness, quarantine, death in the immediate family, inclement weather that would jeopardize the safety of the student, religious holidays, home emergencies directly related to the student, and educational trips or family travel under the conditions outlined in the district handbook.

Truancy, employment, oversleeping, missing the bus, babysitting, visiting relatives, working at home, hunting, fishing, staying home to do school work, and educational trips and family vacations that do not meet district criteria are all unexcused absences from school. Students without an excused absence are expected to make up both time and work missed.

For additional information, we encourage families to review the attendance information on page 7 in the CBSD Family Handbook found [HERE](#). Information about School attendance exceptions can also be found in the Handbook on page 9.



# Titus Specifics

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## Back to School Night

In the beginning of the school year Titus hosts grade level Back-to-School Nights for parents to hear about the academic programs, answer questions about the curriculum, and discuss teacher expectations from students throughout the year. Please click [HERE](#) for the specific times and dates. Students should not attend these presentations.



## Before & After School Programs

Central Bucks Community School offers both before school and after school care at Titus. The program provides supervised play, activities, and help with homework. Parents pay a monthly fee for the program. For more information call the Community School Office at 267-893-5705 or check on-line [HERE](#). Children may attend on a part-time or full-time basis. In case of inclement weather, please follow the district website, local television news, text messages through the district, social media or the CBSD mobile app .



## Birthdays

We have a “no sweets” policy at Titus and encourage parents to instead donate a book to the library in honor of a child’s birthday or provide a no-food item for class. Most of our teachers allow the children to select something special for their birthday such as pajama day, stuffed animal day, etc. Your teacher will communicate more information regarding birthday celebrations. If parents have additional ideas, they will need to secure permission from the teacher first. In addition we ask that birthday party invitations are not distributed in the classroom.



## Cafeteria Meal Plans

Students are assigned individual accounts for school cafeteria meal purchase, ensuring that the identity of each student is protected. Through [myschoolbucks.com](http://myschoolbucks.com), families may make payments online, check balances and purchases, receive low balance alerts, and more. Details at [www.myschoolbucks.com](http://www.myschoolbucks.com). The school district will permit students to charge a full meal, and/or offer a reimbursable meal when the student forgets or loses his/her money or when their account has insufficient funds. Students will not be permitted to charge a la carte items such as snacks or drinks.

# Titus Specifics

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## Census Verification/ Emergency Contacts

In the event of illness or injury an updated Census Verification & Emergency Contact Report must be on file for every child to ensure that contact can be made with a responsible adult in the immediate area. This process is managed through the [CB Parent Portal](#). Please update all details and changes each year: change in address, home or work telephone numbers, emergency contact individuals and phone numbers, etc., - so that our information will always be accurate and up to date. This is a very important item. Please complete no later than the first month of school.

The appropriate school personnel should know custody arrangements. Should court dictated custody arrangements apply to your child, a copy of the current court order must be filed with your child's records. The school will endeavor to abide by court directives in its files. Verbal statements of custody will not be enforced.

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## Device Use- District & Personal

District policies govern the use of computers and the internet by students. Students, parents, and guardians should review user agreements and documentation provided with student laptop distribution, as well as [Board Policy 815: Acceptable Use of Electronic Resources](#), [Board Policy 816: Electronic Communications and Social Media/Networking](#), and [Board Policy 816.1: Social Media](#). More information may also be found on the Technology and Innovation department's [website](#).

Cellphones may be carried to school, but will remain turned off and in the student's backpack during the school day.

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## Discipline

Please review the CBSD Disciplinary Procedures & Responsibilities found [HERE](#). Titus works collaboratively with families to support students through every challenge and behavioral incident. We believe that communication is key to helping students and keeping families informed.

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## Dress Code

[Board Policy 221](#) supports the expectation that students dress appropriately during the regular school day and during school activities. "Appropriate" means dress which is not a safety hazard and is not disruptive to learning or to the operation of the school. Good judgment is the key. Clothes that are too revealing or tee shirts with questionable messages or pictures are not appropriate.



# Titus Specifics

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## Facilities Use

Titus opens up our facilities after hours to groups and organizations that benefit a large number of students. A Central Bucks Facilities Use Form must be complete and submitted to the principal and Facilities Office for approval. This form is located in the Titus office.



## Family Travel

Children may be excused from school for educational tours or trips, the criteria for which is defined in [Board Policy 204](#). Requests for such trips must be sent by the parent in writing at least three days prior to the absence so that students can obtain work to keep current with class progress. The principal must review all such requests and will consider whether the trip is truly educational in nature and whether there is sufficient reason for the trip to be scheduled during school hours. It is the student's responsibility to see that all makeup work is obtained from teachers and completed. Once the absence is approved by the principal students can use the [Approved Absence Request Form](#) to obtain schoolwork that will be missed. All work missed must be made up by the student.



## Field Trips

Field trips are offered throughout the year in grades 1-6. Field trips provide educational experiences that extends the learning in the classroom. All field trips are under the supervision of the classroom teachers with assistance from parent chaperones. Chaperones are chosen at random and need their clearances completed prior to attending the field trip.



## Free and Reduced Meals

Information about free or reduced lunch payment options, including an online application are available at [www.cbsd.org/freeandreduced](http://www.cbsd.org/freeandreduced). Paper applications are also available in your school's health office. Eligibility for free and reduced-price meals is established according to federal guidelines:

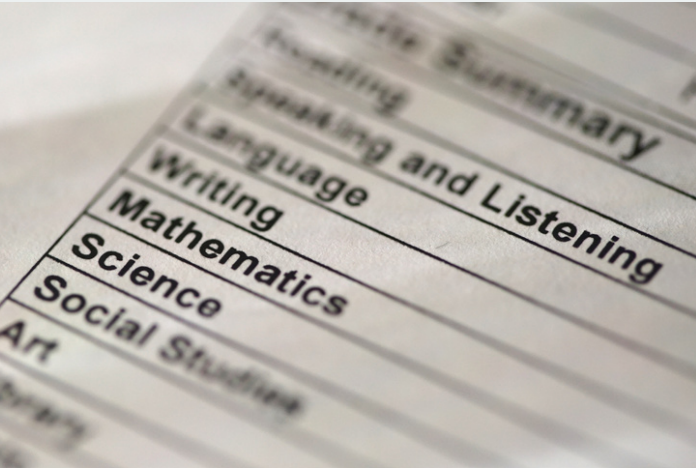
- All children in households receiving Supplemental Nutrition Assistance Program (SNAP) benefits are eligible for free meals.
- Foster children who are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced-price meals if your household's income is within the limits indicated on Federal Income Eligibility Guidelines.



# Titus Specifics

## GRADING

Additional information can be found in the [CBSD Family Handbook](#) on page 6.  
PSSAs are given in grades 3-6 during the Spring.



## Progress Reports

Elementary student achievement is reported on a trimester (3 times a year) basis. Students are assessed using a Standards-Based Reporting System. This system helps parents and students understand more clearly what is expected of a student in each grade level.

## Conferences

Conferences are held at the end of the first and second trimester to discuss growth, strengths, and goal areas with the teacher. Teachers will send home information about scheduling closer to the date.

The logo for Infinite Campus, featuring the words "Infinite" and "Campus" in a white, sans-serif font on a green background. A stylized white graphic of a globe or network is positioned between the two words.

## Parent Portal

The Parent Portal allows families to view student information including progress reports. To log in to the system, please click [HERE](#).

# Titus Specifics

## HEALTH OFFICE

To contact Titus's Health office, please call 267-893-4515. For additional information please visit the [Health Office site](#).

For information in children's health insurance program, click [HERE](#).



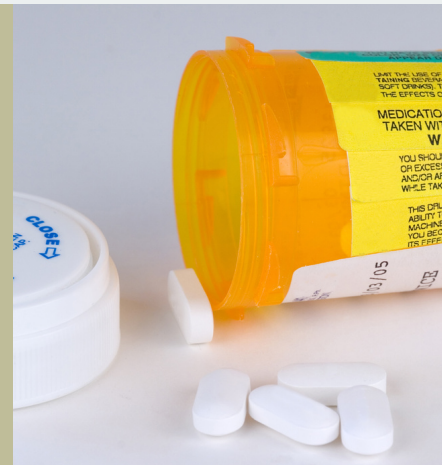
## Screenings & Exams

To review information on immunizations, medication policy, communicable diseases, and other health services, please visit the District's School Health Services, found [HERE](#).

Please visit our Health Office website on required health exams, [HERE](#).

## Medicine

Students must register all medications brought to school with the school nurse. This includes nonprescription medications such as pain relievers, decongestants, inhalers, or cough medicine. Medications must be delivered to the nurse in the original container. The Medication Dispensing Form must be completed and signed by both the parent and the physician. A copy of the medication dispensing form may be downloaded at [www.cbsd.org/medication](http://www.cbsd.org/medication).



## Illness & Injury

Parents will be notified of an illness or injury that occurs at school. All symptoms and injuries will be treated by the nurses. Students need to be fever free for 24 hours before returning to school. To help maintain a healthy school environment, please keep students home when they are ill.

# Learning Goals

Central Bucks expects students to acquire and demonstrate a broad base of knowledge and skills as a foundation for continued learning, as well as students who will be:

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Complex thinkers who can reason, reflect, make decisions, and solve problems, supporting, and defending their solutions.

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Self-directed, resilient learners who can set and prioritize goals, monitor and evaluate progress, use information resources and emerging technologies, and adapt to change.

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Effective and creative communicators who use a variety of skills to express concepts and ideas.

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Informed and responsible citizens who contribute to their community, their country, and their world.

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Collaborative workers who can demonstrate cooperation and leadership within groups to accomplish a common goal.

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Quality producers whose work reflects high standards, originality, and unique abilities.

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# Titus Specifics

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## Parties

There are three parties during the school year, those include Halloween, Winter Celebration, and End-of-the Year. The Homeroom Parent coordinates these parties with the classroom teacher. Four volunteers will be able to assist at the party. All volunteers need to have the necessary volunteer clearances on file with the district office.

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## Titus Tiger Times

Titus Administration sends a weekly electronic newsletter home to all families via email on Friday mornings. The newsletter shares school updates, information, and descriptions about events happening at the school. The Tiger Times is your best resource for upcoming events, information, and community information.

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## Photographs

School staff may take photos throughout the year to post on our website or in our Tiger Times newsletter. These photographs or videos are not used for commercial purposes. If families do not wish to have photographs or videos used, please indicate "DO NOT" consent when you complete the District's annual student information update on the [Parent Portal](#).

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## Home and School Association

The Titus HSA is very active in our school community. Through their hard work and planning, our students experience various assemblies and enjoy numerous school community events throughout the year. Our HSA sends out a monthly newsletter that features information about events and opportunities to volunteer and support the students. Please visit their website on the [Titus webpage](#).



# Titus Specifics

## SCHOOL SAFETY

Additional information can be found on the District's School Safety webpage, found [HERE](#).



### Practice

Each school has a detailed emergency plan, that includes lock-down procedures, drills for school evacuation, shelter-in-place emergencies and fire drills.

### Visitors

Staff members and visitors must sign in at the front office and wear district identification badges at all times. Our facilities have a single main door entrance during school hours and are constructed so that all visitors must be “buzzed” into the building to check-in with the main office. All visitors are required to present state-issued identification, which will be used to produce a visitor’s badge.



### Collaboration

School administrators and local law enforcement have worked cooperatively to review all school safety plans.

# Titus Specifics

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## School Closings, Early Dismissal, Late Starts

The district announces weather-related school closings, late starts, and early dismissals in several ways:

- [www.cbsd.org](http://www.cbsd.org)
- Local television news and KYW, 1060 AM
- Via text message for those parents who registered at [www.cbsd.org](http://www.cbsd.org)
- Via email to parent addresses registered in the Parent Portal.
- Vis Social Media: @CBSDSchools on Twitter and @CBSDSchoolDistrict on Facebook
- CBSD mobile app (More information at [www.cbsd.org](http://www.cbsd.org).)

If school is delayed for two hours, kindergarten will be conducted according to the following modified schedule: • A Schools: AM Students 10:35 a.m. - 12:20 p.m. | PM Students 1:30 p.m. - 3:15 p.m.

If schools are closed because of inclement weather, all activities scheduled in school buildings in the evening are also canceled unless otherwise noted on the district's website. Occasionally, bad weather occurs after school starts, and the superintendent may decide that it is in the best interest of student safety to close schools early. Parents should be alert to this possibility, and make sure that their children know what to do if we dismiss early.

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## Student Material Drop Off

Upon arriving at Titus you will ring the door bell. The office staff will take your name, student name and homeroom teacher information. The office will then buzz you in to the vestibule where you will leave materials on the student drop off table. The office staff will then deliver the materials to the students.

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## Student Late Arrival

Students who arrive at Titus after 8:35 am, will need to be escorted into the building by the family member. The students will need to be signed in and the reason for the tardiness needs to be recorded.

# Titus Specifics

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## Textbooks/ Materials/Devices

Students are responsible for all textbooks, devices, and materials provided by the District. All lost and damaged supplies must be paid for before the end of the school year. Please contact the school whenever textbooks or library books are lost. The office can assist with the replacement process and subsequent fees.

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## Visitors

Visitors to Titus will need to present their picture ID (driver's license) and purpose for their visit. Visitors obtain a name tag that will be required to wear at all times throughout the building. Visitors will sign-in and sign-out prior to leaving. Visitors will only be allowed to volunteer at their specific location.

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## Volunteers

Throughout the year, Titus welcomes family members in to help assist with parties, class and school events. To volunteer at Titus you will need to complete the following paperwork:

- PA State Police Criminal Background Check
- PA Child Abuse History Certification
- FBI Fingerprinting
- Volunteer Affidavit
- Volunteer Agreement

Additional information and links can be found [HERE](#). This needs to be completed, no exceptions.

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## Communication

Every Friday, the Tiger Times newsletter will be shared via email with parents/guardians with the most up to date Titus information. In addition to the newsletter, there will be times that hard copies of important information may be sent home. Please check your child's folder and back pack nightly for important information from the school and homeroom.



# Titus Specifics

## STUDENT SUPPORT



### Special Education

Central Bucks provides special education programs and services for students with disabilities. Most special education programs and services are provided within the district. Eligibility for special education is determined after a student receives a Comprehensive Multidisciplinary Evaluation.

If eligible for special education services, an IEP is developed. The Individual Educational Program (IEP) describes the specially designed instruction needed by the student and the type of program and the level of service.

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### Multi-Tiered System of Support

Titus has an MTSS team that meets regularly to discuss instructional practices and individual student needs. The team reviews students' progress and suggests strategies for support of students' academic, behavioral, or social needs.

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### Gifted Program

The District's Program for Enrichment (PEN) provides services to students who qualify for gifted education. Eligibility for the program is determined by a gifted evaluation. If eligible, a gifted IEP is developed which describes the goals and specially designed instruction to be provided. Additional information regarding the screening, evaluation, program and parent and student rights may be obtained from the Pupil Services Department by calling 267-893-2021.

# Transportation

CBSD will transport elementary students living a distance greater than one and one half miles from school, and secondary students who live more than two miles from school, unless students must walk on roads declared hazardous by the Pennsylvania Department of Transportation. The district provides transportation to and from school for students in grades 1 through 12.

Students may not have a fellow student ride home with them. All students need to ride their District designated bus only. Busses arrive within a 15 minute window of the assigned arrival and drop off times. School busses are an extension of the school. therefore all Titus students are expected to show respect and responsibility to school and back home. Parents will be informed of any need for support and reminders.

Kindergarten students attending the morning session are transported to school and those attending the afternoon session are transported home from school. Kindergarten, first grade, and special needs students must be met at the bus stop by a parent, guardian, or responsible older sibling. If no parent is available after a series of attempts to drop off, the driver will contact the school and transportation office and the child will be returned to school per school Board Policy 810.

Questions about bus stops and bus routes should be addressed in one of the following ways:

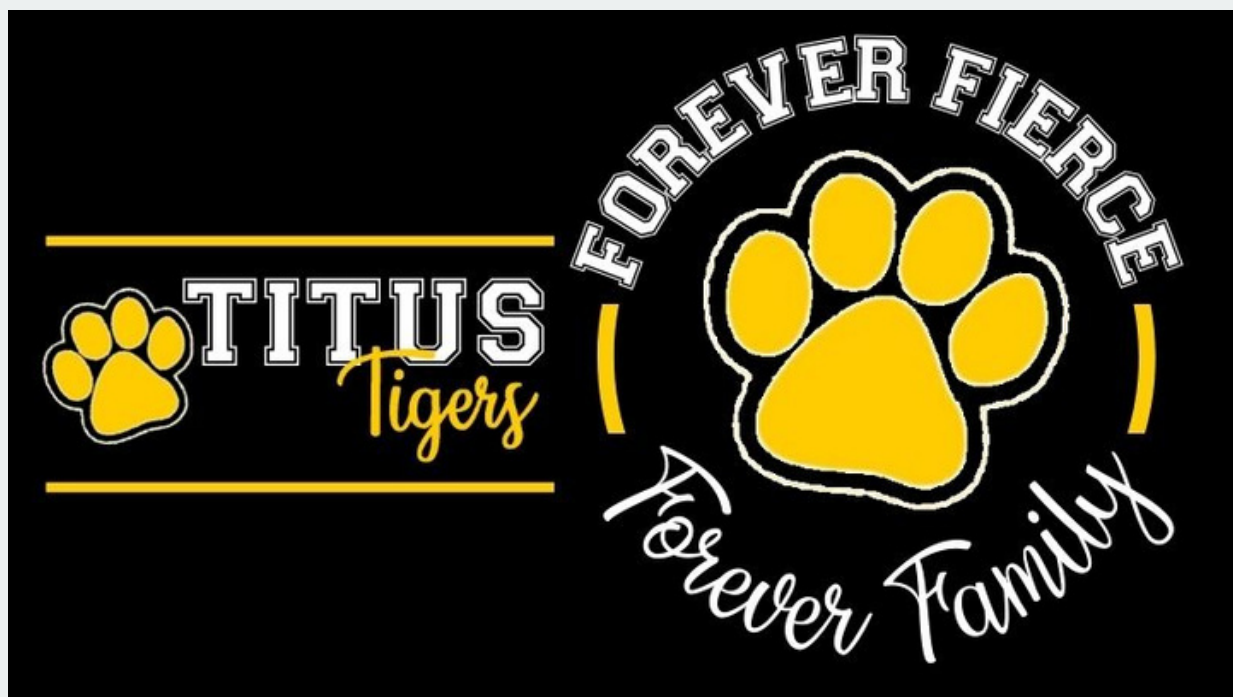
1. Through the website: [www.cbsd.org/bus](http://www.cbsd.org/bus).
2. E-Mail: [transportation@cbsd.org](mailto:transportation@cbsd.org).
3. Phone: 267-893-4000, follow menu.
4. Mail: Central Bucks School District Transportation Department, 320 West Swamp Road, Doylestown, PA 18901.

All requests for establishing new stops must be made by mail/email. It may be difficult getting through in September by phone due to the high volume of calls, so we suggest you use the website or mail/email.

For alternative bus stop information, please review the CBSD Family Handbook on page 13, found [here](#).



# Contact the Office



## School Address

F. D. Titus Elementary School  
2333 Lower Barness Road  
Warrington, PA 18976

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## Titus Office Number

267-893-4500  
Fax #: 267-893-5814

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## Important Links

School website: click [HERE](#)  
District Family Handbook, click [HERE](#)

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