



# Groveland Elementary School

## Student Handbook

### 2023-2024

Groveland Elementary School  
1100 N. Easton Road  
Doylestown, PA 18902  
267-893-4600

## Groveland Elementary School – Student Handbook

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## INTRODUCTION

On behalf of the faculty and staff of Groveland Elementary, welcome!

The purpose of this Family Handbook is to give Groveland students and their parents/guardians an understanding of the general rule sand guidelines for attending and receiving an education in our school.

Together with the information section in the front of the District Calendar and online resources at <https://www.cbsd.org/groveland>, we feel confident that you will have ready resources for questions about School District and School policies. In case a conflict between board policy and the provision of this handbook, the board policy most recently adopted by the board will prevail.

To access Board Policy, please go to <https://www.cbsd.org/domain/118>.

Please review this information early in the school year. Should you have any questions about inform found here or on any other school-related topics, we encourage you to call 267-893-4600.

## ATTENDANCE (INCLUDING LATE ARRIVALS AND EARLY DISMISSALS)

The Commonwealth of Pennsylvania requires under the Compulsory Attendance Law that an absence excuse note, signed by the parent/guardian, be on file for every day of the student's absence. Parents and guardians may submit absences requests via the [Parent Portal](#). An absence note should be submitted within three days of the child's return to school. If an excuse is not submitted for any absence, he students will be considered illegally absent that day(s).

According to State Law, the following excuses qualify as excused absences:

1. Religious holiday
2. Illness or obtaining professional health care
3. Death in the family
4. Family vacation or educational trips will be excused only with prior approval by the principal. As per school board policy, these days are limited to five days per school year and no more than two instances per school year. Parents are required to notify the school at least three days prior to the absence.

Effective August 30, 2021, absences/tardy notices/early dismissals/vacation requests are to be reported through the parent portal. Information regarding how to use the Parent Portal to report an absence can be found at For Parents / Attendance (cbsd.org). The following items are some key points to be aware of:

- Parents and guardians will be able to submit absence requests via the Parent Portal. Parents can request a full day's absence, early dismissal, or late arrival.
- Absence requests will be reviewed by the school attendance staff and approved or denied.
- Requests made using the Parent Portal will serve as an excuse for the absence. Parents will not be required to submit an excuse either electronic or written.
- Parents and guardians can also call the school to report an absence, but emails will no longer be accepted.

In addition, when a student is absent from school, the following communication will be sent:

- A text message will be sent midmorning notifying the parent/guardian of the absence.
- An email will also be sent at the end of the school day reminding the parent or guardian that the student was marked absent.

Parents are legally responsible for seeing that their children attend school, and they may be fined on district occur if their children are illegally absent more than three days.

Students who are chronically signed in late or out early may be charged with part or full day absences on their report card to reflect cumulative instructional minutes missed.

**Early dismissal or transportation messages must not be left as voicemail messages in the teacher's voice mailbox or with a teacher's email account.** Teachers do not retrieve voicemail messages until after the conclusion of the student day or may be absent. **Please call the main office at 267-893-4600 with any dismissal or transportation changes.**

## **BACK TO SCHOOL NIGHTS**

In the beginning of the school term, the faculty hosts a back-to-school night for the purpose of having parents review the grade-level curriculum and meet their child's teacher. During this visit, teachers describe the instructional programs and explain the procedures and expectations. These evening meetings are designed to give adults the opportunity to discuss topics and to ask questions. **Children should not attend these adult meetings.** It is also not safe for unsupervised children to wander in the hallways or go to the playground. Thank you for your cooperation and understanding.

## **BEFORE AND AFTER SCHOOL PROGRAMS**

Central Bucks Community School offers before-school and after-school care to all schools where there is a need. 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 267-893-5702 or check the Community School webpage, <https://www.cbsd.org/domain/78>. Children may attend on a part-time or full-time basis.

## **BIRTHDAYS**

Many of our students enjoy sharing their special day with classmates. We promote that social growth and want them to be proud. Please note that there is no expectation of a gift for the class. However, in accordance with the Nutritional Standards set by the Department of Education, if you would like to send something in with your child, it must be a non-food item. Children often appreciate very simple ideas, which celebrate their birthday in school – a few of the numerous ways might be a book marker, a colorful pencil, etc. – many non-food options can make a child's day special. If parents have additional ideas, which involve the school, they need to secure the permission of the teacher.

In addition to state nutritional standards, food allergies are a major barrier for many of our student population and consumption of the wrong item for our severely allergic students could result in a grave health emergency.

Birthday party invitations to a select small group of children will not be distributed at school. Sensitivity to other children's feelings contributes to healthy social development for your child and others.

## **BUS TRANSPORTATION**

The Central Bucks School District transports approximately 20,000 students daily to 75 schools, each having special starting and dismissal times. The district establishes school bus schedules with a fifteen (15) minute start and dismissal time variance. Each bus is scheduled to arrive within fifteen (15) minutes of their start time and pick up students using the same time frame. For example, if dismissal time is 3:45 PM buses may be scheduled to arrive at school for pick-up at 4:00 PM.

Students who utilize bus transportation by the district MAY NOT ride home on another bus. Transportation regulations prohibit the use of the bus for such visits. If parents would like to arrange for children to spend time after school with one another, a parent note must be sent in by both families (parents/guardians) to the office and arrangements for travel must be made by the parents/guardians.

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Riding the bus is a privilege which may be withdrawn either for inappropriate behavior on the bus or at the bus stop. Disruptive, defiant behavior will not be tolerated. Unacceptable behavior may result in the temporary suspension of bus privileges. The bus driver will report any infraction of the rules to the principal(s). Parents/guardians will be notified in writing or by phone of such reports.

Your questions or concerns should be referred to the Director of Transportation at 267-893-4000, where Bus Behavior Reports are generated.

### **BUS SAFETY**

1. No eating or drinking is permitted on the bus.
2. The only items that children are permitted to carry on the bus are those that will safely fit on their laps. There is no storage space on the buses. If your children want to take something to school and it will not fit on their lap, parents must arrange other transportation.
3. No unauthorized person is permitted on school buses. By law, bus drivers can ask people to get off the bus if they are not authorized to be there. If they do not comply, drivers will radio dispatch for the police. This is considered a misdemeanor offense and is necessary for the security of our children and our bus drivers. If you need to get on the bus for any reason, ask permission first.
4. Neither the school nor the bus drivers have any jurisdiction over behavior at bus stops.
5. Parents are encouraged to make their presence known to discourage disruptive behavior, particularly in the morning when the children are waiting.
6. School Board policy requires that kindergarten and 1st grade students must be met at the stop by an adult or older sibling, or the driver cannot release the student from the bus.
7. Students are prohibited from taking pictures or recording other students or images while riding the bus.

### **CALENDAR**

A district calendar will be sent home at the beginning of the school year. This calendar will list the events of all the schools in the Central Bucks School District. Early dismissal days are also listed in the calendar. A one-page district calendar can be found on the CBSD website; any days added to the end of the year due to snow cancellations will be reflected here. Please read Groveland's weekly electronic newsletter, The Paw Print, to keep up with Groveland events and announcements.

### **CAR RIDERS**

An alternate form of bus transportation to and from school for students is via car provided by the parent/guardian. Arrival (beginning at 8:45 AM) and dismissal (beginning at 3:40 PM) occur during normal scheduled hours. Parents should form a line along the curb in the parking lot and wait patiently as children transition.

For student, staff, and pedestrian safety:

- The speed limit in our lot is always 5 mph.
- Drivers should never pass/go around the existing car line by using other avenues.

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- Parents should not use the main office to drop-off students during the arrival window, 8:45 AM to 9:05 AM or pick-up students during the dismissal window, 3:40 PM to 4:00 PM.
- If there is a change in “typical” transportation plans, please notify the main office before noon. Please DO NOT send emails to teachers as they may not be able to check them before the end of the day.

### CELL PHONES AND OTHER LIKE DEVICES

Cell phones may be carried to and from school but must remain off and stored in the student’s backpack or main office during the day. The principal or any staff member has the option to require the student to “house” the cell phone in the main office during the day. Students are not permitted to make phone calls or send text messages at any point during the day. Students who violate this policy will not be permitted to have cell phones on campus. School phones are available for student use in an emergency.

This includes Apple and other smart watches. While allowed to be worn, features of the device must not be used as outlined above.

### CENTRAL BUCKS HANDBOOK

The following topics are covered on the CBSD Handbook:

- |   |                                      |
|---|--------------------------------------|
| • Attendance Areas                              | • Insurance Requirements             |
| • Attendance Requirements                       | • Medication Policy                  |
| • Back to School Nights                         | • Opportunity School                 |
| • Building Directory                            | • Parent Conferences                 |
| • CB Philosophy of Education                    | • Parent Groups/Parental Involvement |
| • Code of Rights, Responsibilities & Discipline | • Psychological/Social work Services |
| • Community School                              | • Progress Reports                   |
| • District Administration                       | • School Board Members/Meetings      |
| • Dress Regulations                             | • School Closing Information         |
| • Drug & Alcohol Policy                         | • School District Policies           |
| • Enrollment Regulations                        | • Smoking Policies                   |
| • Guidance and Counseling Services              | • Special Education                  |
| • Health Services ➤ Homebound Instruction       | • Sports Schedules                   |
|   | • Student Records                    |
|   | • Standardized Tests                 |

### CENSUS VERIFICATION & EMERGENCY CONTACT REPORTS

In the event of illness or injury an up-to-date Online Census Verification Report must be completed for every child to ensure that contact can be made with a responsible adult in the immediate area. Parents are responsible for updating student information through the CB Parent Portal System at the beginning of each school year.

### CODE OF CONDUCT

Our students are generally well behaved and respectful of their classmates and adults. All Groveland students are encouraged to take responsibility for their words and actions and feel empowered to maintain our healthy environment.

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When children do need reminders about their behavior, consequences such as loss of recess or event privileges may be issued. Parents are encouraged to contact teachers with any questions or concerns about a child's behavior in school. When dealing with a child's behavior, there is a great deal of support and cooperation between the school and the home. This is very beneficial to children and helps to create an environment conducive to learning.

As a member of the Groveland community we are expected to follow the Groveland Character Traits listed below. Inappropriate behavior will result in consequences determined by the Groveland Administration in accordance with the Central Bucks Disciplinary Procedures and Responsibilities.

### Groveland Character Traits

- **Respect:** Students at Groveland show respect when they are considerate to themselves, others, and the world around them.
- **Responsibility:** Students at Groveland show responsibility by being accountable for all their actions.
- **Cooperation:** Students at Groveland show cooperation by working with others and valuing the diversity of the community.
- **Sportsmanship:** Students at Groveland show sportsmanship encouraging and supportive to others.

### Behavior Policy

Level of Misbehavior	Possible Consequences May Include
Level One: Misbehaviors that interfere with the orderly learning environment of the school. A violation of the Code of Conduct.	Level One: Conversation with teacher/warning, written Conduct Report, restriction or loss of classroom privilege, parent notification, and/or verbal or written apology to people affected.
Level Two: Frequent or serious misbehavior that disrupts the learning environment of the school.	Level Two: All consequences from Level One, parent and student conference with teacher, referral to the office and/or lunch/recess office detention.
Level Three: Misbehaviors that have the potential to endanger the well-being of other students or staff, or recurring violations of the Code of Conduct.	Level Three: All consequences from Level Two, in-school or out of school suspension, and/or replacement, or repair of damaged property.

Parents should expect to be informed of any discipline problem that is serious or persistent. Communication between all people dealing with the discipline problem is vital if the problem is to be dealt with effectively.

### COMPUTER USE

The use of computers and technology in the Central Bucks School District is designed to have a positive impact on curriculum and instruction for all students. Technology will be used within the curriculum to enhance student learning and achievement; to assist students in becoming competent in the use of technology with an increasing degree of sophistication as they move from level to level; as a tool to enhance creativity and encourage the completion of quality products; and to access technology-based information relevant to curriculum topics.

To allow maximum use of the technology in Central Bucks School District, students agree to the terms outlined in this agreement:

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1. Students will abide by such rules and guidelines as adopted by the Central Bucks School District, including the School Board policy on technology use.
2. Students may not introduce information, including software applications or documents, on any district computer system without first obtaining staff approval and copyright compliance. All memory cards, flash drives, etc. must be run through a virus program prior to use on any district computer system.
3. Students will not connect any device to or disconnect any device from a computer or peripheral device, or the district's local or wide area network.
4. Students will not change or in any way alter a network device, or peripheral name, file or folder name or network zone.
5. Students are prohibited from copying software applications, folders, or files from within or between network zones to personal devices without first obtaining staff approval and copyright compliance. Copying of any of the above will only be for the purpose of curriculum related projects.
6. Passwords may be assigned for each student and are for individual use by that student. Distribution or alteration of a password is prohibited.

The Internet is a valuable educational tool used in our classrooms. Throughout the year, the students will be asked to access the Internet for various projects. For your child's safety on the Information Highway, we have outlined a classroom policy when using the Internet at school. Students are responsible for appropriate behavior on the school's computer network, just as they are in a classroom or on the school playground. This policy is reviewed and discussed with the students and includes such items as:

- The student will only access the Internet on CBSD issued devices under specific instruction/direction.
- The teachers will know when the students are accessing the Internet.
- While searching the Internet, the student will not stray from the assigned website for personal use.
- At NO TIME will the student provide personal information if prompted by a website or pop-up screen.
- Regarding illegal copying, students should never download or install any commercial software, shareware, or freeware onto network drives. In addition, they should not duplicate other people's copyrighted work from the Internet or intrude into other people's files. This is a violation of the Internet Copyright laws.
- Students will notify an adult immediately if they accidentally encounter materials that make them uncomfortable.
- Students will be held accountable for their actions. They will have loss of privileges if they violate the rules for internet use. The use of the computer network is a privilege, not a right, and it may be revoked if abused.

## DIRECTORY

A school directory is created by the Groveland office along with the Home and School Association. It is a password protected document that is available online for all families. This directory includes all students' names and grades. With parent/guardian permission, student addresses, phone numbers, and parent/guardian names and phone numbers are listed. The directory also included a complete listing of the staff, class lists, as well as Home & School board members, committee chairs, and homeroom parents.

Under no circumstance is any part of the directory to be reproduced, photocopied, entered into a database, or copied in any other manner. The directory may not be used as a basis for telemarketing.



## **DRESS CODE**

All students shall come to school in a comfortable manner that allows them to be authentically who they are, while also complying with equitable dress code policies. If your child chooses their own clothes to wear, please remind them that some outfits are not appropriate for school.

The following are guidelines for warm weather apparel for all students. If you have any questions, please contact the office.

- All clothes should be clean, neat and in good taste.
- Footwear should be comfortable and safe for indoor and outdoor school surfaces. Flip-flops, beach or loose footwear are not appropriate for school and may be dangerous on our stairways or playgrounds.
- The length of shorts is to be appropriate for school (fingertips/mid-thigh) and there is to be no wording on the seat.
- Mid-drift and strapless tops are not permitted. Spaghetti straps and halter tops are not permitted for upper elementary grade students.
- Undergarments are not to be visible.
- “Sagging” pants, which reveal midriffs or present a tripping hazard, are not permitted.
- Hats or hooded clothing are not permitted in the building. Exceptions are made for schoolwide celebrations.
- Any attire the administration considers interfering with quality of education shall not be permitted.

Adherence to proper dress standards will help to ensure an appropriate school image for our students and a learning environment free of unnecessary distractions. A discussion will be held with pupils who do not maintain these standards. If needed, a phone call to parents/guardians will be made to discuss any concerns.

## **EMERGENCY CLOSING & EARLY DISMISSAL OF STUDENTS**

If it becomes necessary for you to take your child out of school for any reason during the school day, a note to the teacher in the morning is most helpful. When coming to school to pick up your child, please report to the office with picture ID. The office staff will call your child from the classroom, and you will be asked to sign your child out. If your child will be returning to school on the same day, please bring your child back to the office, so that he/she can be signed back in.

Emergency school closings announced after school is in session will be posted first on the Central Bucks web site [www.cbsd.org](http://www.cbsd.org) and then broadcast by radio and television stations using the number - 755. When the school district announces weather-related school closings, late starts, or early dismissals reliable sources of information are: the District's CBTv: Comcast Channel 28 and Verizon Channel 40, Newline, at 267-893-2000 ext. 6, Channels 3, 6, and 10 and Radio Station KYW, 1060 am or WBUX 1570 am. School closing information is posted on the website as soon as the superintendent has made the decision.

An Emergency Dismissal form is sent home each September in order to solicit your directions. This multi-part form is retained by the office and the teacher and serves as our guide for emergency dismissals. Please review with your child the procedure you want him/her to follow after being sent home.

## **EMERGENCY PLANNING/EVACUATIONS/SHUTTER-IN-PLACE/FIRE DRILLS**

Every school-calendar year the state requires schools to conduct full-school lockdown, inclement weather, evacuation, and chemical spill (Shelter-in-Place) drills.

## **EXCLUSION FROM PHYSICAL EDUCATION/RECESS**

Students who are to be excluded from physical education classes for medical reasons must bring a note from the parent stating the reason for the exclusion. This note must be taken to the classroom teacher, the nurse, and the physical education instructor.

If the student is to be excluded for more than one physical education period, a doctor's statement with the reason and the length of the time of the exclusion must be provided. Under most circumstances, the student will be required to attend the class even though he/she will not be expected to participate. For supervision purposes, we cannot honor requests for children to stay inside for recess unless a doctor's note is provided.

## **FACILITIES USE**

To secure the building after hours the use of the building will be limited to groups, which benefit a large number of students. A Central Bucks School District Facility Use Form must be completed and submitted to the principal and Facilities Office for approval. This form may be obtained from the school office.

## **FIELD TRIPS**

Children are taken on field trips to provide educational experiences available only outside the school. All field trips are under the supervision of the classroom teacher with assistance from teacher selected parent chaperones. Classroom teachers often use a lottery system to select among many willing field trip chaperones. Depending upon the nature of the trip, pupils may be responsible for paying for the cost of these trips. **All chaperones MUST have their clearances.**

If your child requires medication during a field trip (i.e.; food allergies, asthma, diabetes) parents should send medication, including Epi-Pens and inhalers, to school in a clearly labeled Ziploc bag with child's name, name of medication and instructions for use. Teachers will hold all medications.

## **HOLIDAYS**

School law provides that pupils may be legally absent for certain religious observances. The district maintains a list of holidays of various faiths and will recognize the child's absence for observance of them. Parents should notify the school prior to an absence of this type and will receive permission for the child to be excused.

## **HOMEWORK**

The purpose of homework is to promote the growth of student knowledge and to reinforce that which is learned in the classroom. Homework should be used as an addition to, and extension of, daily instruction. It should provide the student with relevant practice and the opportunity to utilize learned concepts.

Homework also affords the student the opportunity to develop and practice good study skills and learning habits. An additional purpose of homework is to communicate the teacher's classroom requirements and the student's academic progress to parents/guardians.

The parent/guardian role in the educational process at home is vital to a child's success in school. Research has consistently indicated that positive parental involvement increases educational student achievement.

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Homework has been identified in most reports as an important factor in increasing student achievement. If adults have a positive attitude toward homework, support the concept, and work with their child, there is an excellent chance that the child will also have a positive attitude toward homework and school.

Parents/guardians should contact the teacher with any questions or concerns about homework.

### **HOMEWORK FOR ABSENT STUDENTS**

If your child is absent for **more than one day** and you wish to request homework, please call the main office at 267-893-4600 before the student lunch hour, allowing adequate time for the teacher to prepare a listing of the assignments.

### **HOMEWORK THAT IS FORGOTTEN**

Parents are encouraged NOT to bring in forgotten homework. Generally, children will learn responsibility and maturity more quickly if they develop an understanding of consequences and following procedures.

For security reasons our school is locked immediately after dismissal. Parents and students are not permitted to regain access to classrooms after hours.

### **ILLNESS**

The school nurse provides care to students who become ill or are injured at school. If a child has symptoms of illness present, he/she should remain home in order that other children do not become infected. Sick children should never be sent to school with the expectation that the school nurse can be called upon to diagnose a medical problem.

If a child becomes ill at school the nurse will call the child's parents or guardian. If they cannot be reached, emergency contacts will be called. Arrangements must be made to pick up the sick student as quickly as possible. If students are well enough to come to school, it is expected that they are well enough to be sent out at recess time. Arrangements cannot be made for sick students to stay in school during outside recess times, unless a doctor's note is provided.

Students must be fever-free without the use of medication for 24 hours before returning to school. Students must abide by the most recent District Guidelines for Returning to School.

### **INSTRUCITONAL SUPPORT TEAM (IST)**

A student support/guidance counselor is assigned to each elementary school in CBSD. Among their responsibilities are facilitating programs which deal with specific affective issues and individual consultation for both developmental and crisis needs.

Meeting the needs of students with academic or behavioral difficulties is an important responsibility of the school. Teachers and parents/guardians may refer students having difficulty to the Instructional Support Team (IST). The Groveland team consists of the student support counselor, the referring teacher, the reading specialist, the classroom teacher, the school psychologist, and the building principals. This team meets regularly to develop instructional modifications to meet the special needs of students. More information is available about the IST by contacting Mr. Matt Alderfer or Ms. Kelsi Wolf, Student Support Counselors, 267-893-4600.

## **INSTRUMENTAL MUSIC**

All fourth (strings only), fifth and sixth grade (strings and/or band) students are invited to participate in the instrumental music program. Instructional classes meet once a week for thirty minutes, scheduled during the school day. Participation in the instrumental music program is voluntary.

Students in grades 1 through 6 will have vocal music instruction once a week during their special.

## **LIBRARY**

A library is an integral part of the educational program of each elementary student. Our library is staffed with a professional school librarian who provides instruction in library skills and serves as a resource person in their educational programming.

In the library, circulation procedures follow standard library practices. Books are normally checked out for one week for kindergarten, 1st grade, and 2nd grade and up to two weeks for 3rd grade, 4th grade, 5th grade, and 6th grade. If a student has a book that is overdue, they may not take out other books from the library until the overdue book is returned. Should some damage occur to a book while it is in a student's possession, they must report this to the librarian so that repairs can be made. If the book is lost, and/or damaged beyond repair, replacement costs will be determined. Lost and/or damaged books should be paid for prior to the final report card being posted to the Parent Portal in June.

## **LOST AND FOUND**

Throughout the year, many hats, coats, gloves, lunchboxes, etc. accumulate in our Lost and Found. If your child has lost anything, please ask them to check the Lost and Found, located in the cafeteria. Periodically during the school year, the unclaimed contents of our lost and found will be donated to a local charity.

## **LUNCH PROGRAM**

For the 2023-2024 school year, breakfast costs \$1.65; lunch costs \$2.60.

Your child(ren) may qualify for free meals or for reduced price meals. Reduced price is \$0.30 for breakfast and \$0.40 for lunch. For a Free and Reduced Price School Meals Application contact Food Service, [foodservice@cbsd.org](mailto:foodservice@cbsd.org).

As an aid to parents, MySchoolBucks accounts are available, <http://www.myschoolbucks.com/>. Information on how to set up, add funds to, etc. can all be found on the link above.

The practice of charging for lunches (IOU's – without payment) should be kept to a minimum. Charges should be paid on the next school day after the charge is recorded.

## **LUNCH SCHEDULE**

<b>Grade</b>	<b>Lunch Times</b>	<b>Recess Times</b>
<b>2</b>	<b>11:00 to 11:30</b>	<b>11:30 to 12:00</b>
<b>3</b>	<b>11:30-12:00</b>	<b>11:00-11:30*</b>

5	12:00-12:30	12:30-1:00 <i>EDK</i>
4	12:30-1:00 <i>Kdg. ELD</i>	12:00-12:30* <i>Kdg. ELD</i>
1	1:00-1:30 <i>EDK</i>	1:30-2:00
6	1:30-2:00	1:00-1:30*

## MEDICATIONS

To protect the health and safety of our students, we require all medications, which must be taken during the school day, to be brought to the nurse's office upon the student's arrival. Medications must be supplied in a bottle with the prescription on it indicating the name of the student, amount of medication to be taken, time to be given, and the physician's name. All non-prescription medication must also be left in the nurse's office. **At no time should a student have any medication in their possession during the school day.**

All controlled medications must be hand-delivered to the school nurse or the principal's designee by a parent/guardian at which time it will be counted and signed for. Some examples of controlled medications include, but are not limited to, Ritalin, Dexedrine, Phenergan with Codeine, Ativan, Adderall, Tylenol #3, and Fiorinal with Codeine.

**No medication will be administered to any student without the proper completion of the Medical Dispensing Form available in the nurse's office.**

The form should also be used for non-prescription drugs when prescribed by a physician or dentist. This includes nonprescription medications like acetaminophen (Tylenol), ibuprofen, cough medicine, nasal spray, eye drops, etc.

Children with serious medical issues attend public schools more now than ever before. Consequently, the number of medications given to students during school hours has increased ten-fold in the last several years. Add to this the number of students seen for first-aid, minor illnesses, and emergencies, health rooms have become quite busy. To service the students, the following are health room guidelines for parents:

- Students who are injured or become ill at school are a priority. However, schools are not clinics and will not treat injuries and illnesses that occur outside of school. If your child becomes sick at home or is injured on school property outside of school hours, please do not direct your child to go to the school nurse for treatment
- Please keep all emergency information up to date. When a sick child must be sent home, the current telephone number of a responsible adult to contact is essential
- Please let the school nurse know if there are any significant changes in your child's health

## NEWSLETTER

Groveland Elementary School publishes a weekly newsletter, The Paw Print. Information about school events and activities is featured in this weekly e-newsletter. These publications and others are available online at our website and are also sent out to parents/guardians via Blackboard Messenger each week.

The newsletter features upcoming events, important calendar dates, school happenings, and includes information on how parents/guardians can be actively involved in our school - as we believe that parent involvement in school activities is essential to the success of the instructional program.

## NOTES FROM PARENTS

Notes are required from parents for all dismissal changes, pick up for early dismissal, and being excused from physical education class. A student will not be released to another adult without written permission from the parent, proper identification, and authorization. If parents have joint custody of a child, then written permission is required from both parents, unless otherwise indicated on the Court Order agreement.

Please do not try to inform teachers of dismissal changes via e-mail or voicemail, as access to these systems during the day can be limited. Inform the office via note or direct phone.

## NURSE'S OFFICE/HEALTH ROOM

Pupil services personnel who provide health services to students include certified school nurses, health room associates, consulting physicians, physician's assistants, nurse practitioners, and dentists. When the certified school nurse must be out of the building, the health room is staffed by a health room associate who is an RN or LPN and is familiar with first aid and emergency procedures.

**Medical Examinations:** Medical examinations are required upon original entry of a child into school and again in sixth grade, in accordance with the School Health Act. We recommend that this examination be done by your family physician since they can best assist you in obtaining any necessary treatments and/or corrections. The required forms will be furnished by the school and are available online. Physical examinations completed by a private physician must be performed after September 1st of the previous school year. All exams should be submitted by October 15th of the current school year. Students moving into the district from out of state must either show proof of a physical examination within the past six months or they will be required to have a physical examination upon entrance. District policy states that physical exams are required to be on file for students to participate in field trips.

**Dental Examinations:** The Pennsylvania School health law requires that all students have a dental examination upon original entry into the school district and again in third grade. We recommend that this examination be done by your family dentist since they can best assist you in obtaining any necessary treatments and/or corrections. Dental examinations must be completed after May 1st of the current school year. Students moving into the district from out of state must either show proof of a dental examination within the past six months or they will be required to have a dental examination upon entrance. District policy states that dental exams are required to be on file for a student to participate in field trips.

**Screenings:** These are the screenings that may be completed while your student is in school.

- Vision: Each student is given a vision test annually by the school nurse
- Hearing: Each year all students in kindergarten, first grade, second grade, third grade, resource room, and all children with known hearing problems are tested for hearing loss
- Height, Weight, and Body Mass Index (BMI): Each student is weighed, measured, and BMI calculated. This information is available on the CBSD Parent Portal
- Scoliosis: Screening is completed for each student in 6th and 7th grade Required Immunizations. The following immunizations must be completed before your child can be admitted to school. Medical or religious exceptions to this requirement can be communicated to the school nurse.
- Diphtheria and Tetanus (DPT): Four or more doses of the vaccine; one of which must be given at age four or older
- Polio: Three properly spaced doses of the vaccine
- Measles\*, Mumps, and Rubella (German Measles) (MMR): Two doses of the vaccine; the first at twelve months of age or older.

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- Hepatitis B: Three properly spaced doses of the vaccine
- Varicella\*\*: Two vaccines or proof of chickenpox is mandatory before entry
- TDaP and Meningitis (7th grade) \*\*\*: One dose of each.
- Notes: \* A second measles vaccine dose will be required for all students, not just those entering school for the first time; \*\* New requirements began in 2011-2012: all student in K through 12th grade must have two doses of Varicella, or proof of disease; \*\*\*New requirements beginning 2011-2012

A child must be admitted to school if there is documentation that one dose of each of the above immunizations has been given. State law requires that the immunization series must be completed within 5 days of school entry, or the student cannot be permitted to continue in school.

**Illness and/or Injury at School:** School personnel will make every effort to administer first aid in an emergency. If a child becomes ill in school or has a serious accident, the school will take appropriate action, including the procedures permitted by the parent/guardian as listed on the emergency verification form. Every effort will be made to notify parents in these situations.

**Census Information:** Census information in the Parent Portal must be updated at the beginning of each school year to provide the school with information should an emergency occur during school hours. These census sheets also provide the school with information about any significant health concerns you have about your child (allergies, routine medications, and chronic conditions such as asthma, diabetes, attention deficit disorder, etc.). Please review the census information to add and/or update the information. To keep this information current, please inform the school of any changes in phone numbers or medical status as soon as they occur.

**Nurse:** A certified school nurse or a staff nurse is in each elementary school five days a week from 8:45 AM until 4:05 PM.

### **PARENT CONFERENCES**

Parent conferences are held after the first and second trimester. Your child, while in first through sixth grade, may be invited to one or both meetings. Parents/guardians are encouraged to request a conference with the school faculty members whenever they have a concern about a student's progress. The parent/guardian can arrange a conference with the teacher by contacting the teacher directly.

### **PARENT PORTAL**

The Central Bucks School District uses Infinite Campus as its student information system. The Parent Portal allows parents/guardians to view schedules, attendance, immunizations, and assessment information. Parents can also update demographic information for their family.

Elementary school parents with students in Grades 1-6 will also be able to view, print and/or save their child's progress report directly from the Parent Portal.

Parent Portal Login: <http://www.cbsd.org/parentportal>

### **PARENT TEACHER ORGANIZATION**

The Groveland Home & School Association is very active in the life of the school. You are encouraged to become a partner with us in the education of your child. The Groveland HSA sponsors many programs and activities such as:

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student assemblies, family nights, book fairs, and much, much more. Additional information about these and other activities are routinely in The Paw Print. Flyers announcing scheduled events and meetings are posted on the school website as well.

All parents are encouraged to become active members of the parent-teacher organization. Through the efforts of Groveland's Home & School Association, funding is provided for additional resources for learning. Parents may join our HSA at any time.

### **PARTIES**

There are three parties during the school year. They are Halloween, Winter Holiday, and End of Year. The homeroom parent(s) coordinates these parties with the classroom teacher, who has final authority to make all decisions on party related matters. In accordance with PA State Standards, all snacks provided during parties should be balanced. One healthy snack must accompany each sweet snack for each party.

For class parties that require volunteer parents, there are to be no more than 4 parents (3 volunteer parents plus the homeroom parent) per party. Siblings are discouraged from attending classroom parties. Strict adherence to this policy is necessary. A list of parent volunteers is to be sent to the main office at least one week in advance of the event. Parents/guardians not listed on this pre-approved list will not be permitted into the classroom the day of the party. Parents/guardians will be required to sign in at the office on the day of the event. They will need to provide their current driver's license and wear a visitors badge the entire time they are in the building.

Regarding Halloween, there is a great age difference between the children at Groveland. Some younger children find scary masks and costumes frightening. Parents of older children should help to guide their children to wear costumes that will provide fun for all age groups. It is not mandatory for a child to participate in Halloween activities at school. If parents are uncomfortable with any activity for personal or religious reasons, they may delay arrival or pick up their child(ren) before the activities begin.

### **PROGRESS REPORTS**

Central Bucks School District has moved to a Standards-Based System. Students will receive a Report Card in the 1st, 2<sup>nd</sup>, and 3rd trimesters. The Report Card is distributed in conjunction with the fall and spring conference periods, with the 3rd one distributed at the end of the school year. It is designed to offer achievement information AND foster quality conversations about learning for parents, teachers, and students.

The standards-based system measures how well individual students are doing solely in relation to grade-level learning goals or standards. This gives parents, teachers, and students an understanding of what students have mastered and what they need to continue to work toward learning. Standards identify specific strengths and weaknesses.

### **PHOTO/VIDEO REALEASE**

The Central Bucks School District and Groveland Elementary School oftentimes use photographs/videos for both paper and electronic forms of communications. This might include newsletters, online websites, school board presentations, building wide news apps, etc. Parents have the right to opt-out through the Parent Portal database program.



## **RECESS**

Extra time is scheduled during lunch so that all students can have a recess period. The school district's policy requires each child, when weather permits, to attend recess lunch, unless excused by a doctor. Your child should be dressed appropriately.

When indoor recess is necessary, the classroom teacher establishes appropriate plans. The use of personal technology is not allowed during recess. Skateboards, in-line skates, and motor- operated vehicles are also prohibited.

The Groveland staff provides appropriate supervision during recess.

## **REGISTRATION**

Upon registration, a document giving proof of age must be presented along with a complete immunization record of 4 DPT, 3 Polio, 2 Measles, Rubella and Mumps, and 3 Hepatitis B. Proof of residency must also be provided. Registration forms are available at [www.cbsd.org](http://www.cbsd.org).

Children registering for Kindergarten must be five years old on or before September 1st of that school year. Children registering for first grade must be six on or before September 1st of that school year.

## **SCHOOL HOURS**

Groveland is a "C" school.

Regular Hours: 9:05 AM- 3:45 PM

Early Dismissal: 12:25 PM

AM Kindergarten: 9:05 AM- 11:40 PM

PM Kindergarten: 1:10 PM-3:45 PM

2-Hour Delay: 11:05 AM (Grades 1-6)

AM K (Modified): 11:05 AM-12:50 PM

PM K (Modified): 2:00 PM-3:45 PM

Arrival: 8:45 AM-9:05AM

Dismissal: 3:40 PM – Car Riders, 3:45 PM Bus Riders

## **SCHOOL PICTURES**

School pictures are taken once a year for the student's cumulative record. Parents are not required to purchase picture packages made available by the school photographer but may do so if they wish. Advance notice is sent home. Picture retakes are available for those absent the day of picture taking. Retakes for other reasons may be arranged with the school photographer.

## **SCHOOL SAFETY**

Groveland is actively engaged in a variety of steps to keep our students safe. After children arrive for school, all doors are locked. The main entrance is monitored during the school day using a buzz-in procedure to screen all visitors. Staff

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members and visitors wear identification badges so that it can be quickly determined if there is an unauthorized visitor in the building. Emergency procedures--such as, fire drills, lockdowns, and weather alerts—are practiced. The school has a safety plan in place for all emergency situations. School personnel have been trained in conflict resolution and peer mediation. Any threat to harm a student is taken very seriously.

The district promotes the School Watch Hotline, sponsored by the Bucks County Commissioners, the Bucks County Intermediate Unit, and the Bucks County Law Enforcement Agencies. The hotline is for confidential reports of a potential act of violence, theft, vandalism, drug or alcohol use, or weapons possession in or near a school. State law also requires each school to immediately report suspected cases of child abuse.

CBSD, along with districts across Pennsylvania, is a supporter of the Safe2Say Something program. This anonymous reporting system is designed to help students and staff recognize the warning signs of individuals who may be a threat to themselves or others. More information is available on the district website at [www.cbsd.org](http://www.cbsd.org). Groveland has a school environment that is caring, nurturing, and supportive of children and families. The teachers and parents maintain strong communication with each other. Our Home & School organizes many events which promote quality family time.

Central Bucks is also supporting several community efforts which are part of the Healthier Community initiative spearheaded by Doylestown Hospital. These include the CB Healthier Team Project, a community-wide program to create a healthier and more loving community for children and teenagers. Other partnered community groups include Bucks County Council on Alcoholism & Drug Dependence, Bucks County Department of Health, Central Bucks Chamber of Commerce, Central Bucks Family YMCA, Doylestown Hospital, United Way of Bucks County, and the Village Improvement Association, as well as individual community members.

### **SPECIAL EDUCATION**

The needs of exceptional students are provided for through several building and regional special education programs. Included are Central Bucks programs of the intellectually gifted students, learning disabled students, autistic students, etc. Services are also available for students with visual, auditory, physical, and speech impairments.

### **STANDARDIZED TESTING**

In accordance with the recommendations of the professional staff and state requirements, a district-wide testing program is conducted. It provides information about our students' learning strengths and weaknesses and the school curriculum. Standardized tests of academic achievement and aptitude will be given according to the following schedule:

- Third Grade Pupils: Grade 3 Performance Assessment (Winter and Spring), Pennsylvania System of School Assessment (PSSA) for English Language Arts and Math
- Fourth Grade Pupils: Pennsylvania System of School Assessment (PSSA) for English Language Arts, Math, and Science
- Fifth Grade Pupils: Pennsylvania System of School Assessment (PSSA) for English Language Arts and Math
- Sixth Grade Pupils: Grade 6 Performance Assessment (May), Pennsylvania System of School Assessment (PSSA) English Language Arts and Math

#### **Additional Testing Information:**

1. Informal screenings and inventories to determine reading placement, or other preliminary and tentative assessments for instructional purposes do not require parental permission and results are not normally reported to parents/guardians unless additional formal evaluations are necessary.

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2. Individual formal assessments for pupils not enrolled in special education programs require parental permission, and the principal generally requests this authorization. Information that is collected in this process is confidential and is always reported to parents/guardians.
3. Your child's test results will be checked carefully and maintained in the school record system used by Central Bucks. No individual or agency outside of the school system will be permitted to inspect your child's school record without your written permission.

### **STUDENT PLACEMENT/TEACHER ASSIGNMENT**

Parent input will be requested in the Spring. Please look for further information in The Paw Print.

### **STUDENT RECOGNITION**

Power Paws, Great Grizzly awards, and newsletter announcements are presented to the students throughout the year recognizing academic achievement, citizenship, and improvement. Additional awards are presented at 6th Grade Promotion. The Presidential Academic and Achievement Awards are presented in accordance with the guidelines established by the agencies sponsoring these awards.

### **STUDENT RECORDS - ACCESS**

As a parent/guardian, you have the right to inspect and/or review your child's school records. All requests for access to your child's educational records are to be made in writing and must include the following: the requester's name, correct address, and the reason for requesting access to the information.

Please Note: each parent/guardian will have access to a child's records unless the school district has received a copy of a court order, or similar legal document, which limits access. This policy will prevail even if only one parent has custody of the child.

#### **IMPORTANT NOTE:**

Occasionally, situations develop where a child is not to be released to certain persons. In all such cases, please furnish the school office and your child's teacher with a note explaining the specifics of your request.

Please know that it is not the school's responsible to enforce custody agreements between parents. We will attempt to abide by court ordered instructions provided that:

1. We have a copy of it.
2. The order is issued by the court with jurisdiction.
3. The order is current.
4. The order is appropriately authorized.

More importantly, however, your child should know your instructions and with whom he or she is allowed, or not allowed, to go.

## **TARDINESS**

Promptness to school is very important to us for two reasons:

1. A desirable punctuality pattern is formed
2. Class work and assignments are often missed by students arriving late to class

If a student is tardy, the information must be entered into the Parent Portal. When arriving late, the student should be escorted to the main entrance for access to the school. Students are marked late if they report to school after 8:50 AM. Lateness can accumulate to constitute an illegal absence (330 minutes of cumulative lateness will constitute an illegal absence).

## **TELEPHONES**

**Office and classroom phones are not available for student use except in an emergency.** Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency.

Each teacher has a direct dialed telephone number with voicemail. Teachers are prohibited from answering classroom telephones during the instructional day. Incoming calls to classrooms are automatically routed to voicemail between the hours of 8:45AM and 3:55PM.

## **TEXTBOOKS AND MATERIALS**

The school furnishes books and other materials for all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable depreciation is expected because of daily use. **UNREASONABLE DAMAGE TO TEXTBOOKS WILL RESULT IN A FINE.** Lost textbooks must be paid for and replaced immediately. The fines for these must be paid to the school office at the time of damage or loss.

The desire to teach our children to be responsible for possessions and the high cost of textbooks necessitates that you encourage your child to take appropriate care of the school textbooks.

Students are responsible for all text and library books issued to them during the school year. All lost or damaged supplies must be paid for before final report cards are issued in June. Please contact the school whenever a textbook is lost so that a replacement can be given to the student. The office can also provide prices for replacements. If a lost book is found, monies paid will be refunded.

## **TIPS FOR PARENTS/GUARDIANS**

- Parents can help create safe schools.
- Discuss the school's discipline policy with your child. Show your support for the rules, and help your child understand the reasons for them. Involve your child in setting rules for appropriate behavior at home.
- Talk with your child about the violence he or she sees on television, in video games, and possibly in the neighborhood. Help your child understand the consequences of violence.
- Teach your child how to solve problems. Praise your child when he or she follows through.
- Help your child find ways to show anger that do not involve verbally or physically hurting others. When you get angry, use it as an opportunity to model these appropriate responses for your child—talk about it.

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- Help your child understand the value of accepting individual differences.
- Note any disturbing behaviors in your child. For example, frequent anger outbursts, excessive fighting and bullying of other children, cruelty to animals, fire setting, frequent behavior problems at school and in the neighborhood, lack of friends, and alcohol or drug use can be signs of serious problems. Get help for your child. Talk with a trusted professional in your child's school or in the community.
- Keep lines of communication open with your child and your child's teachers—even when it is tough. Encourage your child always to let you know where and with whom he or she will be.
- Get to know your child's friends. Listen to your child if he or she shares concerns about friends who may be exhibiting troubling behaviors. Share this information with a trusted professional--such as, the school psychologist, principal, or teacher.
- Be involved in your child's school life by supporting and reviewing homework, talking with his or her teacher(s), and attending school functions--such as, parent conferences, class programs, open houses, and parent meetings.
- Work with your child's school to make it more responsive to all students and to all families. Share your ideas about how the school can encourage family involvement, welcome all families, and include them in meaningful ways in their children's education.

### **TRANSFER POLICY**

To aid a child's transfer from one school or school district to another, the parent/guardian should notify the school of the intended withdrawal date and complete the Student Withdrawal Form several days in advance. Parents must also notify Central Registration at 267-893-2111 to withdrawal from the household.

A records release form should be completed at the new school and forwarded to Groveland. Upon receipt of the records release, Groveland Elementary will transfer those records to the new school.

### **VALUABLES**

Expensive toys, electronics and valuables are not appropriate for school. The only exception is for special "Show and Tell" activities. If a student brings any of these items to school, we have the right to collect the items until parents/guardians can retrieve them. Groveland will not be responsible for any lost or stolen toys, electronic games, cell phones, watches, etc.

### **VISITORS**

For the protection of your children, it is mandatory that EVERY visitor must enter through the main office, present a valid driver's license, state who they are visiting and why, and wear a badge printed out by the office staff. No one is permitted to enter the school and walk the halls or go to a classroom without permission and a dated visitor's badge.

### **VOLUNTEERS**

Our school encourages and welcomes parent involvement. Among the opportunities available to volunteers are attending class parties and chaperoning on field trips. Pennsylvania law requires all persons having direct contact with school children obtain background checks and clearances, effective July 1, 2016. Required clearances, along with links to the state's websites, can be found on the district's website, [www.cbsd.org/Page/335](http://www.cbsd.org/Page/335).

## **WEAPONS POLICY**

The District will not tolerate any weapon in school, even when there is no actual or implied threat. This is the only way we can insure a safe and orderly climate for all students and staff members. Possession, use, or transfer of a firearm will result in expulsion from school.

The weapons policy is covered in the Central Bucks School Board Manual, Sections #218 and #233. Please review these regulations with your son or daughter:

1. If a student possesses, uses, or transfers a firearm, the mandatory penalty is expulsion from school for a period of not less than one year. There is absolutely no discretion allowed under the law in assessing the penalty, no matter what the circumstances or the age of the child.
2. Any knife is considered a weapon, not just hunting knives or switchblades. This includes pocketknives – such as, penknives, Swiss Army knives, or Scout knives. Sometimes it is common for adults and students to carry pocketknives without thinking of them as weapons. Do not allow your student to bring one to school.
3. Any object used to inflict or threaten bodily harm is considered a weapon, no matter what the object's primary purpose. The fact that the object is not what would be traditionally called a weapon is not a mitigating factor in such a situation.

In all cases, possessing a weapon in school will result in an immediate suspension for up to ten days; the police will be notified, and the student may be subject to arrest. Further disciplinary action may also include expulsion from school. Weapon “look-alikes” are also threatening, as they are indistinguishable from the actual weapon. It follows that the same discipline procedure would be applicable.