**Parent & Student Handbook**

**2024-2025**

A logo with a paw print

Description automatically generated

***Principal – Mr. Kevin Cochran***

***Assistant Principal – Mrs. Jennifer Snyder***

Table of Contents

[Absences 5](#_Toc174367319)

[Attendance Error! Bookmark not defined.](#_Toc174367320)

[Arrival and Dismissal 6](#_Toc174367321)

[ Students’ Day…………………………. 8:35AM to 3:15PM 6](#_Toc174367322)

[ Kindergarten AM Session ……………. 8:35AM to 11:10PM 6](#_Toc174367323)

[ Kindergarten PM Session …………….. 12:40PM to 3:15PM 6](#_Toc174367324)

[Early Dismissal and Staff Development Days 7](#_Toc174367325)

[Early Dismissal hours for Kindergarten: 7](#_Toc174367326)

[Attendance 7](#_Toc174367327)

[4. Absences for approved reasons due to family travel shall be limited to two occurrences each year. Total number of approved days of absences shall not exceed five days in a given school year. Days exceeding these guidelines may be considered unlawful and/or unexcused. 8](#_Toc174367328)

[Leaving School During School Hours 8](#_Toc174367329)

[If you need to pick up your child during the school day, please send a note to the office in the morning. If you need to sign out your child prior to the end of the day, please do so before 3:05 p.m. After 3:05, children will not come down to the office until the normal dismissal time of 3:15. The office is extremely busy during the end of 8](#_Toc174367330)

[Emergency School Closing 9](#_Toc174367331)

[hour delayed opening of school would mean the cancellation of morning kindergarten for that day. 10](#_Toc174367332)

[School District Buses 10](#_Toc174367333)

[Bicycles at School 10](#_Toc174367334)

[Cold Spring Walkers 10](#_Toc174367335)

[Food and Nutrition Services 11](#_Toc174367336)

[Health Matters 11](#_Toc174367337)

[For ALL other medications: 11](#_Toc174367338)

[Health Examinations: 12](#_Toc174367339)

[Immunizations: 12](#_Toc174367340)

[Students with Crutches 13](#_Toc174367341)

[Student Behavior Expectations 13](#_Toc174367342)

[Recess and Playground 13](#_Toc174367343)

[Dressing for School 13](#_Toc174367344)

[Electronics 14](#_Toc174367345)

[Visitors to the School 14](#_Toc174367346)

[Delivery of Forgotten Items for Students 14](#_Toc174367347)

[Census Verification Forms 15](#_Toc174367348)

[School Records 15](#_Toc174367349)

[Homework 15](#_Toc174367350)

[Cold Spring Learning Goals 16](#_Toc174367351)

[Library 17](#_Toc174367352)

[Technology and Computers 17](#_Toc174367353)

[Special Area Subjects 17](#_Toc174367354)

[Instructional Support Teams 17](#_Toc174367355)

[Special Education 18](#_Toc174367356)

[Report Cards 18](#_Toc174367357)

[Interim Notices 19](#_Toc174367358)

[Parent-Teacher-Student Conferences 19](#_Toc174367359)

[Home and School Association 19](#_Toc174367360)

[Cold Spring Web Site 22](#_Toc174367361)

# Absences and Tardiness

([Board Policy 204](http://go.boarddocs.com/pa/cbuc/Board.nsf/goto?open&id=AWN4ZN0E02AC))

A major factor in a student’s school success is regular attendance at school. All children from the age of six (6) through the age of eighteen (18) must comply with compulsory school attendance requirements. Parents/Guardians 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. An absence not explained by an excuse note, submitted within three days of the child’s return to school, is recorded as an illegal absence. If an excuse is not submitted for any absence, the student will be considered illegally absent that day(s). Illegal absences will be shown as "unexcused

Excused absences include religious holiday, illness, death in the immediate family, and educational trips or family travel (such a trip will be excused only with prior written approval by the principal and is limited to five days per school year. Students without an excused absence are expected to make up both time and work missed.

**All absences should be submitted via the** [**Parent Portal**](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cbsd.org%2FPage%2F6152&data=04%7C01%7CALINCH%40CBSD.ORG%7C276ae552efea408c452208d962630b90%7Caa0b488ffc9e4185a5e3384220df23ca%7C0%7C0%7C637648999791576771%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=2ouBAhXlVyvRhPlXYNLheCcnuaoPYMEjTP0YiqYyyrg%3D&reserved=0)**.** The Parent Portal can be accessed on a phone or computer. You can create an online absence request for a full day absence, late arrival, or early dismissal. Absence requests will be reviewed by school attendance staff and approved or denied.

* Requests made using the Parent Portal will also serve as the excuse for the absence.
* Parents and guardians can also still call the school to report an absence, but emails will no longer be accepted.
* A doctor’s note will be required for more than three consecutive days of absence.

In addition, when a student is absent from school, but the school did not receive communication from the parent or guardian, the following communication will be sent:

* A text message will be sent notifying the parent or guardian of the absence.
* An email will also be sent reminding the parent or guardian that the student was marked absent.

If your child is absent from school for more than two days and you wish to request homework, please contact your child’s teacher and call the main office to notify us of your request and to arrange pick up of materials. Please allow adequate time for the teacher to prepare a listing of the assignments.

Student tardiness is strongly discouraged since it impacts directly on the continuity of instruction for the individual child as well as the class as a whole. Our school day begins at 8:35AM. **Students who are not in their classroom by 8:35 are considered tardy**. Children who are late for school must be signed in at the office by their parent. They will receive a late pass to enter class. Students who are tardy due to medical or dental appointments, for example, should bring a note from the parent or doctor in order to be excused. Frequent absence or tardiness by individual students will be addressed through an administrative intervention.

# Arrival and Dismissal

# Students’ Day…………………………. 8:35AM to 3:15PM

# Kindergarten AM Session ……………. 8:35AM to 11:10PM

# Kindergarten PM Session …………….. 12:40PM to 3:15PM

Students are expected to arrive at school between **8:15** and **8:35 AM.**

For the safety of your children, parents may not drop off children, or allow them to arrive at school before 8:15 AM, when proper supervision can be provided. For parents who need care for children prior to 8:15 AM, the Central Bucks Community School offers Before School Care for a fee on site at Cold Spring.

Morning kindergarten is from 8:35 AM to 11:10 AM. Parents who pick up children with cars are asked to park in the bus loading area and wait at the doors to the primary grade wing of the school. The kindergarten teachers will dismiss students in an orderly fashion to parents waiting outside. This dismissal procedure is fast and safe. Children are not to run to their parents waiting in cars or waiting to pick them up. Please be on time to pick up your child.

Afternoon kindergarten is from 12:40 PM to 3:15 PM. Parents are to drop off their children at the doors to the primary grade wing. Students are to arrive at school between 12:25 and 12:40 PM. Students are dismissed to school buses at the end of the day.

# Bike Riders

Only children in the Cold Spring Hunt Development may ride their bikes to school. If a child wants to ride his or her bike to school, the **Bike Riding Permission Form** must be completed and returned to the child’s teacher. This form is available in the school’s office. We ask that parents review safety rules of the road with their child before allowing them to ride to school. Any child reported to the school for riding their bike in a dangerous manner, or disrespectful manner, (riding on other people’s property) may have their bike riding privileges revoked. We ask for your help and cooperation in maintaining bicycle safety at Cold Spring. Bike racks are provided on school grounds and a bike lock is highly recommended. The Central Bucks School District assumes no responsibility for damaged, lost, or stolen bicycles. The law requires all children riding bicycles to wear a helmet.

# Bus Transportation

The Central Bucks School District transports approximately 20,000 students daily to approximately 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 (15) minutes of their start time and pick up students using the same time frame. For example, if dismissal time is 3:15 PM buses may be scheduled to arrive at school for pick-up at 3:30 PM. Please consider the built-in variability in the bus schedule when anticipating the arrival of your children.

**All students in grade K, 1st, and 2nd must have an adult at the bus stop to be dropped off, unless they have an older sibling.** If there is no adult at the stop the child will be returned to school and a parent will be called to pick them up.

**Bus riders are expected to follow the bus driver's directions, to obey all safety rules, and to treat others with courtesy while riding the school bus.** Students who misbehave and violate safety regulations may lose the privilege of riding the school bus. Safety rules and regulations are explained in the School District's calendar. Problems which occur at the bus stop should be reported to the bus driver as well as the school principal. **Students may not ride any bus other than the one to which they have been assigned.** Requests for changes will not be granted for temporary periods except in emergency situations. All such requests must be made through the office of the principal. Questions regarding transportation may be directed to the transportation office at 267-893-4000.

# Car Riders

Parents who drive their children to Cold Spring Elementary must follow the marked driveways for car traffic. All car traffic goes to the right and towards the front entrance of the school. Please remember **the speed limit in the parking lot is 15 mph. All students must be dropped off at the building entrance, when a staff member is present.** To make this process more efficient, please drop your child off and promptly continue on your way. Students are not permitted to walk across the parking lot unescorted.

If you are picking your child(ren) up in the afternoon, you must use the car rider line. All car traffic goes to the right and towards the front entrance of the school. Your child(ren) will be dismissed to your vehicle by a Cold Spring staff member.

# Cold Spring Walkers

Only children in the Cold Spring Hunt Development may walk to school. If your child is going to walk to school, please complete the **Walker Attendance Information Form** and return it to your child’s teacher. This form is available in the school office. Please remind your child to follow the walking path and to be respectful of the property of all homeowners. Upon entering the development children should use the sidewalk and not walk through neighbor’s yards.

# Cell phones/smart watches

In keeping with the CBSD school board policy (829.1) The Board prohibits the use of any personal electronic device by any elementary school student while in district buildings, on district property and grounds including on district buses, and at school-sponsored activities. An electronic device that is possessed by any student in school buildings or on district property must remain powered off and always kept out of sight except in specific circumstances and at times with teacher permission for instructional purposes. You can see the full policy [here](https://go.boarddocs.com/pa/cbuc/Board.nsf/goto?open&id=AWKJAV4C3CDE), under Operations.

Understanding this policy and the makeup of our student body, students who wear a personal communication device (smartwatch) should have it turned off once they are on school property. Students should not call or text from school without notifying their teacher. All students are permitted to use the classroom, main office, or nurse’s office phone. If your child has a cell phone or wears a smart watch, please discuss these guidelines with them and the consequences below. Students should not be texting during the school day on ANY device. The staff of Cold Spring are here to help and support your child through any situation. Students should seek adult assistance if they feel ill or upset.

* 1st offense – Warning by teacher to turn device off and place in backpack.
* 2nd offense – Device is removed and given to the teacher, returned at the end of the day. Teacher will communicate this with parent/guardian.
* 3rd and repeated offense – Device is removed and given to the principal. The principal will call home, the device will be picked up by the parent. The student will then leave their device at home or keep it turned off and kept in their backpack.

# Dismissal During School Hours

No child is permitted to leave school property without authorization from the office of the principal. If a child is arriving late or leaving before the close of school, please enter the request into the Parent Portal so that they will be excused. If your child will be missing for a portion of the day for an appointment, enter the request into the Portal as ‘leaving early’ and their attendance will be updated when they are checked back into school.

Any changes to your child’s regular dismissal plan must be communicated to your child’s teacher and to the office via email: [tmaclean@cbsd.org](mailto:tmaclean@cbsd.org), [emkiernan@cbsd.org](mailto:emkiernan@cbsd.org) & [dchila@cbsd.org](mailto:dchila@cbsd.org).

The office must be notified of **any same day dismissal changes by phone**, please do not just send an email to the teacher as they may not see it in time.

All children should be met at the school office and signed out. If you need to pick up your child unexpectedly, go to the office for assistance.

The health room will notify you if a child is being sent home from school due to illness. If you cannot be reached, we will contact the names of people you listed on the census verification form. **This information can be updated in the Parent Portal.** Children who are sent home ill are signed out directly from the health room.

# Early Dismissal

Periodically the school calendar contains days indicated as Staff Development Days for teachers and Early Dismissal Days for students. On these days students are dismissed from school at 11:55 AM. No lunches are served on these days.

# Emergency Contact Information

Please be certain to review your contact/emergency information in the Parent Portal section of Infinite Campus for accuracy. Any changes in this information should be updated in the Parent Portal.

A yellow post-it note on a white background

Description automatically generated

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.

# Emergency School Closing

If a school closure should become necessary (i.e. close school for the day, open one or two hours late, or dismiss early), the information can be received in several ways: www.cbsd.org, local news stations, Twitter; text message, for those parents who registered at www.cbsd.org, or email, to parent addresses registered in the Parent Portal. **PLEASE DO NOT CALL THE SCHOOL.** If a situation arises at Cold Spring that requires an early dismissal, students will be dismissed according to the district determination and by procedures outlined by parents on the School Emergency Closing Form. Phone notification by the school will occur only in individual emergency situations. It is, therefore, imperative that home, work, and emergency numbers be continually updated by parents on both emergency forms and in the Parent Portal. **PLEASE MAKE SURE YOUR CHILD KNOWS WHERE TO GO IF SCHOOL CLOSES EARLY.**

# Food and Nutrition Services

All students eat in the cafeteria whether they buy or bring their lunch. A well-balanced hot lunch is available each day. For students with packed lunches, cartons of milk are sold separately. Ice cream and snacks are also available. Prices and daily choices appear on the menu which is in the Cold Spring newsletter and on the district website.   
  
\*Free and reduced-price breakfasts and lunches are available to families who demonstrate financial need. Interested parents are encouraged to complete the online application found on the CBSD website, [Free and Reduced Lunch Application and Information](https://www.cbsd.org/Page/66512). Families may apply for free and reduced lunches at any time throughout the school year. Once enrolled in the Free and Reduced Lunch Program, families will be eligible to receive financial assistance in other programs throughout the school year. (Yearbook, Field Trips, Holiday Boutiques (student shopping), Holiday Gift Drive, Winter Coat/Hat/Gloves Supplies, Technology Devices, Fall and Spring Book Fair, Spring Fair, Home & School Events, etc.) Further information on the School Health Services and Insurance can be found [here](https://www.pa.gov/en/agencies/dhs/resources/chip.html).

In the event that a child forgets his or her lunch, a lunch will be provided. Families can set up and monitor their child’s lunch account through MySchoolBucks, found on the district website. [Food Services / Welcome (cbsd.org)](https://www.cbsd.org/domain/79)

# Health Office

A certified school nurse provides regular services to our students. The staff nurse assigned to Cold Spring Elementary is also a registered nurse. Any accidents or injuries occurring on school property during school hours must be reported to the health room and/or the office immediately. Parents are immediately notified of any serious injuries.

Again, it is important that your child’s contact/emergency information is updated in the Parent Portal. If your child has any special medical needs, or an involved medical history (asthma, allergy to insect stings, prescription drug history, etc.), the nurse, and your child’s teacher should be notified in writing.

All medication, whether prescription of over-the-counter, must be kept in the health office. Medication must be sent in the original labeled container and must be accompanied by a Medication Dispensing Form signed by both the physician (or dentist) and the parent. With parent permission indicated in the Parent Portal Emergency Information Form, updated each year, acetaminophen and ibuprofen may be administered according to manufacturer’s suggested dosage. Your child should not come to school on narcotic medication for pain management as these medications may cause dizziness, light-headedness and sedation which make it difficult foryour child to function safely and effectively in school. Administration of specific nonprescription medications is available to all students under the guidelines of the district’s Medical Director. These medications include cough drops, throat spray, antacid tablets, and Neosporin ointment. All controlled medications must be hand-delivered to the school nurse or the principal’s designee by a parent or guardian at which time it will be counted and signed for. Find more information at: <http://www.cbsd.org/Page/900#sthash.ot7IuRkV.dpuf>

# Health Examinations:

Health examinations are required by Pennsylvania Law according to the following schedule:

Vision, height, and weight checks… K through 6th

Hearing Screening K, 1st, 2nd, 3rd, Spec. Ed.

Medical Exam… Entry to School and 6th

Dental Exam… Entry to School and 3rd

Scoliosis… 6th

It is recommended that the medical and dental exams be performed by your private provider. Exam reports are due October 15 of the year they enter the grades indicated. Failure to provide the exams by that date, will result in the student being excluded from field trips.

**Need for Crutches:**On occasion, we have students with serious orthopedic issues who must use crutches in school. In order to use crutches**, a note from your physician is required** stating that the student must use crutches due to the orthopedic diagnosis and also state any restrictions for the student. This note should be given to the nurse. Students may not return to school with crutches unless they have a physicians note and have been properly instructed in the use of crutches. Students using crutches will be permitted to use the elevator to get to the second floor classrooms.

# Student Behavior Expectations

Our goal is to maintain Cold Spring as a learning environment where all individuals will help create an atmosphere that promotes success and excellence. We feel that the Citizenship Report is a good tool to help us reach this goal.

Please take a moment to review the form that is included in this handbook. You will note the various rules that are in place throughout the school. These include general school rules, as well as lunch, playground and bus rules. In addition, teachers have their own specific class policies, which outline expectations for behavior in the classroom. The use of the Citizenship Report is not a common practice but rather a last resort after alternative methods have been tried. Any time a Citizenship Report is issued, it will be sent home for your signature. As you will notice, this form clearly identities the behavior being reported and the actions taken. You can expect to be contacted for a conference with your child’s teacher if they have received more than one Citizenship Report. The consequences noted in the “Additional Actions Taken” column may be applied when a student has received multiple reports or when a serious infraction has taken place.

# Recess and Playground

Children go outside to play every day, except for inclement weather. In cold weather, children do go outside and should come to school dressed warmly and prepared to get some fresh air. If a child has been ill and is returning to school, we will expect that they will be outside for recess. Teachers will send all children outside for recess.

# Dressing for School

Students are expected to dress appropriately for school. Appropriate dress is defined as that which is safe (high heels are not permitted) and not disruptive to learning. Good judgment is the key. Skirts, or shorts that are too short are inappropriate for school.

Spaghetti strap tops and bare midriffs are not appropriate for school. Tee shirts with foul language or messages (including pictures) that are in poor taste will not be permitted in

school**. Flip flops, or shoes with no back are unsafe for school and are not permitted.** They provide no protection for children’s feet on the stairways, hallways or playground. Remember the children that attend Cold Spring range in age from 5 years to 13 years old. Your help and close supervision of this matter is appreciated. Some items may be appropriate for home but not for school.

# Visitors to the School

Parents, visitors and volunteers are welcome at Cold Spring Elementary. All visitors **must report to the office upon entering the school and receive a visitor’s pass.** For security reasons, only the front doors are open during school hours to prevent any stranger from entering the school unnoticed. Portable classrooms are locked at all times as well. Parents and guests visiting the portable classrooms must stop at the office and follow the same procedures. All visitors must sign a book indicating the time of entry, their name, and the child or classroom they are visiting. When the visit is over, they must sign the book to indicate time of exit. **As a professional courtesy, we ask that all visitors schedule an appointment with the teacher prior to their arrival. Infants, toddlers and preschoolers do not make good visitors to school. They can be disruptive to the learning environment for children. All visitors are asked to silence cell phones while in the building, as they are extremely disruptive.**

# School Records

Each student has a cumulative file of records from elementary school. Parents may view these records by making a request to do so. The school has 30 days to arrange an appointment for you to review these records with the school principal or the student support counselor

# Homework

Homework is intended to help children **independently practice** what they have learned with their teacher. If you child is confused by their homework and cannot do the work without substantial help from you, it is very important that the teacher be informed immediately. This homework was not well suited to this child. If you give your child too much help, you mask the confusion your child has from his/her teacher – thus making the situation worse. It is important that you call or write to the teacher and communicate about this problem.

Some elements of effective homework are as follows:

**It should be short, intensive practice**

**It should be able to be completed independently by the child It should be meaningful rather than overly repetitive**

**Difficulties with homework need to be communicated immediately to the teacher**

The following guidelines are used in Central Bucks for assigning homework: Grade 1 approximately 10 minutes per night

Grade 2 approximately 20 minutes per night Grade 3 approximately 30 minutes per night Grade 4 approximately 40 minutes per night Grade 5 approximately 50 minutes per night

Grade 6 approximately 60 minutes per night

If your child is doing homework (as opposed to sitting with pencil in hand but not doing anything!) and is spending significantly more time than these guidelines indicate, please stop the homework and inform the teacher of the excess time it is taking your child. The problem may be with the assignment or with the way in which your child is approaching the task. Either way, the teacher needs to assess the difficulty and help your child become more efficient and productive with their homework.

# Cold Spring Learning Goals

When Cold Spring Elementary opened in 1995, the teaching staff and the principal created a school wide set of goals that would form the foundation of the school culture. These goals are posted in every classroom from kindergarten to sixth grade and in all common areas of the school (library, art room, gym. cafeteria, etc.). We believe that it is important for children to receive a consistent message about what we value, and what we expect them to learn to develop strength of character. These goals help students learn how to be successful students regardless of their academic abilities.

Students are expected to self-reflect and evaluate their progress on these goals periodically throughout the school year. Teachers also evaluate each student’s progress on these goals, on the same form. Differences in perception between the student and teacher about a child’s progress, provides a good opportunity for discussion and future goal setting. Parents receive a copy of the evaluation forms. In this way parents can stay informed about this vital aspect of their child’s school progress. This is an important document for parents and children to discuss together. Some children may need weekly evaluations throughout the school year. Ask your child’s teacher about the frequency of your child’s need for these evaluations after the second marking period.

1. I am learning from my mistakes.
2. I follow school and class rules.
3. I complete my work on time.
4. I am respectful and considerate of other people.
5. I am learning and improving my skills.
6. I ask questions when I need help.
7. I accept responsibility for my own behavior.
8. I am a cooperative citizen of my school.

# Library

The Cold Spring library is an important resource for our school. Students are invited to use the library at any time during the school day for individual research.

Classrooms are scheduled for a weekly (primary grades) and biweekly (intermediate grades) instructional class with the librarian to learn to use the library more effectively.

# Technology and Computers

The technology available to students at Cold Spring Elementary is excellent. Our computers have built in CD Rom and are networked throughout the school. Our computer labs are fully equipped with networked computers. We have a full desktop computer lab, a mini lab station in the library as well as 30 mobile laptop computers for use in each classroom. Students are given instruction in how to use computers and are encouraged to use them throughout the school day.

# Special Area Subjects

**Art, Vocal Music, Library and Physical Education**

The Central Bucks School District provides instruction in art, music, library and physical education to all students. Teachers who specialize in these subjects teach the classes in grades 1 – 6. Classes in these subjects are held once per week for 40 minutes. Library classes are 30 minutes per week for primary grades and 50 minutes every other week for intermediate grades. In grades 5 & 6 instruction is provided in instrumental music and band instruments. We also have a 5th and 6th grade chorus that provides valuable vocal music training for children in the upper grades.

# Instructional Support Teams

Students in need of support or assistance to meet their academic, social, or emotional needs, are reviewed by the instructional support team (IST). This could include a child with above average, average or below average exceptionalities.

A team of teachers reviews the progress being made in the classroom and makes numerous suggestions for modifying the instruction, assessment or behavior plans being used. After a thirty (30) day implementation period, the plan is reviewed to determine the success of the interventions. If needed, the case moves to a more formal IST review with a larger group of people, including the Instructional Support Teacher, Reading Specialist, Principal, Parents and others. An intervention plan is developed based upon a specific goal to be addressed.

The emphasis of this program is to provide as many modifications to the regular education program as possible in an effort to help the child succeed in school. If the “degree of need” for interventions is so great that it can no longer be provided in the Regular education class, the IST team would consider the use of specialized instruction in a special education class.

# Special Education

Cold Spring Elementary provides specialized education programs to a variety of children. We have classes for students who need assistance with part of the school curriculum, usually reading, written language or mathematics. These students would participate in our **Learning Support Resource Room or Inclusion Programs.** Students attend this program only for the subjects they need and qualify for according to state and federal regulations. The class is managed by a certified special education teacher who develops a specific instructional program for the child, entitled an Individualized Educational Plan **(IEP).**

We also offer full time Life Skills Learning Support and Autistic Support Classes for children who need more comprehensive specialized instruction. These students are mainstreamed or included in regular education classes based on their need and by mutual agreement between parents and professional staff.

Cold Spring Elementary also provides specialized instruction for students who qualify as gifted. Our district program is entitled Program for Enrichment (PEN). Students must qualify for this program by meeting the criteria established by the state of Pennsylvania. These include, but are not limited to, teacher recommendations, consistent academic achievement, superior scores on standardized tests, overall student performance and superior scores on an individual intelligence test administered by a licensed school psychologist. Not every student who achieves a particularly high score on an IQ test may need to be removed from the regular education program for specialized classes. Each case is reviewed individually to determine what is in the best interests of the student.

The PEN program focuses primarily on the development of thinking skills.

# Report Cards

Central Bucks School District issues report cards to parents three (3) times during the school year, usually in November, February and June. At the end of the third marking period, teachers will conduct a portfolio conference with each parent to review their

child’s work products in relation to Central Bucks Standards of Performance. Since each child develops skills at an individual rate, your child’s progress is evaluated by individual performance at his/ her own current instructional level. The grading systems are listed on each report card. Portfolio Conferences between parents, teachers and students will become an increasingly important part of our reporting system in Central Bucks.

# Interim Notices

In an effort to make certain that parents are fully informed if there is a problem with their child’s progress, teachers send interim notices home midway through the marking period. If a child’s academic performance has dropped significantly, or they are experiencing behavior problems, the teacher will send home an interim notice to formally enlist parents support to resolve the problem early enough before report cards are issued. Parents need to sign the notice and return it to school. In the event a parent conference is needed, or wanted, it will be arranged.

# Parent-Teacher-Student Conferences

One effective way to help a child having difficulties in school is for parents, teacher and student to meet and clarify the nature of the problem and develop a plan for resolving the problem. These conferences can be held at any time during the school year at either a

parent’s request or at the invitation of the teacher. Central Bucks School District schedules specific days for parent-teacher conferences in November and April. During these conference days students do not attend school. Teachers

will send home an invitation for a specific time to meet with parents. They will do their best to schedule a conference time that accommodates everyone’s schedule.

# Home and School Association

Cold Spring Elementary has an active and supportive Home and School Association. (HSA) All parents, teachers and the principal are voting members of the HSA. The HSA has an elected Executive Board all of whom serve a two- year term. The executive board meets monthly (except in December). The general membership of parents, teachers and administrators meet October, January, March and May in the school gym. Notice of the dates of these meetings is provided to all parents at the start of each school year. The primary function of the HSA is to support the professional staff and education of the students at Cold Spring. The HSA supports our school in many capacities (computer lab, library, tutoring children, homeroom parents, etc.) and conducting forums on topics related to the education of children and school programs, etc. Fund raising is not the main purpose of the HSA and students are never permitted to solicit door to door for any HSA fund raising project. Fund raising is limited to essential projects only.

**The HSA executive board is not the vehicle for individual parents concerns about their child’s classroom program or individual concerns about school wide policies or procedures. Parents with concerns about specific problems should direct questions directly to the teacher involved, or the school principal.**

**Threats Policy**

**Students who threaten harm to another student or staff member or make suicidal threats are removed from class immediately. If the principal believes the threat was intended, parents and the police are called and the student is suspended for a minimum of three days. A parent conference must be held prior to readmission.**

**If the student does not present an immediate threat, parents are called and must take their child to Crisis Intervention at Doylestown Hospital or to another mental health provider for an evaluation at parents’ expense. The results of such an evaluation must be reported to school personnel as part of the determination of whether the student should continue attending classes. Parents who refuse to remove their child from school will be reported to the police and/or the Bucks County Children and Youth Services for appropriate follow-up.**

**Weapons Policy**

We ask that parents read the Central Bucks weapons policy, and if you have any questions, please contact us at 267-893-3800.

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

Any knife, including Scout knives, pen knives and other pocket knives, will be considered a weapon. Any device that could conceivably be used as a weapon, even when the device is designated to be used for another purpose such as a letter opener; and any device which is actually used to harm another, will also be considered a weapon under this policy. In all cases, possessing or using a weapon (as defined above) in school will result in expulsion, although the superintendent may recommend a lesser punishment for use or possession of any weapon but firearms.

# Cold Spring Web Site

[**www.cbsd.org/coldspring**](http://www.cbsd.org/coldspring)

**The Cold Spring Web Site is an excellent source of information for parents. The site contains information such as useful documents, school calendars, lunch menus, staff email addresses, and curriculum links. Parents are encouraged to monitor this web site for relevant Cold Spring information.**