

Dear Parents,

Welcome to Cold Spring Elementary School. Your child is important to us at Cold Spring. We believe that by working closely with you, we can provide an excellent education for your child.

This handbook is provided to help you understand some of the basic procedures and policies used at our school on a daily basis. I encourage you to read it and refer to it when you have questions. It covers a broad range of topics and may prove helpful to you throughout the school year.

We need your help and cooperation in implementing many of the procedures listed in this handbook. Our school works best when parents, staff and students are all working cooperatively using the same procedural guidelines. The items listed in this handbook are intended to maintain an effective and orderly learning environment for all of the children attending Cold Spring Elementary School.

Once you have read the handbook, if you have additional questions, please call the school office for assistance at 267-893-3800.

Best wishes for a terrific school year!

Sincerely,

Brian A. Finger, Principal

**COLD SPRING ELEMENTARY SCHOOL  
PARENT HANDBOOK  
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## **Arrival and Dismissal**

Students are expected to arrive at school between **8:15** and **8:35 AM**. School begins at 8:35, so students must be in their classroom by that time. **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 should not arrive at school prior to 8:15 AM since there is no adult supervision for children and they must wait outside the school doors. 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.

Parents who drive their children to Cold Spring Elementary must follow the marked driveways for car traffic. **We discourage parents from driving to school to pick up their children because of the heavy car traffic and congestion that occurs. Please let your child ride the bus.** 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. 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.**

**A note about inclement weather:** on rainy days, you may be tempted to drive your children to school. This typically creates a long line of cars dropping off students (which impacts the traffic on Rt. 413 and slows the bus arrival). If your children are bus riders, please have them ride the bus to school. **Driving them to the bus stop may be a better option than driving them to school.** When there is a longer line of cars dropping off students, please pull up so that multiple cars (8-10) can unload at the same time.

Please call the school office and notify us of any changes in your child's transportation from school **prior to 1:30 PM**. Your child's name will be announced at dismissal time to inform them of the change. **Please do not arrive to pick up your child prior to 3:15 PM, as school is still in session.**

If you are picking your child(ren) up in the afternoon, you must use the car rider line. Do not park in the lot or wait in the lobby for your child(ren). There are two reasons for this request. First, having children walk across the driveway is a safety hazard. Secondly, when people are crossing the driveway it dramatically slows down the car rider line. Simply put, please wait patiently in the car rider line so that a small percentage of parents do not circumvent and slow down the line. If there are special circumstances that require you to escort a child across the driveway (student with a disability, student who is injured, or a student with a special project) we understand. In these cases, you will need to wait by the school until the car rider line has finished before you return to your car. (As stated in an earlier Courier article, we always recommend using the mode of transportation prescribed for your child by the Central Bucks Transportation Department. We realize there may be rare occasions when you need to drive your child(ren) to school,

or pick them up from school. On these rare occasions, please follow the proper procedures.)

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.

**Children are not permitted to switch buses or ride a bus to a friend's house.**

### **Early Dismissal and Staff Development Days**

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. Buses begin picking up children at 11:55 AM and parents who drive to school (which we discourage because of traffic flow) are to arrive at 11:55 AM.

### **Early Dismissal hours for Kindergarten:**

Morning kindergarten sessions: 8:35 to 11:10 AM (Sept. – Jan.)  
Afternoon kindergarten sessions: 8:35 to 11:10 AM (Feb. – June)

From September to January the morning session of kindergarten comes to school on Early Dismissal Days. The afternoon session does not come to school at all during these months.

From February to June the schedule flips and afternoon sessions come in the morning while the regular morning session does not come to school.

### **Attendance**

A major factor in a student's school success is regular attendance at school. **Parents are required by Pennsylvania State Law to make sure that their children attend school every day.** When your child is absent from school, a written excuse slip, signed by the parent, must be sent to the school office upon the child's return to school. Excuse slips are available from the office. Please be aware that an automated phone call system will call you to tell you your child is not in school. Please don't be alarmed. If your child is absent from school for one day, homework will not be sent home. In cases of absences lasting two or more days, teachers will send homework with a designated "buddy", or

parents may come to school between 2:30 and 4:30 PM to pick up books and assignments. **Please be sure to inform your child's teacher of who your child's homework buddy will be for this school year.**

The school principal must approve, in advance, absences due to family travel. The school district has a form, which must be completed by parents. The Central Bucks School District revised its attendance policy in 2004. A change that may affect Cold Spring families deals with Family Travel. This change reads as follows:

- 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.**

Please consider these policy regulations when planning your family trips during the school year. If parents would like their child to have homework assignments while on these trips, please notify the classroom teacher at least one week prior to the trip so that adequate materials can be made available.

Additionally, the Board considers the following conditions to constitute reasonable cause for absence from school:

1. Illness.
2. Quarantine.
3. Inclement weather that would jeopardize the safety of the student.
4. Necessary interviews of student that cannot be arranged outside of school hours.
5. Death in the family.
6. Family educational trips
7. Participation in a project sponsored by an organization eligible to apply for a grant under Section 5(3) of P.L. 437, No. 92 known as the Pennsylvania Agricultural Fair Act.

When completing excuse notes, please be aware of the reasons for an excused absence.

### **Leaving School During School Hours**

Children are expected to attend school all day, every day that school is in session. Parents are asked to cooperate with this expectation and not ask to have children leave before regular dismissal time at 3:15. **Interruptions to the school day are to be avoided.** Parents are requested to schedule medical and dental appointments after school hours, so learning time is not disrupted.

**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

the day. During this time the office staff is carefully keeping track of all notes and records associated with daily changes in student transportation needs. Also, the end of the school day is a busy time in classrooms. Teachers are passing out homework, checking assignment books and performing other duties to prepare the students for dismissal. **During this time, we need to keep disruptions to a minimum. Again, please understand that we will not be calling to classrooms for students after 3:05 p.m.**

Central Bucks School District has adopted standardized procedures for reporting late arrivals and early departures:

**Tardy – if a student arrives up to 60 minutes after the official start of the student day.**

**Full-Day Attendance – If a student is in attendance for five (5) hours or more, they will be credited for a full day of attendance.**

**Half-Day Attendance – If a student is in attendance for between one(1) hour and five (5) hours, credit is given for a half-day of attendance.**

**No Attendance – If a student is in attendance less than one (1) hour, no credit is given for attendance.**

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. **It is very important that we have an updated and complete census verification form on your child at all times.** Children who are sent home ill are signed out directly from the health room. Parents who take vacations without their children are asked to please notify the school of who is caring for them while you are away.

### **Emergency School Closing**

**Parents are given an “emergency school closing” form to complete at the start of the school year.** The form lists the different ways that you can choose to have your child sent home in the event of an emergency at school. In the event of any type of an emergency that forces a school closing mid-day, we would use the information you provided to us on the emergency school closing form to get your child home safely while you are at work. Our Parent Email Network is also used to inform you of an early dismissal. You will have the opportunity to sign up for this at the beginning of the school year.

In the event of bad weather in the early morning before school opens, listen to **KYW news radio (1060 AM)** for the Central Bucks School District number for school closing. The number is **755**. **Please do not call the school for information**, as bad weather may delay the office staff from getting in on time. Instead, **check our district website at [cbsd.org](http://cbsd.org) for the latest information 24 hours a day.** You can also turn to **CBTV Comcast channel 28 and Verizon channel 40, or channels 3, 6, and 10.** You may also call the Central Bucks News line at 267-893-2000 press 6 for a recorded message. **A two**

**hour delayed opening of school would mean the cancellation of morning kindergarten for that day.**

### **School District Buses**

Children who ride CB buses are expected to follow all bus rules and regulations at all times. **Students who misbehave and violate safety regulations may lose the privilege and convenience of riding the school bus. Children who do not follow the safety rules for the buses are removed, and it is the responsibility of the parents to provide transportation to and from school each day.** Please inform your child of the importance of the safety rules for riding a bus. Safety rules and regulations are explained in greater detail in your CB District Calendar. **Students are not permitted to switch buses to ride to a friend's house.** Questions regarding transportation may be directed to the transportation office at 267-893-4000.

### **Bicycles at School**

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 on the school's web site and in the 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 driving 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. Please make sure your child is obeying this law.

### **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.

## **Food and Nutrition Services**

Food and Nutrition Services has a contract with the Central Bucks School District to provide school lunches for children. Monthly menus are provided by the department and sent home with the children. **The Central Bucks News line has a recorded message that gives a day's menu for the district (267-893-2000). Please do not use the number for menu information after 8 AM.** Food and Nutrition Services implements a computerized debit system that allows you to pay in advance for meals and/or a la carte foods. Students may also pay cash on a daily basis, however, we encourage parents to set up a lunch account with Food and Nutrition Services to expedite serving the students each day.

If a child forgets his/her lunch money at home, they may borrow money for lunch. However, if a child does not pay back their loan, they may not borrow a second time until the loan is paid. Children are encouraged to learn how to care for themselves and accept the responsibility of bringing their own lunch money to school. Students may always bring their lunch from home if they choose. When packing lunches, please be advised that glass bottles are not permitted in school.

## **Health Matters**

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 we have an updated and current census verification form of your child at school at all times.

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 by you.

Parents may give written permission on the census verification form for the nurse to administer Acetaminophen and Ibuprofen. Central Bucks School District has a standing order written by our district physician for the Acetaminophen and Ibuprofen administration.

### **For ALL other medications:**

Parents must also register any and all medications or drugs, whether over-the-counter or prescription, that are brought to school. **Children are not permitted to dispense any medications to themselves while in school – no exceptions of any kind are ever permitted. No medications will be administered to any student, without the proper completion of the Medication Dispensing Form by a physician.** Failure to have such a form on file in the health room will require that the parents come to school to personally administer the medications; otherwise the medication cannot be administered. Any medication to be administered by school personnel must be delivered directly to the school nurse. **The medication must be brought to school by parents in the original**

**container from the pharmacy and have the proper medical labels regarding dosage. Children are not permitted to bring medication to school.** All prescription medications are kept in locked storage in the health room.

In unusual circumstances where the medication dispensing form is not available and the administration of the drug is necessary for the child, the school nurse may obtain temporary verbal orders from the attending physician by phone or fax. However, in order for the medication to be administered the following day, a signed medication dispensing form must be provided.

Your complete cooperation with these safety regulations is necessary for your child's health.

**Health Examinations:**

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

Vision, height, and weight checks.....	K through 6 <sup>th</sup>
Hearing Screening.....	K, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , Spec. Ed.
Medical Exam.....	Entry to School and 6 <sup>th</sup>
Dental Exam.....	Entry to School and 3 <sup>rd</sup>
Scoliosis.....	6 <sup>th</sup>

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.

**Immunizations:**

The following immunizations are required by Pennsylvania Law for school entry:

Poliomyelitis – Three or more properly spaced doses.

Measles, Mumps, Rubella – Two doses of the vaccine, the first dose being after 12 months of age.

Diphtheria and Tetanus - Four or more doses of these vaccines. One dose must be administered on or after the fourth birthday.

Hepatitis B. – Three properly spaced doses of Hepatitis B vaccine.

Varicella (chicken pox) immunity, either from vaccination, history of disease or laboratory testing for new school entrants, Kindergarten or first grade and entrance to seventh grade if not previously vaccinated.

Diphtheria, Tetanus, Acellular Pertussis, and Meningitis Vaccine for entrance to 7<sup>th</sup> grade 09/10 school year.

### **Students with 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 physician's note and have been properly instructed in the use of crutches. We hope this helps to keep our students safe and prevent further injuries. 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 identifies 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.

### **Electronics**

A student's personal electronic equipment is not permitted in school (i-Pod, MP3 player, digital camera, etc.) If a student brings such an item to school it will be confiscated and their parent will need to come to school to retrieve the item. Also, students may not use cell phones during instructional time.

### **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.**

### **Delivery of Forgotten Items for Students**

"Mom, I forgot my homework, (or sneakers, or trumpet, etc.). Please bring it to school right away!" Does this sound familiar?

Parents are encouraged not to support a child's habit of calling home for help with these items. We are interested in your child learning the larger lesson of personal responsibility. This is more important than a single homework assignment or any other item. It may be uncomfortable for your child that day. However, if you help your child accept the consequences for forgetting rather than being a personal cab service, you may find that your child begins taking care of their items BEFORE they leave the house in the morning. Since you are the one doing the delivery, the choice is yours. If you elect to bring the forgotten item to school, you are asked to drop it off in the office (items may not be delivered to the classroom). An email will be sent to your child's teacher letting them know that the item has been delivered.

### **Census Verification Forms**

Census Verification Forms are distributed the first week of school. These are very important and need to be completed and returned to the health room within a week. In the event your child is seriously ill or injured, we need to use the Census Verification Form to locate you, other adults, your pediatrician or dentist. It is also important if we need to take your child to the hospital.

If your work number should change during the year, please notify the office so we can make the necessary changes on the emergency card.

If you go on vacation and leave your children in the care of someone else, please notify the school office in writing. Inform us of the address where your child will be staying, the phone number, names of the people caring for your child and the length

of time you are away.

### **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 your 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 5<sup>th</sup> and 6<sup>th</sup> 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.**

