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***PAUL W. KUTZ***

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**ELEMENTARY SCHOOL**



Parent-Student Handbook

2021-2022

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## INTRODUCTION

On behalf of the faculty and staff at Kutz Elementary School, welcome! We are a proud part of the Central Bucks School District, one of the finest school districts in the Commonwealth of Pennsylvania. It is our pleasure to work with you and your children in achieving the goals as stated in the Central Bucks Mission Statement:

*The Central Bucks Schools will provide all students with the academic and problem-solving skills essential for personal development, responsible citizenship, and lifelong learning.*

Schools are more effective when parents and the school are partners. The purpose of this Parent-Student Handbook is to give Kutz students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school.

Together with the information section in the back of the District Calendar and the online resources at <http://cbsd.org/Domain/17> , we feel confident you will have ready resources for your questions about the School District and Kutz's policies and procedures. In case of any conflict between a CB Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the board will prevail.

To access Board Policy, please go to <http://www.cbsd.org/Page/261> .

Please review this information early in the school year and refer to it as needed during the year. Should you have any questions about information found here or on any other school-related topics, we encourage you to call 267-893-3900.

### **SCHOOL HOURS**

8:30 AM	Children May Report to Their Classroom
8:50 AM	School Begins
11:25 AM	Morning Kindergarten Dismissal
12:55 PM	Afternoon Kindergarten Begins
3:30 PM	School Dismissal Begins

To help ensure the safety of our children and staff, and to abide by the CBSD Board Policy, **it is required that all visitors report to the receptionist's desk, provide a valid driver's license, register, and wear a guest badge** before going to a classroom, library, or any other area of the building. All guests/parents must adhere to the primary purpose of their visit and refrain from interrupting the educational process occurring in other rooms.

## 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. An absence not explained by an excuse note is recorded as an illegal absence.

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

1. Religious holiday
2. Illness
3. 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**
4. Death in the family

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 \(cbsd.org\)](https://www.cbsd.org/parents/attendance). 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 the 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, but the school did not receive communication from the parent or guardian, 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 267-893-3900 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.

## 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, reading to your child's class, 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 a healthy social development for your child and others.

## BUSES

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 3:30 PM buses may be scheduled to arrive at school for pick-up at 3:45 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.

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 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 1<sup>st</sup> grade students must be met at the stop by an adult or older sibling, or the driver **cannot release the student from 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 Kutz’s weekly electronic newsletter, the ***Kutz Cougar Courier Times***, to keep up with Kutz events and announcements.

## CAR RIDERS: ARRIVAL AND DISMISSAL

An alternate form of bus transportation to and from school for students is via car provided by the parent/guardian. Arrival (beginning at 8:30 AM) and dismissal (beginning at 3:30 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.
- Parent should not use the main office to drop-off students during the arrival window, 8:30 AM to 8:50 AM or pick-up students during the dismissal window, 3:30 PM to 3:50 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 WEBSITE

The following topics are covered on the CBSD Website:

- Attendance Areas
- Attendance Requirements
- Back to School Nights
- Building Directory
- CB Philosophy of Education
- Code of Rights, Responsibilities & Discipline
- Community School
- District Administration
- Dress Regulations



- Drug & Alcohol Policy
- Enrollment Regulations
- Guidance and Counseling Services
- Health Services
- Homebound Instruction
- Insurance Requirements
- Medication Policy
- Opportunity School
- Parent Conferences
- Parent Groups/Parental Involvement
- Psychological/Social work Services
- Progress Reports
- School Board Members/Meetings
- School Closing Information
- School District Policies
- Smoking Policies
- Special Education
- Sports Schedules
- Student Records
- Standardized Test

## 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 Kutz students and staff review our Code of Conduct and are encouraged to take responsibility for their words and actions and feel empowered to maintain our healthy environment. 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 Kutz community we are expected to follow the Kutz Cougar Character Traits listed below. Inappropriate behavior will result in consequences determined by the Kutz Administration in accordance with the Central Bucks Disciplinary Procedures and Responsibilities.

### **Kutz Cougar Character Traits**

To be productive citizens of our society we want students at Kutz Elementary to embody ***respect, responsibility, integrity, and perseverance.***

- ***Respect:*** Students at Kutz show respect when they are considerate to themselves, others, and the world around them.

- **Responsibility:** Students at Kutz show responsibility by being accountable for all their actions.
- **Integrity:** Students at Kutz show integrity by being honest and making the right choices, even when no one is watching.
- **Perseverance:** Students at Kutz show perseverance by working hard and displaying effort when challenges arise.

## Behavior Policy

### Level of Misbehavior:

**Level One: Misbehaviors** that interfere with the orderly learning environment of the school. A violation of the Code of Conduct.

**Level Two:** Frequent or serious misbehavior that disrupts the learning environment of the school.

**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.

### Possible Consequences May Include:

**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:** All consequences from Level One, parent and student conference with teacher, referral to the office and/or lunch/recess office detention.

**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:

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.

## COMMUNITY SCHOOL – BEFORE AND AFTER SCHOOL CARE PROGRAMS

Central Bucks Community School offers before 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 fee for the program. For more information, go to [Community School / Child Care Program \(cbsd.org\)](http://Community School / Child Care Program (cbsd.org)) . Children may attend on a part-time or full-time basis.

## DIRECTORY

A school directory is created by the Kutz 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

We believe...

*That there is a connection between a positive school climate and reasonable attire, and when elements of "popular" fashion are deemed inappropriate for the elementary school, it is the school's and parents' responsibility to establish limits.*

If your child chooses their own clothes to wear, please remind them that some outfits are not appropriate for school. Student dress should be comfortable but not too casual. All students are expected to demonstrate acceptable taste in their dress habits. Students are expected to avoid extreme short pants, tops with exposed mid-drifts, and any t-shirts with offensive slogans, expressions, or tobacco/alcohol related images. Some hot weather outfits that are appropriate for a 6-year-old child may not be appropriate for a more mature 12- or 13-year-old student.

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
- 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
- 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

Emergency school closings announced after school is in session will be posted first on the Central Bucks website [www.cbsd.org](http://www.cbsd.org) and then broadcast by text message, mail, radio, and television stations. When the school district announces weather related school closings, late starts or early dismissals, reliable sources of information are the district’s Twitter account (@cbsdinfo), CBTv, Comcast channel 28 and Verizon channel 40, channels 3, 6 and 10, and radio station KYW, 1060 AM. School closing information is also posted on the website as soon as the superintendent has made the decision. Parents can also use the CB App on their device to receive text messages.

Parents should review emergency dismissal plans with their children when inclement weather is forecasted. Every effort will be made to contact parents by phone. Hopefully, our school will never need an emergency dismissal plan for any type of disaster. However, if this were necessary, we would use the already established procedures for our emergency closing. In any type of emergency or disaster, it is important that the school phone lines remain open so that police, firefighters, or other emergency personnel can contact the school. Because of this critical need, parents should avoid calling on the school line, and should rely on the Central Bucks *News Line*, [www.cbsd.org](http://www.cbsd.org), or your local news for information.

It is requested that you refrain from calling your child’s cell phone in the event of an emergency. Please also review with your child the procedure you want them to follow when being sent home.

## EMERGENCY PLANNING/EVACUATIONS/SHELTER-IN-PLACE/FIRE DRILLS

The State requires that schools conduct full-school lockdown, inclement weather, evacuation, and chemical spill (Shelter-In-Place) drills every school-calendar year. We have well-established routines at Kutz that are routinely evaluated and reviewed. You

may or may not be notified in advance of a drill but will be informed following any of our preparation procedures. The school is also required to conduct monthly fire drills each year.

## EXCLUSION FROM PHYSICAL EDUCATION/RECESS

Students who are excluded from physical education classes for medical reasons must bring a note from the parent. In addition, a doctor's statement with the reason and the length of time of the exclusion must be provided. This note must be taken to the nurse who will then inform the classroom teacher(s) and physical education instructor.

Under most circumstances, the student will be required to attend the class/recess even though they will not be expected to participate. For supervision purposes, we cannot honor requests for children to stay inside for recess.

## FACILITIES USE

To secure the building after hours the use of our facilities will be limited to groups which benefit many students. A CBSD Facility Use Form must be completed and submitted to the principal and Facilities Office for approval. This form may be obtained online at [Facilities & Energy Management Operations / Facility Use \(cbsd.org\)](https://www.cbsd.org/facilities-energy-management-operations/facility-use). A district fee may incur.

## FIELD TRIPS – EDUCATIONAL

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. Teachers may or may not rely on their Homeroom Parents to assist with trip planning and often use a lottery system to select among the many willing field trip chaperones. Depending upon the nature of the trip, pupils may be responsible for paying a cost to attend the outing. If your child needs monetary sponsorship to attend a trip, please contact Liz Niszczak, Student Support Counselor, or the main office.

## 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. Homework is assigned everyday with Friday as the permitted exception.

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.

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 267-893-3900 before the student's lunch hour, allowing adequate time for the teacher to prepare a listing of assignments. When requesting homework, please be sure to provide the following information:

- Student's first and last name
- Student's teacher and grade
- How the homework is to go home -- parent will pick up between 2:30 and 4:30 PM, or homework should be sent home with a sibling/another student (provide first and last name)

## HOMEWORK THAT IS FORGOTTEN

Parents are encouraged **NOT TO BRING IN** forgotten homework. Children will learn responsibility and maturity more quickly if they develop an understanding of consequences and following procedures.

For security reasons, our school is closed daily at 4:30 PM. If a student forgets to bring something home with them, they (nor a parent/guardian) will not be 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, they should remain home so other children do not become infected. **A child should be without a fever for 24 hours, without the use of medicine, before returning to school.** 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 parent/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 be at school, it is expected that they are well enough to be sent out at recess time. Arrangements cannot be made for students to stay in school during outside recess times unless a doctor's note is provided.

## INSTRUCTIONAL 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 Kutz IST consists of the student support counselor, the referring teacher, the reading specialist, the classroom teacher, the school psychologist, and the building principal. This team meets regularly to develop instructional modifications to meet the special needs of students. More information is available about the IST by contacting Ms. Liz Niszczak, Student Support Counselor, 267-893-3900.

## 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, 1<sup>st</sup> grade, and 2<sup>nd</sup> grade and up to two weeks for 3<sup>rd</sup> grade, 4<sup>th</sup> grade, 5<sup>th</sup> grade, and 6<sup>th</sup> 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 bus hallway. Periodically during the school year, the unclaimed contents of our lost and found will be donated to a local charity.

## LUNCH PROGRAM

For a review of the USDA Regulations and CBSD/Aramark procedures, please visit the food services website at [Food Services / Welcome \(cbsd.org\)](https://www.cbsd.org/food-services/welcome).

The Central Bucks School District/Aramark will provide free or reduced-priced lunches and breakfasts under the Federal Type A School Lunch Program to all eligible children. Parents/guardians should contact the school nurse if they believe they are eligible for reduced meals.

As an aid to parents, [MySchoolBucks](#) accounts are available. 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.

Please refer to the Kutz webpage for the lunch and recess schedules. [Lunch and recess time.pdf \(cbsd.org\)](https://www.cbsd.org/files/2018/06/Lunch_and_recess_time.pdf)

## 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, medication amount 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

Kutz Elementary School publishes a weekly newsletter, the ***Kutz Cougar Courier Times***. 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.

## 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 1<sup>st</sup> of the previous school year. All exams should be submitted by October 15<sup>th</sup> 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 1<sup>st</sup> 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 6<sup>th</sup> and 7<sup>th</sup> 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.
- Hepatitis B: Three properly spaced doses of the vaccine
- Varicella\*\*: Two vaccines or proof of chickenpox is mandatory before entry
- TDaP and Meningitis (7<sup>th</sup> 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 12<sup>th</sup> 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 8:30 AM until 3:30 PM.

Health Curriculum: Human Growth & Development classes are held in 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade. AIDS curriculum is taught in 5<sup>th</sup> and 6<sup>th</sup> grade.

## 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 TEACHER ORGANIZATION – KUTZ HOME & SCHOOL ASSOCIATION

The Kutz Home and 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 children. The Kutz H & S sponsors many programs and activities such as: student assemblies, bingo nights, author visits, book fairs, Spring Fair, Holiday Shoppe, Running Club, and much, much, more. Additional information about these and other activities will be provided in the Kutz Cougar Courier Times or at general Home & School meetings. Flyers announcing scheduled events and meetings are also available on the Home & School website [Home and School / Home and School Home Page \(cbsd.org\)](http://cbsd.org).

All parents/guardians are encouraged to become active members of the Home and School Association. Through their efforts, funding is provided for school assemblies and additional resources for learning.

To contact the current Home and School Board Members, please go to [Home and School / Home and School Home Page \(cbsd.org\)](http://cbsd.org).

## 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. 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 Kutz. 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.

## PHOTO/VIDEO RELEASE

The Central Bucks School District and Kutz 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 children can have a recess period. The school believes that this time outdoors and away from the classroom atmosphere promotes learning. Students at Kutz go out to recess after eating lunch in the cafeteria. The school district's policy requires each child, when weather permits, to attend recess, unless excused by a doctor. Your child should be dressed appropriately. No inline skates, lacrosse/hockey sticks, or aluminum/wood baseball bats are permitted at recess. When indoor recess is necessary, the classroom teacher establishes appropriate plans. Cell phones, radios and gum chewing are not allowed during recess. The Kutz staff provides appropriate supervision during recess.

## REGISTRATION

Online Registration begins in October for incoming kindergarten students and January for new students first through twelve. Upon registration, a document giving proof of age must be presented along with a complete immunization record of 4 DPT, 3 Polio, 2 MMR, 3 Hepatitis B, and 2 Varicella. Proof of residency must also be provided. All registration information is available at [Central Registration / New Student Registration \(cbsd.org\)](http://CentralRegistration/NewStudentRegistration/cbsd.org).

## RELEASE OF STUDENTS TO ADULTS

School staff will not release students during the school day except to parents/guardians upon absolute identification. Anyone picking up a child must be 18 years or over with a proper ID. A note must be sent if there is a change in pick-up person. Please do not email the teacher with any pick-up changes as a substitute will not have access to teacher email. If an emergency occurs, please contact the front office at 267-893-3900.

## SCHOOL HOURS AND STUDENT ARRIVAL TIME

Pupils will be admitted into the school building at 8:30 AM. Since adequate supervision is not provided prior to this time, we urge you to plan for your child's home departure so that they will not arrive before 8:30 AM. In the interest of your child's safety, it is urgent that you control their arrival time.

## SCHOOL PICTURES

School pictures are taken once a year for the student's cumulative record. Parents/guardians are not required to purchase picture packages made available by the school photographer but may do so if they so choose. Advanced notice is sent home to inform families of when picture day will occur. Picture retakes are available for those absent the day of picture taking. Retakes for any other reason may be arranged with the school photographer.

## SCHOOL SAFETY

Kutz is actively engaged in a variety of steps to keep our students safe. Each entrance has security cameras posted. All doors are locked throughout the day, with a buzzer to request access to the main entrance. The main entrance is monitored by staff throughout the school day. Staff members and visitors wear identification badges to quickly determine if there is an unauthorized visitor in the building. Emergency procedures such as fire drills, lockdowns, and weather alerts are practiced monthly/yearly. The school has a safety plan to use in emergency situations. School personnel have been trained in conflict resolution and peer mediation. Any threat of harming 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.

Central Bucks is also supporting several community efforts which are part of the Healthier Community Initiative spearheaded by Doylestown Hospital. Finally, Central Bucks supports the Forty Assets Program with CB Cares.

## 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.



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

Student placement forms will be available on the Kutz website during the month of April/May. They must be returned to the principal via the main office by the deadline stated on the form. Late submissions will not be accepted. **Submission of a letter does not guarantee the request.** Parents/guardians also should not speak to the current teacher requesting a specific teacher for the following school year. Teacher notification will occur either at move-up day in June or sometime over the summer. The school principal has the final decision on all student placements.

## STUDENT RECOGNITION

Boomerang Awards, Kutz Kudos, and newsletter announcements are presented to the students throughout the year recognizing academic achievement, citizenship, and improvement. Additional awards are presented at 6<sup>th</sup> Grade Promotion. The Presidential Academic and Achievement Awards are presented in accordance with the guidelines established by the agencies sponsoring these awards.

## STUDENT RECORDS

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: 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 the access. This policy will prevail even if only one parent has custody of the child.

## 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. Instructions on how to complete this can be found here [For Parents / Attendance \(cbsd.org\)](https://www.cbsd.org/parents/attendance). 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 from home should be directed to the main office at 267-893-3900 and will be communicated to the student via their teacher.

Each teacher has a direct dialed telephone number with voicemail. Teachers are unable to answer classroom telephones during the instructional day to limit disruption. Incoming calls to classrooms are automatically routed to voice mail between the hours of 8:50 AM to 3:45 PM.

## 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 by following the rules and regulations set forth by CBSD and Kutz

- 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 they see on TV, 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 they follow through
- Help your child to find ways to show anger that does not involve verbally or physically hurting others. When you get angry, use it as an opportunity to model the appropriate response for your child—talk about it
- Help your child to understand the value of individual differences
- Note any disturbing behaviors in your child. For example, frequent anger outbursts, excessive fighting and bullying of other children, cruelty to animals, irresponsible play with fire, 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 they will be
- Get to know your child's friends. Take time to meet and get to know the parents of friends. Listen to your child if they share concerns about friends who may be exhibiting troubling behaviors. Share this information with a trusted professional, such as, the school psychologist, principal, student support counselor, or teacher
- Be involved in your child's school life by supporting and reviewing homework, talking with your child's teacher(s), and attending school functions such as parent conferences, class programs, open houses, and parent meetings
- Work with the 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 on 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 Kutz. Upon receipt of the records release, Kutz 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. Kutz will not be responsible for any lost or stolen toys, electronic games, cell phones, watches, etc.

## VIDEO CONFERENCES

With current capabilities with school technology, classrooms have the ability for many “distance learning” opportunities. This includes virtual field trips, expert forums, classroom connections, curriculum enhancements, etc. For special events, students may need to have parental permission to participate with classmates, much like a field trip or extra-curricular activity. It is the parent/guardians’ prerogative to allow their child to participate or not in any given activity. Forms (paper or electronic) will be provided by the classroom prior to any special event that requires parental approval.

## 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. On no occasion should a parent/guardian proceed to the classroom on their own. With your compliance, we will have direct control over any adults visiting our building to better ensure the safety of the students. Visitors are discouraged from interrupting the instructional day without a pre-arranged appointment. Kutz is happy to schedule special visits to any classroom, withing Central Bucks School District Policy #907, parents wishing to schedule a classroom observation “outside” of Celebrate Education Week, will need to submit a written/emailed note to the principal at least two days in advance of the observation.

## VOLUNTEERS

Our school encourages and welcomes parent involvement. Among the opportunities available to volunteers are working in the library, Home and School committees and events, and other school initiatives.

Beginning in 2015, Pennsylvania law required all persons having direct contact with school children obtain background checks and clearances. Required clearances, a link to the state's websites and information on the App Garden Volunteer Tracker can be found at [Human Resources / VOLUNTEER Required Paperwork \(cbsd.org\)](https://www.cbsd.org/Human-Resources/VOLUNTEER-Required-Paperwork).

In addition, under Pennsylvania law, any person having direct contact with school children is considered a mandatory reporter and is required to report reasonable suspicion of child abuse. Once the required volunteer paperwork has been submitted and approved, you will receive additional information about accessing the online SafeSchools training. **As a CBSD volunteer, you are a mandatory reporter and must complete SafeSchools online training.**

## WEAPONS POLICY

The district will not tolerate any weapons in school, even when there is no actual or implied threat. This is the only way we can ensure 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 Districts School Board Manual, Section #218 and #233. Please review these regulations with your child:

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 included pocketknives, such as pen knives, 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. During Halloween activities, costumes may not include any “look-alike’ weapons as part of the outfit. Please leave those items at home.

### **IMPORTANT NOTE**

Occasionally, situations develop where a child is not to be released to a certain person. In all such cases, please furnish the school office and your child’s teacher with a note explaining the specifics of your request. All documentation that is court ordered should be provided to the school office.

Please know that it is not the school’s responsibility 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 they are allowed, or not allowed, to go home with.



