

PINE RUN  
ELEMENTARY SCHOOL

*"A GREAT PLACE TO GROW"*



FAMILY HANDBOOK

2023-2024

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Dear Families,

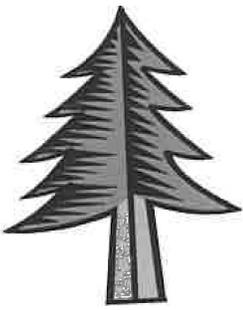
Welcome to the Nest! Pine Run Elementary School is a wonderful place to learn and grow. The teachers and staff are eager to provide your child with an exceptional year of learning.

This handbook has been created to help define our school's general procedures, rules, protocols, and policies. Please take some time to familiarize yourself with its contents and to review the appropriate sections with your child. You will find this is organized in alphabetical order to more easily find important information. New information is marked **NEW**.

Our open space school is built upon the concept of collaboration and open communication. We encourage you to be an active participant in your child's education by maintaining a strong line of communication with his/her classroom teacher. We also invite you to join our Home & School Association. There are many opportunities for you to get involved.

Should you have any questions or concerns, please feel free to call our office at 267-893-4450. It is our hope that this school year will be exciting, engaging, and academically rewarding for all our students!

Sincerely,  
Stacey Pedersen  
Principal



# Pine Run At A Glance

District Calendar ([found here](#))

DAILY SCHEDULE

School Office Hours 8:00 AM-4:30 PM

267.893.4500

Doors Open for All Students-----8:15AM  
 Students' Day-----8:35 AM to 3:15 PM  
 Kindergarten AM Session -----8:35 AM to 11:10 AM  
 Kindergarten PM Session -----12:40 AM to 3:15 PM  
 Morning Routines/Daily Announcements-----8:35 AM  
 (Students arriving after 8:35 are marked tardy)

Attendance questions should be directed to our Attendance Secretary,  
Mrs. Covino, at 267-893-4450.

### Dismissal on half days is as follows:

Kindergarten –11:10AM: This does not change from the regularly scheduled time.  
Grades 1<sup>st</sup> -6<sup>th</sup> - 11:55 AM

### Special Area Subjects

Grades 1 to 6: Music, PE, Library, Quest, and Art (40 min weekly)  
Kindergarten: PE (20 min. weekly) and Library (30 min. weekly)

At times, our office will be open when students are not in session.

### Our offices will be closed on:

- September. 4<sup>th</sup> Labor Day
- November 23<sup>rd</sup> and 24<sup>th</sup> Thanksgiving
- December 25<sup>th</sup>-29<sup>th</sup> and January 1<sup>st</sup> Winter Holidays
- January 15<sup>th</sup> Martin Luther King Day
- February 19<sup>th</sup> President's Day
- March 29<sup>th</sup> Good Friday
- May 27<sup>th</sup> Memorial Day

# Family Handbook

## A - C



### STAFF

<i>Anzideo, Joan (Personal Care Assistant)</i>	
<i>Arnold, Kim (Learning Support)</i>	<i>Campbell, Jaclyn (Personal Care Assistant)</i>
<i>Bottino, Annarie (1st Grade)</i>	<i>Collins, Ryan (IT)</i>
<i>Bower, Harry (Band)</i>	<i>Costantini, Jennifer (Reading Specialist)</i>
<i>Budniewski, Kathleen (Nurse)</i>	<i>Curcio, Linda (Educational Assistant)</i>
<i>Bumeder, Patricia (Personal Care Assistant)</i>	<i>Deborah Covino (Office Clerk)</i>

## ATTENDANCE AND TARDINESS

A major factor in students' school is regular attendance during normal school hours as required by state law. When a child is absent from school, a written excuse signed by the parent or guardian must be sent to the teacher within three days of the child's return. **NEW: All absences should be put in Infinite Campus (IC) through your family Parent Portal.** You can access Parent Portal (IC) on your phone or computer. Please do not email teachers or call the office. If you do not have internet access please reach out to Mrs. Pedersen. All absences are documented as unlawful until a note is received. Communicable diseases such as measles or chicken pox must be reported to the school nurse as soon as they are diagnosed. Absences due to family travel must be approved in advance by the principal. The limit for family vacation days is five (5) school days. A form is available on the CB and Pine Run websites for these occasions. If your child misses more than 10 days of school (chronic absenteeism), you will receive a letter indicating this, further absences will require a note from a physician.

Student tardiness is strongly discouraged since it impacts directly on the continuity of instruction for the individual child as well as the class as a whole. A student who arrives after 8:35 a.m. is considered tardy. A child who arrives between 8:35 and 8:40 a.m. should proceed directly to the classroom where the lateness will be recorded by the teacher. Students who arrive after 8:40 a.m. should report to the office before proceeding to class. Students who are tardy due to medical or dental appointments, for example, should bring a note from the parent or doctor in order to be excused. Frequent absence or tardiness by individual students will be addressed through an administrative intervention.

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

1. Religious Holiday
2. Illness
3. Education trips - such a trip will be excused only with **prior** written approval by the principal. **Limited to five days per school year.**
4. Death in the family

## BAND

Eligible for students in 5<sup>th</sup> and 6<sup>th</sup> grade. Lessons begin early in the year. Sixth Grade beginners are welcome on any instrument except percussion. Students from other schools who already play are most welcome. Students attend one 30-minute lesson a week on a pullout basis in small groups. Lessons are free of charge. Students must provide leased or owned instruments. An information session for all interested students will be held during the first weeks of school.

## BIRTHDAYS

In conjunction with the Central Bucks School District Wellness Initiative and the Nutrition Standards set by the Department of Education, students are not permitted to bring in edible treats. With the teacher's permission, students may celebrate their birthday by doing one of the following:

- Students may bring in pencils, stickers, bookmarks, etc....
- Students may want to have a family member visit the classroom for a special reading/activity to celebrate the birthday
- Contact the librarian to donate a book in their honor to our school library.

Birthdays during the school year will be announced during morning announcements. The principal will also recognize all student birthdays,

Birthday party invitations to a select or small group of children may **not** be distributed at school. Sensitivity to other children's feelings contributes to a healthy social development for your child. Invites may only be distributed to the whole class.

## CELL PHONES/SMART WATCHES

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

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

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

## COMPUTER USE

### **Proper Use of Computers and Networks**

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
- to access technology-based information relevant to curriculum topics

### **Use of the Internet**

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. Some of these projects will include:

- Researching additional information for projects
- Creating PowerPoint presentations and/or Infographics
- Creating and editing movies
- Learning the most efficient ways to use search engines
- Importing royalty free clip art and images
- Taking some assessments

Students are responsible for appropriate behavior on the school's computer network, just as they are in a classroom or on a school playground. Please review [School Board Policy 815](#) for details regarding the acceptable use of electronic resources.

# Family Handbook

## D - F



### STAFF

<i>Dengler, Scott (Custodian)</i>	
<i>Depman, Tracy (Personal Care Assistant)</i>	<i>Fell, Ed (Quest)</i>
<i>Diaz, Kristin (3<sup>rd</sup> Grade)</i>	<i>Fisher, Christine (6<sup>th</sup> Grade)</i>
<i>Doh, Kerry (Special Edu. Assistant)</i>	<i>Foster, Dan (PE)</i>
<i>Dougherty, Kaitlyn (Autistic Support)</i>	
<i>Durns, Laura (2<sup>nd</sup> Grade)</i>	
<i>Everhart, Jesse (School Psychologist)</i>	

## DISMISSAL DURING SCHOOL HOURS

No child is permitted to leave the school premises without authorization from the principal. Whenever possible, parents are requested to schedule medical and dental appointments for their children after school hours. If a child must be picked up before the close of school, please **send a written note** to the teacher or **call the office** the day of the early dismissal. **DO NOT** email the teacher during the day. They are teaching and often do not see emails as they come in.

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

If a student needs to be sent home due to illness the school nurse or office personnel will contact you to arrange pickup. **Students are not permitted to use their cell phone to call parents to pick them up while school is in session.** Students are permitted to call a parent from the classroom phone or office. If you receive a call, please telephone the school office for verification.

## DISMISSAL AT THE END OF THE DAY

Dismissal procedures are as follows: Our staff begins dismissal at 3:15. Car riders, followed by walkers, are dismissed first, directly from their Houses. Bus students remain in their Houses until they are called to line up. Buses are identified by a color and a number, for the benefit of the younger children. A safety patrol member monitors the halls as students walk to their buses. We have staff positioned at all doors to support the dismissal of all students.

## DRESS STANDARDS

**NEW:** When creating guidelines for dress we keep two important factors in mind: 1) Pine Run is a learning community. Our goal is to focus on learning and minimize distractions. 2) Students express their individuality through their clothing choices. With this in mind, it is both the responsibility of home and school to discuss and monitor appropriate dress for the setting in which they are in. If a student is wearing an item that is inappropriate for school a staff member will contact the parent/guardian so they may bring a new item of clothing to school. If we cannot reach a parent/guardian students will borrow one of our clean, extra items from our nurse's office.

Examples of clothing that is not appropriate for school:

- Clothing with messages or pictures which show drug or alcohol symbols/products, cigarette advertisement, sexual innuendo, violence or hate
- Clothing which reveals undergarments
- Tops which expose bare midriffs
- Tops or bottoms which are cut low and are revealing
- **Hats and Hoods** are not permitted in school. Students may wear a hat/hood at recess. Students will be asked to store their hat in their backpack for the instructional day.

## EMERGENCY DRILLS AND EVACUATIONS

The school laws of Pennsylvania require that each school conduct at least one fire drill per month and at least one school security drill within the first 90 days of school. Students are taught to leave the building quickly and quietly upon hearing the fire alarm and to move to an area of safety under the direction of school staff members. They are not to stop for personal items. Parents can help

safeguard their children by impressing upon them the importance of fire drills. In addition, the school holds mandatory emergency drills. These drills are a way to ensure students know what to do in case of an emergency. Some drills will require us leave school grounds and walk, by class, to nearby “rally points”. The procedures for both inside the school and outside the school events are reviewed with students and staff, at various times during the year, to ensure safety under all conditions.

## EMERGENCY SCHOOL CLOSINGS

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

PLEASE MAKE SURE YOUR CHILD KNOWS WHERE TO GO IF SCHOOL CLOSES EARLY.

## FOOD SERVICES

All students eat in the cafeteria whether they buy or bring their lunch. A well-balanced hot lunch is available each day. For students with packed lunches, cartons of milk are sold separately. Ice cream and snacks are also available. Prices and daily choices appear on the MENU which is in the weekly Pine Run Post (newsletter) and on the district website.

Free and reduced-price breakfasts and lunches are available to families who demonstrate financial need. Interested parents are encouraged to complete the online application found on the CBSD website, [School Lunch App \(nlappscloud.com\)](http://nlappscloud.com).

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

# Family Handbook

G - I



## STAFF

<i>Gerace, Amanda (Special Edu. Assistant- AS)</i>	<i>Hendrickson, Melissa (Personal Care Assistant)</i>
<i>Godwin, Marierose (Kindergarten AM/PM)</i>	<i>Hutchinson, Dana (Learning Support 5 &amp; 6)</i>
<i>Granieri, Robin (PCA)</i>	<i>Iatarola, Beth (Nurse)</i>
<i>Haegele, Kelly (Principal's Administrative Assistant)</i>	
<i>Heim, Liz (Student Support Counselor)</i>	

## HOME AND SCHOOL ASSOCIATION

The Pine Run Home and School Association provides communication among parents, teachers, and administrators and sponsors educational, social, and recreational programs for Pine Run students and their families. All parents are members of the Home and School Association by virtue of their child's enrollment in Pine Run. There are no dues or other requirements. Home and School Association officers, who are elected by the general membership, head a board of committee chairpersons and representatives comprised of parents interested in becoming actively involved within the school. The Home and School Association meets several times throughout the year to conduct business and plan activities. All parents are invited to attend, meeting dates will be shared in the Pine Run Post and communicated out by the HSA Board.

Proceeds from activities go toward purchasing library, classroom, courtyard, and playground materials, as well as to fund assemblies, special programs, and classroom activities. Parent participation and support are important to the vitality of Pine Run's Home and School Association. Please attend Home and School Association-sponsored activities with your family and, if possible, offer your time and talents to the Home and School Association board to help plan and conduct our events.

Board Members 2023-2024	
President	Becky Techtmann
Vice President	Meredith Fertig
Treasurer	Jill Kotlyar
Co-Secretaries	Lisa LeBlanc & Michele Heffner

## HOMEWORK

Homework is defined as teacher-assigned learning activities that are completed by the student outside the regular classroom. Homework can be an integral part of a student's total educational development when it is meaningful and extends the learning taking place in the classroom. Not all teachers will give daily homework and not all students in a grade will have the same homework.

The amount of **CONCENTRATED** work time suggested for homework on a school day varies with grade level:

Grade 1 - 10 minutes	Grade 4 - 40 minutes
Grade 2 - 20 minutes	Grade 5 - 50 minutes
Grade 3 - 30 minutes	Grade 6 - 60 minutes

The responsibility for doing homework rests with the student. Parents or others in the family are requested not to do the homework for their child but to act as a resource or helper. If a child has difficulty completing homework, parents are asked to send a note to the classroom teacher informing them of the issue.

Homework may not be assigned due to a family scheduled vacation. Work will not be gathered for a single day illness absence. In the event of an extended illness, or prolonged time away from school, parents should contact the teacher and allow time to gather the work requested. It is generally agreed that there will be no homework over the weekend. There will be no homework assigned during the observance of a religious holiday.

## Frequently Asked Homework Questions:

### **Should I check and/or correct my child's homework?**

Please check for completeness and quality. Parents are not expected to correct homework.

### **What happens if my child does not bring home the necessary materials?**

Encourage the use of resources such as calling a friend or creating his/her own homework practice based on classroom learning. Helping your child problem-solve and generate solutions to such situations are important learning opportunities beyond the homework itself, Parents & students are not advised to return to school to retrieve forgotten homework or materials,

### **How can I encourage my child to manage his or her time for long term assignment?**

Keep a calendar (or have your child keep a calendar) of all assignments, due dates, and extra-curricular activities, family activities, and other obligations. Doing so will help children and families plan ahead to be sure that all assignments are completed on time.

# Family Handbook

J - L



## STAFF

<i>Killion, Laura (5<sup>th</sup> Grade)</i>	<i>Lin, Ruth (Educational Assistant)</i>
<i>Kosc, Sonya (3<sup>rd</sup> Grade)</i>	
<i>Koller, Jamie (PE)</i>	

## LEARNING SUPPORT PROGRAM

Each of Pine Run's four learning support classrooms are led by certified special education teachers and supported by a full-time educational assistant. Through an integrated and collaborative program which includes consistent communication among teachers, professional support staff and parents, students will be provided with an optimal learning experience as outlined by his/her IEP.

Emphasis is placed on creating a challenging, multi-sensory, and success-oriented approach to learning. The goal of Pine Run's learning support program is to meet each student's needs at his/her particular rate and level of learning while guiding consistent progress and facilitating independent functioning. With strong collaboration between the general education and special education teachers we develop and implement a clear and appropriate academic and behavioral program.

### LUNCH and RECESS TIMES

Recess is held prior to lunch. Recess and Lunch times may vary from year to year.

This year's schedule is listed below.

	Recess (30 Minutes)	Lunch (30 Minutes)
Grade 1	11:00-11:30	11:30-12:00
Grade 2	11:00-11:30	11:30-12:00
Grade 3	1:10-1:40	1:40-2:10
Grade 4	12:05-12:35	12:35-1:05
Grade 5	11:30-12:00	11:00-11:30
Grade 6	1:40-2:10	1:10-1:40

# Family Handbook

M - O



## STAFF

<i>Martin, Susan (5<sup>th</sup> Grade)</i>	<i>Merson, Stephanie (6<sup>th</sup> Grade)</i>
<i>Masch, Jen (Instructional Assistant)</i>	<i>Miller, Linda (Nurse)</i>
<i>McBride, Stacy (Special Edu. Assistant)</i>	<i>Molloy, Carolyn (Special Edu. Assistant)</i>
<i>McCambridge, Carla (2<sup>th</sup> Grade)</i>	<i>Moran, Patricia (Library EA)</i>
<i>McManus, Danielle (6<sup>th</sup> Grade)</i>	<i>Nicastro, Julia (4<sup>th</sup> Grade)</i>
<i>Mento, Kimberly (Educational Assistant, AS)</i>	<i>Niziolek, John (Custodian)</i>

## MISSION STATEMENT

Pine Run Elementary School challenges each to reach his or her intellectual, creative potential through teamwork, collaboration personal responsibility. In our open-space students become life-long learners with the support of home and community, our safe and caring learning environment makes Pine Run,

"A GREAT PLACE TO GROW!"

## MTSS

MTSS or *Muti Tiered System of Supports*, is a framework that puts the focus on EVERY child. MTSS is **not** special education. The structure of the MTSS framework allows us to assess the health of our core instruction and identify the correct interventions, remediation or enrichment, for our students, if and when they are needed. Through MTSS we will better understand our students Reading and Math skills by,

- Assessing early, using a reading and math assessment & classroom-based measures
- Intervening quickly, with evidence-based strategies and resources
- Monitoring student progress regularly

MTSS and our tiered interventions allow for the fluid delivery of instruction, providing support when needed and greater independence when students are ready.

This is a school wide framework. Grade level teams work with administration and specialist to support students and deliver appropriate and meaningful instruction and interventions. Our MTSS school team consists of the building principal, school psychologist, school counselor, reading specialists, speech therapists, classroom teachers, special education teacher, and PEN teacher. This team meets regularly to discuss grade level and student specific progress as well as new ways to support students and staff.

## NURSES OFFICE

Pine Run Health office: 267.893.4465

CERTIFIED SCHOOL NURSE: Kathy Budniewski

Staff Nurses, Beth Iatarola and Linda Miller

Each CBSD school has a Certified School Nurse (CSN). The school nurse maintains student health records and performs state required health screenings. In addition, the school nurse administers doctor-prescribed medications, performs nursing procedures, responds to school illnesses and accidents, assists physicians and dentists with school examination, provides health counseling and referrals, conduct health-related classroom instruction, and serves as a parent and staff consultant in health-related matters. When the Certified School Nurse is out of the building, the health room is staffed by a Staff Nurse who is an RN or LPN who is familiar with first aid and emergency procedures.

**State mandated screenings** include:

- Physical Examinations at entry and Grade 6
- Dental Examinations at entry and Grade 3
- Hearing screening test as Grade K, 1, 2, 3 and yearly for any student with a hearing concern or students with an IEP.
- Vision, height, weight, and BMI screenings yearly
- Scoliosis Screening at Grade 6

**Immunizations**--All children must be fully immunized according to Pennsylvania regulations prior to entering school.

**Medications:** All medications must be registered with the school nurse. Medications must be in the original container and accompanied by the school district's Medication Dispensing Form. School Nurses are not permitted by law to dispense any medication without written orders from a physician. The Medication Dispensing Form is required for any medication, including over the counter preparations. Any controlled substance drug must be delivered to the nurse's office by an adult and counted with the nurse on duty (e.g. Ritalin, Dexedrine, Tylenol #3, Adderal, Concerta, Metadate, etc.).

**Free and Reduced lunch program:** Families may apply for free and reduced lunches at any time throughout the school year. The application is available online at <https://www.cbsd.org/Page/342> . If you need a paper copy, please contact the nurse's office. Once enrolled in the Free and Reduced Lunch Program, families will be eligible to receive financial assistance in other programs throughout the school year. (Yearbook, 6th grade, Back to School Supplies, Field Trips, Holiday Boutiques (student shopping), Holiday Gift Drive, Winter Coat/Hat/Gloves Supplies, Technology Devices, Fall and Spring Book Fair, Spring Fair, Home & School Events)

Further information on the School Health Services can be found in this brochure. [rev. 2017 Student Health Services Folded Brochure new logo.pdf](#)

# Family Handbook

## P - R



### STAFF

<i>Packel, Eve (Learning Support)</i>	<i>Reed, Lu (PEN K-4)</i>
<i>Palmieri, Jennifer (2<sup>nd</sup> Grade)</i>	<i>Reichling, Dennis (Facilities Specialist) Power,</i>
<i>Parzanese, Jackie (5<sup>th</sup> Grade LTS)</i>	<i>Ritts, Brianna (Learning Support)</i>
<i>Passio, Dorina (1st Grade)</i>	<i>Rocket, Jill (Educational Assistant, AS)</i>
<i>Pedersen, Stacey (Principal)</i>	<i>Robinson, Maddie (Music)</i>
<i>Pensabene, Pam (PEN 5 &amp;6)</i>	<i>Romano, Megan (Library)</i>
<i>Plack, Diane (4<sup>th</sup> Grade)</i>	<i>Ryan, Natalie (Special Educational Assistant, LS)</i>
<i>Quinn, Christina (Strings)</i>	

## PARENT CONFERENCES

Established conference dates occur twice a year and coincide with the conclusion of the first and second trimester. These are half days of school for students, please check the district calendar for specific dates. Parents are encouraged to contact their child's teacher or specialist whenever they have a concern about a student's progress. Parents can arrange a conference with a particular teacher by calling or e-mailing the teacher directly.

## PARENT PORTAL

A section of Infinite Campus that allows the parent/guardian to access and review their child's emergency, health, and attendance information. Please visit [www.cbsd.org](http://www.cbsd.org) and select parent resources.

## PARTIES

There are three parties during the school year. They are Halloween (Oct.), Winter Fun(Dec.), and End-of-the-Year (June). The Homeroom Parents coordinate these parties with the classroom teacher.

## PHOTO/VIDEO DISCLAIMER

Pine Run may take photos and videos of students for district and school publications, the website, Twitter, community displays, and the school's morning announcements, which may or may not use the students' names. The photographs and videos are not released to any other group and are not used for commercial purposes.

**If you do not wish to have the photograph, video, or name of your child used in this way, please update the Parent Portal accordingly.**

## PEN PROGRAM

PEN, the Central Bucks program for enrichment, is designed to expand, extend and enhance the learning opportunities for gifted students. The PEN Program enables students to feel challenged and to feel good about the talents they have to share. One desired outcome is that students will view learning as a lifelong process. The program is designed to foster the students' creative expression, advance their abilities to think analytically and critically, as well as stimulate them to excel as self-directed learners. The students are encouraged to develop healthy self-concepts related to their giftedness. Additionally, effective interactions with others, and use of their abilities for the betterment of self and society are goals held for PEN Program students.

Students in the PEN Program participate in a myriad of activities and educational opportunities designed to best meet their needs.

Recommendation of students for evaluation and placement is based on multiple criteria. These include teacher and/or parent recommendations; in-depth cognitive, affective, and behavioral surveys from the regular classroom teacher; academic progress; and performance on standardized

tests. A team consisting of the parents, principal, guidance counselor, psychologist, regular classroom teacher, and the PEN teacher review information and decide when a child's needs will most appropriately be met by participation in PEN.

Our primary goal is to work with the students, teachers, parents, and the community at large, to best meet the needs of our students.

## PINE RUN POST

This weekly newsletter, sent out by Mrs Pedersen highlights the wonderful things that happen in our school and community. It also includes important dates and events for the month as well as information on programs, school wide activities, and initiatives. There are also important updates and reminders regarding topics such as, arrival and dismissal procedures, testing windows, the health office, holidays, and more.

## PORTRAIT OF A GRADUATE

*Skills and attributes that set students up for success!*

**NEW:** Through a district lead initiative, with community and school district stakeholders, the “Portrait of a Graduate” was developed. This visual representation depicts the 7 skills and attributes the district wishes all graduates to embody and possess. Upon graduation, Central Bucks graduates will be:



1. Adaptable Innovators
2. Balanced Individuals
3. Critical Thinkers
4. Effective Communicators
5. Resilient Learners
6. Responsible Citizens
7. Thoughtful Collaborators

You can learn more about *The Portrait of a Graduate* on the [CB website](#).

## READING SPECIALIST

Mrs. Colleen Wicen and Mrs. Jenn Costintini

As Reading Specialists, we wear many hats. A big part of our job is to support classroom teachers with the implementation of strategies and teaching materials and help them in the planning of reading instruction. We also help administer assessments and monitor the reading progress of all students. But the best part of our job is working with children! We have the opportunity to meet with kids each day to help them develop skills and strategies to be successful readers and cultivate a lifelong love of reading.

Together with classroom teachers, we work to build a community of students who love to read. The Reading Program in the Central Bucks School District is designed to achieve this goal by including explicit, direct instruction, guided practice, and independent application of the five strands of reading.

At the primary levels, a critical component for our developing readers is to build their phonemic awareness and phonics skills. Therefore, a portion of the daily literacy block is dedicated to building these skills and transferring them into reading a variety of texts. In addition to this, students at all grade levels spend time engaged in building background knowledge, vocabulary development, shared reading, explicit skill and strategy instruction, and independent reading. As Reading Specialists, we spend time planning and supporting teachers in implementing these components into their daily literacy blocks as well as assessing students to monitor their progress in each of these areas.

Through the MTSS process students in need of additional support or enrichment are identified and the Reading Specialist collaborates with the classroom teacher to program plan for individual students. Through the Basic Skills program we can provide extra support for students who may be experiencing a delay in developing these skills. The students may work individually or in small groups in order to develop and reinforce the skills necessary for their growth and progress. Participation in the Basic Skills program typically takes place during the reading block, but not during any direct instruction from their classroom teachers.

## READING OLYMPICS

Established by the Bucks County Intermediate Unit to inspire children to become life-long readers. Schools in the county all read the same list of books and meet in late April to answer questions about those books. Pine Run's teams are organized by Mrs. Romano. Reading Olympics are open to 5<sup>th</sup> and 6<sup>th</sup> grade students. The list of books is published during the summer of each year. It is available online at the Central Bucks School District's website. Contact your classroom teacher if you have any questions.

## RECESS

All children have a scheduled recess period. The school believes that this time out-of-doors and away from the classroom atmosphere promotes learning. 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.

When indoor recess is necessary, the classroom teacher establishes appropriate plans. Cell phones and gum chewing are not allowed during recess. The Pine Run Staff provides appropriate supervision during recess.

# Family Handbook

S - T



## STAFF

<i>Schlotter, Kristin (Speech)</i>	<i>Street, Lisa (2<sup>nd</sup> Grade)</i>
<i>Shannon, Patricia (Educational Assistant, AS)</i>	<i>Teszner, Chrissy (Autistic Support)</i>
<i>Sica, Ana (3<sup>rd</sup> Grade)</i>	<i>Thomas, Steph (Art)</i>
<i>Snow, Beth (Personal Care Assistant, AS)</i>	<i>Treude, Jill (4<sup>th</sup> Grade)</i>
<i>Staffaroni, Dominika (Instructional Assistant)</i>	
<i>Strader, Adrienne (3<sup>rd</sup> Grade)</i>	

## SAFETY PATROL

The Safety Patrol is comprised of 6<sup>th</sup> graders who assist in providing a safe environment for children during arrival and dismissal. Students who would like to serve as a Pine Run Safety Patrol member must complete and submit an application. Being on the Safety Patrol is a privilege and is not guaranteed. A student selected for the Safety Patrol must sign a contract to honor their responsibilities. Students must be responsible and willing to be a role model for the school.

## SCHOOL DISCIPLINE CODE

Students are expected to be responsible citizens in all areas of the school environment. Pine Run has its own set of school specific guidelines governing behavior in general school areas, Cafeteria, Recess, Assembly, Bus/Arrival Departure. These are reviewed annually with students and distributed to parents for family review. Parents are encouraged to discuss and reinforce these guidelines at home. Our guidelines do not override the Central Bucks School Board's adopted Code of Discipline, but simply to serve as an elementary building-specific supplementary document.

## SCHOOL PSYCHOLOGIST

Mr. Jesse Everhart

As school psychologist for Pine Run, I will be here two days per week. I will also be working at Tohickon Middle School. My role is varied and involves many things but the foundation of what I do concerns the wellbeing of children. School psychologists are advocates for children, ensuring that they are receiving an appropriate educational program. This involves children in the regular curriculum setting as well as those requiring special education services.

School psychologists use many different approaches, but most provide a set of core services. Much of my time is spent working with the MTSS (Multi-Tiered System of Supports) team in reviewing students who are experiencing some challenges within the educational setting. In the event that the child's rate of progress is not sufficient, and the team believes that the child may have an educational disability, the team may refer the child for a multidisciplinary evaluation.

As the school psychologist, I often coordinate the multidisciplinary evaluation process, with the evaluation process guided by the referral question and concerns. Parents are notified of the evaluation recommendation and must always give consent in writing for the evaluation to be completed. Giving consent to an evaluation does not mean that you give consent for special education services, but it does allow an in-depth educational evaluation to be completed.

Other tasks that I am involved with include the following: observing students in class, consulting with teachers, participating in the completion of Functional Behavior Assessments and Positive Behavior Support Plans, participating in meetings to develop an Individual Educational Plan (IEP), and other student-focused supports to ensure the safety and health of students which could include counseling, threat or risk assessments, or consultation and collaboration for de-escalation of students as needed.

## S.O.A.R

### **Safe. Organized. Accepting. Respect. Responsibility**

This is the Pine Run way. Our school wide positive support program recognizes students when they exemplify one (or more) of these 4 core traits. Teachers and staff review our core traits each year, revisiting them frequently in class and around the building.

Students earn “feathers” when a staff member witnesses a student behaving in a way that promotes a positive climate. They note the behavior they are proud of on our paper feather and they record the student’s name, grade, and teacher. Students place their feather in the collection bin in the main hallway. Each Friday Mrs. Pedersen pulls a feather from each grade level bin and announces the names over the school intercom. Winners receive a *Pine Run Proud* pencil, and their photo is in the weekly Pine Run Post (newsletter).

## SPECIALS

### ART

Ms. Stephanie Thomas

As the art teacher of Pine Run Elementary, I am committed to providing each student with a well-rounded and diverse education in the visual arts. Each child will develop a working knowledge of art history, art criticism, art terminology, aesthetics, philosophy, artists' styles, and their times (historical inquiry), and of course, studio production. Through the creation of visual art children experience beauty and in a world that is often wrought with ugliness... truly what could be better than the study of beauty. Students will explore, problem-solve, play, ask questions, get messy, experiment, and create. The art room will serve as a safe space to expand their open, maker mindset.

I work closely with the classroom teachers and other specialists to make those important "connections" between the classroom and the visual arts curriculum. Art is everywhere... from mathematical tessellations to the science of color theory to the adjectives needed to analyze and describe the elements and principles of a painting. Helping a child discover these connections is one of my many goals.

It has been said that historically ART is the first language of humanity. Keeping children fluent in this most important language of the heart and the mind and facilitating a life-long love of learning is my primary goal for your child.

Remember the words of Pablo Picasso, "All children are artists. The problem is how to remain an artist once he/she grows up." If you start with a love of visual art early...you may never grow up completely, being forever curious, open minded, and a creative spirit.

## LIBRARY

Mrs. Megan Romano (Librarian), and Mrs. Patricia Moran (Library Assistant).

The mission of the Pine Run library program is to ensure that students are effective users of information by providing them with the academic and problem-solving skills essential for personal development, responsible citizenship, and life-long learning.

This is accomplished by

- providing instruction to foster competence in acquiring and using information, and in evaluating information resources
- stimulating interest in reading and appreciation of literature through group instruction and individual guidance
- providing intellectual and physical access to materials in multiple formats
- working with other educators to design and carry out learning experiences to meet the needs of all students

The library program at Pine Run will introduce students to the wealth of material available and then provide them with opportunities to explore independently. Through regularly scheduled classes, and one-to-one support, students will explore many genres of literature and a variety of research materials. They will have access to different types of productivity software and will be able to create and share their own digital products.

The goal of the library program is to foster effective researchers, critical thinkers, information managers, skilled users of emerging technology, and enthusiastic readers. Students will investigate the world around them through print, and digital resources. They will strive to become critical users of knowledge in an information rich society.

The key to success is the integration of library competencies throughout the elementary curriculum. Students will develop information competencies and will apply them in a variety of situations, allowing them to make connections with what they are learning in the classroom.

Technology is growing and changing at Pine Run. In Central Bucks, students and teachers have access to many digital reference sources including World Book On-line, selected search engines, and databases. Students also have access to collections of digital books. They will learn to utilize the online Library Catalog to search for titles or research materials and will be able to navigate several collections of online books.

## MUSIC

General Music Teacher: Ms. Maddie Robinson

Orchestra: Ms. Tina Quinn

Band: Mr. Harry Bower

Music is an important part of education at Pine Run. It can be found in every corner of the building. In this way, students learn music through core subjects and reinforce core subject knowledge through music.

Students in grades one through six receive one forty-minute class of music each week. Grade One is especially exciting because music reading and writing begin through simple rhythmic and melodic patterns. Second graders add more complex rhythms and melodies and learn important pieces of music from cultures worldwide. The highlight of Third Grade is the introduction of the treble clef and its note names. Fourth grade students begin applying their music knowledge by learning to play the recorder. The curriculum also includes a thorough introduction to the instruments of the orchestra. In the Fourth Grade interested students may

begin violin, viola, and cello. Grade Five increases familiarity with the seven-step scale, deepens our understanding of our heritage of American folk music, and studies classical forms and the great composers. Brass, woodwind, and percussion lessons are begun in fifth grade as well as the opportunity to join the Pine Run Chorus. In Sixth Grade there is a great deal of study of various music genres, including opera, musicals, and contemporary music.

## PHYSICAL EDUCATION

Mr. Dan Foster and Mrs. Jaime Koller

Elementary Physical Education is an active and engaging program of activities based upon student needs, interest, readiness, and physiological development.

The focus in the primary grades are: Practice and refinement of locomotor and fundamental manipulative skills; development of gross motor skills; building of healthy, positive relationships; development of leadership qualities; promotion of enjoyment of physical activity.

The focus in the intermediate grades are: Application of a variety of locomotor and manipulative skills into lead-up games, individual and team sports; practice and refinement of skill-related fitness components (agility, balance, coordination, speed, power and reaction time); emphasis on personal goal setting, self-competition, teamwork, sportsmanship, ethics and rules of organized sports; promotion of an appreciation and value for physical activity and a healthy lifestyle.

All students in grades K-6 have Physical Education once per week. Kindergarten is a 20 minute period; Grades 1-6 is a 40 minute period.

## QUEST

Mr. Ed Fell

**QUEST: Questioning and Understanding through Engineering, Science and Technology** is Central Bucks' newest special, beginning in 2015. QUEST is an Elementary STEM class for all students in grades 1-6. Each year students, complete various building projects which follow the steps of the Engineering Design Process. Students also complete a coding curriculum thread at each grade level. Our overarching skills for QUEST are known as the 4 C's: Collaboration, Communication, Creativity and Critical Thinking. Our mission is to help students continuously develop and improve these skills as we prepare them to be 21<sup>st</sup> Century learners.

## STUDENT SUPPORT

Mrs. Liz Heim

The counselor's role in the building is to provide support for the social, emotional, and academic progress of students. Services provided include academic screening, individual and small group meetings, instructional support, identifying and sharing resources, and case management.

The goal of the counselor is to help students gain a clearer understanding of themselves and others by providing a safe and caring environment for them to share their concerns and feelings. By providing a flexible and open environment the counselor works to meet the needs of all students and collaborate consistently with parents and teachers. The counselor is available for consultation with parents and teachers.

MTSS Team: This is the team of educators who work together to provide intervention and enrichment to those students experiencing difficulty in acquiring a skill (s) or demonstrating a need for additional programming. The team is also a support system to work alongside parents, maintaining open communication between home and school. The Student Support Counselor coordinates student information and assessments, schedules meetings, and records and monitors the plan of action developed by the team.

Guidance: The Student Support Counselor is available to have small group and individual meetings with students. Individuals and small groups will work on social skills and problem solving strategies. As time permits, classroom guidance lessons address self-concept, identification/communication of feelings, social interaction skills, decision-making skills, and conflict resolution.

## STUDENT COUNCIL

A select group of students, elected by their peers, that represents the student body at Pine Run. These students meet with the administration, teacher representatives, and selected classroom representatives to discuss topics of interest. They participate in several, group selected, activities to support our school community. Their work has a positive impact on our entire school.

## STUDENT EMERGENCY INFORMATION

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

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

## SUPERINTENDENTS PARENT ADVISORY COUNCIL

The Superintendents Parent Advisory Council is a group comprised of one representative from each school in the Central Bucks School District. It serves as a communication conduit between Dr. Lucabaugh, CBSD Superintendent, and the individual schools. The representative and an alternate are selected by the principal of each respective school to attend monthly meetings and will report back to the school through HSA meetings.

### TRANSPORTATION

All children are required to travel to and from school each day by the same route, using the same means of transportation, unless the school is notified otherwise in writing by the parent. The note should be sent directly to your child's teacher. If a change becomes necessary after school is in session, please call the school office early in the day. Any permanent change in transportation must be reported in writing to the school office.

#### **SCHOOL BUSES:**

Bus riders are expected to follow the bus driver's directions, to obey all safety rules, and to treat others with courtesy while riding the school bus. Students who misbehave and violate safety regulations may lose the privilege of riding the school bus. Safety rules and regulations are explained in the School District's calendar. Problems which occur at the bus stop should be reported to the bus driver as well as the school principal.

Students may not ride any bus other than the one to which they have been assigned. Requests for changes will not be granted for temporary periods except in emergency situations. All such requests must be made through the office of the principal.

#### **WALKERS:**

Children who live within comfortable walking distance of Pine Run are not scheduled for bus transportation. Walkers are not to arrive at school before the doors officially open at 8:15 a.m. At dismissal time all walkers are to depart the school grounds immediately. Do not park your vehicle and ask your child to meet you at your car. This is extremely unsafe as we have cars and busses pulling in and out of the lot.

#### **CAR RIDERS and CHILD CARE VANS:**

Drivers should pull into the car line and wait in line, **do not pass other vehicles**. Please follow all signage. Students will enter the door closest to the drop-off circle. A staff member will be there to greet them. All students should exit from the **passenger side door** and walk on the sidewalk. **Parents should remain in the vehicle**. Staff can help with our youngest students. Do not park in the lot and allow your child to cross the bus lane. Students may not enter the building until 8:15 a.m. The bus loading area is to remain clear for buses at all times. All drivers must maintain slow and cautious speed (5 mph limit) through the school area. Children leaving by private auto will be dismissed through the walkers' door which opens onto the drop-off circular drive.

## **BICYCLES:**

Only students in 3rd grade through 6<sup>th</sup> grade are allowed to ride bicycles to and from school. Bikers are dismissed with walkers. A contract must be signed by the parent and filed in the school office. A lock is required for bicycles at all times; the school assumes no responsibility for the care of bicycles. Parents will assume responsibility for any injuries incurred by the child. Please be sure your child understands the rules on the bicycle contract.

## TRIMESTER

Trimesters divide the instructional year into three grading periods of approximately sixty school days per making period. You can find more information on the Central Bucks website under Frequently Asked Questions (FAQ) – Elementary Report Cards.

<b>Start of Trimester</b>	<b>End of Trimester</b>
<b>September 5<sup>th</sup>, 2023</b>	<b>December 1, 2023</b>
<b>December 2, 2022</b>	<b>March 12, 2024</b>
<b>March 13, 2024</b>	<b>June 14, 2024</b>

# Family Handbook

## U- Z



### STAFF

<i>Weber, Christine (Kindergarten AM)</i>	<i>Woodrow, Angela (1<sup>st</sup> Grade)</i>
<i>Weisel, Leah (Special Education Assistant, LS)</i>	<i>Andrea, Wright (Instructional Assistant)</i>
<i>Wicen, Colleen (Reading Specialist)</i>	<i>Zweig, Mike (4<sup>th</sup> Grade)</i>
<i>Wolff, Janice (Educational Assistant)</i>	

## VISITORS/VOLUNTEERS

For the protection of your children, it is mandatory that **EVERY** visitor stop in the office to report their business. In addition, all visitors will need to present their drivers licenses prior to entering the main hallway. **No parent is permitted to enter the school and walk the halls or go to a classroom without permission and a visitor pass from the office.** If you are bringing a lunch, textbook, sweater, you may drop it in the atrium or front office. You do not need to sign in at the front desk. On no occasion, should a parent proceed to the classroom on his/her own. With your compliance, we will have direct control over any adults seen in our building and will be able to better ensure the safety of your child.

Volunteers working directly with children are required to have clearances in order to volunteer in our schools or chaperone a field trip. ***Please visit the CBSD website for information on obtaining your clearances.*** Once the clearances have been submitted, the information will be updated in our system.

## Pine Run Pledge

I pledge to stay SAFE with my Pine Run crew,  
while ACCEPTING others, old and new.

Being ORGANIZED and focused I will stay.

Showing RESPECT and RESPONSIBILITY each and every day!





## Pine Run Behavior Communication Plan



***We strive to model the four themes of Pine Run (Safe, Organized, Accepting, Respectful/Responsible) to make our school a safe and caring learning environment. By fostering these traits, we continue to build a strong community of learners, preparing students for graduation and life beyond our school walls.***

As parents, guardians, and educators we know children will make mistakes. They will have lapses in judgement and make choices that do not align with home and school expectations. We as a school team are not here to judge these missteps but to acknowledge them and hold students accountable for their actions and choices. We will reflect with students and report concerns and issues to you. I strongly believe that communication and compassion will be the key to resolving any issues we may face. Below you will find information on behavior referrals and discipline. We ask that you review this as a family. Once you have reviewed the document, please sign and return as an acknowledgment of your review. A copy of this letter can be found on our website.

Mrs. Stacey Pedersen  
Principal

At times students will make an unexpected or inappropriate choice, recognizing this is a natural part of adolescence. We will address each in a caring and developmentally appropriate manner. When the behavior occurs, the supervising adult will address the behavior with the student(s), this **may** include, but is not limited to the following:

1. Staff/Student conference, Mindfulness or Reflection Activity
2. Loss of privilege (class or grade level incentive)
3. Behavior Notice
4. Office Referral

Some behaviors will require more immediate attention and lead to an immediate office referral, these will include, but are not limited to, threats to self or others, physical fighting, harassment, weapons of any kind, destruction of property.

When a behavior notice is issued the reporting staff will complete the document. As appropriate, the student will complete the reflection statement. The document will be sent home to be reviewed and signed, as notice of receipt. Please note this notice is meant to help facilitate a conversation and review expected behavior choices. The following consequences will apply; however, **all incidents will be reviewed on an individual basis.**

- 1<sup>st</sup> behavior notice in a month - Student/teacher conversation, teacher will communicate with parents
- 2<sup>nd</sup> behavior notice in a month – Loss of class or school activity, teacher will communicate with parents
- 3<sup>rd</sup> behavior notice in a month – Parent Conference, teacher will communicate with parents
- 4 or more behavior notices in a month – Principal communicates home, consequences given as appropriate (may include loss of recess, school activity and/or in school suspension)

*\*This process does not override the Central Bucks School District Disciplinary Procedures and Responsibilities*

I have read the plan above and reviewed it with my child, \_\_\_\_\_ Teacher \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Print Name

\_\_\_\_\_  
Signature



# Pine Run Spirit Days



Mark your calendars for the many spirit days we will celebrate at Pine Run  
Our goal is for Fridays to be Pine Run - green and white gear - Days!

## September, November, January and June

- Wednesday, September 13, November 8, January 24 and June 5<sup>th</sup> – Color Day by Grade Level  
Go all out wearing your grade level color from head to toe!
  - Kindergarten – YELLOW      1<sup>st</sup> Grade –PURPLE
  - 2<sup>nd</sup> Grade – GREEN      3<sup>rd</sup> Grade – BLUE
  - 4<sup>th</sup> Grade – ORANGE      5<sup>th</sup> Grade – RED
  - 6<sup>th</sup> Grade – Tie-Dye



## September

Wednesday, September 21<sup>st</sup> - Crazy Hat Day – wear your favorite or craziest hat!



## October

- All Wednesdays in October (October 4, 11, 18, and 25<sup>th</sup>) PINK OUT!
  - Go all out wearing pink to support Breast Cancer Awareness!



## December

- Wednesday, December 20<sup>th</sup> – Ugly Sweater Day
  - Get ready for the holiday festivities and wear your ugliest sweater!
- Friday, December 22<sup>nd</sup> – Holiday Gear
  - Wear your favorite holiday clothes to celebrate the winter break and get excited for holiday sing!



## January

- Wednesday, January 10<sup>th</sup>- Mismatch Day
  - Come to school wearing your clothes all mixed up as we welcome 2024!



## February

- Wednesday, February 7<sup>th</sup> - Favorite Jersey
  - To get ready for the Superbowl, wear your favorite team jersey or shirt!



### March

- **Wednesday, March 6<sup>th</sup>** – Music Day! Wear your favorite gear to celebrate music in our schools month.
- **Thursday, March 21<sup>st</sup>** -Rock your socks
  - Let's rock our socks as we recognize and celebrate National Down Syndrome Day!



### April

- **Tuesday, April 2<sup>nd</sup>** - Blue or Red for Autism Day
  - Let's all wear blue or red as we celebrate Autism Awareness and Acceptance Day!



### May

- **Wednesday, May 8<sup>th</sup>**–Superhero Day
  - Wear your superhero t-shirt, cape or gear as we are all superheroes!



### June

- **Monday, June 10<sup>th</sup>** – Summer Vacation
  - Wear your favorite shirt from a place you visited!
- **Tuesday, June 11<sup>th</sup>** – Dress like a pirate
  - Arr, matyes! Wear ye favorite peg legs, eye patches, and pirate gear!
- **Wednesday, June 12<sup>th</sup>** – Surfs Up!
  - Wear your Hawaiian gear
- **Thursday, June 13<sup>th</sup>** – USA Day
  - Show your pride by wearing red, white and blue!
- **Friday, June 14<sup>th</sup>** – Green Out!
  - Wear your green as we celebrate our last day of school!