



Dear Pine Run Parents:

I want to officially welcome you to the 2019-2020 school year! I hope that everyone has thoroughly enjoyed their summer with both family and friends. The Pine Run teachers and staff look forward to greeting our new and returning students when the Central Bucks School District officially opens its doors on **Tuesday, September 3<sup>rd</sup>**. This letter contains important information that will help to provide a smooth beginning for our students and their families. Please keep it handy for easy reference.

We welcome you to our school and encourage your active participation in our school programs and events. Please observe the following entrance requirements to help us ensure the safety of the children and the continuity of our academic program:

<b>SCHOOL GATE GUARDIAN Building Entry Protocol</b>	
<b>STEP 1 - All Arrivals</b>	
All visitors state their name, purpose of visit, and show a state-issued ID at the outside buzzer/camera. Office Staff will buzz each visitor into the vestibule individually.	
<b>Step 2</b>	
<b>Material Drop-Off</b>	<u>To drop off materials, lunches, musical instruments:</u> <ul style="list-style-type: none"> <li>Parents leave items on the designated table in the vestibule and label accordingly.</li> <li>Parents enter their name, time, and the destination of the items in the <i>Material Drop-Off Book</i>.</li> </ul>
<b>Student Drop-Off</b>	<u>To drop off a student after the start of the school day:</u> <ul style="list-style-type: none"> <li>Parents enter the necessary information in the <i>Student Drop-Off Book</i>.</li> <li>Place any notes in the <i>Notes Basket</i>.</li> <li>The student will be buzzed into the main office and proceed to class.</li> </ul>
<b>Student Pick-Up</b>	<u>To pick-up a student before the end of the school day:</u> <ul style="list-style-type: none"> <li>Parents are buzzed into the main office.</li> <li>Parents provide a state-issued ID and enter the necessary information in the <i>Student Pick-up Book</i>.</li> <li>The parent will wait in the vestibule as the student is called to the office.</li> </ul>
<b>Volunteers and Expected Visitors</b>	<u>To enter the main building during the school day:</u> <ul style="list-style-type: none"> <li>Visitors are buzzed into the main office.</li> <li>Visitors provide a state-issued ID which is scanned in the School Gate Guardian System.</li> <li>A badge is issued that must be worn at all times while in the building.</li> <li>Visitors must have their ID scanned upon departure.</li> </ul>

**Please do not interrupt classes to confer with your child/teachers or to deliver forgotten items.** Leave messages or items in the office to be picked up by your child at a convenient moment in the instructional day.

\*\*\*\*\* **IMPORTANT** \*\*\*\*\*

To ensure you receive all necessary school information, parents must be signed up with the Central Bucks Campus Parent Portal. The Parent Portal allows you instant access to accurate, current, and confidential information about your child(ren)'s school attendance, class assignments, and more. It also registers your e-mail into Pine Run's school database, allowing for the delivery of building-initiated e-mails regarding high-importance issues such as mid-day weather issues, emergencies, schedule changes, etc. Parent Portal Information can be found at: [www.cbsd.org/Page/26932](http://www.cbsd.org/Page/26932)

PARENT PORTAL INFORMATION

**Infuse Campus**

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

**Reset a Parent Portal Account**  
<http://www.cbsd.org/parentportal/reset>

**Account Parent Portal Password or Username**  
<http://www.cbsd.org/parentportal/password>

**Browser and Computer Requirements**  
<http://www.cbsd.org/parentportal/requirements>

**Questions or General Contact Us**  
<http://www.cbsd.org/parentportal/contact>

Additional Help  
Portal Login: 1-800-833-8333  
District Office: 484-269-3333  
1-800-833-8333

## 1. IMPORTANT DATES TO REMEMBER

### Tuesday, September 3, 2019

First day for all students. **This will be a full instructional day (8:35 A.M.-3:15 P.M.)** with regular lunch service for all students in Grades 1-6. Kindergarten sessions begin on September 3<sup>rd</sup> as well. All students are encouraged to use their normal mode of transportation to school beginning on this first day.

### Back-To-School Nights

Each session begins immediately at the indicated start time in the classrooms.

<b>Thursday, September 5, 2019:</b>	<b>6:00 PM – Kindergarten (AM)</b>
<b>Thursday, September 5, 2019:</b>	<b>6:30 PM – PEN</b>
<b>Thursday, September 5, 2019:</b>	<b>7:00 PM – Grades Kindergarten (PM), 1, 2</b>
<b>Wednesday, September 11, 2019:</b>	<b>6:00 PM – Grades 3, 4</b>
<b>Wednesday, September 11, 2019:</b>	<b>7:00 PM – Grades 5, 6</b>

## 2. GENERAL FIRST DAY ARRIVAL INFORMATION

All bus students will be escorted by staff directly to their classrooms. They will receive a colored square which indicates their bus color designation. All walkers and auto drop-offs should report directly to the gym. They will be escorted to classrooms by staff members also. All children will be expected to begin their normal arrival/dismissal procedures on the first day of school. Our teachers will be asking children for pertinent arrival/dismissal information on Day #1. Young children especially may be confused if the first day school arrangements differ from the norm.

**\*Parents:** Please remember for the safety of your children - Parking cars in the circle or bus lane is not permitted. Also, please do not double-park or stop **alongside** the bus lane. The circle should be used for **drop-offs, AM kindergarten pick-up, and PM kindergarten drop-offs only**.

## 3. BUS SCHEDULE INFORMATION

Bus information for students in **Grades K-12** will be available through the Transportation tab in the Parent Portal starting August 19, 2019. Please be advised that our bus schedules are established with a fifteen (15) minute start and dismissal time variance. Central Bucks transports approximately 20,000 students daily to 75 schools each having special starting and dismissal times. In order to accommodate each school, we allow each bus 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 3:15 P.M. then buses have until 3:30 P.M. to pick up the students. Time to load the bus and depart must also be entered into the calculation. Many phone calls are received stating that the students are home late, however, the additional times over and above dismissal time are not added in. Your understanding and cooperation in this matter is appreciated.

## 4. ALTERNATE BUS STOP REQUESTS

The Transportation Office has developed a form to better process these requests and better serve our community. If parents are in need of an **Alternate Bus Stop Request Form**, you may download it (one for each child) at [www.cbsd.org](http://www.cbsd.org), under Departments select Transportation. Please print the form, complete, sign and either mail or fax directly to the Transportation Department. Alternate Bus Stop Requests are approved for before and after school care and in cases of shared custody. The alternate stop must occur along established routes within our attendance area and cannot create a bus over-load. **Requests for changes cannot be approved for medical appointments, religious instructions, scouts, friend-to-friend visits, sleep-overs, or any non-school activity not related to the student's safety.**

## 5. CENTRAL BUCKS STUDENT TRIP POLICY

The limit for approved vacation days is five (5). Any number of days over this limit will be recorded as either unexcused or illegal. Please know that this policy is in place to support students' required attendance as well as to ensure maximum benefit from instructional time. You may download an Absence for Family Travel form at [www.cbsd.org](http://www.cbsd.org), select Pine Run/Attendance Link to complete and print this form and forward to school.

## 6. SCHOOL SCHEDULE

- 8:15 A.M. - Early buses arrive.
- 8:15 A.M. - Students may begin to enter building. We ask parents not to drop off students or allow them to leave home earlier than this time as there is **no adult supervision prior to 8:15 A.M.**
- 8:35 A.M. - School day begins. Morning announcements followed by first class.
- 3:10 P.M. - Final class ends. Walkers are dismissed first. Bus students are dismissed directly from classrooms as buses arrive.

## 7. BICYCLES

Only students in Grades 3-6 are permitted to ride bicycles to school if they have the written permission of a parent or guardian. Bicycle permission forms can be found on our website and will be distributed on the first day of school. **NO STUDENT MAY RIDE A BICYCLE TO SCHOOL WITHOUT A SIGNED PERMISSION FORM.**

## 8. LUNCH AND BREAKFAST

Aramark Food Services will post their menus on the Food Services Tab on our website. Breakfast will be available every day. The price for breakfast is \$1.65. In regard to lunches, students will have several healthy choices to choose from for lunch each day. The price for lunch is \$2.60. Please visit the district website, [www.cbsd.org](http://www.cbsd.org) for MySchoolBucks.com Lunch information. In addition to entrees, snack items will be offered each day during each lunch period. Students may also bring a lunch from home and purchase juice or milk. Forms for free and reduced lunches are available on line at [www.cbsd.org](http://www.cbsd.org) under Food Services.

## 9. VOLUNTEERS

All Central Bucks School District Volunteers play a vital role in supporting the staff, students and programs at Pine Run Elementary School.

Pennsylvania law requires all persons having direct contact with school children obtain background checks and clearances. **Required clearances along with links to the state's websites are on our CBSD website. All volunteers are required to complete SafeSchools Training as well. This information is also on the CBSD website:** <http://www.cbsd.org/Page/355>

**Thank you for volunteering your time and services to our school and for understanding the importance of complying with these regulations.**

## 10. CAR TRANSPORTATION

Parents picking up their child during the school day: Please notify the teacher in writing. When you arrive, go to the office. Your child will be sent to the office by the classroom teacher to meet you when you get there.

Parents picking their child up at the end of the school day:

1. Please use the circle to pick up by car or park in the parking lot, come into the building and wait in the front lobby. **Please DO NOT PARK in the bus lanes.**
2. No vehicles are allowed on the blacktop designated as a playground area.

## 11. PINE RUN HOME & SCHOOL ASSOCIATION

General Meetings are held at 7:00 PM on the following dates for the 2019-2020 school year: **Tuesday, October 1st; Tuesday, January 7<sup>th</sup>; Tuesday, April 14<sup>th</sup>, Tuesday, May 12<sup>th</sup> & Tuesday, June 2<sup>nd</sup> 2019.** All parents and guardians of Pine Run students are invited and encouraged to participate. The Home & School association has been an integral and vital part of our school family and each year makes valuable contributions to the planning and implementation of a variety of programs and projects. Please join HSA in supporting our Pine Run students as they continue to enhance our educational environment.

## 12. PINE RUN PARENT HANDBOOK

The parent handbook contains valuable school information and rules applicable to all students. You will find this on the Pine Run Website. Please review all pertinent information carefully with your children.

## 13. SYNERVOICE SCHOOL CONNECTS

The CBSD Central Office, in conjunction with Pine Run Elementary, uses the Synervoice System to leave a recorded message at the home of every child not in attendance. If a student is absent from school, an automated call will be sent to the home of that student around 10:30 AM. This same process will be repeated again in the afternoon for PM kindergarten students. **A call-in by a parent is not required.** If your child has been or will be absent two or more days, you may request homework directly from the classroom teacher. To do so, you may call the main number, and enter the teacher's voicemail extension or e-mail the teacher directly with your homework request. Please be aware that you must **still send in a written note** explaining your child's absence when he or she returns to school. You may also download an Absence/Tardy Note at [www.cbsd.org](http://www.cbsd.org), select Pine Run then Attendance Link, complete and print and forward the note to school.

## 14. PINE RUN DIRECTORY

We will be reviewing and updating all directory information in mid September. A new student directory containing students' names, addresses, phone numbers, and parents' names will be available to all families in late fall via the Central Bucks E-mail system. To receive this, you must be registered in the CB Campus Portal.doc. Parents wishing to not have their contact information listed in this directory are asked to e-mail Maria LoFaso at [mlofaso@cbsd.org](mailto:mlofaso@cbsd.org).

## 15. HOME/SCHOOL COMMUNICATION

We support and encourage full communication between home and school in order to better support our Pine Run students. All classroom teachers and specialists may be contacted directly by phone by calling our main number **267-893-4450** and then entering the teacher voicemail extension to leave a voicemail for the teacher. Teachers will provide these to parents in September. Also, the school office can transfer calls to any particular teacher. During instructional hours, all classroom phones will forward incoming calls to the teacher's voice mail. These calls will be returned as teachers are available at the end of the school day. (In the event of an emergency, please call the office first.) Additionally, all staff may be reached via email available on the Pine Run's web site: [www.cbsd.org/pinerun](http://www.cbsd.org/pinerun).

From our parents, we ask that you keep all phone numbers current. In the event that a parent changes work locations or changes a home phone number, please notify the school as soon as possible. It is crucial that at all times we have at least one consistent daytime phone number, should an emergency arise.

**Please feel free to call the school office between now and August 30<sup>th</sup> with any questions or concerns. We are here to help clarify information to make the start of our new school year the best that it can be for you and your child(ren).**

Best wishes for a safe, happy, and relaxing rest-of-the-summer. Our year ahead promises to be an exciting and rewarding one for all!

Sincerely,

  
Amanda M. Mumford, Ed.D.  
Principal