

## GENERAL INFORMATION AND PROCEDURES

# CONNELLSVILLE TOWNSHIP ELEMENTARY SCHOOL PARENT HANDBOOK 2010-2011

Welcome to a new year here at Connellsville Township Elementary School. I am very excited about this coming school year and the wonderful things we have in store. The following is a list of general information that will provide you with some insight into our school. If you have any questions or concerns regarding any information in this packet please feel free to contact me. I feel with your assistance; this will be a great year.

**Charles Michael**  
**Principal**

**TIME SCHEDULE:** Connellsville Township Elementary runs on the following time schedule:

**9:00 AM** Doors open for students

**9:25 AM** Classes begin

**3:25 PM** Dismissal begins

If you choose to bring your child to school, please make sure he or she arrives on time. Any child who arrives after 9:25 AM is considered late and needs an excuse signed by a parent. If you need to pick up your child before school ends, you must stop in the office to sign your child out. **Early dismissal should be for emergencies only. Students who are picked up will be dismissed at 3:20 pm.**

**ABSENCES:** If your child is absent for more than one day, you should call the office to inform us that he is absent and to arrange to pick up work. Each time your child is absent we must have a written excuse, signed by a parent and brought to school the day your child returns. This excuse should show the date of absence, reason, and your signature. According to PA School Law, legal absences can only be for illness, quarantine, death in the family, impassable roads, religious holidays, or extenuating circumstances that are approved by the building principal. A doctor's excuse may be requested if your child has excessive absences. Unexcused absences are any for which we do not have a written excuse on file. After five days of unexcused absences, a written warning will be issued. **Please note that if a child is absent from school the day of an evening function, he/she cannot attend.**

**ATTENDANCE & DISCIPLINE POLICY-** The first week of the new school year students will receive a copy of our school district's Attendance & Discipline Policy. If any student or parent would need an additional copy of the handbook please contact the office.

**BUILDING SAFETY-**We take every precaution to make sure your child is safe in school. One of our biggest concerns is knowing who is in the building at all times. If you bring your child to school, please let him come into the building on his own since we have many adults here to help the children get to class. If you must come into the building please come to the office first so you can sign in and receive a badge that must be worn until you sign out and leave. Another part of building safety is how your child behaves in school. For each child to be safe we must have orderly procedures followed by everyone. Please stress to your child the building rules: **WALK AT ALL TIMES— FOLLOW DIRECTIONS- CLEAN UP AFTER YOURSELF-NO FIGHTING/TEASING—KEEP YOUR HANDS TO YOURSELF.**

**Students who do not adhere to building safety or school rules will face consequences. Consequences may include: detention or out of school suspension.**

**BUS OR SCHEDULE CHANGES-** In order for your child to ride another bus or get off at a different stop, we must have a note signed by you. We will not allow a child to change their regular transportation arrangements without a signed note.

**BUS SAFETY/BUS ASSIGNMENTS-** Most of our children ride the bus to and from school. In order for our drivers to do their job, your children **MUST FOLLOW THE RULES.**

They have to **stay in their seats, talk in a normal voice, and use good manners.** If there is a problem on the bus the driver will report the incident to the principal. Your child may be warned or suspended from the bus-depending on the situation. If he is suspended from the bus, it becomes the parents' responsibility to transport their child to and from school. All bus assignments and bus stops are made by Mr. James Lembo, Director of Transportation.

**CAFETERIA-** Lunch prices are \$1.95 for the regular lunch and .40 cents for the reduced price. Breakfast cost \$1.25 for those paying full price and .30 cents for reduced. Forms will be sent home the first day of school for parents to complete for free and reduced price meals. Any child who attended our school last year (or any school in our district) will begin this school year with the same lunch status. If your child received a free or reduced lunch last year, it would continue this year, until the new forms can be verified. Each child has a computerized account through the cafeteria computer system. Those children who purchase their lunch or purchase a reduced price meal can pay in advance and have that money deducted from their account on a daily basis. Parents will receive a monthly calendar listing the daily menu. In addition to the main entree, peanut butter and jelly sandwiches are available each day. The children indicate to their homeroom teacher at the beginning of the day if they will eat the school lunch so that a count can be sent to the kitchen. Students who bring their lunches may purchase a beverage or bring

their own (no glass containers). If your child has special dietary needs please contact the cafeteria manager.

**CAFETERIA “EXTRAS”**- During each lunch period the children have the opportunity to purchase “extras” about five to ten minutes before the end of the lunch period. **These extras usually cost 25 to 50 cents. Parents should also instruct their children not to loan or give money to other students during the school year.**

**CHANGE OF ADDRESS/PHONE NUMBER** - Parents are asked to notify the office immediately of any change in the home address or home and work telephone numbers.

**CLASSROOM ASSIGNMENT**- All classroom assignments are made by the principal after consultation with the classroom teachers. Each Grade level group of teachers recommends a well-balanced classroom by taking the following into account: gender balance, heterogeneous grouping, balance of special needs, how the children get along, unusual family circumstances, health or medical conditions and learning environments. Assigning youngsters is complex educational issue that we take seriously. Unless there are unique situations, individual classroom request cannot be accepted. Any unique situations must be communicated to the principal by June 1st. The classroom assignments will be posted on the front door of the school usually by the last week in August, or just before school starts.

**CONFERENCES/MEETINGS** - If you wish to have a meeting with a classroom teacher and the principal please schedule an appointment with the office. This is to guarantee that all necessary parties are in attendance.

**EARLY DISMISSALS**- Early dismissals should be for emergencies only. To arrange an early dismissal, the child or parent should bring a written note to the office, listing the reason for the early dismissal. In emergency situations parents may call the school office to arrange for early dismissal.

**EMERGENCY CARDS**- Each year we send home emergency cards to be filled out. Please make sure that we get these cards back as soon as possible. In the event of an emergency we may need to find you fast, so please make sure the cards are correct. If there are any changes during the year you need to inform the teachers and the office as soon as possible.

**EMERGENCY DISMISSAL**- On occasion our district may find it necessary to dismiss the children early due to bad weather, accidents, boom threats or other emergency conditions. Any type of early dismissal of this type will be announced over public radio and TV stations and the district TV station as early as possible. Each year we send home a copy of the early dismissal policy and a form for parents to sign and return to school.

**FOOD:** Food should not be brought into the building from outside sources. The only exception would be for holiday parties, or other approved parties, or special occasions. No food should be served prior to the regular lunch period.

As a part of our district's wellness policy, we are being asked to limit sugar intake at parties and as classroom/school rewards. We should also monitor the types of food being sold in fundraising activities.

**HOMEWORK-** Homework is an essential part of your child's education. Homework helps all children develop good study habits, helps parents see what their child is learning, and provides you and your child with the opportunity to work together. Homework can be in the form of reading, doing reports, projects, studying or any activity assigned by the classroom teacher. If you have any questions at all about homework, please call your child's teacher.

**MEDICATION-**According to district policy, teachers are not allowed to give medication of any type to the children. If your child must take medicine, please see the nurse and check for further instructions.

**MONEY AND VALUABLES-** Students should not carry more money than is required to meet their immediate needs and valuable objects should not be brought to school. Students, not the school are responsible for their property.

**PUPIL PROGRESS-**Report cards are sent home every nine weeks. In addition, teachers send home progress reports for those children who are having problems, about 4 weeks before report cards go home. These progress reports are mailed. Progress reports and report cards help you know how your child is doing in school. They are no substitute for conferences with the teacher or checking your child's progress regularly. Make sure you see your child's work as it is sent home. **If your child is not bringing any work home you should contact the teacher immediately.** Each child in grades 1 to 6 has an assignment book that should go home each night. By checking this book you should know everything your child is doing each day, and also what assignments are due. You may also use this book to communicate with your child's teacher.

**RESPONSE TO INTERVENTION AND INSTRUCTION (RTII):** **Response to Intervention and Instruction** will be implemented fully in grades K-3 this year. Grades 4-6 will also be using this time for intervention and PSSA prep. All group assignments are made by the principal after reviewing test data and consultation with the classroom teachers.

**WEATHER EMERGENCIES-** If there are delays or cancellations of school due to the weather, please listen to the local radio or television stations-especially Channel 39. Any information you need should be on stations by 6:00AM. In the event of a delay, there will not be breakfast. If there is an early dismissal, it will be announced as soon as possible on the radio and TV.

***HAVE A GREAT YEAR!!***

**Connellsville Township Elementary Staff:**

Kindergarten:	Mrs. Hodge
Grade 1	Mrs. Lowe
Grade 2	Mrs. Martinchalk
Grade 3	Mrs. Ambrisco
Grade 4	Mrs. Reynolds
Grade 5	Ms. Polosky
Grade 6	Mrs. Rummel
Learning Support:	Mrs. Whoric
Title 1 Teacher:	Mrs. Haas
Library:	Mrs. Stewart
Gym:	Mr. Bandamere
Music	Mr. Clark
Computer	Mrs. Shaw
Guidance	Mrs. Harvey
Speech	Mrs. Peccon
Nurse	Mrs. Brewer
Secretary	Mrs. Wilttrout
Principal	Mr. Chuck Michael

**IMPORTANT PHONE NUMBERS**

Connellsville Township- 724-628-9299

Fax 724-626-1013

Connellsville Area School District Web Site - [www.casdfalcons.org](http://www.casdfalcons.org)