

Elkins Park School  
8149 New Second Street  
Elkins Park, PA 19027  
215-881-4941

Dear Parents, Guardians & Families,

It is with great excitement and enthusiasm that we begin this 2017 - 2018 School Year! We are expecting our children to demonstrate outstanding growth and amazing gains and we can and will measure success through multiple and varied methods. Our focus will continue to follow these Core Beliefs:

- ✓ **Decisions are always made based on what is in the best interest for our children**
- ✓ **The parents and the community are our partners in this most important work**
- ✓ **Authentic success is found in the classroom each and every day and is facilitated by a strong instructional teacher/leader**
- ✓ **Collaborative professional learning opportunities are embedded in our work and rooted in self-reflection and inquiry**

Children's success is directly aligned with our ability to provide them with quality instruction in a safe and caring environment where they can stretch and grow academically, socially, and emotionally. We will continue to reflect upon and celebrate strengths while simultaneously thinking of how we can consistently continue to grow.

We encourage you to connect with our Elkins Park School Community and we thank you for entrusting us with the care and education of your most precious children.

Respectfully,  
Gerry Fitzpatrick-Doria, Ed.D., Principal  
Lynn Trumbette, Vice Principal

## **BOARD OF SCHOOL DIRECTORS**

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## **SUPERINTENDENT**

Dr. Wagner Marseille

## **ASSISTANT SUPERINTENDENT**

Dr. Tamara Thomas Smith

### **Mission Statement**

Drawing on its cultural richness, creativity, and tradition of scholastic excellence, the Cheltenham School District strives to nurture each child through a wealth of academic endeavors and community partnerships that provide the skills and vision needed to lead a productive and meaningful life beyond our classroom walls.

### **Vision Statement**

With a clear connection between the classroom and the world, the Cheltenham School District will strive for excellence by:

- inspiring our students to develop principled and knowledgeable responses to the local, national, and global challenges of the 21st century;
- actively engaging parents in their children's intellectual, social, and moral education;
- encouraging faculty and staff to continually broaden the web of connections between their academic disciplines and the world on which they depend;
- stimulating dynamic leadership of building and district administrators; and
- creating partnerships with community individuals, institutions, organizations, and businesses that model real-world connections for all students.

### **CSD Strategic Plan Pathways**

Curriculum & Instruction  
Student Achievement  
Professional Learning  
Holistic Experiences  
Communication & Engagement

## **Elkins Park School Rules & Expectations**

I respect others, the Elkins Park environment and myself.

I follow the directions the first time given.

I am prompt, prepared and ready to participate.

I have positive interactions with adults and peers.

I keep my hands, feet and all objects to myself.

### **Core Values**

**Awareness:** I am conscious of the thoughts and emotions of myself and of others.

**Compassion:** I feel sorry for others and want to find realistic ways to help and support them.

**Courage:** I face danger, pain or trouble with strength and grit. I am brave.

**Diversity:** I accept others as they are. I understand that all individuals are unique. I recognize and celebrate individual differences (race, ethnicity, gender, sexual orientation, socio-economic status, age, physical ability, religious beliefs).

**Empathy:** I have the ability to understand and share the feelings of others.

**Excellence:** I set high standards for myself. I work to achieve my goals. I take pride in doing my best.

**Gratitude:** I understand the importance of being thankful and I am able to demonstrate appreciation.

**Hope:** I have feelings of wanting good things in my life. I believe that good things will be in my life.

**Integrity:** I tell the truth. I keep my promises. I am a trustworthy person. I do the right thing even when no one is watching.

**Justice:** I am fair in my actions. I accept rewards as deserved. I accept consequences as deserved.

**Resilience:** I am able to recover quickly from difficulties and challenges.

**Respect:** I treat others the way that I want to be treated. I do not spread rumors or gossip. I show good manners.

**Responsibility:** I take care of things. I take credit or blame for my actions. I handle important duties. I can be trusted.

**Trust:** I am honest and true. I am careful with other people's things. I act responsibly.

**Wisdom:** I am wise. I have good judgment that comes from knowledge and experience in life.

## **ACADEMIC INFORMATION**

### **Comprehensive Literacy**

The goal of teaching reading and writing is to enable students to become independent readers and writers who comprehend, analyze, problem-solve, self-monitor as they read and write, and choose to read and write for pleasure and growth.

Students learning to read at higher levels:

- Acquire an ever-growing reading vocabulary and effective strategies to figure out unfamiliar words
- Read text at increasingly higher levels of difficulty as the school year progresses
- Learn comprehension strategies to understand all genre of text
- Are prepared to read the grade appropriate text and beyond

In the Comprehensive Literacy Framework teachers integrate approaches and strategies as they intentionally build on what their students already know, extend their students' skills and knowledge, and encourage inquiry, problem solving, self-monitoring, and independent thinking. Literacy contexts are social, purposeful, contextualized, and functional. The components provide structure for teaching and practicing the skills and strategies of effective reading and writing.

Fifth grade students utilize StoryTown and sixth grade students McDougall Littell to support the comprehensive literacy framework. Students will focus on three main writing types including: Personal Narrative, Informative, and Persuasive. Students will also focus on grade specific grammar skills.

### **Mathematics**

**Grade Level** – All 5th grade students and most sixth grade students are placed at this level. The curriculum and mathematics experiences are intentionally aligned to our rigorous PA Core Standards.

**Single Accelerated Math** and **Double Accelerated Math** are provided for 6th grade students this year. This process is criteria driven.

All Fifth grade math classes and sixth grade Grade Level math classes utilize the enVision Math Program. Sixth grade Accelerated Math classes utilize the Eureka

Math Program among other resources. The enVision math program can be accessed through the PowerSchool Login.

### **Social Studies**

- Social is taught through Literacy & Social Studies Connections
- Community Building Meetings (supporting student voice)
- Current Events (Emphasis on World Geography)
- Pennsylvania History
- Historical Fiction & Non-Fiction Texts

### **Science**

Science is supported through the PA Standards. The state has published the eligible content covered on the fourth and eighth grade PSSAs, and has also created a suggested sequence of instruction in the three major areas of Physical Science, Earth Science, and Life Science. This suggested sequence follows the progression of the Next Generation Science Standards.

- Fifth Graders will be using FOSS kits to study: Living Systems, Mixtures & Solutions, Soil, Rocks, and Landforms, and if time permits - Levers and Pulleys.
- Sixth Graders will be using FOSS kits to study: Populations and Ecosystems, Planetary Science and Force & Motion, as well as teacher-designed units on Inventions and Rocketry. The sixth graders also complete a Science Fair project.

### **Physical Education**

Physical Education is an important component of the EP experience. Students participate in many different forms of physical activity to promote lifetime wellness. In addition to regularly scheduled PE class times, students have the opportunity to participate in recess tournaments, the Mile Club, Jump Rope for Heart, and the always-exciting EP Fit Club! Wear your sneakers!

### **Music**

General Music ~ All students participate in General Music

- Students study rhythm, melody, harmony, tone, form, tempo and dynamics through hands-on classroom experiences.
- 6<sup>th</sup> Grade students participate in Project Based Learning with the On Tour Program

Performing Arts

- Band, Orchestra & Choir is open to all students.
- Vocal Ensemble (5 & 6) requires an audition.
- All performing arts groups meet before school at 7:55AM

### **5<sup>th</sup> Grade Specials**

- There are 3 special area classes in your student's school year.
- S.T.E.M.(Science, Technology, Engineering and Math)
- Health
- Art

### **6<sup>th</sup> Grade Specials**

- Graphic Art
- Health
- Art

## **Extra-Curricular Activities**

**String Orchestra** – is a group of young people who have experience playing a string instrument. A variety of musical styles are offered with two major concerts scheduled during the year. A maximum of one before-school rehearsal per week is required beginning at 7:55AM.

**Band** – is a group of students who have experience on wind and percussion instruments. A variety of musical styles are offered with two major concerts scheduled during the year. A maximum of one before-school rehearsal per week is required beginning at 7:55AM.

**Chorus** – is a group interested in singing and performance. Students are chosen by interest displayed and the ability to match pitch - not by musical talent. This group studies a variety of musical styles in two-part harmonies and other musical topics designed to widen musical background, appreciation and each member's ability to use their voice properly. Two major concerts are scheduled during the year. A maximum of one before-school rehearsal beginning at 7:55AM. and one lunchtime rehearsal is required weekly.

**Vocal Ensemble** – is an auditioned group of highly motivated, talented pupils who prepare thematic presentations during the year involving four-part harmonies, staging and choreography. A maximum of one before-school rehearsal per week is required beginning at 7:55AM. There are two vocal ensembles: One for fifth graders and one for sixth graders.

**Talent Show** – this special Talent Show event will include auditioned performers (singing, dance, instruments, acting) and a volunteer stage crew. Rehearsals will be limited in number and held after school, and specific to the performers. All students will be encouraged to participate.

**Sports Program** – the intramural sports program will be held after school on Tuesdays and Thursdays. Bus service will be provided.

**Problem Solving** – is a group of students who are interested in participating in activities designed to help students learn the creative problem-solving process. There will be one after-school practice per week from October through March. Teams will enter state/national competitions as well as participate in the local problem-solving bowl.

**After School Clubs** - Students who participate will be involved in a variety of activities. Activities are held from 3:45pm-4:30pm. Late bus service is available. Information will be sent home at the appropriate times throughout the year.

**Video Awareness** - Please be aware that many of our students participate in activities which are videotaped by our staff and can be viewed on channel 42. If you wish that you child **not** be photographed, please send a letter to the school office.

### **General Information**

#### **Back to School Night**

Our Back-to-School Night has been scheduled for September 28, 2017, at 6:30PM. We look forward to connecting with all of our families!

#### **Building Hours**

Our school office team will welcome you from 8:40 AM until 3:40 PM. If you need before school care, please contact the CLASP Office at 215-886-9500 for information. Please note that some specific music rehearsals/practices occur before school, and the music teachers will contact parents directly regarding these times and dates.

#### **Cafeteria Debit System**

The Elkins Park School cafeteria has a computerized debit system. Each student will be assigned a PIN (personal identification number) assigned to him or her. The number will be the student's identification number. When a student enters his or her PIN into the pin pad at the register on the end of the lunch line, their information, including their picture, appears on the screen for the cashier to view. The picture will prevent another student from using their account. The cost of the food purchase will be automatically deducted from the account without the need of cash. All students will have an established debit account, although you will not be required to make advanced payments because the system will be able to accept cash payments on a daily basis.

Please note that this system is very confidential! Every student will be required to enter his or her PIN regardless of meal status, thus ensuring your child's privacy. Also, all students will be required to enter their PIN whether they are paying cash or have money on account. In addition, dietary restrictions can be entered into the system, which will be displayed when the student's PIN is entered.

There is no limit on the amount of money that can be deposited into a debit account. For safety purposes, we recommend that advanced payments be paid on-line through My School Bucks which is found on the School District's website. We also recommend a payment to cover at least two weeks of meal purchases. When making a payment by check, please make check payable to "CHELTENHAM SCHOOL DISTRICT." Put the student's name, PIN number and grade on the envelope. If you have any questions, please contact the food service office at 215-881-6313.

### **Cell Phones**

Cell phones are not permitted to be used during the school day. We discourage students from bring their cell phone to school. If families feel it is essential for their child to carry a phone for after school, we ask that they follow these protocols: Once students enter the building, cell phones should be turned off and place in school bags or lockers. If students are seen with phones, they could be kept in the main office until the end of the day. Repeated infractions will result in appropriate consequences.

### **Child Check Program & Attendance Guidelines**

Regular attendance enhances a student's educational experience and is required by state law. To ensure accurate reporting of a student's attendance, parents/guardians please follow the guidelines indicated below:

- Call Child Check (215-881-4940) or email the school at [epattendance@cheltenham.org](mailto:epattendance@cheltenham.org) and provide the following information: Student's Name, Date of Absence, Reason for the Absence, and the Student's Homeroom Number and/or Teacher's Name.

### **Attendance Guidelines**

Regular attendance at school enhances a student's educational experience and is required by state law. To encourage better attendance, improve communication, and ensure compliance with the Pennsylvania School Code, specifically 24PS 13-1327, the compulsory school attendance law, the guidelines below will be followed in all schools that are part of Cheltenham School District:

1. When a child is absent from school, the absence will first be coded as ***Unexcused***.

• Please call Child Check or the Attendance Secretary at your child's school to inform the school of your child's absence and provide the following information: Student's Name, Date of Absence, Reason for the Absence and the Student's Homeroom Number and/or Teacher's Name. This does not excuse your child's absence, but alerts the school of the child's whereabouts for the day.

2. An absence will be changed to ***Excused*** when the school's secretary or Attendance Secretary receives a written note, e-mail, or fax notification within three (3) days after the child's return to school from the child's parent/ guardian or the family's



physician indicating the student was absent from school due to a condition that is excusable. Such conditions include:

- a. Illness
- b. Family Emergency
- c. Death of a Family Member
- d. Medical, Dental or Therapeutic Appointments
- e. Authorized school activities
- f. Pre-approved Educational Travel (maximum five (5) days per school year) and requests need to be submitted to the principal at least two (2) weeks prior to the date of departure
- g. College Visitations
- h. Per-Approved Religious Instruction (limit 36 hours per year)
- i. Bona Fide Religious Holiday
- j. For purposes of receiving tutorial instruction in a field not offered in the District's curricula when the excusal does not interfere with the student's regular program of studies, the qualifications of the tutor or instructor are satisfactory to the Superintendent or his/her designee, and permission for such excusal is sought in writing by the parent/guardian of the child in advance of commencing the tutoring
- k. Attendance at court hearings related to the child's involvement with the county children and youth agency or juvenile probation office
- l. For the purpose of obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts
- m. Being dismissed from school during school hours for health-related reasons by a certified school nurse, registered nurse, licensed practical nurse or a school administrator or designee employed by the District
- n. Other reasons for absence may be excused in accordance with Board Policy and Administrative Regulation 204 (Attendance) under certain circumstances

3. Children with excused absences from school may make up all work missed as a result of the absence.

4. Since children are legally required to attend school, unexcused absences could result in a child's referral to the school District's Home and School Visitor, whose responsibility under Pennsylvania School Code 24 PS 13-1341 includes enforcing the provisions of the compulsory attendance law. When students have accumulated unexcused absences, the following will occur:

- a. First **Unexcused** absence: A letter may be sent home to make a parent/guardian aware of the child's absence, and that a written letter, e-mail or fax is needed within three (3) days to excuse the absence.
- b. After three (3) **Unexcused** absences: A letter will be sent home within ten (10) days of a student's third unexcused absence indicating a time and date for a School

Attendance Improvement Conference that will be held and the following shall be invited to the conference: (1) the student; (2) the student's person in parental relation; (3) other individuals identified by the person in parental relation who may be a resource; (4) appropriate school personnel and (5) recommended service providers. A student will be considered as Truant with three (3) school days of unexcused absences.

c. After six (6) **Unexcused** absences: A student is considered as Habitually Truant with six (6) or more school days of unexcused absences. When a student is habitually truant and **under fifteen (15) years of age**, the school:

- Shall refer the child to either (1) a school-based or community-based attendance improvement program or (2) the Montgomery County Office of Children and Youth for services or possible disposition as a dependent child
- May file a citation in the office of the magisterial district judge having jurisdiction in the region against the person in parental relation who resides in the same household as the student

d. After six (6) **Unexcused** absences: When a student is habitually truant and **fifteen (15) years or older**, the school shall **either**:

- Refer the student to a school-based or community-based attendance improvement program or service; or
- File a citation in the of the magisterial district judge having jurisdiction in the region against the student or the person in parental relation who resides in the same household as the student

e. The District may request permission from parents/guardians for the school psychologist to conduct a psychological evaluation of students with six (6) or more unexcused absences in order to determine possible learning or emotional support needs that may be a contributory factor to the student's absences. A Permission to Evaluate form and Procedural Safeguard form, outlining parental rights, would be sent.

f. Ten consecutive school days of **unexcused** absences: A student shall be dropped from active membership roll unless the school is provided with evidence that the excuse is legal or the school is initiating truancy proceedings. A maximum of ten (10) days of cumulative excused absences for an illness verified by parental notification may be permitted during the school year. All such absences beyond ten (10) cumulative days per school year shall require a written excuse note from a physician familiar with the student's medical condition.

### **Communication Opportunities**

- DAB (Daily Assignment Book)

- Homework Folder
- Friday Folder
- PowerSchool – online grade book
- Electronic Report Cards & Interim Reports
- Email, Phone Calls, Conference

### **Conferences**

We encourage and celebrate frequent communication between the teachers and the families. Additionally, there will be a formal conference time scheduled in November. This conference will afford parents the opportunity to meet with one or more of their child's teachers. If parents & guardians would like additional conferences with their child's team, the guidance counselors can arrange a team meeting. We encourage families to reach out and connect in this fashion!

### **Dress**

Parents and students are expected to exercise discretion in the matter of personal appearance. For health and safety reasons, something must be worn on the bottom of your feet at all times while under school jurisdiction. Slides and flip-flops are NOT permitted. Expensive personal items such as jewelry, watches, pocketbooks, cell phones, technology etc., should not be brought to school. **The school is not responsible for any personal item lost by the student.**

### **Early Dismissal**

In requesting an early dismissal, students must bring a note signed by a parent or guardian to the office before homeroom starts. Parents are required to report to the school office at the designated time to be properly identified and to sign out their child in the Attendance Log Book. Students will be called for dismissal when their parent arrives in the building. No student is allowed to leave the Elkins Park School without approval from a school secretary.

### **Lockers**

Students are assigned lockers. Lockers have built-in locks and there will be no charge for these. However, it must be understood that the locker remains the property of the school, and it is only lent to the students. **THE SCHOOL RESERVES THE RIGHT TO INSPECT A LOCKER AT ANY TIME.** The security of your personal belongings can only be maintained when only you know the combination of the locker. Students are discouraged from bringing valuable personal property, technology, cell phones and large amounts of money to school.

Students are to go to their lockers only four times a day:

1. Before homeroom
2. Before lunch
3. After lunch

#### 4. The close of the school day

Students must have permission from a teacher if they wish to use their lockers at other times.

#### **Physical Examination**

Each student, under school law and regulations of the State Board of Health, is required to have a medical examination in the first, sixth and eleventh grades, and a dental examination in the first, third and seventh grades. The State Board of Health recommends that the family physician and family dentist give the examinations and make notations on the forms supplied by the district. Students new to the district are required to have these examinations upon entrance to the school. Please note that all contagious diseases in the district must be reported to the Health Department immediately via 215.887.1000.

#### **PowerSchool**

PowerSchool is our online grade reporting system. Every student's family will have an opportunity to create an account in PowerSchool. Families can access PowerSchool by visiting the Cheltenham School District website, under the PARENTS tab at [www.cheltenham.org](http://www.cheltenham.org). You will receive a letter with information for creating your account username and password at the beginning of the school year.

#### **School Nurse**

The nurse is in her office daily. The nurse gives immediate assistance and is in charge of the medical forms that the state requires to be completed. The nurse or office personnel at the direction of a medical doctor are the only staff members permitted to administer medication. The nurse cannot diagnose illness. Children should stay home on mornings that they feel ill. No medicine (including non-prescription) can be given in school without a medication order from a prescribing medical provider. All medicines must be brought to the nurse's office by an adult. Students are permitted to have inhalers in their possession as long as the required paperwork is on file with the nurse.

#### **Student Drop-off & Pick Up**

Parents are to drop-off students in the morning at the front entrance and are to pick-up their child at the end of the day at Wetherill Road, which parallels the playground on the east side of the school. Students should not be dropped off or picked up on Kingston Road, as this is an extremely dangerous street to cross.

#### **School Buses**

The school bus is an extension of the school. Failure to observe proper regulations will result in appropriate consequences. Buses will arrive and depart from the bus loading area located outside the front of the building.

Please note that no student is permitted to ride a bus other than the one to which

he/she has been assigned. Students participating in after school activities can ride the late buses on Tuesdays and Thursdays.

Additionally, an early morning bus is available for students participating in band, orchestra and chorus. This bus will pick up students at CHS.

### **Visitors**

Visitors are always welcome to our school! In order not to interfere with the instructional program, please schedule your visit in advance. Visitors can first sign-in at the desk in the lobby, and then report to the main office. All visitors are asked to wear visitor's tag whenever they are in the building. We thank you for your support.

### **Nondiscrimination Statement**

#### **103. Equal Opportunity Program For School And Classroom Practices**

The Board declares it to be the policy of this District to provide an equal opportunity for all children to achieve their maximum potential through the programs offered in these schools regardless of actual or perceived race, color, age, creed, religion, gender, sexual orientation, gender identity, gender expression, ancestry, national origin, disability, or limited English proficiency. (Revised February 9, 2016)