NON-DISCRIMINATION STATEMENT

The School District of Cheltenham Township does not discriminate in employment or educational programs, services or activities, based on race, color, national origin, sex, handicap or age in accordance with State and Federal laws including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964 and the Age Discrimination Act of 1975.

Inquiries should be directed to:
Ms. Lynn David
Director of Human Resources
School District of Cheltenham Township,
Administration Building
2000 Ashbourne Road, Elkins Park, PA 19027
(215) 881-6343

Our District Mission Statement

Drawing on its cultural richness, creativity, and tradition of scholastic excellence, the School District of Cheltenham Township 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.
School District of Cheltenham Township

Dr. Wagner Marseille, Superintendent

Elementary Schools

Cheltenham Elementary
7853 Front Street
Cheltenham, PA 19012
Principal: Nicolas Perez
Phone: 215-635-7415
Child Check: 215-635-7415 – option #1
CLASP: 215-635-7725

Glenside Elementary
400 Harrison Avenue
Glenside, PA 19038
Principal: Jenette Oddo
Phone: 215-881-6441
Child Check: 215-881-6440
Nurse’s Office: 215-881-6440
CLASP: 215-886-6819

Myers Elementary
7609 Montgomery Avenue
Elkins Park, PA 19027
Principal: Dan Tahaney
Phone: 215-517-4540
Child Check: 215-517-4540
Nurse’s Office: 215-517-4575
CLASP: 215-517-4810

Wyncote Elementary
333 Rices Mill Road
Wyncote, PA 19095
Principal: Crystal Clark
Phone: 215-881-6410
Child Check: 215-881-6410
Nurse’s Office: 215-881-6410
CLASP: 215-886-6821

Central Office Directory

Business Office 215-881-6342
Facilities Office 215-881-6310
Food Service 215-881-6313
Human Resources 215-881-6344
Office of Education 215-881-6326
Student Services 215-881-6329
Special Education 215-881-6340
Superintendent 215-881-6300
Technology 215-881-6465
Transportation 215-881-6316

School Closing/Late Arrival Number – 306

Please visit our website at: www.cheltenham.org
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The School District of Cheltenham Township is in compliance with the state code requiring wheelchair accessibility. If you require wheelchair assistance when attending school functions, please notify the school office in advance of your arrival so that preparation can be made to accommodate you.
IMPORTANT DATES FOR 2015-2016 SCHOOL YEAR

SEPTEMBER 2015
7 School CLOSED – Labor Day
8 First Student Day - Early Dismissal 1:15 p.m.
8 School Board Meeting - 7:45 p.m. - Admin. Building
14 Schools/Offices Closed – Rosh Hashanah
15 Schools Closed/Offices Open – Rosh Hashanah
16 Back to School Night @ 7:00 p.m.
16 K-12 Early Dismissal - 2:45 p.m.

OCTOBER 2015
6 Facilities/Business Affairs Mtg. - 7:00 p.m. - Admin. Building
13 School Board Meeting - 7:45 p.m. - Admin. Building
20 Educational Affairs Mtg. - 8:00 p.m. - Admin. Building
21 K-12 Early Dismissal – 2:45 p.m.
29 Title 1 Meet and Greet – 9:15 a.m.

NOVEMBER 2015
3 Schools Closed/Election Day - Teacher In-service
10 School Board Meeting – 7:45 p.m. – Admin. Building
17 Educational Affairs Mtg. - 8:00 p.m. - Admin. Building
18 K-12 Early Dismissal – 2:45 p.m.
23 K-8 Early Dismissal – Elementary Dismissal – 1:00 p.m.
23 Parent/Teacher Conferences – K-4 Evening Conferences
24-25 NO SCHOOL for Students: Parent/Teacher Conferences
26-27 Thanksgiving - School/Offices CLOSED

DECEMBER 2015
1 Board Re-organization – 7:00 p.m.
8 Facilities/Business Affairs Mtg. 7:30 p.m. – Admin. Building
8 End of Trimester One
8 School Board Meeting @ 7:45 p.m. - Admin. Building
15 Educational Affairs Meeting @ 8:00 p.m. - Admin. Building
16 K-12 Early Dismissal @ 2:45 p.m.
23 Holiday Early Dismissal @ 1:00 p.m.
24 - 25 Winter Break- Schools/Offices CLOSED

DECEMBER 2015
28-29 Schools Closed/Offices Open
30-31 Schools/Offices Closed
### JANUARY 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>12</td>
<td>School Board Meeting @ 7:45 p.m. - Admin. Building</td>
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<tr>
<td>18</td>
<td>MLK Day of Service - School/Offices CLOSED</td>
</tr>
<tr>
<td>19</td>
<td>Educational Affairs Meeting @ 8:00 p.m. – Admin. Building</td>
</tr>
<tr>
<td>20</td>
<td><strong>Early Dismissal @ 2:45 p.m.</strong></td>
</tr>
<tr>
<td>21</td>
<td>Educational Affairs Meeting @ 8:00 p.m. – Admin. Building</td>
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<tr>
<td>25</td>
<td>UPG Meeting @ 7:00 p.m.</td>
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### FEBRUARY 2016

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<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>2</td>
<td>Facilities/Business Affairs Mtg. @ 7:00 p.m. - Admin. Building</td>
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<tr>
<td>9</td>
<td>School Board Meeting @ 7:45 p.m. - Admin. Building</td>
</tr>
<tr>
<td>12</td>
<td><strong>Schools Closed/Teacher In-Service Day</strong></td>
</tr>
<tr>
<td>15</td>
<td>Presidents’ Day - School CLOSED</td>
</tr>
<tr>
<td>16</td>
<td>Educational Affairs Meeting @ 8:00 p.m. - Admin. Building</td>
</tr>
<tr>
<td>17</td>
<td><strong>K-12 Early Dismissal @ 2:45 p.m.</strong></td>
</tr>
<tr>
<td>22</td>
<td>UPG Meeting @ 7:00 p.m. – Admin. Building</td>
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<tr>
<td>23</td>
<td>Cheltenham Foundation Meeting 7:00 pm Admin Building</td>
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### MARCH 2016

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>1</td>
<td>Facilities/Business Affairs Mtg. @ 7:00 p.m. - Admin. Building</td>
</tr>
<tr>
<td>3</td>
<td>Read Across America</td>
</tr>
<tr>
<td>8</td>
<td>School Board Meeting @ 7:45 p.m. - Admin. Building</td>
</tr>
<tr>
<td>13</td>
<td>End of Second Trimester</td>
</tr>
<tr>
<td>16</td>
<td><strong>K-12 Early Dismissal @ 2:45 p.m.</strong></td>
</tr>
<tr>
<td>18</td>
<td>District Problem Solving Bowl @ Elkins Park School</td>
</tr>
<tr>
<td>21-25</td>
<td><strong>K-12 Holiday Dismissal – Elementary dismisses at 1:00 pm</strong></td>
</tr>
</tbody>
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### APRIL 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>4</td>
<td>Report Cards Mailed</td>
</tr>
<tr>
<td>5</td>
<td>Facilities/Business Affairs Mtg. @ 7:00 p.m. - Admin. Building</td>
</tr>
<tr>
<td>12</td>
<td>School Board Meeting @ 7:45 – Admin. Building</td>
</tr>
<tr>
<td>13</td>
<td><strong>K-12 Early Dismissal @ 2:45 p.m.</strong></td>
</tr>
<tr>
<td>20</td>
<td>Educational Affairs Meeting @ 8:00 p.m. – Admin. Building</td>
</tr>
<tr>
<td>25</td>
<td>TAP Awards @ 7:00 p.m.</td>
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</tbody>
</table>

### MAY 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>2</td>
<td>UPG Meeting – 7:00 p.m. – Admin. Building</td>
</tr>
<tr>
<td>3</td>
<td>Facilities/Business Affairs Mtg. @ 7:00 p.m. - Admin. Building</td>
</tr>
<tr>
<td>6</td>
<td>4th Grade Orientation @ Elkins Park School</td>
</tr>
<tr>
<td>10</td>
<td>School Board Meeting @ 7:45 p.m. - Admin. Building</td>
</tr>
<tr>
<td>18</td>
<td><strong>Early Dismissal @ 2:45 p.m.</strong></td>
</tr>
<tr>
<td>30</td>
<td>Memorial Day - School CLOSED</td>
</tr>
</tbody>
</table>

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**Memorial Day**

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JUNE 2016

7  Facilities/Business Affairs Mtg. @ 7:00 pm Admin. Bldg.
8  UPG Meeting @ 7:00 p.m. – Admin. Building
14 School Board Meeting @ 7:45 p.m. - Admin. Building
21 Educational Affairs Meeting @ 8:00 p.m. – Admin. Building
23 Last Student Day: Early Dismissal @ 1:15 p.m.

Happy Summer!

Bee Smart...
Read this summer!
OPENING AND CLOSING OF THE SCHOOL DAY

School Begins at 9:00 a.m.
School Ends at 3:40 p.m.
*3rd Wednesday of each month - 2:45 p.m. Early Dismissal

MORNING/AFTERNOON SUPERVISION

Playground supervision begins at 8:40 AM. Therefore, please **DO NOT SEND** your child to school **BEFORE THIS TIME**. Once in the yard, children line up with their class. They may enter the building only to pass through to an exit door to the playground.

All children are dismissed at **3:40 PM**, except on an early dismissal Wednesday once a month. If your child cannot be picked up by 3:40 PM, after-school care may be arranged with our CLASP Program.

Arrival at School - AM

- The car lane is a single lane drop and go lane.
- The designated area for buses only is marked clearly, parents should not pull in this area at any time.
- Do not drive down the side driveway to drop your child off at the back of the building. This is not permitted at any time. Drop off is in circle area in the front of the building only.
- If you need to enter the building beyond the main office, you will need to obtain permission from office personnel. To ensure the safety of everyone, no parents, guests, or visitors may access any part of the building, at any time, without signing in and obtaining access from the office personnel.

Departure from School - PM

- End-of-day departure area is identified in each elementary school
- Students must load via the right side of the car. Loading on the left could pose a danger.
- Only students assigned to a bus can ride the bus.
- Students may not ride another bus home for **ANY** reason. They can only ride the bus they are assigned to.

Change in Dismissal Procedures
Students who normally ride a bus, but have plans to be picked up, need a note of permission from the parent/guardian. Notes should be presented to the teacher at the beginning of the school day. Students will report to the designated area at dismissal time. You cannot expect that an email sent during the day or voice mail to teacher will be received in time for an early pick-up.
SCHOOL CLOSING AND EMERGENCY DISMISSAL

EMERGENCY SCHOOL CLOSING INFORMATION

If it becomes necessary to close school early for reasons such as inclement weather, the following procedure will take place:

- It will be announced on…
  - KYW (1060 am) radio (#306 is our school closing number)
  - Channel 42 Comcast Cable Township Information
  - www.cheltenham.oprg
  - All Local TV Stations
  - Global Connect

If weather conditions worsen during the school day and the district has closed school early, a computerized (Global Connect) call system will be begin as soon as possible. As a courtesy, every attempt will be made to contact each family or emergency contact number (located on your Emergency Contact Form). (Please notify the classroom teacher and the office whenever there are any changes in home, work, or emergency contact phone numbers.)

Since there will be NO CLASP (Childcare) Program, and our building will be closed, please remember that you are responsible for your child at the designated school closing time. Also, we will conduct normal bussing procedures at the designated closing time.

LATE OPENINGS

Occasionally, due to the weather, it is necessary to open school two hours late. Please listen to/watch for weather conditions since NO phone calls will be made. Additionally, there will be no supervision until the scheduled delayed school opening.

Bus service will follow the same schedule only two hours later. We understand that it is your decision as to the length of time your child should wait for a bus or whether your child attends school on these bad-weather days.

ABSENCES AND EXCUSES

Please be mindful that every absence must be followed by a written excuse signed by a parent or guardian within 3 days of returning to school. Request for EARLY dismissals should be done in writing to the teacher, and is to be approved by the principal. For early dismissal, please remember to pick up your child and sign out at the office.

CHILD CHECK

If your child will not be attending school, you must notify Child Check then press 1. You may call anytime, but please remember to call by 9:05 AM on the day of the absence.
To ensure your child’s safety, if we do not receive a call and your child is absent, we will start an investigation regarding the child’s whereabouts. Therefore, your diligence about calling the above number is essential.

MAKE-UP WORK FOR ABSENCES DUE TO ILLNESS

If your child is absent for more than three consecutive school days due to an illness, you may request for materials to be sent home. We ask that these requests be made one day in advance so that they are available for pick up by the end of the next school day.

UNSCHEDULED VACATIONS

Parents are encouraged to arrange vacations that coincide with scheduled school closing. If a parent wishes to take his/her child out of school for a special occasion, such as a trip or vacation, a letter of request containing details of the absence and anticipated period of absence must be sent to the classroom teacher. The principal may approve or disapprove the absence based upon the individual circumstances of each request.

Please be mindful that while teachers have the option to supply assignments that the child will miss when absent on a vacation, they are not required to do so.
TRANSPORTATION

BUS INFORMATION

Please contact Cheltenham Transportation, LLC at 267-460-8698 or 215-881-6316 to discuss any bus problems, concerns, or comments.

To ensure children’s safety, every bus child is required to ride his/her designated bus and to get on and off at their regular bus stop. (Please see attached expectations on the bus and the Bus Rider’s Rules and Regulations on page 25.)

COMMUNICATION AND VISITATION GUIDELINES

NOTICES AND COMMUNICATIONS

Good communication between home and school is essential to a successful educational experience. A calendar of school events will be sent home monthly. We use a weekly folder system to send notices home. Your child will bring a folder home on Fridays. Parents are asked to remove the notices and review information and have the child return the folder to school on Friday morning. Only emergency information, which must be sent home immediately, will be an exception to this procedure. Please check our email ListServ for recent updates.

Throughout the school year if you have any questions about classroom procedures, programs, etc., please contact the classroom teacher first to arrange a mutually convenient time to meet. If further assistance is needed, you may contact the principal’s office. Please be mindful that to improve the home-school communication and to provide the best learning community for the students, all initial parent-principal conferences will include the staff member working with the student.

VISITORS TO SCHOOL

We are extremely safety conscious. Therefore, all visitors to our school must obtain a visitor’s pass in the office. If you are bringing a child to school late, you must visit the office and sign the child’s name in our log book located in the main office.

All visitors are required to:
• Enter the building through the front lobby (main office) doors only.
• Go directly to the main office and sign the Guest Registry, obtain and wear a Visitor’s Badge and inform the secretary of your business within the building.
• Do not attempt to go to any area of the building without receiving clearance from the main office.
• Return to the main office and write your departure time in the Guest Registry before leaving.
• Teachers are not available for conferences before or after school without an appointment.
• Classroom visits must be scheduled, please call the school secretary for an appointment.

Strict adherence to these procedures is necessary to ensure the safety of our students and staff.

NOTIFYING YOUR CHILD DURING SCHOOL HOURS

In order to provide an environment that is conducive to learning, we request parents to not interrupt classes during school hours. If you find it necessary to deliver a message, lunch money, clothing, etc. to your child while school is in progress; please go directly to office for assistance. Social arrangements should be made with your child at home so that the classroom is not disturbed unnecessarily.

HEALTH SERVICES AND RELATED CONCERNS

SCHOOL NURSE

The school nurse is at school two days each week, and a nurse’s assistant is present on the other days. Please be mindful that they are available only for accidents and illnesses occurring in school. In their absence, the principal and secretary may handle minor injuries occurring during school hours. Also, please remember to observe the following:

1. If your child is ill, please **DO NOT** send him/her to school. We do not have adequate provisions to care for sick children.

2. If you are unsure as to the nature and extent of illness, and the child is sent to school, please be available during the day to come and take the child home in the event he/she cannot complete the school day.

3. Injuries occurring at home should be treated there.

4. Unknown problems should **NOT** be sent to school for diagnosis and/or treatment.

5. If your child needs to stay inside during recess time for a medical reason, please provide a doctor’s note to the nurse.

   Please remember to up-date your emergency contact card information in case your child becomes ill during school hours.
MEDICATION POLICY

If your child needs medication to be administered at school, please observe the following:

• Obtain our district medication policy packet from the nurse.

• We must have your written permission and that of your physician stating the time and dosage to be given. This refers even to the administration of ibuprofen or Tylenol.

• Teachers are NOT permitted to administer medications. Only the school nurse can give medications.

• Students **MAY NOT** transport medications to school. Medications **MUST** be hand-delivered to the school nurse or principal by the parent/guardian.

HOMEBOUND INSTRUCTION

If your child will miss two or more consecutive weeks of school due to illness or an accident, please call the school to discuss the situation with the school counselor. Your child may be eligible for Homebound Instruction.

EXPECTATIONS

We expect our students to behave appropriately in all situations. They must protect their own and everyone else’s:

- **BODY**
- **FEELINGS**
- **PROPERTY**, and
- **CHANCE TO LEARN**

When students follow these expectations, we will have a learning community where everyone can benefit.

We encourage our students to **STOP AND THINK** before acting, and consider the consequences for their actions. From early grades, we educate students to take responsibility for their own actions since they will find themselves in many future situations where adults will not be there to advise them. It is an important component of our philosophy that, after an incident, we have students communicate and process the following: the nature of the offense, which of the expectations it violated, and the impact of his/her action on others. For clear understanding and consistent enforcement, a phone call home may be necessary to inform parents of any significant or repeat offenses. Please understand that we are here to spend maximum time teaching our children, not disciplining them.
We encourage students to demonstrate good behaviors throughout the year by using positive enforcement. We spend a great deal of energy praising and rewarding good behaviors. We are trying to create a learning community where it “pays” to do what is right. If positive behaviors happen often enough - even if just for a material reward - in time, it will become second nature to repeat those good behaviors.

We encourage you to frequently review our “Student Code of Conduct” with your child at home. This sends a consistent message to our children about our expectations at home and school for their behavior.

SCHOOL RULES

- RESPECT: I will listen to and follow directions of all staff at all times. I will politely listen and respond to others.

- SAFETY: I will keep my hands, feet and objects to myself to avoid harm. I will always remain where I am supposed to be.

- RESPONSIBILITY: I will accept responsibility for my actions.

- ACHIEVEMENT: I will do all schoolwork and homework to MY best ability.

USE OF INAPPROPRIATE LANGUAGE

The use of inappropriate language is unacceptable and will not be tolerated by anyone. This includes making threats as well as saying other inappropriate things to students. Please note that threats of any kind are considered to be of a serious nature. This could lead to suspension from school.

CLASSROOM

Each classroom environment is created to promote learning. Rules, consequences, and rewards are posted and discussed in each classroom so that our children know what is expected. Children are required to follow classroom and school rules at all times. If a child repeatedly violates established rules and disrupts the learning environment, parents/guardians will be required to meet with the teacher, sponsor of the activity, and/or principal to find an effective way to assist the child in behavior management. Your cooperation and support of the school’s educational program is essential in providing a successful learning experience for your child.

HALLWAY

- Always WALK on the right side.
- Walk quietly; loud talking is disruptive to the classrooms that you pass.
- Help keep trash off the floor.
• Keep your hands and other objects off the walls; preserve and respect our students’ fine artwork.
• Be sure to get a pass from a teacher or an aide.

CAFETERIA

• Always **WALK**.
• Follow the rules and directions of the adults in charge.
• Use good manners.
• Speak softly to make cafeteria a more pleasant place to eat.
• Upon finishing your lunch, throw out all trash, and make sure your table is cleaned.

BUS

• Sit in assigned seats.
• Talk quietly with a neighbor.
• Obey safety rules at your stop, on the bus, and in the bus line.
• Respect and cooperate with the bus driver.

If a bus child is allowed to walk home with another child, a note granting such permission **MUST** be sent to the teacher or the principal. Every bus child is required to ride his/her regular bus. Frequently, we receive request for a walker to accompany a bus child home, or a child assigned to a bus route to take another bus for whatever reason. Please note that we are **unable to honor these requests**.

DISCIPLINARY ACTIONS

When a student fails to follow school or classroom rules, the teacher or adult in charge will speak to him/her. If the student continues to break the rules, the teacher will speak to the principal. The actions chosen by the principal may include:

- Teacher-Pupil conference
- Parent-Teacher conference
- Parent-Teacher-Principal conference
- Withdrawal of privileges
- Community service to school
- Out of school suspension

The principal will determine the discipline for children who disregard bus rules.
Please note that continued disruption may result in suspension from the bus.

APPROPRIATE SCHOOL ATTIRE:

The expectation is that students will come to school appropriately dressed so that we may continue to provide a safe learning environment. In order to achieve this goal, the following guidelines are in place.

Clothing:

We recommend shirts/blouses for the top and slacks, jeans, skirts, and walking or Bermuda style shorts for the bottom. Pants and shorts need to fit at the waist.

- Over-sized tops, bare mid-riffs, halter tops, thin-strap tops, and clothing with inappropriate language and pictures may not be worn.
- Brief shorts and short skirts are not appropriate for school. Also, they are not practical for children to work on the carpet, at recess or at an assembly.
- Hats, caps, hoods, and other head coverings may not be worn during the school day unless for religious custom, medical condition, or school-sponsored activities.
- For safety purposes, flip-flops should not be worn at any time.

Please note that students wearing clothes that are deemed offensive or inappropriate will be asked to change.

Shoes:

We suggest athletic shoes or footwear with rubber soles that fit snugly and fasten securely. Sandals, clogs, high-heels and flip-flops are not safe for the recess field and playground and stairs. Thus, any student wearing shoes that are un-safe will not be permitted on the playground equipment or participate any physical activities – i.e. kickball, basketball, football, soccer, etc.

- **Heelys** - Wheeled shoes of any kind present a major safety issue for everyone within our school environment. The Heelys do come equipped with a non-wheeled insert that allows the shoe to function like a regular sneaker. Wearing Heelys without the "wheels" is acceptable. However, the insert wheels should be left at home.
Others:

In addition, students should dress for the weather as recess occurs throughout all seasons of the school year. We encourage children to have a daily opportunity for fresh air and exercise. Therefore, as we have done in the past, students will have outside recess when the temperature is above freezing. During cold weather, children should come to school with a warm coat, hats, and gloves.

Additionally, anything that may cause a distraction to the educational process or is deemed inappropriate or unsafe is not permitted.
STUDENT CODE OF CONDUCT

1. Take pride in your efforts and accomplishments.

2. Protect others’ chances to learn and be supportive of others’ efforts and accomplishments.

3. Protect others’ feelings by being careful with your words and actions.

4. Participate in classroom activities.

5. Practice good sportsmanship.

6. Use good manners and appropriate, non-threatening language.

7. Protect others’ bodies by not playing roughly.

8. Follow all directions, the school rules, and playground rules.

9. Protect others’ property by not touching their personal items without permission.

10. Help keep our school and playground clean.
All schools in the district have embraced the opportunity to make our schools No Place for HATE. No Place for Hate® was developed and implemented in eastern Pennsylvania and Delaware by the Anti-Defamation League and is endorsed by a coalition of 46 organizations representing a wide range of religious, educational, law enforcement, ethnic and community.

As our society becomes more diverse, we work to prepare our students to become productive members of our society which includes standing up against intolerance and bullying. And, with the collaboration and support from No Place for Hate along with the community members, we strive to create a more harmonious community and classrooms by reducing bias and increasing an appreciation for the richness that diversity brings. We look forward to having you join us in this mission!

So, when you visit our school, you will see the No Place for Hate promise posted throughout the building and being read aloud every morning. Please take a moment to read the following promise.

---

No Place for Hate®
Promise

🌟 I promise to do my best to treat everyone fairly.
🌟 I promise to do my best to be kind to everyone - even if they are not like me.
🌟 If I see someone being hurt or bullied, I will tell a teacher.
🌟 Everyone should be able to feel safe and happy at school.
🌟 I want our school to be No Place for Hate®.
OTHER IMPORTANT INFORMATION

CAFETERIA

The school cafeteria has a computerized debit system. The system will benefit you, your child, and the district in the following ways:

▪ Assures parents that money given to the student is used for a food purchase
▪ Eliminates the need for students to carry cash on a daily basis
▪ Increases the speed of the serving lines (once students complete the learning phase), and gives students more time to eat and enjoy their lunch break

Each student will have a PIN (personal identification number) and picture identification assigned to him/her. The PIN number will be the district assigned student identification number and will stay with the student through high school at Cheltenham. When a student enters his/her PIN into the pin pad in 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 your child’s account. The cost of the food purchase will automatically be deducted from the account without the need of cash. When there is a low balance threshold (approximately 3 meals remaining), a note will be given to students reminding them that the account needs to be replenished.

All students will have an established debit account. However, you will not be required to make advanced payments because the system will still have the ability to act as a cash register and can accept cash payments on a daily basis.

Please note that this system is very confidential. Every student will be required to enter his/her PIN regardless of meal status, thus insuring your child’s privacy. Also, all students will be required to enter their PIN whether they are paying cash or have money in the 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. We recommend that advanced payments be made with a check payable to “Cheltenham Food Service Fund.” We also recommend a minimum payment to cover two weeks of meal purchases. The debit system can be used to purchase snacks during lunch time. Please note that Thursday pretzel and 4th grade bake sales are NOT part of the debit system. When making a payment, please put the student’s name, PIN number, Rm. #, and grade on the envelope. If you have any questions, please contact the food service office at 215-881-6313.
LUNCH PRICES

The following prices will be in effect for the coming school year:

$2.75 per lunch
$0.55 Milk - 8 ounces (8 oz. water bottle, $.75)
$0.50 Juice - 4 ounces
$0.75 Soft Pretzel
$0.85 Ice Cream Selections (prices subject to change)

We encourage students to carry lunch money in a wallet or sealed envelope.

If a student does not have lunch money that day, he/she will be allowed one lunch which is tracked by the computer system. This must be repaid the following school day. If not repaid, one peanut butter/jelly sandwich will then be supplied. If your child has an outstanding balance of $2.75, your child will be given peanut butter and jelly sandwich or a cheese sandwich with milk if allergic to nuts.

A monthly menu will be distributed at the beginning of each month via Thursday Folders. We request that students place their lunch orders the day before in order to assist our cafeteria staff.

FIRE DRILLS

The primary purpose of a fire drill is to train the staff and students in the practice of an orderly evacuation from the building to a point of safety. Speed of exit is secondary to quiet and orderly evacuation. Fire drills shall be held in every school at least once a month. Students will remain outside until the all-clear signal is given. Drills will be held at different times during the school day.

CELL PHONE, IPODS AND OTHER ELECTRONIC DEVICES

In order to provide a conducive learning environment and prevent any disruption of school activities, please take some time to review the following guidelines with your child (ren).

1. Cell phone usage is NOT permitted in the school building before, during, and after school hours.
2. Cell phones, IPods, and other electronic devices are not permitted in school.
3. Any audible cell phone sound (ringing, low battery alerts, and the like) is NOT permitted even though the phone may not be visible. Please note that forgetting to turn off the cell phone electronic device is not an acceptable excuse.
4. When the cell phone is visible and/or audible, one warning will be issued to put it away and to turn it off. Second time, the cell phone or electronic device may be taken away. Once removed, the cell phone or pager will be returned ONLY to the parent/guardian of the student.
5. The school will NOT be responsible for any lost, damaged, or stolen cell phones or pagers. Additionally, the school will not conduct any search for missing/stolen cell phones, iPods, or electronic devices.

Please understand that phones are available in the office for emergency use during school hours. Also, if you need to reach your child(ren) during school hours for an emergency, please call the main office.

LOST AND FOUND

Lost jewelry, eyeglasses, house keys, and purses are brought to the office. To minimize items from being lost, please clearly mark your child’s name in all garments, book bags, and lunch boxes.

We ask that unless a teacher specifically requests toys, radios, computer games, etc. be kept at home since they can be very distracting to the learning process. We provide balls for recess play. However, if a student chooses to bring a ball from home, we cannot be responsible for retrieving it if it leaves the playground. We do not want students running after balls off school grounds nor ask our aides to leave their supervision of students to retrieve the balls.

PARTY INVITATIONS

The distribution of home party invitations in class is not permitted. These things invariably cause hurt feelings and are inappropriate for school. Parents are requested to find means other than school to send out party invitations. The only exception would be an open invitation that includes the entire class.
The following rules are designed for the safety and security of the occupants of a school bus. Failure to comply with these rules and regulations will result in disciplinary action and possible suspension of school bus privileges. Additionally, all school rules also apply to bus conduct.

**WHILE WAITING AT THE BUS STOP OR AT SCHOOL**

- Be at the bus stop ten (10) minutes before the scheduled time. Help the buses run on time.
- Whenever the bus is delayed because of weather or mechanical failure, wait for a reasonable length of time, **30 minutes**, depending upon the weather conditions.
- Stay off the road at all times while waiting for the bus.
- **No ball or game playing at the bus stop.**
- Wait to the *bus comes to a complete stop before trying* to get on board. Do not push or crowd when boarding the bus.
- Be considerate of private property—keep off lawns, do not litter, and do not touch parked cars.
- Do not attempt to board the bus at school loading zones until the bus has come to a complete stop.
- If your stop requires that you cross the street to board the bus, *wait* until the red bus lights are flashing before crossing the street.
- Do not run after the bus in an attempt to board the bus once the bus is in motion.
- No chasing the bus with car, etc. to have children board at another place/stop.

**WHILE RIDING THE BUS**

- Find a seat as soon as you board the bus. Do not leave your seat while the bus is in motion.
- Share your seat with others. If the bus is filled, move in. Elementary students may ride three to a seat.
- Follow driver’s directions at all times. Be courteous to all passengers.
- Keep books, packages, coats, and all other articles out of the aisle. Gym bags, instruments, or school projects must be held on your lap or they will not be allowed on the bus. **All sports equipment must be in a contained bag.**
- Do not throw anything inside or out of the bus windows. Keep body parts inside bus at all times.
- Loud talking, laughing and yelling can be distracting to the driver. Speak at moderate level and do not cause disturbances on the bus.
- Treat bus equipment as you would valuable furniture in your own home. The offender will pay for damage and vandalism to seats and other bus surfaces.
- Do not bring skateboards, radios, glass containers, firearms, pets or any other dangerous or objectionable items on the bus.
• Do not bring food on the bus unless specified by a medical condition.
• *No smoking*, lighted matches, or open flame is permitted in the bus.

LEAVING THE BUS
• Always cross the street in front of the bus where the driver can see you.
• Stay a safe distance away from the side of the bus **MINIMUM OF 10 FEET**

STUDENTS MAY ONLY RIDE THE BUS ASSIGNED TO THEM
• Students may **not** choose to ride another bus that is equidistant from their homes.
• Students may **not** choose to go home on a friend’s bus for any reason.
• Bus Drivers are held accountable for the students assigned to the bus.
• Parents may not choose to put their children on unassigned buses for any reason.

VIOLATIONS AND CONSEQUENCES

MINOR VIOLATIONS:

Examples of minor violations are as follows:

• Pushing while boarding the bus
• Loud voices
• Eating on the bus unless medically necessary
• Leaving trash on the bus

• **First Offense:** Verbal warning from the driver
• **Second Offense:** Drivers will produce a written conduct report and deliver it to the school office. Grade Principals will review the report with students and notify parent(s). UPON SECOND OFFENSE, THE GRADE PRINCIPAL WILL ASSIGN STUDENTS TO A SEAT BEHIND THE DRIVER. Grade Principals will determine the number of days student will be assigned to that seat.

• **Third Offense:** will result in a major violation consequence

MAJOR VIOLATIONS:

Examples of major violations are as follows:

• Failure to give your correct name to the driver
• Being disrespectful to the driver
• Destroying bus equipment such as slashing seats, kicking windows, etc.
• Throwing objects on or off the bus.
• Fighting on the bus
• Opening or using the emergency door
• Making obscene gestures to pedestrians or cars following the bus
• Failure to follow the bus driver's directions resulting in unsafe situations
• **First Offense**: Suspension from the bus for at least one (1) day or until such time as the parent has a conference with a school official and a pass is presented to the driver from the school official.

• **Second Offense**: Same as above, except suspension shall be for **at least** three (3) days.

• **Third Offense**: Same as above, except suspension shall be for **at least** ten (10) days.

• Major violations may also result in suspensions from school, depending upon the violation.

Transportation privileges can be suspended or revoked if behavior of a pupil or group infringes on the rights of other individuals, interferes with the bus driver’s ability to maintain control of the bus or endanger the lives of other passengers. During the period of time a pupil is suspended from riding the bus, the parents/guardians are responsible for having the pupil transported to and from school and any other school-related function. **ALL** transportation privileges are denied during a bus suspension.

Suspension of school bus privileges does not relieve the parent of his/her responsibility from fulfilling compulsory attendance laws. If student are absent from school due to temporary bus suspensions, the absences will be considered **unexcused**.

**INFORMATION**
School District Transportation Office – 215-881-6316
School District Snow Closing Number - 306
INSTRUCTIONAL PROGRAMS and SUPPORT SERVICES

ACADEMIC SUBJECTS

All students receive instruction in reading/language arts, mathematics, social studies, and science. These areas encompass many topics that are relevant to the students’ daily lives as well as concepts that are sequentially developed to prepare students for the next grade. Teachers utilize various types of instruction to provide an experiential learning and critical thinking environment. Although teachers’ strategies and techniques vary, the content of the curriculum is taught consistently throughout the grades.

ACCELERATED READER (AR)

This is a computer-based reading program that is implemented in grades 1 through 4. Students have the opportunity to read authentic literature and assess their knowledge through interactive computerized tests for each selection read. The purpose of this is to increase students’ reading achievement.

CONFERENCE AND REPORT CARDS

There will be three, written evaluations of all students during the school year. In addition, there will be one parent-teacher conference in November for every child. There are two conferences for kindergarten students. However, as a parent/guardian, you have the right to request a conference at any time deemed necessary throughout the school year. We believe that effective communication between home and school is essential for a strong home and school partnership. If you need to get in touch with your child’s teacher regarding concerns or questions, please call the main office.

COUNSELOR

The school counselor works with classes, small groups, and individual students to address a variety of needs. The counselor is available for parent conferences, and may be reached by calling the main office.

EXPRESSIVE ARTS

All students are scheduled for eighty (80) minutes of art, music, and physical education per week, which are provided by specialist teachers in these areas. Expressive arts subjects are an integral part of our total school program.
LIBRARY

The school library is open daily from 9:00 AM to 3:35 PM for students' use. The librarian provides instruction in the use of the card catalog and research materials. She also plays an integral role in introducing new books and genres to our students. All students in grades K-4 are encouraged to check out books for pleasure reading.

READING ROOM

The reading specialist works with classroom teachers to provide additional support to students who require extra support in various reading strategies. She works with students in both large and small groups, in the classroom as well as in the reading room.

PLACEMENT OF STUDENTS

Careful consideration is given to the assignment of students. Please remember that placement is based on a number of important factors. It is done collaboratively with the sending teacher, specialist teachers, support staff (when appropriate), and the principal. Unfortunately, we CANNOT honor parents' requests for specific teachers. However, you may feel free to provide any pertinent information about your child that you feel will assist us in the proper placement. Kindly send such information to the principal by May 1st.

TITLE 1-MATH AND READING

Students who require remediation in the areas of math and reading may be assigned to Title I. You will be notified if your child is recommended for this program. The purpose of this program is to provide additional support in the academic areas of need to improve students' progress in their classroom. Students receive the service until they are no longer in need of the additional support.

HOMEWORK

Homework is defined as “any work planned or approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher.” It has been identified in almost all national and state reports on education as a vital factor in increasing student achievement.

Students in grades 1 through 4 have homework assignments. Kindergarten students may be encouraged to practice newly learned words or read each evening. Although there is not a rigid homework policy, the following generalizations apply:

Ten minutes of homework per grade level each evening would be appropriate (i.e. a third grader could have 30 minutes of homework).
We, also, encourage at least 15 minutes of reading at home each night in addition to the above number of minutes.

Homework assignments are given Monday through Thursday. Homework is generally not assigned over the weekend. However, children may work on a long-term project or assignment during the weekend. Parents are requested to check their child’s schoolbag each night and check homework.

HOW TO HELP WITH YOUR CHILD’S PROGRESS

In order to ensure the best education possible for your child, the home and school must work closely together. Listed below are a few suggestions on how parents can help at home:

1. Your child needs a good wholesome breakfast before starting a busy school day. Be sure to see that he/she also has an adequate lunch.

2. Your child needs sufficient rest.

3. Your child needs a place to call his/her own. Try to provide a study area that is free from distracting influences such as radio, television or siblings. Be sure not to overload your child’s schedule with activities that do not allow for play.

4. Your child needs supervision on which television programs to watch.

5. Your child will make greater progress in school if you take an active interest in their educational program, work habits and behavior patterns. If there is any phase of your child’s development that is in question, contact his/her teacher, elementary guidance counselor or the principal.

SPECIAL SERVICES

If you are concerned about your child’s learning and that he/she may need special education services, please contact the school principal. The district offers services if the child is identified as gifted, learning disabled, emotionally disturbed, or speech and language impaired.

STUDENT SUPPORT TEAM (SST)

The Student Support Team (SST) has been developed to provide a continuum of support for all students in grades kindergarten through fourth grade. The goal of the SST is to ensure that every student reaches proficient levels of success in reading/language arts and mathematics by third grade. The SST is further clarified on the next two pages.
STUDENT SUPPORT TEAM (SST)

Grade K to 4 student support services are provided throughout our building. The Student Support Team (SST) team takes the place of the former Instructional Support Team (IST) process. The primary role of the SST team is to facilitate and to monitor individual and group proficiency, in accordance with the federal mandate, “No Child Left Behind”, and the goals of the District Strategic Plan. For that reason, a building content expert has been identified for the areas that are assessed by the PSSA, reading, writing, math, and science. The SST program provides a continuum of supports for the students in grades K to 4.

PROGRAM GOAL:

The goal of the elementary SST is to insure that all students demonstrate proficiency on standardized and district measures of achievement; this is the primary goal of “No Child Left Behind” and the District Strategic Plan. Thus, the SST will support teaching, learning, and proficiency in a comprehensive and articulated manner.

IMPLEMENTATION PROCESS:

Members of the SST have been selected to provide content expertise in the subject areas that are assessed by the PSSA, reading, writing, math, and science. By re-defining the roles of current staff members, a continuum of regular education support will be available from grades K through 4. In addition to the building principal, the team includes:

- SST Math Leader
- SST Reading/Language Arts Leader
- SST Primary Literacy Leader
- Guidance Counselor

Each team member is assigned to a specific grade level to be the liaison between the grade level and the SST team. Additionally, the SST members have received training in targeted subject areas, as well as in leadership/change strategies and in the Orton-Gillingham reading program. The SST building team meets weekly; the District SST meets regularly at the Administration Building.

SCHOOLS INVOLVED:

Each K-4 building has a Student Support Team to support students in skill development and in reaching proficiency. Across the District, SST teams are composed of the same specialty members, who have identical duties. However, the culture of each school and experience team members have had working in teams will influence the SST, and will help foster a unique “personality” in each setting.
The roles and responsibilities of each team member are outlined below:

SST Counselor:

Our school counselor works with classes, small groups, and individual students to address a variety of needs. The school counselor is available for parent conferences, and she may be reached by calling the main office.

SST Math Leader:

The math leader is the Case Manager for any child who is experiencing difficulties in the area of math and requires additional assistance. The math leader collaborates with classroom teachers to provide materials and resources to support the math curriculum. She also provides small group math instructions in grades 1 to 4.

SST Reading/Language Arts Leader:

The reading/language arts leader works with classroom teachers to provide additional assistance to students who require extra help in various reading strategies such as decoding and comprehension. The reading specialist works with students in both large and small groups, in the classroom and in the reading room.

SST Primary Literacy Leader:

Similarly to the SST Reading/language Arts Leader, the primary literacy leader works with primary grade teachers to provide additional assistance to students who require extra help in various reading strategies such as decoding and comprehension. The primary literacy leader works with students in both large and small groups, in the classroom and in her office.

OTHER EDUCATION SERVICES

SPECIAL SERVICES REFERRAL PROCESS

The School District of Cheltenham Township offers a wide variety of support programs for students who may experience academic, behavioral, or social difficulties. These programs are highlighted in the previous section. However, if you believe your child, due to physical, mental, emotional, and/or social considerations, may benefit from special services, you may initiate the referral process through the school principal. The school district provides special programs to meet individual students’ needs and abilities. These students might be identified as:

- Gifted/Challenge
- Learning Disabled
- Emotionally Disturbed
- Mentally Challenged
- Speech & Language Impaired
THE CHALLENGE PROGRAM (GIFTED SUPPORT)

The School District of Cheltenham Township recognizes the importance of stimulating and maintaining enthusiasm about learning in all students. It also acknowledges that students demonstrate identifiably different academic, social, and emotional needs, all of which are important areas. It is the philosophy of the school district that the integration of gifted education into the regular classroom will provide opportunities for the education of the gifted in all curricular areas.

The Challenge Program is designed as a consultant model that allows the classroom teacher and the challenge teacher to work together as partners in presenting a varied program to meet individual needs of the gifted students. In addition, a variety of resources outside the classroom are utilized to supplement the gifted curriculum.

The District has developed a system using multiple criteria to identify students who are thought to be gifted and in need of specially designed instruction. Parents who desire their child to be tested for gifted identification must submit a request in writing. The principal or Challenge teacher will provide a Permission to Evaluate form to the parent/guardian within 10 calendar days. Once the child is identified as gifted and in need of enrichment, a Gifted Individual Education Plan (GIEP) is developed outlining individualized goals. Parents with questions may call the Supervisor of Gifted Education at 215-881-6327.

SPECIAL EDUCATION SERVICES

LEARNING SUPPORT

Learning support services are available for students who have been identified in need of an Individualized Educational Program (IEP). The level of support ranges from itinerant to a supplemental placement and is specifically designed for each individual child.

SPEECH-LANGUAGE SUPPORT

Speech-language support services are available to eligible students who have communication disorders or delays. Consultation about childhood speech-language development is available to parents as well.

ESL

This service is designed for students lacking proficiency in the English language. Individual and small group instruction is used. Home language surveys are completed by each family upon registration to determine whether or not a student should be screened to receive ESL services.
EXTRA CURRICULAR ACTIVITIES

PROBLEM SOLVING TEAM

This activity is for 4th graders only. The challenge teacher will inform parents of meeting times. Students submit solutions to a given problem. The solutions are screened and a determination is made as to which ones meet the criteria. The selected students’ parents are responsible for providing transportation.

STUDENT COUNCIL

Representatives are selected in each classroom in grades K to 4. Meetings are held periodically. This group is responsible for initiating and/or participating in various activities and projects throughout the year.

SINGERS/CHOIR/VIOLIN

These programs will be available for any 4th grade students who are interested in participating and agree to follow the rules and expectations set forth. Practice will be held during lunch recess and these groups will perform for various programs throughout the year. Participation is on a voluntary basis.

AFTERSCHOOL SPORTS

This program will be provided during the fall and spring for 3rd and 4th grade.
SUMMARY OF BOARD POLICIES

WEAPONS

Definition
The term weapon shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, explosive and any other tool, instrument or implement capable of inflicting serious bodily injury. The term dangerous item shall include firecrackers, laser pointers, smoke bombs, stink bombs or similar devices that have the potential to cause injury and/or disruption of the school environment.

Guidelines
Any student who is determined to have brought a weapon or dangerous item onto any school property, any school-sponsored activity, or any public conveyance providing transportation to a school or school-sponsored activity shall be expelled for a period of not less than one year. In addition, the Superintendent, or his designee, shall immediately report the discovery of any weapon prohibited by this policy to local law enforcement officials. The provisions shall not apply to a weapon being used as a part of a district program by an individual who is participating in the program.

The superintendent may recommend discipline short of expulsion for one year on a case-by-case basis. Also, the Superintendent shall, in the case of exceptional students, take all steps necessary to comply with the Individuals with Disabilities Education Act. Nothing in this section should be construed as limiting the authority or duty of the School District to make alternative assignment or provide alternative educational services during the period of expulsion.

STUDENT DRUGS AND ALCOHOL ABUSE

The purpose of this policy is to clarify the Cheltenham School district’s position on drug and alcohol usage in the schools. Many parts of this policy fulfill the legal responsibilities of the school district mandated by the Pennsylvania Drug and Alcohol Act of 1972.

It is the policy of this school system that use or distribution of any non-prescribed drug (including alcohol) is prohibited in our educational setting. It is important for a student to understand this prohibition, but at the same time to realize that if he or she does have a drug or alcohol problem, help can be secured in school with the knowledge that any material discussed will be kept confidential when appropriate. It is always our desire to keep the lines of communication open between home and school and between student and anyone who can be of help. Furthermore, the school district will incorporate and follow a pertinent drug educational program.

For the purposes of this policy:

1. “Drugs” shall mean
   - all dangerous drugs and controlled substances prohibited by law
   - all "look-alike" drugs
   - all alcoholic beverages
   - any prescription drug, used inconsistently with the policy on Medications

2. “Drug paraphernalia and/or device” shall mean equipment device or material of any kind as defined by the Controlled Substance, Drug, Device, and Cosmetic Act (Act of 1972, #64)

The school district expressly forbids the use of drugs and/or alcohol on school property or while away from school on a school-sponsored activity. The school shall cooperate with all enforcement agencies concerning any violations of the drug and/or alcohol control laws and will report promptly to the Cheltenham Police Department, all incidents of students’ possessing or using drugs and/or alcohol on school premises.

WHENEVER IT IS DETERMINED THAT A STUDENT POSSESSES OR IS USING CONTROLLED SUBSTANCES OR DEVICES OR ALCOHOLIC BEVERAGES WHILE UNDER THE SCHOOL’S JURISDICTION,
THE STUDENTS SHALL BE EXPELLED FOR A PERIOD OF NOT LESS THAN THIRTY (30) DAYS AS DETERMINED BY THE BOARD OF SCHOOL DIRECTORS AFTER A HEARING TO DETERMINE WHETHER OR NOT THE STUDENT IS GUILTY OF THE OFFENSE; THE HEARING MAY BE WAIVED BY THE STUDENT’S PARENT(S) OR GUARDIAN(S).

A STUDENT WHO, WHILE SUBJECT TO THE SCHOOL’S JURISDICITON, SELLS OR DISTRIBUTES CONTROLLED SUBSTANCES OR DEVICES OR ALCOHOLIC BEVERAGES SHALL BE EXPELLED FOR ONE CALENDAR YEAR AFTER A HEARING BY THE BOARD OF SCHOOL DIRECTORS TO DETERMINE WHETHER OR NOT THE STUDENT IS GUILTY OF THE OFFENSE; THE HEARING MAY BE WAIVED BY THE STUDENT’S PARENT(S) OR GUARDIAN(S).

The Superintendent may recommend discipline short of expulsion on a case-by-case basis.

ANY STUDENT WHO IS EXPELLED FOR DRUG POSSESSION, USE, OR DISTRIBUTION MAY NOT RETURN TO AN IN-PROGRESS STUDENT ACTIVITY DURING THE ACADEMIC YEAR OF THE EXPULSION.

Consistent with the search and seizure policy of the School District, all physical evidence of suspected drug or alcohol-related incident shall be confiscated and given to the school principal or to his designated assistant.

STAFF MEMBERS MAY SEARCH A STUDENT’S PERSON IN ACCORDANCE WITH GUIDELINES ESTABLISHED BY THE SUPERINTENDENT FOR SUCH EVIDENCE FOR REASONABLE CAUSE; THIS MAY INCLUDE DIVULGING THE CONTENTS OF POCKETS, HANDBAGS, BOOK BAGS AND SIMILAR CONTAINERS.

If the student fails to cooperate, the matter will be turned over to proper law enforcement authorities, while at the same time notifying the parents. STUDENTS’ LOCKERS AND DESKS, BEING PROPERTY OF THE SCHOOL, MAY ALSO BE SEARCHED BY A SCHOOL OFFICIAL provided that the official has a reasonable basis to believe that articles are kept therein in violation of law or of school regulations and provided that the student use of the desk or locker is present during the search, except in emergency situations, or after a reasonable attempt has been made to notify the student to be present or notice has been given and the student is not present.

Police questioning of a suspected offender shall not take place on school premises except in the presence of the student’s parents or a lawyer. A school official shall also be present. Parents must be notified and encouraged to be present during any police questioning of student, witnesses on school premises, and such questioning must take place in the presence of a school official. Visitors suspected of using, possessing, transporting or distributing drugs and/or alcohol or of encouraging or promoting such activity while on school property or during the course of school-sponsored activities shall be reported to the school principal, who shall report the visitors to local law-enforcement officials, if he deems the facts and evidence give him cause to do so.

Whenever a school district staff member has reason to believe that a student is under the influence of drugs or alcohol, the staff member has the specific responsibility of immediately reporting this suspicion to a building administrator who will escort the student to the health suite. The school nurse will then determine if a medical emergency exists. If so, immediate action shall be taken to assure the student’s safety (ambulance, hospital, etc.). The building administrator shall notify the parent(s) or guardian(s).

A staff member approached by a student seeking help shall encourage the student to see the counselor or school nurse. In these conferences strict confidentiality shall be extended to students seeking help. (It should be noted, though, that confidentiality is not to be extended to students who have been apprehended for illegal use or possession of drugs and/or alcohol.) However, since state law permits only guidance counselors, school nurses, school psychologists, social worker, or home and school visitors to exercise the right of confidentiality, it is imperative that all school district employees make an individual judgment as to how much assistance may be rendered to a student and whether confidentiality may be offered. Staff members must not permit the issue of confidentiality to interfere with necessary action in the case of life-threatening situations.

In order to have access to the School District of Cheltenham Township’s electronic communication systems and network, every student must sign and return (to the designated teacher) the attached Student User Agreement. A parent or guardian may sign the agreement for a kindergarten student. A summary of this six-page policy is printed below. It is not inclusive of everything in the policy. The policy can be read in its entirety on the Internet: www.cheltenham.org. It can be found under School Board/Board Policies.

The District reserves the right to:

- Restrict or limit usage of lower priority uses
- View and monitor network traffic, including but not limited to Internet access and emails, at any time for any reason
- Revoke user privileges
- Block or restrict access to prevent prohibited use.

Guidelines for Student Use of Computers and Network Facilities:

- All use of the Internet, computers, or other School District electronic resources will be in support of educational activities.
- Electronic storage areas will be treated like school lockers. The privacy of electronic mail cannot be guaranteed. Teachers and administrators have the right to retrieve and review files to maintain the integrity of the School District network and ensure that individuals are using the system responsibly and in compliance with this Policy and applicable laws.
- Students, staff, parents/guardians, and teachers have a responsibility to report breaches of network security.
- Students are responsible for the integrity of their own work. Systems occasionally “crash” and files are occasionally lost. The District can make no guarantees regarding reliability of the technical system.

Code of Conduct for Student Use of Electronic Resources

All student users are expected to abide by generally accepted rules of computer and network etiquette. For their own safety, students should exercise caution and never reveal the personal addresses or phone numbers of students or staff. The following activities are not permitted:

1. Any non-school use of District computers, networks and or resources.
2. Sending or displaying inappropriate material as defined in this Policy.
3. Using obscene or offensive language.
4. Harassing others.
5. Damaging vandalizing, or disabling property, including, but not limited to computer workstations or networks.
6. Violating copyright laws or use of another person’s intellectual property without their permission or proper bibliographic reference. This includes copying of commercial software or copying another student’s intellectual property and representing it as one’s own.
7. Using the network for any illegal activity or to facilitate any illegal activity.
8. Unauthorized access to areas of the Internet or areas of the District’ network.
9. Accessing another individual’s materials, information, or files without permission.
10. Wasting limited resources (such as, but not limited to, printer ink and paper).
11. Employing the network for personal financial or commercial gain.
12. Misrepresenting your identity or impersonating another user.
13. Degrading or disrupting equipment or system performance.
14. Intentionally spreading viruses and other destructive programs.

a) Access Prohibitions

The following activities related to access to the School District’s systems and information are prohibited:

1. Misrepresentation (including forgery) of the identity of a sender or source of communication.
2. Acquiring or attempting to acquire passwords of others or giving your password to another. Students will be held responsible for the result of any misuse of a student’s user name or password while the user’s systems access was left unattended and accessible to others, whether intentional or through negligence.

3. Using or attempting to use computer accounts of others with or without consent and regardless of the purpose.
4. Altering a communication originally received from another person or computer with the intent to deceive.
5. Using or attempting to use School District resources to engage in or facilitate any illegal act or criminal activity, including, but not limited to arranging for a drug sale or the purchase of alcohol or being involved in a threat against any person or property.
6. Disabling or circumventing or attempting to disable or circumvent any School District security program or device, for example, but not limited to, anti-spy ware, anti-spam software, and virus protection software or procedures.
7. Using a program or device designed to disable or circumvent any School District security program or device.
8. Transmitting or attempting to transmit electronic communications anonymously or under an alias unless authorized by the School District.

b) Operational Prohibitions
The following operational activities and behaviors are prohibited:
1. Interference with or disruption or attempted interference or disruption of School District systems, network accounts, services or equipment of others, including, but not limited to the propagation of computer "worms" and "viruses," Trojan Horse and trapdoor program code, the sending of electronic chain mail, offensive material, and the inappropriate sending of "broadcast" messages to large numbers of individuals or hosts. The user may not hack or crack the network or others’ computers, whether by parasite ware or spy ware designed to steal information, or viruses and worms or other hardware or software designed to damage the School District systems or any component of the network, strip or harvest information, or completely take over a person's computer.
2. Altering or attempting to alter files, system security software or the systems without authorization.
4. Attempting to alter any School District computing or networking components (including, but not limited to file servers, bridges, routers, or hubs).
5. Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer, electronic communications systems, or network services, whether wired, wireless, cable, or by other means.
6. Connecting or attempting to connect unauthorized hardware and devices to the School District network.
7. Accessing the School District network through cables, routers, or any other equipment located on school property.
8. Loading, downloading, using, or attempting to load, download or use unauthorized games, programs, files, or other electronic media, including, but not limited to, downloading music files.
9. Intentionally or negligently (a) damaging or destroying the integrity of the School District’s electronic information (b) damaging or destroying the School District’s computer hardware or software, (c) disrupting the use of School District systems; (d) damaging or destroying the School District’s systems’ networking equipment
10. Failing to comply with requests from appropriate supervisors to discontinue activities that threaten the operation or integrity of the School District systems.

Sanctions
Students violating any of the rules will face consequences to be determined by their teacher or principal according to the severity of the nature of the infractions. Violations may result in the loss of access and, in appropriate cases, may involve a report to law enforcement agencies. Consequences may include:
1. Student may be required to make restitution for network or software/hardware damage.
2. Student may be banned from using telecommunication facilities and/or technological equipment for a specified period of time.
3. Student may fail the marking period and/or the class.
4. Student may face suspension, detention, and expulsion.

PLEASE NOTE: Parents and Students are responsible for reading and understanding policy # 816 A in its entirety.
POLICY 204: ATTENDANCE

The Board requires that school-aged students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and make consistent educational progress.

Attendance shall mean the presence of students in the District’ schools for which they are enrolled, except under certain situations as authorized by the School Code and as explained further in this policy.

Students who are engaged either in an approved and properly supervised work study or career education program are considered to be in attendance.

School age shall mean the period of a child’s life from the earliest admission age to the District’s kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of 21 years, whichever occurs first.

Attendance shall be required of all students enrolled in the District’s schools during the days and hours that school is in session except that a principal or principal’s designee may excuse a student for temporary absences when satisfactory evidence of such mental, physical or other urgent conditions may reasonably cause the student’s absence.

State law requires that all public schools shall be kept open for at least 180 days of instruction each school year. The calendar for these days is set by the Board. Absences from these 180 days fall into the following two (2) categories: excused absences and unexcused absences.

An excused absence may be for the following:
1. Illness;
2. Prearranged medical appointments;
3. Quarantine;
4. Death in the family;
5. Impassable roads;
6. Non-School District sponsored educational tours and trips:
   a. A written request must be made to the principal prior to an absence or absences. Absences will be considered excused only after the principal has approved the request.
   b. The number of days of excused absences for non-District sponsored educational tours and trips is limited to five (5) per school year absent express written approval of the building principal.
   c. Students are responsible for making up work missed due to such trips;
7. Recovery from an accident;
8. Required court attendance;
9. Religious holidays observed by bona fide religious groups;
10. Religious instruction pursuant to Section 1546 of the School Code (up to 36 hours per school year);
11. Exceptionally urgent reasons determined on a case-by-case basis by the principal;
12. Participation in a project sponsored by an organization that is eligible to apply for a grant under the Pennsylvania Agricultural Fair Act; and
13. Visits to post-secondary educational facilities with prior consent by the Principal and/or the Principal’s designee.

Unexcused absences include, but are not limited to, the following:
1. Truancy;
2. Absence through parental neglect;
3. Illegal employment;
4. Missed bus;
5. Overslept; and
6. Any other reason not covered in excused absences above.
An absence that should not be categorized as unlawful is one in which a student who is involved with the county children and youth agency or juvenile probation office is required to leave school for the purposes of attending court hearings related to his or her involvement with these agencies.

The following students shall be excused from the requirements of attendance at District schools.

1. Students who, on certification by a physician or submission of other satisfactory evidence and on approval of the Pennsylvania Department of Education, are unable to attend school or apply themselves to study for mental, physical, or other reasons so urgent as to preclude regular attendance.

2. Students enrolled in a non-public or an accredited or licensed private school in which the subjects and activities prescribed by law are taught, except that such non-public school students and students attending college who are also enrolled part-time in the District schools shall be counted as being in attendance.

The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents and guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.

The Board shall, upon written request of the parents or guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child’s absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction.

**Every absence must be followed by a written excuse signed by a parent/guardian within 3 days of returning to school.**

Absence through dismissal for part of a school day may be approved for valid reasons by the principal.

Requests for early dismissal should be made in writing and should be confined to medical, dental and other urgent appointments.

Parents may request approval of absence for a pupil which may properly be considered to fall within the category of "other urgent reasons". These requests shall be considered by the principal of the school on an individual basis. Any parent dissatisfied with the principal's ruling may appeal the ruling to the Superintendent, whose ruling shall be final.

**Educational Trips**

Pupils will be permitted to take an educational/family trip and/or to participate in educational activities, in accordance with district procedures. Parents must obtain the proper request from their child's school office in advance of the planned trip or activity. Students will be permitted to take one (1) trip per year for a maximum of five (5) days as an excused absence by following procedures provided above.

**PLEASE NOTE:** Parents are responsible for reading and understanding policy # 204 in its entirely.
Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws, the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA). Under these laws, “education records” means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained include, but is not limited to: the student’s and parent’s names, address and telephone number; the student’s date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.

The information is gathered from a number of sources, including the student’s parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources, including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student’s parents and the maintenance of accurate records of the student’s progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parents' rights under FERPA (in accordance with FERPA, the rights of the parents regarding education records are transferred to the student at age 18):

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. **The right to inspect and review the student's education records within 45 days after the day the District receives a request for access.**

   Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. **The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.**

   Parents or eligible students who wish to ask the District to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. **The right to provide written consent before the District discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.**

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

   The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

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**DIRECTORY INFORMATION NOTICE**

The District may disclose the following types of information (known as “directory information”) without your consent unless you notify the District in writing within 30 days of the date you receive this notice that you do not want any or all of these types of information about the student designated as directory information. Directory information includes, but is not limited to, the following information:

The student’s name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g. undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. Directory information includes a student ID number only if the identifier cannot be used alone to gain direct access to education records.

Notice of these rights is available, upon request, on audiotape, and in languages other than English.
School District of Cheltenham Township

CODE OF CONDUCT AGREEMENT

2015-2016

The signatures below indicate that we have read and discussed the Family Handbook. My family agrees to abide by the expectations of protecting each other’s body, feelings, property, and chance to learn. We are also aware of the other district policies, including the policy on weapons and the technology usage, as stated in the handbook.

Parent/Guardian signature: ___________________________________

Parent/Guardian: ______________________________

Student signature: ___________________________________

Teacher’s Name: ____________________________________

Please complete and return this form to your child’s teacher

Thank you for your cooperation.
PHOTO RELEASE FORM
2015 - 2016

I, ______________________________________, hereby give my full permission to the School District of Cheltenham Township and/or its duly authorized agents to use a photograph/slide/video of myself or my _________________________________________________ (Name and Relation) or my student’s artwork, photographs, and the like for the purpose of publicizing the activities of the School District of Cheltenham Township. I understand that this photograph/slide/video may be used in local and area newspapers, official School District of Cheltenham Township publications/website/cable access channel, and other commonly utilized public relations media at the discretion of the School District of Cheltenham Township.

I hereby release the School District of Cheltenham Township and/or its duly authorized agents from any and all liability in connection with the above use of this photograph/slide/video.

Date: ________________________________

Signature: ___________________________________________________________________

Address: ____________________________________________________________________

☐ If you do not want your child’s photograph to be used, please check here and sign below:

_________________________________________________  
Parent signature to NOT release photo of student, student work, etc.
School District of Cheltenham Township
Acceptable Use of Technology

STUDENT USER AGREEMENT
Please review with your child and retain your copy of the School District of Cheltenham Township’s Acceptable Use of Technology Policy. Return the sheet which acknowledges receipt of the School District’s Acceptable Use of Technology Policy to your child’s teacher.

Student User Agreement

I acknowledge that I have received and reviewed the School District of Cheltenham Township Acceptable Use of Technology Policy for Students, recognize its importance, and understand this policy governs my use of the District networks and Internet. I have been instructed to read and adhere to the provisions of this policy. Additionally, I understand that if I violate the policy, I am subject to School District discipline and could be subject to Internet Service Provider (ISP), as well as local, state and federal legal recourse. I agree to comply with the School District of Cheltenham Township Acceptable Use of Technology Policy for Students.

Student’s Signature: ____________________________________________
Date: _____________________________

I acknowledge that I have received and reviewed the School District of Cheltenham Township Acceptable Use of Technology Policy for Students recognize its importance, and understand this policy governs my child’s use of the District networks and Internet. I consent to my son/daughter’s name, personal information, likeness, image and/or work product being published on the District’s Network and/or website:

Parent’s Signature: ____________________________________________
Date: _____________________________