

School District of Cheltenham Township

WYNCOTE ELEMENTARY SCHOOL HANDBOOK



2017 - 2018

Dr. Crystal Clark
Principal

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 1064 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

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WYNCOTE ELEMENTARY SCHOOL

Dr. Crystal Clark, Principal
Mrs. Kathy Roux, Secretary

Room	Grade	Staff
Nurse's Suite	Lead Nurse	Mrs. Alex Knabb
Counselor's Suite	Counselor	Mrs. Tracey Keeley
106	K	Mrs. Sophie Cifelli
	108	K Mrs. Demetria Jones
107	K	Mr. James Taylor
105	K	Mrs. Antonia Thomas
211	3/4 Supplemental Psychologist	Mrs. Karen Goode Dr. Sarah Lynch
209	ESL	Mrs. Ashley Lee
206	1	Mrs. Danielle Rauchut
205	1	Mrs. Kathy dos Santos
208	1	Mrs. Brigid Ryan
201	2	Mrs. Molly Brookreson
202	2	Mr. Steve Buckingham
204	2	Mrs. Jenn Ward
203	2	Mrs. Kathryn Jacob
101	Art 1	Mrs. Fern Berger
102	Music 1 Library	Mr. Dan Reitz Mrs. Amy Flynn
109	Special Ed Inclusion K/1/2	Mrs. Lisa Landolfi
111	Special Ed Inclusion 3/4	Mrs. Tanya Wapner
116	Challenge Lab	Mrs. Kristen Krause
114	Reading Lab	Mrs. Kim Smith
113	Math Lab	Mrs. Erin Hennessey
212	3	Ms.. Maria Hobson
215	3	Ms. Brianna Strickland
214	3	Ms. Brenda Ruttenberg
213	3	Mrs. Lisa Mohl
217	4	Mrs. Stacey Neal
218	4	Mr. Ebon Rogers
216	4	Mr. David Cohen
219	4	Mrs. Dawn Stock
Gym	Physical Education	Mr. Paul Scarpato
104A	Speech/Language	Mrs. Jill Gorsuch



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.

Students should be on the playground by 8:50 AM in order to be ON TIME for school.

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 pick up departure area is on Barker Road side.
- Adults in the carpool area need to remain in their cars.
- 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...
 - Channel 42 Comcast Cable Township Information
 - www.cheltenham.org
 - 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.

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.





ABSENCES AND EXCUSES

at every absence must be followed by a written excuse signed by a parent for EARLY dismissals should be done in writing to the teacher. For early member to pick up your child and sign out at the office.

If your child will not be attending school, you must notify Child Check by calling: **215-881-6410**, 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

- 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.

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

TRANSPORTATION SEATING

Safety is our primary concern when transporting students. Within the opening weeks of school, Kindergarten thru eighth grade students will be given an assigned seat on each bus. This assigned seat should be used during a.m. and p.m. pick-up and drop-off. In keeping with our Bus Riders Rules & Regulations, this will help students get to their seats as soon as they board the bus and allow the bus to safely continue on to the next stop. Sitting in the school bus seat, and staying seated during the ride will ensure that all the children on the bus get to school and back home in a safe and timely manner.

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.)

School District of Cheltenham Township
Elkins Park, PA 19027



BUS RIDER'S RULES AND REGULATIONS

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

COMMUNICATION AND VISITATION GUIDELINES

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 Thursdays. 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 Weekly E-Blast 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.

Changes to dismissal notification may not be guaranteed after 3:15pm





HEALTH SERVICES AND RELATED CONCERNS

SCHOOL NURSE

A school nurse is at Wyncote Elementary each day. Please be mindful that the nurse is 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 or the principal 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.

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.

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.

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.





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[®]*.

Food Services

Lunch Program Info

To Apply for Free and Reduced Price Meals:

go to www.schoolcafe.com . Any questions regarding eligibilty contact Melissa Akerley at 215-881-6341 or makerley@cheltenham.org or Karen Washington at 215-881-6302 or kwashington@cheltenham.org

We follow the NSLP guidelines:

School lunch comes with 5 components, meat/meat alt, bread, vegetables, fruit and milk.

Students may take all components if they choose but at a minimum they must choose 3 out of the 5 components and one of the components must be a fruit or vegetable , if they choose not to take the fruit or vegetable we must charge them the ala carte price. according to the NSLP guidelines.

Lunch Menus can be found on the district website www.cheltenham.org under the food service tab

Click on school menus, choose the school and the menus and prices are there.

Menus on the go: There is also a nutrislice app you can download for a smart phone, search nutrislice to download.

To Put Money on account:

Online payment system: www.schoolcafe.com

Link is also on the website www.cheltenham.org under the foodservice department tab www.schoolcafe.com. You will need to register for the site with a username and password.

On the site you can sign up for low balance e mails, auto fill, and check the student's balances.

Money placed online should be available within a few hours, however please plan ahead.

We do still take checks (made payable to csd) and cash for lunch. Please place in an envelope with your child's name, room number and ID number.

Students ID Numbers :

The students must use the keypad to enter in their 6 digit id number assigned by the district. It is helpful if they learn to memorize it, as it will follow them as they continue to schools throughout the district.



More information about the lunch program can be found under the food service department tab on the district website. If you have any further questions please contact Maureen Cahill at mcahill@cheltenham.org or Eric Zeoli at Ezeoli@cheltenham.org

LUNCH PRICES

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

\$2.85	per lunch
\$0.55	Milk - 8 ounces (8 oz. water bottle, \$.75)
\$0.50	Juice - 4 ounces
\$0.85	Capri Sun Juice
\$0.75	Soft Pretzel
\$0.90	Ice Cream Selections (prices subject to change)
\$0.80	Baked Chips/snacks

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 \$2.85, your child will be given peanut butter and jelly sandwich or a cheese sandwich with a milk.

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 at 215-881-6410.



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.



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** report card 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 **215-881-6410**.

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 at **(215) 517-4893**



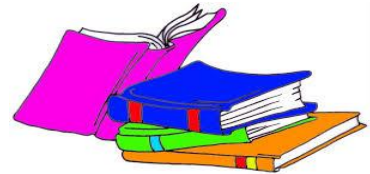
EXPRESSIVE ARTS

All students are scheduled for one (55) minutes of art, music, and physical education every four days, 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 instruction media and technology. 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.



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**.

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.

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.



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.

The roles and responsibilities of each support team member are outlined below:

MTSS 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 [at 215-517-4893](tel:215-517-4893).



MTSS 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.

MTSS 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.



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 require an individualized approach.

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. No two students are alike, and as such we provide a menu of services based upon the individual needs of students so that they receive the individualized instruction that best matches their skill level, ability, interests and talents.

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. If 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 215-582-5481.

MATH AND READING SUPPORT

Students who require remediation in the areas of math and reading may be assigned receive support. 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.

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



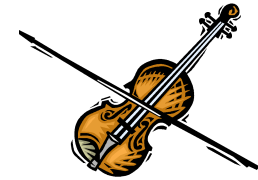
is made as to which ones meet the criteria. The selected students' parents are responsible for providing transportation.

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 interested in participating and agree to follow the rules and expectations set forth.



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Practice will be held during BEFORE SCHOOL and during the WIN Period. These groups will perform for various programs throughout the year. Participation is on a voluntary basis.

BEFORE SCHOOL SPORTS

This program will be provided during the fall and spring for 3rd and 4th grade. Student sign up is on a first come, first serve basis.

WE TV

The goal of WE TV is to enhance the reading, writing and speaking/listening skills of the 3rd and 4th grade crew members through writing and use of technology. Students choose and research topics then write scripts for submission. The final drafts are turned into segments that are produced, filmed, and edited by the WE TV crew. This is a student- driven project based learning model and the final projects are shared through town meetings, assemblies, social media and e-blasts. This program enhances students abilities to write for a purpose and for a specific audience. It gives students another way of communicating and demonstrating knowledge of topics learned.

READING OLYMPICS

The goal of the Reading Olympics is to promote students' reading for enjoyment, develop reading skills and thereby increase reading achievement. Students collaborate with their teammates to read forty to fifty books that have been selected by a committee of librarians, reading specialists and classroom teachers. These professionals read the books and write questions which teams of students answer during the competition. The Olympics are primarily a celebration of reading rather than a contest. All participants are awarded ribbons. Since the



teams generate much excitement about this reading event, the experience is rewarding for everyone involved

THE LION ROAR NEWSPAPER

The Lion's Roar is Wyncote Elementary's school newspaper. The newspaper is published two times a year. Any student or staff member is invited to submit an article or piece of writing to be published in the paper. 4th grade students are invited to be reporters for the fall edition. Third and fourth grade students have the opportunity to report for the Spring edition.

WYNCOTE F.A.S.T.

Wyncote F.A.S.T. (Fitness After School Time) is an after-school running club located on the grounds of Wyncote Elementary School. F.A.S.T. started in the Spring of 2016 with Kindergarten through 2nd grade and included 50 runners. A second season was run in the Fall of 2016. The Spring of 2017 included runners in grades Kindergarten through 4th grade with 125 runners.

The typical F.A.S.T. session includes running laps around the perimeter of Wyncote Elementary School, optional relays/races, and stretching/cool-down/re-group time. Laps run during F.A.S.T. are tallied for each runner to track his/her progress. The purpose of F.A.S.T. is to promote socialization and fun through running, being healthy, encouraging others, and inspiring community. This club is organized by volunteers including teachers and parents. If you would like more information about F.A.S.T. please contact Fran Brodsky (Parent Volunteer) at franerway@hotmail.com or Mrs. Antonia Thomas (Kindergarten Teacher).

POLICY 816 A: ACCEPTABLE USE OF TECHNOLOGY – STUDENTS

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.
3. Unauthorized scanning of School District systems for security vulnerabilities.
4. Attempting to alter any School District computing or networking components (including, but not limited to fileservers, 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 or nature of the infraction. 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 policy816



School District of Cheltenham Township
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