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### **Park Elementary School TIDE GUIDE 2018-2019**

We believe every teacher has the right to teach, and every student has the right to learn. We also believe that the Park Elementary is the best kept secret in Lancaster County. Our teachers, parents, and students are the best. We look forward to an exciting and rewarding year. Because we are responsible for creating a safe and orderly environment, we have developed this Tide Guide. You and your child are responsible for adhering to all guidelines included in this Tide Guide.

*\*\*All policies referenced within this document may be reviewed by contacting the building principal or through the district's web page.*

#### **Mission Statement**

The Columbia Borough School District provides a learning environment where every student can excel to his/her highest

potential of academic achievement. The District, in partnership with the community, will prepare each student to become an independent life-long learner and a responsible caring citizen.

#### **Vision Statement**

The Columbia Borough School District will continue to grow as a progressive and dynamic educational organization by providing quality education that secures the future of our children and community

#### **Shared Values**

We believe:

- All students possess the ability to learn.
- Education is a partnership between family, school, and community.
- All students and staff are treated equally, fairly, and with respect.
- All students and staff are accepted and appreciated for their individuality and diversity.
- All students should be given the opportunity to reach their full potential and to develop their individual talents.
- All students and their parents/guardians must be responsible and active participants in the educational process.
- All students and staff are entitled to a safe and secure environment.
- All students and staff should be able to use technology as an integral part of their teaching, learning, and individual productivity.
- All students need to be prepared for lifelong learning and a variety of careers in a diverse global society.
- A highly qualified and dedicated staff is essential to the learning process.

#### **Equal Opportunity Education**

*The Columbia Borough School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in any of its activities, programs, employment policies or practices as required by Title VI of the Civil Rights Act of 1974, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 or the American Disabilities Act of 1990. Please direct equal opportunity inquiries to The Columbia Borough School District, Office of the Superintendent, 200 North Fifth Street, Columbia, Pennsylvania 17512 or call (717)684-2283.*

#### **School Colors: Crimson and Gold**

#### **School Nickname: Crimson Tide**

#### **Foreword**

The Administration and staff wish to welcome all students to Park Elementary School. This handbook has been prepared to acquaint students and parents with the necessary rules, regulations, and policies of our school. Parents are requested to contact the Principal's office for clarification of any issue not covered in this handbook. The principal has the ability to make changes to the handbook at their discretion when needed during the school year. It is the responsibility of the students and parents to read this handbook. All teachers may be reached via e-mail or through the voice mail system by calling the office line at 717-684-9780.

### **SCHOOL DAY – PARK ELEMENTARY**

The school day officially begins at 8:15 a.m. at Park Elementary each morning and concludes at 2:50 p.m. each afternoon. **NO STUDENT SHOULD ARRIVE AT SCHOOL PRIOR TO 8:00 a.m.**, unless they are coming to school for breakfast. Breakfast will be served each morning from 7:30 a.m. to 8:00 a.m. Morning Announcements will begin at 8:15 a.m. in the Gym. Students should leave the building by 2:55 p.m., unless they are required to stay later by a teacher or to serve an administrative detention. Late arrivals must report to the building office before going to their classrooms.

### **ATTENDANCE**

The Board understands the importance of a student's attendance to his/her school success. It also fully understands the laws governing student attendance. Therefore the District will do everything within its power to encourage and expect proper attendance.

#### **Definitions:**

**Excused Absence** – Any absence from school due to illness, family emergency, or death in the family that is accompanied by a completed, valid excuse blank signed by the student's parents/guardian and submitted within three days of the absence.

**Unexcused Absence** – Any absence without a parental excuse that is not submitted within 3 days, or any absence not accompanied by a doctor's excuse after a student has accumulated ten days of excused absence in an academic year.

**Doctor's Excuse** – A doctor's excuse is required anytime a student misses three consecutive days or for any subsequent absences after a student has accumulated 10 absences within the academic year.

**Excessive Absence** – Pa. attendance law requires schools to address attendance issues once a student has been absent more than 10 excused or unexcused days. After 10 days the school will require the student and parent/guardian to attend a Truancy Elimination Plan (TEP). **After 10 days of consecutive unexcused absences, the student will be dropped from the rolls.**

**Unlawful Absence** – Any absence without a parental excuse note within three days. No makeup work will be allowed, and zeros will be given for all assignments given that day.

#### **Subsequent Unexcused/Illegal Absence**

Unexcused absences after the Truancy Elimination Plan meeting will result in a truancy fine issued by the school district through the District Magistrate's office. This is for all students under 17 years of age.

#### **Truancy Citations:**

Citations will continue to be issued for all subsequent unexcused absences. After the second citation, the school will make a referral to the Office of Children and Youth for all students under age 17. **Excessive absences could lead to an alternative educational placement.**

#### **School Absence Procedure:**

1. Parents are required to have accurate addresses, phone numbers, emergency numbers and work place information, including phone numbers, on file in the office.
2. Parents or guardians are encouraged to call the school between the 8:00 a.m. and 9:00 a.m. to verify that their son or daughter will be absent from school that day followed with a note within three days of the student's return to school.
3. An excuse form must be completed and submitted to the office. Students are expected to hand in an excuse form the day they return from an absence. Students who fail to return an excuse form by the third day will receive an unexcused absence. **Students, whose parents have called in their absence, must still provide a written excuse for the absence within the required time frame.**
4. For each legal day of absence, each student will be given two days to complete missed assignments for one to five days absent. If a student is absent for more than five consecutive days, make up work must be arranged with the individual subject teachers in a time frame acceptable to each teacher. **Important Note to Parents:** Securing make up work is the responsibility of the student. Teachers will make every effort to accommodate and help students in this process.

#### **Educational Trips**

No student may spend more than a total of five (5) school days on approved educational trips in any given school year. At least five (5) days prior to the trip, the student must submit a completed *Education Tour/Trip Request* form to the Main Office. These forms are available in the Main Office. Students will be responsible for all work missed during their absences. All requests are subject to approval of the Administration and no trips will be approved during PSSA exams.

#### **Tardiness - Late to School**

When a student does not make it through the playground/gym door or main entrance by 8:25 a.m., they are considered late. Students who arrive late will follow the following procedure:

1. The 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> incidents in a marking period are recorded. After the 3<sup>rd</sup> incident, the parent will be contacted and communicated the importance of their child being at school on time.

2. The 4<sup>th</sup> incident in a marking period results in a warning letter given to the parents.
3. The 5<sup>th</sup> and 6<sup>th</sup> incidents in a marking period results in a consequence to be determined by the Dean of Students and Principal.
4. After 192 accumulated tardy or unexcused early dismissal minutes, a half-day unexcused absence will be documented.
5. After 365 accumulated tardy or unexcused early dismissal minutes, a full day absence will be documented.
6. This procedure starts fresh at the beginning of each new marking period.

**Early Dismissals**

Any student who is leaving school early for any reason must have a written note from a parent/guardian stating the reason for the dismissal and time. This must be turned in prior to leaving. **No phone calls will be accepted for early dismissals.**

1. Students will not be called to the office until the designated person arrives to pick up.

**Half Day Absences**

Students arriving after 11:30 a.m. or leaving before 12:00 p.m. will be issued a one half-day absence.

**School Truancy**

Students who are absent from school without their parent’s knowledge or who are seen by school personnel or the police during the school day, and do not have a legitimate excuse, will be assigned a day of in school suspension for the 1<sup>st</sup> incident and a day of out of school suspension for every additional incident, and/or consequences issued by administration.

Students who leave school without permission will receive an unlawful absence and will be assigned two days of in-school suspension.

**Withdrawals/Transfers**

If you are planning to move, contact the school office so the appropriate papers may be forwarded to the new district. Please note that all district owned property is to be returned prior to the student leaving the district. If property is not returned to the district, the matter will be turned over to a collection agency.

**CLOSING OF SCHOOL**

School closure and delays will be announced through our automotive phone system and over the following stations:

**Television**

WGAL TV  
 ABC 27  
 FOX 43  
  
 WHP TV 21  
 WLYH TV 15

**Radio**

WDAC 94.5  
 WHP 580  
 WRVV 97.3  
 BOB 94.0  
 KISS 99.3

**COMMUNICATING WITH THE DISTRICT**

If your inquiry is about your child, the first contact is your child’s teacher. If you need additional assistance, call the child’s counselor or the building principal. If the counselor or principal is unable to assist you by telephone, he/she will make an appointment with you at your convenience. We are sure these individuals will be very receptive and cooperative in responding to your questions and concerns.

If you are not satisfied with the cooperation or the response you received from the principal, please do not hesitate to call the District Superintendent.

**INSURANCE**

Parents have the opportunity to purchase a policy to cover their child during school hours and activities. Information on the cost and coverage of insurance will be sent home during the early part of the school year. A decision must be made during the first few weeks of school to take advantage of this insurance.

**LUNCH PROGRAM**

All students in the Columbia Borough School District qualify for free breakfast and lunch and will eat in the cafeteria. Students may pack or eat the school lunch. If packing, they may also purchase milk for 40 cents. Fast food from outside vendors should not be brought into the cafeteria.

**BOOKS AND SUPPLIES**

Students are reminded that textbooks and workbooks are provided on a loan basis. Parents will be asked to pay for lost or damaged books/ workbooks on a prorated basis.

**EMERGENCY FORM**

During the first week of the school year, students will receive Emergency Forms from their teacher. These forms should be kept up-to-date throughout the year. Please make certain that all portions of the forms are completed. Contact the school as soon as possible when there is a change in address, telephone number, or parental status. **It is important that the school has a contact number for your child. If a current contact number is not provided, the school will be forced to contact the police when a parent cannot be reached.**

**MEDICATION**

The Columbia Borough School District is not responsible for the diagnosis and treatment of student illness. The administration of prescribed medication in accordance with the direction of a parent or family physician to a student during school hours will be permitted only when failure to take such a medicine would jeopardize the health of the student or the student would not be able to attend if the medicine were not made available during school hours. For purposes of the policy, “medication” shall include all medicines prescribed by a physician.

Parents may also provide over-the-counter pain reliever or cough medications to the school nurse.

Before any medication may be administered to any student during school hours, the Board shall require:

1. A written request from the parent. This shall give permission for such administration and relieve the Board and its employees of liability for administration of medication.
2. The written order from the prescribing physician, which shall include the purpose of the medication, dosage, and possible side effects of the medication.
3. The medication to be administered must be delivered directly to the nurse, principal, or designee and is required to be in the original container.
4. Any medication left after the 180<sup>th</sup> school day will be discarded.

**Health clinic services are not available in school** - The primary function of school health services is preventative in nature. Through classroom presentations and health screening activities, nurses try to teach sound health habits and detect health problems early. Health room care is available for students who become ill or are injured while at school. Please do not expect the school to handle sickness or injury occurring outside of school.

#### **IMMUNIZATION**

In order to ensure the health of the school children, Pennsylvania State Law requires that all children attending public schools be immunized:

four doses of diphtheria, tetanus; two doses of poliomyelitis; two doses of measles, mumps, and rubella; three doses of hepatitis B; Varicella (chicken pox) immunity, either from vaccination, history of disease or laboratory testing for new students (kindergarten or first grade) and for students entering seventh grade. A child will not be assigned to a room until written proof is supplied to the district that the previous immunizations have been received. Please contact the school nurse with additional questions.

#### **FIRST AID**

The school attempts to provide a safe environment, free from accidents. If accidents occur, a member of the school personnel administers first aid and notifies the parents. Universal precautions are used in all cases.

#### **MEDICAL EMERGENCIES**

In the event of a medical emergency, the school will do whatever is necessary. If conditions permit, we will notify the school nurse and parents (or those designated on the emergency card). In extreme emergencies or in the event we cannot contact parents or the designees, we will contact doctors and hospitals, as conditions require.

#### **STUDENT RECORDS**

The Columbia Borough School Board has developed a student records policy. A copy of the full policy may be obtained by contacting the building principal. The essential points of the policy are:

“Parents have the right to challenge any information in their child’s records by submitting a written statement describing the specific information to which the parents object and the reasons for objection to the school district superintendent. Parents will receive a reply within ten (10) working days.”

#### **STUDENT RIGHTS**

The district annually distributes information regarding students’ rights under FERPA (Family Educational Rights and Privacy Act) and PPRA (Protection of Pupil Rights Amendment). Please contact your building principal with any questions.

#### **VISITORS AND VOLUNTEERS**

We recognize that volunteers can make valuable contributions to the district’s programs. In our elementary schools, volunteers are utilized in a variety of ways, including, but not limited to, the following:

- To supplement the work of classroom teachers upon request, under the supervision and with the approval of the school administration.
- To enable the teacher to increase individualized instruction to students.
- To provide enrichment experiences to supplement the educational program.
- To extend teacher effectiveness by relieving them of non-teaching duties.
- To meet special school needs.
- To promote better school-community relations by enhancing community understanding.

Volunteers have a duty to maintain confidentiality of students. No volunteer shall release any personal information concerning any students except under the judicial process.

Volunteers who are able to help out on a regular basis will need to complete a Volunteer Form and must follow district guidelines. We encourage your help in any capacity. Chaperones for school trips must follow district guidelines.

For security purposes, however, it is mandatory that all guests in our school stop in the office to sign in and to pick up a Visitor Pass.

#### **PARENT TEACHER PARTNERSHIP**

PTP, Parent Teacher Partnership, often referred to as the “Parents’ Club” meets once a month. Meetings begin at 6:30 p.m. in the Park Elementary Faculty Room. Refer to the monthly school newsletter and district calendar for PTP meetings and news. PTP is an important part of the school. We encourage your participation as a way to support your child and a variety of school activities.

#### **CHILD ABUSE REPORTING POLICY**

The Pennsylvania Child Protective Service Law (C.P.S.L.) requires school personnel to report situations

where there is reason to suspect that a child may be a victim of child abuse. These reports will be made to the Lancaster County Children and Youth Agency. The Law also directs schools to cooperate with the Children and Youth Agency, which is charged with protecting children and conducting the investigation. It is the policy of the Columbia Borough School District to comply with the C.P.S.L. to its fullest extent.

### **DISCIPLINE POLICY**

Students are expected to:

- Show proper respect to all persons with whom they may come in contact.
- Show proper respect for the property of the Columbia Borough Schools.
- Follow all district, school, classroom/area rules and encourage their peers to do so.
- Walk at all times.

The district prohibits the use of corporal punishment. However, teachers and school authorities may use reasonable force:

1. to quell a disturbance;
2. to obtain possession of weapons or other dangerous objects;
3. for the purpose of self-defense; or
4. for the protection of persons or property.

### **Harassment**

The Board and administrators strive to provide a safe, positive climate for all students. It is the policy of this District to maintain an environment in which harassment in any form is not tolerated. The term "harassment" includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age, or handicap/disability.

All complaints of harassment shall be investigated promptly and corrective action shall be taken when the allegations are verified. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment. This policy shall apply to all students of the District.

Students may choose to report harassment complaints to:

1. Building Principal/Dean of Students
2. Teachers
3. Counselor
4. Nurse
5. Administrators
6. Other Staff Members.

All staff members who receive harassment complaints from a student/parent shall report such to the building principal. If the building principal is the subject of a complaint, the student/parent shall report the complaint directly to the Superintendent or designated administrator.

### **Weapons Policy**

Possession of weapons in the school environment is a threat to the safety of students and staff. The possession of weapons on school property is prohibited by law. The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school building, onto school property, to any school sponsored activity, and onto any public conveyance providing transportation to school or a school sponsored activity. The term weapon shall include, but is not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, look-a-like gun, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury.

Any tool, instrument, or implement may be considered a weapon for purposes of this policy if the tool, instrument, or implement is used for the purpose of inflicting, or threatening to inflict, bodily injury.

A student is in "possession" of a weapon when the weapon is found on the person of the student; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, and any school event held away from the school.

A student who violates the weapons policy may be expelled for up to one year. Such expulsion shall be given in conformance with formal due process proceedings required by law. In the case of an exceptional student, the Superintendent will take all necessary steps to comply with the Individuals with Disabilities Act.

### **Bomb Threats or False Alarms**

Any student who furnishes false information to any other student or staff member concerning the placement of setting of a bomb, places a false 911 call, or activates a false fire alarm, may be subject to suspension and/or expulsion and referral to appropriate authorities.

### **ELECTRONIC EQUIPMENT AND TOYS**

Radios, electronic games, trading cards, tape recorders, CD players, walkie-talkies, etc. are not to be brought to school. Special exceptions may be granted when they relate to school projects.

### **WALKING TO AND FROM SCHOOL**

Recent changes in State Law limit the responsibility of School Districts for the safety of all students, to those times that students are on school property. **When a student leaves school property, the responsibility to ensure the safety of the student shifts to the parent or guardian;** this includes transportation of the student to and from school. **The District is not responsible for any accident or incident that occurs away from school property, or during travel times by the student to and from school.**

### **DRESS CODE GUIDELINES**

Students are expected to dress in a fashion appropriate for the school learning environment and wear apparel appropriate to the climatic conditions. Any student dress that

disrupts the learning process will not be tolerated. The building principals reserve the right to contact the parent(s) in order to have acceptable clothing brought to school or students may be required to change into clothing available from school. Students coming to school with unacceptable dress may also be assigned to administrative detention.

The following is a list of **unacceptable dress**:

1. Shirts and blouses baring midriff, pajamas, tank tops, and halter-tops, muscle shirts, spaghetti strapped shirts and dresses, or clothing that exposes undergarments.
2. Clothing with inappropriate lettering or drawings. (Anything related to sex, drugs, alcohol, tobacco, or satanic cult activity).
3. Hats, bandanas, or headscarves MAY NOT be worn in the building.
4. Flip flops, clogs, strapless sandals or unsafe footwear.
5. Heavy gauge chains and necklaces.
6. Non-prescription glasses/goggles.

### **CELL PHONE POLICY**

Cell phones, 2-way radio wireless devices, and telephone paging devices are not permitted to be visible in school and should remain off. If visible, these items will be taken from the student and returned to the student at the end of the day (from the office). If they visible for a 2<sup>nd</sup> time, these items will be taken from the student and a parent must pick them up in the office. If they are visible for a third time, it will be taken and it will result in disciplinary action (with the possibility of the item not being given back to a parent or guardian until the end of the school year). The only exception to this is a student who has a need for a cell phone or pager due to a medical condition of an immediate family member. In such cases the devices shall be registered with the principal's office, accompanied by proper documentation.

### **CARE OF DISTRICT TECHNOLOGY RESOURCES**

Vandalism of the district's technology resources will result in the termination of the user's access and cancellation of the privilege of using District information services resources. Vandalism includes but is not limited to damage to equipment, opening or disassembling equipment without authorization, altering or deleting components of installed programs or operating systems, altering or attempting to alter settings on individual machines or the network without permission and any other activity that is deemed harmful or detrimental to District resources.

### **EMERGENCY PLAN**

The District has an Emergency Procedures plan in place. All students will practice these drills periodically during the school year.

### **HIGHLY QUALIFIED TEACHERS**

Under the Federal No Child Left Behind Law-NCLB, school districts are required to notify parents that they may request

the following information regarding the professional qualifications of their child's classroom teachers:

- Whether the teacher has met the Pennsylvania Department of Education's (PDE) qualifications and licensing criteria for the grade level and subject areas in which the teacher provides instruction
- Whether the teacher is teaching under emergency or other provisional status through which PDE's qualifications or licensing criteria have been waived.
- The baccalaureate degree majors of the teacher and/or other graduate certifications or degrees held by the teacher and the fields of discipline of the certifications or degrees.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If parents would like to receive any of the information listed above, please contact the child's building principal. Please note that 100% of our teachers are properly certified and meet the requirements of this law.

### **PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT – PSSA**

PSSA exams are administered to 3<sup>rd</sup> and 4<sup>th</sup> grade students at Park Elementary. The 3<sup>rd</sup> graders will take the following PSSA exams: English Language Arts (ELA) & Math. The 4<sup>th</sup> graders will take the following PSSA exams: English Language Arts (ELA), Math, & Science.

The purpose of these assessments is to determine student achievement in relation to the State Common Core Standards and to provide a snapshot of how our students are achieving when compared to similar schools. Parents receive notification of student results when the state scoring is completed.

The Columbia Borough School District uses the results of all student assessments to evaluate our educational programs and make improvements to our instructional program.

### **PARENT CONFERENCES WITH TEACHERS**

Teachers are available to conference with parents at any time. Please contact your child's teacher to arrange a time convenient to both you and the teacher. You may also use electronic means, such as email, to communicate with your child's teacher. If you have a question that your child cannot answer or explain, please contact your child's teacher. If the teacher is unable to provide assistance, please contact the building principal.

The elementary schools will schedule parent conferences on November 7 and 8, 2016. Parents are encouraged to attend this conference. At this scheduled conference, parents will be informed of their child's academic and social growth.

### **BEGINNING & END OF THE DAY PROCEDURES**

**How will the beginning of the day look at Park Elementary?**

- a. Breakfast is scheduled to take place from 7:30 – 8:00 a.m. Students will enter through PLAYGROUND DOOR C5.
- b. Students arriving after 8:00a.m. will enter the building by also by PLAYGROUND DOOR C5
- c. Students arriving after 8:25 will be considered tardy and need to report to the office via the front doors.
- d. Teachers will be strategically placed outside and inside the building for the arrival of students.

**How will the end of the day look at Park Elementary?**

Dismissal is scheduled for 2:45 p.m. and 2:50 p.m.

- a. Kindergarten will be dismissed from the Kindergarten Playground at 2:50. Parents/Guardians should enter the KINDERGARTEN PLAYGROUND from Cherry Street and wait along the Cherry Street wall. 2nd Grade will be dismiss from PLAYGROUND DOOR C5 at 2:45p.m.
- b. 1stGrade will exit from the PLAYGROUND DOOR C4 at 2:50p.m.
- b. 3rd Grade will be dismissed at 3:50p.m. from the CHERRY STREET DOOR B1
- c. 4th Grade will be dismissed at 2:45 from the CHERRY STREET DOOR B1.

**All CHILDREN SHOULD BE PICKED UP BY 3:00 PM.**

Letters to communicate the importance of picking up your child on time will be given to parents who do not pick up their children by 3:10 pm.

**Important Things to Know:**

**“END OF THE DAY” PICK-UP PERMISSION**

**FORM:** This form is for ALL students who attend Park Elementary and is to help communicate their “END OF THE DAY” PICK-UP ROUTINE. You must decide if your son/daughter will be an INDEPENDENT WALKER or a WALKER WITH ASSISTANCE.

**WALKER WITH ASSISTANCE:** A walker with assistance is defined as a student who is picked up by a parent/guardian/sibling and who does not walk home independently

If you are DRIVING AND PARKING SOMEWHERE NEAR THE SCHOOL, then your child would be considered a WALKER WITH ASSISTANCE. Please do not stand in front of the school to pick up your child.

\* If you are picking your son or daughter up, as a walker with assistance, please report TO THE DOOR DESIGNATED FOR THE GRADE LEVEL OF YOUR STUDENT.

\*Please pick up younger students before picking up older students.

**INDEPENDENT WALKER:** An independent walker is defined as a student who has been given written permission to walk home independently.

\*Kindergarteners cannot be considered INDEPENDENT WALKERS. They must be a WALKER WITH ASSISTANCE.

**BUS LOADING ZONE:** The BUS LOADING ZONE will be along 6<sup>th</sup> Street. It will extend from the edge of the building parking lot until the Mailbox.

“BUS LOADING ZONE” signs have been placed and the Police will administer tickets.

**Title I**

The Columbia Borough School District has three Title I buildings. Please reference the website for the following Title I information:

- Right to Know
- Title I Complaint procedure
- Parent Involvement policy

**Columbia Borough School District Parent Involvement Policy 2017-2018**

In recognition that the parent is the child’s first and most important teacher and that the parent’s continued involvement is essential for the success of students, the Columbia Borough Scholl District (CBSD) is committed to building a strong parent-school partnership. Furthermore, federal regulations state that funds may be received only if programs, activities, and procedures for the involvement of parents of participating children are implemented. Such activities shall be planned and implemented with meaningful consultation with parents of participating children. Consultation shall be ongoing and timely.

At the beginning of each school year, this policy shall be distributed to parents of Title students and, to the extent possible, provided in a language the parents can understand. This policy shall also be made available to the community and reviewed annually. Parents will be involved in the timely review and update of the policy.

All buildings in the CBSD operated a school-wide Title I plan, making every parent eligible to participate in all Title I functions and meetings. Parents of each Title I student are given the opportunity to participate in at least one parent-teacher conference and any additional conferences needed to ensure understanding and cooperation among the parents, students, and respective school officials so that students will fully profit from all school experiences.

To improve student achievement and to maintain strong school/family/community partnerships, the CBSD shall do the following

- Hold an annual Title I parent meeting in October

- Hold Periodic parent steering committee meeting at each building to inform parents of their schools participation in the Title I program. The school will explain its requirements and the parent's right to be involved.
- Provide parents of Title I students with:
  1. Timely information about the program
  2. If requested, provide a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.
  3. If requested by the parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and to respond to any such suggestions.
  4. Conduct any or all of the following:
    - Back to School Nights
    - Parent Steering Committee meetings
    - Parent conferences in November
    - Book Bloom in the spring - Parents can accompany their children and may also participate in book swaps.
    - Move it Outside days
    - PSSA Pep Rallies
    - Middle School visitation for parents
    - Technology Night for parents
    - Science Fair for parents
    - History Fair for parents
    - College visits for students
    - Senior scholarship review meetings for students and parents
- Student visits to Career and Technology Centers
- Meet & Greets for elementary and MS parents/grandparents/friends
- Participation in Bizz Town and/or Finance Park
- Academic family and student nights

### **Sample Copy of Right-to-Request Teacher Qualifications letter**

Parents (in Title I schools only) are notified annually that they may request information regarding the professional qualifications of their child's teacher(s), and of paraprofessionals who provide instructional services to their children.

Date

Dear Parents:

As a parent of a student attending a school that is receiving Federal Title I dollars, you have the right to know the professional qualifications of the teacher(s) and instructional paraprofessional(s) who instruct your child. Federal law requires every Title I school district to comply and to provide you with the requested information in a timely manner.

We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes



additionally right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
  - o subject matter tested,
  - o purpose of the test,
  - o source of the requirement (if applicable),
  - o amount of time it takes students to complete the test, and
  - o time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

We look forward to the upcoming school year, and together we will make a difference in your child's life.

Sincerely,

Other School District Policies  
Located on the District