

Cumru Elementary School
Parent/Student Handbook
2011-2012

GENERAL INFORMATION

SCHOOL DAY

Students may begin to arrive at 8:30 a.m. From 8:30 to 8:45 a.m. children will gather in the Cafeteria; at 8:45 they will be dismissed to their classrooms. Teachers are not required to be in their classrooms until that time. **Please do not drop off your child before 8:30 a.m.** as there is no one available to supervise them, including the office staff. This includes the west side Cafeteria door. Classes begin at 9:00 a.m. The instructional day ends with the first dismissal bell at 3:20 p.m.



SIX-DAY CYCLE

The Governor Mifflin elementary schools have adopted the same six-day cycle that the other schools in the District have been using. The justifications for this change are as follows:

- To increase the amount of planning time for primary teachers.
- To give first and second grade classes a special every day.
- To give kindergarten students the opportunity to have art and music once each cycle instead of once every other week.
- To increase the amount of guidance instruction for K-2 to allow further development of character education and guidance programming.
- To increase the amount of library instruction for K-2 to allow for extensions of literacy education based in PSSA standards and eligible content.
- To increase the amount of physical education for students in grades 1-3 in keeping with the wellness initiative and to provide greater equity K-6 in accessibility to physical education.

To this end, specials for each grade level will be scheduled as follows:

- Kindergarten – Art, Music, Phys Ed, Library & Guidance once each cycle;
- Grades 1 & 2 – Art, Music, Library & Guidance once each cycle; Phys Ed twice each cycle;
- Grade 3 – Art, Vocal Music & Keyboard once each cycle; Phys Ed twice each cycle; Library & Guidance once every other cycle.
- Grade 4 – Art, Vocal Music, and musical performance once each day cycle; Library & Guidance once every other cycle.

ACT 80 DAYS

Several days of early dismissal, called Act 80 days, have been scheduled throughout the year. These provide common grade-level planning time and collaboration needed to provide the best educational program. Dismissal for grades Kindergarten through six will occur at 1:00 p.m. on the following days as indicated by *:

September 21 (full day)
March 12 (full day)

*October 28
*March 30

November 21, 22 (full days)
May 25 (full day)

INCLEMENT WEATHER

During inclement weather (snow, ice or extreme cold), PLEASE listen to one of the local radio stations or view the district website (www.GovernorMifflinSD.org) for school delay or closing information. We try to make the decision by 6:30 a.m. and get the information disseminated as early as possible for your convenience, i.e. Connect Ed call.

If school dismisses early due to developing hazardous weather conditions, announcements will be made on local radio stations or the District website as well as a Connect Ed call. Please review with your child in advance the arrangements you have made so they are aware of what to do if this situation should occur. Please also inform your daycare providers of these procedures. **It is EXTREMELY IMPORTANT that you provide the school with current phone numbers of individuals authorized to pick up your child in emergencies, and that you keep these names and numbers up-to-date by notifying the school in writing of any changes during the school year.**

RESOLVING PROBLEMS AND CONCERNS/CHAIN OF ACCESS

If your child is experiencing a problem in school or you have a concern, the quickest way to resolve the issue is to start at the source. Please follow the “chain of access” as shown:

Area of Question or Concern	First	Second	Third	Fourth	Fifth
Classroom	Teacher	Principal James Watts	Assistant Superintendent Mr. Rick Wolf	Superintendent Dr. Daniel Bulinski	
Bus	Driver	Transportation Supervisor Joanne Witmoyer	Business Manager Mark Naylor	Superintendent Dr. Daniel Bulinski	
Cafeteria	Cafeteria Manager Cathy Raney	Food Service Director Jenelle Himmelreich	Business Manager Mark Naylor	Assistant Superintendent Mr. Rick Wolf	Superintendent Dr. Daniel Bulinski

Please **do not** expect teachers to come to the phone between 8:30 and 9:00 a.m. If for any reason you are uncomfortable speaking to your child’s teacher about the problem, contact the school’s guidance counselor for help. Proceed to the next level only if you are dissatisfied with the response given at the preceding level.

SCHOOL SECURITY

All doors are locked during the school day. Parents and visitors/volunteers can gain admittance ONLY via the main (front) entrance by following this procedure:

1. Press the buzzer located to the left of the doors & wait for the office to acknowledge. Please allow personnel time to respond as they may be helping someone else.

2. Identify yourself and the purpose of your visit by simply speaking in a normal tone of voice. You do not need to be close to the buzzer or press it to be heard. Please stand directly in front of the doors so that you are visible on the security monitor.
3. After identifying yourself, the office will unlock the second door from the left.
4. After entering, please proceed directly to the office to log in and obtain a visitor's badge before proceeding anywhere in the building. Office personnel will gladly assist you in any way necessary.

All adults must wear either a visitor badge or district identification while in the building. Please do not attempt to enter at any door where students are entering or exiting for recess. This also applies when the children are entering before school starts or exiting at dismissal. As always, parents are not permitted to accompany their children to classrooms without first checking in at the office with the principal or his designee.

Your cooperation and assistance are appreciated in making this procedure successful for the safety of all of our students.

CALENDAR OF EVENTS

A District calendar is sent home with every student in the district at the beginning of the school year. This calendar lists events of all the schools in the District. Cumru also sends home a calendar of events in their newsletters.

PARENT-TEACHER CONFERENCES

Fall Conferences will be scheduled on November 21 and 22. If any problems develop, additional conferences may be scheduled at any time during the school year at the discretion of the teacher or the parents. All report card envelopes have a place to designate a request for a conference.

Parents can help their children be successful by:

1. Providing a time and place for children to do homework and assisting when necessary.
2. Making sure their children receive plenty of rest, a balanced diet and daily exercise.
3. Providing a bagged lunch or lunch money daily with which to purchase a hot or bagged lunch from the Cafeteria.
4. Conferring with their children's teachers and attending school activities.
5. Discussing teachers and the school program in a positive way in front of their children.
6. Discussing classroom activities with their children daily.
7. Encouraging their children to do their best in all school activities.

CUSTODY ISSUES

It is the responsibility of the parent(s) to notify the school principal of the circumstances regarding custody of the child.

The position of the school district is as follows:

- When custody is established by a court, the school-parent relationship will be maintained consistent with the decision of the court.
- When custody is not formally established, the school will presume that the parent with whom the child resides is the parent responsible for reports, excuses, and

authorization of any deviation from the routine transportation arrangements for the child.

- Copies of report cards, calendars, and other such informational items may be provided to non-custodial parents upon written request on an annual basis.

PHOTOGRAPHS/VIDEOS AND RECORDING OF STUDENT ACTIVITIES

As the Publications Department continues to enhance the District's newsletters, website, brochures and other forms of communication, photographs and video clips of students are being utilized more often. As the parent/guardian, you can request that your child (ren)'s picture or video not be used in any internal media publication or provided to any external media businesses. ***Please note, we cannot prevent external media businesses' use of photos and video clips they possess, but we can control whether we provide these companies with requested images of our students.***

Examples of where student photos and video may be used:

Internal: Governor Mifflin publications and media –

Newsletters, website (www.GovernorMifflinSD.org), GMTV television, yearbooks, internal publications

External: Business publications and media –

Reading Eagle, Channel 69 News, Tri-County Record, various television stations and newspapers from surrounding areas

At the beginning of every school year, the District's office of Public Information sends a letter to the parents of every student informing them of this practice and detailing how to prevent their child(ren)'s image from being used. **To prevent your child's picture or video being used in the above mentioned examples, please request this in writing and clearly state the following:**

current date

child (ren)'s name(s)

school(s) and grade(s) of child (ren)

parent/guardian's name and signature

Indicate where the photos and/or videos cannot be used (internal and/or external publications and media). Send this request to:

Governor Mifflin School District

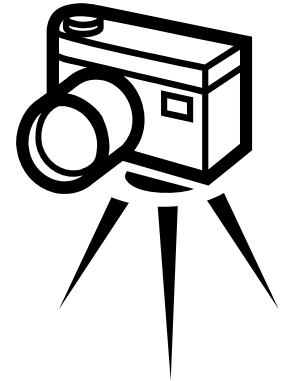
Attn: Director of Public Information

10 South Waverly Street

Shillington, PA 19607

If you approve the District's use of your child's photos and/or videos, you do not need to respond in any manner to the letter sent to you by the Publications office.

All written requests will be considered in effect for the current school year only. At the beginning of each school year, parents will again need to request that their child (ren)'s picture or video not be used.



INSTRUCTIONAL PROGRAMS

ACADEMICS

Academic subjects of language arts, mathematics, social studies and science are taught in all of the primary grade levels. Language arts and math are the focus of the majority of the day. In language arts, students are taught reading, writing, spelling, listening and speaking and are exposed to a wealth of literature. Our mathematics program is Everyday Math, a well-researched program that focuses on mathematical thinking, computation and problem solving. Science and social studies are taught in units and include many hands-on, discovery experiences. Technology is integrated in all subject areas, and students have regular opportunities for instruction in the computer lab.



The academic curricula are aligned with the Pennsylvania State Academic Standards. Third and Fourth grade students take the PSSA (Pennsylvania State Standards Assessments) to assess their progress toward achieving the State Standards.

ART

The art program at Cumru includes a wide spectrum of projects. In the elementary art program, students experience many concepts such as line, color, shape, design, value, texture and portraits through hands-on experiences. Some lessons include teaching through the study of “master artist.” It is hoped students will learn to recognize artists and their styles. Various mediums, such as charcoal, pastels, tie-dye, plaster of Paris, watercolor, clay, colored pencils, crayons, tempera paint, paper maché, markers and cut paper, are used to prepare a final product. **Due to the medium used in art class, very casual dress is suggested for art-class days.**



Students participate in a week-long program, Art Goes to School, where volunteers study artists and their artworks. A museum-like trip experience takes place right in the art room.

The Artist-in-Residence program offers children exposure to a famous illustrator or crafts artist. We also have created 6 beautiful murals – 3 at our school and 3 housed in our local Dairy Queen at Kenhorst.

In March during Youth Art Month, Cumru children’s artwork is showcased at the Mifflin Community Library, and placemats with artwork are printed for community restaurants. The children’s talents are exposed locally so they and their families can take pride in their talents.

During Spring Open House, all students participate in the Cumru Art Show during which all children have a piece of artwork displayed.

In all these exciting programs, the art department can benefit from your support. If you can volunteer your valuable time, the children of Cumru will benefit.

VOCAL AND INSTRUMENTAL MUSIC

Music seems to be a subject that most elementary-age students really enjoy studying, and fortunately, every student at Cumru has the opportunity to study music.

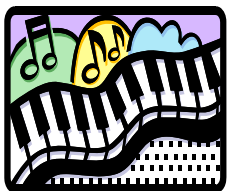
Kindergarten students attend music class once every six-day cycle for 30 minutes. First through fourth graders have general music once every six-day cycle for 40 minutes.

General music is no longer just a place where children come to sing songs, although they still do this. The children at Cumru master a set of essential skills that are based on state standards just like they would in every other academic subject. By the end of fourth grade, students should be able to discuss basic concepts such as rhythm, dynamics and tempo. They will have had experience singing folk songs from a variety of different cultures, and they will be able to read treble clef melodies and play them using a variety of instruments.

Every student at Cumru will also have at least 2 chances to perform an audience while they attend our school. Each year, one grade level is chosen to perform in a musical program. This program rotates through 1st, 2nd and 3rd grade so that each child has an opportunity to perform once in his or her time at Cumru. Fourth grade students are not included in this rotation because they perform in a Performing Arts Festival at the end of their fourth grade year. This performance is put together during a special performing arts class that takes the place of keyboard at the fourth grade level. It is mostly a vocal music experience.

Third and fourth graders also have several opportunities to apply the knowledge that they have gained in general music. All third graders learn how to play both the recorder and the keyboard. Fourth graders continue to play the recorder and also participate in the performing arts class mentioned above.

The recorder, a plastic flute-like instrument, is studied as part of general music class in both the third and fourth grades. Students who would like to own their own instrument are allowed to purchase one through the school district for a small cost. Any student who chooses not to purchase an instrument may borrow one from the school for the year at no cost.



Third graders also learn to play the electronic keyboard. This is done in a separate class that meets once every six-day cycle for 40 minutes. Each third grade class is equipped with its own keyboard, and students have time to practice during recess, center times, and before and after school each day. Each student works at his/her own pace on lessons that are assigned from the keyboard book. Awards are given each year to students who complete the first keyboard book.

Finally, third and fourth graders have the chance to join our after-beginning instrumental program. This program is available to third graders for string instruments and to fourth graders for both band and string instruments. All of the instrumental programs are voluntary. They meet after school one day a week. Parent letters are sent home at the beginning of each year, and children are encouraged to sign up to join either the band (4th Grade Only) or the orchestra (3rd and 4th Grades). These programs are also available during the school day once the student has reached 5th grade.



As you can see, the primary music program offers a wide variety of activities in which students may become involved. We are encouraged to see so many Cumru children taking advantage of these opportunities.

GUIDANCE AND COUNSELING SERVICES

The following services are available to Cumru students. The services students are recommended to receive from school counselor can depend upon input from the classroom teacher, parents or guardians, RtII team members (Response to Intervention and Instruction), and/or administration (principal referral). Students may also seek help from the school counselor if they feel the need to do this.

Classroom Guidance Lessons –

Students in grades K-4 meet with the school counselor in the classroom setting for guidance lessons on a regular basis with their class. Students in grades K-2 come for guidance lessons once per 6 day cycle for 30 minutes. Students in grades 3 and 4 receive guidance lessons once every other 6 day cycle for 40 minute periods.

The guidance curriculum revolves around the program called “Safe and Caring Schools” – Skills for School, Skills for Life. Social and emotional learning is the main focus of this program. Throughout the year various themes are touched upon (usually one per month, although this can vary). The themes are centered around the following areas: Being a safe and caring school community, health & personal safety, feelings, caring about others: a support system, respecting yourself and others, bullying and bully prevention, cooperation, conflict resolution, making good choices, and career exploration/awareness.

In conjunction with the lessons from these units, students listen to stories related to the topics and do activities or games. The aim of all the guidance lessons is to have students develop social/emotional skills that will help them with their relationships at school; and help them to be successful in all areas of their educational experience.

Small Group Counseling –

Students have the opportunity (with parental permission) to participate in small group counseling with the school counselor. The groups usually have 6 or 7 students (sometimes less) and meet once every 6 day cycle for 8 weeks. Two 8 week sessions are available to students. One beginning in October and one beginning again in late January. The last session is a shorter session and runs throughout May. The groups are designed to address students’ needs and are as follows:

1. **Behavior (Response to Interventions)** – as indicated by the discipline system in place at Cumru. This is determined by following the color changes each month with all students.
2. **Social Skills** – addresses behavior and peer relationships
3. **Self-esteem** – addresses how students feel about school, themselves and their competence at being successful
4. **Families in Transition** – address issues of separation & divorce
5. **Anger Management** – addresses controlling and managing angry feelings (scheduled as needed)

Individual Counseling –

Some issues that students struggle with are best dealt with individually. In this case students can be seen on an individual basis, with parent permission, either once

per 6 day cycle or more often if necessary. Some students need only one or two meetings in order to address a problem or issue.

Counselors can serve as a person who can help parents and students contact community resources for help outside of the school setting. Parents who wish to contact the counselor for consultation or to schedule a conference can do so by calling the school guidance office directly at: 610-775-5081 ext. 5139.

LIBRARY POLICIES

Children at Cumru are welcome to visit the library **everyday!** Teachers' schedules vary, but the library is always open.

Students borrowing books also take on the responsibility of library circulation. Caring for the book, keeping it in a safe place and telling the library staff if they notice damage to the book (torn or missing pages, marks of any kind, etc.) are all part of that responsibility. Returning books on time is very important. Children may borrow books for 1 week at a time, due date cards show that the date in the last space is when to return a book.



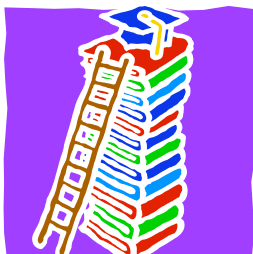
Magazines are an overnight material optional to third grade beginning in October and to second grade during the second half of the year. They need special care and are circulated in plastic folders. They are only for reading and cannot be marked or used (posters may not be removed, activity pages may not be completed). Beginning in grade 2, students learn to access the library catalog online. This feature is available to families at home by visiting “Cumru” at the GM website: www.governormiffinsd.org and clicking the Library link.

Here are a few guidelines for each of the grade levels:

KINDERGARTEN – Kindergarten students learn the library procedures. Starting with a limited selection, the students learn the way to borrow a book and the way to return the book and select another. After November, the selection expands to all of the Easy section as students learn how to select from shelves kept in alphabetical order.

FIRST GRADE – First grade students review the library procedures introduced in Kindergarten. First grade students may select books from the Easy section and later in the year may choose non-fiction materials on Tuesdays and Thursdays. Parents who want more difficult informational material are encouraged to visit the library and sign out materials for their children.

SECOND GRADE – Second grade students may select books from the total library collection. Soon after school begins, they may take 2 books at a time. Self-selection of materials that they can read independently is a priority. Students should now be reading to themselves for enjoyment and information, but having parents read aloud to them is still very important. Hearing the language patterns makes reading and using those language patterns much easier as they progress into English and language exercises. Also, as the books they choose may be longer selections, please remember the books are due one week from check-out. If more time is needed, the student must bring the book back into the library to “renew” that book for an additional week. We also encourage all students to continue to check out picture books on a regular basis.



THIRD & FOURTH GRADES – After an orientation with the Librarian to review library procedures, third and fourth grade students may select books from the total library collection. Students may select 2 books, but depending on classroom reading activities, students may have 3 or 4 books checked out at one time. Students should review the

“renewal” procedure because this is used quite frequently. Also, third & fourth graders will be scheduled for lessons with the Librarian every other cycle. They may also be included in reading enrichment activities.

Overdue Procedures

All books are checked out for seven (7) days. The last date stamped on the card in the book pocket is the date the book is due back into the library. Overdue notices are given to the classroom teacher after the due date has passed, reminding the student to return the book.

After the book is at least one week overdue, a written reminder listing the book title is given to the student. This notice should be taken home to the parent so that everyone knows which a book is overdue.

Another written notice is issued when the book is at least 2 weeks overdue. At this point borrowing privileges are suspended. The price of the missing book is sent home. If a book that has been paid for is found and returned to the library, the money will be refunded.

When the book is returned or the parent has sent a note accepting financial responsibility, the student can (with parental agreement) begin borrowing other materials from the library.

Damaged Library Materials

If a book or magazine is damaged or destroyed, a note is sent to the parent listing the cost of the material. When it has been paid for, it becomes the property of the paying parent and is discarded from the library. ***Library books should never be placed in a backpack with a water bottle or other beverage containers.**

Library Instruction

All K-2 students receive a structured library experience every six-day cycle for 30 minutes, grades 3 & 4 once every other six-day cycle for 40 minutes. There is a curriculum, and the most important goal is to introduce the library and nurture a love of reading. Information literacy is also emphasized.

Birthday Book Project

The Birthday Books program allows a parent to donate a book to the Cumru Library in honor of a student’s birthday (or half-birthday if the birth date falls during the summer or in September). An invitation to participate is sent home the first week of school. The librarian matches a book to the birthday child, and then presents it in a memorable way. A bookplate permanently acknowledges your family’s gift to the library collection.

If you have any questions concerning the Cumru library, please call the school and dial extension 5111 or ask to be connected to the library. We will be happy to assist you.



PHYSICAL EDUCATION

Physical education classes at Cumru are designed to introduce and develop physical, social and wellness skills through a variety of activities, games and sports. Instruction is aimed at fostering student participation, cooperation and sportsmanship in a healthy, non-competitive atmosphere while improving physical fitness and motor skills.

From a variety of group games to the introductory skills of individual and team sports, children are motivated to learn through maximum participation. Balls, jump ropes, scooters, beanbags, parachutes and tumbling mats all add to the excitement of learning in physical education.

You can help maximize your child’s learning experience by having him/her wear sneakers and comfortable clothes for exercise and play. Flip-flops and sandals are not acceptable or safe for physical education participation.

Depending upon the weather, gym classes are conducted outside from September to November and April to June, so outerwear is sometimes necessary. For children with special needs, there is adapted P.E. instruction available on an as-needed basis.

If for some reason (injury, illness, etc.) your child needs to be excused from gym class, **a note from a parent or doctor is necessary.**

Ask your child about their physical education activities and try them at home. Your participation with your child will help reinforce the skills learned in the Cumru gym. Let’s help our children grow up healthy.

FIELD DAYS

In the spring, students participate in a day of activities to demonstrate physical skills and sportsmanship. Kindergarten and Grades 1-4 will be scheduled on the same day.



HOMEWORK POLICY

Homework is given to teach students responsibility and to reinforce concepts taught during the school day. To keep homework assignments consistent throughout the grade level, the following **average** time allotments have been established:

Kindergarten & First Grade	10-15 minutes
Second & Third Grades	15-30 minutes
Fourth Grade	35-40 minutes

Parents As Reading Partners (PARP) can be used as a homework assignment, especially in the early grades when homework may not be assigned on an everyday basis.

INSTRUCTIONAL SERVICES

CARE TEAM

Cumru’s CARE Team is patterned after the ESAP (Elementary Student Assistance Program) model. It is designed to identify students, who are experiencing barriers to learning and school success, and to intervene and refer these students to the appropriate community resources. It is an intervention program, not a means to diagnose, provide or refer for treatment. The CARE Team has received intensive training provided by the Berks County Intermediate Unit (BCIU), an educational service agency. Members of the Team include the principal, guidance counselor, school nurse, instructional support teacher and a classroom teacher.

Involvement in this process is confidential, voluntary and requires written parental permission to proceed to an intervention by appropriate community resources. Referrals are based on observable behaviors of the student. A teacher, administrator or parent may make a confidential referral to the CARE Team.

A case manager is assigned who will gather preliminary information and schedule a meeting with the parent(s) to share this information with the family, obtain additional information, and discuss the referral. The parent can either sign permission for outside agency involvement or refuse intervention services.

The program is governed by federal and state laws as well as school policies and

procedures and is supported by the Department of Education, which provides professional standards and guidelines for its operation. Records are kept separate from the student's permanent files and only trained team members have access to them.

INSTRUCTIONAL SUPPORT TEAM (IST)/RESPONSE TO INTERVENTION AND INSTRUCTION (RtII)

The IST is a building-based team approach program designed to meet the needs of regular education students who are experiencing difficulty academically and/or behaviorally within the classroom setting. The team assesses a student's needs and designs a plan with interventions to enable the student to meet with success in the classroom.

The IST process begins after a teacher or parent requests assistance from the team. The following procedures occur:

- Information is gathered for an overview of the student's academic or behavioral strengths and deficits.
- The support teacher contacts the parents.
- Assessment data is collected.
- A team meeting is conducted. The team writes an action plan with specific interventions.
- The action plan is implemented, and the student is progress monitored for a period of time.
- A progress review meeting is held to determine the success of the interventions.

The progress review results in one of the following:

- Intervention strategies/programs have been successful, and the case is closed.
- Intervention strategies/programs are being continued and progress of the student continues to be monitored.
- Intervention strategies/programs are being redesigned.
- The student is being referred to a multi-disciplinary team for further evaluation.

READING SUPPORT PROGRAMS

Students experiencing difficulties in reading may receive services through RtII and Title I.

Title I

Title I is a federally-funded program. Each year an application must be submitted for approval by the Federal Government for continuation of funding. At Cumru, supplemental reading instruction is provided by interventionists to eligible students in Grades K-4. Title I reading classes meet at least 3-5 times per cycle for 30 minute periods. Interventionists will instruct the students based on their individual needs.



SPECIAL EDUCATION PROGRAMS

The following special education services are provided for eligible students based on information provided through the IST process and the results of assessments performed by a certified school psychologist or therapy specialist.

- Learning Support (LS) for students whose primary identified need is academic learning.

- Life Skills Support (LSS) for students whose primary identified need is functional academic learning.
- Speech and Language support for students who need to develop speech or language skills.
- Occupational Therapy (OT) for students who need to develop fine motor skills and/or motor planning skills.
- Physical Therapy (PT) for students who need to develop gross motor skills and/or motor planning skills.

GOVERNOR MIFFLIN GIFTED EDUCATION PROGRAM

The goal of the Governor Mifflin Gifted Program is to acknowledge the need for gifted students to work with other like-minded students. This program is intended to build a community of learners that will learn both independently and cooperatively. In a group setting, students will be engaged in units studying topics in science and social studies, while incorporating math and literacy, as well. These topics will be separate from those being studied within their grade level curriculum. Throughout the program, students will be introduced to and will begin to develop higher order thinking skills, including creative thinking, critical thinking, analysis, and problem solving. In addition, students will receive differentiated instruction, within their regular education classroom to extend the grade level curriculum and challenge their abilities.

ATTENDANCE

REGULATIONS

All absences are classified as either excused or unlawful. Illness, religious holidays, death in the family and exceptionally urgent situations that affect the student, are the only reasons for excusable absence from school. By state law, all other absences must be entered as unlawful.

Following three (3) days, parents/guardians shall be notified in writing by the principal of the penalties for violation of the Compulsory Attendance Laws if further unlawful absences should occur. School officials shall initiate action against parents/guardians of students who have accumulated in excess of three (3) days of unlawful absences.

When a student has an excessive amount of absences accumulated throughout the school year, the parents/guardians will be notified to provide a physician's statement for each succeeding absence.

ABSENCES AND ILLNESSES

We request that you **CALL THE SCHOOL (PRESS OPTION 1) if your child is going to be absent from school.** You may call at any time to record a message on the auto-attendant system – please note: this is the preferred method. You may call as early as the previous afternoon if you know your child will be absent the following school day. When calling a child off, please state the date and give your child's name, the teacher's name and the reason for the absence.

You may also request homework for the student at this time. However, please be aware that your message must be recorded by 9:00 a.m. the day of the absence and understand that it may not be available until the end of the school day. This advance notice gives the teacher time to collect and prepare the work. Homework may be sent home with a sibling, friend or neighbor or picked up in the office after 3:30 p.m.

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A written excuse for the student's absence should be presented to his/her teacher upon return to school. A doctor's excuse is requested after an absence of three (3) or more days.

RELEASING STUDENTS DURING SCHOOL TIME

ALL early dismissals and returns from unavoidable appointments **MUST** be made through the Office (sign-out/in). Children will not be permitted to wait for their parents in front of the school or in the parking lot. When coming to the Office during the day, you should park on the west-side parking lot next to the cafeteria. **NO PARKING is allowed in front of the school at any time.** The front parking lot is reserved for staff parking.

PLEASE avoid dropping off or picking up children at the front of the building, especially at the bus time listed. Please use the west side of the building. Children can be dropped off there between 8:30 and 9:00 a.m. They can also be picked up there at 3:20 p.m., but **you must park and meet them at the bottom of the steps**; they will not be released to walk unaccompanied through the lot. **At any other time, you must come into the Office to sign them in/out.** Children who arrive after 9:00 are tardy and must be signed in. **No** child is to be released without being signed out. This is a safety measure to help prevent unauthorized persons attempting to pick up children. If your child is to be released to someone other than a parent/guardian, please send a note to the child's teacher; make sure that **ONLY** the person named in the note picks up the child and that they are prepared to present some form of photo identification.

Failure to follow these procedures causes serious safety hazards. **DRIVE SLOWLY whenever on school property.** Please remember that our student population is primarily 5- to 10-year-old children.

ABSENCES FOR EDUCATIONAL FAMILY TRIPS

We realize that many trips may have a high educational value (Governor Mifflin has been very reasonable with family absences), but school attendance cannot be taken for granted. Attendance in school is a state law; if the law is broken without a legitimate reason, we must follow the mandate of the law and mark the absence as unlawful. Requests will be considered on an individual basis depending on the educational value of the trip. A standard form used district-wide must be completed to request approval of a trip (one per family); these are available in the Office.

The Governor Mifflin School District strongly discourages student absence from school except when illness or other urgent reasons prevent the child from attending. The school district officials are aware that it is not always possible to schedule family trips and vacations when school is not in session. In keeping with our guiding philosophy, but also recognizing the importance of the family unit, the school district will approve educational tours or trips up to a maximum of five (5) school days per student per year, providing that the following provisions are met:

1. The "request for Excused Absences" form, designed for preplanned educational tours or trips, must be submitted to the school office for consideration at least ten (10) days prior to the date of the intended trip.
2. There is space on the form to detail the educational value of the trip and list the name of the person responsible for supervision. This area must be completed.
3. The request will be forwarded to Central Office, who will evaluate the request in terms of its educational value, duration and adequateness of supervision. If approved by Central Office, the absence will be considered excused subject to the student's satisfactory completion of assignments missed during the absence,

it is the responsibility of the student to request assignments prior to leaving on the trip and to make up all work missed during the absence within two (2) weeks after returning to school.

A student may be excused from school to accompany his/her family to attend important family functions such as graduations, weddings, funerals, etc. that are out-of-town and require lengthy travel. Excusal from school for this reason requires prior approval from the building principal or designee and satisfactory completion of all work missed during the absence.

Hunting, fishing, skiing and other recreational-oriented trips are not considered to be educational trips or compelling reasons for absence, and absences for these purposes will be considered unlawful.

The absence of a student taking a trip or tour which has not received prior approval will be considered unlawful and subject to the provisions of the Compulsory Attendance Laws (section 1333 of the School Code and Article X section B of the District's Behavior Code). Any day(s) of unlawful absence beyond the first notice (three unlawful days of absence) shall result in the school district pursuing appropriate legal action according to the Pennsylvania Public School Code attendance regulation. This action shall include the filing of a citation against the parent(s), which may result in a fine being levied by the local district justice.

CHANGE OF INFORMATION

Parents are responsible for reporting to the principal, secretary or teacher any change of address, telephone number or other pertinent information which occurs during the school term. It is **vital** that we have accurate, current information, including alternate contacts, in case of illness or emergency.

SCHOOL SERVICES

LOST AND FOUND

We keep a lost-and-found table in the small hallway leading to the courtyard near the Library Classroom, and we accumulate the strangest things! We encourage parents when they enter the building to visit the table. Shortly after such visitations, all unclaimed items are donated to Goodwill. This is done several times during the year to reduce the volume of items.

SCHOOL BREAKFAST AND LUNCH PROCEDURES

We implemented a Grab n' Go breakfast program for grades K - 4 at a price of \$1.25. The Grab n' Go breakfast includes items such as assorted dry cereal bags, low fat muffins, single-serving reduced-fat pop tarts, fruit juice, pancakes, waffles and milk. The students may purchase breakfast from 8:30 to 8:45 a.m. in the cafeteria, and then take it to their classroom to be eaten.

Monthly lunch menus are available on the Districts website, copies will also be available in the school office. We ask that YOU take the time to review the menu with your child, perhaps a week at a time, and TOGETHER decide if your child will pack or buy lunch. We ask that students buying lunch take a MINIMUM of three (3) items plus milk with the philosophy "take what you like and eat" in an effort to eliminate waste. Please work with your child to make smart decisions on lunch choices to help ensure no wasted food.



White, skim and chocolate milk are available. Children allergic to milk products can substitute soy milk; please contact the school nurse for further information (see the section on Health & Safety). Ice cream is sold only on Tuesdays each week. Reduced fat snacks will be sold every day.

We stress that children are expected to behave in our dining room the same as you expect them to behave in your dining room at home. Please emphasize that children should observe good manners. We feel that "G.M." should also stand for "Good Manners."

We suggest placing enough funds in your child's lunch account to cover at least one week. Please be sure to discuss with him/her what can and cannot be purchased with these funds, and stress that he/she should immediately give you the new envelope sent home from the Cafeteria that indicates that the account is low or empty. Have your child take lunch account money to the Cafeteria prior to 9:00 a.m.

MYSCHOOLACCOUNT.COM

You may also review what your child purchased in the past 30 days. You may use your ACH checking & savings accounts to make on-line deposits.

STUDENT INSURANCE

Since the inception of school insurance, many children enrolled at Governor Mifflin have taken advantage of the low-cost Student Accident Insurance Plan. Each year available plans are studied, and the one offering the most to students is approved by the District's Board of School Directors.

The insurance plan is entirely voluntary and is offered as a public service to the parents of children attending the Governor Mifflin School District. We do, however, require that all athletes be covered by insurance, and this student policy should be secured unless you have other equivalent accident insurance to cover treatment in the event of injury. Senior high varsity football players are covered by a special football policy, which is purchased by the District's Board of School Directors.

School insurance is not intended as a replacement for your regular family health and hospitalization insurance. Please read the company's brochure thoroughly so that you are aware of the limitations of this insurance plan. All premiums received by the school are given directly to the insurance company, and no one connected with the school receives any financial gain in connection with this plan. A student is covered for a full year immediately upon payment of the premium to the teacher. Summer school and other related activities sponsored by the school are covered by this policy. It is your responsibility to complete all claim forms as required. If you should experience a problem concerning your claim, designated school personnel will be happy to assist you. For claim forms and information, contact the secretary in the school your child attends.

STUDENT PICTURES

We are required to take individual pictures of students once each year. Parents wishing to have a pictorial record of their children may purchase these photographs on a pre-paid satisfaction-guaranteed basis. The school and PTO benefit by the profits realized from the sale of pictures taken in both the fall and the spring.



HEALTH AND SAFETY

PHYSICAL EXAMINATIONS

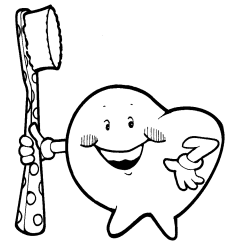


A physical examination is required on entry to school. It may be completed at school by the school physician or privately by the family's physician. If your child is to be examined by your private physician, please have the physician complete the "Private Physician's Report of Physical Examination of a Pupil of School Age" form (available from the Health Room or school office). This exam must have been completed no earlier than September of the previous school year.

Return this form to the school nurse as soon as possible. If this form is not returned to school by the date of examination by the school physician, your child will automatically be scheduled for the exam in school. You will be informed of this date and invited to be present.

DENTAL EXAMINATIONS

A dental examination is required on entry to school and third grade. It may be completed at school by the school dentist or privately by the family's dentist. If your child is to be examined by his/her private dentist, please have the dentist complete the "Private Dentist's Report of Dental Examination of a Pupil of School Age" form (available from the Health Room or school office). Return this form to the school nurse as soon as possible. If this form is not returned to school by the date of examination by the school dentist, your child will automatically be scheduled for the exam in school. You will be informed of this date and invited to be present.



EMERGENCY CONTACT SHEET

This is sent with each student's assignment letter approximately two (2) weeks before the start of school. **It is vitaly important that you review all information, correct errors and/or add missing data, and return this paper to the school as soon as possible after the start of school so that we can contact you in the event of illness or emergency concerning your child.** Please be sure to inform the office of any changes during the school year, especially phone numbers changes (home and work). It is also important to provide alternate contacts in case you are unavailable.

This sheet includes a place to grant or refuse permission to the nurse to administer Tylenol and/or Maalox when deemed necessary. You will be notified when any medication is given to your child. These medications are never repeated during the same day at school.

MEDICATION AT SCHOOL

Please do not send prescription or over-the-counter medicines to school with your child. **If unavoidable, we must have the proper form signed by a parent and the child's physician before any medication can be given. Medication **MUST** be in the original container with the child's name and dosage marked on the**



label. All medication must go to the school nurse and will be dispensed only once during the school day. Any medication that is to be given periodically for the entire year (e.g., inhalers for asthma, allergy medications, etc.) also requires a special form that must be signed by a physician. These forms are available in the Health Room.

Tylenol and Maalox may be administered by the nurse if parents have given permission in writing or have checked such on the enrollment sheet. Parents will be notified when a medication is given to their child.

MILK SENSITIVITY/FOOD ALLERGIES

If your child has milk sensitivity, a doctor's excuse or statement is needed so that a substitution can be made for the milk normally served to all students. The nurse needs to be notified of all food allergies. A form must be completed and returned to the Health Room so the cafeteria personnel can make substitutions.



HEALTH ROOM VISITS

1. The nurse is available to assess a problem, not to treat it! If anything requires more than very basic first aid or there is a problem that requires a child be excluded from school, the parent will be notified. The parents or someone they designate will be expected to pick up the child as soon as possible.
2. Some things for which a child will be excluded are:
 - a. fever – The child should not return to school until he/she has been fever-free a full 24 hours **without the use of fever-reducing medications.**
 - b. vomiting or diarrhea
 - c. head lice – Lice can come from almost anywhere (another child's hat or comb/brush, an upholstered seat, etc.). Please don't be ashamed if this occurs. Lice outbreaks are common among school children. Classrooms will be checked periodically throughout the year as needed. Any child found to have head lice or nits (eggs) will be excluded from school until completely clear of lice and nits. **It is important that you act immediately to prevent spreading to other members of your family.** You will be given further information if this occurs to your child. The child must report to the Health Room accompanied by a parent immediately upon entering the school on the morning of return to be checked by the nurse before reporting to his/her classroom.
 - d. reddened eyes with drainage
 - If a physician deems that medication is unnecessary, a note signed by that physician stating this to be a non-infectious condition will be needed for the child to return to school.
 - If eye drops, ointment or oral medication are prescribed, the child **may not return** to school until **24 hours after** the first dose has been given.
 - e. chicken pox
 - All pox marks must be dried and have scabs before the child will be allowed to return to school.
 - The child must report to the Health Room accompanied by a parent immediately upon entering the school on the morning of return to be checked by the nurse before reporting to his/her classroom.
 - f. If any child has an infectious condition that requires antibiotic treatment, it is advisable that the child not return to school until 24 hours after receiving the first dose.

If at any time during the school year your child should develop a health problem or have a change in his/her health, please notify the nurse in order that his/her health record can be kept up-to-date.

VISION/HEARING SCREENINGS

Each year the school nurse screens all students for possible vision and hearing problems. If a problem is found during the initial screening, a follow-up screening is done. If the problem continues to appear, a notice and form will be sent home. Please have a physician complete the form and return it to the nurse as soon as possible.



HEIGHT/WEIGHT/BMI

Each year all students will be weighed and measured by the school nurse. Calculation of the student's BMI (body mass index) will be performed. You will receive notification of these results and are encouraged to discuss them with your child's physician.

CHILD ABUSE REPORTING

Whenever there is a reasonable cause to suspect child abuse, school officials are required by law to report to county and state agencies. These agencies have the legal right to interview students at school without parental permission.

RECESS ACTIVITIES

Children go outside for recess for 15 to 20 minutes every day unless the temperature or wind chill goes below 32° F. Students are required to dress appropriately according to the weather. Please check the forecast daily. A note is required if a student should remain indoors for health reasons.



DRESS CODE

The Cumru Dress Code is based primarily on safety concerns for our very active primary age children. Because of the need to run, jump, skip and climb, our school recommends sneakers or sturdy shoes on a daily basis. Sandals with no back strap, clogs and flip-flops are not permitted at any time. The Wellness Policy of the Governor Mifflin School District endorses an active lifestyle to promote fitness. In keeping with this policy, proper footwear is required to ensure the safety and well-being of all our students. Additionally, casual clothing appropriate for play is required. School policy prohibits halters, spaghetti-strap shirts, any shirts that reveal the mid-section and any shorts or skirts that are higher than the fingertips when hands are at the side. See the Discipline section at the back of this handbook for more details.

SPECIAL EVENTS & PROGRAMS

BACK TO SCHOOL NIGHTS

The purpose of this evening event is for parents to become acquainted with their child's teacher and for the teacher to explain the daily activities and curricula. This is a

parent information session that is not appropriate for students. Please plan on childcare at your home for this evening. The Back to School Night dates for this year are:

Wednesday, September 7, 2011 –

Grade 1 - 6:15 p.m.; Grade 2 - 7:15 p.m.

Wednesday, September 14, 2011 –

Grade 3 - 6:15 p.m.; Grade 4 – 7:15 p.m.

PARENTS AS READING PARTNERS (PARP)

This program encourages the support of parents in developing the love of reading in their children by asking them to read together at least 15 minutes each day of the month. PARP calendars will be issued on a monthly basis October through March. You are asked to either sign off or have your child draw a small picture on the calendar for each day that this goal is accomplished. At the end of each month, send it back to school for PTO volunteers to stamp and return. Each month, the one classroom at each grade level that returns the most calendars will be named the monthly winners. Children who successfully complete this six-month project will receive a certificate at the end of the year, and the one classroom at each grade level that has returned the most calendars for the entire period will win an ice cream party, courtesy of the PTO.



We urge your strong support of this excellent project. You may find unexpected rewards from the time shared reading with your child.

PUBLISHING CENTER

For many children, book publishing is the most exciting part of the writing process. Frequently, the first “real” reading some children do is their own published story. With grant money and the financial support of the PTO, a publishing center has been established where all Cumru students can have their writings published into books complete with cover, title pages, dedication and author page. The entire center is run by trained volunteers who type and collate student-made books. Volunteers are always needed for this program. Treating the children’s works as literature increases the value placed on their writing and allows them to feel validated and rewarded for their efforts.

WRITER’S RECITALS

The Governor Mifflin School District emphasizes student writing as part of the total language arts program. In support of this, Cumru holds a Writer’s Recital several times a year (when scheduling permits), which features original, creative writings by our kindergarten to grade 4 students. Each classroom teacher is given the opportunity to nominate a student and a particular piece of writing to be recognized at this special event. After the students are identified, the Library issues an invitation and R.S.V.P. for family members to attend. This should be returned to the Library so we can assure seating and space requirements. Not every student is nominated; it is a special opportunity for children to share their growth and talent in writing. Cumru children view the Writer’s Recital as an honor and are thrilled to be invited.

HALLOWEEN PARADES

This year our Kindergarten through grade 4 Halloween celebration and parade will occur on October 28. This is also an Act 80 day; students will be dismissed at 1:00 p.m.

The parade will begin at 9:20 a.m. with the **Mifflin Park students** exiting the front of their building and proceeding along the bus lane to the front of GMIS. The parade will continue on School Lane (the roadway that connects GMIS and Cumru) towards Cumru. The parade will then continue to the front of the Cumru building. The Cumru classes will be lined up in the front of the building (**please do not assemble there**) and will watch the parade of students from Mifflin Park as they walk past the bus lane and make a U turn to return to Mifflin Park.

Cumru students will then join the parade in the front of Cumru Elementary School as it goes past. (**approximately 9:30**) The parade will continue down School Lane to GMIS and across the main thoroughfare in front of GMIS. The Cumru parade will make a turn on the Elkins Avenue driveway and proceed to the first bus lane at Mifflin Park and parade past all the Mifflin Park students. Cumru students will make a U turn at Mifflin Park and retrace the parade route past the main thoroughfare at GMIS. They will proceed up School Lane and return to the front of Cumru

In case of inclement weather, the parade will be held inside. Adults wishing to view the parade may assemble in either the Cafeteria (Kindergarten, grades 1 & 3) or the gym (grades 2 & 4). No adults will be allowed in any other part of the building unless they first sign in at the office and obtain a "Visitor/Volunteer" tag.

All children may wear their costumes or bring them in a well-marked bag. We encourage students to dress as storybook characters and refrain from violent characters. **Please do not allow children** to carry toy weapons (axes, guns, knives, swords, etc.). All children should have a well-marked bag to be used in bringing clothes back home. Teachers will arrange for homeroom mothers to assist children with dressing, escorting classes along the parade route and serving treats in the classroom.

READING IS FUNDAMENTAL (RIF)

One of the greatest joys a child can have is the love of reading. First grade students are fortunate to be able to participate in this program through the generosity of the UGI Corporation and the PTO. Three book giveaways occur during the course of the year. Each giveaway revolves around a theme. Before the giveaway, children participate in several lessons that instill the love of reading. As a culminating activity, each first grade class participates in a special library lesson. At the end of the lesson, each student selects a gift book provided from RIF grant money. In order to promote parental involvement, a brief follow-up activity is included for the parent and child to complete together. These activities provide motivation, spark interest, and help make reading an exciting adventure.

FIELD TRIPS

As an extension of the classroom, educational field trips are planned throughout the year. Teachers provide information to the parents when field trips are scheduled.



OPEN HOUSE (SPRING)

Parents are invited to attend this evening event, which features various special activities and programs. Examples of student projects and other accomplishments of the year are showcased. More information will be sent prior to the dates.

PRESERVATION THROUGH CREATION

Scheduled in the spring, this one-night event showcases one piece of artwork from each student sold for \$1.00. All proceeds benefit the Cumru Courtyard, which is used throughout the year by all grade levels in conjunction with their science units. The name of the event derives from the aim to preserve the environment through the creation of works of art.

VISITATION DAYS FOR AMERICAN EDUCATION WEEK

A week in November is designated as American Education Week, and Governor Mifflin sets aside several days on which parents and grandparents are invited to visit their student's classroom to observe the learning environment in the school. More information will be sent prior to the dates. This year the designated dates are: November 17 and 18 from 9:00 – 3:00 p.m.

PRINCIPAL'S BIRTHDAY LUNCHES

In order to become better acquainted with students, the principal meets with the children monthly (or as his schedule permits) during the lunch periods from 10:45 a.m. to 1:45 p.m. to celebrate their birthdays in a special way. Children in kindergarten through grade 4 are invited to join him on the stage area of the Cafeteria for lunch either during the month of their birthday or as designated (summer birthdays are not forgotten). Thanks to the PTO's support, the children receive a personalized birthday-gram, bookmark, Cumru Birthday pencil and a delicious treat.

If for any reason (religious or other), you do not want your child to participate, please notify your child's teacher in writing.

PRINCIPAL'S "CAUGHT BEING GOOD" PROGRAM

In an effort to recognize and emphasize positive behavior and promote students' self-esteem, the principal attempts to catch children on their best behavior, recognizing their positive efforts and kind deeds with a word of praise and by distributing cards stating, "Mr. Watts caught you 'beeing' good!" (based on the school mascot, the bumblebee). The staff extends the philosophy into their classrooms. We truly want the children to feel that "Cumru kids have class!"

Dairy Queen in Kenhorst Plaza supplies "Caught Being Good" tokens or coupons, which may be redeemed for a free ice cream cones. These are distributed for special random acts of kindness observed by the Principal. (Please note: "Caught Being Good" **cards cannot be redeemed** for free ice cream.) We appreciate Dairy Queen's partnership in education and in promoting good behavior.

WELCOME WAGON

The Welcome Wagon program consists of third grade students chosen to introduce new students to strategic staff members while touring major parts (office, cafeteria, nurse, and library) of the building to help them feel more comfortable in their new educational environment.



VOLUNTEERS – PARENT ORGANIZATIONS

GUIDELINES FOR VOLUNTEERS

As mandated by the GM Board of School Directors, all volunteers in direct contact with children must obtain Pennsylvania Criminal Record and Child Abuse clearances; each costs \$10, which will be reimbursed by the District with paid receipts. Contact the school office for the forms or more information. Volunteers do NOT need to renew their clearances every year as long as they remain active in the District. Activities at which the teacher will be present (field trips, Field Day, class parties, etc.) do not require clearances.

1. Sign in and obtain a "Visitor/Volunteer" badge/tag from the Office.
2. Confidentially: Please don't discuss with anyone any personal details (skill or ability levels, home situation, problems, etc.) of students or staff you may learn while volunteering.
3. You may be asked to do many activities – clerical, bulletin boards, hall displays, collating, etc. You may not always be working with children.
4. Please commit to a time and be punctual and consistent.
5. If you are unable to commit on a weekly basis, you can volunteer on an occasional basis – bake for a party or the principal's Birthday Lunches, volunteer for a once-a-year event (Halloween, Fall Festival, Field Day), or split time with another parent on a bi-weekly basis.

PARENT-TEACHER ORGANIZATION

The Parent-Teacher Organization (PTO) exists to support and promote the education of all our children and is composed of parents, teachers and other interested persons joined to accomplish this goal. Executive board meetings are open meetings held once a month where business is discussed and new ideas are developed. The Cumru PTO seeks to aid and augment the education of all the children by providing financial support for additional equipment, educational experiences and special events. All PTO dues are kept within Cumru and directly benefit our children. When needed, volunteers are provided for a variety of jobs and events. Members of the PTO also provide a forum of parents with whom the Administration can communicate. It is hoped that you will join this active, viable organization.

CUMRU PARENT ADVISORY COUNCIL (PAC)

The Cumru Parent Advisory Council (PAC), a voluntary group of parents who meet with the Principal, is formed in the fall of each year. There are four (4) meetings scheduled throughout the year at 9:30 a.m. on Thursdays at Cumru. Its purpose is:

1. to provide an opportunity for a representative group of parents to receive important information about the school.
2. to seek the advice of a group of parents concerning upcoming events, curriculum, school affairs, etc.
3. to provide an opportunity for "feedback" or "rumor control" as the grapevine works in the community.
4. to provide an opportunity for the representatives to anonymously bring sensitive issues or concerns directly to the building principal for discussion.

TRANSPORTATION

SCHOOL ZONE – FLASHING LIGHTS

Cumru Elementary School Handbook

The hours of operation are 7:15–9:00 a.m. and 3:00–4:45 p.m. Penn Dot has also approved the manual operation of the lights during the times of early dismissals and delayed starting times for the District. Please comply with the speed limits when you enter or exit the school property.

BUS AND DISMISSAL PROCEDURES

We have over 600 students and use over 25 buses to transport those students home in a 30-minute period. Therefore, the bus dismissal procedure must be highly organized. You can assist us by following these guidelines:

1. **DO NOT use the front door of the building for student drop-off and pick-up during bus times before or after school.** Hazardous conditions are caused because parents do not adhere to this rule. The yellow curb and posted signs should serve as reminders.
2. Please use the macadam area on the west side of the building. Follow the arrows.
3. **All car pick-ups are dismissed at 3:20 p.m. from the upper west side cafeteria door.** Due to traffic congestion, adults picking up children must **park** their vehicles and **meet the children at the bottom of the steps at the door.** We have increased the parking area to include both the upper and lower parking lots on the west side of the building. Students will not be released unless there is someone to meet them at the bottom of the steps. **Children are NOT to walk unaccompanied through the parking lot for ANY reason!** Students being picked up by car may not leave by the front door, even if accompanied by an adult. Since the front parking lot is for staff only, leaving by the front door would require the less safe route of walking in the street. **If you are picking up your child, please wait outside the building rather than in the busy hallways or the office.**
4. Walkers going to the Governor Mifflin Apartments or Overbrook will be dismissed at 3:20 p.m. via the lower door by the gym on the west side of the building. To insure the children's safety, a staff member is assigned to accompany them to the walkway. Children should then walk directly to the crossing guard at Route 724. They should NOT be running through the field or crossing Route 724 or Governor Drive at any other place. **Parents should not pull children from the walker line; report to the office to have the child come there to be signed out.**
5. **You MUST send a note to your child's teacher if the dismissal procedure is to be different than normal.** For regularly recurring situations (such as Brownies), one note is sufficient. Children will be sent home their normal way unless we receive notice IN WRITING! Phone calls will be accepted ONLY if the new method ensures the child's safety (e.g., riding the bus vs. parent pick-up).
6. Bus transportation is a privilege which can be denied to students whose behavior becomes a safety concern. The bus driver is in charge of the bus and is expected to take initial disciplinary action. Serious or persistent violations of bus rules will result in a report to the school principal who has the right to deny bus transportation on a temporary or permanent basis.
7. Buses are filled to capacity. Children are **not** permitted to take friends home with them on the bus.
8. When there is any change in transportation for you child, please notify the office, your child's teacher, and the Transportation office.

9. Any questions about bus transportation can be forwarded to district personnel at (610) 775-1464.

ARRIVAL PROCEDURE FOR WALKERS

Students walking from the Governor Mifflin Apartments or Overbrook should utilize the walkway that connects Cumru and GMIS. The children should walk to the lower playground area, cross there and walk up the steps to the west side cafeteria door. In this way, children will avoid the traffic moving through the west side parking lot. They should not use the Main Lobby entrance in the morning and they should not arrive prior to 8:30 a.m. The loading dock is not a safe place for children.

BUS RULES (KIDS' TERMS)

Please take time to review these rules with your children.

Don't lose your riding privilege ~ Follow these District-wide Bus Rules:

1. Observe the same conduct as in the classroom.
2. Be courteous – no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. The bus driver is authorized to assign seats.
11. Do not bring tape/CD/DVD players, trading cards or toys on the bus.

BUS STOPS

Take your child to or have your child wait at the bus stop that is CLOSEST AND SAFEST to your house (not just to be with friends – think of rain and snow). DO NOT allow your child to go to the bus stop more than FIVE (5) MINUTES before the normal arrival of the bus. Children who stand around too long without adult supervision will and DO get into trouble. We are concerned about their safety. Please cooperate.

DISTRICT BUS REGULATIONS FOR STUDENTS

1. Students shall line up single-file at the bus stop ready for entry onto the bus. Students to be discharged at the stop shall leave the bus before those waiting to enter may get on.
2. Pupils should move quickly and orderly back the aisle to their seat. All students must be seated before the bus will proceed. Students must remain seated while the bus is in motion.
3. When the bus stops to discharge students, those seated nearest the front of the bus shall be the first to exit.
4. When alighting from a bus to cross the road, students should always cautiously cross in front of the bus with the assistance of the driver.
5. Upon boarding a bus, students may be assigned to a seat by the driver.
6. The bus driver has been delegated the responsibility and necessary authority for maintaining proper discipline on the bus at all times. If, after repeated cautions and warnings, a student continues to misbehave, the privilege of riding the bus may be suspended.

7. A student whose bus privilege has been suspended shall not be allowed to ride on the bus again until his or her parents have had a conference with the school principal.
8. Eating, drinking or smoking on the bus shall be prohibited at all times.
9. Students shall not throw paper or other debris on the floor of the bus and shall practice good citizenship at all times in assisting to keep the bus clean and in good condition.
10. Noise and distractions shall be kept to a minimum at all times.
11. Any damage incurred to the bus by a student shall be reported to the driver immediately.
12. Windows shall be regulated only with the consent of the driver. The last student to occupy a seat at the end of the run shall see that the window is closed before leaving the bus.
13. Students should never put hands, arms or legs out of the bus windows.
14. Lost and found articles shall immediately be turned in to the driver.
15. State law requires the driver to have two (2) emergency unloading practices for all students during the school year.
16. Be on time at your designated bus stop. While waiting for the bus, students should stay off the road at all times. Students who wait for their bus on private property should exercise respect for this property.
17. If you desire to change buses or bus stop, a written request from either parents or the school principal must be submitted to the Transportation Department.
18. Playing of personal radios, tape recorders and CD/DVD players on the bus is prohibited.

DISTRICT-WIDE DISCIPLINE PROCEDURES

BOARD POLICY

Discipline is the ability of the student to conform to the demands that the school society places on the individual for an accepted level of behavior, largely in terms of insuring the rights of other students, teachers, and other school personnel. Discipline is, of course, best when it is self-imposed. One of the central goals of our schools is to help students develop self-discipline. Our school program will make every effort to help each student learn to control herself/himself, to conform within reasonable limits to his/her environment.

Discipline so conceived is developmental rather than punitive. Based upon faith in the worth and dignity of each individual, discipline becomes a guiding, rather than a punitive, device.

The teacher's role in discipline should be like that of a kind, firm, judicious parent in the home, helping children and youth grow in their capacities for self-discipline and self-direction.

It is the school administration's role in discipline to insure the rights of all students, teachers and other school personnel from infringement by students who are unable to discipline themselves. This is to be accomplished in such a manner as to preserve the offending students' right to a basic education.

PHILOSOPHY

Discipline begins in the home at an early age. Parents are responsible to introduce and to reinforce appropriate behaviors to ensure success in the school

setting. Our school promotes a safe and secure climate in which children succeed academically and socially. Quality instruction depends on an orderly and productive environment characterized by respect, responsibility and caring of all members. The goal of our school community is to promote student self-discipline by focusing on the developmental needs of the individual as well as holding the student accountable for his/her own actions.

Students whose behavior interrupts the instructional program will receive appropriate attention from school personnel. Consequences for disobeying rules may include the following: loss of class/lunch recess time; lunch in the office; logical consequences; loss of field trips or special privileges; in-school suspension; after school detention; out-of-school suspension; or expulsion and an alternative education program.

CLASSROOM OFFENSES

Since classroom discipline is primarily the responsibility of the classroom teacher, teachers utilize their own classroom management and behavior system that supports the school's philosophy of discipline. Examples of offenses which are subject to disciplinary action by the classroom teacher include but are not limited to:

- disrupting class
- refusing reasonable teacher requests
- overt disrespect
- cheating, lying and misrepresentation
- carelessness with property belonging to the school and to others
- profane language

Appropriate disciplinary action for classroom offenses

Disciplinary actions taken by the teacher include but are not limited to:

- student-teacher conference before, during or after school
- parent-teacher conference in person or by phone
- notation on report cards or correspondence home
- loss of recess privileges
- loss of special event privileges including field trips or assemblies
- after-school detention with advance notice given to parents to permit transportation arrangements
- other reasonable procedures consistent with the offense

In the event these teacher procedures prove ineffective, the teacher should discuss the case with, and/or refer it to, the building administrator. In the event that the severity or frequency of the offense warrants immediate overt administrative support (for example, a suspension category offense) the principal will intervene.

NON-CLASSROOM OFFENSES

Examples of non-classroom offenses include but are not limited to:

- leaving class or assigned area without permission or not reporting to class or assigned area
- property defacement, abuse or vandalism

- endangering the health and safety of others
- smoking or having tobacco products in one's possession
- profane or abusive language
- making obscene gestures or salacious statements, either verbally or in writing, including inappropriate drawings
- overt disrespect to the staff
- refusing a reasonable request
- using photographic devices including cell phone cameras
- harassment of any kind to any person
- misrepresentation or lying to any authority figure
- failure to report to detentions or other disciplinary assignments
- inappropriate dress
- possession of obscene images

In a primary school building, dressing and grooming should meet standards of safety and health and should not cause disruption to the educational processes. The school aspires to a standard of good grooming which will reflect in a positive way upon the student, his/her home and the school. Inappropriate dress includes but is not limited to:

- any garment containing words or symbols that are profane, obscene, sexual in nature or make reference to drugs or alcohol
- any garment that, by its nature, disrupts attention from the educational process
- clothing that reveals any part of the student's mid-section, including low rise jeans, pants, or skirts, halter tops and midriff tops
- spaghetti-strap tops are inappropriate
- shorts or skirts must be appropriate length with garment below fingers when standing with arms at side
- flip-flops and sandals that compromise the student's safety during physical education class and recess play – sneakers or low heeled shoes should be worn at all times

Appropriate disciplinary action for non-classroom offenses

The appropriate range of administrative disciplinary actions in these cases includes but is not limited to:

- conference with student and parent
- loss of recess and/or recess privileges
- lunch detention
- changing inappropriate clothing
- student-teacher conference before, during or after school
- parent-teacher conference in person or by phone
- notation on report cards or correspondence home
- loss of special event privileges including field trips or assemblies
- after-school detention with advance notice given to parents to permit transportation arrangements
- other reasonable procedures consistent with the offense

MAJOR BREACHES OF DISCIPLINE WARRANTING SUSPENSION

Extreme breaches of discipline that warrant in-school suspension or out-of-school suspension by action of the building principal or designee includes but is not limited to:

- failing to report to recess detention

- stealing of property belonging to the school, school employees, or other students
- acts which jeopardize the safety of others
- minor physical confrontation/altercation between students
- engaging in violent actions threatening to the safety of pupils and school personnel
- loud statements which may possibly lead to disruption of the school
- fighting and bodily assault
- gambling or forgery
- threats to members of the staff or other students
- repeated classroom and non-classroom offenses
- vandalism
- possession of obscene images
- any other violations of school rules and regulations

Students may be charged with a criminal offense by the police. The minimum offense for fighting or bodily assault is disorderly Conduct (Crimes Code of PA, Section 5503) or Harassment (Crimes Code of PA, Section 2708), which could result in a fine up to \$300, plus court costs, restitution, and possible incarceration.

Students may also be denied the privilege of bus transportation for an appropriate period if engaging in acts which jeopardize the safety of others while on the bus and at the bus stop.

HARASSMENT (CRIMES CODE OF PA SECTION 2709)

The Governor Mifflin School District is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. The Governor Mifflin School District requires all employees and students to conduct themselves in an appropriate manner with respect for their fellow employees, students and all members of the school community.

Definition of Harassment

Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation or disability. The age and maturity level of the child is considered when interpreting the harassment policy.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive. Harassment is a major breach of discipline that warrants suspension.

EXTREME BREACHES OF DISCIPLINE

Examples of offenses which warrant 10-day out-of-school suspension by the principal, involvement of the Superintendent and/or action by the Board of School Directors include but are not limited to:

- **WEAPONS:** 18PACS912 – The possession, sale, use or threat of harmful explosives, weapons, incendiary or destructive devices on school property.

- **DEFINITION:** “weapon” for the purpose of this section shall include, but not be limited to:
 - any knife
 - cutting instrument
 - cutting tool
 - nun-chunk stick
 - firearm
 - shotgun
 - rifle
 - any other tool, instrument or implement capable of inflicting serious bodily injury
 - any weapon “look-alike” that resembles any implement listed here, including toys
- **OFFENSE DEFINED:** A person commits a misdemeanor of the first degree if he possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school. Per Title 18, Pennsylvania Crime Code, Chapter 9 (18PACS912).

EXTREME BREACHES OF DISCIPLINE REQUIRING REFERRAL TO THE BOARD OF SCHOOL DIRECTORS

Any act requiring suspension beyond ten (10) days or expulsion **includes but are not limited to the following:**

- Bodily assault on any member of the school staff, volunteer worker, agent or visitor.
- Possession, sale or use of harmful explosives, weapons or incendiary devices.
- Any acts which lead to the student being cited as a “disruptive student.” (A “disruptive student” is one who through his actions detracts in a serious manner from the well-being of the general school population.)

BEHAVIOR SUPPORTS AND INTERVENTIONS FOR CHILDREN WITH DISABILITIES

Whenever behavior interferes with the learning of a child with disabilities or with the learning of others, the IEP team of that child shall consider and shall include in the IEP of the child, as needed, appropriate positive behavior interventions, strategies, and supports to address the behavior.

Whenever possible, such interventions, strategies, and supports shall be based on a functional behavior assessment, structured observation of behavior, or other effective system for collection and analysis of data concerning the behavior. Positive rather than negative measures shall form the basis of behavior support programs. Behavior support programs include a variety of techniques to develop and maintain skills that will enhance an individual child’s opportunity for learning and self-fulfillment. The types of intervention chosen for a particular child shall be the least intrusive necessary and parent consent shall be obtained prior to the use of any highly restraining or intrusive procedures. Nothing in this policy shall be construed to require the development of a separate behavior support or intervention plan when appropriate positive behavioral interventions, strategies, and supports that address the behavior can be incorporated into the body of the IEP.

Adverse techniques for handling behavior that is a manifestation of a disability which may not be used in educational programs of the district include corporal punishment; punishment for a manifestation of a child's disability; locked rooms or other locked structures or spaces from which the child cannot readily exit; deprivation of basic human rights, such as withholding meals, water, or fresh air; suspensions constituting a pattern (see Article XIII D); or, treatment of a demeaning nature.

CORPORAL PUNISHMENT

Corporal punishment – namely physically punishing a student for an offense – is permitted in the public schools of Pennsylvania subject to the policies and guidelines established by the State and by the local Board of School Directors. At Governor Mifflin, the following applies:

- Use of corporal punishment is prohibited.
- The use of reasonable force for restraining a student or for escorting a student from a class or to the office in a disciplinary situation is not considered corporal punishment within this section.

Pennsylvania regulations permit reasonable force to be used by teachers and school authorities:

- To quell a disturbance; or
- To obtain possession of weapons or other dangerous objects; or
- For the purpose of self-defense; or
- For the protection of persons or property

School authorities will notify all parents of this policy.

STUDENT POSSESSION OF DRUGS/ALCOHOL

A student found to possess drugs, alcohol, drug paraphernalia or material represented to be a controlled substance on his person, in his locker, or otherwise in his control on school property, shall be taken immediately to the principal or his designee.

The principal shall:

- Notify the parents or guardian immediately.
- Hold a conference with the student, parents, and appropriate school personnel.
- If warranted by the facts, suspend the student out of school for a period not to exceed ten (10) days and urge the parents to seek professional help from an appropriate agency. With the approval of the principal, the student may be readmitted to school upon receipt of a written statement from an appropriate agency that the student has reported to for help. Guidance personnel have the responsibility of keeping the principal informed of the progress the student is making while attending the agency. If circumstances warrant, the student may be suspended from school for an extended period of time and placed in an alternative educational program by action of the Board of School Directors.

Police will be contacted. **The parents or guardian, superintendent, and local police shall be contacted.**

A second related incident at any subsequent point in a pupil's school career shall be considered grounds for expulsion and/or placement into an alternative educational program. The second incident of a student possessing drugs or alcohol shall also result in the notification of the local police.

STUDENT DISTRIBUTION OF DRUGS/ALCOHOL

A student who has drugs/alcohol parceled up to deliver, or who distributes illegal drugs or material represented to a controlled substance on school property shall be taken immediately to the school principal. The parents or guardian, superintendent, and **local police shall be notified**. The student shall be suspended out of school until a conference can be held with the student, parents, and appropriate school personnel. Specific recommendations will be made to the student and parents.

Should the evidence be substantiated, the school administration shall recommend to the Board of School Directors that the student be expelled from school for the remainder of the year. If the student is sixteen or under, the Board of School Directors may place him/her in an alternative educational program or refer the student to the Juvenile Court for appropriate action.

If it is determined that the material in question is not in fact a controlled substance but has been represented as same, this shall be considered grounds for placement into the Alternative Education Program.

During the exclusion period, the student is to comply with the recommendations discussed at the conference. Re-admittance to school the next year will be considered upon receipt of a written request by the student and/or parents and a review of the request by the administration and a committee of the Board of School Directors. A written evaluation of the rehabilitation program in which the student has been involved must be submitted with this request.

BUILDING DISCIPLINE

DISCIPLINE POLICY

Four (4) non-negotiable building rules were established to create a positive educational climate and to help the children be successful at Cumru. A building-wide discipline plan creates a positive climate that promotes academic success and social growth for your children. These rules are clearly posted throughout the school and in each classroom, and both the rules and the consequences will be discussed and explained to the students in each classroom and will be reviewed and reinforced several times during the academic year. In addition, parents are sent and asked to sign a form indicating that they have read the school rules, discussed them with their child (ren) and agree to help support them. We ask that one form be returned for each student at Cumru. Your cooperation and support is appreciated.

The rules are:

1. Walk quietly on the right.
2. Show respect for our school and others.
3. Keep hands, feet and objects to yourself.
4. Follow directions the first time.

A series of consequences has been established for infraction of these rules:

- For a **first offense**, students will be given a clear, direct message to follow the rule. The student will need to demonstrate the correct behavior.
- If this is unsuccessful and a **second offense** occurs, the student will lose a privilege specific to that classroom or situation.
- After the **third offense**, the student will complete an "I goofed" form which states the rule that was broken and the student's plan to correct the problem. This form will be sent home for a parent/guardian signature. Students may receive two (2) "I Goofed" notes before moving to the next step.

- If the problem continues, a letter will be sent home notifying the parent(s)/guardian(s) of the situation, and IST services will be initiated.
- After the next violation, a second letter will be sent home to establish a conference between student, teacher, parent(s)/guardian(s) and principal. At this time, the discipline problem is discussed, and a plan is devised.
- Finally, a “severe clause” is written into the plan stating that severe misbehavior will result in an immediate parent conference.

Parents are asked to actively support these rules and are encouraged to tell their child (ren) clearly and specifically to follow the rules. Working together as a team will help to create the best educational environment possible.

CLASSROOM/SCHOOL-WIDE BEHAVIOR PLAN

Each classroom teacher uses a behavior chart to encourage and remind children to follow the Cumru rules. The chart is used as a visual reminder to all children throughout the school to follow the rules in the classroom, halls, playground, and lunch room. This provides children with consistency and focus on the rules that will create a safe and secure environment for all students. The system consists of five colors, each one signifying a descriptor about behavior. All specialists and lunch aides have color change cards to give children if they are not compliant to school rules in their respective classes or during lunch time. Teachers are specific when discussing the behavior or rule that has been broken. The behavior chart interpretation is as follows:

Green – I start each day on green. I am following all four rules. I will receive one warning before I move my card.

Yellow – Second warning, my teacher will show me what is expected of me.

Red – 5 – minute time-out 1st time – color noted in my homework buddy
2nd time – My teacher will contact my parent if I am on red twice in a 6-day cycle.

Blue – Phone call home will be made to parent by my teacher

White – I will receive an “I Goofed Note” to take home

When a student moves through the entire behavior chart twice, an “I Goofed Note” is sent home. Loss of other privileges, logical consequences, detention, suspension, or expulsion may occur consistent with the offense. Blatant offenses to the school behavior may require an “I Goofed Note” without rotating through the behavior system colors.

LOST/MISPLACED BOOKS OR LOST/BROKEN MATERIALS

Students are required to make restitution for school items such as textbooks, small reading series books, library books, math tool kit items, etc. Failure to make compensation may result in withholding report cards until the debit is paid.

INTERNET USE REGULATIONS

INTRODUCTION

The Governor Mifflin School District's goal in providing Internet service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students, community members, and teachers have access to quality resources and a global network of experts in all careers.

The smooth operation of the Internet network relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of your responsibilities as a Governor Mifflin student. The full text of the Governor Mifflin Internet Use and Safety Policy is found in Appendix A, on page 26. Violation of these regulations could result in a loss of computer privileges and other disciplinary action.

ACCEPTABLE USE

Students' use of the Internet and computer technology must support education and research and be consistent with the educational objectives of the Governor Mifflin School District. The following practices are prohibited:

1. Engaging in any computer activity that is not directly related to schoolwork and is not supervised by the classroom teacher or technology assistant.
2. Searching for or sending any material in violation of any United States or state regulation. This includes, but is not limited to, threatening or obscene material, and any material deemed offensive and incongruent with the purposes of any elementary school.
3. Viewing another person's score or progress reports for any academic area.
4. Using the Internet for commercial activities including purchasing or browsing for merchandise, or advertising.
5. Visiting any personal web pages or corresponding with another party without the supervision of the teacher or technology assistant.

CONSEQUENCES FOR VIOLATING ACCEPTABLE USE

The use of the Internet and computer technology is a privilege, not a right. Violation of the acceptable use guidelines could result in any of the following consequences, or a combination thereof, depending on the severity of the infraction.

- Loss of computer privileges for an extended period of time
- Loss of recess
- After-school detention
- In-school or out-of-school suspension

APPENDIX A

ACCEPTABLE USE POLICY OF DIGITAL TECHNOLOGY

1. Purpose

The Governor Mifflin School District (GMSD) makes various forms of digital technology available to its students for educational purposes and to certain of its employees to advance the education of students or to advance the legitimate business of the GMSD. GMSD makes digital technology available to its students and to certain of its employees for these exclusive purposes.

2. Definitions

The following terms, when set forth in this policy in capital letters, shall have the meaning set forth in the following definitions unless the context clearly indicates otherwise:

- a. "COMPUTER(S)" shall mean desktops, laptops, workstations, servers, and Personal Digital Assistants (PDAs), data projectors, printers or any other digital device in the nature of a desk top, laptop, workstation, server or PDA, that is owned, leased, or licensed by or to the GMSD.
- b. "DIGITAL TECHNOLOGY" shall mean all forms of digital technology, including software, hardware, and digital services of any nature and kind that is based on digital technology, that is provided directly or indirectly by the GMSD to its employees or students, and that is: (i) owned, leased or licensed to the GMSD; or (ii) that is accessed by or through digital technology that is owned, leased or licensed to the GMSD. Digital technology includes computers; servers; networks; programs; software; digital files, folders, data and records of any nature; the Internet; cell phones; beepers; PDAs; modems; voicemail; E-mail; chat-rooms; instant messaging; user groups; and such similar technologies.
- c. "INCLUDE" and "INCLUDING" shall mean inclusive of but not limited to and/or by way of example and not limitation.
- d. "USER ID" shall mean the identification number(s) or letter(s) that is unique and that is assigned to the individual student or employee.

CIPA (Children's Internet Protection

- e. "CIPA COMPLIANT SOFTWARE" shall mean the firewall and filtering software that GMSD and the Internet Service Provider (ISP) provide for

<p>Act)</p> <p>3. Prohibitions</p>	<p>the users while connected to the GMSD network. For licensing and product information, please view the files on record with the Director of Technology and/or the ISP for GMSD.</p> <p>Students and employees shall not:</p> <ul style="list-style-type: none"> a. Use any digital technology for any purpose other than for the legitimate educational purposes of the GMSD's students or for purposes of advancing the legitimate business of the GMSD; b. Use any digital technology for personal business or affairs, except as expressly provided in this policy or in administrative guidelines disseminated and adopted by the Director of Technology or designee; c. Use any computer unless and until a confidential user ID and password have been assigned to the student or employee; Students in primary grades are not required to have a unique user ID for the GMSD network. d. Connect any unauthorized wireless device or device using wireless technology to the GMSD network; e. Terminate use of any computer without logging off the computer; f. Disclose their user ID or password to any other individual; g. Use or utilize the user ID and/or password belonging to or assigned to any other individual; h. Open or log onto any computer, software, program or application using, utilizing or inputting the user ID and/or password of any other individual or entity; i. Misrepresent their identity when using the GMSD's computers; j. Bypass CIPA compliant software or any other blocking software that may be used or installed by the GMSD; k. Intentionally, willfully, maliciously or through reckless indifference damage or corrupt the functioning of any digital technology or any data stored, either temporarily or permanently, on any digital technology; l. Visit or access pornographic Websites; m. Violate any applicable Code of Student Conduct; n. Use any computers unless and until the individual has signed an acknowledgment, in the form prescribed by the GMSD, attesting to the
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<p>4. Delegation of Responsibilities</p>	<p>individual's understanding of the rules governing the use of digital technology;</p> <ul style="list-style-type: none"> o. Intentionally enter any secure or confidential area of the GMSD's systems or computers without proper authority; p. Violate any copyright laws or the ownership or license rights of any person or entity; q. Violate the legal rights of others; r. Knowingly infect any computer with any virus or spyware; s. Use any software or Internet site in violation of any applicable licensing agreement or applicable terms of use; t. Use any digital technology to hack into anyone else's computers or networks in any way or manner that is not authorized; u. Use any data mining, robots, or similar data gathering and extraction methods in violation of any person's or entity's rights; v. Use digital technology to violate any applicable law, including the Wiretap and Electronic Surveillance Control Act; w. Install any software program onto or in, or download any software program onto or in, any computers without the express approval of the Director of Technology or designee; x. Fail to report to the Director of Technology or designee any time when he/she inadvertently visits or accesses a pornographic site; y. Violate any applicable work rule when using the GMSD's digital technology; z. Alter or change the desktop or the look or operation of any desktop of any computer; aa. Alter or change the screen saver, or the look or operation of any screen saver, installed by the GMSD; and bb. Delete, disable, change, create or remove any program, application, security feature, or virus protection from any GMSD computer. <p>The Director of Technology or designee shall take such action as necessary to disseminate and adopt administrative guidelines that are not inconsistent with any applicable law or policy of the GMSD Board of Directors pertaining to the following:</p>
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- a. Posting and Dissemination of Policy. The Director of Technology or designee shall cause this policy to be posted, properly disseminated, and accepted by students and employees.
- b. Integration into Curriculum and School Program. The Director of Technology and the Director of Curriculum or the designee shall disseminate and adopt appropriate administrative guidelines governing how digital technology will be integrated into the curriculum and school program.
- c. Training Students and Employees. The Director of Technology or designee shall appropriately train students and employees with respect to the permissible uses of digital technology.
- d. Applicable Code(s) of Student Conduct. The Director of Technology or designee shall cause any Code(s) of Student Conduct issued by the GMSD and/or its related entities and distributed to students who use GMSD owned, leased or licensed digital technology to be amended as appropriate to reflect the applicable terms and conditions of this policy.
- e. Updating/Upgrading digital technology. The Director of Technology or designee shall disseminate and adopt appropriate administrative guidelines to insure that digital technology is updated and upgraded in a systematic and cost effective manner.
- f. Access To and Safekeeping of digital technology. The Director of Technology or designee shall disseminate and adopt appropriate administrative guidelines governing who will be provided with digital technology, how digital technology will be provided to students and employees, and how digital technology will be properly safeguarded.
- g. Enforcement of Policy and Guidelines. The Director of Technology or designee shall disseminate and adopt appropriate administrative guidelines for the enforcement of this policy and the guidelines adopted in accordance with this policy.
- h. Blocking, Filtering and Monitoring Software. Taking into account and depending upon relevant factors such as cost and effectiveness, the Director of Technology or designee shall insure, to the extent required by law or reasonably practicable, that appropriate CIPA compliant software is obtained and utilized: (i) to block or filter inappropriate Websites from being visited or accessed by students or employees; (ii) to monitor, track and report the Websites that have been visited or accessed with digital technology; (iii) to track and report all activity on individual computers; (iv) to preserve the actual condition of a Website when it was accessed; and (v) to restore deleted files in a reasonable amount of time.
- i. GMSD Website. The Director of Public Information or designee shall

<p>7. Provision of DIGITAL</p>	<ul style="list-style-type: none"> iv. All expressive conduct or material-whether verbal, written, or graphic-created, downloaded, maintained, copied, pasted, harvested or otherwise obtained, used or transmitted by, to, from or with the GMSD's digital technology, is required to be related to the adopted curriculum, assigned classroom activities, or school programs, such as the development of writing skills, the learning of legal, moral and ethical restrictions imposed upon speech and the acceptance of criticism. Consequently, all expressive conduct by students shall be: (i) age appropriate; (ii) consistent with the rules of grammar, spelling, sentence structure and format being taught by the GMSD; and (iii) consistent with the abilities of the student. v. No program, software, application or patch may be installed or placed in any GMSD computer that is not licensed to and in the name of the GMSD or that is not authorized in writing to be installed or placed in any GMSD computer. <p>b. Employees.</p> <ul style="list-style-type: none"> i. The components of the GMSD's digital technology may only be used in a way that is consistent with the intended purpose of the digital technology. ii. Digital technology may only be used to further the curriculum, business or programs of the GMSD. iii. During such times as the employee has no work duties, the employee may use digital technology to access his or her private E- mail account from which E-mail may be sent or received through that account and not through any such an account of the GMSD. No employee shall violate any of the provisions of this policy or of applicable law when accessing his or her private E-mail account either during the workday or through the GMSD's digital technology. Any E-mail account provided by the GMSD shall be used only for advancing the interests of the curriculum or school programs or functions. iv. Communication by employees reflects on the GMSD. Consequently, expressive activity through digital technology shall exhibit proper grammar, proper style, and proper spelling. v. No program, software, application or patch may be installed or placed in any GMSD computer that is not licensed to and in the name of the GMSD or that is not authorized in writing to be installed or placed in any GMSD computer. <p>a. Students shall be provided with only the following digital technology services, subject to the policies, limitations, exclusions and conditions</p>
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<p>TECHNOLOGY Services</p>	<p>established by the GMSD and/or the programs in which they are enrolled:</p> <ul style="list-style-type: none"> i. Access to the Internet; ii. Access to software as provided from time-to-time by the GMSD; iii. Digital files from which to access or save work; and iv. Print servers. <p>b. Employees, as designated by the Director of Technology or designee, shall be provided with only the following digital technology services, subject to the policies, limitations, exclusions and conditions established by the GMSD:</p> <ul style="list-style-type: none"> i. Access to the Internet; ii. E-mail; iii. Access to software as provided from time-to-time by the GMSD; iv. Digital files from which to access or save work; v. Print servers. <p>c. No digital services shall be provided by the GMSD to other individuals or outside companies, entities or suppliers, unless the GMSD is contracted with said individuals, companies, entities or suppliers for the specific services in question.</p> <p>d. The GMSD shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other digital technology.</p> <p>e. The information available to students and employees through digital technology does not imply endorsement by the GMSD of the content or accuracy of the information received. The GMSD shall not be responsible for any information that may be retrieved, lost, damaged or unavailable when using the Internet or other digital technology. The GMSD makes no warranties, either express or implied, for any of the digital services it is providing and will not be responsible for any damages suffered by the user of its digital technology.</p>
<p>8. Discipline</p>	<p>Students and employees shall be subject to appropriate discipline, including dismissal in the case of employees and permanent expulsion in the case of students, in the event that any one or more provisions of this policy are violated. The level of offenses shall comply with the student code of conduct. Employees violating this policy shall be disciplined by the Superintendent, their immediate supervisor or designee.</p>

9. Contracts and agreements	Nothing in this policy shall be construed nor is intended to prohibit the GMSD from providing digital technology or services related to digital technology to others pursuant to contracts or other arrangements.
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