

**INFORMATION FOR
STUDENTS/PARENTS
AND THE
MORRISVILLE COMMUNITY
2017 – 2018**

**GRANDVIEW ELEMENTARY
SCHOOL/MORRISVILLE INTERMEDIATE
SCHOOL**

(Includes information for Kindergarten through Grade 5)

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Dear Parents and Guardians,

Welcome to Grandview Elementary and Morrisville Intermediate Schools. You are now part of our school family. As a school, we are committed to the students and to the learning process. It is our pleasure to share our knowledge and love of learning with you and your child. Our goal is to create fine, well-rounded students who will be contributing members of society, as well as, lifelong learners. We want you to feel welcome in our schools. According to research, your involvement with your child's education will be in direct proportion to your child's success in school. You can help your child's teacher a great deal by sharing with the teacher any information that you have that will be helpful in order to understand your child better.

Please read this handbook and keep it in a convenient place for use throughout the school year. Answers have been provided to frequently asked questions. We welcome your suggestions for ways to improve this source of school information and to make this handbook as user friendly as possible. If you have any questions or concerns, please direct them appropriately. We will be happy to speak with you. Both the teachers and I are always available to discuss your child with you at a time convenient for both parties.

Let's have a great year!

Respectfully,
Lynn Palumbo
Principal

Morrisville School District Mission Statement

Our mission is to provide all students with a rigorous curriculum and the social skills necessary to become confident, productive and responsible citizens in a global society.

Non-Discrimination Statement

The Morrisville Borough School District provides equal opportunity for ALL individuals to achieve, access program and services and to secure employment. This opportunity in the Morrisville Educational Community, will be afforded to all individuals equally and will not be limited nor discriminated on the basis of race, color, age, religious creed, sex, gender, ancestry, national origin, or disability, as required by Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990, and the Pennsylvania Human Relations Act of 1955 as amended. For information regarding Civil Rights or grievance procedures, contact the Title IX Coordinator at 215-736-5261. The District is mandated by Federal and State Regulations to provide the necessary accommodations to insure equal access. If you require an accommodation to participate, please call the Morrisville Borough School District, Pupil Services Coordinator, at 215-736-5926.

SCHOOL DAY

The school day for elementary students is as follows:

Kindergarten: 8:25 a.m. – 2:45 p.m.

1st through 5th grades: 8:25 a.m. – 3:00 p.m.

Please reference the calendar for school closings and planned early dismissal days. The calendar can be found at www.mv.org. Staff members are on duty at the start of each school day beginning at 8:00 a.m. Due to limited staff coverage, children **are not permitted** to arrive at Grandview Elementary or the Morrisville Intermediate School prior to 8:00 a.m.

All elementary students that are purchasing breakfast at school should report to Morrisville High School Cafeteria. Breakfast will be served between 7:45 - 8:15 a.m. Students arriving after 8:15 a.m. will not be served breakfast. Shuttle bus service will be provided between the buildings.

Parents, if your child will be walking to/from school, please remind them to stay on sidewalks, cross with the crossing guard, walk in places where they are visible to others and obey all other safety rules. Encourage your child to cross streets only at corners, particularly during pick-up/drop-off times.

ABSENCE and LATE EXCUSE FORM

It is mandatory that an excuse note be provided for absences and late arrivals. A legal or illegal absence is determined by the reason for the absence or late arrival. A copy of the excuse form is available in the school office, on the district website at www.mv.org or from your child's teacher. All absence notes must be returned within 3 days of your child returning to school.

ATTENDANCE & PUNCTUALITY

Punctuality and regular attendance are essential skills that children need to learn at an early age to prepare for life long career opportunities. Demonstrate to the children that school is important by supporting the effort to have your child(ren) arrive on time each school day. Consistent attendance and punctuality is critical to each child's maximum learning experience.

We request that you pick up or drop off your child at the front door. To ensure the safety of all students, parents are not permitted to walk their child to their classroom or proceed to the classroom without permission. All parents/guardians must report immediately to the office to obtain a visitor's pass. Teachers need to give the children their full attention in the morning and afternoons.

- **LATENESSES**

Late arrivals must report to the school office. A note from a parent stating the reason for the lateness is required. Children are late if they arrive at 8:30 a.m. or later. Parents will receive warning letters regarding children who demonstrate a pattern of consistent lateness and/or absence. Any student late to school three (3) or more times during a single marking period shall be reported to administration for proper action.

Children who are late:

- *must catch-up to begin their day
- *disrupt the class with a late entrance
- *lose valuable instruction time

Your cooperation is critical for the academic achievement of your child. It is expected that each child will arrive on time for school.

- **ABSENCES**

Medical excuses are required by the Morrisville School District after 3 consecutive days of being absent. Student absences of fifteen (15) days or more, without a medical excuse, may result in the retention of the student for the following school year. Students absent from school three (3) days or more during any single marking period may be classified as excessively absent.

- **LEGAL ABSENCES**

Absences permitted under the laws of the Commonwealth of Pennsylvania will result in children being given a reasonable amount of time to complete assignments. The laws of the Commonwealth of Pennsylvania permit absences for:

- 1) illness
- 2) quarantine
- 3) death in the immediate family

- 4) approved religious holidays - To obtain a full or part time excuse for religious reasons, it is necessary for the student to present a written request from a parent or legal guardian. The request must be submitted to the school office prior to the religious holiday.

A written excuse for each absence must be signed by a parent or legal guardian and presented to your child's homeroom teacher. Written excuses must be submitted within three (3) days of the absence. Failure to provide a written excuse will result in the absence being declared illegal. Excuse forms can be obtained from your child's homeroom teacher, the Principal's Office or on the school website.

- **UNEXCUSED/ILLEGAL ABSENCES**

The State does not consider the following excuses as legal:

- 1) Parental neglect: Nothing to wear, overslept, no transportation, didn't know school was in session, went on vacation
- 2) Truancy and class cutting
- 3) Taking care of younger brothers and sisters

- **EARLY DISMISSALS**

It is expected that all medical appointments, and other necessary business involving children, will be arranged after the school day. Early dismissals should only take place in **emergency** situations. Students will not be permitted to leave the school premises without a parent or guardian. The following should take place to dismiss a student during the school day for any reason.

- 1) Written notice must be given to the teacher with the date, time, and reason for the early dismissal request. If an adult other than the parent or guardian will be picking up the child, this must be included in the letter as well. The letter should state the full name of the individual that will be picking up the child. The designated individual must show photo identification when picking up the child.
- 2) The parent or guardian must report to the school office and sign your child out. The child will then be called from the classroom. Early dismissals, as well as, latenesses will be calculated into attendance reports and will count towards perfect attendance.

AUTO TRAFFIC & PARKING

The Morrisville Borough Police enforce the following laws for the safety of all our children:

1. Cars may not park in front of the main entrance at Grandview because of safety and fire regulations.
2. Cars are not permitted to double park.
3. Children must be taught to cross the street at the corner. Please remind your child to cross the street with the crossing guard.
4. Be courteous and respectful to everyone. Please be patient and help make our schools safe.
5. Abide all school traffic personnel, as well as, street signs.
6. Short term parking (10 minute max.) between the hours of 8:30 – 2:30 p.m. can be found on the left side of the driveway at Grandview.
7. Vehicles are not permitted to park and pick up students on Grandview Avenue as this is a **NO PARKING ZONE**.

BIRTHDAY CELEBRATIONS

Students are welcomed to bring in a nutritious snack for their birthday. These snacks must meet our nutritional guidelines. **Munchkins, cupcakes, cakes, water ice, etc. are discouraged.** Healthy snacks include items such as fruit, soft pretzels, cheese and crackers, vegetables and granola bars. Due to allergies, we request that you do not send in any items with nuts.

BIRTHDAY INVITATIONS

Students are not permitted to distribute birthday invitations to individual students in their homeroom or in other homerooms. In order for students to distribute birthday invitations, each student in the class must be receiving one.

BREAKFAST/LUNCH INFORMATION (ELEMENTARY)

Breakfast begins at 7:45 a.m. in the Morrisville High School Cafeteria for students in grades K-5. A monthly breakfast/lunch calendar will be sent home with each student in the beginning of the month. Menu items and choices are subject to change. Students eating breakfast at the school must purchase a school breakfast; outside food is not permitted during breakfast time.

Information concerning the Free and Reduced breakfast/lunch program will be sent home at the start of each school year. Applications for free and reduced breakfast/lunch must be completed yearly and returned promptly at the beginning of the school year. Students will not receive free or reduced breakfast/lunch prices until his/her application has been returned to school and approved. You will receive a letter in the mail stating your qualification status. If you do not receive a confirmation letter, it is the responsibility of the parent to contact the school to verify the status of your application. Students not receiving free breakfast/lunch must pay for their lunch or have money on their account each day. Students that have a balance greater than \$9 (full price) or \$1.20 (reduced lunch) are not permitted to order a hot lunch. Students will be served PBJ until their balance is paid down. Obligations may prevent your child from participating in certain events and activities such as the Scholastic Bookfair, Holiday Gift Shop, field trips, field day, etc. All balances are expected to be paid in full immediately.

• CAFETERIA RULES

Students are expected to follow the cafeteria rules and regulations included below. Rules are posted in each school cafeteria and have been reviewed with all children.

1. Remain in your seat at all times.
2. Raise your hand to ask for help when needed or to get out of your seat.
3. Speak quietly to your neighbors ~ use indoor voices.
4. Clean up your own area.
5. Respect the "Give Me 5 Signal"
6. Follow the directions of the adult in charge.
7. Eat politely and display good table manners.
8. Line up in a safe and orderly fashion when directed.

• LUNCH FOOD POLICY

Lunch should be in an appropriate lunch container. No glass containers or cans are permitted in school. Please send beverages in plastic containers or boxes. Labeling with the child's name is most helpful, particularly for younger students. We encourage all students to bring in healthy food and snacks for lunch. Candy and soda are not permitted.

CHANGE OF ADDRESS

All changes of address and telephone numbers, including cell phone numbers, should be reported to the school office immediately. Any student who is moving out of the borough must report such a move to the principal's office in order that a smooth transition may be facilitated.

DRESS CODE

Good grooming and appropriate dress help create an environment more conducive to learning. Students who are proud of themselves will reflect this pride by their good grooming and neat appearance. The following guidelines have been established in order to maintain a positive educational atmosphere in Morrisville Schools.

1. Students must wear appropriate footwear. Footwear such as flip-flops, slippers or shower clogs are not permitted for health and safety reasons.
2. Students are not permitted to wear headgear while in school; i.e., hoodies, hats, bandannas and scarves.
3. Shirts must meet the pants or skirts. Bare midriffs, open backs, muscle shirts and spaghetti strap shirts/dresses are not permitted.
4. Suggestive, tight fitting clothing will not be permitted; i.e., spandex, cycling pants, etc.
5. Students will not be permitted to wear clothing which is imprinted with obscene or suggestive messages, or is offensive by prevailing community standards.
6. Skirts, dresses and culottes must be mid-thigh length or longer. Mid-thigh shorts may be worn.

7. Trousers, shorts, skirts and culottes must be worn and kept at the waist and no longer than ankle length.
8. Coats and jackets are not to be worn in the classroom.

Appropriate disciplinary action will be taken when there is a violation of the regulations. Parents will be contacted to take appropriate action.

ELECTRONIC EQUIPMENT

Radios, headsets, cell phones, iPods, computer/video games and other such items are personal belongings that should not be brought to school. If you elect to send your child to school with a cell phone, we cannot be responsible for it. It should not be on during school hours and should remain in their backpack. Any item found in your child's possession will be confiscated and held in the office until an adult can come claim the item.

EMERGENCY SCHOOL CLOSING

In the event of an emergency closing, you will receive a call from our automated phone blast system. You will receive a phone blast to the phone number(s) in which you registered your child under. It will not call numbers that require an extension or connection through an operator. The phone blast will contain a message stating the reason for the closing, as well as, any other pertinent information. Please contact the school immediately to add additional contact numbers. School closing information can also be found on the district website (www.mv.org) and the following stations:

On the web www.wpvi.com and www.nbc10.com

Our district # is **799** for coded stations
WBCB - 1490 AM KYW – 1060 AM Fox 29 TV
WPVI-6 TV NBC-10 TV

Please remember to listen to the radio or watch TV for school closing information when the weather is a concern. School personnel are unable to make emergency telephone calls when lines are filled with incoming calls. It is critical to establish an emergency location for your child in the event of an emergency. When a school emergency occurs that is not weather related, parents will not have a reason to be on the alert for an emergency closing. Therefore, each child must have a safe place to wait for a parent's return when schools are closed by a sudden turn of events. Please try to have emergency contact people who are no more than twenty minutes away from Morrisville. Make arrangements with a nearby friend or neighbor. Parents should talk with their children and make them aware of alternative destinations.

It is very important that the school has the requested emergency contact information on file. When an emergency contact telephone number or address changes during the school year, it is important to send new information to the school immediately. Please send work telephone number changes to school as well.

Also, help us to help your child in the event of any kind of an emergency. Medical facilities will only treat life-threatening problems in the absence of a legal guardian. Each parent may wish to consider providing a letter of permission to a responsible and trustworthy adult who can act on the parent's behalf in an emergency that involves a child. Even a grandparent would need to have such a letter in order to authorize treatment.

HEALTH EXAMINATIONS

The Pennsylvania School Code requires that all children have a medical examination upon (1) original entry into school, (2) in grade six, and (3) grade eleven.

Dental examinations are required upon (1) original entry and (2) in grades three and (3) grade seven.

Parents are notified when health examinations are scheduled in school and are invited to be present at the examination.

Parents are urged to have children examined by a family physician and dentist who are in a position to recommend immediate steps for any needed remedial care. It is important that your family physician and dentist complete & send a form to the school nurse to document that medical evaluations have taken place.

HOMEWORK (PARENTAL RESPONSIBILITY)

Homework is an important part of the educational program. Parents may best assist their children with homework by providing an atmosphere in the home that is conducive to study. The quality of concentration on an assignment is as important as allowing sufficient time for its completion. Students need to learn early in their school experience that the completion of quality work is expected and important. Parental support and encouragement are essential if students are to put forth maximum effort in the completion of homework assignments.

1. Expect short term, nightly homework assignments to begin in kindergarten and increase in length as students enter the upper elementary grades.
2. Encourage your child to read independently each day.
3. Read to your child on a regular basis.
4. Check to see if the assigned work is done neatly and accurately.
5. Help your child with homework assignments at his/her request, but never do the work for him or her. Homework is additional practice for skills and concepts taught in the classroom.
6. Encourage your child to inform the teacher if he/she does not understand a skill or concept.
7. Communicate with your child's teacher if a problem persists that prevents the successful completion of homework.
8. Send a note of explanation to the child's teacher if he/she cannot complete an assignment due to a family or personal emergency.
9. Expect that all required reference material needed to complete an assignment will be available in the school. Students will be encouraged to use public library facilities and computers when working on research projects.
10. Share your interest in reading, writing, learning, or special talents with your child so that he/she knows that you value learning.
11. Encourage your child to practice learning skills in home chores, such as shopping, home and yard care, personal belongings, and care of pets.
12. Take family trips that provide enriching experiences that relate learning to pleasurable activities. Try to schedule family trips when school is not in session.
13. Realize that the successful completion of homework without a constant reminder is an important measure of self-discipline.
14. Realize the work is evaluated in two areas - content and work habits.
15. **Homework that is incomplete or unsatisfactory may be made up during recess time.**

(STUDENT RESPONSIBILITY)

For the student, homework serves several meaningful purposes.

1. It promotes better home/school communications.
2. It helps students use and improve their study skills.
3. It provides additional reinforcement of skills.
4. It encourages concentration and independence of thought.

The major responsibility of the student is the completion of homework assignments within the specified time period and in the manner which represents the student's best effort. Inform the school office of a child's illness that will result in an absence of several days. Calls placed before 11:00 a.m. will permit staff to gather homework packets that can be picked up by a parent at the end of the regular school day.

ILLNESS IN SCHOOL

Students who become ill or injured during the school day report to the school nurse with a note from the classroom teacher. Parents and guardians will be notified to come to the school to transport a sick child home if necessary. **Students must be fever free for 24 hours, without medication (use of Tylenol, Motrin, Advil, etc.) before returning to school.** No elementary student will be permitted to walk home by themselves. Parents who have youngsters with specific physical problems or illnesses are requested to supply the school nurse with the appropriate information. This will enable school personnel to provide the appropriate assistance, if needed.

INSTRUCTIONAL SUPPORT TEAM

The Instructional Support Team is a program whose goals are to help individual students achieve success in the regular classroom, while at the same time serving as a screening process for students who may be in need of special education services. IST is a positive program, which uses curricular and instructional based assessments. Intervention strategies are developed to help students overcome educational, behavioral, or affective obstacles in the regular classroom. The classroom teacher, other educators, or parents identify students for IST services.

Members of the team include the principal, the guidance counselor, the reading specialist, school psychologist, the student's classroom teacher, the I.U. speech therapist, and the instructional support teacher. Parents are invited to participate as partners in the process.

KINDERGARTEN/STUDENT REGISTRATION

A child must be five years old on or before September 1. It is not a requirement that all five year old children attend kindergarten. State law requires that students must attend school by age seven.

The following are required to register any child.

1. A birth certificate
2. Immunization records, Proof of Physical and Dental Exam
3. Social Security card for the child
4. Four (4) proofs of residency: one must be a lease or deed, others accepted; moving permit, driver's license, bank statement, utility statement, tax bill, auto insurance, and auto registration.

Registration days for kindergarten are held in the spring. Specific details concerning time, date, and location of registration are advertised in the local newspapers, on the district website and in informational flyers sent home.

LOST AND FOUND

Students that lose articles should check the lost and found bin. Parents are requested to label all personal belongings.

School property on loan to a student is the student's responsibility. If a student loses any school property, he/she will be expected to pay for the replacement cost of the item as determined by the school administration.

MONTHLY EVENTS 2016-2017

Please check your monthly calendar or the district website www.mv.org for up to date calendar listings.

MORRISVILLE ONLINE

Visit our website at <http://www.mv.org> for general information, special announcements, teacher pages and much more.

NO SMOKING POLICY

Smoking/consumption of alcohol and use of controlled substances are not allowed on school property.

OBLIGATIONS

The district understands that financial hardships may arise. If your child has an obligation with the school for lunch, school pictures, lost items, etc. it is imperative that you contact the school immediately. Students with obligations will not be permitted to take part in certain school events.

OUTDOOR PLAY/RECESS

The district's outdoor recess policy dictates that **ALL** students will go outside for recess if the temperature is 25 – 32 degrees Fahrenheit or above. This temperature range takes the wind chill into consideration. Children should be dressed appropriately for outdoor recess. Warm clothes including a coat, gloves, hat and boots are suggested during the winter months. All belongings should be labeled.

According to the American Association for the Child's Right to Play, recess responds to children's social, emotional, cognitive, intellectual, and physical needs. The organization's website cites the following benefits of recess:

- Physical activity is essential for the healthy growth and development of children
- Recess can serve as an outlet for reducing or lowering children's anxiety
- Traditional recess activities encourage children to take turns, negotiate, or modify rules and interact cooperatively.

Therefore, every attempt will be made to provide children with a daily outdoor recess (approx. 20-30 minutes) as per the following guidelines:

Weather Conditions

Students will play outdoors when:

- Temperatures are above 25° with consideration given to wind chill factor (www.weather.com)
- There is light precipitation (e.g. snow flurries, drizzle)
- Snow is on the ground, depending upon how different play areas are affected

Playground/Field Conditions

Students will be permitted to use playground equipment, fields, and asphalt play areas when conditions are suitable for safe play. Safety considerations include:

- Equipment that is dry and ice free
- Fields that are not muddy or icy and asphalt play areas that are not icy
- Snow that is not deep enough to inhibit students walking/running

It is important that all children be able to participate in outdoor recess. Appropriate clothing for outdoor play is essential. Parents must be certain that children come to school with warm jackets, hats and gloves in cold weather and boots and snow pants when it is snowing or there is snow on the ground.

PARENT PICK UP

Parents that are picking up their child in a vehicle must enter the driveway to pick up their child. Parking on Grandview Avenue or Palmer Avenue and picking up your child puts both your child and the other students at risk. When someone other than the individuals listed on the emergency card will be picking up your child, a written note is required. The note should contain the person's name and a contact phone number. The individual picking up the child must show photo identification prior to the student being released.

IMPORTANT: A transportation questionnaire will be sent home in the beginning of the school year. This should be filled out and returned on the first day of school. To change your child's normal dismissal procedure, you must write a note or call the school office prior to 2:00 p.m. We cannot accept verbal notice from a student – dismissal via the usual mode of transportation will hold precedence.

PARENT REQUESTED MEETINGS

Parents are urged to call or contact the school when there is an issue of concern. A conference with a teacher, counselor, or administrator may be obtained at a mutually agreed upon time. Teachers are unavailable to meet prior to school or at dismissal time unless a pre-arranged meeting is scheduled. Parents are encouraged to send a note in with their child or contact the front office to leave a message for your child's teacher or to schedule an appointment.

PHYSICAL EDUCATION CLASSES

Students are expected to dress for gym class according to the following guidelines:

- Sneakers
- Students may wear long pants, but should not wear dresses, jewelry or watches.

Please note that advance notice is given to a class on each gym day if the class will be going outside. Students may bring sweatshirts or light jackets to wear outside during fall and spring months. Students may be excused from physical education and/or recess with medical documentation.

PSSA Testing Dates (3rd – 5th Grade Only)

Please refer to the district calendar for dates of test administration. Parents are encouraged to avoid appointments and vacations during these weeks.

PUBLIC AWARENESS NOTICE

In compliance with state and federal law, notice is hereby given by the Morrisville School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction.

If you believe that your school age child may be in need of special education services and related programs, or your young child (age 3 to school age) may be in need of early intervention, screening and evaluation, you may request these. A screening or an evaluation is available at any time, whether or not your child is enrolled in the district's public school program. Requests for evaluation and screening are to be made in writing to: School Psychologist; Morrisville School District, 550 West Palmer Street, Morrisville, PA 19067.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), you may contact the school psychologist or building principal.

The Gifted Support program is one that provides enrichment opportunities for identified gifted students. The program has been developed as a flexible means of focusing in on both the individual child's interests, as well as group interests. It is designed to meet the cognitive and affective needs unique to gifted students through a variety of enrichment activities. Students thought to be possible gifted candidates may be screened once in each of the following levels: Grades 1-3 and/or Grades 4-6 with at least 2 years between screenings. The screening may be initiated by parents or by the teacher. A written note should be provided by parents to the principal. A screening process will take place before the final evaluation by the school psychologist.

REPORT CARD CONFERENCES

A mandatory Parent - Teacher report card conference for pupils in grades Pre-Kindergarten through 5th grade will be held in November. An optional conference (at the discretion of the parents and/or teacher) will be held in April. Parents who are unable to attend a scheduled conference are to contact the teacher to cancel and to set up another appointment or make other arrangements (phone conference, etc.) to discuss your child's progress.

Parents keep the copy of the report card that is provided in the report card envelope and are asked to sign the space provided on the report card envelope. The report card envelope is to be returned to the teacher. The signature on the envelope will designate receipt of the report card. The envelope is to be returned to your child's teacher within three school days.

SCHOOL WALKS AND FIELD TRIPS

A form for parental signature will be sent home at the start of the school year for permission for the teacher to take your child on school supervised walks during the school year. Any walks will be for the purpose of enhancement of the school program.

A form will be brought home by the students for parental signature several days before a class trip. The form must be returned to the teacher sponsoring the event. Inappropriate behavior and/or poor academic achievement may result in a teacher's recommendation to the principal that a child should not participate in a class trip. Notice will be given to parents. All field trips conducted during the school day are confined to a related subject area activity. If your child may require the administration of a medication (including an inhaler) during a scheduled trip, parents are encouraged to attend. Chaperones are chosen on an as needed basis. If a teacher requires chaperones on a trip, a note will be sent home to all parents indicating this. Chaperones are assigned on a first come first serve basis. Teachers cannot guarantee that a parent will be chosen as a chaperone. If you do not wish for your child to attend an educational field trip without you, please write a note to the office and your child will be assigned to a classroom that will not be attending the trip. Parents/Guardians are not permitted to drive separately and meet their child at the field trip location. Students will be assigned to a chaperone and must remain with the assigned chaperone for the entirety of the trip. All students and chaperones must ride the bus to the field trip location, as well as, return to school on the bus.

SHUTTLE BUS

The Borough of Morrisville School District is a non-busing district. However, there is a shuttle bus that is available to transport students in K through 5th grade only from Manor Park and M.R. Reiter to Grandview Elementary and Morrisville Intermediate School. The bus is there as a privilege. Students that do not display appropriate behaviors while on or waiting for the bus may result in the removal of the student from the bus for a period of time or indefinitely. There **will not** be a district employee at Manor Park or M.R. Reiter to wait with the students in the a.m. or p.m. Parents are encouraged to wait with their child at the bus stop. It is recommended that parents wait with their child at both Manor Park and M.R. Reiter in the morning, as well as, arrive promptly to pick them up in the afternoon. The bus driver is not required to wait and ensure that each child is picked up. Please see the shuttle bus schedule below:

Morning Run

7:40 Manor Park School (sidewalk in front of school playground)
7:50 M. R. Reiter (Harper Avenue in front of garage)
8:00 Grandview
8:05 Morrisville Intermediate School
8:15 M.R. Reiter (2nd run)
8:20 Morrisville Intermediate School
8:25 Grandview

Afternoon Run

3:00 Grandview
3:05 Intermediate School
3:15 M.R. Reiter
3:00 Grandview
3:25 Intermediate School
3:30 Grandview
3:45 Manor Park

* The times listed above may fluctuate. Parents should arrive to the bus stop at least five minutes prior to the above listed times.

SNACK TIME

Elementary students will have a **nutritional** snack time in their classroom each day. Each individual classroom teacher will determine the snack time. If you wish for your child to take part in the nutritional snack time, students are responsible for bringing in their own healthy snack to school each day as it will not be provided by the school. Sweets, such as donuts, cookies, and other snacks high in sugar are discouraged. Consider the following foods as acceptable for snack:

fruits vegetables crackers cheese peanuts hard-boiled egg
fruit snacks pretzels yogurt dry cereal granola bars

STAFF DEVELOPMENT

Special early dismissals may be scheduled in order to involve all staff in professional development activities and meetings that are designed to enhance teaching and learning to benefit all children. Scheduled dates are listed in the school calendar.

STUDENT BEHAVIOR

We believe that a good behavior policy has a set of standards and expectations which promotes appropriate behavior and which focuses on teaching children self-control, responsibility, and respect for others. Children who do not meet these standards and expectations will be addressed in a dignified manner. Consequences for inappropriate behavior will be logical and timely. An effort will be made to reinforce students who demonstrate appropriate behavior. We firmly believe that all students are capable of exhibiting appropriate behavior in school.

We, the Morrisville Elementary Staff, and the parents will:

- * establish positive relationships
- * discuss and monitor expectations
- * model appropriate behavior
- * provide guidelines
- * provide reinforcers
- * provide consequences

Schools must be a safe place for children where aggression and bullying are not permitted. We request the support and cooperation of the families of children who behave inappropriately to form partnerships to bring about change and keep the lines of communication open. The professional staff will handle behavioral concerns.

SUBSTANCE ABUSE POLICY

The Morrisville Board of School Directors endorses and subscribes to the laws of the Commonwealth of Pennsylvania and the Federal Government concerning the use and misuse of narcotics and drugs. The school administration has not only the right, but also the obligation to take whatever appropriate action is necessary to ensure the health, well-being, and safety of the school community and to prevent any disruption of the school program.

For detailed information refer to the district substance Abuse Policy.

TECHNOLOGY POLICY (MORRISVILLE SCHOOL DISTRICT)

1. Purposes
 - (a) The Board supports the use of the Internet and other computer networks in the District's instructional program in order to facilitate learning and teaching through inter- personal communications, access to information, research and collaboration.
 - (b) The use of network facilities shall be consistent with the curriculum adopted by the School District, as well as, the varied instructional needs, learning styles, abilities and developmental levels of students.

- (c) Access to computer systems and a network owned or operated by the District is a privilege. To enjoy that privilege one must accept and assume certain responsibilities and obligations set forth in this policy and comply with various local, state and federal laws.
2. Unacceptable Use of the System
- (a) The use of the District's computer network for illegal, inappropriate or unethical purposes by students or employees is prohibited. More specifically, the following uses of the network are prohibited:
- To facilitate illegal activity,
 - For commercial or for profit purposes,
 - For non-work or non-school related activities,
 - For hate mail, discriminatory remarks and offensive or inflammatory communication,
 - For unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials,
 - To access obscene or pornographic materials,
 - For use of inappropriate language or profanity on the network,
 - To transmit material likely to be offensive or objectionable to recipients,
 - To intentionally obtain or modify files, passwords and data belonging to other users or to circumvent or bypass security systems,
 - For fraudulent copying, communications or modifications of materials in violation of copyright laws,
 - For loading or use of unauthorized games, programs, files or other electronic media,
 - To disrupt the work of other users, or to access files which user is not authorized to access or to destroy or harm other systems, or create or propagate viruses,
 - To destroy, modify or abuse of network hardware and software,
 - To quote personal communications in a public forum without the original author's prior consent,
 - To transmit files or materials (written or photographic) containing obscene, lewd, indecent or vulgar subject matter, or of materials which explicitly or implicitly reference sex or sexual conduct,
 - To create and/or place codes in the network which would cause a user to violate this policy,
 - For political lobbying.
3. Priority of Uses
- (a) The District reserves the right to determine the priority of uses of the network:
- To maintain system,
 - For use by faculty,
 - For student coursework as assigned by teachers,
4. Authority of System Administrators and Definition Network
- (a) The Morrisville School District reserves the right to log network use and to monitor fileserver space utilization by the District users.
- (b) The system administrator has the right to access user accounts to uphold this policy and maintain the system.
- (c) The District reserves the right to impose disciplinary action, and/or remove the user account from the network to prevent further unauthorized or illegal activity.
- (d) The District will respect the privacy of users and make efforts to provide some level of confidentiality for information stored on the network.
- (e) The Morrisville School District computer network includes all networking within the school community, as well as, on-line and direct-wired networking such as the Internet to which the school network may be linked.
- (f) The District reserves the right to involve appropriate law enforcement agencies, where applicable.
5. Network Security
- (a) System security is protected through the use of "passwords." Failure to adequately protect or update passwords could result in unauthorized access to personal or District files. To protect the integrity of the system, the following policies shall be followed:
- Users are responsible for all actions taken under their login ID,

- Employees and students shall not reveal their passwords to another individual,
 - Users are not to use the computer that has been logged in under another student's or teacher's name,
 - Users identified as a security risk or having a history of problems with other computer systems may be denied access to the network,
 - Users who suspect any system security breach are to report such breach immediately to the system administrators. Failure to do so may result in loss of access privileges,
 - (b) System administrators may investigate possible unauthorized use of the system by initiating interactive talk with a user. If a user refuses to respond to talk requests by "logging off", the system administrator may immediately "lock out" the user to protect the system.
6. Internet Safety and Technology Protection
- Internet security and technology protection is provided through the use of a content filtering firewall, which affects all Internet- accessible computers used by the Morrisville School District.
- (a) The filtering system allows authorized personnel to restrict Internet and World Wide Web access by adults and minors to visual depictions that are obscene, child pornography or harmful to minors.
 - (b) The filtering system allows for the tracking of all systems within the district, by authorized personnel, for the explicit purpose of maintaining system integrity. Network administrators may review files and communications as necessary to insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private.
 - (c) The filtering system may be disabled for adult bona fide research or other lawful uses only by an administrator supervisor or person authorized by the responsible authority [i.e. school, school board, local educational agency, or other authority with responsibility for administration of such school].
7. Electronic Mail
- (a) System administrators may regulate all content and use of electronic mail between users.
 - (b) Sending electronic mail to an unapproved, unauthorized or unofficial-mail-handling program is not permitted. Further, incoming mail may not be directed to unapproved, unauthorized or unofficial mail-handling programs.
 - (c) The District reserves the right to install hardware that will protect the system from unapproved, unauthorized and/or unofficial mail-handling programs which are not a part of the district's system or network.
8. System Safety
- (a) To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication.
 - 1. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher, school administrator or network system administrator.
 - 2. Network users shall not reveal personal addresses or telephone numbers to other users on the network.
 - 3. Network users shall not facilitate, cause or allow "spamming."
9. Discipline/Financial Consequences for Inappropriate Use
- (a) The network user shall be responsible for damages to the equipment, systems, hardware and/or software.
 - (b) Failure to follow the procedures and prohibited uses previously listed in this policy may result in loss of network access. Other appropriate disciplinary action may also follow.
 - (c) Illegal use of the network; intentional deletion or damage to files of data belonging to others' copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.
 - (d) Any user who damages the electronic equipment and/or software will be liable for all costs incurred to replace and/or repair the damaged item, including the costs of any technical support and/or service call.
 - (e) Student users who violate this policy will be disciplined in accordance with the Student Handbook and School Code, in a manner deemed appropriate by the administrators after

thorough consideration of the offense.

- (f) Professional/Non-Professional employees who use the system and violate this policy will be subject to discipline by the Superintendent of Schools.
- (g) Demonstrated intent to violate this policy, if proven, will be handled in the same manner for disciplinary purposes as if the user actually violated this policy.

10. District Liability

As it is impossible for the Morrisville School District to guarantee complete security of its networks, Morrisville School District accepts no responsibility for any consequences of unauthorized entry and will make every effort to protect the electronic files of its account holders and information networks.

- (a) The Morrisville School District does not control the complete flow of information and/or types of information/data which may appear on the Internet or other public networks. Nor can the Morrisville School District prevent users from accessing the full range of information available on the public networks.
- (b) The Morrisville School District will not be liable for any direct or indirect, incidental or consequential damages that arise or result from information gained, used or obtained via the use of the Morrisville School District Network, including access to the public network
- (c) The Morrisville School District does not warrant that the Morrisville School District Network will meet any specific use requirements or need of any user, or that any information received will be error free or uninterrupted. The Morrisville School District shall not be liable for any direct, indirect, incidental or consequential damages, including, but not limited to, loss of data and information, sustained or incurred, in connection with the use, operation or inability to use the Morrisville School District Network.

TELEPHONE/CELL PHONES

Students will be allowed to use the office phone in emergency situations only. Parents are requested to make all arrangements with children prior to the school day. Only true emergency messages should be directed to children during the school day, in order to avoid disruption of the educational program. Elementary students should not bring cell phones or any other electronic devices to school. If you choose to give one to your child, remind him/her that it is to be turned off and remain in his/her schoolbag during the school day. Otherwise, it will be confiscated and held in the office until a designated adult can pick it up.

TESTING PROGRAM FOR ELEMENTARY SCHOOLS

Formal and informal testing is administered at all grade levels throughout the school year. Three times a year the DIBELS (Grades K-2) tests are administered. Parents of children in grades 3 through 5 will be notified when PSSA testing is to take place and will receive test result information following testing.

TRANSFERS

A. Entering

Children entering Morrisville from another school district are expected to present transfer cards from their last school district. In addition, the following documents are required at the time of registration:

- 1. The child's birth certificate
- 2. Social Security card for the child being registered
- 3. Official Immunization records
- 4. Photo ID – Parent/Guardian
- 5. Four (4) proofs of residency - ONE MUST BE A LEASE, DEED OR MORTGAGE COUPON - others accepted: moving permit, driver's license, bank statement, utility statement, tax bill, auto insurance, auto registration.

B. Leaving

All pupils transferring from the school system must obtain transfer forms from the office of the appropriate school. Please notify the office a few days before your anticipated leave so that the transfer cards can be prepared.

Use of Medications

School Board Policy 210

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian or family physician will be permitted only when:

1. Failure to take such medicine would jeopardize the health of the student.
2. The student would not be able to attend school if the medicine were not available during school hours.

The Morrisville School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given at home, it realizes that the health of some children requires that they receive medication while in school. Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. The nurse will dispense the medication at the appropriate time during the school day when medication absolutely must be given during school hours.

All medications must be turned in to the school nurse or to school staff in the office by a parent or another responsible adult. Students are not permitted to carry medication on their person. It is considered a violation of school policy to do so and the student may be subject to disciplinary action.

In order for school employees to dispense medication (prescription or over-the-counter) and is accepted by the school nurse, there must be on file in the nurse's office an authorization form for administration of the medication signed by the parent/ legal guardian. The medication must be in its original container, clearly labeled with prescription directions, and have a physician's order to take medication during school hours, and reason for medication. The medication will not be given in school if parent/guardian fails to provide all the necessary forms.

Requirements for Medication to Be Administered

Prescribed and/or nonprescription medication:

1. Physician and parent authorization stating what the medication is, what it is for, and dosage and time to be given.
2. Medication must be in the original container.
3. Nonprescription medication may be parent-administered in the school office.
4. Non Prescription stock medication is dispensed only with the written consent of a parent/guardian on the emergency card required to submit every year.

Medication available is:

Acetaminophen (generic Tylenol) & Ibuprofen (generic Motrin/Advil) for the treatment of minor pain, headache, cramps, etc. and when other comfort measures have not been effective.

Benadryl is for mild allergic reactions only.

Cough drops are for sore throats and coughs not relieved by other treatment measures.

NO MEDICATION WILL BE DISPENSED BEFORE 9:30am OR AFTER 1:30pm.

A supply of medication must be brought to the school nurse or principal's designee for verification. Short-term medication will be administered for the prescribed time. Long-term daily prescription medication requires physician and parent's written authorization. Students who need staff to assist in medical procedures at school, i.e., blood sugar testing, blood pressure, tube feedings, etc., must have the medication form filled out annually with the doctor's order and parental permission for the treatment.

If a parent or guardian wants a child to self-administer an emergency medication (Inhaler), the child must be 12 years of age or older and written permission from the parent/guardian stating the child has demonstrated the ability to be responsible with his/her medication is necessary. **Possession/use of Asthma Inhalers School Board Policy 210.1**

At the elementary schools, all medications must be kept in the nurse's office. Elementary school children may not keep prescription or over the counter medications with them, this includes such things as cough drops, antacid tablets, vitamins, and aspirin.

Individuals other than the school nurse are not permitted to administer medication, except for emergency medications (Inhaler or Epi-Pen) when properly trained to do so. Staff names competent to administer these are updated annually and kept in the nurses office. Parents are to refer to the School District Substance Abuse Policy, which takes precedence at all times.

**Possession/use of Asthma Inhalers
School Board Policy 210.1**

The Board shall permit students to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent-authorized.

Possession and use of asthma inhalers by students shall be in accordance with state law and Board policy

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.

Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a physician, certified registered nurse practitioner or physician assistant.

Before a student may possess or use an asthma inhaler during school hours, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner or physician assistant.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.
 - d. Length

- of time medication is prescribed.
- e. Diagnosis or reason medication is needed, unless confidential.
 - f. Potential serious reaction or side effects of medication.
 - g. Emergency response.
 - h. If child is qualified and able to self-administer the medication.

The student shall be made aware that the asthma inhaler is intended for his/her use only and may not be shared with other students. The student shall notify the school nurse immediately following each use of an asthma inhaler.

Violations of this policy by a student shall result in immediate confiscation of the asthma inhaler and medication and loss of privileges. The district reserves the right to require a statement from the physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period. Permission for possession and use of an asthma inhaler by a student shall be effective for the school year for which it is granted and shall be renewed each subsequent school year.

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication.

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Demonstrate the proper technique for self-administering medication.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

The Superintendent or designee, in conjunction with the school nurse(s), shall develop procedures for student possession of asthma inhalers and self-administration of prescribed medication.

The district shall annually inform staff, students and parents/guardians about the policy and procedures governing student possession and use of asthma inhalers.

When an asthma inhaler is initially brought to school by a student, the school nurse shall be responsible to complete the following:

1. Obtain the required written request and statements from the parent/guardian and physician, certified registered nurse practitioner or physician assistant, which shall be kept on file in the office of the school nurse.
2. Review pertinent information with the student and/or parent/guardian, specifically the information contained on the statement submitted by the physician, certified registered nurse practitioner or physician assistant.
3. Determine the student's ability to self-administer medication and the need for care and supervision.

Maintain an individual medication log for all students possessing asthma inhalers

VISITORS

All visitors, including parents, guardians, and guests must report to and sign in at the school office. No one is permitted to go directly to a classroom for any reason without obtaining a visitor's pass from the office.

VOLUNTEERS

Parents and other community members are welcome to volunteer in the elementary schools. Persons interested in volunteering or receiving additional information are encouraged to call the principal's office. The district is looking for volunteers to assist during lunch duties, as adult tutors, in the library, etc. All volunteers must have three clearances as indicated on the PDE website prior to volunteering in the school.