

*Student/Parent Handbook*

WILSON SCHOOL DISTRICT

**Cornwall Terrace  
Elementary School**



**Student /Parent Handbook**

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**2016/2017 School Year**

**Address:**

3100 Iroquois Avenue

Sinking Spring, Pennsylvania 19608

**Phone Number:**

(610) 670-0180 Ext. 1710



## Message From the Principal

*Dear Cornwall Terrace Elementary School Community,*

*Hello students and parents! Are you ready for another year of hard work, learning, and fun? I can't tell you how exciting it is to be the leader of this fantastic school. I just love having the opportunity to work in a school community so committed to doing what is best for children. Working together with families, staff, and students, we will make it our goal to provide the highest quality learning opportunities for our children; allowing them to grow into caring, successful and contributing 21st century citizens.*

*Please take time as a family to read and become familiar with our expectations in this Student/Parent handbook. This book was designed to support your understanding of how we can create and model a safe, respectful, and positive school environment, and will help to ensure a successful learning experience for all students at Cornwall Terrace Elementary School.*

*I welcome your thoughts and ideas on how we can enrich your family's school experience. Should you have any questions, please do not hesitate to contact me.*

*I look forward to many new and exciting memories growing and learning together at Cornwall Terrace!*

*Warmest Regards,*

*Mrs. Beth Yeiser*

*Principal*



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## ARRIVALS AND DEPARTURES

The instructional day begins at 8:50 and students are considered late if they arrive after this time. Parents will need to walk their child into the office and complete a written excuse for each arrival after 8:50AM.

Breakfast will be served starting at 8:15 AM. Students coming to breakfast between 8:15 and 8:35 should be dropped off in the front of the building.

Students walking to school must stay on the walking path and not cut across the parking lot. Drop-off should be at the supervised area. If you park in the parking lot, you will need to walk your child to the waiting area. Students should not walk across the parking lot unattended.

Parents dropping off students in the morning need to enter the parking lot, pulling forward along the sidewalk as far as possible to assist in a timely drop-off for everyone. Parents who wish to enter the building with their children need to park in the parking lot and walk into the front entrance to sign in at the Office and obtain a visitor badge.

Bus students enter the building immediately upon exit from their bus.

At 3:25pm dismissal time, students are expected to go directly home after being dismissed. Parents who pick up students at school should park, get out of the car and wait outside the school.

### In the event of a change in a student's dismissal plans

(permission to go to a friend's home, stop at a neighbor's, be transported by someone other than the parent, etc.) **a written note** is to be sent from the parent to the child's teacher informing the school of this change. This will be forwarded to the Office so that there is a smooth transition at dismissal time.

Please call the Office **prior to 2:00 pm** (ext. 1710) in the event that a change is made during the day or without the child's knowledge.

*\*Note students may only ride buses to which they are assigned, and may only get on/off at their assigned bus stops.*



## ATTENDANCE

Regular attendance at school is very important and good habits are cultivated early in life. We thank you in advance for the efforts you put forth to see that your child is in school; however, sick children will find it difficult to concentrate and learn, and should remain at home. The school calendar glossary offers guidelines for keeping sick students home. Please consult the calendar if you are unsure about sending your child to school.

Contacting the office. As a safety measure, you must contact your school office **prior to 8:50 AM** when your son/daughter will not be in school on a given day. You can call the school office at any time to leave a message on the school voicemail, **ext. 1710**. If we do not hear from you, you will hear from us. We want to be sure your children are safe either at home or school.

Early dismissals. Early dismissal of a student **before 2:15 P.M.** is classified as a half-day absence. Students taken out of the building for over 70 minutes (at any time during the day) for an appointment will receive a half-day absence.

### Absences.

- a note is required from parents for all absences
- any student absent for three (3) or more consecutive days from an illness or accident not requiring a physician's care must report to the school nurse prior to readmission.
- a note for the absence(s) is required within three (3) days of return to school or the absence(s) will be marked unexcused
- Failure to submit a note of absence within 3 days of the absence will result in an unexcused absence.**
- accumulation of three(3) unexcused days (consecutively or not) will result in a letter from the district administration warning that each additional unexcused day will result in a referral to the district magistrate which could result in a fine.
- student absences from school for reasons other than those allowed by school board policy (allowable include: illness, death of a near relative, (religious holiday) will be considered unexcused (\*see above for ramifications of accumulated unexcused absence)

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Wilson School District

If a student is late or leaving during the day for a Doctor's appointment, a doctor's note must accompany their return. (Board Policy #204, Sec 1329a)

—parents/guardians will be notified in writing when their child has accumulated ten (10) days of absence not covered by a written physician's excuse or other approved absence to inform them that a written reason from their physician will be required for every day of absence that exceeds fourteen (14) days. All uncertifiable days beyond the fourteen (14) days will be treated as an unexcused absence (see above).

Tardiness . As per Board policy, excessive/chronic tardiness may result in making up for accumulated time.

Non-school sponsored trips. Wilson School District allows students to take **up to five (5) school days per school year for a non-school sponsored trip**. Please check with the office prior to the trip to complete the appropriate paperwork. **No trips will be approved during the first five (5) or the last five (5) days of a school year or during state standardized testing dates (see below):**

April 3 – April 7, 2017 (grade 3-5 PSSA Language Arts)

April 24 – April 28, 2017 (grade 3-5 PSSA Math)

May 8 – May 5, 2017 (grade 4 PSSA Science)

**NOTE:** *A non-school sponsored trip form will need to be completed for students taken out of school to go to work with their parents. This day (one of the 5 allowable) is considered an excused absence.*



## **COMMUNICATION**

Reaching the school: The Wilson School District number is: **610–670–0180**. The Cornwall Terrace office can be reached at ext. **1710**. The building Principal, Mrs. Yeiser, can be reached at ext. 1710 or via email at [yeibet@wilsonsd.org](mailto:yeibet@wilsonsd.org).

Reaching a teacher: Questions or concerns regarding your child's school success are welcomed. To speak to or meet with a teacher, please call or email ahead to make an appointment, ensuring that the teacher is available to give you the time you need.

Information/Calendar of Events about your school and the district:

This information will be available on the district website at [www.wilsonsd.org](http://www.wilsonsd.org).

District email addresses: These are the first 3 letters of the last name and the first 3 letters of the first name plus @ wilsonsd.org. For example, Michele Bortz, the secretary, can be reached at bormic@wilsonsd.org.

Calling staff: Staff can also be reached via voice mail by dialing the district number 610.670.0180 and their extension. A directory is available through the district number. Please respect that teachers will not answer nor return calls during instructional time with students.

Change in your child's day: If you are contacting the school with information that must be dealt with in a timely fashion (e.g. "Don't send my daughter on the bus. I will pick her up." Or "I cannot attend the meeting today at 3:10."), please **DO NOT leave this message on the voicemail.** Hang up and call back until you speak with someone to assure that the new information is received. Please provide as much advance notice as possible. If this information is known to the child at the start of the school day, a **written note** is to be sent from the parent to the child's teacher informing the school of this change.

Change in information: It is important and necessary to keep your contact information up-to-date. If you have a home or work phone or address change or other emergency card changes, please don't forget to contact the school office to update this information. The Wilson School District has a global Alert Now system, and keeping your information current helps us to best connect with you should an emergency situation arise.

Homework Hotline: A Homework Hotline should be available at teacher's extensions by mid-September. Homework is also posted on the teacher's webpage.

## CONCERNS OR QUESTIONS



Parents often wonder where to turn to with a question or concern regarding their child or other school issues. Starting with the principal or administration often requires information backtracking and can leave valuable allies out of the loop. When you are concerned with a particular situation, there are some handy guidelines listed that you should follow in addressing the issue.

- If it is a classroom problem, start with your child’s teacher. He/She is in the best position to address classroom related issues. If the problem is outside the teacher’s area of expertise or control, the teacher will refer you to the right person in the building who can be of assistance.
- If you have not been able to resolve your problem with the teacher, you can go next to the principal who will usually be able to resolve your problem or refer you to the right person.
- The Superintendent of Schools and the Wilson School Board address policy matters for the school district. They are not involved in the day-to-day operations of the school. The Superintendent and the School Board will consider issues only after they have already been reviewed and documented by school officials.



## CONFIDENTIALITY

No information concerning any student can be released to any other school, agency or individual until an authorized release form is signed by the parent/guardian. This means that we cannot discuss any student information (attendance, grades, contact information, assignment, behavior, etc.) with grandparents, step-parents, paramours, doctors’ offices, other parents, etc. No information can be released to parents or guardians about a child other than their own. Parents can access their child’s school records by arranging an appointment to view the record with the principal or designee. Information can be released to outside agencies if parent completes “Release of Information” paperwork (please contact the Office).

## DRESS CODE



During the warm weather we experience at the beginning and end of the school year, we understand the need to feel comfortable. However, we do have a dress code in effect at Wilson, which restricts the wearing of tight, short, inappropriate clothing. Please take the time to check what your child has chosen to wear to school to make sure it is appropriate. Choosing to wear inappropriate or revealing attire will result in a change into extra health room attire or a call home for a change of clothes

- Tops: no midriffs or spaghetti straps shirts. Undergarments and midriffs need to be covered.
- Bottoms: Shorts and skirts must be fingertip length. No Spandex
- Shoes: no flip-flops, or shoes with wheels
- **SNEAKERS MUST BE WORN ON GYM DAYS to participate.**
- Clothing should not be worn that displays messages promoting hate/gangs, alcohol, tobacco, drug use, violence or sexual, or inappropriate language.

## CLASS ASSIGNMENTS

Each year we work diligently to determine student placements for the following school year. Since we consider the placement process to be one of our most important tasks, we would like to share the process with you. Student placement is determined and reviewed by a team of professionals. Each child's academic, social and emotional growth and needs as well as peer relations are considered to create classes which provide each child with an educational environment that will meet his or her needs.

In view of the time and consideration taken in the placement of your child, we request that you DO NOT ask for a specific teacher placement. If you are aware of additional information that should be taken into consideration when making next year's placement decisions, please submit this information in writing to your child's principal no later than May 12, 2017. Please be assured that we will use our professional judgment to arrange the best match for your child.

## BEHAVIOR EXPECTATIONS & DISCIPLINE

Students at Cornwall Terrace will be encouraged and taught through a positive behavior support approach. Creating a safe and secure learning environment is a priority. Our goal is to develop “expected” behavior choices in students and avoid behavior that is “unexpected” in given situations. For elementary-aged children this is a learning process. All staff, as well as students, are expected to act in ways that are Respectful, Responsible, and Resourceful when it comes to making safe choices.

The five Wilson Elementary Schools all enforce these 5 important school rules:

1. Follow directions the first time they are given.
2. Keep hands, feet, and objects to yourself.
3. Use appropriate language: No swearing, teasing, or name-calling.
4. No fighting.
5. Respect self, others, and the property of school and community.

When a student chooses not to follow the **district-wide** rules, there are consequences. Consequences will be determined by the principal and/or teachers based on the severity of the student's chosen behavior.

Following, are a few possibilities of potential consequences, in no particular order. Please check the school district website for further clarification.

- ⇒ phone conference or meeting with parent/child/teacher/principal, written correspondence from school, conversation with the principal, school/community service, loss of one or more privileges, anger management or conflict resolution training, detention, suspension (either in or out of school), .

Zero Tolerance Policy: For the safety of your children, Wilson has adopted a zero tolerance policy for weapons in the schools. Children **MAY NOT** bring weapons/look-alike weapons of any kind to school (including water pistols, rubber knives, etc.). Students who break this rule may be suspended or expelled from school. Please be aware of the potential seriousness of consequences.



## BICYCLES

Students in **grades 4 & 5** may ride their bike to school after having completed appropriate school paperwork signed by a parent. We will record bike identification, and the use of bike locks is encouraged.

- As per PA state law, helmets must be worn.
- Upon arrival to the school property, children must dismount their bike and walk the bike to the bike rack.
- Students must use the walking path and not ride through the parking lot. The bike rack is located at the back of the school.
- The district is not responsible for lost or stolen property.

## VOLUNTEERS/VISITORS

All visitors to the building, regardless of purpose, must stop in the office with Photo ID to sign in and pick up visitor identification to wear.

If you are planning on volunteering throughout the school year in the building and/or classrooms, be aware that you will be required to have your clearances.

Volunteers who may be working with students outside the direct supervision of a district employee (chaperoning a field trip, reading to/working with students in the hallway, etc.) You need to read and sign disclosures and send for Child Abuse and Criminal History background checks.

See [www.wilsonsd.org](http://www.wilsonsd.org) under QUICKLINKS and VOLUNTEER INFORMATION.

**\*CLEARANCES MUST BE RENEWED EVERY 5 YEARS\***

**\*\*It is the expectation that all volunteers will observe and maintain a standard of confidentiality when working with teachers/students in our school buildings. (see Confidentiality section p. 10)**



### SCHOOL BUS SAFETY RULES

- Follow the driver's direction the first time it is given—the driver is in charge of the bus and all assigned students.
- Board and exit the bus only at your assigned bus stop location in an orderly fashion—wait for the bus to stop completely.
- Be seated immediately and remain properly seated while on the bus—back to seat back and seat to seat bottom.
- Keep the aisle clear and your belongings on your lap; personal belongings should remain in your backpack—large items, glass objects, living creatures, items that may be hazardous to students, etc. are not permitted on the bus.
- Talk quietly to those next to you using acceptable language—do not put anyone down or use rude gestures.
- Due to choking potential—do not chew gum, eat or drink on the bus.
- Keep the bus clean—put all trash in the trash can.
- Follow all school rules—no harassment/verbal abuse, no fighting, no vandalism, no use/possession of tobacco products, etc.
- Use the same conduct on the bus as you would in the classroom—the bus ride is a privilege.

#### Transportation Audio & Video Recordings

Audio & video recorders are installed on board buses to function as a deterrent against acts of misconduct, thus, providing a safer environment for students, staff members and the motoring public.

District school buses and vans may be equipped with audio & video recording equipment so that problems can be identified and appropriate disciplinary actions may be taken. Although audio & video equipment may be installed on most district vehicles, the vehicle may or may not be equipped with functional audio and/or video recording equipment at any given time.

Audio & video recordings capturing misbehavior may be used as evidence per Wilson School Board Policy 810.2.

Audio and/or video recordings are not required to support school bus conduct reports written by district employees.

EMERGENCY SCHOOL CLOSINGS  
& DELAYED OPENINGS

Occasionally, school will need to close early. Discuss this possibility with your child and make a plan of action with which your child is familiar and comfortable, so that she/he gets home safely.

The Wilson School District is fortunate to have an emergency calling system called Alert Now, should the need arise to contact large groups of parents across the district. One of the features of this new system is the 411 caller ID. When an emergency phone message is sent out, 411 will be displayed as the caller ID. All other community outreach messages will display the Wilson School District number 610-670-0180. However, **the system is only effective if we have your correct and updated contact information.**

Should the district (or your child's school) need to close early, open late or not open for emergency reasons (usually inclement weather) you would receive a call alerting you to that change. You can also get that information from local TV and/or radio stations (be looking/listening for Wilson-West Lawn) or on the Wilson School District webpage ([www.wilsonsdsd.org](http://www.wilsonsdsd.org)).



STUDENT PLANNER

We are committed to assisting our students in learning to organize and plan for their educational success. Students in grades 2-5 will be issued a planner book. It is the responsibility of each 2-5 student to maintain this planner throughout the year to help manage student projects, assignments, and other classroom information.

## HOMEWORK

Homework is an opportunity for students to hone and practice learned skills and/or stretch and challenge their learning. Typically, daily homework should not take longer than the grade level X 10 minutes (example: 3X10=30 minutes for 3rd graders.)

Long term projects or studying for tests may require students to budget their time accordingly.

Students are expected to complete assignments and/or ask for additional help if needed.

OOPS! It happens occasionally, despite classroom reminders and routine, that a student forgets homework. If she/he returns to school before 4:00 PM and if an escort is available, the student will be required to sign in at the office before retrieving homework. To avoid becoming a habit, access may be denied if a student becomes “too forgetful”.

## WILSON 1:1 TECHNOLOGY INITIATIVE

Every student will be assigned a technology device to use as a learning tool during the school day. Students are required to use only the device assigned to them and should never share their passwords with other students. If the device is not working properly, students are asked to get permission from their teacher to take it to the library to get a loaner for the day. While using technology in school, students should follow all guidelines that teachers discuss and follow all established classroom rules. There will, however, be times that laptops or tablets break. If this happens, please inform the teacher immediately so it can get it repaired as soon as possible.

## BREAKFAST

Will be served starting at 8:15 AM—the price will be \$1.75  
Students should report to the office through the front doors.



**LUNCH**

The student lunch cost during this year will be \$2.60 per day. Students bringing a packed lunch from home may purchase all milk types for \$.65. Free or reduced lunch is available to families who qualify. You will have the opportunity to establish an account for your child's lunch purchases which helps minimize forgotten lunch money issues.

*Students who have no money left in their account will be served lunch, however, the account should be updated as soon as possible. Cafeteria staff will contact parents/guardians about overdue lunch accounts.*

Children who are allergic to milk can bring a note from a doctor verifying the allergy, and will receive juice instead of milk.

Parents are always welcome to have lunch with their children.

**Student lunch times are:**

Kindergarten	12:00–12:20	Grade 1	11:20–11:40
Grade 2	11:40–12:00	Grade 3	12:20–12:40
Grade 4	12:40–1:00	Grade 5	1:00 –1:20

*NOTE: Students will have recess before lunch.*

**NURSE**

All medications (prescription or over-the-counter) require parent **and** doctor's signatures. Also, **students may not carry meds to or from school.** Parents must hand-deliver medications to the school nurse. If it is impossible to hand-deliver the medication during your school nurse's hours, special arrangements can be made with the school nurse. Medications not picked up by the parent at the end of the school year will be discarded. Please refer to the district calendar for detailed district information on medications, dental exams, communicable disease, illness, immunizations, and other miscellaneous medical information.

Our nurse, can be reached at Ext. 1730.

Ms. Sweeney's hours are: Monday-Friday from 7:30 AM-3:00 PM

Mrs. Hartranft's hours are: Monday-Friday from 9:30 AM-4:15 PM



## ELECTRONIC DEVICES

We do not encourage students to bring electronic devices (iPod, cell phone, MP3 players, portable game systems, etc.) to school. However there are circumstances in which students may need to have them available for use before or after school. These items **should not be out of backpacks or being utilized during the school day.** The school is not responsible for lost or stolen property.

## SAFETY

Parking: Another safety issue involves parking in front of the building during the school day. If you are picking up your child from school, regardless of the time of day, you need to heed the posted signs so that your vehicle is clear from the fire lane area where students are crossing, boarding or exiting school vehicles, not blocking traffic, or parked illegally along the yellow curbing. You must park and walk over to meet and walk with your child.

Forgot something? Many times during the year, parents come to school to bring forgotten homework, lunch money, etc.

**Please report to the office** and school personnel will make sure your child gets the items.

When students are picked up or dropped off after 8:50AM, parents must enter the building to sign them in or out.

**All visitors between the hours of 7:45 am– 4:15 pm will be required to state their name and business at the outdoor intercom in order to be buzzed in to the school lobby.**

**Visitors must then report to the building office, PRESENT IDENTIFICATION, sign in, and obtain a visitor's badge.**

## REFUSAL OF PHOTO/VIDEO RECORDING

Photos, video footage and personal interviews with Wilson School District (the “District”) are often used as part of the District’s Community Relations efforts and on the District’s website. If you do not want photos, video footage or interviews featuring your child used in District publications, cable access television programming or on the website, please visit the Cornwall Terrace website under Quicklinks to complete this form .

*Print, sign and submit this form* to your child’s building office if you wish to **NOT** have your child's image recorded and/or displayed for school purposes.



## STUDENT SUPPORTS

We believe that all students can learn... at different rates and/or with different levels of support. If a parent is concerned with student progress, she/he should contact the teacher. Additional supports could include:

IST (Instructional Support Team). Mrs. Krista Steffy, Cornwall Terrace support teacher helps the team (parents & school) focus on a measurable goal and create and follow through with a plan of intervention (Ext. 3006)

Counselor - Mr. Justin Foster is available to promote and support positive social/emotional growth of students. She is a resource for students, parents and staff. (Ext. 3057)

Special Education - Cornwall Terrace has two Autistic Support classrooms, two Learning Support classrooms, gifted and speech services.

Reading Specialists - Cornwall Terrace has two Reading Specialists who work with students and teachers to develop/strengthen literacy.

Mrs. Vanino (Ext. 3460) and Mrs. Kerins (Ext. 4798) will gladly answer questions you may have about how to assist your child with their literacy skills and strategies at home.

**BIRTHDAY CELEBRATIONS**

Students do not celebrate birthdays in school by bringing in food or treats for other students. Individual classrooms recognize this special day within their own setting without food or individual treats (stickers, pencils, etc.) from home. However, you are always welcomed to make a contribution on behalf of your child's special day by contributing toward a class and/or school need (such as a class or library book).

Additionally, invitations for home parties are **not** distributed in class unless the entire class is invited. Student home addresses may be available through PTO/HSA sponsored directories, but not distributed by the school (\*see *CONFIDENTIALITY* section).

**CORNWALL TERRACE ELEMENTARY STAFF\***

SCHOOL YEAR 2016-2017

**Mrs. Beth Yeiser – Principal**

<b><u>Teacher Grade</u></b>	<b><u>Ext. #</u></b>
Mrs. Kendall Ebert K	3065
Miss Amelia Essig K	6726
Mrs. Kelly Owens K	3246
Miss Patricia Kiecko 1	6724
Mrs. Kimberly Schickram	4909
Mrs. Heather Stonefelt1	3058
Mrs. Katy Behm 2	3012
Mrs. Kelly Cherrie 2	6720
Mrs. Stacy Dang 2	4906
Mrs. Christine Forry 2	3018
Mrs. Lori Kline 2	3029
Miss Madison Hauk 3	6717
Mrs. Laura Long 3	3026
Mrs. Lauren Peterson 3	3045
Mrs. Stacy Weiss 3	3070

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Mr. Chris Lechleitner 4	3033
Ms. Vanessa Sassani 4	6713
Mr. Michael D. Smith 4	3056
Miss Reann Trethaway 4	3011

Mrs. Kelly Choate 5	6771
Mrs. Lindsay Kriebel 5	4809
Mr. Matthew Riffle 5	3253
Mrs. Rachel Weidenhammer 5	3046

### **Special Education**

Miss Maria Levidis/AS	4908
Mrs. Jamie Leshner/AS	3014
Mrs. Elizabeth Reifsnnyder/LS	6721
Mrs. Janet Sharp/LS	4703
Ms. Erika Killian/LS	4760
Mrs. Maria Witkowski /Speech	4836
Mrs. Wagner/Gifted Support	4814

### **Educational Supports**

Mr. Justin Foster/Counselor	3057
Mrs. Krista Steffy/IST	3006
Miss Amanda Russell/ESL	4920
Nurse	1730
Childcare	1760

### **Special Areas**

Mrs. Nicole Pagan/Discovery	4895
Mrs. Heather Iswalt/Art	3027
Mrs. Ann Stuffle/P.E.	3062
Mrs. Linda Houck /Library	1720
Mrs. Vanino & Mrs. Kerins/Reading	3460
Mrs. Heather Campbell /Strings	3004
Mrs. Donnasue Thompson/Band	3063
Mrs. Borelli & Mrs. BishopVocal	3203



**WILSON SCHOOL  
DISTRICT**

2601 Grandview Boulevard  
West Lawn, Pennsylvania  
19609-1324

Phone: (610) 670-0180