

Dear Parents and Students,

Welcome to Central School. We are looking forward to an exciting school year. This handbook has been prepared to foster a better understanding between home and school. Its purpose is to outline the rules, routines, procedures and programs that guide us here at Central School. It is our hope that you use this as your primary source of information about the school. Please take time to read and talk about this handbook with your child. Your cooperation will help us provide a rewarding and enriching educational experience.

The faculty and staff welcome your active participation in your child's education. Please attend the many programs held during the year and become a member of our Parent Teacher Organization.

All of us at Central School are dedicated to providing the best possible learning environment for your child. We can realize our goal by working closely together.

Sincerely,
The Central School Staff



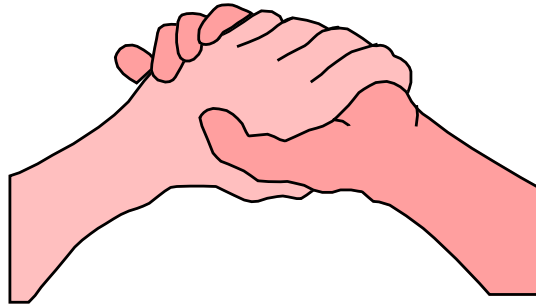
Warren Township Mission Statement

The mission of the Warren Township School District, in partnership with family and community, is to provide an environment where each child is valued and experiences the challenge and excitement of learning.

In keeping with the Mission Statement of the Warren School District, our goal is the education of each child to the maximum limit of his/her individual capacity and talents. We seek to instill in each student a motivation and desire for learning, a sense of personal identity and self-understanding, the capacity to apply knowledge in solving life's problems, the ability to communicate effectively, and the capacity to interpret the world and her/his relationship in it, society, an appreciation of beauty and creative use of leisure time, and a fundamental respect for other people, for rules, and for social values.

Our purpose is to provide a solid foundation in the fundamental skills with emphasis on the application of the skills in making sound judgments, in developing rational thought processes and toward self-directed learning. We shall seek to provide as broad and enriched a total program as facilities, talent, and resources permit.

Furthermore, we recognize that school programs are planned around patterns of human growth and development during the years between childhood and adolescence. Education is seen as a process. The interests of students, skill development and utilization of knowledge are integrated through instructional grade level units.



The vision of Central School is

- *to develop and maintain an atmosphere that is positive, caring, and respectful;*
- *to foster a love of learning, that encourages creative problem solving, risk taking, and critical thinking;*
- *to create an environment in which students are able to integrate knowledge and learning into daily life and;*
- *to allow each person to achieve his/her potential as a contributing member of society.*

The School Day

Central School has high expectations for ALL students. The staff wants all children to get the most out of their educational experience. It is important that every student:

Come to class prepared,
Follow the class and school rules,
Show respect for themselves, the staff, and each other,
Show pride in their school,
Do their best!!!

Arrival

All classrooms generally follow the same procedures at the beginning of the day. Upon arrival at school, children proceed directly to their classes. Teachers will be in the hallways and at the door entrance of their classrooms to welcome students and make sure they find their classrooms. Once inside the classroom, the teacher takes attendance and collects notes while the students are completing the first educational activity of the day. The Pledge of Allegiance is recited over the intercom system with student volunteers leading the school. On Fridays and other appropriate times, the National Anthem or another patriotic song is played or sung. At Back to School Night, each teacher will discuss any specific routines unique to her classroom.

We strongly encourage your children to use the busses provided. If you drive your child to school in the morning, please drop your child off at the front of the building. Instruct your child to go into the main lobby and wait for an adult to escort him/her to the gym. Adult supervision is available after 8:30 each morning. Students wait in the gym with an adult until 8:40. Do not drop off any children on the side of the building where the buses are unloading. **The safety of all the children is our top priority!**

Students are expected to arrive at school on time. Any student, who is continually tardy, will make up missed school work during recess time.

Attendance

Daily attendance in school is very important for the academic success of our children. If your child is going to be absent, please call our nurse at 753-5300 before 9:30AM. Press #2 for Central School and then press #1 to report an absence or for the school nurse. State the nature and duration of the illness, particularly if a contagious condition exists. On the second day of an absence, homework can be requested from the main office (see page 10).

We would like to discourage parental early pick-up, as this disrupts classroom programs and your child misses important instructional time in school. We encourage you to schedule all appointments after school hours whenever possible.

In the event you must pick up your child early, please send a note to your child's teacher in the morning explaining when she/he will be picked up. At pick-up time, go to the main office to sign your child out. Your child will be called from the classroom. Do not go directly to the classroom. If your child returns to school after an early pick-up, you must sign your child back into school in the main office. Please use the visitors' parking spaces instead of parking by the sidewalks.

Our regular school day:

Grades K-5 8:40-3:20

Half-day schedule:

Grades K-5 8:40-1:20
Students have lunch but no recess on these days.

Delayed opening schedule:

Grades K-5 10:10-3:20

On inclement weather days, the reverse 911 phone system will notify you. You may also wish to tune to WOR (710), WCTC (1450), or WERA (1590) for emergency broadcasts beginning at 6:00 AM. In the event we need to close school early, the reverse 911 phone system will be activated.

Dismissal

The children are busy up until the end of the day. At dismissal, the students gather their belongings, exit their classrooms as their buses arrive, and proceed to the bus lines where adults supervise bus boarding. **If your child is being picked up, this information must be given to the teacher in the morning as a signed note.** The note will be kept in the office. Parents are to report to the all-purpose room at the end of the day, sign out their children and wait quietly for dismissal time. Your child will come to the all-purpose room. Please do not go to the classroom to pick up your child.

To insure student safety, please do not park where the buses will be boarding students. Use Central Park West or other available empty spaces instead of parking on the side near the door and running into the all-purpose room. We encourage parents to limit personal pick and drop off of students. Please have your children use the buses that are provided.

Bus Safety

Our number one concern is the safety of our children on the buses. Inappropriate behavior on the buses threatens the safety of everyone. Riding the bus is a privilege and can be withdrawn if a student repeatedly disregards the bus rules.

1. All children are to be seated when the bus is in motion.
2. No objects are to be thrown in or out of the bus.
3. Children may not change seats while the bus is in motion.
4. Children may not put anything outside the window.
5. Loud noises and calling out are not permitted.
6. Directions given by the driver must be obeyed.
7. Fighting, pushing, or tripping is not permitted.
8. Seatbelts must be worn.

Students who receive three bus misconduct reports from the bus driver or have repeated violations will be suspended from the bus for three days. Continued violation of the bus rules will result in additional suspensions of bus privileges.

Fire Drills

Unannounced fire drills are held twice a month. The purpose of the drill is to adequately prepare and familiarize students and staff with appropriate procedures to follow in the event of an emergency. It is absolutely necessary that students learn the proper procedure and also realize the importance of appropriate conduct. All grade level teachers discuss the procedures with their students and the behavioral expectations during a fire drill.

Lockdown Drill

An announced lockdown drill is held once a year. The purpose of the drill is to adequately prepare and familiarize students and staff with appropriate procedures to follow in the event of an emergency. Students and parents are notified in advance. The police are called and supervise the drill. They provide feedback on how to improve our procedures to maximize the safety of students and staff.

Library

Our school is fortunate to have a wonderful collection of material in the school library. All children visit at least once a week for a brief lesson and book exchange, and at other times during the week as arranged by the teacher and librarian. Please discuss with your child the importance of taking good care of library books, since they belong to the school and many other children will want to check them out. Please remind your child to return books promptly on library day. New books will generally not be given if books are owed. Any book that is signed out to your child and is lost or damaged must be paid for by the end of the school year or report cards will not be given.

Lunch and Recess

Children are required to bring a lunch from home each day. Several Food Days will be offered each week courtesy of the PTO. Additional information on this will be provided at the beginning of the school year. Milk, juice, and water are available. If your child forgets to bring a lunch, please bring the lunch to the main office and the lunchroom paraprofessionals will make sure your child receives his/her lunch. **Do not bring the lunch directly to the all-purpose room.** This can create a disturbance to the students working in their classrooms and limit our ability to insure the safety of all students.

It is our goal to make the lunch and recess program as pleasant as possible for all of our children. The following guidelines will help toward that end.

1. Children are expected to follow the cafeteria rules that are explained and practiced.
2. Clearly label lunch boxes and jackets with your child's name. A "Lost and Found" box is located in the all-purpose room or on a table in the main lobby area.
3. Outdoor recreation is provided when possible. Please send your child dressed appropriately for outdoor recess. During inclement weather, one grade will have recess in the gymnasium while the other returns to their classroom for recreation.

Cafeteria Procedures

- Follow directions the first time they are given by the paraprofessionals in the cafeteria.
- Stay in your seat unless you are buying food, cleaning up, or using the bathroom.
- Speak in a quiet voice and remember to listen when the adults need to speak to students.
- Leave the cafeteria with permission only. Going back to the classroom is allowed if the teacher is present.
- Clean up after yourself.
- Leave breakable containers or hard candy at home.
- Sanitizers are available for students to clean their hands before eating.

Playground Procedures

- Follow directions the first time they are given by a paraprofessional.
- Use the playground areas and all equipment properly.
- Use self-control. Keep hands and feet to yourself.
- Leave the playground with permission only. If you need to go to the nurse's office, ask the person on duty.

Medication

All medication, prescription or over-the-counter, requires a physician's note to be administered while at school. Medication must be brought to school by a **parent/guardian**. It will be stored in the nurse's office and administered by the nurse.

Special Classroom Events

Birthday Celebrations

Children may celebrate birthdays in their classrooms with a treat brought from home. Please contact your classroom teacher to make the necessary arrangements or bring the treat to the office labeled with your child's name and teacher. If prior arrangement is made with the teacher, the parent may bring the treats to the classroom. Please note the district regulations below concerning the procedures for bringing food to school for children. It is recommended that party favors and goody bags be reserved for out-of-school celebrations. **Elaborate classroom birthday celebrations detract from instructional times.** Should your child wish to have a party outside of school, invitations must be mailed. **They may be given out in school only if everyone in the class is invited.**

Nutrition Policy

Information for Parents and Guardians of Elementary Age Students

Warren Township's four elementary schools will use the following guidelines when implementing the district's nutrition policy.

What is the goal of the nutrition policy?

Healthy eating and an active lifestyle are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. The school district shall help all students, staff members and parents by providing information about nutritious food choices and enjoyable physical activity choices that can last a lifetime. To that end, the entire Warren school community shall be encouraged to model healthy eating and an active lifestyle as a valuable part of one's daily routine.

Can my child share a birthday celebration treat with his/her class?

- Board policy allows for mini-birthday treats to be brought in to celebrate a child's birthday in school.
- The policy emphasizes the modeling of appropriate and healthy eating habits when considering birthday treats.
- The treat should be easy to serve, snack sized, and able to be distributed and consumed in a manner that minimizes impact on the instructional day.
- An ingredient list must be provided with the birthday treat.
- Please contact your child's teacher to arrange a date on which the birthday treat can be distributed to the class so there are not multiple birthdays celebrated on

- one day.

Why do I need to provide an ingredient list with birthday items?

- All birthday treats must have an ingredient list attached when they are delivered to the main office. The school nurse will check the ingredients to make sure that there aren't any ingredients that place students with allergies at risk. **Any birthday or celebration items that do not include an ingredient list will not be forwarded to the classroom.**

What types of birthday celebration treats are not acceptable?

- Any treat that does not include an ingredient list.
- Foods containing any peanut products. Board policy does not allow foods containing peanuts to be sold or distributed at any time during the school day.
- Items like ice cream cakes, Costco size cupcakes, sheet cakes, and goodie bags will not be allowed.
- Drinks (students are encouraged to bring water bottles to school on a daily basis so drinks are not necessary).
- Any birthday celebration items that were not arranged ahead of time with the classroom teacher. Teachers have many special events

What types of birthday celebration treats are acceptable?

- Individual / mini / individual size cupcakes, cookies, and brownies are acceptable.
- Pudding treats
- Fruit parfait treats
- Fruit snacks
- Rice Krispie Treats
- Pizza treat
- Instead of food:
 - o Arrange to be a guest birthday reader in your child's classroom.
 - o Arrange to donate a book to the classroom library or special materials to the classroom in the name of your child.

Can candy be served for classroom or birthday celebrations?

- The district nutrition policy clearly states that "sugar" in any form cannot be the first ingredient listed on any food item served in school. This means that all kinds of candy cannot be served in school.
- Suggested menus will be provided to the homeroom parents by the classroom teacher.
- The suggested menus will emphasize the modeling of healthy eating habits and allow for a balance of dessert like treats with fruits, whole grain chips, vegetable dips, etc.

Field Trips

Each year many teachers like to take their students on field trips to offer them cultural and educational opportunities beyond those offered within the school environment. Each

grade level usually establishes a field trip in which the entire grade participates. There may be other individual class trips when requested by the teacher along with your permission for your children to attend. The Warren Board of Education usually pays for the cost of the field trip. Homeroom moms are usually invited to help chaperone trips.

Homework

Homework enhances children's learning. It reinforces and supplements class work. Parents/guardians should stress the importance of homework assignments. Each teacher will present his/her own homework procedures at Back to School Night or through written correspondence. When a child is absent **more than one day** due to illness, homework assignments may be obtained by requesting that work be available for pick-up at dismissal. Please call the main office as early as possible in the morning to give the teacher adequate time to prepare the child's homework for you.

What is the parents' role with homework? It is suggested that parents provide a good study environment for pupils to complete assignments, encourage a regular time for study, provide supervision necessary to ensure your child applies his/her full effort during study periods, and encourage your child to do his/her homework. It is not the parents' job to do the homework.

The material covered in each class session is an integral part of the course. Each student is required to complete make-up assignments for all absences. Assignments, class work, and tests are to be made up by the students within a reasonable length of time. It is expected that each student will be present for each of the 180 days that school is in session. Removing students from school for vacations during school time is discouraged. **Teachers will not provide advanced work. We suggest your child read a book and/or keep a written journal of experiences. The time for make-up work is immediately following an absence.**

Discipline Policy

Although young, students at Central School are taught that they can help make their school a happy, safe place in which to learn. The following procedures and consequences are presented and discussed in the building with all students. Parents are also asked to review these with their children. Students are asked to follow these procedures and rules and to be familiar with the possible consequences.

General Procedures

- Follow directions the first time they are given by a teacher or paraprofessional.
- Use self-control. Keep hands and legs to yourself.
- Show respect for others and their feelings. Speak nicely to everyone.
- Show respect for the property of others. Only touch or take other people's things

- with their permission.
- Show respect for your school. Enjoy hallway and classroom displays by looking only.
 - Walk when moving from place to place in the building. Be quiet in the hallways so students in the classes can continue to learn.
 - Take hats off when in the building. Leave gum chewing for after school hours.

Discipline without Stress, Punishments or Rewards by Dr. Marshall

Dr. Marshall has written a book that helps parents and teachers show children how to raise student responsibility and make choices based on intrinsic motivation. All staff members at Central School received a copy of his book in June 2003 and began using the philosophy during the 2003-2004 school year. We have found it to be a successful program and continue to implement it each year. His website is also listed if you would like to check out his philosophy. Every student is taught the **Raise Responsibility System** as described in Dr. Marvin Marshall's *Discipline without Stress, Punishments, or Rewards*. There are four levels of behavior:

Level A: Anarchy

Level B: Bullying/Bossing

Level C: Cooperation

Level D: Democracy

All students are expected to behave at Levels C and D.

If any student has difficulty following the school procedures, these consequences may happen:

Teachers have been trained to use reflective questions and give students choices to help them become more responsible when choosing how to act. Students may also complete a self-reflective form describing the behavior and ways of making better choices in the future. In addition, the following may occur when a child repeatedly behaves at Level A/B:

1. The teacher, the principal, or another staff member will talk to the student about the problems. The child may be asked to demonstrate the proper behavior, like using words instead of fists when angry.
2. The student will have some privileges, like free time or recess taken away.
3. The teacher will talk to parents about the problem.
4. If the problem is very serious or occurs frequently, parents will have to come in to school to talk about it with the teacher or the principal and the pupil.
5. If a student hurts or puts another student in danger, the child may be sent home and suspended from school.

Parent-Teacher Communication

Good home/school communication is an essential part of the educational program. We feel it is important for parents to keep in close contact with their child's teacher. Teachers

may be contacted by note or phone. Each classroom is equipped with a phone and an extension number for the teacher. Your message will be recorded by voice mail so the class is not disturbed. When the class is not in their room, the teacher is able to listen to her voice mail messages and respond.

School Visits

A security system is in place at all Warren public schools. All outside doors remain locked throughout the day. **The only way to enter the building is from the front doors.** To enter, press a buzzer that is located on the right side of the front entrance. When a person depresses the buzzer, it rings in the main office. A staff member will then push a button that opens the front door.

There may be times when the office staff is on the phone or out of the office and you may have to wait to gain entrance to the school. We will try our very best to quickly answer the buzzer when it rings. To assure a secure building and a school environment that does not restrict the activities of our children, a **security badge system** is in place.

The procedures are as follows:

1. Everyone shall enter the building via the front door only.
2. Upon entering the building, visitors shall immediately come into the main office and sign their names in the visitor's book.
3. Visitors may then proceed to the classroom or other location.
4. The visitor's badge must be worn during the course of the visit.
5. Return to the main office when the visit is completed and sign out.
6. If you are picking up your child from the nurse's office or attending a class program it is not necessary to sign out a badge. It is still requested that you enter via the front door and make your presence known to the office staff.

In conjunction with this system, staff members and children will be instructed to immediately report any non-staff member who is seen without a badge. In order that we might add a margin of security to the building, we ask that you cooperate with this system and give us your full support. A closed-circuit camera is installed at the front entrance to monitor all people coming and going in the front door. This is just another safety precaution to protect the children and staff at Central School.

It would be most helpful if we could minimize the number of classroom interruptions that occur during the instructional day. Parents who drop off items at the classrooms and perhaps pause a moment to speak to the teacher, may not be aware that even momentary interruptions cause an unnecessary break in the instructional process. Please drop off forgotten items at the office. Our staff will see that your child receives these items.