

WELCOME TO OVERLOOK ELEMENTARY SCHOOL



PARENT/STUDENT HANDBOOK (2017-18)

Overlook Elementary School
1750 Edge Hill Road
Abington, PA 19001
(215) 657-0857

- P** eaceful, kind
community
- R** espectful, responsible
behavior
- O** pportunities & obligations
to learn & grow
- U** nderstanding difference
is our strength
- D** iligent in always
doing our best



**WE'RE OVERLOOK
PROUD...
SAY IT LOUD...**

Abington Township School District Administrative Offices

**900 Highland Avenue
Abington, PA 19001
Phone: (215) 884-4700**

Dr. Amy F. Sichel, Superintendent
Dr. Jeffrey Fecher, Assistant Superintendent
Ms. Susanne Alfonso, Director of Human Resources
Mr. Lawrence Goldberg, Director of Technology
Dr. Ann Bacon, Supervisor of Curriculum and Instruction
Ms. Kelly Lambert, Asst. Director of Special Education
Ms. Judy Bomze, Director of Pupil Services
Dr. James Melchor, Assistant Supervisor of Curriculum and Inst.
Dr. Charles Lentz, Assistant Supervisor of Curriculum and Inst.
Dr. Denise Mendez, Coordinator of K-12 Mathematics
Dr. Kelly Doyle, Supervisor of Communication Arts and Reading
Mr. Byron Goldstein, Community Relations Specialist
Mr. Thomas Snyder, Director of Facilities
Mr. Charles Rhen, Director of Transportation

Overlook Elementary School 1750 Edgehill Road Abington, PA 19001

**Phone: (215) 657-0857
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Attendance Program: (215) 657-0857 Press # 2**

Mr. Joshua Perlman, Principal
Ms. LaVonda Daniels, Elementary Curriculum Specialist
Dr. Jennifer Peszek, Supervisor of Special Education
Ms. Tonya Johnson, Psychologist
Ms. Vickie MacMillan, Administrative Assistant
Ms. Jacqueline McGeegan, Administrative Assistant

Welcome to Overlook Elementary School



Overlook School is the epitome of the neighborhood school. Our familiar surroundings date back to 1926 and the construction of the original building. Overlook's community is a blend of diverse neighborhoods, backgrounds, and cultural influences, which help build sustained and caring relationships.

As Overlook is committed to excellence in education, we will continue to prepare our students to become productive citizens in a safe, dynamic, innovative setting where academic excellence is fostered through cooperative partnerships of staff, parents, and community resources.

WE ARE BETTER TOGETHER!

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2016 - 2017 STAFFING ASSIGNMENTS

POSITION	NAME	ROOM - EXTENSION*
Principal ECS	Josh Perlman	201F ext 3201
	LaVonda Daniels	201C ext. 3311
Kindergarten	Maryanne Sweeney	208
	Natalie Simmons	209
	Jennifer Bradshaw	210
	Alexandra Petriccione	222
Grade 1	Juan Arredondo	212
	Meghann Amato	213
	Lauren Struthers	214
	Laura Gambino	215
Grade 2	Ellen Brown	219
	Elise Melchor	220
	Simone Doctor	221
Grade 3	Brad Wilkins	113
	Michael Carroll	225
	Deborah Swedberg	226
	Kaitlin Packer	227
Grade 4	Michael Staszkiw	106
	Andrew Coates	107
	Margo Eberman	108
	Holly Kelly	109
Grade 5	Jesse Matthews	114
	Susan Goad	115
	Ashley Ensslen	116
Grade 6	Patrick Watkins	121
	Mellissa Hughes	122
	Peter Dilorio	123
ES – Intermediate AS/LS – Primary LS – Intermediate ES – Primary	Maria Heller / Leah Beil	119/120
	Kathleen Lucadamo	204
	Jen Mahoney	112
	Mitchell Lee	224/230

POSITION	NAME	ROOM – EXTENSION*
Special Ed	Jennifer Peszek / Maria Vaccaro	201H ext 3314
Librarian	Elisha Gee	211
Reading Specialists	Natalie Finn	117
Reading Specialists	Derek Hughes	218
Reading Specialists	Amita Abraham	223
Reading Specialists	Dara Whiteside	206
Psychologist	Tonya Johnson	205
ESL	Francine Lee -Kim	1230 Highland
Art	Margaret Johnson	101
Music	Julie Maragos	102
Instrumental Music	Natalie Trach	101
Instrumental Music	Kevin Longwill	Gym Stage ext. 3216
Instrumental Music	George Frueh	102
Instrumental Music	Daniel Young	Café Stage
Physical Education	Kristen Early	Gym Stage ext. 3216
Speech	Donna Voelker	203
APEX	Rob Howe	Willow Hill
	Steve Sergio	Copper Beech
Nurse	Mary Gallagher	202
Health Assistant	Stacie Hazard	202
Administrative Assistant	Vickie MacMillan	201 ext. 3300
Administrative Assistant	Jackie McKeegan	201 ext. 3310
Paraprofessional	Eva Afflisio	204
Paraprofessional	Kathy Bein	230
Paraprofessional	Donna DiMauro	KG Pod
Paraprofessional	Denise Donnelly	119/120
Paraprofessional	Marie Murphy	KG Pod
Paraprofessional	Paula Hairston	112
Paraprofessional	Kevan Phillips	230
Cafeteria/Playground Aide	Georgette Connors	232
Cafeteria/Playground Aide	Sylva Butler Faltz	232
Cafeteria/Playground Aide	Denise Staszko	232
Head Custodian	Rusha Russell (Rudy)	126
Custodian	Bob Padgeon	126
Custodian	Jason Loston	126
Cafeteria Manager/Cook	Peg Root	233
Copy Room		312
Staff Lounge		231

ABINGTON SCHOOL DISTRICT - SKYWARD

Abington School District utilizes a data management system called *Skyward* that stores important information such as attendance and student grades. In addition, important messages may also be sent to parents using this system. This information is accessible to parents by logging into the *Skyward Family Access* portal, which can be found on the district website www.Abington.k12.pa.us. If you are new to Abington School District, you will receive information regarding signing into the Skyward system.

When you access the Skyward system, we encourage you to review and update your telephone number and email contact information that is on the system. The accuracy of this information is essential for communication and in case of emergency. You may also customize your login ID and password. If you do not receive the information or have difficulty getting into the Skyward system, please contact the school's office for assistance.

RESPONSE TO INSTRUCTION INTERVENTION and INSTRUCTION – varies by grade

Overlook Elementary is proud to have been chosen to implement an instructional model entitled Response to Intervention (RtII). It has been effectively incorporated in our school to actively meet student needs through data analysis and research-based interventions.

RtII is a comprehensive, multi-tiered intervention model that supports early identification and intervention for students experiencing academic and/or behavioral challenges. RtII allows every child to flourish and succeed through remedial, specialized and general instruction.

COMMUNICATION

Effective communication between home and school is essential to the success of each child. Read carefully the advice and information provided over the next few pages. As situations or needs occur, please refer back to these positive communication strategies.

Talking with your child's teacher is important

Teachers are always happy to talk with you. When you wish to talk with your child's teacher, please call or make an appointment. The best times to contact teachers are before school and after school. Please feel free to leave a voice mail message. All calls will be returned within a reasonable amount of time.

When the bell rings, teachers have a responsibility to focus their attention on the children. This is not a time for parents. Even a "brief" talk with a parent interferes with this responsibility. If there is something that cannot wait, please send a note with your child or visit the office. We will ensure that the teacher receives your message or request.

Communicating to the Staff:

These types of messages usually involve transportation, academic concerns, questions related to classroom events, or a “heads up” on family matters. Listed below are the forms of communication available to you.

- *Note* – Sending in a brief note is a good way to communicate with your child’s teacher. Teachers usually ask the children at the beginning of the day for any “notes to the teacher.” Having your note early in the day assures prompt action or response.
- *Email* – Teachers check their email usually once a day (before or after school). Please recognize that teachers have been directed to never check or respond to email during instructional time. If you need a response or action within a school day, do not count on email. Teachers will try to respond within 24 hours of an email.
- *Phone call* – The administrative assistants at Overlook will be glad to take a message for your child’s teacher. Please note: Administrative assistants will not interrupt a teacher during instruction time. Your child’s teacher will return a phone call within 24 hours (providing he/she is in school). If your message to the teacher requests a call back prior to the end of the school day, please inform the administrative assistant of the urgency. If you have not heard from the teacher after 24 hours, please call the office and notify the administrative assistant to remind the teacher.
- *Voice mail* – If you dial a teacher’s extension during instructional time, you will be directed to his/her voice mail. The teacher will try to respond within 24 hours of your message.

Communicating Concerns to the Staff

Get the details! Take a few minutes to discuss the situation with your child before calling the school. Ask such questions as:

- ❖ Who was involved in the situation?
- ❖ Where and when did it occur?
- ❖ Who was the closest adult to the situation?
- ❖ Were there any witnesses? Who are they?
- ❖ What happened prior to the situation?
- ❖ Is there something you could have done to prevent the situation?
- ❖ Did you tell an adult? If so, whom?
- ❖ Did you visit the nurse?

Once you have the details, call the school. The administrative assistant will record, for the school administrators, all of the information you provide. The situation will be promptly investigated. You will receive a return phone call from either the classroom teacher or an administrator.

Communication from the PTO

In support of the School District's "Go Green" initiative, Overlook PTO is paperless. Information is available at:

- Go to the Overlook PTO website www.overlookproud.com and enter your email to follow the page. Following the web page will automatically send you email updates.
- Go to <http://overlookproud.com/virtual-backpack> to find all current and past school event flyers.

Curriculum Information

If you have any questions related to the curriculum or assessments administered to your child, please contact his/her teacher. In some cases, the teacher will refer your questions or concerns to our Curriculum Specialist, Mrs. LaVonda Daniels, in order to address any specific curriculum based questions that require further discussion.

INSTRUCTIONAL CURRICULUM

- Language Arts Curriculum – Journeys (Houghton Mifflin Harcourt)
- The University of Chicago School Mathematics Project, Everyday Mathematics 4, is used for mathematics instruction in grades kindergarten through six. This program is among the best of the new generation of mathematics programs developed to address the standards and curriculum guidelines established by the National Council of Teachers of Mathematics.
 - Each student has a ConnectED login, which is the online component of Everyday Math. Here, both students and parents can access the day's lesson for practice and review, along with previous lessons. This login also allows you to access "Family Letters," which are the communication tools of our Everyday Mathematics program. These letters include the skills and algorithms introduced in the math unit and the answers to the Home/Study Links (homework sheets) for the unit. Teachers can also send hard copies of these letters home if requested. Another helpful resource for parents is the Student Reference Book, which is available in grades 1-6. Students may take them home regularly to assist with homework.
- The Science and Technology for Children Program, developed by the National Science Resource Center at the Smithsonian with the support of the National Science Foundation, is used in grades first through fifth. This hands-on science program is articulated with the national science standards and Project 2061 standards. Kindergarten will be using the FOSS program. Grade 6 will utilize Science Fusion, Houghton Mifflin. This program is now aligned with the program implemented at the junior high level.
- The MacMillian McGraw Hill social studies program is a textbook based program that offers instruction in civics, economics, geography, and history. It focuses on the people and places from across Pennsylvania, the United States and the World.

- Library and information services are provided through our school librarian, programs, and dedicated facilities for all students at Overlook. Online sources and the Internet are available.
- Computer instruction is provided through fully equipped, networked computer laptops, which include mobile notebooks and Chrome Books. Each pod of classrooms has access to computer carts for use in their lessons.
- Health education is taught in all elementary grades and includes age appropriate instruction on the consequences of tobacco, drug and alcohol abuse. The DARE (Drug Abuse Resistance Education) Program and AIDS instruction is offered to students in grade six.
- The School Wide Positive Behavior Support (SWPBS) Program and OLWEUS Curriculum are designed to enable students to make good choices and to develop positive character traits.
- Instruction in art, general music, library and physical education is provided on a weekly basis through instructional specialists. A choral music program is offered to students in grades five and six.
- A developmental program of instrumental music instruction is offered to elementary students. Instruction on string instruments begins in grade three and instruction on brass, percussion, and woodwind instruments begins in grade four.

EVALUATING STUDENT PERFORMANCE

Students are evaluated by teachers in the various subject areas. The teachers establish their expectations for the lessons taught and determine the evaluation that students receive for their work. Students are usually graded on competency, productivity and demonstrated performance of newly acquired skills.

The State of Pennsylvania reports progress in mastery of the standards using the descriptors: Advanced, Proficient, Basic, and Below Basic. Improving academic performance for all children is an essential part of Pennsylvania’s standards. Abington School District has established academic standards that define what students should know and be able to demonstrate at specific grade levels. The four performance levels illustrate students’ achievement of the Academic Standards. The state descriptors are defined as follows:

Level	Description of Academic Performance for this Level
Advanced	The Advanced Level reflects superior academic performance. Advanced work indicates an in-depth understanding and exemplary display of the skills included in the Pennsylvania Academic Content Standards. Students working at the advanced level are functioning above the expectations for the grade level.
Proficient	The Proficient Level reflects satisfactory academic performance. Proficient work indicates a solid understanding and adequate display of the skills included in the Pennsylvania Academic Content Standards. Students working at the proficient level are functioning at the expectations for the grade level.

Basic	Basic work indicates a partial understanding and limited display of the skills included in the Pennsylvania Academic Content Standards. This work is approaching satisfactory performance, but has not been reached. There is a need for additional instructional opportunities and/or increased student academic commitment to achieve the Proficient Level. Students working at a basic level have made some progress but have not yet met the expectations for the grade level.
Below Basic	Below Basic work indicates little understanding and minimal display of the skills included in the Pennsylvania Academic Content Standards. There is a major need for additional instructional opportunities and/or increased student academic commitment to achieve the Proficient Level. Students working at a below basic level are working significantly below expectations for the grade level.
N/A	Not assessed during the present marking period.

ACADEMIC SERVICES AND OPPORTUNITIES BEYOND THE CURRICULUM

Overlook’s “Core Team” meets weekly to review and analyze all curriculum-based assessments in reading and mathematics. Classroom teachers also keep the team abreast of behavioral concerns, attendance/tardiness issues and parent requests. Using all available data, the core team determines the students in need of remediation, enrichment and/or acceleration. Core team members include the principal, curriculum specialist, school psychologist, reading specialists, school nurse, and the speech and language teacher.

Grade levels meet every six weeks with the “core team” to review DIBELS results in regard to progress monitoring and benchmarks.

ENRICHMENT

Grades 1 and 2

Overlook Elementary enrichment students in grades 1 and 2 participate in the Pennsylvania Statistics Poster Contest. They review basic math skills and are introduced to ways to enrich their mental math abilities. Geometry and measurement are also emphasized throughout the program. Students learn about ways to collect and graph data and to provide summaries of their data using <http://nces.ed.gov/nceskids/creatagraph> and/or Microsoft PowerPoint.

To obtain additional information about the Pennsylvania Statistics Poster Contest, feel free to view <http://www.math.iup.edu/paposters/> for more information.

Grade 3

Overlook Elementary’s third grade enrichment groups participate in a math contest called Mathfax. Mathfax was created to sharpen the participating students test taking math skills. The competition was designed to give the teachers an educational tool that motivates their

students to excel in mathematics. There are four contests, each thirty minutes long. After the fourth and final contest, the top three students will receive awards.

Additional information about Mathfax can be obtained by visiting www.Educontest.com.

Grades 4 to 6

Overlook Elementary's enrichment students in grades four to six participate in the Math Olympiad competition. This world-wide competition consists of five monthly timed tests starting in November. The math problems are designed to help students develop the ability to think mathematically, rather than to teach more advanced or unusual topics.

Math Olympiad was created to stimulate enthusiasm and a love for mathematics as well as:

- To introduce important mathematical concepts
- To teach major strategies for problem solving
- To develop mathematical flexibility
- To foster mathematical creativity and ingenuity
- To provide for the satisfaction, joy, and thrill of meeting challenges

Grade 6

Overlook's sixth grade students often participate in the Pennsylvania Math League contest as well. Students in each league compete for the highest scores. Questions may cover: basic topics, plus exponents, fractions, reciprocals, decimals, rates, ratios, percentages, angle measurement, perimeter, area, circumference, basic roots, patterns, sequences, integers, triangles, right angles, and other topics. These contests encourage a variety of problem-solving skills and methods to improve students' abilities and understanding of mathematical connections, while having fun!

Contest Format: Each contest consists of forty multiple-choice questions to be completed in thirty minutes. On each three-page contest, the questions on the first page are generally straightforward, those on the second page are moderate in difficulty, and those on the third page are more difficult.

Additional information about the Pennsylvania Math League can be obtained by visiting <http://www.mathleague.com/contests.htm>.

ARRIVAL AND DISMISSAL PROCEDURES

Safety is our highest priority during arrival and dismissal. To ensure that every child is safe, teachers and support staff are assigned to monitor areas and to escort students off school grounds. Please review the procedures carefully with your child and reinforce the importance of following the procedures on a daily basis. Any change in arrival/dismissal must be indicated in writing and communicated to the teacher and office staff.

Arrival: 8:30 - 8:50 – Supervision of the children by support staff begins at 8:30 AM. Children should not arrive at school prior to 8:30 AM.

Walker – Any child who walks off school grounds to either:

- A. Go home
- B. To meet a parent parked off school grounds.

WALKERS CANNOT BE PICKED UP FROM THE STAFF PARKING LOT DUE TO SAFETY CONCERNS.

Buser – Any child who takes the bus home is considered a buser. If your child is assigned to a bus, please have them use this mode of transportation. Many of our students are assigned to bus transportation, and this is a safe and efficient means of dismissal. Students are assigned bus seats within the first two weeks of school.

Parent Pickup – For your child to be considered parent pickup, you must drive or walk on school grounds and pick up your child at the parent pick-up door (rear of school). Please bring identification with you. Remember: If you wait off of school grounds for your child, he/she is a walker, not parent pickup.

Students who have been assigned bussing are urged to ride their assigned bus to and from school to help minimize car traffic around the school. Students in grades kindergarten through sixth grade are not permitted to ride bicycles to school. Walkers are to stay on sidewalk areas and obey school and crossing guard personnel.

- **ALL bus students will unload and load in the front loop of the school.**
- **Absolutely no car traffic is permitted in the bus zone at arrival/dismissal times. No vehicles will be permitted in this area during the school day.**
- **Supervisory personnel will be on duty in the bus zone to assist students when unloading the buses and to ensure their safety into the building.**
- **At dismissal, school personnel will be on duty throughout the hallways and in the bus loading area to assist students and ensure their safety.**
- **For safety and security reasons, parents and guardians, and visitors are not permitted in the hallways during dismissal or in the bus loading zone at any time.**

Fair Weather Arrival

BUS STUDENTS (Kindergarten)

Kindergarten students exit the bus at the Edge Hill Road bus entrance loop and are greeted by the support staff. Breakfast students enter the cafeteria for monitored breakfast. All remaining students proceed down the sidewalk towards Welsh Road where they are greeted and monitored by support staff in the kindergarten playground.

BUS STUDENTS (1st through 6th Grades)

All bus students unload at the Cafeteria/Edge Hill Road bus entrance and are greeted by support staff. Breakfast students enter the cafeteria for monitored breakfast. All remaining bus students proceed down the Edge Hill sidewalk ramp to the playground. Support staff and the Elementary Curriculum Specialist provide supervision during arrival.

PARENT DROP OFF

Parents must either park their vehicle in the designated spaces on Welsh Road and escort their child to the playground area or use the drop-off circle and child exits vehicle at drop-off near the playground. **Parent drop-off is prohibited in the staff parking lot due to safety regulations.** Please do not park and leave your car unattended in the drop-off circle, as we must keep traffic moving. If you need assistance, please see one of our staff members.

***Kindergarten parents may park in the Welsh Road lot and escort their child up the ramp to the kindergarten playground. Kindergarten students that have been dropped off are greeted by support staff and directed up the ramp to the kindergarten playground.

Kindergarten teachers will pick up their students from the kindergarten playground at 8:50 AM.

Classroom teachers escort students to their respective classrooms at 8:50 AM. If you arrive after 8:50 AM, your child must enter through the main office door.

The following classrooms will line up by the rear Welsh Road playground entrance:

106, 107, 108, 109, 113, 114, 115, 116, 213, 214, 215

The following classrooms will line up by the side Silver Avenue playground entrance.

121, 122, 123, 219, 220, 221, 222, 225, 226, 227

Inclement Weather Arrival

All bus students unload at the Cafeteria/Edge Hill Road doors where support staff meets and directs students inside the building. Walkers and parent drop-off students enter through the parent drop off (Welsh Road) entrance doors. Kindergarten through third grade students assemble in the gym. Fourth through sixth grade students assemble in the cafeteria. There is additional supervision provided in the cafeteria and gym by the ECS and support staff.

DISMISSAL

KINDERGARTEN

Overlook staff will dismiss parent pickup students from the parent drop off entrance/exit area (outside doors near art room). Walkers will be dismissed to the front lobby. Please arrive on time to pick up your child from school. Kindergarten teachers also escort kindergarten busers to the gym to wait at assigned areas.

ALL STUDENTS

1. There are three bells (3:15, 3:18, 3:20). Students are not permitted to begin leaving the building until the 3:20 bell.
2. Students will remain in their classrooms until the 3:20 PM dismissal bell.
3. Teachers will escort bus students to the gymnasium.

4. Teachers will escort parent pick up students to the Art Room. Parents may wait outside of the Art Room.
5. Students who walk home should leave school via the office doors.
6. There should be no eating of food/candy while waiting for or riding the bus. No extra birthday food should be going home.
7. Students waiting for a bus will sit in the correct bus line and follow proper bus dismissal procedures.
8. **Buses cannot be used to transport children to play dates.**



Walkers will be dismissed from the front entrance area. Siblings will be instructed to check and wait for family members. Please review the walking route with your child.



Busers will be dismissed from the gym. Students will not be allowed to change buses.



Grades 1 - 6 Parent Pick-Up students will be escorted to the art room and monitored by support staff. Parents should report to the Art Patio and wait for their child. Please bring ID with you.

SAFETY

Please do **NOT** walk your child to his/her classroom. The safety of all children attending our school is of the utmost importance. When parents enter the building to drop off or pick up their children, it is difficult for staff to easily distinguish between who is and who is not a legitimate caregiver. This could present a safety risk for children. When the only adults in the hallways are staff, we can immediately respond to unauthorized visitors. Therefore, in the interests of safety and security, all exterior doors are locked.

At the end of the school day, students need to follow their routine dismissal procedure. Parents who wish to speak with their child's teacher are asked to send a note or go to the office via the main entrance doors.

Our safety and traffic procedures will be carefully monitored and adjusted, if necessary. They have been established for the safety of our students – not for convenience. We thank our families in advance for their cooperation, support, and patience in helping to provide safe, orderly arrival and dismissal procedures for our students.

BEFORE CARE and AFTER CARE

Before care and after care is provided by the Abington YMCA at Overlook. The school personnel do not make arrangements for a child's participation in aftercare. Parents interested in the service should contact the YMCA at 267-939-4889.

BUS RULES AND REGULATIONS

Children who ride buses are expected to conduct themselves in such a manner as not to endanger themselves, their peers, or the safe operation of the bus. A student may be suspended from bus transportation by the principal for disciplinary reasons, in which case the parents are responsible for the pupil's transportation.

All students must ride the bus to which they have been assigned, both to and from school daily. Due to busing capacity, we are unable to grant any requests for students to ride another bus. No student assigned to a bus is permitted to walk home. A written request from a parent or guardian is required before a child will be allowed to walk to a friend's house.

ATTENDANCE

Regular school attendance is required of all students enrolled in the school during the days and hours that the school is in session. The following conditions constitute reasonable cause for absence from school:

1. Personal illness
2. Quarantine of the individual or home
3. Death in the immediate family
4. Religious holiday
5. Required court appearance
6. In the case of the exceptional student (Special Education), where absence is caused by or directly related to the student's exceptionality.
7. Religious instruction – at the written request of a parent, students may be excused for up to 36 hours of religious instruction per school year.
8. Medical or dental appointments
9. Authorized school activities
10. Urgent reasons.

Parents must report their child's absence. When reporting your child's absence, please call Overlook between the hours of 4:00 PM and 9:00 AM at (215) 657-0857, prompt #2 and leave the following information: child's name, your name, teacher's name, date(s) of absence, and the reason for the absence. If you do not report your

child's absence, a member of our staff will use the telephone numbers you provide on the emergency card to locate your child. Parents should make every effort to schedule appointments for their children outside of the instructional day. A note MUST also be sent in within 7 days of any absence.

Please refer to Superintendent's Administrative Procedure (SAP) regarding Absences and Lateness available on the district website.

BIRTHDAYS

- Parents may send in a small treat to be distributed at 2:45 PM.
- Sheet Cakes, ice cream, balloons, treat bags, candles, and flowers *are prohibited* from being delivered to school.
- If you plan to send in a small treat, please plan with the teacher at least one week in advance.
- Check with child's teacher about specific food allergies prior to sending treats.
- Children who do not attend Overlook are not allowed to participate in birthday celebrations.
- Birthday invitations cannot be distributed in class.
- Please send in the number of treats that matches the number of students in your child's classroom.
- Students are no longer permitted to walk around the halls in order to deliver their extra treats to other teachers or friends. This rule is for safety reasons and to limit classroom disruptions.

No extra treats will be permitted on the bus, in the walker line, at parent-pick, or in the YMCA. Please be aware that extra food will not be sent home. This rule is for the health and safety of our students.

Homemade Food

- The District encourages students, faculty, and parents/guardians to discontinue the practice of bringing homemade foods to school for sharing during the school day.

CAFETERIA

The Abington School District provides a nutritious lunch in each cafeteria. Menus are planned by the district's Food Services Manager to fulfill nutritional requirements as specified by federal regulations. Each month the children are given a printed menu to take home which lists the offerings for the month as well as the menu being posted on the district website.

The price of a complete lunch, which includes white milk, is \$2.75; milk alone is .55. Other items such as pretzel rods, cookies, ice cream, etc. are available at an additional cost. Checks may be made payable to Abington School District and brought to the cafeteria personnel on Monday morning after attendance is taken in your child's homeroom or prepaid on-line. **Eligibility forms for free/reduced lunch will be sent home the first day of school.** Should your circumstances change during the year, simply contact the office for another form. The regular cost of breakfast is \$1.30. Breakfast is served from 8:30 – 8:50 AM. Free or reduced rates also pertain to our breakfast program.

Recess teachers supervise the cafeteria. Students will be directed by the staff in expectations pertaining to: traffic, clean-up operations, disposal of trash, general behavior, and dismissals. Children are expected to conduct themselves in the same manner as would reasonably be expected of them in the dining room of their home. Failure to obey rules will result in the loss of cafeteria privileges.

CALENDAR

Each family should receive a district calendar. Please note the schedule of holidays and special events listed on the calendar.

CARE OF SCHOOL PROPERTY

Overlook students are responsible for the proper care of school property, the school supplies and equipment entrusted to his or her use. Students who willfully cause damage to school property will be subject to disciplinary measures. Students and others who damage or deface school property will be prosecuted and punished under law. Parents and guardians of students will be held accountable for students' actions.

CHANGE OF ADDRESS – WITHDRAWAL

It is the responsibility of the parent/guardian to notify the school office of any change in address or telephone numbers. In the event a child is moving out of the community, a note must be submitted to the office stating the reason for the withdrawal and when the anticipated move will transpire. When a family moves out of the district, the child is considered a nonresident and is no longer eligible to attend the schools of Abington School District. If it is determined that a student is a nonresident, the child will not be allowed to return to school, and a bill will be issued for the days which they attended as a nonresident.

CHILD ABUSE

All Abington School District employees are required by law to report any suspicion of physical, mental or sexual abuse. We will contact appropriate agencies and cooperate with them in accordance with the law.

DISMISSAL OF INDIVIDUAL STUDENTS DURING SCHOOL HOURS

Parents should make every effort to schedule appointments for their children outside of the instructional day. In the rare event when students must be excused from school during school hours, students must present their teacher with a written request upon arrival at school indicating to whom the student should be released. If the note does not indicate a designee, the student will only be released to parents or guardians of those individuals whose names appear on the Emergency Card on file in the school office. Students will be dismissed from the office only. **A parent who has court specified custody of his or her children must have the appropriate court order on file in the school office.** When a parent or designee comes to pick up a child, the parent must show proper identification and sign the child out in the log located in the office. The secretary will call for the student. Children will not be dismissed directly from the classroom. If the child later returns to school, please check in at the office in order to make school officials aware of the student's return. **This procedure is designed for the safety of our students and will be strictly enforced.**

EMERGENCY INFORMATION

Emergency information for each child is kept on cards and on the computer in Skyward, providing information to assist in locating parents, the family physician or an emergency person. **Please be sure to provide a local number (i.e. a friend, neighbor nearby, etc.). It is important for you to keep this information up-to-date in Skyward and by telling the school.**

WEATHER EMERGENCIES

Annually, parents or guardians are asked to complete the Weather Emergency Closing portion of the emergency card. You are asked to describe your family emergency plan in case of an early dismissal. Please recognize that the plan **CANNOT** be to call home or wait at school! When Abington schools are being closed for inclement weather, parents will be contacted by telephone using the district's Global Connect System and Skyward. Announcements on KYW radio (1060 AM) will operate when adverse conditions such as severe snow storms, snow and ice cause the interruption or cancellation of classes. Abington School District's radio code number is 301. When school is closed, only "301" is announced. If there is a delayed opening, the announcement will indicate "301 – two hours late".

Weather related closing or delayed opening information is also transmitted via cable television Channel 43, 968. Television stations WPVI (Channel 6), WCAU (NBC 10) and Fox 29 have also implemented school closing alerts. It is imperative that parents ensure their home and cell phone numbers are accurate. Students will be dismissed according to the dismissal arrangements you set forth on the weather emergency portion of the emergency card.

FIELD TRIPS

Teachers may schedule field trips during the day from October through May when such a trip enhances the instructional program. Children must have a signed permission slip in order to participate in the activity. In the event a child does not go on the trip, he/she is required to attend school. Provisions will be made for the child to be placed in another class for the length of the trip. Any individuals chaperoning a field trip MUST have their clearances and their volunteer ID badge from the Abington School District.

FIRE AND EMERGENCY DRILLS

District/building safety plans have been developed to ensure student and staff safety.

- Fire Drills are practiced monthly and are designed to familiarize students with evacuating the building in the event of fire.
- Weather Emergency Drills are practiced to familiarize students with the procedures that would be implemented in the event of a weather emergency.
- Lockdown Drills are practiced to familiarize students and staff with securing themselves safely inside of the classroom or other areas of the building.

HEALTH SERVICES

School nurses work under written order of the school physician for first aid. **School nurses are prohibited by law to diagnose injuries or illness. Please do not send the child to the nurse for diagnosis.** The nurse will only observe the condition and refer the child for medical advice. Decisions regarding the need for medical care rest with parents: therefore, parents are always contacted to take the child home or to the doctor as the need arises.

When a child shows signs of illness, he or she should remain at home. **The child should be kept at home for at least 24 hours after a temperature elevation has subsided.** Upon returning to school, the student must present a note from the parents or guardians stating the dates and the reason for absence. A doctor's note is required after an absence of three days or more. If a child has had a communicable disease, please consult the district policy for readmission. Parents are urged to protect their children with the school insurance group plan. It is important that injuries and accidents in school, or on the way to and from school, are reported promptly to the nurse or school office. Athletic injuries, which occur during physical education classes, should be reported to the physical education teacher immediately. Parents can help with their children's health by establishing daily routines of cleanliness, which should include the check for ticks and head lice.

Emergency cards are kept for each child, providing information to assist in locating parents, the family physician, or an emergency contact person. Please provide HEALTH SERVICES telephone numbers for two local emergency contact persons. These contacts must be aware that they would need to be available to come and pick up your child in the event of illness/injury. It is important for parents to keep this information up-to-date in the school records. Children will only be sent home with people who have been listed as emergency contacts unless parents verify on the telephone that another designee will pick up the student

on that day. **Should you have the Call Intercept/Block function on your telephone, please make sure that it recognizes the school numbers.**

Care given in the school is limited to first aid in accidents and illness until the parent can be reached to take the child home, to the doctor, or to the hospital.

MEDICINES

The administration of medicine to students by the nurse may be authorized only in emergency cases and only upon the completion of the forms giving permission to administer the medicine, as noted by the physician's and parent's instructions. **All medicines must come to school in the original container and be kept in the nurse's office.**

No medication is to be sent to school unless it is a prescription for special medical conditions. These emergency medications may be sent to school if the following rules are met:

- Send a note from a doctor stating the name of the medication and how it is to be given (dosage, time to be given, reason for medication, length of time medication is to be administered). The medication must have the prescription label on the container.
- Send a note from the parent or guardian giving approval for the medication to be administered at the school.
- The medication must be kept in the nurse's office. Please notify the nurse of any changes in the medication.

STUDENT ACCIDENT MEDICAL INSURANCE

Parents and guardians have the option to purchase private Student Accident Medical Insurance. This opportunity for student accident medical insurance is available to all Abington School District students. Please inquire with the Business Office at 215-881-2541 to obtain a brochure regarding the available coverage and enrollment/purchase information.

HOLIDAY ACTIVITY DAYS

Four holiday activity days are scheduled for each grade level during the year. Special classroom events are scheduled for Halloween, Winter Party, Valentine's Day Party and end of the year picnic.

Parents organize the classroom activities for holiday events. Supervised arrangements will be made for any student not celebrating a particular holiday for religious or personal reasons.

PTO

The Overlook PTO is sincerely interested in the work of the school and total program. All parents and guardians are encouraged to become members of the PTO and are invited to attend monthly meetings. These meetings are listed on the school calendar and are open to all parents and guardians. The Executive Board is the nucleus of the organization and consists of all officers and chairpersons of standing committees. The PTO sponsors many

activities for students and their families throughout the year. For more information go to www.overlookproud.com. All current and past school event flyers can be found at <http://overlookproud.com/virtual-backpack>.

HOMEWORK

Homework assignments are designed to: enrich or extend what has been learned in the classroom, practice skills already learned, read for enrichment or enjoyment, conduct research as an outgrowth of classroom activities, and/or learn how to work independently. It is the student's responsibility to complete and submit all homework on time. An established place should be determined for completion of homework assignments and projects.

LIBRARY-MEDIA CENTER

The Abington School District maintains comprehensive collections of print and non-print materials to enhance the children's instructional program. The schools have a modern library for the students' use that also has opportunities for students to use technology to obtain information from the Internet. Children are scheduled to visit the library on a weekly basis to be instructed in library science and/or to do research on special projects. Pupils will be encouraged to use the library for their own use as well as for resources relevant to classroom studies.

LOST AND FOUND

Overlook has a "Lost and Found" area located in the cafeteria. It is strongly recommended that all garments, instruments, lunch boxes, book bags, umbrellas and other personal items be labeled with your child's name. This insures a speedy return of valuable items.

PERSONAL ITEMS OF VALUE

Parents are urged to help their children understand that they are **not** to bring items of value (either monetary or sentimental) to school. This includes headsets, iPods, iPads, or other electronic devices or toys such as Pokemon cards or fidget spinners. The district cannot be responsible for the security of such items. Therefore, students are requested to bring to school only those items that are essential for their educational activities. In addition, personal basketballs, footballs, baseballs, and card games are not permitted. Classroom recess balls will be provided.

CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

An increase in the number of electronic communication devices, including cell phones, is being observed with elementary-age students. The following guidelines are in place at Overlook for the purpose of preserving the integrity of our building's learning environment. It is assumed that cell phones are provided to elementary-age children for emergency use only.

Please be assured that during the school day or while being transported by the school district, emergency needs will be addressed by school personnel.

1. Failure to adhere to these regulations may be cause for school staff members to confiscate the electronic communication devise, and require parents to pick up the devise in the main office.
2. Student electronic communication devices may not be used at any time during the school day which includes time traveling on the bus. If parents need to contact their child, they must call the school office prior to 3:00 PM. The School District is not responsible for student electronic communication devices.

BEFORE/AFTER SCHOOL ACTIVITIES

Children must have parental permission to attend all before/after school activities. Children must be dropped off/picked up at the time specified by the activity supervisor. The first time a student is not dropped off/picked up promptly; a warning will be issued to the parent. If this happens a second time, the parent will be informed by letter that the child may no longer participate in the activity.

RECESS

Supervision is provided by the recess teachers. **As a matter of safety and for legal reasons, parents are not to join students on the recess yard.**

A copy of the rules related to student behavior during playground and recess will be provided. It is important for parents to take the time to review them with their children. Students cannot bring in their own toys, balls or electronic devices.

REPORT CARDS AND CONFERENCES

Since the education of the child is of mutual concern to the parent and the school, open lines of communication are encouraged. Times are scheduled in the fall and spring for parents to have two official report card conferences with their teachers. These conferences are designed to review student progress, discuss social and emotional issues, and set goals for continued growth. Conference times will be scheduled through written communication by our teachers. Siblings are typically scheduled back to back and conferences outside normal working hours are made at the discretion of the teacher.

Communication with parents throughout the year is essential to students' success in school. To arrange to meet with a teacher throughout the year, please write a note or call the school to set up an appointment. **There are to be no "corridor conferences" or telephone conversations during supervisory or instructional time, which begins at 8:50 AM.**

SCHOOL HOURS

Children may arrive at school between 8:30 A.M. and 8:50 AM. **Parents are reminded that there is no supervision provided until 8:30 AM.** The school days ends at 3:20 PM.

STUDENT DRESS CODE

Overlook recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. Each student, however, is expected to demonstrate cleanliness, propriety, modesty, and a good sense of attire and appearance. Clothes bearing offensive and inappropriate pictures, slogans, messages, or language will not be permitted as they create disorder and disrupt the educational program. **Additionally, flip flops should not be worn as they present a hazard when students are traveling on our stairwells.**

VISITING THE SCHOOL

Parents and community members are invited to visit Overlook School during Open House, American Education Week, for Parent/Teacher Conferences, special events, and informally throughout the school year.

For the protection of our children, all parents and visitors must use the front, main entrance to enter/exit the building and follow these procedures:

- Report immediately to the office after entering. Be sure that anyone who may have entered with you comes to the office as well.
- Ask permission, sign in, and receive a Visitor's Badge to go into any area of the building.
- Always wear the Visitor's Badge or ASD volunteer ID and be sure it is visible.
- Go only to the areas where permission is granted.
- Sign out and return Visitor Badge when leaving the building.

Unnecessary interruptions disturb the learning process of the children. Therefore, items your child has forgotten to bring to school should be brought to the office. **Please do not ask office personnel to interrupt the teacher to indicate that a forgotten item has been delivered to the office.** These items will be taken to the child at a time when it does not disturb the class. In the event that a parent-teacher conference is desired, the office personnel will assist in arranging a mutually convenient time for both teacher and parent.

VOLUNTEERS

Parents are encouraged to volunteer in our library, publishing center, and other areas. Numerous opportunities exist through active involvement in our Parent Teacher Organization.

For additional information related to required clearances, visit the Abington School District webpage (www.abington.k12.pa.us). On the right side of the page, select the link to "Employment and Volunteer Certifications." You will find general information and instructions for completing the necessary requirements for volunteers.

STUDENT PHOTO RELEASE

The Abington School District is sincere in its commitment to keep the public informed of the programs, activities, and events that are taking place in our schools. The District typically offers descriptive accounts and photographs in releases intended for publication and distribution. Publications such as school calendars, newsletters, electronic media, newspapers, yearbooks, school programs, websites, etc. may contain student information and/or pictures or videos related to participation in an activity.

In this effort, a photographic image, video representation or sample work may be used. If you do not want our child photographed, please complete and return the letter that was sent the first day of school which indicates that you **do not** wish to have your child(ren) photographed.