School District of Springfield Township

Enfield Elementary School

Parent Handbook
~2017-2018~

Principal: Catherine Van Vooren
1118 Church Road
Oreland, PA 19075
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School District of Springfield Township Mission Statement
Our mission is to educate and develop all students as learners and citizens who are high-achieving, resilient and responsible in a changing global community.

The Enfield School Vision Statement
At Enfield Elementary School, we nurture a love of learning by engaging and empowering students through exploration and meaningful learning experiences. We strive to develop creative and imaginative lifelong learners who will be responsible citizens for today, tomorrow, and the future.

Non-Discrimination Notice:
Pursuant to Title IX of the Education Amendment Act of 1972, the District does not discriminate on the basis of sex in the education programs or activities that it operates. This requirement not to discriminate in the District’s education programs and activities extends to employment with and admission to the District.

In compliance with Title IX of the Education Amendment Act of 1972, the District has a designated Title IX Coordinator. The District’s Title IX Coordinator should be contacted regarding any inquiries as to the application of Title IX or filing a harassment complaint.

The District’s Title IX Coordinator can be contacted via phone, mail or email using the following contact information:

Ms. Emily Kehr
1901 East Paper Mill Road
Oreland, PA 19075
215-233-6000
emily_kehr@sdst.org.
Welcome to Enfield Elementary School!

Enfield Elementary School is a very special place for students in kindergarten and 1st grade. Through the caring work of an extraordinary staff and a supportive community of parents, Enfield students enjoy a rich academic experience within the context of a nurturing school environment.

Please take a moment to familiarize yourself with our Parent Handbook. It contains valuable information about pertinent dates and may answer some of your questions.

We are very proud of our students. Enfield is truly a wonderful school where students shine brightly!

Enfield Elementary School
1118 Church Road
Orelan. PA 19075

Enfield School Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Telephone Ext.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Catherine Van Vooren</td>
<td>Principal</td>
<td>x4000</td>
<td><a href="mailto:catherine_vanvooren@sdst.org">catherine_vanvooren@sdst.org</a></td>
</tr>
<tr>
<td>Mrs. Janice Smith</td>
<td>Secretary</td>
<td>x4000</td>
<td><a href="mailto:janice_smith@sdst.org">janice_smith@sdst.org</a></td>
</tr>
<tr>
<td>Mrs. Mayra Ramos-Cook</td>
<td>Guidance Counselor</td>
<td>x4012</td>
<td><a href="mailto:mayra_ramos-cook@sdst.org">mayra_ramos-cook@sdst.org</a></td>
</tr>
<tr>
<td>Mrs. Cathy Murphy</td>
<td>School Nurse</td>
<td>x4029</td>
<td><a href="mailto:cathy_murphy@sdst.org">cathy_murphy@sdst.org</a></td>
</tr>
<tr>
<td>Mrs. Joanne Adar</td>
<td>Social Worker</td>
<td>x4057</td>
<td><a href="mailto:joanne_adar@sdst.org">joanne_adar@sdst.org</a></td>
</tr>
<tr>
<td>Mrs. Emily Duffy</td>
<td>Social Worker</td>
<td>x4057</td>
<td><a href="mailto:emily_duffy@sdst.org">emily_duffy@sdst.org</a></td>
</tr>
</tbody>
</table>

Phone Numbers:
School Office- 215-233-6080
School Fax- 215-233-6003
Attendance Line- 215-233-6006

School Hours:
Regular Day- 8:55 AM - 3:25 PM
Early Dismissal- 8:55 AM - 12:00 PM
2 Hour Delay- 10:55 AM - 3:25 PM

District Website: www.sdst.org
School Website: https://www.sdst.org/Domain/11
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 5</td>
<td>First Day for Students - Early dismissal, 12:00 PM</td>
</tr>
<tr>
<td>Sept. 6-8</td>
<td>Early dismissal, 12:00 PM</td>
</tr>
<tr>
<td>Sept. 6</td>
<td>Back to School Night, 6:30 PM</td>
</tr>
<tr>
<td>Sept. 13</td>
<td>Enfield -Erdenheim Home School Partnership (EEHSP) Meeting at 6:30 PM</td>
</tr>
<tr>
<td>Sept. 14</td>
<td>Fall Picture Day!</td>
</tr>
<tr>
<td>Sept. 21</td>
<td>School Closed, Rosh Hashanah</td>
</tr>
<tr>
<td>Oct. 31</td>
<td>Costume Parade 9:30 AM, 12:00 PM Early Dismissal</td>
</tr>
<tr>
<td>Nov. 7</td>
<td>School Closed – Teacher In-Service</td>
</tr>
<tr>
<td>Nov. 10</td>
<td>First Grade Family Fun Night, 6:30PM</td>
</tr>
<tr>
<td>Nov. 14</td>
<td>EEHSP Meeting 6:30 PM, Enfield Library</td>
</tr>
<tr>
<td>Nov. 13-17</td>
<td>American Education Week</td>
</tr>
<tr>
<td>Nov. 20-21</td>
<td>Parent Teacher Conferences, School Closed</td>
</tr>
<tr>
<td>Nov. 22-24</td>
<td>School Closed - Thanksgiving Recess</td>
</tr>
<tr>
<td>Dec. 1</td>
<td>Report Cards Issued</td>
</tr>
<tr>
<td>Dec. 21</td>
<td>Winter Sing-A-Long, Time TBD</td>
</tr>
<tr>
<td>Dec. 22</td>
<td>Early dismissal, 12:00 PM</td>
</tr>
<tr>
<td>Dec. 25-31</td>
<td>School Closed - Holiday Recess</td>
</tr>
<tr>
<td>Jan. 1</td>
<td>School Closed - Holiday Recess</td>
</tr>
<tr>
<td>Jan. 2</td>
<td>School Re-Opens</td>
</tr>
<tr>
<td>Jan. 15</td>
<td>School Closed – Dr. Martin Luther King, Jr. Day of Service</td>
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<tr>
<td>Jan. 25</td>
<td>EEHSP Meeting 6:30 PM, Erdenheim Library</td>
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<tr>
<td>Jan. 26</td>
<td>School Closed - Teacher In-Service</td>
</tr>
<tr>
<td>Feb. 16-19</td>
<td>School Closed – Presidents Holiday</td>
</tr>
<tr>
<td>Mar. 15</td>
<td>Report Cards Issued</td>
</tr>
<tr>
<td>Mar. 16, 23</td>
<td>Early Dismissal, 12:00 PM – Parent/Teacher Conferences</td>
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<tr>
<td>Mar. 21</td>
<td>EEHSP Meeting, 6:30 PM, Enfield Library</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mar. 26</td>
<td>No School for Students, Teacher In-Service</td>
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<tr>
<td>Mar. 27-30</td>
<td>School Closed – Spring Break</td>
</tr>
<tr>
<td>Apr. 4</td>
<td>Kindergarten Orientation (6:30 PM)</td>
</tr>
<tr>
<td>Apr. 13</td>
<td>Kindergarten Family Fun Night</td>
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<tr>
<td>Apr. 16</td>
<td>Spring Picture Day</td>
</tr>
<tr>
<td>Apr. 21</td>
<td>EEHSP Meeting 6:30 PM, ERD Library</td>
</tr>
<tr>
<td>Apr. 17-20</td>
<td>2018-2019 Kindergarten Registration</td>
</tr>
<tr>
<td>Apr. 27</td>
<td>Early Dismissal, 12:00 PM – Teacher In-Service Day</td>
</tr>
<tr>
<td>May 6</td>
<td>Early Dismissal at 12:00 PM</td>
</tr>
<tr>
<td>May 9</td>
<td>Festival of the Arts, Time TBD</td>
</tr>
<tr>
<td>May 19</td>
<td>Elementary May Fair/Carnival 10:00 AM – 3:00 PM</td>
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<tr>
<td>May 22</td>
<td>EEHSP Meeting 6:30 PM, Erdenheim Library</td>
</tr>
<tr>
<td>May 28</td>
<td>School Closed - Memorial Day</td>
</tr>
<tr>
<td>May 29</td>
<td>Enfield Barnes &amp; Noble Night, 6:30PM</td>
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<tr>
<td>June 1</td>
<td>Color Day! (Kindergarten- AM, 1st Grade- PM)</td>
</tr>
<tr>
<td>June 14-15</td>
<td>Early Dismissal at 12:00PM</td>
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<tr>
<td>June 18</td>
<td>Last Day for Students/Report Cards Issued on HAC/Early Dismissal at 12:00PM</td>
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Have a great summer vacation!
# Enfield Teachers & Staff

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
<th>LOCATION</th>
<th>EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL NURSES:</td>
<td>Cathy Murphy, RN</td>
<td>Health Suite</td>
<td>4029</td>
</tr>
<tr>
<td></td>
<td>Margie O'Neil, RN</td>
<td>Health Suite</td>
<td>(4042)</td>
</tr>
<tr>
<td>GUIDANCE COUNSELOR:</td>
<td>Mayra Ramos-Cook</td>
<td>Room A-2</td>
<td>4012</td>
</tr>
<tr>
<td>KINDERGARTEN;</td>
<td>Kathy Evans</td>
<td>Room LL-3</td>
<td>4608</td>
</tr>
<tr>
<td></td>
<td>Cynthia Ferretti</td>
<td>Room A-4</td>
<td>4636</td>
</tr>
<tr>
<td></td>
<td>Ryan Berger</td>
<td>Room A-5</td>
<td>5905</td>
</tr>
<tr>
<td></td>
<td>Lauren Hannahoe</td>
<td>Room A-6</td>
<td>4612</td>
</tr>
<tr>
<td></td>
<td>Marcia Keesys</td>
<td>Room LL-1</td>
<td>4632</td>
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<tr>
<td></td>
<td>Juliette Andrews</td>
<td>Room B-1</td>
<td>4021</td>
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<tr>
<td></td>
<td>Tiffany Cannon</td>
<td>Room B-2</td>
<td>4605</td>
</tr>
<tr>
<td></td>
<td>Rebecca Wentz</td>
<td>Room B-3</td>
<td>4619</td>
</tr>
<tr>
<td></td>
<td>Sandy Salmon</td>
<td>Room B-4</td>
<td>4624</td>
</tr>
<tr>
<td>GRADE 1:</td>
<td>Andrea Maguire</td>
<td>Room B-5</td>
<td>4025</td>
</tr>
<tr>
<td></td>
<td>Alison Mason</td>
<td>Room B-6</td>
<td>4633</td>
</tr>
<tr>
<td></td>
<td>Whitney Brunner</td>
<td>Room B-8</td>
<td>4609</td>
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<tr>
<td></td>
<td>Tonja Smith</td>
<td>Room C-2</td>
<td>4625</td>
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<tr>
<td></td>
<td>Liz Finigan</td>
<td>Room C-3</td>
<td>4631</td>
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<tr>
<td></td>
<td>Erin McCann</td>
<td>Room C-4</td>
<td>4618</td>
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<tr>
<td></td>
<td>David Love</td>
<td>Room C-5</td>
<td>4617</td>
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<tr>
<td></td>
<td>Theresa Boyes</td>
<td>Room C-6</td>
<td>4602</td>
</tr>
<tr>
<td></td>
<td>Sharon Murphy</td>
<td>Room C-7</td>
<td>4620</td>
</tr>
<tr>
<td></td>
<td>Ade Oyemola</td>
<td>Room C-8</td>
<td>5903</td>
</tr>
<tr>
<td>SPECIAL EDUCATION:</td>
<td>Jane White</td>
<td>Room next to Lib.</td>
<td>4630</td>
</tr>
<tr>
<td></td>
<td>Teresa Straffin</td>
<td>Room LL-4</td>
<td>4627</td>
</tr>
<tr>
<td></td>
<td>Candace Axiotis</td>
<td>Room outside of library</td>
<td>4057</td>
</tr>
<tr>
<td>ART</td>
<td>Alison Klein</td>
<td>Room A-1</td>
<td>4615</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>Nora Neumann</td>
<td>Library/Media Center</td>
<td>4629</td>
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<tr>
<td></td>
<td></td>
<td>Library Workroom</td>
<td>4040</td>
</tr>
<tr>
<td>POSITION</td>
<td>NAME</td>
<td>LOCATION</td>
<td>EXTENSION</td>
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<tr>
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<tr>
<td>MUSIC</td>
<td>Matt Barlow</td>
<td>Music Suite</td>
<td>3653</td>
</tr>
<tr>
<td>TECHNOLOGY:</td>
<td>Jane Allison</td>
<td>Library</td>
<td>3602</td>
</tr>
<tr>
<td></td>
<td>Erinn Durham</td>
<td>Tech Center</td>
<td>4040</td>
</tr>
<tr>
<td></td>
<td>Bill Watson</td>
<td>Tech Center</td>
<td>4019</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION:</td>
<td>Katie Dougherty</td>
<td>Gym Office</td>
<td>5927</td>
</tr>
<tr>
<td>READING SPECIALISTS:</td>
<td>Megan McAuliffe</td>
<td>Room B-7</td>
<td>4626</td>
</tr>
<tr>
<td></td>
<td>Patty VanZanten</td>
<td>Room A-3</td>
<td>4634</td>
</tr>
<tr>
<td>PSYCH SERVICES</td>
<td>Dr. Janet Sachs</td>
<td>Admin Bldg</td>
<td>1016</td>
</tr>
<tr>
<td></td>
<td>Dr. Gregory Brasco</td>
<td>Admin Bldg</td>
<td>1017</td>
</tr>
<tr>
<td>SOCIAL WORKERS:</td>
<td>Emily Duffy</td>
<td>Office next to Fac. Rm.</td>
<td>4057</td>
</tr>
<tr>
<td></td>
<td>Joanne Adar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELL</td>
<td>Maureen Sheppard</td>
<td>LL-CR-Band/ELL</td>
<td>4046</td>
</tr>
<tr>
<td>SPEECH/LANGUAGE:</td>
<td>Lori Costanza</td>
<td>Conference Rm</td>
<td>5924</td>
</tr>
<tr>
<td></td>
<td>Emilie Stensrud</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OT:</td>
<td>Lisa Fluehr</td>
<td>Next to Library</td>
<td>4020</td>
</tr>
<tr>
<td>PT:</td>
<td>Ruth Carson</td>
<td></td>
<td>4020</td>
</tr>
<tr>
<td>CAFETERIA:</td>
<td>Deb Gajdos (Manager)</td>
<td>Cafeteria</td>
<td>4045/4056</td>
</tr>
</tbody>
</table>
ATTENDANCE POLICY

Children who attend school regularly make consistent academic gains. In order to benefit from the full academic program, it is of the utmost importance that children attend school regularly. It is also very important that students are on time for school. School begins promptly at 8:55 a.m. Arriving on time allows students time to get ready to begin their school day, as well as the school day of their classmates. Students who are prepared to start on time will be better able to do their best each and every school day.

Should your child be absent, please keep in mind that this absence shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences exceeding five (5) days and/or beyond ten (10) cumulative days shall require an excuse from a licensed physician.

EXCUSED ABSENCE/TARDY

- Documented illness/injury
- Death in the family/funeral
- Major religious observances
- Extraordinary family circumstances
- Educational trips (with prior approval from the Principal)

UNEXCUSED ABSENCE/TARDY

- Repetitive/chronic absence or tardiness due to undocumented illness/injury
- Truancy
- Family vacations
- Undocumented absences
- Non-emergency family situation

If a child is going to be late or absent, parents are encouraged to call our Attendance Line (215-233-6006) prior to 9:30 AM and provide the following information – child's name, grade, teacher and reason for absence or lateness. After morning attendance is taken, any child who is marked as absent unexcused will receive an automated phone call informing them that their child is absent. This phone call will take place even if a parent has called the Absence Line. Absences will only be excused when a note has been received.

Tardy Procedures:

If a student arrives late, parents are to accompany their child to the office with a late note explaining the reason for the lateness; however, parents may not accompany late students to
their classroom. A signed note is required each time your child is late or absent. Any absence or late arrival is considered unexcused without a note. An accumulation of unexcused absences without appropriate documentation may result in the need for the development of a Truancy Elimination Plan. These guidelines are part of the Commonwealth of Pennsylvania law and school policy regarding daily attendance.

**Early Dismissals:**

Occasionally, students must leave school before the end of the day. Keeping that in mind, parents, please schedule doctor, dentist and other appointments after school, if at all possible. *If a student must leave early, please pick them up before 3:00 pm to avoid bus dismissal traffic and send a note to the teacher in advance. We will call for the student when you arrive.* Our goal is to eliminate interruptions of a child’s school day. Once your child meets you in the office, parents are required to sign the child out in the “Early Dismissal” log with the reason for the early dismissal. *For safety reasons, please be prepared to show a photo ID when picking up your child from school.*

If your child is returning to school after an appointment, please bring your child to the office to check in with the school secretary before going back to class.

**Change of Address:**

It is extremely important to make the school aware of any change of address or telephone numbers. If there are any changes to your address, please contact the district Administration Office at 215-233-6000 immediately.

**Moving?**

If you are planning to move and your child will no longer be attending Enfield Elementary School, please contact the school in advance. You will be required to complete a withdrawal form, which allows us to remove your child from our system and transfer his/her records to the new school of attendance. It also allows your child’s teacher and class time to prepare your child’s belongings and set aside a special time to say goodbye.
SAFETY PROCEDURES

Every child is entitled to a safe and healthy learning environment. Your child's safety is a major concern of our school. Please review the following safety points with your child:
1. Always look both ways before crossing a street
2. Refuse to approach or enter strange automobiles
3. Obey bus rules if you ride the bus
4. Exemplary behavior is expected at all times

Safety at Enfield requires that we are all vigilant and mindful of this need:
- All Staff are expected to be aware of and follow our Safe/Secure Procedures.
- All staff must wear their school district provided I.D. badge.
- Safety is communicated to our students in the classrooms, at school meetings, etc.
- Everyone entering the building must have their driver's license to sign-in and obtain a visitors badge from a secretary and make sure the badge is clearly visible at all times.

Visiting Enfield:
- All parents and visitors must enter/exit through the Main Office at the front of the building (on Church Road).
- Please be prepared to show photo identification upon signing in to our school.
- All visitors with their photo ID must sign in at the office and obtain a visitor’s badge. These badges must be worn during your entire stay at our school.
- Before leaving, return to the main office and place your badge in the visitor’s badge binder.
- If parents wish to confer with a teacher or volunteer in their child’s classroom, an appointment must be scheduled with the teacher in advance.
- Parents may visit with their child at lunch, if they have a district-approved "Volunteer Badge", but may not go out to recess with their child.
- In order to maintain the safety of all students, parents are not permitted to walk their child to class.
- Regular volunteers are required to have appropriate clearances. Please visit our district website for additional information in this process.

Child Custody Information:

If there is a change in custody arrangements during the school year, please contact the school office immediately.
Fire and Safety Drills:

Fire, lock-down, intruder, medical emergency, and weather emergency drills are conducted regularly so that students will be prepared.

Traffic Guidelines

Bicycle Policy:
Kindergarten and 1st grade students are NOT permitted to ride their bikes to school.

Car Line:
- To enter the car line, turn down the driveway entrance found on Church Road. This is a ONE WAY STREET. All cars must then travel across the playground and exit onto Papermill Road.
- Students are dropped off/picked up for the car line at the covered gym door in the back of the building (door #19)
  - Cars must display the Enfield ID card on their passenger side sun visor.
  - For safety reasons, be prepared to show a photo ID for identification.
  - The driver must be on the approved list of adults for pick up.
- Enfield staff will load and unload your student(s). Please do not exit your car.
- Morning Arrival- Car line ends at 8:55 AM. If you see that the door is closed, please park your car in lot and walk your child into the front office.
- Afternoon Dismissal- Car line ends at 3:40 PM. If you pull up and see that the door is closed, your child will be waiting for you in the office. You will need to park your car in the lot, not in the front circle drive, as buses may still be arriving for pick up.

Walkers:
- Students walking to school will enter through the front doors.
- Upon leaving school, they will exit the building from corner door (#23A) closest to the intersection of Paper Mill and Church Roads.
- For safety reasons, please be prepared to show a photo ID for identification when picking up your child from school.
- The adult picking up the child must be on the approved list of adults for pick up.
School Bus:
- Safe behavior at the bus stop and on our school buses is extremely important!
- **NO CHILD MAY RIDE ON ANY OTHER BUS OTHER THAN THEIR ASSIGNED BUS.**
- To ensure that all students behave in a manner that promotes bus safety, they are expected to follow these simple rules:
  - Arrive at your bus stop at least 5-10 minutes ahead of your scheduled time.
  - No parent/adult is permitted to board a bus for ANY reason, unless pre-arranged.
  - All kindergarten and 1st grade students should sit in the front of the bus. If siblings are to sit with an Enfield student, they may also be asked to sit in the front of the bus.
- **DO NOT pull into the bus circle at any time during arrival and dismissal.**
- If bus procedures are not followed, students may have their bus riding privileges taken away.
- Please feel free to contact Wayne Johnston, Director of Transportation, with any specific bus-related questions you may have: 215-233-6095.

Parking:
- Cars may park in the visitor's parking lot, on the side of the building facing Paper Mill Road, toward the back near Springfield Greenery. They may also park along Paper Mill Road.
- The circle driveway off of Church Road is for BUS TRAFFIC ONLY. You may park temporarily there to pick up your student for an early dismissal or from the nurse's office.
- If there is a special event here at Enfield, the playground/blacktop in the back will be opened for parking.

Weather-Related and Emergency Closings:
Please be sure to....
1. Update your telephone numbers to receive automated calls from SDST.
2. Check the school website @ www.sdst.org
3. Call the school district's informational line @ (215)836-3000
4. Watch the local Springfield cable channel
5. Tune in to stations such as: Verizon (38), Comcast (28), KYW (1060- AM)
6. Listen for our school's radio closing number: 319
GENERAL INFORMATION

Child Care:

Kid View, Inc. provides before/after care for our students. Child care is available for Enfield students before school from 7:00 AM to 8:50 AM and after school from 3:30 PM to 6:00 PM. For information, please contact their office directly at 215-885-0583.

Buses:

Bus schedules are published in the Springfield Sun and Montgomery Record newspapers and on our Web site: www.sdst.org. Schedules are also posted in the Township Library prior to the beginning of school. The Transportation Department may be reached at 215-233-6095.

Books and Supplies:

Textbooks and library books are provided by the School District of Springfield Township. Children are responsible for the care of their texts, library books, school property and other equipment. If books or school property are lost or damaged, you will be required to pay for a replacement. If a lost book is found, money paid will be refunded.

Volunteers:

Holding the position of a volunteer is not a right, but a privilege conferred upon the volunteer by the Board, acting through the building principal of each school within the school district. All volunteers have specific requirements that need to be completed PRIOR to participating in any volunteer experience. Forms are located on our website at http://www.sdst.org/domain/577
| **Public Events**  
(Not Required) | **Private Events**  
(Required) |
|-----------------|-----------------|
| - Attending the Costume Parade  
*Outside* along the parade route. | - Attending any classroom celebrations pertaining to the Costume Parade |
| - Evening Events (Festival of Arts, Concerts, parent and family nights, back to school night, etc.) | - Assisting with classroom or building special events/celebrations (excluding public events such as concert or parade) |
| - Color Day - *Outside* | - Assisting the classroom teacher with anything pertaining to Color Day in the building/classroom |
| - Events held in the gym, library, or cafeteria deemed as public events. | - Chaperoning a single day field trip and/or overnight field trip/competition |
| - Open House | - Providing supplemental assistance to a student |
| - Parent/Teacher conferences | - Being a Mystery Reader |
| - Attending the Sing-a-Long and remaining in the *gym* | - Volunteering in a classroom |
| - Volunteering to eat lunch with your child in the cafeteria or classroom | - Volunteering to eat lunch with your child in the cafeteria or classroom |
| - Volunteering and/or visiting classrooms during American Education Week | - Volunteering and/or visiting classrooms during American Education Week |
| - Volunteering at the Book Fair while school is in session. | - Volunteering at the Book Fair while school is in session. |
Cafeteria:

Our cafeteria is “accepting reservations” once again this year. If you would like to have lunch with your child, please make sure that you have your volunteer badge upon arrival. If you plan to purchase a lunch from the school lunch program, please call 215-233-6080 ext. 4045 to order. Please note: if you are joining your child for lunch, you may want to pack the same lunch as your child. Please refrain from bringing food in from any kind of restaurants (fast-food included). No outside food may be brought in if you are sitting at the Allergy Free table.

Lunch times for students are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>KA</td>
<td>11:00-11:30</td>
</tr>
<tr>
<td>KB</td>
<td>11:30 - 12:00</td>
</tr>
<tr>
<td>1A</td>
<td>12:45-1:15</td>
</tr>
<tr>
<td>1B</td>
<td>12:15 - 12:45</td>
</tr>
</tbody>
</table>

Birthday Celebrations and Party Invitations:

Birthday celebrations are special to each child. If you would like to provide a special treat/snack for the class on your child's birthday, please contact the teacher in advance to make appropriate arrangements. Please keep in mind that food allergies are severe, and therefore, we ask parents to make a conscientious effort in providing a non-food item for birthday celebrations. Snacks are to be left in the office and will be picked up by the teacher and/or delivered to the classroom by the office staff. Party invitations may not be distributed at school.
**Student Insurance:**

Early each fall, parents are given the opportunity to enroll their children in a group insurance plan as approved by the Board of School Directors. Participation is voluntary. Appropriate forms will be on line.

**Lost and Found:**

Your child's name should be placed on the inside of ALL personal items such as lunchboxes, backpacks, hats, sweatshirts, and coats. Lost and found articles are located in the cafeteria. Articles not claimed by the end of the first semester and again by the end of the school year will be donated to a charitable organization.

**Money and Valuables:**

Money and valuables should not be brought to school. Children should carry only the necessary amount of money for lunch and other school needs. Money must be contained in an envelope, purse, or wallet with child's name clearly marked. **Cell phones, Smartwatches, Ipods, and other electronic/valuable items should not be brought to school.**

**Field Trip Chaperone Guidelines:**

We appreciate the time and effort that you offer to chaperone our students on their field trips, which are important educational, social, and cultural experiences. To insure that you and the children enjoy a safe and successful field trip experience the following guidelines are to be followed. Thank you!

**Chaperones' Responsibilities:**

- Inform the nurse if you have a chronic medical condition or if you take medications in case of emergency.
- Follow all procedures of the trip as outlined by the teacher(s).
- Know the itinerary and follow it closely. No detours or side trips.
- Clarify your expectations to all students about their compliance with all rules of behavior.
- Report mishaps or misbehavior to the teacher.
• Follow role-model behavior (i.e. refrain from smoking, using profanity, dress appropriately)
• Refer to the list of your students and know their medical needs. Report to the nurse any medical questions or problems, as soon as possible, and make sure children go to the nurse to receive medications on time.
• Stay with the students at all times. Escort them to the washrooms and wait for them either outside or inside the washroom. If you do not enter the washroom, have a planned secret code to use. For example, if the child seems to be taking too long, open the door of the washroom and say in a loud voice "Happy" and instruct the child to say, "Birthday", or some other code. If the child does not respond, go into the washroom after the child, or call for help.
• Make sure you take a roll call of the children before you leave any place and before the bus leaves.
• Do not use cell phones, except for an emergency. This distracts you from the supervision of the children in your care.

Please note – refunds cannot be made for any chaperone or student who does not go on a field trip. Field trips are pre-paid.

Outdoor Recess:
Recess will be held outdoors, weather permitting. Please make sure your child is dressed appropriately for outdoor play during all seasons and for all types of weather. For students who are unable to go out for recess due to illness or other medical issues, we ask that you write a note for your child and provide documentation from a physician.

School Dress Guidelines:
The School Board recognizes that each student's mode of dress and grooming is based on personal style and individual preference. Each student, however, is expected to demonstrate cleanliness, propriety, modesty, and a good appearance.

Flip flops, slides, or sandals without back straps and “heelys” (footwear with wheels) are a safety hazard and should not be worn to school. Children are unable to participate safely in physical education class and recess activities with this type of footwear. Also, children of this age group may not be able to exit the building safely in the event of an emergency, when wearing such things.
EDUCATIONAL SERVICES

CORE Team: Coordinating Our Resources and Efforts

Members of the CORE Team include Mrs. Van Vooren, Mrs. Ramos-Cook, Mrs. Adar, Ms. McAuliffe, Mrs. VanZanten, the school psychologist, as well as additional faculty members and parents as needed. The CORE Team meets to discuss all aspects of our student needs and works to identify ways to meet the needs of our students and monitor their success.

Psychological, Social Work, and Guidance Services:

Enfield is fortunate enough to have a full time guidance counselor and social worker on staff who can assist students and families with resources in and out of school. Our school psychologist is available on a regular basis as well, to work with and support our students and school-based teams.

Homework:

Homework is designed to reinforce or extend activities begun at school. The purpose of homework is to enrich the learning of the student. Check with your child's teacher for at home technology activities to enhance your child's skills.

Homework is important. Time spent on homework does make a difference. Help your child develop a study routine. Begin each homework session by asking questions about the material being studied and talk about it with your child. Parent interest increases the child's interest. Parents should review completed work. The simple rule is: regardless of your child's age, guide him/her, but don't do the homework. The most important skill you can teach your child is how to break down each assignment into small manageable pieces. This approach gives the child a sense of accomplishment each night and also helps you see the trouble spots. Limit television time and use of electronic devices (except for learning purposes) during the school week. Make learning, reading, and homework a part of family life.

Specific Homework Tips-

- Set Up a quiet, Well Lit Study Area- Designate a special area just for homework. Keep the area free from distractions.
- Create a Homework Survival Kit- Stock necessary school supplies (pencils, paper, ruler, glue, etc.) in a container. Replace supplies as needed and do not use them for other family needs.
Schedule Daily Homework Time - Each week, determine what time homework will be done each day of the week. Post the schedule and see that you and your child stick to it!

Encourage Your Child to Work Independently - Make sure homework is started and completed on time. Have your child call a friend if help is needed. Give help only if a real effort has been made.

Motivate Your Child with Praise - Build your child's self-confidence and motivation by praising him/her for:

- Beginning homework on time
- Working independently
- Staying on task
- Doing his/her best work
- Making corrections and improvements

Assessments & Progress Monitoring:

Benchmarking, running records, chapter tests, unit tests and other performance assessments are all conducted to monitor student growth and achievement as well as inform instruction. Measuring reading fluency and comprehension will be conducted across grade levels throughout the year. Math fact assessments will be conducted routinely. As outlined on math facts framework. Everyday Math assessments measure a student's mathematical ability and achievement. These screenings provide valuable information to classroom teachers.

Benchmarking - measures student's reading proficiency including decoding, comprehension, and fluency.

Response to Intervention and Instruction (RTII):

RTII integrates assessment and intervention within a multi-level prevention system to maximize student achievement and minimize negative behaviors. Using this process, we are able to identify those students requiring remediation of skills and provide evidence-based interventions to address their specific needs. Also, RTII serves those students needing stretching by providing enhancements based on their areas of strength.

- P.A.W.S. - Period to Add Winning Strategies (RTII time)
  - Every Enfield student participates in P.A.W.S. time with a focus on literacy instruction.
  - P.A.W.S. occurs three (3) days a week for 30 minutes a session.
Students are grouped based on academic need and targeted instruction is provided by classroom teachers and staff.

P.A.W.S. time lets us differentiate our instruction at the grade level and address the needs of ALL Enfield students.

**Reporting Student Progress:**

Enfield families have multiple opportunities to receive feedback on their student’s academic and behavioral progress in school.

- **Daily folder**- each student has a daily folder that includes communication from the classroom teacher. Make sure to check this folder each night for notes and/or homework assignments, and use it as an opportunity to convey any notes or messages to the classroom teacher.
- **Email**- all classroom teachers use this as a form of communication with families. Please feel free to email your child’s teacher if you require additional feedback on his/her progress in class.
- **Parent/Teacher Conferences**- There are two (2) formally scheduled conference times during the year.
  - November 20, 21
  - March 16, 23

Please use these as an opportunity to become informed, ask questions, and/or express concerns about your child’s development as a student at Enfield Elementary.

- **Report Cards**- Formal grades/progress are issued on a trimester basis (3x/year)
  - December/March/June
  - Report cards will be available online through the Home Access Center. Please use your login username and password to access the system. If you prefer a paper copy, please make the secretary aware of your request.

**Title Reading Support:**

Title I is designed to help students served by the program achieve proficiency on challenging state academic reading achievement standards. The goal of Title 1 is to ensure a high-quality education for every child, by providing extra help to students who need it most. This program utilizes highly qualified staff who implement instructional strategies based on scientifically based research.

Title I has three primary objectives:

- to improve student achievement for all participating children
- to improve staff development
- to improve parental and community involvement.
Enfield & Erdenheim Elementary Schools  
School District of Springfield Township

**Title One Parent Involvement Policy**

We welcome the participation of parents in support of student learning. Parent involvement is recognized as a key to increased student success. If you are interested in learning more about how you might become involved in our Title 1 program, please contact our School Reading Specialist. Below is the Title One Parent Involvement policy:

Enfield and Erdenheim Elementary Schools welcome the participation of parents in support of student learning. Parent involvement is recognized as a key to increased student success. The following policy has been developed to build and encourage an effective partnership between home and school.

**Communication**

Consistent and effective communication can be achieved through the following avenues:

- Back to School Night
- Title-One Parent Information Night
- Conferences at school
- Email / phone
- Progress Reports

The Home-School Compact, designed by parents and faculty, confirms the shared responsibility for improved student learning.

**Opportunities for Involvement & Volunteering**

Parents are encouraged to participate and volunteer in school activities. Please refer to the “Parent Involvement Statement” in the Parent Handbook and consider one or more of the following:

- Reading with small groups or individual students
- School committees and assemblies
- School programs and projects
- Trainings and workshops

Parent concerns and suggestions will be reviewed and considered during Title One planning and development.
DISTRICT POLICIES

Student Discipline:

In order to insure that every child has the opportunity to fully participate and benefit from the learning environment provided at Enfield, structure and discipline are essential. Our belief is that every child can behave appropriately at school and that every child deserves a safe and healthy learning environment. Positive behavior should be recognized and rewarded. Negative behavior should be corrected and used as a learning experience moving forward. Cooperation and communication between home and school to maintain appropriate school behavior is ongoing throughout the school year.

Some Ways to Help Your Child Resolve Their Conflicts Peacefully:

- Explain that anger is normal—it’s how we manage it that counts
- Help your child identify signs of anger from obvious to subtle
- Show understanding and find ways to resolve anger
- Teach "cool-down" techniques such as counting to 10
- Make a list of ways to handle anger
- Encourage your child to talk about feelings
- Limit your child’s viewing of violence in the media
- Help your child learn to handle stress
- Remind your child to respect the rights and feelings of others

Bullying and Harassment:

The definition of bullying is when a person is exposed repeatedly, over time, to negative actions on the part of one or more students, and the student may have difficulty defending himself. These behaviors can be carried out through physical (hitting, kicking, shoving), verbal (taunting, threatening, spreading rumors), or indirect means (social isolation, cyber bullying).

Bullying is characterized by three (3) criteria-

1. It involved an aggressive behavior intended to cause harm or stress.
2. It typically involves a pattern of behavior repeated over time.
3. It occurs with an interpersonal relationship, characterized by an imbalance of power.

Every child has the right to come to school in a safe environment, free from bullying and intimidation. Any student who violates this policy shall be subject to appropriate disciplinary action, keeping in mind the developmental stage of the children involved.
HEALTH SERVICES

Staffing:

The Health Office is staffed all student days by the Certified School Nurse or Registered Nurse Assistant. The Registered Nurse Assistant contacts parents of sick or injured children, administers prescribed medications, provides first aid in emergencies and assists with health screenings and record keeping. In addition to the aforementioned, the Certified School Nurse provides health assessments, consultation and referral, health counseling and health education, prepares individual health plans, delegates and supervises medication administration, monitors student health status, and assists with health prevention and health promotion activities.

Emergency Contact Information:

At the beginning of every school year you will receive an Emergency Information Sheet to be completed and returned to school. It is important that the information be current, filled out completely and returned immediately to the school. It is necessary that we have your phone numbers (home, work, and cell) as well as the phone numbers of two additional friends, neighbors, or family members that will assume temporary care of your child if you cannot be reached. In case of an emergency when parents cannot be reached, the parent’s signature authorizes the school to call physicians listed on the sheet and to make arrangements for emergency medical care if needed.

Please be sure the emergency contacts you list know that the school may contact them and are willing to pick your child up from school when you are unavailable. It also helps if your emergency contacts are easily reached by phone when you are not.

Please notify the office immediately of any changes or additions that need to be made on your child’s emergency information during the school year.

Food Allergies:

Reactions to food are common, but we take food allergies seriously. Any food can cause an allergic reaction, but only eight foods can cause nine out of ten reactions. These include: milk, soy, eggs, wheat, peanuts, tree nuts, fish, and shellfish.

If your child has food allergies, please consult with the school nurse so that an action plan can be put in place for your child as soon as possible. All students with documented food allergies get preferential seating with their class or will sit with their peers at the food allergy table during lunch time.
**Medications:**

All medications must be sent to the School Nurse in the original container from the pharmacy, marked with the student's name, name of medication, time and dose. A written note giving the reason, time and dose, as well as permission to give the drug to the child, must accompany the medication. Unless prearranged with the school nurse, all medication will be kept in a locked cabinet in the Nurse's Office. Medications will not be given to the student without the written permission of the parent and doctor. If the doctor writes a prescription, please ask for a duplicate for the School Nurse to keep on file if she is to administer the medication during school hours. This duplicate should be sent to school with the medication in the above-mentioned manner. This policy applies to both prescription and non-prescription medications.

**Screenings:**

<table>
<thead>
<tr>
<th>Screenings</th>
<th>Grades</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Growth</td>
<td>All Grades</td>
<td>Yearly</td>
</tr>
<tr>
<td>Vision</td>
<td>All Grades</td>
<td>Yearly</td>
</tr>
<tr>
<td>Hearing</td>
<td>K, 1, 2, 3, 7, 11</td>
<td>Yearly</td>
</tr>
<tr>
<td>Scoliosis</td>
<td>6 and 7</td>
<td>Yearly</td>
</tr>
<tr>
<td>Dental Exam</td>
<td>K or 1, 3, 7, New entrants</td>
<td>Yearly</td>
</tr>
<tr>
<td>Physical Exam</td>
<td>K or 1, 6, 11, New entrants</td>
<td>Yearly</td>
</tr>
</tbody>
</table>

**Health Portal:**

The SDST Health Portal can be used by parent/guardians to access student results for growth, vision, and hearing screenings. (You will be notified by mail or phone if your child does not pass the vision or hearing screening.) If you would prefer a paper copy of your child's screening results, please notify the school nurse. Please see directions on how to access your child's health portal @ [https://www.sdst.org/Page/2032](https://www.sdst.org/Page/2032)
FOOD SERVICES

Lunchroom Procedures:

Lunch should be an enjoyable experience for all. Students are expected to practice table manners (sitting at their places, using utensils properly, talking with quiet voices). Running, throwing, shouting, and disturbing others will not be permitted.

Children have the option of buying a school lunch or bringing one from home. Should your child choose to bring his/her own lunch, juice/milk/snacks may be purchased at the cafeteria. Also, credit to purchase a school lunch will be extended to any child forgetting to bring one which will be charged to the student lunch account and must be paid back.

Point of Sale:

The School District of Springfield Township offers a point of sale system in our cafeteria. This is a debit system (not credit). Charging is only permitted during emergency situations and must be paid back.

Each student will have an account in the cafeteria that can be accessed using their "personal identification number" (PIN). At meal time, a student enters his/her PIN into a keypad. If there are funds deposited into that student's account, the purchase is automatically debited from the balance. If there are NO remaining funds in your child's account, the student will handle the transaction according to the district's charging policy.

Account deposits can be done via a personal check, payable to "SDST Food Service". This is preferred for security reasons. Cash is also acceptable. All deposits should be submitted in an envelope with the child's name, ID number and classroom teacher listed. In addition, families can deposit funds into their child's account electronically. Directions for making online payments can be found at our district website, www.sdst.org on our food services page.

Free and Reduced Price Meals:

The National School Lunch Program is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free breakfast and lunches to children each school day.

Those students who were eligible for Free and Reduced lunch prices during the previous school year will continue to be eligible for this benefit for the first 30 operating days of the new school year. A new application must be submitted at the start of each school year. If a new application is not received and approved before the end of the first 30 operating days then students who did not re-apply will be set to paid status. Applications may be submitted at any time throughout the school year.

There is no overt identification of a student's meal status. The "Point of Sale" is pre-programmed to recognize all student meal status', and the cashier will handle each transaction accordingly. For students eligible for a free meal, the computer will read the student's PIN and function as if the student has funds in his/her account. For students eligible for reduced meals, the computer will read the student's PIN and deduct the reduced price from any fund balance in the child's account.