Erdenheim School

Parent Handbook

2018-2019

Removing Barriers Together
while
Creating Paths towards Success for Students

Principal: Andre’ D. McLaurin
Assistant Principal: Meghan Markle
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 Erdenheim School Vision Statement
Parents and staff working together to encourage all students to do their best.

Erdenheim Elementary School Philosophy
Children are the center of all we do.

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 Orelan, PA 19075 215-233-6000 emily_kehr@sdst.org Further, additional information can be obtained by viewing our district website at https://www.sdst.org/domain/707
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General Information

Arrival:

School Hours
Standard Day Student Hours: 8:55-3:25
Standard Day Faculty Hours: 8:15-3:45
Early Dismissal (Students): 12:00

Attendance

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.

**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. 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.**

Although vacations can be a lot of fun, when they are taken during the academic year they may pose a disruption to a child's continued progress. Please make an effort to schedule vacations when school is not in session.

If a child is going to be late or absent, parents are encouraged to call our Absence Line (215-233-6008) prior to 9:30 a.m. and provide the following information – child’s name, grade, teacher and reason for absence or lateness.
Erdenheim will also accept excusal notes from parents beginning in the 2017-2018 school year through email as well. Our email link is below:

Erdenheim: er_attendance@sdst.org

Please be sure to include the reason for your child’s absence, citing one of the above approved conditions for the absence to be excused. 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/email has been received.

In order to participate in extra-curricular events, students must be present at least ½ of the school day. Furthermore, if a student is chronically or excessively late or absent from school, the principal shall evaluate each situation and determine the student’s eligibility to participate in any extracurricular activity. The district reserves the right to require a physician’s excuse to validate any period of absence. The principal shall have the final decision on eligibility.

**Child Care**

Child care is available for Erdenheim students before school from 7:00 AM to 8:50 AM and after school from 3:30 PM to 6:00 PM. Students attending Erdenheim will remain at Erdenheim for KidView (after school and before school). Kid View, Inc. operates the program. For information, please contact the Child Care office 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.

**Bicycles**

Fifth grade students are permitted to ride bicycles to and from school provided they have written parental permission on file in the school office, wear helmets and use a lock to secure their bicycles to the bike rack. Fourth grade students may begin this privilege in the spring. The school will make every attempt to protect the bicycles from abuse, but the school cannot be responsible for theft or damage. In the interest of safety, pupils are not permitted to ride
bicycles on the sidewalk, on the playground, or on the athletic field immediately before, during, and immediately after school hours.

**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. Textbooks should be covered throughout the school year. 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](http://www.sdst.org/domain/577)

<table>
<thead>
<tr>
<th>Public Events (Clearances Not Required)</th>
<th>Private Events (Clearances Required)</th>
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<tr>
<td>- Attending the Costume Parade <strong>Outside</strong> along the parade route.</td>
<td>- Attending any classroom celebrations pertaining to the Costume Parade</td>
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<tr>
<td>- Evening Events (Festival of Arts, Concerts, parent and family nights, back to school night, etc.)</td>
<td>- Assisting with classroom or building special events/celebrations (excluding public events such as concert or parade) <strong>For example: pumpkin math, music informances, visiting your child’s classroom after the 5th grade celebration, wax museum, end of year classroom events, etc.</strong></td>
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<td>- Color Day- <strong>Outside</strong></td>
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<td>- Events held in the gym, library, or cafeteria deemed as public events.</td>
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<td>- Attending the 4th grade Constitution Walk <strong>outside</strong> in front of the school</td>
<td>- assisting the classroom teacher with anything pertaining to Color Day in the building/classroom</td>
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<tr>
<td>- 5th Grade Celebration</td>
<td>- assisting the classroom teacher with anything pertaining to the 4th grade Constitution Walk in the building/classroom</td>
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<td>- Sneak-a-Peek</td>
<td>- Chaperoning a single day field trip and/or overnight field trip/competition</td>
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<td>- Parent/Teacher conferences</td>
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<td>- Attending the Sing-a-Long and</td>
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remaining in the **gym**

- Advising or assisting an extracurricular activity during the school day
- Providing supplemental assistance to a student
- Being a Mystery Reader
- Volunteering in a classroom
- Volunteering to eat lunch with child in the cafeteria or classroom
- Volunteering and/or visiting classrooms during American Education Week
- Volunteering at the Book Fair while school is in session.
- Presentations in the SGI area (unless determined differently by the building principal)

**Cafeteria**

Our cafeteria is “accepting reservations” once again this year. If you would like to have lunch with your child, please call the school office at least 2 days in advance. If you plan to purchase a lunch from the school lunch program, please call 215-233-6085 ext. 5668 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:**

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<tr>
<th>Grade</th>
<th>Lunch</th>
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<td>2</td>
<td>11:15 - 11:45</td>
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<tr>
<td>3</td>
<td>11:50 - 12:20</td>
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<td>4</td>
<td>12:25 - 12:55</td>
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<td>5</td>
<td>1:00 - 1:30</td>
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Safety

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 Erdenheim requires that we are all vigilant and mindful of this need.

1. All Staff are expected to be aware of and follow our Safe/Secure Procedures
2. Everyone entering the building must sign-in and obtain a visitors badge from a secretary and make sure the badge is clearly visible at all times
3. Safety is communicated to our students via our student handbook, in the classrooms, at school meetings, etc.

CORE Team

Coordinating Our Resources and Efforts

Members of the CORE Team include Mr. McLaurin, Miss Markle, Ms. Dougherty, Mrs. Kenyon, Mrs. Davis, Mrs. Gordon, and Dr. Kemp as well as additional faculty members and parents as needed. 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.

Chorus

All third, fourth, and fifth grade students will have the option to participate in the school chorus. Information regarding chorus will be shared by Mr. Lawson. Performances are scheduled and can be found on the district/school calendar.

Change of Address

If there is a change to your child’s address during the year, please complete this Change of Address Form.

If you are planning to move outside of Springfield Township or transfer your child to another school, please complete this Withdraw Form.
If you have questions, please contact:

Registrar's Office (Address Change): registrar@sdst.org
Withdraw Office (Change of School): withdraw@sdst.org

**Child Custody Information**

If there is a change in custody arrangements during the school year, please contact the school office immediately.

**Birthday Celebrations and Party Invitations**

Birthday celebrations are special to each child. If you would like to provide a healthy snack (see *appendix* for suggestion list) 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 Discipline**

In order to insure that every child has the opportunity to fully participate and benefit from the learning environment provided at Erdenheim, order and discipline are essential. Our beliefs are that every child can behave appropriately at school and that every child deserves a safe and healthy learning environment. It is our belief that positive behavior should be recognized and rewarded and that negative behavior should be corrected. Cooperation and communication between home and school to maintain appropriate school behavior is ongoing throughout the school year. Detailed information regarding our school expectations are listed in our Parent Behavior Handbook, which is provided in the appendix of this handbook.

**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

**Expected Behavior at Erdenheim Events**

It is important that an adult attend evening events with his/her child.
➢ Support and respect all groups who are performing by arriving on time and staying for the entire performance.
➢ Please turn off all electronic devices or place them on silent/vibrate mode.
➢ Non-performing children must remain seated with their parents throughout the performance.
➢ No food or drinks should be left in the gym.

**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. Teachers will post their homework policy on their web page. When a child is ill for more than one day and homework is requested, it is important to give the school notice of such a request by 9:30 AM. Materials will be collected and will be in the office at the end of the day for pick up or may be sent home with a classmate. When a child will be absent due to a family vacation, homework may not be gathered in advance. Students are to complete missed work upon their return. Please remember that if books are lost or damaged, parents are required to pay for a replacement.

**Forgotten Homework, Assignments and Books**

If a parent brings forgotten homework, supplies, instruments, etc. to the office they will be taken to the classroom(s) sometime that day. Please remember that each forgotten item involves interruption of teaching time. Please also be aware that bringing in forgotten homework to school will not necessarily impact guidelines established and put into effect by the classroom teacher. Help your child to be responsible for the items he/she will need on any given day. *Parents may not deliver forgotten assignments to the classroom.*

**Upgrading Homework Habits**

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

**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 online.

**Instrumental Music Program**

Beginning in fourth grade and continuing through fifth grade, students have the option of taking instrumental lessons at the school. Parents are responsible for the cost of renting or purchasing students’ instruments. Third grade students learn to play recorders.
Library

Our library is a center of learning within our school used by all. Our librarian, Mrs. Schultheis, maintains a wide variety of materials and provides opportunities for students to select books, engage in research projects, use technology and participate in many specially designed activities. Students are responsible for the materials they borrow from the library. Late notices are given to children for overdue materials. The person responsible must pay for lost and damaged materials. Parent volunteers are encouraged to work in our library. A special Birthday Book can be donated to the school library in honor of your child’s birthday. The school librarian has a list of new hardcover books from which parents may choose. Bookplates with the child’s name are affixed inside the donated book.

Lost and Found

Your child’s name should be placed on the inside of all personal items such as lunch boxes, backpacks, hats and coats. Lost and found articles will be in the front vestibule. 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.

PASS
Period of Academic Student Support

This is a designated period of the school day schedule designed to address student academic needs as determined by Response to Instruction and Intervention. Instructional/academic needs will be addressed by staff either individually, in small groups and/or in large group settings.

Peer Leadership

The Erdenheim Peer Leadership Program is designed for fifth grade students who have been selected after an extensive application process. Peer Leaders are trained in a research based conflict resolution program. After successfully completing the training, Peer Leaders will have the opportunity to work with students (who either self-refer or whom are referred by a staff member for
mediation) to help identify the issue(s), brainstorm possible solutions, and reach an agreement that will put everyone involved in a win-win situation. In addition, Peer Leaders have the opportunity to give classroom presentations; plan and implement school wide assemblies and participate in community events.

**Responsibility**

Being prepared for school each day by focusing on doing their best as students is a primary goal for all the children at The Erdenheim Elementary School. This responsibility includes getting classwork and homework completed, bringing assignments to school on time, remembering musical instruments and library books, etc. With this in mind, students will not be permitted to use the telephone on a regular basis to call mom or dad to bring a forgotten assignment, library book, musical instrument, etc. to school. Students can bring forgotten items to school on the next school day. Please note that with the assistance of our school secretaries, classroom teacher and/or school nurse, students are permitted to call home in the case of an emergency.

**Spirit Committee**

The Erdenheim Spirit Committee is a group of faculty and 4th grade and 5th grade students who promote school spirit throughout our school. The purpose of Spirit Committee is to promote school pride. The ways in which we do this is (1) Beautification of school building (planting flowers, painting doors/windows at school entrance), (2) Kicking off school wide assemblies, and (3) Planning spirit days.

**Weapons and Violence**

The School District of Springfield Township takes very seriously its obligation to ensure a safe school environment for all students and staff. Issues of weapons and violence are not, typically, a major problem with elementary students.

Please be sure that your child understands that seemingly innocent-looking items, e.g., pen knives, knives on a keychain, water pistols, look-alike toy weapons, sling shots, etc., should not be brought to school for any reason. Doing so will be regarded as a serious offense. All such violations will be met with swift and stern response and will become part of the student’s permanent school record. We ask you to review this issue with your child in a very direct manner. Please see our Weapons Policy listed on our Website [www.sdst.org](http://www.sdst.org).
Wellness

The School District of Springfield Township adopted a Student Wellness Policy in June 2006. This policy is listed on our Web page [www.sdst.org](http://www.sdst.org). Below is a list of recommended healthy party/snack foods:

- Low-fat milk/flavored milk/ 100% juice/ Water/flavored water/ Fruit spritzers (juice and soda water)
- Cheese/fruit/sandwich shapes (use cookie cutters) / Fresh fruit (with peanut butter dip)/ Fruit and cheese kabobs/ Fruit with whipped topping/ Fruit pizza/ Low-fat fruit dip (vanilla low-fat yogurt, honey, cinnamon, and nutmeg)/ 100% fruit snacks
- Vegetable trays/ Low-fat vegetable dip (low-fat cottage cheese, nonfat yogurt, and choice of rait/ onion/garlic/ parmesan seasoning)/ Cheese cubes/sticks
- Pretzels/ Low-fat popcorn/ Graham crackers/ Vanilla wafer/ Fig Newtons/ Animal crackers
- Angel food cake, plain or topped with fruit/ Cupcakes made with low-fat mix (add fruit and/or nuts)
- English muffin pizza with low-fat toppings (vegetables, pineapple, lean ham, Canadian bacon)/ Pizza dippers (pizza toppings and bread on a skewer with marinara dip)
- Salsa with baked tortilla chips
- Ham, cheese, or turkey sub sandwiches (with low-fat condiments)
- Low-fat pudding/ Jello/ Yogurt/ Yogurt smoothies/ parfaits/banana splits
- Quesadillas with salsa
- Chicken, beef, or vegetable fajitas
- Low-fat breakfast or granola bars
- Trail/cereal mixes/ Nuts/ Dried fruits (raisins, dried apricots, etc.)
- Whole wheat crackers
- Low-fat ice creams, frozen yogurts, and sherbets
- Fruit pies made with a graham cracker crust, low-fat cream cheese (1/4-inch layer or less), and sliced fresh or canned fruit arranged on top

*Check for food allergies before serving*

Source: [www.actionforhealthykids.org](http://www.actionforhealthykids.org)
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.
Parent Training and Support

The elementary schools have Parent Resource Centers that offer parents assistance with the following:

- Materials
- Games
- Suggested resources
- Available workshops

Parents are encouraged to be involved with the planning and improvement of school programs through participation in the EEHSP.

Title I Web Page is located on Erdenheim’s webpage under “Quick Links”.
Appendices

A. Field Trip Chaperone Guidelines
B. Ways to Celebrate Your Child's Birthday
C. Testing Programs
D. Student Discipline
Field Trip Chaperone Guidelines

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.

To our chaperones: 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.
Ideas for Ways to Celebrate Your Child’s Birthday at School

- Donate a book to the class library with your child’s name and picture inside
- Donate a book to the school library with your child’s name and picture inside
- Birthday party bags stuffed with non-food items
- Mechanical pencils
- Pencils/erasers
- Stickers
- Tattoos
- Birthday bubbles
- Mini Coloring books/crayons
- Mini notepads/pencils
- Glow bands
- Birthday bracelet bands
- $1 gift certificate to water ice
- Small birthday craft to make at home
- Bring in something that all the kids can sign as a birthday treat for the birthday kid (shirt/sweatshirt, tote bag, autograph stuffed animal, pillow case, etc.)
- Party favors (bouncy balls, matchbox cars, erasers, tops, magnifying glasses, notepads, balloons, whistles, bubbles, etc.).
- Come into the classroom and read a book to the class - if coordinated with the teacher and you have been issued a volunteer badge.
- Buy something for the classroom (books, games, music, class pet such as fish or turtle, plant, etc.).
- Bookmarks
- Arrange with the teacher to have extra recess in honor of your child
- Have your child select and read a book aloud to the class
- Donate a plant, seeds, or a bulb for the school garden. Pick your child’s favorite vegetable to plant.
- Decorate a box and send it into the classroom. Also send index cards or smaller pieces of paper. Have the teacher ask each child to use one sentence to write something nice about the birthday student and put it into the box. The birthday student gets to take the box home at the end of the day. You could also do the same thing using an autograph book.
- Arrange for the children to play a game instead of eating a snack. If you don’t have any ideas, talk to your child’s teacher. They are likely to know what the children will enjoy and what will work well in the classroom setting. Again, it is a bonus if the parent comes in to play games with the kids.
- Jump ropes
- Mini puzzles
- Activity books

Please remember that all visits to a classroom require prior teacher approval and all clearances to be on file with the Administration Office.
Testing Program

Testing is primarily administered to provide information regarding the academic potential and the learning progress of our students. Tentative testing schedule is listed below:

Benchmarking, reading records, chapter tests, unit tests and performance assessments are all conducted to monitor student growth and achievement as well as inform instruction. Measuring reading fluency and comprehension will be conducted in Grades Two through Five. 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.
Dear Students and Families,

Welcome to the start of another school year! We are all proud to be Spartans and we feel that we have such an amazing school community! A continuous goal for us is to create and promote an environment where students feel safe, excited, and supported while learning. To do this, we will need your support. At Erdenheim, we believe that a Positive Behavioral Intervention and Support program is the cornerstone to a safe, caring, well managed learning environment. For us to be effective, it will take a team approach between home and school. Research shows that parents are the foundation of any school behavior plan and its success is directly related to parent participation. Our goal is to promote positive social and emotional development for our Erdenheim community members that will in turn, directly impact and sustain academic achievement.

We believe that it is essential to define and teach a set of behavioral expectations that we will use in all settings of our school community. The expected behaviors that we will teach, model, and continuously promote in all areas of our school community (Bus, Classroom, Hallways, Lunch, Recess, Field Trips, etc) are anchored in the expectation that everyone in our community will strive to show their

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<td>Peaceful Positive Persevering</td>
<td>Respectful Ready to learn Ready to listen Responsible Reflective Resilient</td>
<td>Involved Integrity Inspirational Imaginative Inclusive</td>
<td>Dependable Determined Doing our best Diligent Dynamic Devoted Dedication</td>
<td>Excellent Engaged Effort Encouraging Efficient Eager Empathetic</td>
</tr>
</tbody>
</table>

in all that we do!

Once taught and modeled by classroom teachers, school principals, and other support staff we will expect our Spartans to show their pride and model appropriate behaviors at all times. When students demonstrate their understanding of our expectations through their actions, they will be reinforced with positive recognition from their classroom teacher, our support staff, and principals.

**Examples of Possible Positive Reinforcers:**

<table>
<thead>
<tr>
<th>Bus</th>
<th>Spartan Pride Ticket, Bus Driver Choice Reward, Bus Rider of the Month Certificate, Director of Transportation Reward.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>Teacher Choice Rewards</td>
</tr>
<tr>
<td>Lunch</td>
<td>Spartan Pride Ticket, Seating Choice, Music, or Extra Recess</td>
</tr>
<tr>
<td>Recess</td>
<td>Extra Time, Activity with a Staff Member, Recess in the Gym (Inclement Weather Days).</td>
</tr>
<tr>
<td>Other School Related Activities</td>
<td>Any Positive Reward Deemed Appropriate by the Building Principals, Classroom Teacher, or Staff Member.</td>
</tr>
</tbody>
</table>
Students who are unable to model these appropriate behaviors will be provided with support, re-teaching, and additional opportunities to show their pride. As a school community, we also feel an obligation to model and teach students about accountability if they are not exhibiting behaviors that are acceptable for a school setting*. It is the responsibility of each student to respect the rights of all school community members.

*Students with special needs or individualized behavior plans will continue to follow their plan, in addition to learning and practicing our expected actions within our school community.

Possible Disciplinary Actions:
Disciplinary Actions may vary on the severity of the situation as well as previous behaviors. For examples of behaviors, please see our attached appendix D.

<table>
<thead>
<tr>
<th>Location(s)</th>
<th>Expected Behaviors</th>
<th>Possible Disciplinary Responses</th>
</tr>
</thead>
</table>
| **Bus:**                     | Students are expected to show their PRIDE on the bus. When students are unable to show their pride, we will use these as learning opportunities for students by appropriately holding them accountable for their actions. | ● Referral/Warning from Bus Driver  
● Referral/Warning from Principals  
● Phone Call Home  
● AM/Lunch/PM Detention  
● Temporary Loss of bus privileges  
● Permanent Loss of bus privileges  |
| **School Community and other related school events:** | Students are expected to show their PRIDE within our school community at all times. When students are unable to show their pride, we will use these as learning opportunities for students by appropriately holding them accountable for their actions. | Erdenheim Staff Member (In no particular order)  
● Warning  
● Loss of privilege  
● Conference with the student  
● Apology Restitution  
● Home/School Plan  
● Communication with parent  
● Peer Mediation  
● Meeting with School Counselor  
● Think Sheet Behavior Reflection  
● Time-out/Conference with student (inside classroom or outside classroom)  
● Corrective Assignment Restitution  
● Written Contract  
● Referral to CORE Team  |
|                              |                                                                                     | *Depending on the behavior, any other disciplinary consequences deemed appropriate by Principals. |

*Any other classroom consequence deemed appropriate by a staff member in consultation with building administration.

**Principals: (In no particular order)**
- Verbal Warning
- Detention (Morning, Lunch, Recess, and After School)
- Parent Meeting
- In School Suspension
- Out of School Suspension

*Depending on the behavior, any other disciplinary consequences deemed appropriate by Principals.
### Appendix D - Examples

<table>
<thead>
<tr>
<th></th>
<th>Classroom</th>
<th>Hallways</th>
<th>Cafeteria</th>
<th>Playground</th>
<th>Bus</th>
<th>Restroom</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>We show we are PEACEFUL by...</strong></td>
<td>...using kind words</td>
<td>...respecting artwork and signs</td>
<td>...respecting all adults</td>
<td>...using kind words</td>
<td>...following the “Spartan Speak Zone”</td>
<td>...following the “Spartan Speak Zone”</td>
</tr>
<tr>
<td></td>
<td>...giving a compliment</td>
<td>...following the “Spartan Speak Zone”</td>
<td>...following the “Spartan Speak Zone”</td>
<td>...keeping hands and feet to yourself</td>
<td>...using kind words</td>
<td>...respecting privacy</td>
</tr>
<tr>
<td></td>
<td>...considering how others feel</td>
<td>...using good manners</td>
<td>...using good manners</td>
<td>...taking turns</td>
<td>...following directions</td>
<td>...taking turns</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>We show we are READY by...</strong></td>
<td>...listening to directions</td>
<td>...listening to directions</td>
<td>...listening to directions</td>
<td>...listening to directions</td>
<td>...listening to directions</td>
<td>...following procedures</td>
</tr>
<tr>
<td></td>
<td>...following classroom routines</td>
<td>...walking in a line</td>
<td>...getting seated quickly</td>
<td>...asking questions about rules</td>
<td>...finding your seat quickly</td>
<td>...staying seated</td>
</tr>
<tr>
<td></td>
<td>...having materials organized</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>We show we are INVOLVED by...</strong></td>
<td>...listening to others when they are speaking</td>
<td>...going directly to where you need to go</td>
<td>...being aware of sign changes</td>
<td>...including others in conversation</td>
<td>...including others in conversation</td>
<td>...going directly to where you need to go</td>
</tr>
<tr>
<td></td>
<td>...completing my assignments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>...participating in the group</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>We show we are DEPENDABLE by...</strong></td>
<td>...cleaning up after yourself</td>
<td>...cleaning up after yourself</td>
<td>...cleaning up after yourself</td>
<td>...cleaning up after yourself</td>
<td>...cleaning up after yourself</td>
<td>...cleaning up after yourself</td>
</tr>
<tr>
<td></td>
<td>...being honest</td>
<td>...being honest</td>
<td>...being honest</td>
<td>...being honest</td>
<td>...being honest</td>
<td>...being honest</td>
</tr>
<tr>
<td></td>
<td>...taking responsibility for your actions</td>
<td>...taking responsibility for your actions</td>
<td>...taking responsibility for your actions</td>
<td>...taking responsibility for your actions</td>
<td>...taking responsibility for your actions</td>
<td>...taking responsibility for your actions</td>
</tr>
<tr>
<td></td>
<td>...being willing to problem solve</td>
<td>...reflecting on behavior</td>
<td>...reporting problems to adults</td>
<td>...reporting problems to adults</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>...reflecting on my behavior -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>We show we are EXCELLENT by...</strong></td>
<td>...making smart choices</td>
<td>...making smart choices</td>
<td>...making smart choices</td>
<td>...making smart choices</td>
<td>...making smart choices</td>
<td>...making smart choices</td>
</tr>
<tr>
<td></td>
<td>...setting a good example for others</td>
<td>...setting a good example for others</td>
<td>...setting a good example for others</td>
<td>...setting a good example for others</td>
<td>...setting a good example for others</td>
<td>...setting a good example for others</td>
</tr>
<tr>
<td></td>
<td>...accomplishing goals</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td>...working through hard things</td>
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</tbody>
</table>