



## **WELCOME TO COLWYCK!**

At Colwyck Elementary School every student is important and special. Our faculty and administration are dedicated to the academic achievement of our students. If you follow instructions and do your best, you will have a successful school year.

## **BEFORE SCHOOL**

Students may enter the building at 8:20 a.m. through the main door and go directly to homeroom or breakfast. Breakfast ends at 8:45 a.m. Announcements begin at 8:50 a.m. Students arriving after 8:45 a.m. are considered late and must report to the office to sign-in and get a pass. The playground and bus loading/unloading areas are "off-limits" before and after school. Students are reminded to stay alert and follow the instructions of the teachers on duty.

## **AFTER SCHOOL**

Classes are dismissed at 3:14 p.m. Buses depart at 3:24 p.m. Teachers will accompany their students to the proper bus. Students are expected to leave the building and immediately board their proper buses. Bus riders **MUST** ride their assigned bus unless the principal has approved a change. Walkers must cross Landers Lane at the crossing guard station. All students are to go directly home. The playground is "off-limits" before and after school.

## **ASSEMBLIES**

Students are expected to enter the assembly area in a quiet and orderly manner. They are expected to listen, be polite and be attentive. Classes are to stay in the assembly area until dismissed.

## **ATTENDANCE**

Academic achievement depends upon regular attendance in the classroom. Students are expected to be at school every day except in cases of emergency or illness. We **MUST** have a note from parents explaining all absences. Work missed because of an absence should be made up upon returning to school. Students are required to sign-in at the office when arriving late and parents are required to sign-out students at the office when leaving early.

## **BATHROOMS**

Teachers will review rules for bathroom visits with the students. All students are expected to keep the toilet areas neat and clean. Students should remember to flush, wash hands, turn off water and dispose of paper towels properly. Unsanitary conditions should be reported to the teacher. The adult restrooms are not to be used by students.

## **BICYCLE SAFETY**

Students may ride bicycles to school; however, the school will not accept responsibility for safety of the bikes. Bike racks are located in front of the school. Bikes should be locked.

## **BUS SAFETY/REGULATIONS**

Riding the school bus is a privilege and the bus driver is in charge of the bus. Students are expected to behave properly on the bus and to follow all instructions given by the driver. Students should stay seated, talk QUIETLY, and keep heads, hands, and arms INSIDE the bus windows. Nothing should be thrown from the bus windows. If seats have been assigned, students are to sit in assigned seat. Students who do not respect the rights of others or endanger themselves may be suspended from riding the bus. Students are expected to be at the bus stop on time and to keep out of the street and off of lawns while waiting for the bus.

**NOTE:** When a student needs to go to the home of another student after school, EACH student MUST bring a note from his/her parent. Verbal permission is not acceptable. When it is necessary to temporarily change transportation arrangements, we must have a note from the student's parent, which includes the telephone number where he/she can be reached so that we may confirm the information. **All notes regarding transportation changes must be brought to the office in the morning so that there is adequate time to confirm arrangements.**

## **CAFETERIA**

Breakfast and lunch are served daily in the cafeteria and menus are sent home each month. Students may charge lunch if they forget their money, but only two outstanding charges are permitted at any time. The best plan is to prepay by check. You pay for 10 lunches and get 1 free. Your children have lunch/breakfast each day, and you have no cash worries. Students are expected to WALK in the cafeteria, sit at their assigned tables, and remain in the cafeteria until the teacher on duty dismisses them. They should then go directly to the recess area. Keeping the table area clean and neat is a student responsibility and all students are expected to cooperate with the teacher's directions. No food or beverages are to be taken from the cafeteria.

## **EARLY DISMISSAL**

Students may not leave school early without a written note from parents. **Students MUST be signed out at the main office when leaving and must be accompanied by a responsible adult.** Parents should NOT go directly to the classroom when requesting an early dismissal for their children. Students will be called to the office via the intercom.

## **EARLY DISMISSAL (Emergency)**

When weather or other conditions threaten the safety of our students, the district may dismiss school early. The local radio stations will broadcast this information. Please listen to one of the following stations for

information: WDEL (1150 am), WILM (1450 am), WJBR (99.5 fm) or WSTW (93.7 fm). **PLEASE DO NOT CALL THE SCHOOL** in the case of early dismissal. It is very important that students know what to do and where to go. Families are encouraged to make special plans to use in emergencies and review them from time to time.

## **EMERGENCY NUMBERS**

**Students should know how to contact their parents in case of an emergency.** The school must have current home, work, and emergency telephone numbers for all students. Any changes of residence, job, telephone number, etc., should be reported to the office **ASAP**.

## **FIELD TRIPS**

Field trips are designed to enhance the curriculum. Teachers will send permission slips home for all field trips. Parents/guardians sign the permission slip and it **MUST** be returned to school **BEFORE** the day of the field trip. Students may **NOT** go on a field trip without a signed permission slip. Students will **NOT** be permitted to call home for permission slips on the day of the trip. Although parents are encouraged to accompany classes as chaperones, no other siblings or relatives are permitted to attend.

## **FIRE DRILLS**

Fire drills are held monthly. The ringing of the fire alarm bell is the signal for a fire drill. Upon hearing the signal, students will rise quietly and leave quickly in single file through the designated exit. Outside, the students will line up quietly in a single file line. They should remain there until the "all clear" bell rings and the teachers take them back into the building.

## **GYM**

Gym classes meet **TWICE** a week. Sneakers are required for gym. Students must have a doctor's note in order to be excused from gym class.

## **HELPFUL PHONE NUMBERS**

Main Office	429-4085
Nurse	429-4087
School Fax #	429-4097
Cafeteria	429-4090
Guidance	429-4089
Educational Diagnostician	429-4091
Psychologist	429-4054
Transportation	654-6673

## **ITEMS NOT PERMITTED IN SCHOOL**

Pocketknives, dangerous devices, water pistols, or "look-alike weapons" are **NOT** permitted at school. Toys and other items such as beepers, radios, "boxes", and electronic games may **NOT** be brought to school. If brought to school, they will be confiscated. Check your children's' book bag and pockets in the morning to insure they do not have gum, large amounts of candy, or "toys" that would detract from their learning. The school cannot accept responsibility for any personal property that is damaged, lost, or stolen. The Colonial School District Student Code of Conduct states that students are responsible for all items in their bookbags, gym bags, handbags, backpacks, etc. The contents of such containers are considered to be the personal property and responsibility of the owner.

## **LOST AND FOUND**

"Lost/found" items are usually placed in the back of the cafeteria or on the stage. These are the first places to check. Small items (jewelry, keys, eyeglasses, etc.) are usually brought to the office. Students are advised not to bring large sums of money or valuable items to school. The school cannot be responsible for the loss of any items.

## **NEWSLETTERS**

Newsletters are sent home quarterly. Parents are encouraged to ask their children for newsletters and other important fliers so that they may be informed of what is happening at Colwyck.

## **NURSE'S OFFICE**

Except in cases of emergency, students need a pass from the teacher to be admitted to the nurse's office. In case of accident or illness, parents will be notified immediately. The school nurse will give no medication without written authorization from the doctor and parent. Medicines must be in the ORIGINAL CONTAINER and brought to the nurse's office in the morning. All students are required to have an emergency card on file in the nurse's office and to have current immunizations.

## **PERSONAL APPEARANCE**

Colwyck students are expected to take pride in their appearance and make every effort to be clean, neat, and well groomed. Students should dress appropriately and according to the weather. Because of safety, we discourage any type of shoe that exposes the toes of children or doesn't stay on the foot. (i.e. flip-flops) Clothing should also not contain inappropriate language or symbols. If the school feels that clothing is not appropriate, parents will be called and asked to provide a suitable change. Shoes **MUST** be worn at all times.

## **PLAYGROUND RULES**

Students must stay on the playground and within the boundaries for the entire recess period. The front doors, side entrance, loading dock, and parking area are out of bounds. Students are expected to use the playground equipment in a safe manner. There are to be NO CONTACT games or HARD balls on the playground.

Any injuries or unsafe conditions should be reported to the teachers on duty. When the whistle is blown, recess is over. Students should line up promptly and wait for the signal to enter the building. Students entering the building should keep in mind that classes are going on, and they should return to their classrooms in an orderly and quiet manner.

## **RECESS**

Students usually have an outdoor recess period immediately following lunch. Except in cases of bad weather, all students are expected to go outside with their classes and remain there for the entire recess period. Should it be medically necessary for a student to remain indoors, we must have a note from the child's physician. Parent concerns regarding recess and playground policies should be addressed with the principal.

## **SCHOOL STORE**

The P.T.A. will operate the school store from a cart, visiting homerooms during mornings for students to purchase basic, school-related materials. The school store schedule will be posted during the first week of school.

## **TELEPHONE**

The school telephone is for business calls only. Necessary plans should be made with students before they leave home in the morning. Children are called to the telephone **only in case of emergency**. Parents wanting to talk with a teacher should leave a number where they can be contacted and the teacher will return the call as soon as convenient. Students who are participating in after-school activities (band, chorus, etc.) should have transportation arrangements made in advance. Phone calls at the end of the school day to arrange transportation are discouraged.

## **VISITORS**

Parents are always welcome at Colwyck, but should make an appointment to see a teacher or principal, or visit their child's classes. Upon arriving, parents must sign in at the main office and receive a "VISITOR" button before going to any room. Students' progress is too important to discuss in the front of a class or in a hall. Conferences, therefore, will be held in private and by appointment. **If you need to give your child a message, medication, homework, lunch money, supplies, etc., please come to the office.**

## **WITHDRAWAL OR TRANSFER OF STUDENTS**

If a student must withdraw from Colwyck, the parent/guardian should notify the school (preferably in writing) of the child's last day and where the student will be enrolled. Any change of family residence or telephone number should be reported to the school office.