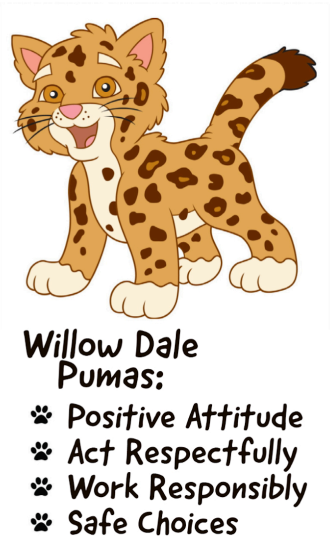
Centennial School District
Elementary Schools

Handbook for Students & Families



Willow Dale Elementary

720 N. Norristown Road
Warminster, PA 18974
215-441-6093, ext. 17010
Principal-Ms. Katie Gill
Assistant Principal-Mr. Chris Oswald
Willow Dale Website

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Welcome Information

The staff of Willow Dale Elementary School would like to welcome you to our school family for the 2026-2027 school year. We prepared this handbook for your information and use throughout the school year. We want our students to grow and learn each day and to be successful in school and in life. Understanding the expectations and procedures of school life will help our students reach their full potential academically, socially and emotionally. We also stress character education, which not only increases student safety and achievement, but also helps the students become kind and responsible classmates who are integrally involved in our school community.

The information contained in this handbook answers the most frequently asked questions about the operation of our school. We ask that students, parents and guardians read the handbook carefully at the start of the school year. This will help everyone navigate interactions with our school staff and support each other in following our school procedures and expectations.

Additional information can be found on the Centennial School District website, the Willow Dale Elementary School webpage, the principal's newsletter and on the district cable channel. Parents should expect to utilize our webpage as the first means of communication for school guidelines and activities.

We want you to feel free to contact the office, building administration, or teachers whenever you have a question or concern regarding your child. Teachers are usually able to return your phone calls or emails within 48 hours. Since teachers often have meetings and responsibilities before and after school, teachers are given time to return phone calls and emails. If you have not received a return phone call or email response after 48 hours, please call the main office and speak to one of our secretaries or building administrators.

We encourage you to get involved with the many school activities, programs and community organizations in the Centennial School District. We welcome the opportunity to discuss any concerns so we can work together towards a solution. Here at Willow Dale, we view parents as partners and it is through this partnership that we can achieve our common goal…..the best education for our students.

Best wishes for a healthy, meaningful, "Pawsome" school year!

Sincerely,



The Willow Dale Pumas · Positive Attitude · Act Respectfully · Work Responsibly · Safe Choices

The Elementary Administration, Faculty, and Staff

Centennial School District Mission Statement and Core Values

Public Education in Centennial Schools- Inspiring Students, Building Intellect, & Forging Partnerships. A Diverse Learning Community Where Students Succeed Through Academics, Athletics, and The Arts



Puma Pledge



As a Willow Dale Puma I will:

- Develop a positive attitude about school
- Return completed homework on time
- Be a cooperative learner and carry out the teacher's instructions and directions
- Ask for help when needed
- Be respectful of school personnel, other students and school property



The Willow Dale Pumas · Positive Attitude · Act Respectfully · Work Responsibly · Safe Choices

PBIS Promise

I promise to treat everyone as I would like to be treated. I will be accepting of people from all backgrounds and show them respect. I promise to learn about other cultures and develop an appreciation for everyone's uniqueness

Willow Dale Elementary

PAWS

Expected Behaviors in and around Willow Dale

		Arrival	Classroom	Hallway	Cafeteria	Bus	Recess	Bathroom	Assembly	Dismissal
										
P	**Positive Attitude**	Greet school community upon entering	Listen and respond politely to adult direction	Smile and be kind to others in the hallway	Say 'please' and 'thank you'	Use good manners; Speak quietly and use kind words	Share and take turns; Use kind words; Follow the rules of the games	Be considerate of property and privacy	Clap appropriately for the presenters	Say positive 'goodbye' school community upon leaving
A	**Act Respectfully**	Walk in the hallways with a level zero volume	Show kindness; Use appropriate language and volume (0-2)	Walk with a 0-1 voice and go where you are supposed to go	Follow directions; Clean up after yourself; Speak with a 0-2 volume and use kind words	Follow directions from the adults; Stay seated and keep the aisle clear	Follow adult directions; Include others in your play	Take turns and wait quietly; Voice level 0-2	Volume zero unless directed otherwise; Whole body listening	Walk in the hallways with a level zero volume
W	**Work Responsibly**	Go directly to breakfast or classroom; Follow classroom morning routine	Follow directions and have grit	Stay to the right; Stay on the line and you'll be fine	Only touch and eat your own food; Take only what you are allowed	Ride on your assigned bus; Use your assigned bus stop	Decide on the rules of the game before you start to play	Use a small amount of soap, water, and paper	Follow directions and stay in assigned area with teacher	Go directly to dismissal area when called; Check that you have all of your belongings
S	**Safe Choices**	Walking, hands and feet to self, be aware of your surroundings, be aware of personal space bubbles	Honor personal space; Use materials appropriately	Keep your hands and feet to yourself	Enter and exit quietly; Stay in your seat; Keep your hands and feet to yourself	Keep your hands to yourself and feet off the seat	Take care of equipment	Return to class when finished	Keep your hands and feet to your self, stay seated on bottom	Walking, hands and feet to self; Remain in assigned area until dismissed

Voice Volume: 0- Silent 1- Whisper 2- Normal Speaking 3- Slightly Raised 4- Outside 5- Emergency



The Willow Dale Pumas Positive Attitude Act Respectfully Work Responsibly Safe Choices

School colors and mascot

Blue and Yellow ~ Home of the Pumas

School Hours

Office Hours ~ 8:00 a.m. - 4:00 p.m.
Student Hours ~ 9:05 a.m. to 3:35 p.m.

Early Dismissal Hours

Refer to the school or district calendars for scheduled early dismissal days.
Office Hours
Student Hours ~ 9:05 a.m. - 11:45 a.m.

Unscheduled Closings

All information will be shared via e-Alerts along with local media outlets.

The School Day - General Information

Note: A Child's Place (before and after care), a private child care service that rents space at Willow Dale Elementary, is not a part of the Centennial School system. It has its own schedule of operation. Please consult the ACP personnel to secure a listing of their hours and days of operation. A Child's Place direct line is 610-272-8085 or 267-342-3282.

ARRIVAL

All students are **expected to arrive** at school by 9:05 AM each day. Classes begin promptly at 9:05 AM and we want students to be ready to participate at that time.

Students who use private transportation to school should not arrive before 8:25 a.m. There is no supervision for students before this time, unless the child is in the "Before and After School Care" program.

Provisions for **child care prior to 8:45 AM and after 3:35 PM are the responsibility of the parents and guardians.**

Students who **ride the bus** should enter through the Playground door entrance at the back of the building.

"**CAR RIDERS**" are students who arrive by private transportation and are dropped off at the **front of the building**.

- For safety reasons please have your child exit the driver side doors only and dropped off at the white doors. Drivers are asked to remain inside the vehicle.
- Parents are asked to pull up valet style so that upwards of 4 vehicles at a time may unload. There are personnel on duty to help direct traffic and to ensure the safety of our students as they are dropped off**.**

- **NO STUDENTS ARE TO BE DROPPED OFF WHEN A CSD EMPLOYEE IS NOT PRESENT**

Late Arrivals

- Students arriving after 9:05 AM are considered late and must be escorted into the building by a parent. Parents arriving after 9:05 AM may park in the visitor parking in the front/sides of the building and escort the student(s) to the main office to sign in.

DISMISSAL

We have two primary student groups at dismissal time:

- Bus/van riders
- Car riders

An announcement will be made indicating when each group should be dismissed from the classrooms.

Child Care Forms

Childcare Arrangement Form must be submitted or renewed each year. If your child is going to a Child Care provider before and/or after school (regardless of whether it is a neighbor, relative, or child care business), you must have a Child Care Agreement form on file in our office. **If we do not have that form on file, we will assume no child care arrangement is in place and we will board your child on the bus which services your residential area.**

If you need to change your child's dismissal plan…

- Write a note to be given to the teacher in the morning or contact the main office.
- Email WDAttendance@centennialsd.org and your child's teacher to make the front office aware of any dismissal changes.
- Your child will not be released to any individual who is not listed in Skyward or identified in a written note from you.
- Individuals picking up your child will be required to show proof of identity.
- Students are not permitted to ride other buses aside from their assigned bus route.

Dismissal is a very busy time in the school office. We cannot guarantee that a last minute phone call to change your child's dismissal plan will be picked up and implemented in a timely manner.

Bus/Van Riders	Dismissed from classrooms to a staging location inside the building where they meet their designated Safety Patrol member. Students should follow their Safety to the bus. Bus Riding Students are not permitted to ride a different bus to another child's home for a play date. Centennial buses typically operate at capacity and cannot accommodate additional riders at will.
Car Riders	Car riders will be dismissed from classrooms to the gym and cafeteria where they will await their ride. Drivers picking up students should enter the front parking lot; please use the main driveway and NOT the bus entrance. ● Parents are asked to pull up valet style so that upwards of 14 vehicles at a time may unload. There are personnel on duty to help direct traffic and to ensure the safety of our students as they are dropped off. ● The traffic pattern has created a one-way system throughout the parking lot of Willow Dale. All cars are to enter via the entrance closest to Street Road.

	All cars will exit onto Norristown Road from the intersection nearest the Willow tree. ● Cars will then continue forward and turn RIGHT to arrive at the stop sign for Norristown Road. There are two lanes: Left turn only and right turn only. ● Please follow the arrows upon entrance onto the Willow Dale campus. The traffic pattern follows around the parking lot (on the loading dock side of the building, nearest Norristown/Street Roads), and winds around to the front of the building. Please follow the one-way arrows in the parking lot to ensure student safety. Do not cut across lanes for the sake of ease. This is a safety hazard and we value the safety of our students and staff. ● There is a diagram to help clarify these directions in the back of this handbook.

Bus Behavior

The bus can be a place of bonding among students. To be safe, all bus rules of conduct and behavior must be followed. Students who violate the safety regulations may be given a bus contract, an assigned seat, and/or be excluded from riding the bus. Parents/guardians are responsible for transporting students to and from school if an exclusion is required. For any transportation related needs, please see the Transportation Web Page.

LUNCH

Our school operates a breakfast and lunch program. The menu & pricing are available online on the district website (CSD Food Service Website). Parents can provide payment for extra snacks and manage your student's account through the School Cafe system. Parents may also add money to a student account via check made payable and mailed to: CSD Cafeteria Account, Willow Dale School, Attn: Cafeteria Manager, 720 Norristown Road, Warminster, PA 18974. When children forget their lunch or lunch money, they may charge lunch in the cafeteria. Payment is expected the next day.

Breakfast	$1.50	Lunch	$3.05

Free breakfast and lunch For those that meet criteria through the application process on the next page.

Centennial Schools participate in the USDA Lunch Program. Families qualify for either free or reduced status based upon family income on a year-to-year basis. All information submitted to the school is kept confidential. Free and Reduced Applications **must be processed before October 1st annually**, at which date meals become full price. Meals cannot be made Free/Reduced retroactively, so it is important to return the applications before the cutoff date. Please look for the new application with the information that will be sent home on the first day of school. Applications can also be found on the Food and Nutrition Services section of the District website.

Parents may communicate directly with the principals, cafeteria manager or school counselor for more information about this program.

All students eat lunch in the cafeteria with their class. We are fortunate to have monitors to assist the children during the lunch period. There is an expectation that students show respect for these adults at all times.

The Silver Spoon Award is a school-wide initiative to reward classrooms that demonstrate expected behaviors in the cafeteria. This monthly award is given out to two classrooms (Grades K-2 and 3-5) that best exemplify the three cafeteria expected behaviors listed above. The winning classrooms, announced at the end of the month, are invited to an awards luncheon sponsored by the Willow Dale Home and School Association.

RECESS

Recess period is scheduled for 30 minutes daily. Recess is supervised by monitors.The expectation is that all students will go outside for recess on a daily basis unless we receive a doctor's note stating otherwise. Students need to come to school dressed appropriately for the weather. In cases of extreme cold weather the principal or assistant principal shall have the discretion to restrict recess indoors.

Expected behavior extends to the playground and fields. Students who do not show expected behaviors may be sent to the office for disciplinary action. Please review the following recess rules with your children:

- Follow Directions Use Kind Words and Actions Tell an Adult and Keep Hands, Feet and Objects to Yourself

NOTICE OF SPECIAL EDUCATION SERVICES

The Centennial School District believes that all students can and must have an opportunity to reach their full potential. To this end, the District will provide free, appropriate public education to children with disabilities who need special education and related services and will identify, locate and evaluate all students with suspected disabilities for such special services using all applicable laws. If at any time, parents or guardians think that their child may be eligible for special education and related services they may request that the District conduct a multi-disciplinary evaluation. Such a request should be made in writing to the Executive Director of Student Services, Centennial School District, 248 Swan Way, Warminster, PA18974. All such requests will be addressed within 10 days of receipt from the parent or legal guardian.

Supports for Students Who Qualify Under the McKinney Vento Act

In compliance with the federal McKinney-Vento Homeless Assistance Act, the Centennial School District attempts to identify any children within the district that may be experiencing homelessness. Please contact the Social Worker assigned to your neighborhood school if you believe that you may qualify for under the McKinney-Vento Act. Additional information regarding this act can be found on the District's website under the Student Services department.

School District Policies

All of our School District policies can be found on our CSD Website The following policies are especially important reading for parents:

Policy 127AR –Assessment System Assessment Exempt Form
Policy 146 - Student Services
Policy 204 – Student Attendance
Policy 204.1 – Family Trips Scheduled During the School Year Request Form

Policy 210 Medications
Policy 216- Student Records

Policy 218 – Student Discipline
Policy 218.1 -- Weapons
Policy 219 – Student Complaint Process
Policy 221 - Dress and Grooming
Policy 222 – Tobacco Use
Policy 227 -- Controlled Substances/Paraphernalia
Policy 233 – Suspension and Expulsion
Policy 235 – Student Rights and Responsibilities
Policy 238 -- Child Custody
Policy 249 – Bullying/Cyberbullying
Policy 351 – Drug/Alcohol
Policy 810 – Transportation Video/Audio Recording
Policy 815 – Acceptable/Responsible Use (of Technology)
Policy 815.1 – Social Media
Policy 824 - Maintaining Professional Adult/Student Boundaries
Policy 907 -- School Visitors
Policy 916 - Volunteers

School Visitors
Visitors to the school must enter at the main entrance.

- Visitors must scan their license in the vestibule through our Raptor System
- All visitors to the building will have his/her photo identification card scanned to ensure everyone's safety.
- We are always happy to have parents visit our classrooms, but we do ask that arrangements be made in advance with the building principal and classroom teacher. (Policy 907)
- Parents/guardians have access to appropriate school personnel to discuss problems needing immediate attention.
- Forgotten items will be left in the vestibule for students. The staff will see that they are delivered to the student.

School Safety and Security

Safety of students and staff is an important concern in our school. Parents and visitors are asked to abide by the following:

- Between the hours of 9:05 AM and 3:35 PM our building security system restricts access.
- Visitors and parents must enter through the main entrance and obtain a visitor's pass.
- It is expected that visitors or parents will go directly to their room where their business or volunteer work is being conducted.
- Students may not leave class without teacher permission and a pass.
- Students may not bring any items that can be thought of as weapons. Please refer to district policy 218.1 for clarification.
- Students should not bring valuable items to school. The school staff cannot be responsible for keeping such items secure.
- Cell phones are strongly discouraged in school. If a student needs to contact a parent during the day, he or she will be able to use a school phone. In the event that a student does bring a cell phone, it is not allowed to be on or used during the school day.
- Students are discouraged from loitering before or after school. The playground is not to be used unless a parent/guardian is on hand to supervise this activity.

ATTENDANCE

Children who attend school regularly make the best progress. If your child is going to be absent, please call the school to let us know or email the school at WDAttendance@centennialsd.org.

Following the absence, a written note of excuse needs to be provided within (3) three days indicating the reason for the child's absence. Failure to do so requires the school to count the absence as unlawful. (See policy 204, Attendance)

Pennsylvania state law requires that schools treat all absences from school as unlawful until the school receives a written excuse explaining the reason for the absence. Failure to do so requires the school to count the absence as unexcused. All absences beyond ten (10) cumulative days

require a note from a physician. Students who miss ten (10) consecutive days shall be dropped from active membership unless the school is provided with evidence the excuse is legal or the school is pursuing compulsory attendance prosecution. (Policy 204-Attendance)

If a student accumulates 4 or more unexcused absences, the assistant principal and school social worker will collaborate with the parents to create a Student Attendance Improvement Plan (SAIP). The goal of the SAIP is to reduce/eliminate future excused absences.

Parents should be aware that the attendance record of each student is reviewed on a regular basis. If in the opinion of the teacher, in consultation with the principal, a student has been absent an excessive number of days, a letter will be sent to the family. The purpose of the letter is to keep parents informed of the accumulating absences and to allow for home/school communication to discuss any academic or health concerns. Chronic absences will be reported to the appropriate social services and may lead to a citation from the District Magistrate.

Tardiness
Students who arrive late must report to the office for a late slip. Parents should accompany tardy students to the office to sign in students.

Signing-Out Students for Appointments
We encourage parents to try and schedule appointments outside of school hours. When this is not possible, please use the following procedure:

- Submit a written request to the teacher on the morning of the early dismissal. Forms for Parent Requests for Early Release are provided in the back of this handbook for your convenience.
- Report to the office to check your child out of school.
- Students may not sit in the office and wait for your arrival. They need to be in class for instruction, so please allow extra time for your child to be sent to the office.
- **To facilitate the dismissal process at the end of the day, we request that early dismissals are scheduled by 3:00 PM**.

Family Trips (policy 204.1)
Family trips during the school year are discouraged for academic reasons and must be approved by the principal. Parents should refer to Policy 204.1 on the district website. The principal may approve student trips of up to, but no more than five (5) school days during a school year. Attendance history is taken into account when granting permission for educational trips. Prior to finalizing travel arrangements, a request for approval of a scheduled family trip shall be submitted in writing to the principal at least two (2) weeks before the trip.

The student shall be responsible for securing the required assignments from the teacher(s) prior to the period of absence. Upon the return to school the student is responsible for the submission of completed assignments. The student shall make arrangements for the make-up of any additional assignments and tests/quizzes within five (5) school days of return. There is a Family Trip Request form on the page under school district policies. Once completed the office staff shall notify parents in writing of approved trips within one (1) week of receipt of request.



School Supplies
Parents are urged to purchase items that are necessary for good organization of schoolwork and avoid purchasing expensive items not included in the district's supply list. The Home and School Association provides all students receive a "Wednesday Express" envelope for bringing home weekly handouts and distributions.

Homework
Effective homework assignments make a significant contribution to a student's total educational experience. This increased learning time and practice reinforces students' classroom learning, independence, self-discipline and good work habits. Therefore, homework is an essential component of the learning and evaluation process (See policy 130).

Centennial School District has established the following suggested daily time guidelines (Policy 130-AR-0) for assigned homework:

Kindergarten	Up to 15 minutes
Grades 1-2	15 - 30 minutes
Grades 3-4	30 - 45 minutes
Grade 5	45 - 60 minutes

Nurse
The Health Suite is staffed five days a week by the school nurse. She provides services such as administering medication, screenings for vision, hearing, height, weight, etc. and care for sudden illness or accidents. They do not diagnose illness. Please contact Mrs. Melissa Salita (215-441-6000 x17025) with any questions about nursing services at Willow Dale.

Health Services
First aid services are provided when accidents or sudden illnesses occur at school. Following examination by the nurse, a decision is made on whether or not to contact the parent for further medical treatment or have the child return to class. If necessary, the nurse will contact the parent to arrange for dismissal from school. Therefore, it is imperative that we have updated emergency contact information. Your child's health, as well as the other students he/she may come in contact with, is our primary concern.

If a student is found to have head lice the school would follow the current recommendations from the PA Department of Health) The parent would be notified and provided with instructions to treat the student, any affected family members and the home environment, 2) the student would be sent home, and 3) the student would return to school after confirmation of the first treatment. Our school nurse can be reached at 215-441-6000 x17025.

Medications (policy 210)
If prescription or non-prescription medication must be administered during the school day, a medication form must be completed and signed by the physician and parent. All medications must be in the original container and delivered to the nurse by the parent. Students may not carry medication to and from school. Medications may not be delivered via the bus driver.

Moving

Please report any change of address, phone number or emergency contact in writing to our school office. Central office staff will make the necessary changes to our records and notify the school/classroom teacher. If you are moving outside the district, the office staff will provide you with a withdrawal form; this will facilitate the transfer of school records to your new school. If you are relocating within the District, please provide four proofs of residency (for your new address) to the District Registrar.

When moving, it is important to check with our school office regarding residency in the Willow Dale zone. Any questions should be addressed with the Registrar, at 215-441-6000 x11046 or email Registration | Centennial School District or visit the Registration Website

Lost and Found

Lost and Found can be found in the cafeteria. Please feel free to browse through the Lost and Found collection whenever you are visiting the building. Items not claimed by students/families will be donated to local charities.

School Photographs

All students in school have their pictures taken in the fall. You are not required to purchase a photo package. All students have their pictures taken since this photo becomes part of our school data system.

Attire Policy 221 and AR

Guidelines: Inappropriate items for the school day include but are not exclusive of the following:

- Clothing, apparel, or jewelry that by words, signs, pictures, or any other combinations thereof, advocates or promotes sexual activity, violence, death, suicide, or the use of alcohol, tobacco, or drugs, or demeans, degrades, or intimidates another because of race, sex, religious persuasions, sexual persuasion, national origin, disability, or gang membership.
- Apparel that reveals or exposes the midriff/lower back or sides of the upper body or torso or undergarments.
- Any clothing that is excessively tight, or loose, is of transparent material, see through material, material that is ripped, contains holes, torn, or has suggestive signs or symbols.
- Any clothing through which underwear or any type of undergarment may be seen.
- Outerwear such as coats, hats and jackets. Exception: coats may be worn when the teacher determines the room is extremely cold.
- Spikes, dog chains, chokers, ball bearing chains, wallet chains, or other jewelry that increases the risk for accidents.
- Nonprescription sunglasses (inside school facilities).
- Shorts, skirts and dresses cannot be shorter than two inches above the knee. Shorts worn for physical education class will be at the discretion of the teacher.
- All pants or slacks must be worn to the hip level.
- Footwear must be worn at all times. Slippers and rubber flip flops are strictly prohibited.

Students should "dress for success." Attire or other accessories that cause a disruption to the educational environment are not permitted. Inappropriate items for the school day include but are not exclusive of the following: clothing, apparel, or jewelry that by words, signs, pictures, or any other combinations thereof, advocates or promotes sexual activity, violence, death, suicide, or the use of alcohol, tobacco, or drugs, or demeans, degrades, or intimidates another because of race, sex, religious persuasions, sexual persuasion, national origin, or disability. The following fad clothing styles are discouraged: torn or baggy jeans, short skirts, backless and midriff tops, heels over 2 inches, and any tee shirts that contain phrases with lewd or offensive language. Due to the buildings being two levels and having stairs, flip-flops or shoes without backs present a safety issue and are not permitted. Children should be neat, clean and ready for a great day at school!

All Hazards Plan

The Centennial School District has a comprehensive All-Hazards Plan. All staff members maintain a copy of this plan and it is reviewed regularly. Various drills are conducted with the students and staff to assure a quick, accurate response to emergencies. The All-Hazards Plan is available for your review in the school office.

Notification of Pest Management Treatments

Act 36 of 2002 provides for the use of integrated pest management programs and establishes requirements for schools concerning notification of pesticide treatments. The Centennial School District uses an integrated pest management program and will use pesticides only when necessary and when children will not be in the building for at least 12 hours. Any parent who wishes to be notified in advance of any pesticide application should make this request in writing to the Facilities Department.

Expected Behavior

The students of Willow Dale School are generally well-behaved, caring, responsible young people. The primary objective of requiring appropriate student behavior and self-discipline is to produce a positive and safe learning atmosphere in which there will be no interruption of the teaching-learning environment. In working with students, conversations will often focus on expected behaviors.

All students are expected to assume personal responsibility for their behavior, develop appropriate self-control, and accept the responsibility and consequences of inappropriate behavior. Below you will find a summary of the expected behaviors for some specials areas and activities at school. Your assistance in reinforcing these expectations is very much appreciated.

Distinguished Pumas

As part of our School-Wide Positive Behavioral Intervention and Support (SWPBIS) initiative students are recognized for their positive behaviors and everyday acts of kindness. Staff distribute Puma pawsome stickers to students who have demonstrated our expected behaviors: Positive Attitude, Act Respectfully, Work Responsibly and Make Safe Choices. Regularly, students are selected from among all the recipients. Each week recipients are announced during morning announcements.



Willow Dale Elementary

PAWS

Expected Behaviors in and around Willow Dale

		Arrival	Classroom	Hallway	Cafeteria	Bus	Recess	Bathroom	Assembly	Dismissal
										
P	Positive Attitude	Greet school community upon entering	Listen and respond politely to adult direction	Smile and be kind to others in the hallway	Say 'please' and 'thank you'	Use good manners; Speak quietly and use kind words	Share and take turns; Use kind words; Follow the rules of the games	Be considerate of property and privacy	Clap appropriately for the presenters	Say positive 'goodbye' school community upon leaving
A	Act Respectfully	Walk in the hallways with a level zero volume	Show kindness; Use appropriate language and volume (0-2)	Walk with a 0-1 voice and go where you are supposed to go	Follow directions; Clean up after yourself; Speak with a 0-2 volume and use kind words	Follow directions from the adults; Stay seated and keep the aisle clear	Follow adult directions; Include others in your play	Take turns and wait quietly; Voice level 0-2	Volume zero unless directed otherwise; Whole body listening	Walk in the hallways with a level zero volume
W	Work Responsibly	Go directly to breakfast or classroom; Follow classroom morning routine	Follow directions and have grit	Stay to the right; Stay on the line and you'll be fine	Only touch and eat your own food; Take only what you are allowed	Ride on your assigned bus; Use your assigned bus stop	Decide on the rules of the game before you start to play	Use a small amount of soap, water, and paper	Follow directions and stay in assigned area with teacher	Go directly to dismissal area when called; Check that you have all of your belongings
S	Safe Choices	Walking, hands and feet to self, be aware of your surroundings, be aware of personal space bubbles	Honor personal space; Use materials appropriately	Keep your hands and feet to yourself	Enter and exit quietly; Stay in your seat; Keep your hands and feet to yourself	Keep your hands to yourself and feet off the seat	Take care of equipment	Return to class when finished	Keep your hands and feet to your self, stay seated on bottom	Walking, hands and feet to self; Remain in assigned area until dismissed

Elementary Guidelines & Consequences for Unexpected Behavior

Student success is our number one goal. In compliance with the PBIS (Positive Behavior Interventions and Supports) plan, we follow a model of teaching expected behavior and restorative practices using 4 models: Positive Attitude, Act Respectfully, Work Responsibly, Safe Choices. Any behavior that does not follow these models are considered unexpected behaviors; behaviors that interfere with boundaries and/or are unsafe. When any unexpected behaviors occur, teachers and administrators use this as a teaching moment along with implementing any consequences or restorative practices for those actions.These expected behaviors from the time the student is traveling to, from and in school. Please refer to policy 218 and 218AR for more information.

Offense/ Unexpected Behavior	Examples	Consequences
Level 1: Any unexpected behavior that interferes with instruction, orderly operations, and/or regular functions of the day on the bus, walking to/from school, in school, and/or on school property. Any staff member may handle this type of misconduct. Administration may be involved.	One or more of the following: ● Disruptive behavior ● Disrespect to oneself and/or others ● Violate the dress for success guidelines ● Inappropriate language ● Cheating	One or more of the following: ● Lose recess ● Lunch detention ● Confiscation of item ● Loss of privileges ● Parental Contact ● Student Conference ● Reprimand ● Refer to MTSS ● Restorative Conference ● Restore the environment to its original state ● Inform IEP case manager ● Reflection Page/Behavior Contract
Level 2: Level II offenses can be defined as unexpected behaviors that seriously disrupt the environment for learning and/or repeated Level 1 offenses without repair. Administrative action is needed at this level.	One or more of the following: ● Repeated Level 1 offenses without improvement ● Failure to follow reasonable direction from a staff member/ Insubordination ● Defiant/disruptive behavior ● Endanger self/others ● Damage of school/another student's property ● Theft ● Physical altercations (punch) ● Verbal/Sexual harassment including language, gestures, or symbols that other deem offensive including, but not limited to profanity, racial, ethnic, religious, gender, or sexually derogatory terminology ● Threat ● Bullying	Any Level 1 consequences, plus: ● Extended detention ● In-School Suspension ● Out-of-School Suspension ● Police contact ● Referral to MTSS ● Restitution ● Serious Incident Report SIR) ● Inform Special Education Supervisor ● Social Skills Instruction

Level 3: Level 3 offenses are those that involve serious incident reports (SIR). This misconduct is serious in nature and usually involves local law enforcement.	One or more of the following: ● Unchanged or accumulated level 2 offenses ● Violation of security (physical or computer related) ● Damage to property ● Threaten to seriously harm another person/self ● Vandalism ● Possession or use of any controlled substance/paraphernalia ● Possession or use of any weapon ● Lewd, indecent behavior/sexual acts ● Major theft ● Aggravated assault	Any Level 1 or 2 consequences, plus: ● Out of School Suspension (3-10 days) ● Serious Incident Report (SIR) required ● Police Contact required for all VRs ● Mandatory reporting when applicable ● Pre-expulsion hearing

Bullying CSD Policy 249

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

Students who have been bullied are encouraged to promptly report such incidents to the principal/assistant principal, counselor or teacher. All staff have an obligation to report bullying to the building principal/assistant principal. Parents/Guardians who become aware of any bullying are encouraged to report the incident(s) to the building principal or designee. Complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified.

If you believe your student has been bullied, **please fill out this form** and return it to the assistant principal.

Counselors

Willow Dale Elementary School has two school counselors who support Centennial School District's goals to meet a diverse learning community where all students have the ability to succeed through academics, athletics, and the arts. Additionally, the counselors support students' academic, career, and social/emotional development to ensure a successful K-12 through post-secondary pathway. Counselors serve as leaders, advocates, facilitators, and collaborators with parents, students, administration, faculty/staff, and the Centennial School District community. Counselors meet with students on an individual and/or group basis and provide the following services:

- Academic Advising
- Social/Emotional Support
- Career Exploration
- School & Community Resources/Referrals

The counselors are located in the Counselor's Suite. Should you have any questions regarding services or support for your son/daughter, please contact your son/daughter's school counselor at your earliest convenience. Parents may contact Mrs. Leanne Zemitis (Gr. 1, 3, 5), 215-441-6000 x17030) or Mrs. Kara LaRose (Gr. K, 2, 4, 215-441-6000 x17031).

Homebound Instruction

Students who have been diagnosed as having either a medical or psychiatric condition that prohibits school attendance for a minimum of 20 school days may qualify for homebound instruction. Requests must be made to the principal and include: diagnosis, anticipated duration of the absence, and a physician's or psychiatrist's recommendation.

Social, Emotional and Academic Learning

Social, Emotional, Academic Learning (SEAL) refers to the **skills** we all develop throughout our lives to manage emotions, form healthy relationships, and make responsible decisions. The Pennsylvania Department of Education calls these skills "Career Ready Skills."

Children, adolescents, and teens practice and develop these skills at *home*, in their *communities,* and in *school and classroom* settings.

In school, SEAL also refers to the **features of the educational setting**, like *how* students learn, and the *climate and culture.* In CSD, elementary schools use the following programs and approaches to support the development of students' SEAL/Career Ready skills:

- Schoolwide Positive Behavior Supports
- Morning Meeting, Quiet Time, and Closing Circle
- Character Strong's Purposeful People Program

For more about CSD's approach to SEAL, please visit our SEAL webpage.

Multi-Tiered System of Supports (MTSS)

A Multi-Tiered System of Support (MTSS) is a whole child approach that provides a framework of targeted interventions and support to students in multiple areas. MTSS supports academic growth and achievement (specifically targeting reading & math), behavior, and social-emotional needs. Through the MTSS framework, student needs are able to be targeted with specific, research-based interventions and a collaborative approach to student support. Through this tiered approach and ongoing review of multiple data points, school staff is able to make the best recommendations and determinations in regards to what the student might need to find success. All students receive universally designed and implemented instruction & practices (Tier 1) and many will find success at grade level, while some may need additional methods of instruction in order to help them to achieve mastery of standards and skills. This additional instruction may be provided at Tier 2 (targeted and remedial) or Tier 3 (individualized and intensive).

Student support within the MTSS framework is provided in a number of ways:

- **WIN (What I Need)** - students will be grouped with peers to receive support based on their needs in Reading and Math. All students will receive Tier 1 SEAL Curriculum through Character Strong during SEAL WIN days. During Math & Reading WIN days, students may receive extension of the core curriculum, reteaching and remediation of targeted skills using research based support and intervention tools, or targeted groups with Reading or Math Specialists using research based intervention programs and progress monitoring. Students may not be placed with their homeroom teacher during Reading and Math WIN days.

- **Small Group Instruction** - all students will receive additional support with the Tier 1 curriculum as needed during small group instruction in Math and Reading.
    - Students receiving support at Tier 3 may receive additional targeted instruction with a Reading or Math Specialist during this time.

MTSS teams meet on a weekly basis to review student progress within the core curriculum and any provided intervention support. Throughout the year, as student progress is reviewed, their level of support may be adjusted. This team includes the Principal, Assistant Principal, Reading and Math Specialists, Counselors, psychologists, and classroom teachers.

Special Subject Areas

In addition to core curriculum subjects, our students are provided with certified teachers in the areas of art, vocal music, health/physical education, digital literacy and library.

It is important that students are prepared for physical education classes each week. Please review these guidelines with your child:



- Wear sneakers. Remember to bring sneakers to school on bad weather days when you might be wearing boots or shoes. Sneakers with high heels or no support in the back are not permitted.
- Wear comfortable clothes. Your outfit should allow you to bend, sit, or lay on the floor. Girls who wear skirts should wear shorts underneath.

EXCUSE NOTES should be sent if a child is unable to participate due to illness or injury.

Music - Chorus

The vocal music instructor sponsors a chorus for all fourth and fifth graders. The chorus performs at school concerts in the winter and spring. Please contact Mr. Frank Bauerle (215-441-6000 x11205) with any questions about the chorus program at Willow Dale.

Music - Instrumental

Instrumental teachers provide lessons in most standard instruments except piano and guitar. Instruments can be rented on a yearly basis. A beginning band and an advanced band perform in the Spring Concert. Stringed instrument lessons (violin, viola, cello) begin in Grade 3. All other instruments are offered in Grade 4 and Grade 5. Please contact Mr. Michael Regosch (215-441-6000 x11365) with any questions about the instrumental music program at Willow Dale Elementary.

Speech, Hearing and Vision

Centennial School District contracts with outside agencies to provide services for students who are identified as being in need of these resources. A speech therapist is available during the school day. Hearing, vision, occupational and physical specialists are provided when necessary.

TV Studio

Fifth-grade students have the opportunity to broadcast the morning announcements each morning. These announcements are streamed to each classroom and projected on the board.

American Education Week

Parents and grandparents are invited to visit our school during American Education Week in November. This is an opportunity to observe your child as a learner and gain an understanding of the curriculum and how the staff delivers it.

Birthdays

Each child's birthday is recognized on or close to the special day during our daily announcements. Parents may wish to recognize the child's birthday by sending in a treat for the class. Please understand that many children have food allergies or may be on special diets for health purposes. Please check with the homeroom teacher to determine what foods may/may not be shared with the class. Healthy birthday treats may be secured at a reasonable cost by contacting our food service department. Please understand that birthday celebrations are low-key affairs in the classrooms. Students typically sing "Happy Birthday" and then munch on their treat while they continue their schoolwork. Our primary goal is to maintain a focused learning environment during the instructional day. Invitations to birthday parties may be distributed but only if every child in the class is invited to the party. Schools are not permitted to release home addresses of students.

Field Trips

Field trips are provided as an extension and reinforcement of the classroom and will be curriculum oriented. They are not a requirement.

Students will be required to obtain parent permission before attending a field trip. Classroom teachers will send home the permission slip and details of the trip. Permission cannot be accepted over the phone on the day of the trip.

Parents are often asked to chaperone field trips. Please keep the following in mind:

- The classroom teacher is in charge and will provide an itinerary.
- The trip venue may set limits on the number of chaperones.
- Parents are expected to assist with the supervision of a small group of children.
- Parents are asked to provide a good example to children by not smoking or using inappropriate language.
- For behavior or health reasons, a parent may be required to accompany his or her own child on a field trip.
- Younger siblings are not permitted to attend school trips.
- Family members traveling to the trip location will be responsible to pay the regular admission fees.

Please see Policy 916 for clarification on our volunteer policy and clearances required. Our school website also has a link with more information.

Field Trips – Bag Lunches

If your student is going on a field trip, school packed lunches are available. Please send a note to the cafeteria at least the day before, so it can be packed and ready to go on the morning of the trip. Students can pay for the meal when they pick it up. Free and reduced prices apply.

Student Technology

The primary goal for technology use in education is to promote educational excellence by facilitating resource sharing, innovation, and telecommunications. Each classroom is outfitted with technology at a 1:2 or 1:1 student to device ratio. Each classroom has technology devices with laptops and/or tablets. The technology programs in use are curriculum-oriented. Students will also have access to the Internet for research purposes.

In order for students to participate in any computer activities, parents should review the district's "acceptable use policy." If you do not wish your child to have access, please provide a written notification. Teachers will provide an alternate assignment. Students who violate any aspect of the acceptable use policy or misuse/vandalize equipment risk losing their privileges.

Student Activities

Willow Dale students may participate in many activities and annual events, as well as activities planned. These include but are not limited to: Bucks County Reading Olympics, Book Fair, Winter Concert, Spring Concert, Fall Parade and parties, Holiday Shop, Valentine's Day parties, Class Field Trips, March Madness and Field Day.

Contacting Teachers

Communication with teachers and staff is encouraged. If you have questions or concerns, send a note or email to the teacher requesting a conference via phone, email, or in person. Indicate the dates and times you are available and a phone number where you can be reached. The teacher will respond to your request within 48 hours. Requesting to speak to a teacher within the framework of the school day is very difficult. Because of teaching and supervision requirements, teachers are not readily available before and after school without prior notice. All of our teachers have voicemail for non-emergency types of messages. Formal conferences will occur in the fall and winter.

Home and School Communication

We encourage parents to keep open communication with the school. Parents should be getting regular updates from teachers. If a parent/guardian has any questions or concerns, the chain of communication should be addressed to classroom teachers as they know your child's learning needs best. If you feel you are not being heard, please contact either Ms. Katie Gill,(School Principal) or Mr. Chris Oswald (Assistant Principal) The teacher will continue to be included in communication.

Back to School Night

Each September, parents are invited to Back to School Night. This is a night for parents to meet their child's teacher and to gain an insight into the instructional program for the school year. This is a general meeting for all parents and not a night for individual conferences.

e-Folder

Most of our school information will be communicated to parents using the e-Folder on our school website. Forms that must be signed and returned can be printed out at any time.

We will begin the year with sending home paper copies with the youngest child in each family and posting information on the e-Folder. We will send home a survey in September to determine which families do not have access to a computer and need to continue to receive paper copies.

All information, with the exception of classroom assignments and tests is available on our school website at https://wdes.centennialsd.org.

Home and School Association (HSA)

The Willow Dale Home and School Association works with the staff to enrich our school program. All parents and guardians of Willow Dale students are encouraged to join the Home and School Association, attend H&S meetings and participate in H&S activities.

All committees need volunteers to make them work and often the time required can be completed after school and/or at home. Please read through the H&S Information and complete the membership form. It is another opportunity for you to be actively involved in your child's school experience. Check the website for dates and times of Home and School Meetings.

Parent-Teacher Conferences

Please refer to the District Calendar for the dates and times of Parent-Teacher Conferences. Parents are urged to take advantage of this opportunity to consult with the teachers.

Student Concerns or Complaints

As part of our commitment to promoting a respectful environment, here at Willow Dale we recognize the importance for the adults in our community to listen to and address the student concerns. It is equally important for students to learn how to communicate a concern and seek redress in a responsible manner. As outlined in CSD Policy 219 the intent of the Student Complaint Process is to secure an equitable, prompt and satisfactory conclusion for all parties at the lowest possible administrative level. Please review policy 219 AR for details on the process.

Classroom Communication

Teachers keep parents informed of their classroom activities through a wide variety of mediums. This provides parents the opportunity to gain a sense of the grade level curriculum, testing, and student achievement. If you have questions, please reach out to the classroom teacher.

Wednesday Express

Every child will receive a large envelope. The envelope will be distributed each Wednesday and will contain informational materials from the district, school office, and classroom teacher. Parents are requested to sign the outside of the envelope as an indication that they have received and read the contents. It is due back to the classroom teacher the following day. Where possible, flyers will be distributed to the youngest child in each family to save paper. The replacement cost is $1.

Volunteers

Willow Dale Elementary School welcomes parents/guardians who volunteer during the school year. We always need adults who are willing to work with children. If you are interested in becoming a volunteer, please click here to begin your volunteer application.

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

August 25, 2022

Dear Parent(s)/Legal Guardian(s):

Your child attends **Willow Dale Elementary School,** which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Willow Dale Elementary School, we are very proud of our teachers and feel they are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out,
- Information on required assessments that include
    - subject matter tested,
    - purpose of the test,
    - source of the requirement (if applicable),
    - amount of time it takes students to complete the test, and
    - time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact the Willow Dale Principal

Sincerely,
The Willow Dale Administrators

School Level Title I-Parent Compact & Family Engagement Policy

This policy and compact have been jointly developed and agreed upon by Willow Dale Elementary School and parents of students served in the school pursuant to Title I (hereafter referred to as "parents").

Policy

The administration, staff and parents of this school believe that the improved academic achievement of each student is a responsibility shared by the entire school community, including the school district, school, community members, school administration, staff, students, and parents (as defined for purposes of this policy to include guardians and all members of a student's family involved in the student's education). Parent involvement activities in the school will include opportunities for:

- Parents to volunteer and be involved in school activities
- Staff development and parent education
- Parents to provide home support for their student's education
- Parents to participate in school decision-making
- Effective communication between the school and parents

Compact

The Centennial School District, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities

Willow Dale Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
2. Hold parent-teacher meetings, conferences, and/or workshops during which this compact, as well as student progress, will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their children's progress.
4. Provide parents reasonable access to staff.
5. Provide parents opportunities to volunteer and participate in their children's education.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

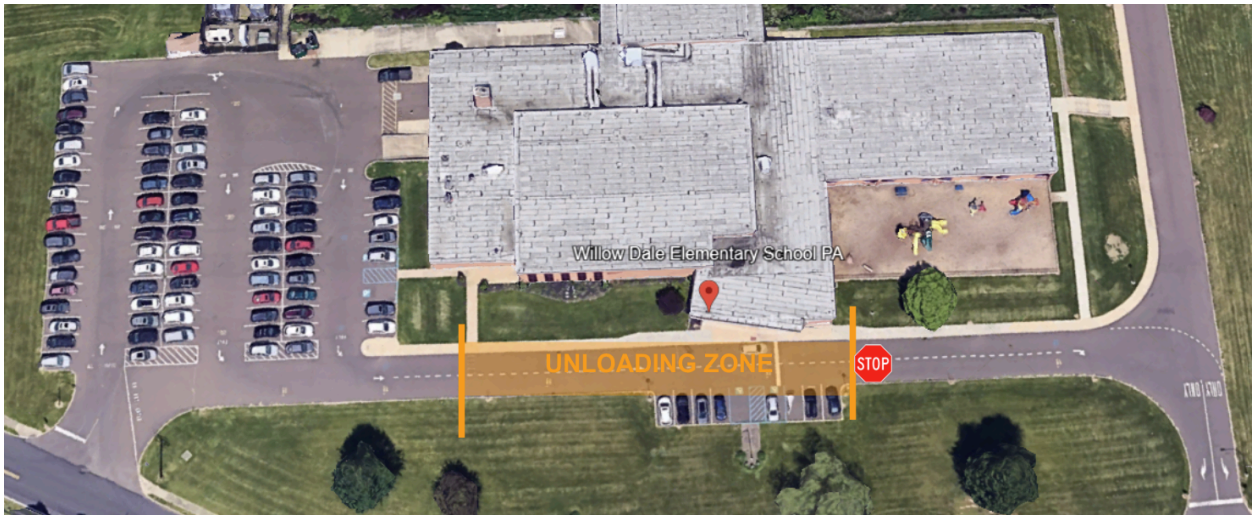
- monitoring attendance
- making sure that homework is completed
- participating as appropriate, in decisions relating to my children's education

Student Responsibilities

We, as students, will be responsible for, will contribute to, and will take ownership of our learning in the following ways:

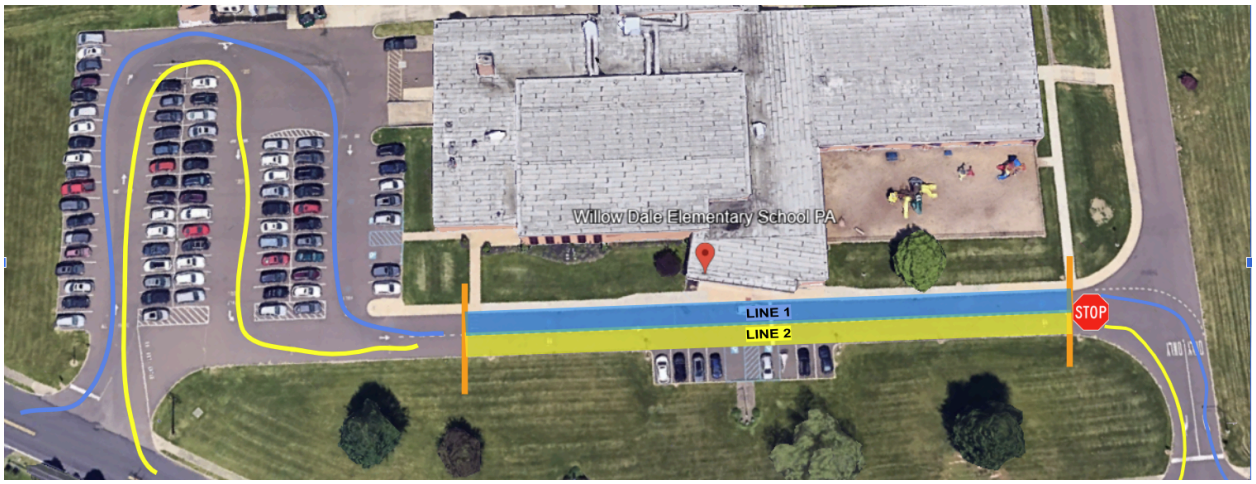
- come to school each day and ready to learn
- maintaining a positive attitude and growth mindset
- demonstrating mutual respect and empathy towards others
- making sure that homework is completed

Traffic Plan Morning Drop Off & Dismissal
Willow Dale Elementary AM Student Drop Off



Two lines pull all the way up to the light post/ traffic sign (WD staff member).
Keep doors closed until the sign says STOP.
If you are in the unloading zone, please unload.
Grown-ups please stay in vehicles.
Do not drive until the sign says SLOW.
Thank you for helping to keep our Pumas safe in the AM!

Willow Dale Elementary PM Student Pick-Up



Two lines pull up to the stop sign (WD staff member).
Staff members will come around with iPads to ask for student ID numbers.
Please have numbers ready when staff approach your window. Each student being picked up needs a number listed.
Staff members will escort Car Line 2 & Car Line 1 from the cafeteria doors.
Students will be dismissed in different rounds based on placement of car in line.
Do not drive until the sign says SLOW.
Thank you for helping to keep our Pumas safe in the PM!