



Calypso Elementary School

*1021 Calypso Ave.
Bethlehem, PA 18018*

Dear Parents and Students,

Welcome to Calypso Elementary School. I am looking forward to an exciting and successful 2016-2017 school year! This handbook has been designed to furnish you with information that you need to know about Calypso and Bethlehem Area School District policies and procedures.

I ask that you read this handbook thoroughly and refer to it any time you may have a question about any part of our school's operation. Research shows that fully informed and involved parents/guardians are one of the most important factors in a child's education.

We do, and will continue to work very hard, to have our educational and family programs be ones of which we can all be proud. That is why we will continue to expect our students to do their very best. We expect the children who attend Calypso to be lifelong learners who are intrinsically motivated to succeed. Teachers have high expectations of all students because they know that research demonstrates that helping children achieve in relation to those high expectations yields high results. Everyone at Calypso makes a strong effort to create an open, warm, friendly and inviting school for your child. These efforts, coupled with the high expectations and high support, create an exciting, dynamic, and challenging learning environment. To create this optimal learning environment, we will continue to need the enthusiastic cooperation, performance, and dedication of all people who make up our Calypso community; especially parents and guardians.

On behalf of the faculty and staff, I would like to extend an invitation for you to visit Calypso Elementary School, attend your child's programs, and become an active member of our school community. Remember, a school is a community that functions best when all are involved. Your child's teacher is your first, and most important, contact when you have questions. We look forward to an exciting and successful year.

Sincerely,

A handwritten signature in black ink that reads "Kathleen Bast".

Kathleen Bast,
Principal

CALYPSO ELEMENTARY STAFF - 2016-2017

**Subject to Change



Name	Position
Kathleen Bast	Principal
David Berke	Head Custodian
Jillian Cline	Speech/Language Pathologist
Kyle Craven	Academic Integration Specialist
Nick D'Amico	Physical Education Teacher
Kelly Danyi	Special Education/Gifted Teacher
Teresa Diehl	Reading Specialist
Danielle DosSantos	2 nd Grade Teacher
James Downing	2 nd Shift Custodian
Amanda Dennis	Librarian
Michelle Espinosa	3 rd Grade Teacher
Patricia Foldes	Teaching Assistant
Tricia Guzzo	Teaching Assistant
Tina Harding	Kindergarten Teacher
Jessica Holzer	Daycare Supervisor
Maureen Hart-Fritchman	School Nurse
Martha Hernandez	SPARK Teacher
Michael Huntsberger	Art Teacher
Terry Jetter	Teaching Assistant
Dr. Elyse Lubell	School Psychologist
Suzanne Lutz	ESOL Teacher
Denise McKeown	1 st Grade Teacher
Lisa Merker	SPARK Teaching Assistant
Heather Miller	5 th Grade Teacher
Jesi Moser	Teaching Assistant
Lisa Muffley	Teaching Assistant
Katia Rodriguez	4 th Grade Teacher
Melissa Rosario	Secretary
Mike Sames	4 th Grade Teacher
Lisa Schwalm	Reading Specialist
Linda Schlegel	Instrumental Music Teacher
Donna Seiler	Teaching Assistant
Carol Shaud	Guidance Counselor
Amanda Shuler	5 th Grade Teacher
Michelle Stine	3 rd Grade Teacher
James Thomson	Vocal Music Teacher
Diane Treichler	Special Education Teacher
Jacquelynn Venable	Kindergarten Teacher
Sue Walker	2 nd Grade Teacher
Sue Windfelder	1 st Grade Teacher

Creating the Optimum Learning Environment for All Children

Parental responsibilities to your child:

- Discuss school activities with interest and enthusiasm
- Ask open-ended questions and listen attentively to what your child has to say
- Show an interest in grades, but stress the action of learning
- Encourage independence and responsibility
- Require thorough and timely completion of assignments
- Stress the necessity for sensitivity to and respect for all people
- Provide a quiet study area free of distractions
- Send your child to school well-rested and well-fed
- Provide activities and trips to stimulate your child's brain

Parental responsibilities to your child's school:

- Have frequent contact with your child's teacher to foster optimum communication
- Ascertain both sides of a situation before forming an opinion regarding an incident that occurred in or around school
- Being active in school activities
- Supporting the Leader in Me program, the PBIS program, and school rules
- Keeping your child home when he/she doesn't feel well and sending in the absence excuse on the day of return to school
- Entering only through the front door and signing in at the front office

Teacher responsibilities to your child:

- Being well prepared to teach each individual child
- Being encouraging and patient
- Being fair
- Being an active listener
- Being discreet
- Making each child aware of his/her responsibilities to the school
- Foster communication between the school and home

Student responsibilities to the school:

- Attend school
- Conduct him/herself in a manner appropriate to the learning situation
- Respect fellow students, teachers, staff, and visitors to the school
- Obey all school personnel
- Demonstrate independence and self-discipline



Expectations for behavior:

Calypso Elementary School is our community. We are a Leader in Me school, which means we strongly support students making good choices. As in all communities, we strive to treat one another with care and respect. We expect that all students, parents, and teachers will support the basic rules of our community. All students are to “Take Five! Take Control!”



Take Five! Take Control!

1. Be there! Be Ready!
2. Be Responsible!
3. Be Respectful!
4. Keep Hands and Feet to Self!
5. Follow Directions!

Consequences for decisions about behavior

Whenever possible, we believe there should be natural consequences for children's behavior. When children do well and make good appropriate decisions, they should experience praise and joy from learning and playing. When they make poor decisions there should also be consequences. We work to be sure they understand what it is that is expected of them and what the appropriate behavior should look like. We work to ensure that children make decisions about behavior and learn from the prior consequences. **The Student Code of Conduct** will be strictly adhered to when a child continues to make poor decisions in regard to his/her behavior.



Procedures and Policies



Address, telephone number, and email



It is very important for the school to have your correct address, telephone number, and email. If you move, please inform the office of your new address or telephone number. If you have no telephone number, please give your child's teacher the telephone number of a neighbor, relative, or friend so that in case of an emergency the school can speak with someone who can help reach you.



Appointments

All appointments should be made after school. If this cannot be done, afternoon appointments must be considered. Permission requests for doctor visits must be in writing, or your child cannot be excused. A child should not miss an entire school day to keep a dentist/doctor appointment.



Arrival

Your child is to arrive at the beginning of the school (8:55 a.m.) and report to the appropriate homeroom line. Children should be dressed appropriately for all weather conditions.

All parents/guardians who choose to drive their children to school **must do one of the following:**

- You may drop your child(ren) off along the curb on Calypso Ave., which is one way going east in the block between 10th and 9th Aves.
 - If you drop them off on the south side of the street (where the playground is), they may proceed directly to the blacktop to line up with their classes or to enter the building.
 - If you drop them off on the north side of the street (where the houses are), they must proceed to the corner (either 9th or 10th Ave.) and cross with the crossing guard or student safety patrol.
- If you wish to walk your child to the blacktop or the door because you have to go to the office, please park on either 9th or 10th Ave. **to the north of Calypso Ave.** (between Calypso Ave. and Prospect Ave.) or on Calypso Ave., east of 9th Ave. (between 8th and 9th Aves.) or west of 10th Ave. (between 10th and 11th Aves.), and cross with the crossing guard or student safety patrol.

For the safety of everyone, **please do not drop children off on either 9th or 10th Ave.** Many parents continue to do this. I must stress to you that this behavior will not be tolerated, as it compromises the safety of our students. Due to the hazard this presents to student safety, **I will utilize the Bethlehem Police Department to enforce all traffic and parking rules.**



For your safety and the safety of your children, if you walk your children to school, please cross at the corners. If your children walk to school by themselves, please instruct them to do the same.

Please also help ensure the safety of our students by not having your child arrive at school before 8:50 a.m. unless your child participates in the breakfast program, is serving as a safety patrol, or is attending a before-school academic program. Students are not admitted to the building prior to this time and **there is no adult supervision available until 8:55**. As the students arrive, they are to line up by class on the playground. The staff members who are on door duty will escort the students into the building at the appropriate time.

For safety reasons, parents are asked to remain outside the building while the students are entering. Any parents who have business to conduct in the office may enter after all students have been escorted in. There are no exceptions to this policy. A staff member will remain on duty until 9:00 at the main door and will admit children who arrive after their classes have gone into the building. You are not permitted to accompany your child to the classroom.



Any student arriving after 9:00 a.m. will be marked tardy! Please familiarize yourself with the attendance policy in the BASD Code of Conduct, as I will strictly enforce this. This is not meant to inconvenience anyone. Rather, teachers begin classes immediately and your children will lose instructional time. **Perpetual tardiness results in the loss of literally hours of instruction over the course of a school year.**

Students are to enter the building as follows:

- Main Entrance
 - Kindergarten
 - Grade 1
 - Grade 2
- 10th Avenue Entrance
 - Grade 3
 - Grade 4
 - Grade 5



Automobile Safety

Parents who bring their children to school by car are asked to use extreme caution while driving near the school. The school will make a special effort to dismiss all children promptly at the scheduled time during inclement weather. **Please park your car as described above** and walk to meet your child.

Please honor the *Bus Zone* signs on 9th Avenue. We have safety patrols and a crossing guard on duty before and after school to help your children cross the streets safely. Please protect the safety patrols by not parking near the crosswalks. Your car may block their vision and cause an accident. Please make sure that you and your children cross at the corners to avoid danger.



Walking to School

There is a crossing guard stationed at the corner of 9th and Calypso Avenue both before and after school. In addition, fifth graders serving as safety patrols assist students in safely crossing the streets at the other three corners around the school. The guard is on duty before school from 8:40 a.m. to 8:55 a.m. and after school from 3:35 p.m. to 3:45 p.m. Please direct your child to cross at the corners. Safety Patrol locations are as follows:

- 9th and Spring
- 10th and Spring
- 10th and Prospect

- Your child's safety is a major concern of the school. We appreciate your cooperation in this endeavor. Children should be directed to:
 - Walk on the sidewalk.
 - Cross only at intersections.
 - Obey the school Safety Patrol.
 - Refuse to approach or enter strange automobiles.
 - Proceed directly to school or home before beginning to play.
 - Be considerate of smaller children.
 - Refrain from any rough play, which can cause injury and may result in a Code of Conduct referral.



Attendance

1. All children are required by law to attend school every day except when they are sick. When a child is absent, an excuse, which is a written note signed by a parent or doctor, must be brought to school.
2. An excuse, explaining the absence, must be brought the day after the absence. If an excuse is not brought within three (3) days, the absence will be marked illegal. Three illegal absence notices from the school will then result in a legal notice from the Bethlehem Area School District.
3. After a student has missed seven (7) days, School Board policy requires that a letter be sent to the parents informing them of the absences. This is also true after the tenth (10) day of absence.
4. If a child will be out of school for a travel/vacation trip, a request form is to be obtained in the school office. This form must be completed and returned at least 10 days prior to the trip.



Band

The instrumental music teacher gives lessons on the instrument of a child's choice and students may participate in band. Lessons are available to all intermediate (Grades 4 & 5) students. Be sure to have your child's name on the case of his/her instrument.



Behavior: Lunch in the cafeteria

Lunch is the time to relax and enjoy the one-half hour break from the classroom routine. It is the child's responsibility to show good manners. In using good manners in the cafeteria, the following rules are to be followed:

- Stay in line when getting trays and food
- Walk slowly and carefully
- Eat and talk quietly
- No exchanging of food
- Remain seated while eating
- Clean individual eating area and return own tray
- Leave in an orderly manner when dismissed – no running



Behavior: Playground

The playground is for the use and enjoyment of all students. It is everyone's responsibility to act in such a way that the time spent on the playground is safe and enjoyable. Travel to and from the play area should be done orderly and quietly. Misbehavior on the playground will not be tolerated.



Books and school supplies

Textbooks and library books provided by the school are the responsibility of the child. Children who lose or damage textbooks or library books will be required to pay for them, prorated on the book's age and condition. Books or school supplies are not to be taken home without permission from your child's teacher.



Cafeteria

General Information

Mealtime should be a relaxing and enjoyable experience for all concerned. Breakfast will be available to Calypso students at 8:40 a.m., Monday through Friday. (Students will not be admitted for breakfast after 8:50 a.m.) At lunchtime, children have the option of buying a prepared lunch or bringing their own lunch from home. Should your child desire to bring his/her own lunch, milk may be purchased in the cafeteria.



An automated system is in operation in the cafeteria for all students. If you pre-pay for your child's meals, this money will go into an account so that your child does not need to bring money to school. You will be notified when the account is getting low. We recommend this method of paying for school breakfast and/or lunch.

Prepayment can be made by cash or by check, made payable to BASD Dining Services or by using the MealpayPlus secure web-based system which can be accessed either through the Dining Services option on the BASD website (<https://www.beth.k12.pa.us/>) or by logging on directly (www.mealpayplus.com). You will need your child's seven-digit ID number to register for the MealpayPlus option. Please contact the school office at 610-691-0152 to obtain this number.

Due to space constraints, parents and other visitors are not permitted to eat breakfast or lunch with their children in the cafeteria or to sit with their children in the cafeteria during scheduled breakfast or lunch periods.

Free/Reduced Breakfast and Lunch

Each fall you should receive an application for free or reduced breakfast and lunch. For those who qualify, we urge you to take advantage of this federally funded program. All applications are handled confidentially. If you have not received a form or if your financial status changes, please call the school office at 610-691-0152.

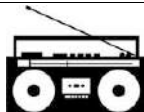
<u>2016-2017 School year prices</u>	
	
Student Breakfast.....	\$1.75
Student Lunch.....	\$2.60
A Second Student lunch.....	\$3.25
Reduced Breakfast.....	\$.30
Reduced Lunch.....	\$.40



Closing of school due to an emergency/weather situation

Please inform your child of procedures to follow in the event school is closed for an emergency or due to poor weather conditions. On occasions when school is closed early because of snow conditions or for some other emergency **your child should have an alternate place to go in the event that you are not at home.**

The decision to close schools will come from the Office of the Superintendent. If the decision to close schools is made PRIOR to the opening of school, announcements will be made over the local radio stations as well as a call from **Parent Link**. **PLEASE DO NOT CALL THE SCHOOL OFFICE.**



LOCAL RADIO STATIONS

BETHLEHEM: WGPA - 1100 AM

ALLENTOWN: WKAP - 1320 AM
WAEB - 790 AM
WHOL - 1600 AM
WSAN - 1470 AM
WFMZ - 100.7 FM
WZZO - 95.1 FM

EASTON: WEEX - 1230 AM
WEST - 1400 AM



Clothing

Be sure to dress in the proper clothing for the weather. Raincoats, boots, and umbrellas are needed for rainy days. Hats and boots are needed in the wintertime. All coats, hats, and boots must be taken home each day. Be sure to have your child's name on all personal belongings. When students enter the building, hats are to be removed. A **lost and found box** is available in the cafeteria where lost items are to be placed and where found items may be claimed.



Communication with the school

Communication with teachers is vital for your child's success in school. Please ask your child's teacher for his/her email and voicemail number, as these provide the quickest access. Teachers are professionals. As such, they will not be called from their classes to come to the office, nor should you delay them during entry and exit from the building. You wouldn't consider doing that with a physician or lawyer, so please don't do it to teachers. Instead, schedule an appointment with him or her.

Curriculum

For those areas marked with an asterisk (*), please visit the BASD website at www.bethsd.org/ci/curriculum for more information on that curricular area.



1. Academic Integration* - The Elementary Academic Integration courses provide students with the foundations needed to become proficient users of technology. The sequence of courses builds a continuum of basic computer skills, productivity

tools (word processing, spreadsheets, presentations), Internet safety, ethical use of information, research skills, multimedia skills, and connecting skills with the curriculum taught in the classroom.



2. Art, Vocal Music*, Physical Education – Specialists work with students on a weekly basis. Classroom teachers work to integrate the learned skills/strategies into the regular classroom. **Please note**, all students are required to wear appropriate tie/velcro-secured sneakers in order to participate in physical education classes.



3. Health – Students are introduced to a variety of topics that serve to promote good health – body and mind. There is a life skills section that helps children learn to make lifelong, positive, healthful choices.

4. Instrumental Music* – A specialist works with interested pupils to provide instrumental lessons.



5. Library* – The school librarian teaches and reinforces library/literacy skills on a weekly basis.



6. Literacy* - The Bethlehem Area School District is dedicated to a comprehensive vision of literacy instruction aligned with the Common Core Standards. Such an approach is driven by a written curriculum that affords students the opportunity to become competent, enthusiastic readers and writers. Our position supports the concept that literacy is the vehicle through which children learn.

We believe that a rich, literate environment allows students to engage in meaningful activities. The teaching of reading and writing is considered a reciprocal process whereby strength in one area supports proficiency in the other.



The essential components of phonemic awareness, phonics, vocabulary development, fluency, and comprehension are paramount to an inclusive program that connects all subject areas. This position advocates the teaching of literacy skills within a relevant and appropriate context.



The Bethlehem Area School District promotes the adoption of evidenced-based best practices that guide teachers in providing experiences, which encourage active student learning. This balanced-literacy instructional framework ensures that all students are exposed to a variety of genres, materials, and resources so they can read and write independently in school and at home.

7. Mathematics* - The curriculum is based on five strands:

- Numbers, Number Sense, and Computation
- Geometry and Spatial Sense
- Measurement
- Data Analysis and Probability
- Patterns and Algebraic Concepts/Functions



8. Science* – Through the use of FOSS kits, a hands-on approach to learning, students study topics in life science, earth science, and physical science.





9. Social Studies* - The curriculum contains the four strands of history, geography, economics, and civics and government. The curriculum documents highlight the Big Ideas and PA Standards, along with some topics that have been taught previously in our classrooms.

Daily Schedule

8:40 A.M.	Breakfast in the Cafeteria
8:55 A.M.	Doors open for school and classes begin
3:40 P.M.	Dismissal



Day Care

A before and after school day care service is available each school day. Details regarding time, fees and service are available by contacting the Calypso Day Care supervisor, Mrs. Holzer, at 610-861-0511 anytime during the day care hours.



Discipline

It is our expectation that students who attend Calypso Elementary School will be willing to learn and be respectful of the rights and feelings of others. We realize that at times incidents occur and as they arise, we always attempt to have the child learn from the situation. The staff has worked hard to provide a fair and consistent discipline policy. Students are expected to follow the school rules: to be respectful, to be responsible, and to behave in such a way to guarantee their safety and all those around them.

Teachers handle most infractions of the basic school rules. Each classroom teacher will provide or involve students in the development of a ***Class Management Plan***. The plan will include a list or description of expected student behaviors and/or prohibited student behaviors within the class and associated consequences. The ***Class Management Plan will be shared with parents***. In certain incidents, or if the student repeatedly defies rules of good behavior/conduct, the student will be sent to the office. In such cases, the principal will follow **The Student Code of Conduct** for the disposition of the offense.

There are some occasions when serious infractions of school policy have occurred and suspensions are immediate. These infractions are well defined within **The Student Code of Conduct**. We hope the need for suspension never arises, but such actions are necessary to assure a proper educational environment and to protect the health and safety of all students.

We appreciate your assistance in developing an interest in learning and a respect for school personnel and regulations in your child. Your support is critical in developing good character traits for each child.



Field Trips

Throughout the school year, classes will be going on field trips. These trips are of an educational nature. Permission slips will be sent home for parental approval and signature at the beginning of the school year. Your signature will cover field trips for the 2016-2017 school year. However, it is also the practice to send permission slips home for specific field trips. If a child does not return a permission slip they will be unable to go on that field trip.

Fundraising

The PTC has carefully selected a handful of fundraisers that they hope will appeal to many of Calypso's families. These include the Cougar Prowl, a cookie dough sale, a book fair, and of course the easiest of all – **Box-Tops, Giant Bonus Card numbers, and Target Red Card**. Enjoy the variety of activities and items and know that all funds raised directly support the children of Calypso Elementary School.

Guidance Counselor



The guidance counselor, Mrs. Shaud, is here to help children. Children are to ask their teacher prior to visiting the guidance counselor.

Hallways and stairwells



Students are to walk on the right side of the hallway or stairwell in a quiet, single-file line.



Health policies

Please see the school district website and school district calendar.



Homework

Homework permits the extension of classroom work. It is designed by the teacher to reinforce skills and enrich the student's understanding of the ideas being studied in the classroom. All students need to learn how to study. Homework is one tool that helps the student develop independent work/study habits.

Each child is expected to spend a reasonable amount of time doing assigned homework. It is difficult to set maximum time limits, since the capabilities and work habits of individual children differ so greatly. A general guide is that children in grades 1 and 2 should spend a maximum of thirty (30) minutes daily. In grades 3, 4, and 5 a child should spend a maximum of one hour daily. If no homework is evident, set aside at least one-half hour for reading. Make this procedure routine, an obligation that your child must fulfill. **All homework requests for ill children must be made by 9:30.** The work can be picked up between 3:15-3:45.



Parents can help to make homework a worthwhile and satisfying experience for their children by:

- Expressing a positive interest in and support for the work and projects the child brings home.
- Serve as a consultant about problems, while having your child do the actual work.
- Encourage the child, stimulate his/her thinking and help him/ her to understand more abstract concepts.
- Assist in drill and memorization of basic facts.
- Provide a quiet, well-lighted study environment in the home.
- Select a set time for your child to do their homework each day.
- Cooperate with the child's teacher to make homework more effective.
- Inform your child's teacher about any difficulties he/she is experiencing.

Lateness

If your child will be late to school a parent must accompany that child to the office and provide a written excuse.

Leader In Me

The *Leader in Me* is a school-wide transformation process that will improve academic achievement in core subjects, prepare students with 21st century life skills, and create a learning culture where students and adults feel safe and engaged. We will continue to use Leadership Notebooks and students will conduct student-led conferences in the spring.



Lost and Found

Please place your child's name on all personal items such as their lunch box, mittens, boots, hats, and coats. This is especially important for younger children. This procedure will help in locating a lost item. Lost items are placed in the "Lost and Found" bin in the cafeteria. Children are asked to check the bin if they have lost something. These items are always on display during parent/ teacher conferences. All articles not claimed by the end of the school year are donated to charity.



Medicine

It is very important that you do not send medications to school for your child unless it is absolutely necessary.

If your child has recovered from an illness, but is still on medication to be given four times a day, it may be possible for him/her to take the proper dosage spaced before school, after school, at evening meal time and at bed time. Discuss this possibility with your physician.

If your child has a chronic medical problem and must take medication during the school hours in order to keep his/her medical condition under control, please call or speak to the school nurse. She will explain to you the School's Medication Policy and give you the proper forms to complete so that your child may receive the required medication in school. The school is not able to handle medication until these forms have been completed. The school nurse is available to answer any specific questions you have on the subject and welcomes your interest.

Meeting siblings



If children are to meet brothers and sisters they should discuss this before leaving home so they have agreed on a place to meet. The exit closest to the youngest child is suggested. All children will leave the building after school. Children will not meet brothers or sisters in other parts of the building.



Messages to go home

Teachers and the office often send home papers for parents. Please be sure to check with your child for any messages and, if needed, return the answer the next day.

You are also highly encouraged to sign-up for Calypso's email list. You may access that list from the "Parent Resource" section of Calypso's website.



Money and valuables

Money and valuables should not be brought to school unless it is money for lunch or a special project. We suggest that children carry only the necessary amount for lunch and other school needs. **The school cannot be responsible for personal valuables.**





Moving

The school will need your new address and name of the receiving school in order to send official records.



Nurse

A nurse or associate nurse is usually on call to help children who become sick or are hurt during school hours. **The nurse is not here to take care of injuries that happen before or after school or at home.** Children should never be sent to school when they are sick. When a nurse or associate nurse is not on duty the secretary, aides, etc. will assist your child.

A sick child in school is a major concern for everyone who has contact with that child. The following are some guidelines for you to follow to help you decide if your child should come to school or stay home “one more day”.



- If your child has a fever over 100 degrees F, your child should stay home and be without a fever for 24 hours before returning to school.
- If your child has a fever over 100 degrees F in the evening, your child should stay home. A child may not have a fever in the morning, but by noon, the fever will often come back. The best rule to follow is that the child should be without a fever for 24 hours before returning to school.
- If your child is vomiting the evening before, over-night, or in the morning, the child should stay home from school. Have your child eat something before coming to school to assure that the food will stay down. If the child has kept food down for 12 hours, chances are the virus is out of his/her system.
- If your child has a very runny nose from a cold, your child should stay home from school.

These guidelines are meant for the protection of not only your child, but also the other children in the school. A sick child in school can infect other children, but also the child’s resistance to other germs is weakened and may end up with another “bug”. If you have any questions, please call the school (610-865-5881) and talk to one of the health room staff.



PTC

2016-2017 EXECUTIVE BOARD

Christa Koch	<i>President</i>
Natalie Bond	<i>Vice President</i>
Matt Caltabiano.....	<i>Secretary</i>
Melissa Cheatham.....	<i>Treasurer</i>
Amanda Benner.....	<i>Member At-Large</i>
Joe Diehl.....	<i>Member At-Large</i>
Kathy Bast.....	<i>Principal</i>

THE STANDING COMMITTEES

The following list of PTC committees is active at Calypso. If you wish to work on, or even chair one or more of the standing committees, please contact Christa at President@CalypsoPTC.org.



Book Fair, Cougar Prowl, Yearbook, etc...

Parent/teacher conferences

Parent conferences are held twice a year-- in November and February. You are encouraged to have a conference with the teacher at these times. However, if you have questions concerning your child's social or academic performance, please make an appointment by directly contacting your child's teacher.



2016-2017 School Year Parent/Teacher Conference Dates

Monday, November 21, 2016

Wednesday, February 15, 2017

Tuesday November 22, 2016

Thursday, February 16, 2017

On conference days, children are dismissed at noon. Lunch **will not** be available on Parent/Teacher conference days.



Report cards

2016-2017 School Year Report Card Distribution Dates

Friday, November 11, 2016

Friday, January 27, 2017

Friday, April 7, 2017

Mailed week of June 13, 2017

Kindergarten Progress Report

This report card is issued three times a year. The following symbols are used on the kindergarten report card:

E = Exceeds Expectations
P = Performing Satisfactorily
L = In the process of learning
I = Improvement needed

Grades 1, 2, & 3 Report Card

The purpose of this report card is to report the performance of the child in relation to his/her own ability to learn. All of the areas on the report card will be marked with a symbol and with a rubric score noting a child's progress toward meeting standards.

Symbol	Rubric Score
O Superior Academic Performance	4 Advanced (Superior Academic Performance)
S Satisfactory Academic Performance	3 Proficient (Satisfactory Academic Performance)
S- Marginal Academic Performance	2 Basic (Marginal Academic Performance)
N Inadequate Academic Performance	1 Below basic (Inadequate Academic Performance)
X Not assessed at this time	X Not assessed at this time

Grades 4 & 5 Report Card

The purpose of this report card is to report the performance of the child in relation to the norm or average expected performance at the child's grade level. Students will receive a letter grade in Reading, Writing, Mathematics, Science, and Social Studies. Subheadings under the major subject areas will be marked with the following rubric score.

Letter Grade

A	Superior Academic Performance
B	Satisfactory Academic Performance
C	Marginal Academic Performance
F	Inadequate Academic Performance
X	Not assessed at this time

Rubric Score

4	Advanced (Superior Academic Performance)
3	Proficient (Satisfactory Academic Performance)
2	Basic (Marginal Academic Performance)
1	Below basic (Inadequate Academic Performance)
X	Not assessed at this time

Requests for early dismissal

If you must remove your child from school during the school day, please send a note to the classroom teacher stating the time you will pick up your child in the office. You must come to the school office to sign out the student. We are not permitted to release any child to walk alone to the dentist, doctor, etc. We cannot dismiss students early for dancing lessons, music lessons, and so on.

Safety patrol



The safety patrol helps children cross the street safely. All children are to respect the patrols. Ms. Danyi is the Safety Patrol advisor.

School visitation



Parents are always welcome at Calypso. Entry is only through the front door, after being buzzed in. All visitors to Calypso are required to sign in and receive a visitor's badge. You must also sign in/out using the book located on the office counter. Please see the secretary for assistance.

Student Council



The purpose of the student council is to provide a forum for the exchange of ideas and discussion of issues. Each class or teacher selects a representative who will bring class concerns to the Student Council for discussion.

The Student Council also organizes a number of service projects throughout the year. Information on these projects will be included in the weekly newsletters. Student Council meetings are held monthly. Mrs. Shaud is the Student Council advisor.

Suspension



The School Board has provided for suspension from school for prohibited acts **on or off school property** as referenced in the **Student Code of Conduct**. While not inclusive, children can be suspended for the following reasons:

1. Hitting another student or teacher.
2. Damaging school property.
3. Stealing school property.
4. Possessing any firearm, knife or explosive.
5. Class cutting, truancy, and being late to school.
6. Swearing at teachers or staff.
7. Continued disruptions in the classroom.

Students may also be suspended for:

1. Intentionally defying the valid authority of school personnel.
2. Cheating.
3. Willful disobedience of reasonable rules of the school. (These rules are listed in the **Student Code of Conduct** handbook.) **Bullying will not be tolerated!**

Upon return from a suspension, the child must be accompanied to school by a parent or guardian to participate in a reinstatement hearing.

Telephoning the school



All instructions regarding where and when you will pick them up, where they are to go after school, if they may remain for special activities, etc, should be given to your child before he/she leaves for school. However, in an emergency, someone will relay a message to your child. **We do not call teachers to the telephone while classes are in session.**



Videotaping/Photographing

There may be times during the school year when your child's class may be videotaped or photographed during a special activity or event. On the bottom section of the Parent Permission Form that is sent home with all students at the beginning of the year, there is a place where you are asked to indicate whether or not your child may be videotaped and or photographed.



Volunteers

Schools are very busy places where everyone is involved to provide your child with a place where he or she can grow in a healthy and safe environment. Extra help is always appreciated! If you are interested in volunteering some of your time to help at our school, please feel free to contact us. In order to insure the safety of your children, all volunteers are required to have completed, incident-free background checks. Information on obtaining your clearances can be found on the district website or by calling the office.



Mark Your Calendar

Dates of Special Interest

**Dates are subject to change.*

August 29, 2016	Safety Patrol training for selected fifth graders
August 30, 2016	First day of school
September 5, 2016	Labor Day – No School
September 8, 2016	Picture Day
September 13, 2016	Back to School Night
September 15, 2016	Calypso Dairy Queen Night
September 22, 2016	Cougar Prowl
September 28, 2015	PTC's Cookie Dough fundraiser begins
October 11-14, 2016	BASD Education Week
October 11, 2016	Grandparents' Day
October 12, 2016	Yom Kippur – No School
October 13, 2016	Donuts with Dad
October 13, 2016	PTC's Cookie Dough fundraiser orders due
October 20, 2016	Muffins with Mom
October 25, 2016	Picture Retake Day
October 31, 2016	Halloween Parade
November 1, 2016	End of 1 st marking period
November 8, 2016	In-service Day – No School
November 11, 2016	Report Card Distribution
November 17, 2016	PTC's Cookie Dough fundraiser delivery
November 18, 2016	Primary Grades Movie Night
November 18-22, 2016	Scholastic Book Fair
November 21 & 22, 2016	Parent/Teacher Conferences
November 24-28, 2016	Thanksgiving Holiday – No School
December 15, 2016	Winter concert
December 23-January 2, 2017	Christmas/New Year's Holiday – No School
January 16, 2017	Martin Luther King Holiday – No School
January 18, 2017	End of 2 nd marking period
January 20, 2017	Intermediate Grades Movie Night
January 27, 2017	Report card distribution
February 1, 2017	Calypso Dairy Queen Night
February 13-16, 2017	Scholastic Book Fair
February 15 & 16, 2017	Parent/Teacher Conferences
February 17, 2017	In-service Day – No School
February 20, 2017	Presidents' Holiday – No School
February 28, 2017	Reading/Math Night
March 28, 2017	End of 3 rd Marking Period
March 31, 2017	Variety Show
April 3-6, 2017	ELA PSSA tests – grades 3-5
April 7, 2017	Report Card Distribution
April 13-17, 2017	Easter Holiday/Spring Break
April 22, 2017	PTC Flea Market/Vendor Sale
April 24-26, 2017	Mathematics PSSA tests – grades 3-5
April 29, 2017	Bike Rodeo
May 1 & 2, 2017	Science PSSA – grade 4
May 1-5, 2017	Teacher Appreciation week

May 8-12, 2017	PSSA tests make-ups
May 10, 2017	Kindergarten Family Welcoming Day
May 11, 2017	Calypso Dairy Queen Night
May 18, 2017	Spring concert
May 19, 2017	Someone Special and Me Dance
May 19, 2017	Field Day
May 22, 2017	Field Day (rain date)
May 24, 2017	Science Show
May 25, 2017	Kindergarten ABC Fashion Show
May 26, 2017	Calypso Community Carnival
May 29, 2017	Memorial Day – No School
June 1, 2017	Volunteer Breakfast
June 5, 2017	SPARK graduation
June 7, 2017	Last day of school/Close of 4 th marking period
Week of June 12, 2017	Report cards will be mailed