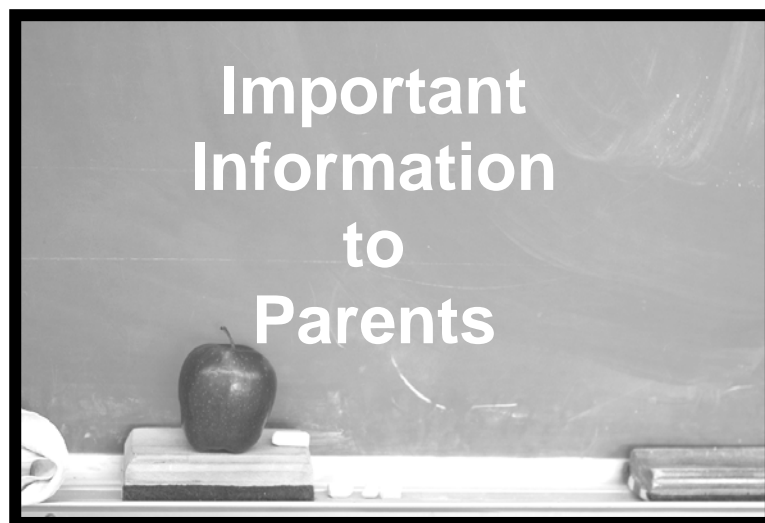


POTTSTOWN ELEMENTARY SCHOOLS

Barth • Franklin • Lincoln • Rupert

**Grades Pre-Kindergarten - 4
2016-2017**



Keep available as reference all year.

**LET US KNOW HOW
WE CAN HELP**

KEEP IN TOUCH!

<u>Building</u>	<u>Telephone</u>
Administration	610-323-8200
Barth Mr. Ryan Oxenford	610-970-6676
Franklin Mr. Kevin Downes	610-970-6641
Lincoln Mrs. Calista Boyer	610-970-6646
Rupert Mr. Matthew Moyer	610-970-6661

POTTSTOWN SCHOOL DISTRICT 2016-2017 SCHOOL YEAR CALENDAR—REVISED 6-27-16

17 New Teacher Induction
 18 New Teacher Induction
 22 New Teacher Induction
 23 First Teacher Day—NO SCHOOL, In-Service
 24 NO SCHOOL, In-Service
 29 OPENING DAY for Students

AUGUST 2016						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3 Student Days (YTD = 3)
 5 Teacher Days (YTD = 5)

2 NO SCHOOL
 5 Labor Day—NO SCHOOL
 30 NO SCHOOL, In-Service

SEPTEMBER 2016						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19 Student Days (YTD = 22)
 20 Teacher Days (YTD = 25)

10 NO SCHOOL, In-Service
 13 Parent Conferences—HS Only
 HS Early Dismissal, 11:55 am
 District-Wide Early Dismissal
 MS 12:25 pm
 HS 12:40 pm
 Elem 1:10 pm, Mod Pre-K

OCTOBER 2016						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 Student Days (YTD = 42)
 21 Teacher Days (YTD = 46)

4 Early Dismissal
 MS 12:25 pm
 Elem 1:10 pm, Mod Pre-K
 21-22 Parent Conf.—Elem/MS
 Early Dismissal
 MS 11:25 am
 Elem 11:55 am, Mod Pre-K
 District-Wide Early Dismissal
 MS 11:25 am
 Elem 11:55 am, Mod Pre-K
 HS 12:40 pm
 24-28 Thanksgiving Vacation—NO SCHOOL

NOVEMBER 2016						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

19 Student Days (YTD = 61)
 19 Teacher Days (YTD = 65)

2 SCHOOLS REOPEN
 16 M.L. King, Jr. Day—NO SCHOOL
 17 HS Early Dismissal, 12:10 pm
 18 District-Wide Early Dismissal
 HS 12:10 pm
 MS 12:25 pm
 Elem 1:10 pm, Mod Pre-K

JANUARY 2017						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21 Student Days (YTD = 99)
 21 Teacher Days (YTD = 103)

1/9 through 1/23 Keystone Exams

3 NO SCHOOL, In-Service
 6 District-Wide Early Dismissal
 MS 12:25 pm
 HS 12:40 pm
 Elem 1:10 pm, Mod Pre-K
 Parent Conferences—Elem/MS
 Early Dismissal
 MS 11:25 am
 Elem 11:55 am, Mod Pre-K
 Presidents' Day—NO SCHOOL

FEBRUARY 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

18 Student Days (YTD = 117)
 19 Teacher Days (YTD = 122)

16 Parent Conferences – HS Only
 - HS Early Dismissal, 11:55 am
 NO SCHOOL, In-Service
 31 Early Dismissal
 MS 12:25 pm
 Elem 1:10 pm, Mod Pre-K

MARCH 2017						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22 Student Days (YTD = 139)
 23 Teacher Days (YTD = 145)

12 District-Wide Early Dismissal
 MS 12:25 pm
 HS 12:40 pm
 Elem 1:10 pm, Mod Pre-K
 Spring Vacation—NO SCHOOL

APRIL 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

17 Student Days (YTD = 156)
 17 Teacher Days (YTD = 162)

Wk of 4/3 PSSA English Language Arts, Gr. 3-8
 Wk of 4/24 PSSA Math, Gr. 3-8

11 HS Early Dismissal, 11:55 am
 12 NO SCHOOL, In-Service
 15 District-Wide Early Dismissal
 MS 12:25 pm
 HS 12:40 pm
 Elem 1:10 pm, Mod Pre-K
 29 Memorial Day—NO SCHOOL

MAY 2017						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21 Student Days (YTD = 177)
 22 Teacher Days (YTD = 184)

Wk of 5/1 PSSA Science, Gr. 4, 8
 Wk of 5/8 PSSA Make-Ups

5/15 through 5/26 Keystone Exams

Q1 = 45 (11/3)
 Q2 = 45 (1/18)
 Q3 = 46 (3/28)
 Q4 = 51 (6/14)

Modified Pre-Kindergarten Schedule

11:55 am Dismissal	1:10 pm Early Dismissal
8:40 am-9:55 am	8:40 am-10:25 am
10:40 am-11:55 am	11:25 am-1:10 pm

In-Service (All Day) **District-Wide Early Dismissal**
Holiday **High School Early Dismissal**
Parent Conferences **Elementary Early Dismissal**
PSSA/Keystone Exams **In-Service (Early Dismissal)**

Graduation will be set in April when calendar is revised.

This calendar includes 5 emergency/inclement weather days. If schools are closed as a result of inclement weather or emergencies, days will not be rescheduled unless there are more than 5 days of school closings. In the event inclement weather forces the district to use in excess of 5 days, the following would be the order of make-up days: February 20, April 13 and April 17. The calendar will be revised in April to reflect 182 student days and 190 teacher days. The final graduation date will be established in April. The district has designated local holidays as December 26, 27, 28, 29, 30.

	Elementary Grades Pre-K-4	Middle School Grades 7 & 8	High School Grades 9, 10, 11 & 12
October 13, 2016 Dismissal Students Teachers Conferences	No conferences	No conferences	11:55 am No lunch Lunch 11:55-12:25 pm 12:25-2:50 pm 6:00-8:00 pm
November 21, 2016 Dismissal Students Conferences	11:55 am MODIFIED LUNCH 12:25-3:10 pm; 5:00-8:00 pm	11:25 a.m. MODIFIED LUNCH 11:40-2:40 pm; 5:00-8:00 pm	No conferences
November 22, 2016 Dismissal Students Conferences	11:55 am MODIFIED LUNCH 12:25-3:10 pm; 5:00-8:00 pm	11:25 a.m. MODIFIED LUNCH 11:40-2:40 pm; 5:00-8:00 pm	No conferences
February 7, 2017 Dismissal Students Conferences	11:55 am MODIFIED LUNCH 12:25-3:10 pm; 6:00-8:00 pm	11:25 a.m. MODIFIED LUNCH 11:40-2:40 pm; 6:00-8:00 pm	No conferences
March 16, 2017 Dismissal Students Teachers Conferences	No conferences	No conferences	11:55 am No lunch Lunch 11:55-12:25 pm 12:25-2:50 pm 6:00-8:00 pm

CLOSE OF GRADING PERIOD

November 3, 2016
January 18, 2017
March 28, 2017
Elementary – June 9, 2017*
Secondary – June 14, 2017*

GRADES POSTED

November 8, 2016 by 9:00 am
January 23, 2017 by 9:00 am
April 3, 2017 by 9:00 am
June 9, 2017 by 9:00 am*
June 14, 2017 by 9:00 am*

DISTRIBUTION OF REPORT CARDS

November 11, 2016
January 26, 2017
April 6, 2017
Elementary – June 14, 2017*
Secondary – June 21, 2017*

*Subject to change

Parents, if you do not receive a report card, please call the school.

Dismissal for Teachers:

Thanksgiving

Elem. = 12:25 pm
PMS = 11:40 am
PHS = 1:50 pm

Winter Break

Elem. = 12:25 pm
PMS = 11:40 am
PHS = 1:50 pm

Spring Break

Elem. = 1:25 pm
PMS = 12:40 pm
PHS = 12:50 pm

DISTRICT-WIDE IN-SERVICE HOURS: 8:00-3:30 PM

HOURS OF OPERATION FOR STUDENTS:

Elementary Grades Pre-K-4 = 8:40-3:10 pm
Pre-K AM = 8:40-11:25 am
Pre-K PM = 12:25-3:10 pm

Grades 5-8 = 7:50-2:25 pm

Grades 9-12 = 7:55-2:40 pm

HOURS OF OPERATION FOR STAFF:

Elementary Grades Pre-K-4 = 7:55-3:25 pm

Grades 5-8 = 7:10-2:40 pm

Grades 9-12 = 7:20-2:50 pm

Board approved: **June 27, 2016**

Dear Parent:

It is The Mission of the Pottstown School District to prepare each student, by name, for success at every level.

With daily attention to our mission, we will achieve our vision of “developing responsible, contributing citizens through quality teaching, family involvement, community partnerships and effective resource management.”

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen Rodriguez". The signature is stylized with a large, sweeping initial "S" and a long horizontal line extending to the right.

*Stephen Rodriguez
Acting Superintendent*

A number of district policies are referenced in this handbook. This publication does not include all policies that apply to students, however. For a complete review of district policies, parents and students can find them on our website.

TABLE OF CONTENTS

Pottstown Elementary Schools Student Handbook	Page
Parent Information	
Personnel.....	1
Hours	2
Inclement Weather.....	2
Attendance.....	3
Illness.....	4
Sample Letters.....	5-6
Student Behavior	7
Food Service Information - Breakfast/Lunch Prices	8
Welcome	
Visiting the School	9
Parent/Teacher Associations/Organizations	9
Parent/Teacher Conferences	9
Parental Concerns	10
Teacher Requests.....	11
MTSS	11
Title I Program	12
Reading Tips for Parents	12
Family Literacy Nights.....	12
Student Services	
Guidance Services.....	13
504 Service Agreements.....	13
Special Education	14
Gifted Education	14
Homebound Instruction.....	14
ESL Program	15
Speech and Language Services	15
Parent Notification of a Potentially Dangerous Incident to a Student.....	16
Library Services	17
Engle Award.....	17
Technology Guidelines	18
Rules and Regulations	
Closed Campus	19
Electronic Devices	19
Motor Vehicles	19
Walking Routes.....	19
Children Left at School Beyond Normal Times	19
Safe Route to School Map	20
Media Release	21
Educational Tours/Trips	21-22
Form.....	23

Academics and Activities

School Subjects	24
Assessments.....	24
Report Cards.....	24
Honor Roll.....	25
Viewing Grades Online	25
Annual Notice of Parents Rights Access to Records	26
Plagiarism	27
Field Trips	27
Chaperoning Field Trips.....	28
Band Program.....	29
Chorus	29
Safety Patrols.....	29
School Pictures	30
Seasonal Events	30
Recreation Programs	30

Emergency Safety and Medical Information

Fire Drills/Emergency Preparedness Drills	31
School Nurse	31
Emergency Information.....	31
First Aid.....	31
Immunization.....	32
Dental Examinations	32
Physical Examinations	32
Screening Tests	32
Medications.....	33
Communicable Diseases	33
Transmissible Diseases	34

Rights and Responsibilities

Assurance of Non-Discrimination.....	35
Care of Textbooks – Student’s Responsibility.....	35
Dress Code	35
Insurance	35
Kindergarten Registration	36
Moving	36
Homework.....	36
Homework Guidelines	37
Lost and Found.....	39
Sexual Harassment.....	39
Student Responsibilities.....	40
Discipline Code.....	41-46
Tobacco Use.....	47
Possession or Use of a Weapon or Instrument of Crime	47
Bullying/Cyberbullying.....	48
Student Wellness	48

PERSONNEL

ADMINISTRATIVE TEAM

Mr. Stephen Rodriguez
Acting Superintendent
(610) 970-6601

Mrs. Linda Adams
Business Administrator
(610) 970-6611

Mrs. Deena Cellini
Director of Human Resources
(610) 970-6603

PRINCIPALS

Mr. Ryan Oxenford
Barth - (610) 970-6676

Mr. Kevin Downes
Franklin - (610) 970-6641

Mrs. Calista Boyer
Lincoln - (610) 970-6646

Mr. Matthew Moyer
Rupert - (610) 970-6661

HEALTH COUNSELORS

Karen Dilliplane
Barth-(610) 970-6677

Anne Frederick
Franklin-(610) 970-6642
Supervisor of Health Service

Maryellen Wynne
Lincoln-(610) 970-6647

Dawn Hankins
Rupert-(610) 970-6662

SCHOOL PSYCHOLOGISTS

Mrs. Mieke Mazur
School Psychologist - Barth
(610) 718-8664

Ms. Lindsay Hendricks
School Psychologist - Franklin
(610) 970-6643

TBA
School Psychologist - Lincoln
(610) 970-6648

Mrs. Lauren Crean
School Psychologist - Rupert
(610) 705-6873



HOURS

School Office - 7:55 a.m. - 3:55 p.m.
*Pre-Kindergarten A.M. - 8:40 a.m. - 11:25 a.m.
*Pre-Kindergarten P.M. - 12:25 p.m. - 3:10 p.m.
Grades Pre-K - 4 - 8:40 a.m. - 3:10 p.m.

Students who walk to school may enter the building at 8:35 a.m.

*Please note Modified Pre-Kindergarten Schedule:

2 Hour Delayed Openings

10:40 a.m. to 12:40 p.m.

1:10 p.m. to 3:10 p.m.

11:55 A.M. Dismissal

8:40 a.m.-9:55 a.m.

10:40 a.m.-11:55 p.m.

1:10 P.M. Dismissal

8:40 a.m.-10:25 a.m.

11:25 a.m.-1:10 p.m.

Several times during the school year, there are early dismissals or delayed openings for inclement weather or teacher in-services. On these days a modified schedule is used for kindergarten so that there is a minimal loss of instructional time and this schedule equalizes the morning and afternoon hours. The district school calendar reflects the days when the modified kindergarten schedule is used.



INCLEMENT WEATHER



In the event that school is to be cancelled or delayed in opening due to poor weather conditions, the following sources will announce school closings or delays:

- ❖ Phone Call to Your Home
- ❖ www.pottstownschoools.org
- ❖ Channel 69 Television (Cable Channel 15)
- ❖ WTXF Television - Fox Channel 29 (Cable Channel 9)
- ❖ Television ABC Channel 6
- ❖ Television NBC Channel 10

ATTENDANCE

The School Laws of Pennsylvania classify all absences as illegal except for the following reasons: illness of the pupil, death in the immediate family, impassable roads, weather so inclement as to endanger the health of the child and other exceptional cases.

For urgent reasons other than those listed above, absences will be classified as excused for the following reasons:

1. Educational tours or trips with prior written approval.
2. Religious obligations.

When a student returns from an absence, he/she must present to the classroom teacher a written note from a parent, guardian, doctor, or a hospital with a reason for the absence. If the student does not submit this written note within three (3) consecutive school days of his/her return to school, the absence is marked **unlawful**. Parents/guardians will be notified by letter from the school when their child reaches a cumulative total of four (4) absences. After seven (7) total absences, the school will again send notification by letter that a doctor's note will be required for all subsequent absences for the remainder of the school year. Should a doctor's note not be provided, the absence will be deemed unlawful. Absence excuse notes should contain the following information:

POTTSTOWN SCHOOL DISTRICT	
Pupil's Name	_____
Absent or Tardy	_____
(give day of week and date)	
The above absence or tardiness occurred with my knowledge and consent for the following reasons:	

Parent's Signature	_____
Date	_____

When a student is absent three (3) consecutive days, a doctor's note is required to return to school.

IF AT ALL POSSIBLE, SCHEDULE ANY DOCTOR/DENTIST OR MENTAL HEALTH APPOINTMENTS AFTER SCHOOL HOURS.

A student who arrives at school after 8:55 a.m. will be marked tardy. A note of explanation is required from the parent. Students need to have good attendance so as to be successful in school. Parents of students whose school absences become excessive are subject to legal prosecution and fines for each absence.

A student who arrives between 8:56 and 11:55 a.m. will be marked tardy. If a student leaves any time before 11:40 a.m., the day is considered a full day of absence. A student who arrives between 11:55 and 1:25 p.m. will be marked ½ day absent. If a student leaves between 11:56 and 1:25 p.m., the day is considered a ½ day absent. If the student leaves after 1:25 p.m., it is considered a full day of attendance. If the student arrives at school after 1:25 p.m., it is considered not attending for the day, and marked one full day of absence.

If the student arrives at school after 1:25 p.m., it is considered not attending for the day, and marked one full day of absence. In order to be successful in school, students need to have good attendance habits. Tardiness and leaving early are not conducive to the educational process.

Why is regular attendance important?

The elementary school years, kindergarten through fifth grade, are the formative or developmental years for children to learn and practice the basic skills of reading, writing, and arithmetic. These years in school are critical to the child's fundamental growth as an educated person in our society.

Educational researchers have identified important factors which are critical to the success of the learning process in the early years. One of these factors is called "time on task." This is sometimes also called "engaged time." It refers to the amount of time devoted to carefully planned explanations and activities which are directed by the teacher. Research indicates that conscious attention to student "time on task" in the early grades has a strong impact upon student achievement in the basic skills.

The development of the basic skills of literacy and math is a very complex process. Children must learn and practice thousands of skills and retain them for future use. In many cases, the learning of one skill is dependent upon the learning of a previous one. Newly-acquired skills must be practiced under the watchful eye of someone (usually a teacher) who makes sure they were learned correctly and completely. This kind of work is called "guided practice" because it provides support, direction, guidance, and reinforcement to the child during the initial stages of learning. When children are absent frequently, they miss the timely presentation of sequential skills and the practice activities that are planned by the teacher. This lost "time on task" is very difficult, if not impossible, to make up for the child. In fact, these children run the risk of mislearning a basic skill or forgetting it completely because of the lack of consistent practice. We thank you in advance for making certain your children maintain regular attendance.

ILLNESS

If your child has symptoms of illness such as those listed below, please keep him/her at home so that other students do not become infected. When s/he returns to school from an absence, the child must bring a note of explanation. **If the student is absent more than five days, a doctor's note is necessary.**

If there is evidence of prolonged or frequent absences, the school may require that a medical examination be performed by the family physician or if necessary the school physician will be requested to provide the school with an evaluation of the student's state of health.

Symptoms of illness:

Sore throat	Fever	Enlarged glands
Diarrhea	Nausea or vomiting	Nasal congestion
Skin rash or sores	Inflamed eye	Coughing
Earache	Red or swollen joints	

(Any time your child shows signs of a serious illness, do not send him/her to school.)

NOTE: If your child has a doctor or dental appointment before, during or at the end of the school day and will enter school late or leave school before dismissal, please send a written notification to the teacher either the day before the appointment or the day of the appointment.

In order to ensure student safety, in the event a child is ill and must be sent home by the nurse, no child will be released to walk home alone. A parent/guardian or designee listed on the emergency card must pick up the child at school.

SAMPLE ATTENDANCE LETTERS: When students begin to accumulate absences, letters may be sent home to parents to communicate their child's attendance pattern. Below are SAMPLES of the types of letters that may be sent to parents from the building principal.

SAMPLE LETTER 1

Dear Parent:

Our records indicate that your child has been absent for _____ days this school year.

You should be aware that excessive absence could result in academic failure, as well as the possibility of being fined. When a student has been absent for 7 days, he/she must have a doctor's excuse for any more absences.

If you know that your child has been absent for reasonable cause, there is no need to contact the school. However, if you would like further information or if you did not know your child was absent, please contact the attendance secretary. We appreciate any help you can offer us and we look forward to working with you to ensure your child's attendance in school.

SAMPLE LETTER 2

Dear Parent:

The Pottstown School District, like all school districts, is required by the Federal No Child Left Behind Act to record and report accurate attendance records to the Pennsylvania Department of Education. This requirement provides the state with a record of daily attendance which, by law, must be maintained at a level of 90 % or higher. Currently, my records show that your child has been absent a total of _____ school days to this point in the academic year.

My concern is two-fold. First, I want every child to benefit from the excellent educational opportunities offered by the Pottstown school system. This cannot occur with excessive absence. Second, the state and federal governments measure my school's success level by my students' attendance records. This is something only you as a parent can control. School law in Pennsylvania does permit the absence of your child for illness, quarantine, or a death within the immediate family. Please know I understand that your child may have been ill or legitimately absent for each of these days. However, School Board Policy 6110.8d (3) requires that a doctor's excuse now cover each absence for the remainder of this academic year.

If you find that your child may be absent for reasons other than those listed above, please contact me to discuss your concern and individual family issue. Should you choose not to contact me as the legal attendance officer for the school, the absence will automatically be termed "unlawful" in accordance with School Board Policy 6110.8c.

Additionally, I want you to be aware that truancy laws in Pennsylvania provide that upon the fourth occurrence of an illegal absence, the attendance officer for a school must cite the parent/guardian and request a hearing from the district magistrate.

It is my sincere hope that we can cooperatively address your child's attendance concerns. If you have any questions, please contact my office at the. Thank you for your kind attention to my request.

SAMPLE LETTER 3

Dear Parent:

Please be aware that your child has been absent from school on a total of _____ days this school year. These periods of absence were unexcused, and as such constitute a violation of the compulsory attendance provision of the Public School Code. We must inform you as parent, guardian or person in parental relation of the student of this violation. This unexcused absence constitutes a summary offense under the Public School Code.

You are hereby notified to return said child to school at once and show lawful reason to the undersigned for said child's absence. If the student is illegally absent again, you will be charged before a magistrate or justice of the peace without further notice from school authorities. Please contact me if you have any questions or concerns in this matter.

Attendance Officer
For the Board of School Directors
Pottstown School District

SECTION 1326 of the School Code provides that "The term 'compulsory school age,' as hereinafter used shall mean the period of a child's life from the time the child's parents elect to have the said child enter school, which shall be not later than at the age of eight years, until the age of seventeen years."

SECTION 1333 provides that "conviction thereof before an alderman, magistrate or justice of the peace, shall be sentenced to pay a fine, for the benefit of the school district in which such offending person resides, \$100 for the first offence, \$200 for the second offense and \$300 for the third offense with cost, and, in default of the payment of such fine and costs by the person so offending, shall be sentenced to the county jail for a period not exceeding five days."



STUDENT BEHAVIOR

Each building has a slogan which explains the building's code of conduct.

<p style="text-align: center;">BARTH PLEDGE</p> <p>I promise to do my best work and learn the most I can. I will help others when they need me. I will share and take turns. I will speak nicely. I will not hurt others in any way. I will help keep my school a safe and clean place. I am proud to be a Barth student. Together We Can Make A Difference!</p>	<p style="text-align: center;">Lincoln's Pledge</p> <p>At Lincoln, we pledge to be respectful, be safe, be responsible, and be cooperative.</p>
<p style="text-align: center;">FRANKLIN'S FAB FIVE</p> <ol style="list-style-type: none">1. I will be safe.2. I will be responsible.3. I will be positive.4. I will be respectful.5. I will be involved.	<p style="text-align: center;">Rupert Believe and Achieve Rules</p> <p style="text-align: center;">Be Respectful Be Responsible Be A Problem Solver</p>

Food Service Information

FREE FEDERAL MEAL PROGRAM FOR ALL STUDENTS (K thru 12)

The Pottstown School District has qualified for a Federally Funded Free Meal program for all students K through 12th grade. This program includes both breakfast and lunch. ALL students are automatically eligible to participate for both meals as listed on the monthly menu. No Meal (Free and Reduced) applications are required.

WHO IS ELIGIBLE?

ALL students K through 12th grade. NO Meal (Free and Reduced) Applications are needed or will be accepted.

WHAT ARE YOU ELIGIBLE FOR?

ALL students are eligible for both Breakfast and Lunch as indicated on the school menu.

WHERE CAN MENUS BE FOUND?

Menu Information can be found:

- Hard copy Elementary Menus are sent home
- On the district Website at:
<http://pottstownschoools.com/pottstown/Resources/Parent%20Resources/Food%20Services/>
- Posted in all cafeterias

At the Middle and High Schools, students will still have the ability to purchase ala carte items such as extra portions or non-menu items.

HOW DO STUDENTS PARTICIPATE?

The procedure for student access to meals will remain the same as in the past (name, ID # or Pin #). Menu meals will ring up as no charge. Account information remains available for parental access to view meals selected.

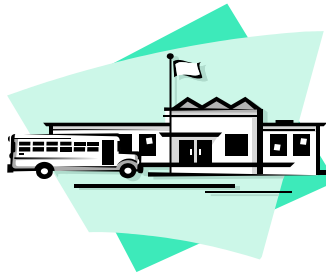
WHEN DOES THE PROGRAM START?

The program starts with the first day of school.

All meals meet or exceed the federally mandated requirements for the National School Lunch/Breakfast programs.

The number and length of lunch periods vary according to a particular school's needs. Menus are published in advance and appear in the building's monthly newsletter. A copy of the menu is also posted in each classroom.

Parents are discouraged from dropping off lunches from fast food restaurants at school for their children. Please follow school procedures in relation to lunch: buy in the serving line or pack. Excessive packing of candy and other sugar related products is not conducive to good nutritional practices.



VISITING THE SCHOOL

Parents are welcome to and encouraged to visit their children's schools. **To arrange a visit in your child's classroom or to schedule a conference to discuss your child's academic progress or behavior, please call the school or write a note to your child's teacher.**

We encourage visitors to enjoy the many special events and programs that occur throughout the school year, but please know you are also welcome to observe and help out in the day-to-day life of the school as well.

NOTE: You must register with the office and obtain a visitor's pass each time you enter a school building in the Pottstown School District, even if your visit is to be only a brief one. Checking in at the office is necessary to help maintain security in our buildings. Parents are encouraged to visit their child's classroom. Please call the school office and make an appointment 24 hours prior to your visit. Your cooperation is very much appreciated.

PARENT TEACHER ASSOCIATIONS/ORGANIZATIONS

School success is a joint venture between schools and homes. A positive working relationship and understanding between the home and school is extremely important. To help achieve this objective, Parent Teacher Associations (PTA's) and Parent Teacher Organizations (PTO's) are active at each of the elementary schools. Parents are encouraged to join these organizations at their child's school.

- Barth - Parent Teacher Organization (PTO)
- Franklin - Friends of Franklin (FOF)
- Lincoln – Lincoln Organization of Volunteers (LOV)
- Rupert – Friends of Rupert

PARENT/TEACHER CONFERENCES

Each November and spring, at the close of the first and midway through the third nine week grading period, formal parent/teacher conferences are scheduled for each elementary age child in the school district. Evening and afternoon times are set aside for parent conferences. Parent conferences are for the specific purpose of communicating information to parents and teachers that is relevant to the child's progress in school.

Follow up conferences for the purpose of "information gathering" and "problem solving" are encouraged and should be scheduled between teachers and parents any time that problems have been identified. Please call ahead of time for a mutually satisfactory time.

PARENTAL CONCERNS

A Parents Guide for Solving Problems at School

If you experience a problem or have a concern regarding your child, use the following procedures or problem solving process:

1. **Take your concern to the person closest to the problem.** It's best if parents and school personnel talk regularly before problems are encountered. When a concern does arise, however, the quickest and easiest solution is to talk with the staff most directly involved. Get to know your child's teachers, bus drivers, and other school personnel, and how they can be contacted. Please note that, because teachers are generally busy with students throughout the day, it may be necessary for you to leave a message and let the teacher get back to you. Also note that it is generally inappropriate to phone teachers at home regarding school matters.

If you **call for an appointment** to see your child's teacher, let the teacher know **in advance what the general nature of your concern is**. If a personal visit is not possible, please call to state your concern and plan a mutually convenient time for you and necessary school personnel to talk. You can also send in a note expressing your concerns, and let us know the best way to get back in touch with you.

2. **Present your concern to the next level.**

The **principal** is responsible for supervision of staff within the building. If the parent and the teacher cannot solve the problem, **make an appointment** with the principal. The principal will rarely have ready access to the information he or she needs to be of immediate assistance. The principal's ability to help will be improved if you **share the nature of your concern** and the steps already taken prior to the conference. This will enable the principal to gather information.

3. **If the problem cannot be resolved at the building level**, it is suggested that **the parents contact the district's Director of Human Resources**.

When you believe you've worked hard with those closest to the problem and you've taken the problem to the next level but still haven't achieved a satisfactory outcome, the superintendent of schools is the next place to go. Keep in mind that the superintendent will not have information readily accessible and will need to gather pertinent information to assist you in problem solving.

4. Parents who have problems that have not been solved satisfactorily at the administration level **may attend school board meetings** and present the problem to the entire board of school directors. Parents should not take complaints or problems to individuals on the board of school directors. No director has the power to speak for the board. School board members do not have direct authority in day-to-day school operations. All authority is the result of official action by a majority of the board at meetings open to the public.

Contact a board member only if:

- other means to solve a problem have been tried;
- when a policy is being enforced but you believe it results in bad consequences;
- when you believe a policy isn't enforced.

The school board meets the third Thursday of each month at 7:30 p.m. in the Cafeteria at Pottstown High School, unless otherwise posted, for Committee of the Whole Meetings. Regular Board Meetings are schedule on the Monday following the Committee of the Whole meetings. Parents and citizens will be heard during the “Hearing of Patrons,” at the beginning of the formal meeting.

TEACHER REQUESTS

It is the practice in all Pottstown elementary schools to not accept a request from parents for their child/ren to be assigned to a particular teacher's classroom. This practice will continue and any request received from parents will be returned.

MTSS

What is MTSS? – Multi Tiered System of Supports (MTSS) is an approach to help students who are experiencing academic difficulties. Students' progress is closely monitored at each stage of intervention to determine the need for further research-based instruction and/or intervention. The following four components are essential to MTSS:

1. **High-quality, scientifically based classroom instruction.** Research has demonstrated that most reading problems can be prevented by providing high-quality classroom reading instruction in the early grades, along with supplemental intervention for students who need it.
2. **Ongoing student assessment.** Universal screening and progress monitoring provide information about a student's learning rate and level of achievement, both individually and in comparison with the peer group. These data are then used when determining which students need closer monitoring or intervention. Throughout the RTII process, student progress is monitored frequently to examine student achievement and gauge the effectiveness of the curriculum. Decisions made regarding students' instructional needs are based on multiple data points taken in context over time.
3. **Tiered instruction.** A multi-tier approach is used to efficiently differentiate instruction for all students. The model incorporates increasing levels of intensity of instruction offering specific, research-based interventions matched to student needs.
4. **Parent involvement.** Schools implementing RTII provide parents information about their child's progress, the instruction and interventions used, the staff who are delivering the instruction, and the academic or behavioral goals for their child.

What are Tiers 1, 2, and 3?

In Tier 1, all students receive high-quality instruction, differentiated to meet their needs, and are screened on a periodic basis using DIBELS and 4Sight assessments to identify struggling learners who need additional support.

In Tier 2, students not making adequate progress in the core curriculum are provided with increasingly intensive instruction matched to their needs on the basis of levels of performance and rates of progress. Assessments such as DIBELS and 4Sight are used to determine which students are provided with Tier 2 interventions.

In Tier 3, students receive additional individualized, intensive interventions that target the students' skill deficits for the remediation of existing problems and the prevention of more severe problems.

Who delivers the instruction?

Students may be instructed by a variety of different individuals. These include, but are not limited to, classroom teachers, reading specialists, learning support teachers, related arts teachers, and instructional assistants.

What is DIBELS?

"DIBELS," Dynamic Indicators of Basic Early Literacy Skills, assesses five skills that are necessary for learning to read. **Children who learn these skills become good readers:**

Phonemic Awareness: hearing and using sounds in spoken words

Alphabetic Principle: knowing the sounds of the letters and sounding out written words

Accurate and Fluent Reading: reading stories and other materials easily and quickly with few mistakes

Vocabulary: understanding and using a variety of words

Comprehension: understanding what is read.

TITLE I PROGRAM

In support of RTII programming, the Pottstown School District provides Title I services, as part of the Federal Elementary and Secondary Education Act. Funding is provided to assist with additional reading instruction in the elementary grades. The aim of these provisions is to help every child achieve the reading skills necessary to be successful in school and life.

To learn more about RTII, Title I, and your child's achievement in literacy skills, please contact the classroom teacher or building reading specialist.

READING TIPS for PARENTS

- Read with your child daily.
- Talk to your child about what he/she read.
- Ask questions about the story.
- Have your child ask you questions about the story.
- Show your child that you are a reader, too.

FAMILY LITERACY NIGHTS

The Pottstown School District, in partnership with Step By Step Learning, will be offering a series of Family Literacy Nights for students and their parents. These Family Literacy Nights will focus on helping parents develop the skills to assist their children in learning to read at home. The Series is a FREE tool to help you promote literacy within your home.

STUDENT SERVICES

Throughout the district, programming is encouraged to support inclusionary approaches, through differentiated instruction, team collaboration, and supplementary supports within the general education classroom. All students benefit from cooperative and interactive settings, learning to understand and accept differences, with opportunities provided to explore and extend within their academic experiences. As we continually strive for each child's school success, the following programs are delivered, in order to address individualized needs as they are identified.

GUIDANCE SERVICES

In all elementary schools, guidance services are provided through the psychologist's office, including counseling, group lessons, and parent consultation.

The objectives of guidance services are: to help a child understand himself; to help children understand the nature of human behavior; to help a child grow in his social relationships; to help a child grow in his ability to plan, make decisions, and solve his own problems; to help show and develop a positive attitude toward school; to help children develop an awareness of the world of work.

504 SERVICE AGREEMENTS

It should be the intent of a school district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be considered disabled under this act even though they are not eligible for services pursuant to the Individuals with Disabilities Education Act (IDEA).

Section 504 is a civil rights law that protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. A child is a "qualified disabled person" under Section 504 if he or she (1) has a physical or mental impairment that substantially limits one or more major life activities (such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working), has a record of such an impairment, or is regarded as having such an impairment; and (2) is between the ages of birth to 21 years old.

A district needs to comply with the federal policies that require free appropriate public education, child-find, equal educational opportunity, confidentiality of information, parent involvement, participation in least restrictive environment (LRE), evaluation, placement, re-evaluation, programming to meet individual needs, placement procedures, non-academic services, preschool and adult education program, disciplinary exclusion, transportation, procedural requirements, appropriate funding, accessibility, special issues related to drug or alcohol-addicted students, special consideration for students having AIDS or HIV infection, and special issues related to ADD/ADHD students.

If it is determined that a student has a physical or mental impairment that substantially limits a "major life activity", then a Section 504 Service Agreement will be developed and implemented to provide accommodations to ensure his/her full access and participation in school.

SPECIAL EDUCATION

Students with disabilities who require specially designed instruction beyond the scope of general education are identified through an evaluation process to determine eligibility for special education.

Under the Individuals with Disabilities Education Act and Chapter 14, the district offers special education programs to support the following identified disability categories: speech and language impairment, specific learning disability, intellectual disability, autism, emotional disturbance, traumatic brain injury, hearing impairment, vision impairment, deafness, deaf-blindness, multiple disabilities, orthopedic impairment, and other health impairment. A full continuum of placements and levels of intervention is available in district buildings and through outside placements. Requests for special education and psychological services should be directed to the building principal.

Requests for special education evaluation should be directed to the building principal.

GIFTED EDUCATION

The Pottstown School District believes that all children require and deserve opportunities to realize their intellectual potential according to their individual abilities and needs. Within each classroom, the district delivers a rigorous academic program utilizing basic instruction, grouping patterns and enrichment, and/or acceleration where appropriate to provide children with challenges that correspond to their demonstrated pace and level of learning. Students who are evaluated and determined to be eligible as gifted are invited to participate in specialized programming, interacting with students of similar abilities. Gifted services are also offered through small group and “push-in” instruction designed to promote enrichment within each general education classroom. Opportunities are provided to develop skills in leadership, problem-solving, divergent and higher order thinking, group dynamics and organization, in addition to those opportunities provided within the regular education classroom. This philosophy will be reflected in an environment that is sensitive to individual interests and social and emotional needs.

Determination of student eligibility for gifted services is made following state regulations, which require consideration of multiple criteria. Requests for further information or to have your child considered for gifted eligibility should be directed to the school psychologist.

HOMEBOUND INSTRUCTION

When it is deemed appropriate, the services of a teacher may be obtained to provide instruction to a child with a temporarily handicapping condition.

The child's attending physician is asked to submit a completed form to the Director of Student Services and Special Education which includes the diagnosis, prognosis, and estimated length of time that the child will be remaining at home. There is a form available for this purpose and can be secured in the principal's office. Parents are encouraged to pick up the form and have it completed by the attending physician. In addition, the physician should designate the following: circumstances under which lessons should be taught (lying on a bed, or the period of time the child may be sitting), the maximum number of hours of instruction the child can tolerate per day and week, and other specific instructions which must be followed in order to effect normal recovery from the handicapping condition.

ESL PROGRAM - GENERAL INFORMATION

English as a Second Language (ESL) is a program designed to teach English to students who are English Language Learners (ELLs). These students are identified as “non English proficient” or “limited English proficient” through a series of standardized tests and other criteria. Screening assessments for ESL eligibility are conducted with any students for whom the Home Language Survey indicates that a language other than English is spoken at home.

The goals of the program are:

- To develop English proficiency in listening, speaking, reading, and writing.
- To facilitate the acquisition of subject matter content utilizing key vocabulary and concepts.
- To ensure a positive transition to a multicultural school environment.
- To utilize assessments to evaluate learners’ progress toward proficiency and readiness to exit the program.

If a parent or teacher suspects that he/she has a student who may qualify for the program, a request for screening should be addressed to the building principal. Eligibility, placement, and programming decisions are to be made through a team consultation process, and to include parents’ input. ESL program and service delivery are to interface with RTII programming for focused skill instruction, tiered interventions, and progress monitoring.

SPEECH AND LANGUAGE SERVICES

All kindergarten students will be screened for speech and/or language difficulties during the first month of school. If your child exhibits articulation, voice, language, or fluency problems you will be notified. Descriptions of these problem areas are as follows:

1. **Articulation errors**
These errors include distortions of sounds, omissions of sounds, additions of sounds, and/or substitutions of sounds.
2. **Language problems**
These problems include weak vocabulary knowledge, poor grammar, poor sentence structures, difficulty using and understanding language.
3. **Fluency problems or stuttering**
These problems are identified by speech that calls attention to itself because of repetitions of words or parts of words, prolongations of words, and/or “struggle behavior” to get speech out.
4. **Voice problems**
These problems are identified by a poor voice quality that may be hoarse, nasal, harsh, breathy, and/or hyponasal.

Students can be eligible for speech and language services under one of two models: Special Education services or Response to Instruction and Intervention (RTII). Upon evaluation, students who present with a significant speech and language disorder, and one that negatively impacts the way a child is able to function academically within the school environment, are eligible for speech services through an Individualized Education Program (IEP). Additionally, a student could qualify for speech as a related service under an IEP for other disabilities. Students who are screened (either as part of the universal kindergarten screening process, or by referral) and demonstrate mild speech and language impairments, may qualify for speech support under our RTII model. RTII is a multi-tiered approach to providing speech intervention services for students who may present with mild needs. The RTII model does not involve formal evaluation tools or IEP paperwork, but does include regular therapeutic intervention, data tracking and reporting. Either through an IEP or the RTII process, elementary students who demonstrate speech and language weaknesses are given the support they need in the least restrictive environment possible.

PARENT NOTIFICATION OF A POTENTIALLY DANGEROUS INCIDENT TO A STUDENT

Parents/guardians should receive notification whenever the following two criteria occur: (1) Any time a Pottstown School District administrator requests assistance of the Pottstown police for an incident involving a confirmed threat to a member of our school community from an individual outside the school district; (2) After initial investigation by the police of a potentially dangerous situation, the decision is made to continue the investigation or seek an individual.

The building administrator will contact the superintendent, or in his absence, another central staff member to review the circumstances and findings of the police. After confirmation with a central staff person, the building principal will notify the parents providing them with specific information about the incident. For example:

There was an incident at the _____ School today. An individual in a black truck was parked near the school building. This man cursed any children who walked by. The police were called to investigate the incident. Before they arrived, the individual drove away. He was a white male in his early 30's with a shaved head and driving a black 1990 GMC truck. The police are continuing to seek this individual. Parents, at your discretion, please share this information and your concerns with your child. I will continue to check with the police as we monitor this situation.

Should the police be called for non-threatening behavior or an incident such as a teenager breaking glass on the playground or a non-custodial parent being escorted from the building, parents will not be notified when such incidents occur.

LIBRARY SERVICES



The elementary libraries have been established to provide additional materials for class work and reading. In addition, students in grades Pre-K through 4th go to the library one time in a six day cycle. During this time, students are permitted to check out books from the library.

Fines are not collected on overdue books in the elementary schools; however, children are required to pay for books that are lost or damaged.

In the event library books are overdue, student borrowing privileges may be curtailed until the books are returned.

The staff hopes that parents will share the books with their children, provide a place for them to keep the books out of the reach of younger brothers and sisters, encourage them to take care of books, and return them on time.

ENGLE AWARD

The Engle Award is given to the three 4th grade students in each elementary school who have demonstrated the highest academic achievement during the elementary school years.

Mr. William A. Engle established a fund for children. He did this because he loved children and wanted to be remembered by the students of Pottstown. The interest from this fund is awarded annually to the three most deserving students who have shown the highest academic achievement in each school at the end of elementary school.



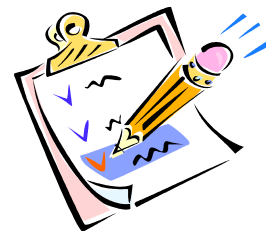
Elementary Technology Guidelines

The Pottstown School District regularly uses educational technology in every elementary classroom, Grades K-5. Children use computers to build mathematics, reading, spelling, and other academic skills.

The following guidelines outline the responsibilities of all students using school district computers in order to:

- ❖ Protect the safety of all students
- ❖ Protect the equipment so that computers remain accessible to all students
- ❖ No food or drink near equipment.
- ❖ Make sure equipment is turned off at end of day.
- ❖ Keep the exterior of all equipment as clean as possible.
- ❖ Use equipment for its intended purpose.
- ❖ Report all problems with programs or equipment immediately.
- ❖ Classroom rules and consequences apply to use of all equipment.
- ❖ Misuse or abuse of hardware or software will result in disciplinary action.
- ❖ Replacement costs for deliberate destruction or vandalism will be billed to parents.

RULES AND REGULATIONS



CLOSED CAMPUS

The Pottstown schools have a closed campus system. Students may not leave school during the school day without the written permission of a parent and the approval of the principal. **Students must be signed out and picked up from the school office by a designated adult.**

ELECTRONIC DEVICES

Personal electronic devices are not needed in school or on school grounds. Any electronic devices that are brought to school should be kept turned off and away at all times.

MOTOR VEHICLES

PARENTS: Under no circumstances may unauthorized motor vehicles enter school play areas. When a child is transported to or from school in a car, the vehicle should be legally parked on the street. Children should be discharged on the sidewalk and directed to the nearest intersection for safe crossing. Please avoid congestion at intersections at all times.

WALKING ROUTES

The Pottstown School District attendance areas are usually within walking distance to an elementary school. **Specific routes have been designed by the local police to assure the safest path for children to use to walk to school. (Bikes are permitted only with the express permission of the building principal.) A map of the safe routes is on the next page. Kindergarten and first grade students may not walk home alone.**

CHILDREN LEFT AT SCHOOL BEYOND NORMAL TIMES

The safety of your children is paramount to us. Therefore, we believe that parents have the responsibility to collect their children in a timely manner. Elementary children will not be released to minors under the age of 18.

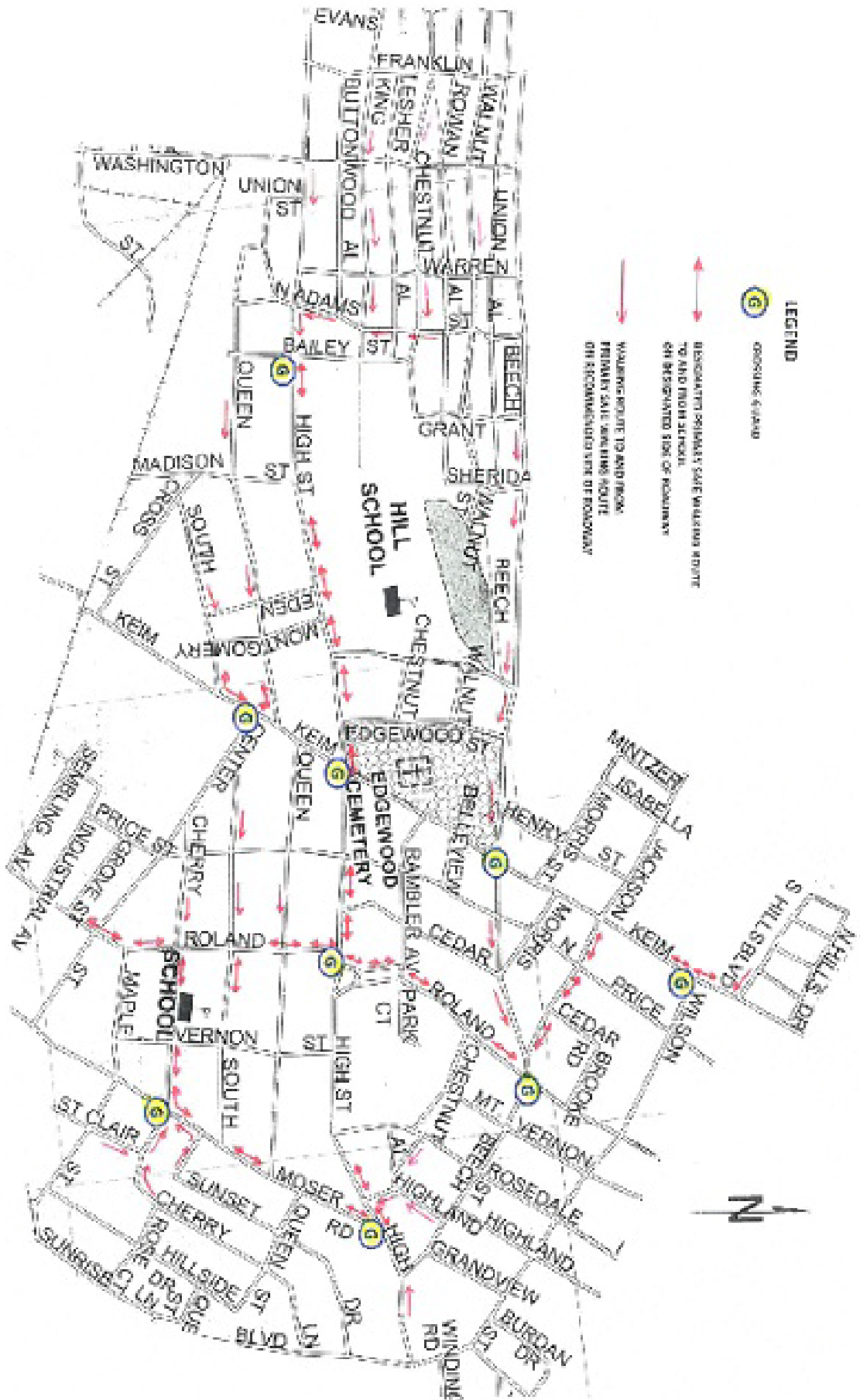
If a parent does not pick up his/her child until after 3:25 p.m.* (or after 12:00 p.m. for morning pre-kindergarten) and it requires the district to have staff stay and watch the child, the following will result:

1. Attempts will be made to call home and to the people listed on the emergency card to find someone to pick up the child.
2. If this fails and there is no provision for reaching the child's home, then the **Pottstown Police Department will also be called. The child will then be taken to the Pottstown Police Department.**
3. The police will document the number of incidents and call Children and Youth Services about neglect.
4. Parents/Guardians may be subject to a citation and fine for each offense.

*The above applies to early dismissals and emergency dismissals.

District bus and van drivers are not permitted to drop off kindergarten or first grade students without an adult at the stop. If no adult is at the stop, an attempt will be made to contact the parent. If parent cannot be reached, students will be taken to the police station.

HIGH STREET SAFE WALK ROUTE



MEDIA RELEASE

From time to time photographs, slides, or video tapes are taken on school property by school personnel or by newspaper photographers. These may be individual pictures, small group, or whole class shots. If you want to restrict any use of such visuals, put your request in writing to the building principal.

EDUCATIONAL TOURS/TRIPS

The Pottstown School District strongly discourages student absence from school except when illness or other urgent reasons prevent the child from attending. School district officials are aware that it is not always possible to schedule family trips and vacations while school is not in session. In keeping with our guiding philosophy, but also recognizing the importance of the family unit, the school district will approve educational tours or trips up to a maximum of five (5) school days per student per year. Exceptions to the five (5) day rule may be considered by the building principal if compelling, extenuating circumstances warrant such consideration.

A parent request form **must** be completed and submitted to the principal for consideration at least **three days prior to the date of the intended trip**. A copy is enclosed. Additional copies may be requested from your school office.

The absence of a student on a tour or trip which has not been approved by the principal as being educational in nature will be considered unlawful (unexcused) and subject to the provisions of the Compulsory Attendance Laws.

Educational Tours/Trips

The Pottstown School District strongly discourages student absence from school except when illness or other urgent reasons prevent the child from attending. School district officials are aware that it is not always possible to schedule family trips and vacations while school is not in session. In keeping with our guiding philosophy, but also recognizing the importance of the family unit, the school district will approve educational tours or trips up to a maximum of five (5) school days per student per year. Exceptions to the five (5) day rule may be considered by the building principal if compelling, extenuating circumstances warrants such consideration. The following provisions must be met for approval/conditional approval of an educational tour/trip:

- A. A "Request for Excused Absence" form has been designed for pre-planned educational tours or trips. This form will be sent to parents when the school receives notification of the intended trip.
- B. A parental request for excused absence must be submitted to the child's building principal or designee for consideration at least three (3) days prior to the date of the intended trip. The request must include a statement detailing the educational value of the trip and the name of the person responsible for supervision. The principal will respond to the Request for Excused Absence. Questionable requests will be submitted to the superintendent for final determination.

- C. The building principal will evaluate the request in terms of its educational value, duration, and adequateness of the supervision. If approved, the absence will be considered excused, subject to the student's satisfactory completion of the assignments missed. At the secondary level (Grades 6-12), students must also present a written report highlighting the educational aspects of the trip. Elementary students (K-5) are encouraged to share the trip experience with their class upon return to school. Prior to leaving on the trip, it is the responsibility of the student to seek assignments. It will be the responsibility of the student to make-up all work missed during the absence within one week after the student returns to school. **If the class work and/or the written report is not completed and submitted to the building principal or his/her designee, the days will be considered unlawful or unexcused and subject to the compulsory attendance laws which may result in a fine.**
- D. The absence of a student taking a tour or trip which has not received prior approval from the building principal as being educational in nature will be considered unlawful (unexcused) and subject to the provisions of the Compulsory Attendance Laws (Section 1333 of the School Code).
- E. A student may be excused from school to accompany his or her family to attend important family functions, such as graduations, weddings, funerals, etc., which are out of town and require lengthy travel. An excuse from school for this reason requires prior approval from the building principal or his designee and satisfactory completion of all work missed during the period of absence.
- F. See School Board Attendance Policy located on our website.

POTTSTOWN SCHOOL DISTRICT
REQUEST FOR EXCUSED ABSENCE FROM SCHOOL FOR A
PRE-PLANNED EDUCATIONAL TOUR OR TRIP
Form needs to be completed and returned to the building principal
THREE DAYS BEFORE THE TRIP.

Name of Student _____ Grade _____ Room _____

Building _____ Date(s) of Proposed Absence _____

Destination _____

Name of Sibling(s) _____ School(s) Attending _____

Person(s) Directing and/or Supervising Student During Above Absence:

Name _____ Telephone Number _____

Address _____

ITINERARY OF TRIP - Include experiences which could be educational in nature and will, therefore, provide the child with some valuable experiences outside the classroom.

We have read the school policy and we are aware of the responsibilities which we have assumed or assigned to someone else. We further agree to abide by the stipulations as set forth in the policy. **(See reverse side of the form especially Section C.)**

Parent/Guardian Signature _____ Date _____

----- **FOR SCHOOL USE ONLY** -----

Prior Request _____ Date(s) _____

Determination: Approved _____ Not Approved _____

Conditional Approval _____

Explanation/Comments: _____

Principal _____ Date _____

(Policy on Back Side)

PMS/PL/2793.REC



ACADEMICS

SCHOOL SUBJECTS

The subjects taught in the elementary schools are language arts (which includes reading, spelling, English, and handwriting), mathematics, social studies, science, art, music, and physical education.

ASSESSMENTS

Pottstown School District report cards are aligned to district and state curriculum standards and will provide the parents and students with more specific feedback.

The Pottstown School District administers several assessments throughout the year to measure student growth, including the CIRCLE assessment in Pre-K, the DIBELS assessment in Grades K - 4 (three times per year), 4Sight in Grades 3 and 4, and the PSSA's in the spring for Grades 3 and 4.

REPORT CARDS

In Pre-Kindergarten and Kindergarten, a report card is sent home **twice** during the school year. In grades 1-4, report cards are distributed **four** times per year (November, January, April, and June). For the first marking period, report cards are given to the parents at their child's conference in November. Pre-kindergarten through first grade use the following grading scales.

Pre-Kindergarten through 1st Grade Scales

Subject Grades

- 1= Requires intensive support
- 2= Working toward grade level expectations
- 3= Consistently meets grade level expectations

Skills of a Successful Learner

- + = Consistently Meets Expectations (Excellent)
- √ = Usually Meets Expectations (Satisfactory)
- = Rarely Meets Expectations (Needs Improvement)

Related Arts Grades (Grades Pre-K – 1st)

S = Secure understanding of content and consistent application of skills

D = Developing an understanding of content and applying skills

B = Beginning to understand content and apply skills

Grades 2, 3, and 4, receive an overall percentage grade for core subjects and advance, proficient, and below proficient for sub-category skills. Progress reports are given **four** times per year (November, January, April, and June).

2nd through 4th Grade Scales

Grade Scale for Overall Subject Grade

A	=	93-100
B	=	85-92
C	=	77-84
D	=	70-76
F	=	69 and below

Scale for subject sub-category skills

Advanced (Adv.) (100-93) = Advanced: Student's work consistently exceeds grade level Standards and Benchmarks with no teacher assistance. The student shows an in-depth understanding and advanced display of skills.

Proficient (Pro) (92-77) = Proficient: Student's work meets grade level Standards and Benchmarks with limited teacher assistance. The student is meeting grade level expectations and shows a solid understanding and appropriate display of skills.

Below Proficient (BeP) (76 and below) = Below Proficient: Student shows limited evidence of progress toward grade level Standards and Benchmarks. Extra teacher support is often needed. Student requires more time and practice establishing concepts and skills.

NA (Not Applicable) = Skill has not been covered during this grading period. Therefore, no grade can be given.

Skills of a Successful Learner

+ = (Excellent)

√ = (Satisfactory)

- = (Needs Improvement)

HONOR ROLL

Each elementary school recognizes students in Grades 3 and 4 who earn all B's or better in language arts (reading, English, spelling), mathematics, science, and social studies on their report cards. Students have the opportunity to gain this special recognition. **No honor roll is available in Grades Pre-Kindergarten, Kindergarten, 1 or 2.**

VIEWING GRADES ONLINE

All parents are encouraged to use the Pottstown School District online information portal. Current information is available about student's assignments, grades and attendance. The portal is web based and can be accessed by going to the resources tab from the Pottstown School District home page.

ANNUAL NOTICE OF PARENTS RIGHTS ACCESS TO RECORDS

The Pottstown School District has provisions to allow you to inspect and review educational records relating to your child with respect to the identification, evaluation, and educational placement of your child and the provision of a free, appropriate public education. The Pottstown School District will comply with a request without unnecessary delay and before any meeting regarding an individualized education program placement of your child and in no case more than thirty days after a request has been made. Your right to inspect and review educational records under this section includes:

1. The right to a response regarding your request for explanation and interpretation of the records.
2. Your right to have a representative, of your choosing, inspect and review the records.
3. Your right to request that the school district provide copies of the records containing the information, if failure to provide those copies would effectively prevent you from exercising your right to inspect and review the records.

The Pottstown School District may presume that you have the authority to inspect and review records relating to your child unless the school district has been advised that you do not have the authority under applicable state law governing matters such as guardianship, separation, and divorce.

If any educational record includes information on more than one child, you have the right to inspect and review only the information related to your child or to be informed of the specific information. The Pottstown School District will provide you, on request, a list of the types and location of educational records collected, maintained, or used by the school district.

Pottstown School District will not charge a fee to search or retrieve information, but may charge a fee for copies of records, which are made for the parents, if the fee does not effectively prevent the parents from exercising their right to inspect and review the records.

Pottstown School District will keep a record of the parties obtaining access to educational records collected, maintained, or used (except access by parents and authorized employees of the school district), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

If you believe information in the educational records collected, maintained, or used is inaccurate or misleading or violates the privacy or other rights of your child, you may request that the school district amend the information. The school district will decide whether to amend the information in accordance with your request within a reasonable period of time of the receipt of that request. If the school district decides to refuse to amend the information according to your request, you will be informed of the refusal and of your right to hearing as set forth below. The Pottstown School District shall, on request, provide an opportunity for a hearing to challenge information and educational records to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or rights of the child.

If, as a result of the hearing, the Pottstown School District decides that information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the child, it will amend the information accordingly and advise you in writing.

If, as a result of the hearing, the Pottstown School District decides the information is not inaccurate, misleading, or otherwise in violation of the privacy of other rights of the child, it must inform you of the right to place in the records it maintains on your child a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the agency. Any explanation placed in your child's records under this section must be maintained by the school district as part of the records of the child as long as the record or contested portion is maintained by the school district. If the records of the child or the contested portion is disclosed by the school district to any party, the explanation must also be disclosed to the party.

The Pottstown School District will require your written consent to release the records of a student or any personally identifiable information on a student to any third party with the exception of:

1. Pottstown School District staff, including teachers who have been determined by the district or have a legitimate educational interest.
2. School officials of another primary or secondary school or school system or intermediate unit in which the student seeks or intends to enroll.

A log of the request to access the records will be maintained with the reason for access noted.

PLAGIARISM

Plagiarism is the willful copying of someone else's work without giving proper credit to its source. It can be copied from the published words of an encyclopedia or other book or from the Internet. It can also come from the unpublished work of a friend, classmate, or family member.

Plagiarism of any source is considered inappropriate and wrong. No school work may be turned in that has been inappropriately copied from another source. Any plagiarized material that is turned in as a student's own work will be given a failing grade, the student may be asked to do the work over, and may be subject to disciplinary action.

FIELD TRIPS

Field trips are defined as the time when students leave the school grounds under the supervision of a professional staff member for the purpose of enhancing the course of study.

If the field trip is a culminating activity as part of an instructional unit, a child may not be denied the opportunity to attend the trip. Field trips deemed not related to instructional units of study are considered a privilege. If a child behaves inappropriately in school, or at other school functions or trips, he/she will **not** be permitted to go on field trips.

Money will not be refunded if a child does not go on the trip because the transportation cost is based upon everyone's attendance. When such trips are being planned, *permission slips* will be sent home to be signed by the parent. **Teachers may restrict access to any gift, souvenir, or novelty shop.**

To participate in any field trip, a student **must either have student accident insurance coverage or be covered by a comprehensive insurance plan covering hospitalization, medical and surgical expenses (as indicated on the permission slip).**

All field trips are supervised by classroom teachers who are assisted, when necessary, by chaperones.

Chaperoning Field Trips

Often when a teacher takes students off school grounds for a field trip, he or she asks for parent volunteers to chaperone students. Teachers have the right to **limit the number** of chaperones per trip.

All school volunteers and chaperones must complete the required clearances as outlined in Pennsylvania Act 15 and Act 153 **a minimum of two (2) weeks in advance of the trip.** Information on these clearances can be found on the Pottstown School District website.

The Pottstown School District reserves the right to exclude people from volunteering or chaperoning if they have been convicted of an offense on their record deemed serious.

In addition, parents who agree to chaperone a field trip will be expected to follow the same rules **off** school grounds as **on** school property, and sign an agreement form. Specifically, chaperones will be asked to:

- Follow the instructions of the teachers and/or tour guides.
- Follow all building and district policies.
- Follow bus safety rules.
- Accept the responsibility of supervising those students assigned to their care.
- Remain with assigned group of students for the duration of the trip.
- Wear appropriate clothing which falls within the dress code policy.
- Refrain from using inappropriate language.
- Refrain from smoking.

BAND PROGRAM

The instrumental music staff offers lessons on all woodwind, brass instruments, and percussion to fourth grade students. The lessons are given once a cycle for one-half hour. Rehearsals are arranged so that students playing the same instrument at the same level are scheduled together. Students are also given the opportunity to perform in elementary band.

The **Beginners' Elementary Band** is for students who have just begun instruction. Students in this band perform in the annual elementary band and chorus concert.

Meeting location for all band rehearsals will be determined after the start of the new school year.

CHORUS

The elementary school chorus is comprised of fourth grade students who enjoy singing. These students rehearse once a cycle to prepare unison and two-part choral music for concerts prior to the winter vacation and in the spring. **Chorus participation is a privilege. Students can be removed or excluded based on their attendance, academic performance, and/or behavior issues.**

SAFETY PATROLS

Safety patrols are chosen each year by the building patrol sponsor and are assigned to duties to assure the safety of children going to and from schools. Please note that patrols must **show proof of medical insurance coverage.**

Also, the patrols are expected to:

1. Be alert
2. Be dependable
3. Be a good leader by setting a good example
4. Be neat in appearance
5. Care for their equipment
6. Report all misconducts to the patrol sponsor

SCHOOL PICTURES

Individual and group student pictures are taken each year. Parents wishing to purchase these photographs may do so on a prepaid, satisfaction guaranteed basis.


SEASONAL EVENTS

In each of the elementary school classrooms, homeroom parents coordinate small treats and activities during some of the holiday seasons. Please let your child's teacher know if adherence to your religious practices precludes your child from participation in any holiday-related events. Participation in seasonal activities is a **privilege**. Students can be removed, excluded or have limited participation based on their attendance, academic performance, and/or behavior issues.

RECREATION PROGRAMS

The Pottstown Recreation Department offers a variety of programs for the elementary youth of the Pottstown area. Special classes are available to students for a small fee.

Special events are also scheduled throughout the year that include roller skating, puppet shows, contests, movies, mime shows, and drama performances. During the holiday season, a special holiday ice skating party is held at The Hill School skating rink for a minimal fee. To advertise these events, flyers are distributed to all students to take home.



Emergency Safety
&
Medical Information

FIRE DRILLS/EMERGENCY PREPAREDNESS DRILLS

The School Laws of Pennsylvania require monthly fire drills and emergency preparedness drills be conducted to prepare students in the event of a real emergency. Upon hearing the fire alarm, students should exit the building quietly and in an orderly fashion, following their teacher's direction. Each elementary building has an Emergency Response Team. Emergency preparedness drills include, but are not limited to, intruder in the building, medical emergency, severe weather emergency, and sheltering.

SCHOOL NURSE

The school nurse is the health counselor in each building. She helps with the dental and medical examinations, conducts screening tests, and counsels with parents in the prevention and correction of defects. The nurse is watchful for signs of communicable diseases and illness that may occur during the school day. She also administers first aid when necessary.

The nurse **never makes a diagnosis and never prescribes treatment**; instead, she guides the parents toward the community resources available for proper medical attention. Parents are encouraged to know the school nurse and consult with her regarding the child's physical adjustment to the school.

EMERGENCY INFORMATION

On the first day of school each student will receive and take home an Annual Student Information Update Form. Please note this form is **two-sided**. This form is for the student's safety. When correctly completed, it will contain the student's health history along with personal information, such as name, telephone numbers, insurance coverage (medical/surgical insurance coverage required for student extracurricular activities and field trips), and who to contact in an emergency. It is extremely important for a parent or guardian to complete this information and return the form to school as soon as possible. In addition, please report any **CHANGE OF INFORMATION** (i.e., new telephone number or new address) to your child's teacher or to the school office. The Annual Student Information Update Form (completed by a parent), which contains the parents' written authorization for initial examination and emergency treatment, is on file in each elementary school. An alternate person should always be named to assume your responsibility if you are unavailable. To prevent any delays if an accident or illness should occur, please notify the building secretary or nurse if any change is required on your child's Annual Student Information Update Form.

EPIPENS - Epinephrine or Epipens are stocked in the health room under the order of the school physician, to be administered to anyone who is showing signs of a life threatening allergic reaction.

FIRST AID

The school attempts to provide an environment in which children will be safe from accidents. If a minor injury or illness occurs during the school day, First Aid will be administered. The school nurse is not permitted to make a diagnosis regarding student injury or illness.

If any further care or treatment is required, contact a physician immediately. Parent cooperation is greatly appreciated.

IMMUNIZATION

The regulations of the Pennsylvania Department of Health, 28 Pennsylvania Code, Chapter 23, state that students entering school must have received at least one of the immunizations listed below prior to admission to school. The remaining immunizations in the series **must be completed within 240 days** from the starting date of school.

Diphtheria/tetanus - four (4) or more doses, the last one administered on or after the 4th birthday

Polio - three (3) doses of trivalent or monovalent oral polio vaccine

Measles - two (2) injections of live attenuated vaccine, the first one to be given on or after twelve months of age
or serological evidence of natural measles infection

Rubella (German measles) - two (2) injections of live attenuated vaccine after twelve months of age or serological evidence of natural rubella infection

Mumps - two (2) injections of attenuated vaccine after twelve months of age or a physician's statement verifying the disease

Hepatitis B - Three (3) doses

Varicella (Chicken Pox) - two (2) doses or history of the disease

DENTAL EXAMINATIONS

Student dental examinations are required by school law upon initial entry into school (kindergarten or first grade) and in third grade. Parents are encouraged to have their family dentist complete the examination. Have the dentist record the results of the examination on the forms provided by the school. This form will take the place of the school dental examination. A school dentist will examine all students who do not have the family dentist complete the form. After the examinations he will recommend dental service if it is deemed necessary.

PHYSICAL EXAMINATIONS

Physical examinations are required upon initial entry into school. Parents are encouraged to have their family doctors complete the examination. Have the doctor record the results of the examination on the forms provided by the school. The school doctor will examine all students who do not have a family physician complete the examination form. After the examinations, he will recommend medical service if it is deemed necessary.

SCREENING TESTS

Students attending elementary school will receive a yearly vision screening and a height and weight measurement. Hearing screenings will be given upon initial entry, kindergarten, and in Grades 1, 2, 3, and special education classes. Pediculosis (head lice) screening is done within the first five days of school in September. Rescreens are administered in classes where a case of pediculosis is found and also after extended school vacations (such as winter break). Students will be excluded if found with nits or live bugs.

MEDICATIONS

According to the State Health Code, including the State Board of Nurse Examiners, the school nurse may not administer any prescription or non-prescription medication without a written order from your child's physician indicating the name of the medication, the dosage, the reason it is being given, and the time to administer it in school. Your signature is also required.

The school nurse will be glad to administer medications in keeping with the State of Pennsylvania regulations and upon your and your physician's completion of the "Permit to Administer Medication" form.

Sunscreen is considered an over the counter medication. If you would like sunscreen applied to your child for a field trip, please check and sign the appropriate area of the field trip form. Sunscreen **MUST** be supplied by parents, and labeled with the child's name. Sunscreen may only be applied by our school nurse. A school nurse will only be able to apply sun screen with written authorization from a parent, and if a parent supplies the sunscreen for their child.

When a child is participating in outdoor activities, it is recommended that parents apply sunscreen to their child prior to coming to school. It is also recommended that children wear t-shirts, hats, and other sun protective clothing for all outdoor activities.

COMMUNICABLE DISEASES

Public law requires schools to immediately exclude any student showing the following: an unusual skin eruption, swelling about the neck (suggesting mumps), soreness of the throat, symptoms of whooping cough, diseases of the eye, or head lice.

Students shall not be readmitted until the prescribed interval for each disease mentioned below has elapsed and/or a physician indicates that the student has recovered or is non-infectious.

exclusions from school

Chicken Pox - Six (6) days from last crop of vesicles.

Mumps - Nine (9) days from onset or until subsidence of swelling.

German Measles - Four (4) days from onset of rash.

Measles - Four (4) days from onset of rash.

Whooping Cough - Four (4) weeks from onset of illness or seven (7) days from institution or anti-microbial therapy.

Streptococcal Throat Infections and Scarlet Fever - Not less than seven (7) days from onset of illness is in attendance or 24 hours from institution of appropriate anti-microbial therapy.

Head Lice - **MUST BE NIT FREE** (according to Board policy)

TRANSMISSIBLE DISEASES

exclusions from school

A student having the following infectious conditions may be admitted to school when the student is judged non-infective and is accompanied by a physician's certificate.

Pink Eye

Signs of Infection:

1. Inflammation of eye.
2. Crusting of eye lid.

Ringworm

Signs of Infection:

1. Red, scaly spot which becomes circular as it increases in size.
2. Itching.

Scabies

Signs of Infection:

1. Rash on inside of fingers, wrist, and abdomen.
2. Itching, most severe at night.

Impetigo

Signs of Infection:

1. Small, red-pinpoint spots which become blisters containing pus.
2. Itching, which in turn spreads the infection.

Pediculosis (head lice)

Signs of Infection:

1. Itching.
2. Appearance of bugs or white nits on hair shaft.

A student having pediculosis may be readmitted to school within three (3) days of exclusion, when proof of treatment is presented (pediculicide bottle, tube or box), or a physician's certificate; and is examined by the nurse and found to be **NIT FREE**.



RIGHTS AND RESPONSIBILITES

ASSURANCE OF NON-DISCRIMINATION

It is the policy of the Pottstown School District not to discriminate on the basis of sex, handicap, race, color, or national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, and Title VI, and the A.D.A. For more information about your rights or grievance procedures, contact the Title I, 504, Title VI, and A.D.A. Coordinator, Jeffrey Sparagana, at 230 Beech Street, Pottstown, PA 19464.

CARE OF TEXTBOOKS - STUDENT'S RESPONSIBILITY

1. Never fold the corners of a page to mark your place.
2. Do not trace or cut pictures from a book.
3. Keep all books off the ground and floor.
4. Cover textbooks to assist in protecting them from normal handling damage.
5. Never lend your books to someone else.
6. Students are responsible for the care and keeping of all school books from the time the books are issued until they have been returned to the classroom teacher. **If books are damaged or lost, you are responsible for replacing the book at its current cost.** School Board Policy 6370.1 states: "Parents or guardians shall be liable for school property damaged, defaced, or destroyed by pupils." School Board Policy 6370.2 states: "All vandalism and theft of school property will be reported to the proper authorities. The school district will prosecute violators and make every attempt to recover stolen property."
7. Students must use a bookbag or some other protective device to transport books, etc. to and from school.

DRESS CODE - (See School Attire and School Uniform Policy on our website)

Our basic uniform consists of navy blue or khaki colored bottoms, and navy blue, light blue, or white shirts. All shirts must have a collar.

The following are also permitted as a part of the official PSD uniform:

1. "We Are Pottstown" T-Shirts may be worn as a part of the official uniform.
2. "Save The Lights" T-Shirts may be worn as a part of the official uniform.
3. Official Club and Athletic related T-shirts and sweatshirts representing the club or sport may be worn.
4. Turquoise colored shirts ARE NOT PERMITTED.

INSURANCE

An application form for the Student Accident Insurance Policy is available. The following plans are available for parents to purchase protection for students:

1. Full-time, twenty-four hour accident coverage - Insurance coverage is enforced around the clock. It becomes effective the day your enrollment and remittance are received by the school and continues until the first day of school the following year. (Includes dental)
2. School time accident coverage - Insurance coverage for the hours and days when school is in session and while attending school sponsored and supervised activities including religious services. (Includes dental)
3. Additional Dental Benefit Plan - Payable with either plan above.

Students participating in any extracurricular activities, field trips, or safety patrols must have either the Student Accident Insurance coverage or produce proof that the child is covered by a comprehensive insurance plan including hospitalization, medical, and surgical expenses. **A child may not go on a field trip without insurance.**

Student liability insurance strictly provides coverage in the event of a malfunction of facility, grounds, etc. It does not cover accidents that occur during normal school day activities (e.g., falling on the playground during recess.)

KINDERGARTEN REGISTRATION

Children residing in the Borough of Pottstown have the opportunity to attend a four (4) year old (pre-kindergarten) and five (5) year old kindergarten program. **Children will be admitted to the 4-year-old pre-kindergarten if they attain the age of four (4) and to the 5-year-old kindergarten if they attain the age of five (5) on or before September 1st.**

Notice to Parents: All pre-kindergarten (4 year old) and kindergarten (5 year old) children are required to use the restroom independently - "pull-ups" or diapers are not permitted. Should you have concerns about your child's developmental skills in this regard, please contact Student Services at 610-970-6621.

Parents who move into Pottstown from a district not having a kindergarten program may enroll their children after the move has been made to Pottstown.

Pre-Kindergarten and Kindergarten orientation is conducted in the spring at the Pottstown Middle School. Registration is conducted at the four elementary schools in April. Dates and times of the above programs are published annually in the school district calendar. Following this open enrollment period, appointments for registration can be scheduled at the Administration Building by calling 610-970-6621.

Parents will be asked to present a birth certificate, a completed immunization record, and approved forms of **proof of residency**. It is also important to provide a copy of any custody papers pertaining to the child.

MOVING

Parents of students who are moving from the school district must notify the teacher and the school office of the last date the child will be in attendance. A transfer card will then be issued to the student. A student cannot enter a school in Pennsylvania without proof of immunization. This will be provided upon notifying the school office that you are moving.

HOMEWORK

The Pottstown School District considers the assignment and completion of appropriate homework to be a valuable addition to the learning process. The values of homework include:

- Increased learning time.
- Use of practice to reinforce classroom learning.
- Development of independence, self-discipline, and good work habits.
- The application of skills to new situations and to real life.
- The integration of many skills into a single assignment.
- The opportunity for parents to see what their children are working on and how well they are doing.

HOMWORK GUIDELINES

Quantities of Homework

The following guideline has been established by the Board and administration.

1. Kindergarten - Practice papers may be sent home on an as needed basis.
2. Grades 1-3 - Limited homework. The time needed to complete assignments should take an average of one-half hour an evening. The time, however, will vary from grade to grade.
3. Grade 4 - Daily homework assignments should be encouraged. The assignments should be given according to the student's ability and need. The time needed to complete assignments should take an average of 90 minutes, but will vary from grade to grade.

Types of Homework

Homework may be written or unwritten and may take the form of reading, writing, studying, and reviewing for mastery.

Specific types of homework may include:

1. Practice assignments are given to provide the student an opportunity to continue that which has been presented and practiced in class; for example, the math teacher assigns the student additional problems for homework after the math concept has been both presented and practiced in class.
2. Preparation assignments are aimed at preparing the student for the next lesson in that subject; for example, the science teacher assigns material in the textbook to read/study in order to discuss and ask questions in class.
3. Extension assignments are made to extend a previously learned skill or body of knowledge; for example, the social studies teacher assigns a student to read library reference material in order to gain additional insight into the concept being studied.
4. Creativity assignments are provided to allow a student to apply previously learned knowledge; for example, the English teacher provides an opportunity for a student to respond to a piece of literature through written, artistic, or dramatic expression.

Homework Objectives

1. To reinforce learning through the practice, application, integration, and/or extension of knowledge and skills.
2. To develop positive study skills and work habits.
3. To develop a sense of personal responsibility so that the student may become an independent learner.
4. To stimulate originality and creativity.

Guidelines for School Personnel

In assigning homework, school personnel will:

1. Ensure that the students have the skills necessary to complete the assignment independently.
2. Determine that the students clearly understand what is expected of them.
3. Base the assignment on the student's level of maturity and academic development.
4. Consider the availability and accessibility of necessary materials in terms of location of materials, times material is available, and number of students needing the same material.
5. Recognize that students have other academic, cultural, and social commitments that require their time, attention, and commitment that are of benefit to them.
6. Make every effort to give assignments sufficiently in advance of due dates to enable students to incorporate them into their personal schedules.
7. Use discretion when routine assignments are made for completion over weekends or holidays.
8. Use all assignments as vehicles for instruction and/or evaluation.
9. Clearly communicate to students the relation that homework will have in their determination of grades.
10. Assign homework which is of reasonable frequency and duration and is appropriate for objectives of the lesson.

Guidelines for Students

1. Budget time to complete assignments made.
2. Submit assignments on time and in the required format.
3. Assume the initiative to make up missed assignments as required by the teacher.
4. Ask for further explanation if original directions are not completely understood.
5. Record homework assignments in the district issued assignment book.
6. To take full advantage of available free time during the school day.

Guidelines for Parents

1. Become familiar with building homework procedures. Sign/initial the assignment book daily. Notes to the teacher may be written directly in or attached to the assignment book.
2. Provide feedback to the school regarding problems such as time, difficulty, and progress.

3. Help your child perceive homework as a valuable activity.
4. Reinforce the concept that homework is the child's responsibility primarily, but adult help is sometimes needed.
5. Avoid doing homework for your child.
6. Provide an appropriate place to do work - free from distractions.
7. Set a time for doing homework.
8. Guide your child towards making corrections. Don't demand perfection, but encourage your child to do his/her best.

LOST AND FOUND

Each of the elementary schools has a system for handling lost and found articles. All valuable articles lost or found should be either reported or taken to the school office. All articles of clothing, school bags, lunches, etc., should be marked clearly with the student's name, so that lost items can be returned to their owners.

SEXUAL HARASSMENT

While all forms of harassment are prohibited, it is the district's policy to emphasize that sexual harassment is specifically prohibited. Therefore, it is the policy of the Pottstown School District that it will not tolerate verbal or physical conduct that harasses, disrupts, or interferes with another student's work performance or which creates an intimidating, offensive, or hostile educational environment. Any observed student sexual harassment by an adult or another student should be reported to the building principal and/or directly to the assistant to the superintendent.

STUDENT TO STUDENT HARASSMENT

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age, or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons.

Sexual harassment includes, but is not limited to, verbal, physical or written harassment or abuse. It may also be pressure for sexual activity. It can be repeated remarks to a person with sexual or demeaning implications and suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment based upon factors other than sex includes, but is not limited to, verbal, physical or written harassment or abuse, repeated remarks of a demeaning nature, implied or explicit threats concerning one's grades, etc., and demeaning jokes, stories or activities.

Bullying, harassment, and abuse are violations of Pottstown School District policies, rules, regulations, and in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students at Pottstown who feel they have been harassed should:

- a) Communicate to the harasser that the student expects the behavior to stop. If the student needs assistance communicating with the harasser, the student should ask a teacher, school psychologist, or the principal to help.
- b) If the harassment does not stop, the student needs to inform the principal, who will then communicate with the harassing student's parents informing them of the behavior and the consequences if similar behavior continues.
- c) If the harassment continues, the next incident reported to the principal will result in disciplinary action.

STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and adherence to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

It is the responsibility of the students to:

- ❖ Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
- ❖ Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational processes.
- ❖ Assume that until a rule is expressly waived, altered or repealed, it is in full effect.
- ❖ Assist the school staff in operating a safe school for all students enrolled therein.
- ❖ Exercise proper care when using public facilities and equipment.
- ❖ Attend school daily, except when excused, and be on time at all classes and other school functions.
- ❖ Make all necessary arrangements for making up work when absent from school.
- ❖ Avoid using indecent or obscene language either written or oral.
- ❖ Deliver report cards to parents or guardians in a timely manner.

DISCIPLINE CODE

The District's philosophy on discipline is as follows:

In any society, including the school society, the pattern of living must be established based upon orderliness. Children have dignity and as individuals are important. Discipline is a continuous learning process that builds, corrects, molds, strengthens or perfects the actions of the individual or the group. **It starts in the home and is carried over into the school.** The ultimate goal of a discipline code is to help the individual develop behavior patterns that reflect accepted practices in society.

The adopted district discipline code is built upon three levels. Level I infractions are those that can be handled by the individual teacher or other staff member, but sometimes require intervention of other school personnel. Level II infractions are more serious problems. These infractions usually involve other school personnel in addition to teachers and will usually also involve parents. Level III infractions are very serious and may require the intervention of law enforcement authorities or action by the School Board. The School Board also has adopted a policy regarding bullying and cyberbullying – see our website for the full policy.

No system designed to cover the many diverse personalities and individual problems of approximately 3,000 students can ever be perfect. It is impossible to cover every eventuality. The list of examples and procedures and behavior modifications that have been listed is not exhaustive. Incidents will occur that are not mentioned in the disciplinary code and will be handled, therefore, on an individual basis. Finally, we believe that, to be effective, such a code must:

- Be preventative in nature.
- Promote self-discipline.
- Concern itself with the welfare of the individual as well as that of the school community as a whole.
- Promote a close working relationship between parents and the school staff.
- Discriminate between minor and serious offenses as well as between first time and repeated offenses.
- Provide behavior modification options that are appropriate to the misbehavior.
- Be administered by all in a way that is fair, firm, reasonable, and consistent.
- Encourage a high record for every person's right to reasonable hearing procedures and due process when accused of misconduct.
- Comply with the provisions of federal, state, and local laws as well as with the guidelines and directives of the Pennsylvania Department of Education.

POTTSTOWN ELEMENTARY SCHOOLS

Barth - Franklin - Lincoln - Rupert

OFFENSES

I. Disciplinary Action Schedule

A. Level 1

Minor misbehaviors which impede orderly classroom procedures or interfere with orderly operation of the school, including but not limited to the following:

- chewing gum or eating candy without permission
- disrespect
- inappropriate dress
- offensive language or gestures
- other minor infractions of unacceptable behavior in or on school property as assessed by the administration

Disciplinary infraction and consequences will be noted on a student citation form and will be addressed including, but not limited to, the following:

- verbal reprimand
- time out/think time
- loss of privileges
- detention
- counseling
- parent notification
- suspension

B. Level 2

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school, including but not limited to the following:

- food throwing
- misbehavior on field trip
- cheating
- chronic defiance
- dishonesty
- disruptive behavior
- defacing school property
- endangering self or others
- forgery
- fighting
- leaving class or school grounds without permission
- theft
- threats and intimidation

Disciplinary infraction and consequences will be noted on a student citation form and will be addressed including, but not limited to, the following:

- time out
- loss of privileges
- detention
- in-school suspension
- external suspension
- police intervention (if necessary)

C. Level 3

Misbehavior directed against persons or property or continued misbehaviors which defy remediation at Level 2, including but not limited to the following:

- arson
 - assault
 - bomb threats
 - disorderly conduct
 - endangering the safety of others
 - extortion
 - false fire alarms
 - harassment (student to student)
 - sexual harassment (student to student)
 - smoking
 - vandalism
 - violation of district substance abuse Policy #6360
 - Students in possession of drugs, look alike drugs, narcotics, mood altering substances or health endangering compounds will be subject to:
 - Full suspension of up to ten (10 school days).
 - Referral to the Administrative Discipline Committee for correction action (see Policy 6270.1).
 - Referral to the Discipline Review Board Committee for an expulsion hearing (see Policy 6270.2).
 - Referral to the appropriate law enforcement agency with a strong recommendation that the student be prosecuted. All evidence will be turned over to the Police Department for the purpose of prosecuting the user through legal channels.
 - Any other action determined appropriate after review of the situation.
 - possessing a weapon or instrument of crime
- Any elementary school student who is found in possession of a weapon (including look-a-likes) shall be disciplined in accordance with the weapons possession provisions set forth in district Policy 6213
- commission of any other act punishable under the Pennsylvania Crimes Codes or deemed serious by the administration

Interventions may vary from student to student based upon administrative judgment.

Disciplinary action:

- parent notification by phone, if possible, and also in writing and made part of student record
- notification to local law enforcement agency
- parent conference
- 1-10 day external suspension (and the formal hearing shall be held prior to the commencement of the fourth day of external suspension)
- police intervention (if necessary)
- A second offense may result in an additional external suspension and possible Board hearing. (The administrator may, if he or she considers the committing offense in this category serious enough to be an immediate threat to the health, safety, or welfare of others, request a Board hearing for exclusion of the student upon commission of the offense for the first time.)

A student who is on suspension shall not participate in nor attend any extracurricular activity during the period of suspension. Suspension shall be in effect until the start of the first day that the student is eligible to return to school. Any student present on school property during the time of suspension may be prosecuted for trespassing.

II. **Bus Behavior**

1. Each building principal has responsibility for pupil transportation.
2. Pupil behavior on a school bus or van is the principal's responsibility since infractions are to be referred to his/her office.
3. Any student causing a disorder on the school bus or van must be reported by the DRIVERR/AIDE to the student's building principal.
4. The principal will work cooperatively with parents, students, Transportation Supervisor, and Bus Driver/Aide. The principal will decide whether or not disciplinary action is necessary.
5. When it is necessary, only the principal will administer disciplinary action.
6. The following rules of conduct for bus riders shall be followed:
 - a. All seats shall be assigned by the Driver if a problem situation would arise.
 - b. The Driver is in charge of all students assigned to his/her bus.
 - c. Parents shall be held responsible for any damage to buses by students.
 - d. Students shall not transfer from one bus to another without proper authorization via the building principal, the Transportation Supervisor, and the child's parent or guardian by phone and in writing.
 - e. Upon a child being suspended from bus transportation, for misconduct, the parents are responsible to provide transportation until the suspension has ended.
 - f. No student may either eat, chew gum, drink, or smoke on any school district owned or contracted vehicle (unless on a field trip or extracurricular activity which would warrant eating on the bus).
 - g. Foul language or disrespect to bus driver will not be tolerated.
 - h. Students shall not put any part of their body outside the windows or throw objects in or out of bus.

7. Drivers/aides do not have the authority to administer punishment, in particular corporal punishment, as a result of student behavior but will report infractions immediately to the building principal and Transportation Supervisor.
8. All bus problems relating to special education students shall be directed to the Director of Special Education for consultation and advice, in conjunction with the building principal and Transportation Supervisor.
9. School Bus and Van Discipline Rules:
Students' behavior while waiting for the school bus or while riding the bus must be appropriate to assure the safety of all students.

The discipline of students on extracurricular trips shall be the responsibility of the chaperone and shall be reported to the building principal for further action, if necessary (taken from Policy 810).

The following acts of misbehavior are subject to the specified discipline. The counting of offenses are specific to each section not added across sections.

- a. Pushing, hitting, shouting, tripping, littering, profane language, disrespectful to driver, eating or drinking, opening windows against driver's orders, arms or heads out of windows, refusing to identify him/herself to the bus driver, using an unassigned bus stop, changing seats or moving around while the bus is in motion (including safeties assigned to the bus), or similar offenses deemed by the principal to merit the following penalties:

First Offense: A warning and parents will be notified by phone and mail.

Second Offense: Suspension of riding privileges for three (3) school days and parents will be notified by phone and mail. For secondary students, detention for three (3) days in addition to the above.

Third Offense: Suspension of riding privileges for ten (10) school days and parents will be notified by phone and mail. For secondary students, detention for five (5) days in addition to the above.

- b. Fighting, smoking, damaging the bus, throwing objects in the bus, throwing objects out of windows, opening exit doors, or other similar offenses deemed by the principal to merit the following penalties:

First Offense: Suspension of riding privileges for three (3) school days and parents will be notified by phone and mail. For secondary students, detention for three (3) days in addition to the above.

Second Offense: Suspension of riding privileges for ten (10) school days and parents will be notified by phone and mail. For secondary students, detention for five (5) days in addition to the above.

Third Offense: Suspension of riding privileges for twenty (20) school days and parents will be notified by phone and mail. For secondary students, detention for ten (10) days in addition to the above.

- c. Hitting or pushing the bus driver, throwing objects at the bus driver when he or she is on or off the bus or when the bus is in motion, or similar offenses deemed by the principal to merit the following penalty.

First Offense: Immediate suspension of riding privileges indefinitely and parents will be notified by phone and mail. A hearing will be held to determine the length of the suspension of privileges.

10. Names of students and the nature of the misconduct shall be reported in writing on the proper form by the BUS DRIVER/AIDE.
 - a. Acts of misbehavior which occur during the morning trip shall be reported the same day that the alleged misbehavior occurred, preferably at the end of the morning trip.
 - b. Alleged misconduct occurring during the afternoon bus trip will be documented the same day and reported the next.
 - c. However, a student brought to school by school bus shall be returned home by bus prior to being suspended unless the principal deems the offense to warrant immediate suspension.
11. The principal shall notify the parents of the nature of the misconduct and/or any disciplinary action which has been taken by phone and by mail.
12. If a serious injury should occur to other students or the driver (as determined by the superintendent or his designee) an automatic suspension from transportation for the remainder of the school year shall occur.
13. Nothing in this policy precludes the administration or the board from enforcing discipline procedures for serious acts of misconduct that occur on district transportation.

TOBACCO USE

The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. See School Board Tobacco Policy located on our website.

POSSESSION OR USE OF A WEAPON OR INSTRUMENT OF CRIME

The Pottstown School District has a policy on the possession or use of a weapon or instrument of crime. The following statements explain this policy.

A student determined to have brought a weapon on school property or determined to be in possession of a weapon on school property or to any school sponsored event or any public conveyance providing transportation to a school sponsored event or while engaged in school sponsored activities or on school grounds, is subject to a one year minimum expulsion from school and will be subject to administrative and/or legal action.

Prohibited items may be identified in two categories:

Weapons

Weapons shall include but not be limited to: articles, tools, instruments or implements designed to inflict serious bodily injury and/or intimidate other people. Examples are but not limited to firearms, shot guns, rifles, knuckles, cutting instruments, cutting tools, nunchaka, knives, chains, clubs, stars.

Instruments of Crime

Articles designed for other purposes but which are used to inflict bodily harm and/or intimidate. (Examples are but not limited to belts, pencils, files, combs, compasses, scissors, chairs.)

Weapons will be confiscated.

Disciplinary and/or legal action will be taken against the student(s) and such weapons and reports will be submitted to the appropriate law enforcement agency and reports submitted to the Department of Safe Schools of the Pennsylvania Department of Education by an administrator of the Pottstown School District.

An article which is being used by a student in an aggressive, belligerent, threatening, or dangerous manner will be confiscated, and disciplinary action will be taken against the student.

A student who has caused injury to another person with a weapon, intended or unintended, will be subject to disciplinary and/or legal action.

The Superintendent may recommend discipline short of the one year expulsion on a case by case basis.

Student possession or use of replicas, models, or other facsimiles (e.g., toy guns) intended to look like a real weapon is similarly prohibited by this policy. (These facsimiles will be confiscated and appropriate disciplinary action will be taken against the student.)

BULLYING AND CYBERBULLYING

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

See School Board Bullying and Cyberbullying Policy located on our website.

STUDENT WELLNESS

It is the policy of the Pottstown School District that we are committed to provide a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Students in Grades K-12 will have the opportunity, support, and encouragement to be physically active on a regular basis.

See School Board Wellness Policy located on our website.

GUIDELINES FOR SNACKS:

- All snacks must be pre-portioned as single serving size
- Students shall be limited to 1 (one) snack per school day
- Snacks shall be served after the lunch service is complete
- Servings may not exceed 250 calories
- Each serving shall not exceed 30% of calories from fat
- Each serving shall not exceed 15% of calories from saturated fat
- Each serving should have minimal (<1g) to no trans fats
- Each serving shall not exceed 49% sugar by weight
- Sodium should be minimal and <200mg per serving is recommended
- Beverages shall be limited to unflavored water, 100% fruit juice, and/or milk that doesn't exceed 1% fat

We ask your cooperation in helping us send a consistent message of healthy lifestyle choices to our young people.

HEALTHY SCHOOL SNACKS:

Parents: Check with the teacher about allergies before sending snacks for the class.

- **Fruit** – Try fresh, dried, canned, frozen and pre-cut, ready-to-eat fruit. Children need about 1 ½ cups (3 child-size fistfuls) of fruit a day.¹ Offer softer fruit or sliced apples or pears to young children who are missing teeth. Wash fruit thoroughly.
 - **Serving Ideas:** Two apple wedges plus peanut butter or low-fat cream cheese filling plus puffed wheat or raisin “teeth” = apple smiles; Layer banana slices with vanilla yogurt and frozen berries; Make a pineapple and strawberry fruit kabob; Show kids how to scoop and eat kiwi halves with a spoon; Have students make trail mix by combining equal portions of dried chopped dates or figs, coconut and dried cranberries; Put grapes and bananas on a wooden skewer and freeze for fruit on a stick; Try slices fruit on peanut butter sandwiches instead of jam; Plums are nature's “fast food” – fresh or dried, they don't make a mess.

- **Vegetables** – Children need about 1 ½ cups (3 child-size fistfuls) of vegetables a day. Wash vegetables thoroughly.
 - **Serving Ideas:** Dip cauliflower florets, celery sticks or strips of red, green, yellow or purple sweet peppers into low-fat dressing; Try ready-to-eat vegetable “snack packs”; Bite-sized veggies can be fun; Try radish roses, carrot curls or turnip stars.
- **Milk Group Foods** – Cheese: reduced-fat or low-fat cheddar, Colby, cottage, Monterey Jack, mozzarella, string or other reduced-fat cheeses packaged and shaped in a variety of way. Yogurt and pudding: non-fat and 1% yogurt and vitamin-D fortified yogurt or pudding; non-fat and 1% unflavored and flavored milk.
- **Grains** – Half the grains you eat should be whole grains. Whole-grain snacks list a whole grain as a first ingredient. For example: whole wheat flour, whole grain corn, whole oats, oatmeal, etc. High-fiber snacks contain two or more grams of fiber per serving. Either whole-grain snacks or high-fiber snacks are the best grain-based snack choices.
 - **Serving Ideas:** Instead of potato chips, try baked tortilla chips with salsa; Try to choose mostly snacks that contain less than 200 milligrams of sodium per serving; Many traditional favorites are now available in whole-grain versions. Also try mixing a favorite cracker with equal parts whole-grain crackers. For example: mix regular goldfish pretzels with whole-grain goldfish crackers. Try mini bran muffins; whole-grain cereals, crackers or ridged chips, whole wheat fig and mini fig Newtons; granola or whole-grain cereal bars; oatmeal or oatmeal raisin cookies with less than 2 grams of fiber per serving; air-popped, light or low-fat popcorn; whole-grain pretzels or whole-grain soft pretzels; rye crisp crackers; and plain or herb-flavored woven wheat crackers. Regular versions of traditional favorites, such as animal and graham crackers are okay once in a while too. Children like whole wheat sugar cookies made with ½ white and ½ whole wheat flour (rather than all whole wheat flour). Be sure to add a little extra milk to prevent dryness.

Pottstown Elementary Schools
Important Information to Parents
Parent / Student Review

All students have received a copy of the Parent/Student Handbook for 2016-17. We request that you, as parents, sit with your child and read this information. Please sign and return this form. This confirms that you have received this handbook and indicates that you have reviewed it.

I acknowledge that I have received this report and have read the contents with my child.

Student Name

Room No.

Parent Name

Date