

# POTTSTOWN ELEMENTARY SCHOOLS

Barth • Franklin • Lincoln • Rupert

**Grades Pre-Kindergarten through 4**  
**2021-2022**



*Our Mission: Prepare each student, by name, for success at every level.*

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# INTRODUCTORY INFORMATION

## District Administration

Mr. Stephen Rodriguez, Superintendent of Schools	610-970-6601
Ms. Maureen Jampo, Business Administrator	610-970-6611
Mr. Matthew Boyer, Director of Human Resources	610-970-6603

## Building Personnel

### Barth:

Mr. Ryan Oxenford, Principal	610-970-6676
Ms. June Malocu, Nurse	610-970-6677
Ms. Mieke Mazur, School Psychologist	610-718-8664

### Franklin:

Ms. Beth Kramer, Principal	610-970-6641
TBD, Nurse	610-970-6642
Ms. Lindsay Hendricks, School Psychologist	610-970-6643

### Lincoln:

Ms. Calista Boyer, Principal	610-970-6646
TBD, Nurse	610-970-6647
Ms. Georgia Brasco, School Psychologist	610-970-6648

### Rupert:

Mr. Matthew Moyer, Principal	610-970-6661
Ms. Dawn Hankins, Nurse	610-970-6662
Ms. Lauren Crean, School Psychologist	610-705-6873

## LETTER TO THE PARENTS AND GUARDIANS

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,



Stephen Rodriguez  
Superintendent of Schools

*A number of district policies are referenced in this handbook. This publication is not inclusive of all policies pertaining to students. Additionally, as policies are updated throughout the year, they can be referenced from our website. For a complete review of district policies and updates, parents and students can find them on our website.*

## SCHOOL HOURS

School Office - 7:55 a.m. - 3:55 p.m.  
Grades: Pre-K Counts - 4 - 8:40 a.m. - 3:10 p.m.  
Students who walk to school may enter the building at 8:35 a.m.

On 2-hour delay days, students will begin their day at 10:40 a.m. On 3-hour delay days, students will begin their day at 11:40 a.m.

## 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](http://www.pottstownschoools.org)
- ❖ Pottstown School District Facebook Page
- ❖ Pottstown School District's Twitter feed @pottstownschoool
- ❖ Channel 69 Television (Cable Channel 15)
- ❖ WTXF Television - Fox Channel 29 (Cable Channel 9)
- ❖ Television ABC Channel 6
- ❖ Television NBC Channel 10

## ATTENDANCE

**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.** Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of medicine.

Regular attendance is critical to the academic and social emotional success and well being of students. Students who do not regularly attend school will be subject to a School Attendance Improvement Plan per the attendance policy. More detailed information is available in the attendance policy, available on the district website.

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.

### ***Daily Attendance in a Virtual Environment***

Regardless of how Pottstown School District may deliver virtual instruction (fully virtual for all students or blended with in person instruction), students will be required to log attendance each day they are not in their physical classroom. All students will have to respond to a daily attendance question in order to be considered present for the day. Logging on for attendance does not excuse a student from completing work for the day, likewise, completing work for the day does not constitute attendance for the day.

Whether in a virtual environment or in the actual classroom, students in the Commonwealth of Pennsylvania are expected to attend a minimum of 180 days of school for a minimum of 900 hours in grades K-6 and 990 hours in grades 7-12. Failure to meet these minimum requirements can only be excused by a note from a parent/guardian or physician. Please refer to Policy 204 for more details about attendance expectations.

### ***Class Attendance in a Virtual Environment***

Some portions of a student's day may include synchronous learning. This means a teacher will communicate to students the expected dates and times that they should be logged on to receive direct "real time" instruction from teachers. All students are expected to attend these sessions. Other parts of the day will include asynchronous learning. This means a teacher will create a lesson which does not necessitate "real time" instruction from the teacher. This might be watching a video, working on a project (group or individual), working on a skill learned in the previous synchronous lesson, etc. Students are expected to complete the work assigned in both synchronous and asynchronous lessons. Teachers will be available during other times to help support students with questions or concerns about material the student may still be struggling with, even after a synchronous or asynchronous lesson.

### **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 on 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 mis-learning 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.

Absence excuse notes should contain the following information:

POTTSTOWN SCHOOL DISTRICT

Pupil's Name will \_\_\_\_\_

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 \_\_\_\_\_

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

### **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 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

Coughing

Earache

Red or swollen joints

Inflamed eye

(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.



## **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 Pre-K through 12<sup>th</sup> 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 Pre-K through 12<sup>th</sup> grade. NO Meal 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:

- On the district website
- Posted in all cafeterias

### **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.

**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.**

# WELCOME

## 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, email 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.

**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.

When visitors arrive, the following procedures should be adhered to:

All visitors will be required to produce a driver's license or other government issued photo ID (or provide appropriate identifying information if no such ID is available). Parents/Guardians without a photo ID may pick up children if ID has been verified through alternative means; they may also participate in meetings conducted in the main office area, but may not leave the main office area unescorted and must again, be escorted from that location to the exit.

**For more detailed regulations and guidance, please consult the School Visitor policy on the district website. Issues that impede instruction may result in your removal from the premises or removal/restriction of visiting rights.**

## FACE COVERINGS

Based on conditions, facecovers may be required by the Pottstown School District at direction of the School Board, Governor, order from the PA Department of Health, or Montgomery County Department of Health.

## 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 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 (FOR)

## PARENT/TEACHER CONFERENCES

Each fall 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 Parent's 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 Superintendent or designee.**

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 or designee 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 and may direct you to another district level administrator who may be more directly connected to the issue.

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.

## **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 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 MTSS 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 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 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 MTSS 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 MTSS, Title I, and your child’s achievement in literacy skills, please contact the classroom teacher or building reading specialist.

As a parent of a student attending a school that is receiving Federal Title I dollars, you have the right to know the professional qualifications of the teacher(s) and instructional paraprofessional(s) who instruct your child.

Federal law requires every Title I school district to comply and to provide you with the requested information in a timely manner.

We are happy to provide this information to you. At any time, you may ask:

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

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

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

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

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs

to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

## **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.

## **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. 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.

## Family and Student Support Services

The Family Services Coordinator is available to support school teams and families as they decide how to best assist a family in need of resources and supports outside of the PSD. The intention is to facilitate a positive connection for families and students to any supports that will help them be more successful in school and the community. These resources can include, but are not limited to: housing assistance, utility assistance, food, clothing, shelter, medical care, mental health care and medical insurance.

### **Contact:**

Holly Lee  
Family Services Coordinator  
Pottstown School District  
230 Beech St.  
Pottstown, Pa 19464  
Office...610-970-6691  
Fax...610-323-9307

## **SPECIAL EDUCATION SERVICES**

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 information to the Director of Student Services which includes the diagnosis, prognosis, and estimated length of time that the child will be remaining at home. 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.

## **SPEECH AND LANGUAGE SERVICES**

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 MTSS. 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 MTSS model. MTSS is a multi-tiered approach to providing speech intervention services for students who may present with mild needs. The MTSS 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 MTSS process, elementary students who demonstrate speech and language weaknesses are given the support they need in the least restrictive environment possible.

## **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 4<sup>th</sup> 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. Children use computers to build mathematics, reading, spelling, and other academic skills.

The following guidelines outline the responsibilities of all students using school district technology:

- Protect the safety of all students
- Protect the equipment so that it remains 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.



# 1:1 CHROMEBOOK HANDBOOK



*For Parents/Guardians and Students*

## **Pottstown School District**

This handbook is a guideline for the productive and responsible use of devices as a primary learning resource.



## PURPOSE:

Pottstown School District strives to create an environment where every learner has the power to meet the challenges of today's world with confidence. Chromebooks support this environment in many ways. These devices break down classroom walls and provide both educators and students with the ability to access more educational resources than ever before. Chromebooks encourage collaboration and allow learning opportunities to be anywhere at any time. This tool will permit teachers to utilize mobile and social technologies in their everyday instruction, encouraging a habit of lifelong learning in their students, and continue to meet the ever-changing challenges of college and career readiness.



This handbook may be updated, changed and modified at the sole discretion of Pottstown School District administration. We will provide advance notice of any changes through regular school communication. Any changes to the policy will be effective for the next school year.

Students and their parents/guardians are reminded that use of school technology is a privilege and not a right and that everything done on any school owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of school technology will result in loss of computer privileges, removal from class, loss of credit, failing grade and/or legal action as stated in the parent and student handbook.

***This document is intended to help students and parents/guardians navigate policies and procedures having to do with the 1:1 initiative.***

## OBJECTIVES:

The Pottstown School District's 1:1 Chromebook initiative will integrate technology in the classroom to :

- Promote student engagement and enthusiasm for learning.
- Make resources available 24/7 for learning.
- Encourage collaboration among students and teachers.
- Allow students access to information, along with the opportunity to connect it to their learning in a meaningful manner.
- Reduce the use of printed textbooks, worksheets, and workbooks.
- Nurture a sense of responsibility and digital citizenship.
- Prepare students for success after graduation from High School.



## DEVICE DISTRIBUTION PROCEDURE:

- Students and parents complete and sign the Chromebook Acceptance and Optional Insurance Form.
- Students agree to the Utilization of Technology (Acceptable Use) Policy.
- Students view the Chromebook Overview Video.
- On distribution day,
  - At designated time, student arrives to distribution location.
  - Student has School Identification available.
  - Student submits signed Chromebook Acceptance and Optional Insurance Form to District staff.
  - If Insurance payment is received, student receives Chromebook and School Identification tag is recorded in the student's record.
  - Student powers on Chromebook and logs in.
- A student arriving mid-year will need to bring the completed paperwork and payment to one of the designated Chromebook Service Centers in the building.



*Learning begins!*

## OWNERSHIP:

Pottstown School District retains sole right of possession of the Chromebook. Pottstown School District lends Chromebooks to the students for educational purposes only, during the academic year. Additionally, Pottstown School District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Students should not share their Chromebook with another student or leave the Chromebook unattended.

Only district provided devices will be allowed on the district network.

## CHROMEBOOK IDENTIFICATION RECORDS:

- The school will maintain a log of all Chromebooks including: Chromebook serial number, name and ID number of the student assigned to the device.
- Each student will be assigned the same Chromebook for the duration of his/her time at Pottstown School District. They will be collected at the end of each school year.
- Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.
- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not manually update their Chromebooks.



## Student Responsibility & Care of Your Chromebook

Students are responsible for the general care of the school-issued Chromebook. Chromebooks that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible so it can be resolved. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance.



- Students are expected to bring their assigned Chromebook to each class every day unless specifically advised not to do so by their teacher.
- It is the sole responsibility of the student to have the Chromebook fully charged at the beginning of each school day.

### GENERAL PRECAUTIONS:

- No food or drink is allowed near to your Chromebooks while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Power cords should be kept at home and devices should be charged at home each night.
- Do not use the power cord to charge any device other than your district issued Chromebook.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

### CARRYING THE CHROMEBOOK:

The District will be providing a protective case for the Chromebook. This case must remain on the device at all times or the warranty and insurance will not cover any damage that occurs. It is not designed to prevent damage from drops or abusive handling. Any cost for repairs not covered by the warranty or insurance will be the responsibility of the student.

### SCREEN CARE:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.





## POTTSTOWN SCHOOL DISTRICT ONE TO ONE CHROMEBOOK HANDBOOK

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a backpack that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

### **VIRUS PROTECTION:**

- Chromebooks have built in virus protection and therefore do not need any virus protection software installed.
- Student Chromebooks will be configured to use the district web-filter, both in the district and when connected to home or public Wi-Fi.
- The school adheres to the Children's Internet Protection Act (<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>). Students who encounter anything inappropriate should report it to a teacher or building administrator.
- Students are not permitted to factory reset their Chromebook.
- Students are not permitted to install any content that violates the Pottstown School Board Policy 815 Utilization of Technology (Acceptable Use Policy).
- Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.



## STORAGE:

- Use a locked locker to store the Chromebook while at school when not in use, including during Physical Education classes. Do not leave your device unlocked or unsupervised in the locker room area.
- Nothing should be placed on top of the Chromebook when stored in the locker.
- Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.

## Personalizing Your Chromebook

Students may personalize the provided Chromebook case following these guidelines:

- Cases may not be personalized with words or imagery that could be perceived as derogatory, stereotypical, or offensive to any race, ethnicity, sexual orientation, religion, weight, gender, or socio-economic status.
- Students are reminded that no stickers should reflect drug or alcohol use, weapons or violence, explicit language, or sexual innuendo.



Students are **NOT PERMITTED** to adhere stickers, glue, scratch, or markup any surface of the actual Chromebook.

Students are **NOT PERMITTED** to remove or tamper with any district identification tags on the Chromebook or cover. (If a tag accidentally comes off, contact a Chromebook Service Center as soon as possible.)

Students are **NOT PERMITTED** to use inappropriate media as a screensaver or background.

While we encourage freedom of expression, it is with the responsibility of being ever mindful of others who may not share the same life experiences.

Actions not in line with these guidelines will be considered acts of vandalism, and subject to disciplinary action in accordance with the student handbook and other applicable school policies.





## How to Use Your Chromebook

### CHROMEBOOK LOGIN ACCESS

- Students will only be able to login to the Chromebook using the @pottstownk12.org district accounts.
- Students should always use their own account when accessing a district issued Chromebook.
- Take care to protect your password. Do not share your password. Change it frequently.

### SOFTWARE GOOGLE APPS FOR EDUCATION

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Drive (Documents, Spreadsheets, Presentations, Drawings, and Forms) and Google Classroom.
- All work is stored in the cloud.
- Chrome Web Apps and Extensions: Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store with teacher permission.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet. Teachers, school administrators, and the Technology Department staff reserve the right to monitor activity on student Chromebooks via the Google Administrator Dashboard and teacher observation.
- Students are not permitted to un-enroll or attempt to bypass Pottstown's Enterprise Google Enrollment on their Chromebook.



## PRINTING

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Printing that needs to be done can be accomplished by accessing their Google Chrome accounts in the school library or printing at home.

## MANAGING AND SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- The majority of student work will be stored in Google Drive or Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Flash drives are only to be used to store school related/approved information.
- Students should always remember to save frequently when working on digital media. Not all Google tools/apps automatically update/save.
- The school will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or on Google Drive.

## Digital Citizenship: Appropriate Uses

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

**Respect Yourself:** *I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.*

**Protect Yourself:** *I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.*

**Respect Others:** *I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.*

**Protect Others:** *I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.*

**Respect Intellectual Property:** *I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.*



**Protect Intellectual Property:** *I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.*

### Digital Citizenship: Inappropriate Digital Use by Student

The school administration will follow district policy on inappropriate use of technology. Inappropriate use of technology could result in the student's loss of a one to one device.

### The Four C's



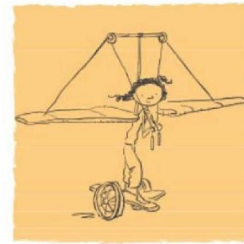
**Communication**  
Sharing thoughts, questions, ideas, and solutions



**Collaboration**  
Working together to reach a goal — putting talent, expertise, and smarts to work



**Critical Thinking**  
Looking at problems in a new way, linking learning across subjects & disciplines



**Creativity**  
Trying new approaches to get things done equals innovation & invention

## INSTRUCTIONAL USE

Students are responsible for bringing their Chromebooks to school every day. If students leave their Chromebooks at home, they are still responsible for completing their coursework. Teachers, at their discretion, may give alternate versions of assignments that do not require the use of a Chromebook, or students may be issued a temporary device.

If a teacher determines that a student is not using the device appropriately, they may revoke access to the device during their class and take appropriate disciplinary action.

If a student repeatedly forgets his/her Chromebook at home, he/she may be subject to **appropriate** disciplinary action.

Students are to bring their Chromebook to school **fully charged** every day. Students should not bring their power adapters and charging cables to school. Parents and students are financially responsible for the loss of or damage to power adapters and charging cables. It is the student's responsibility to have sufficient battery life for their expected use while at school. Each classroom will have a limited



## POTTSTOWN SCHOOL DISTRICT ONE TO ONE CHROMEBOOK HANDBOOK

number of spare power adapters for those who are unable to charge their device at home. These will be provided at the teacher's discretion.

### CHROMEBOOK REPAIR AND SERVICE

#### When damage occurs or technology issues arise:

- Student must report problems immediately to classroom teacher and the assistant principal.
- Damaged Chromebook may be dropped off at the designated Chromebook Service Center locations as listed:
  - MIS Classroom
  - Library

Specific days and operating hours will be listed on the website.

#### Damage protection notice:

Each Chromebook has a limited warranty that covers normal use, mechanical breakdown or faulty construction. This plan does not warrant against damage caused by misuse, abuse, or accidents.

Your Chromebook may be covered by an optional accidental damage protection that affords coverage for certain accidental damages. The student will be fiscally responsible for the cost of any repairs not covered by the accidental damage protection plan.

### STUDENT AND PARENT RESPONSIBILITIES

#### Students will:

- Follow the expectations outlined in the Student Handbook, and all Pottstown School District policies including the Internet Acceptable Use policy.
- Agree to keep the Chromebook in a protective case at all times.
- Agree to bring their completely charged Chromebook to school each day.
- Agree to immediately return the Chromebook and peripherals in good working condition upon request or withdrawal from the school district.
- Assume full responsibility of their issued Chromebook at all times.
- Report any Chromebooks that are damaged, lost, stolen or fail to work properly.
- Acknowledge that this handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by students.

#### Parents will:

- Be responsible for the cost to repair or replace the Chromebook if damage is caused by negligence or intent to destroy district property.
- Acknowledge that their student and they are to follow the expectations in the student handbook, and all Pottstown School District policies including the Internet Acceptable Use policy, and any violation of these guidelines could result in the student facing disciplinary action.



## POTTSTOWN SCHOOL DISTRICT ONE TO ONE CHROMEBOOK HANDBOOK

- Be responsible for monitoring their child’s use of the Internet and apps when he/she is not at school.
- Agree to immediately return the Chromebook and peripherals in good working condition upon request or withdrawal from the school district.
- Acknowledge that this handbook is to be used as a guide and does not attempt to address every required or prohibited behavior by its users.

### OPTIONAL INSURANCE PROGRAM

- Cash or online credit card may be used to pay the one time or annual fee according to the options below:
  - 9th grade - \$75 one-time fee to cover 4 years or \$25/year.
  - 10th -12 grade - \$25/year
 Online credit card payment for the optional insurance can be made through **MySchoolBucks**. [CLICK HERE FOR INSTRUCTIONS.](#)
- This fee covers accidental damage repair to the Chromebook assigned to the student.
- This fee will not cover intentional damage, loss, theft or damage caused by spills. It will also not cover outright loss of the Chromebook or replacement of Chromebook cover, charger or cable.
- Intentional mistreatment caused by the assigned student user, or by an individual other than the assigned user, will result in disciplinary action to include the repair or retail replacement cost, as well as possible criminal or legal charges..
- By declining, or opting out of the accidental damage insurance, you agree to pay the repair or retail replacement charge for any damage caused when using the device in or out of school, which is the same requirement for any other school-issued material.
- In the event of an incident, any applicable charges must be paid before a replacement Chromebook can be taken home.

### “What Do I Do?” Scenarios:

#### I forgot my Chromebook at home.

Loaner PC laptops will be available in each classroom. There will be a limited number available so we strongly recommend that you try to remember to bring your device to class each day. Teachers may also deduct employability points when you arrive unprepared for class.



#### My Chromebook is under repair.

Loaner Chromebooks will be issued to students when they leave their Chromebook for repair with the school Chromebook Service Center. (Same guidelines apply.)



### **I came to school without charging my Chromebook.**

Chromebooks must be brought to school each day fully charged. Students are responsible for fully charging their Chromebooks before arriving to school.

### **Should I use the sound while at school?**

Sound must be muted at all times unless otherwise directed by the teacher. Headphones may be used at the discretion of the teacher or in permitted areas such as study halls, library, cafeteria, etc.

### **I forgot my password and cannot login.**

Follow the district-provided instructions for password resets and recovery. Change your password regularly.

### **I left my Chromebook in an unsupervised area.**

Students are responsible for direct supervision of their assigned Chromebook. If an unsupervised Chromebook is found, notify a teacher immediately.

### **Someone stole my Chromebook.**

You should report the stolen Chromebook to your teacher and building principal if the theft occurred at school. You should always notify the school resource officer or local police. IT should be notified immediately as it may be possible to locate the unit electronically. If a Chromebook is stolen from somewhere other than the school, you should contact the local police.

### **Can I play music or visit non-academic sites at home?**

Your device will be filtered at home as well as at school. Allowable sites will be determined by IT and district administrators in order to comply with the appropriate use policy.

### **What do I pay to fix it?**

If you have opted to pay for accidental damage insurance, there will be no charge for any damages that are incurred that meet the definition of "accidental". If damage is intentional or if your device is not covered by accidental damage insurance, a price quote will be provided by the insurance company prior to the completion of the repair work.

### **What if I can't connect to the wireless network?**

GSuite applications can be used in off-line mode which means that you do not need to be connected to the Internet to work on your documents. Files will synchronize the next time your device is connected to the network.



### **What if I need a software program not supported by my Chromebook?**

Notify your teacher of the application that you need and if they agree that it is educationally appropriate, they can submit a request to the building principal and IT to add that application or open the filter to allow that site. If the application is not able to run on a Chromebook, the teacher may allow you to use a loaner PC laptop during that class. Please note that there will be some classrooms that will utilize Windows devices based upon the specific subjects and applications that the teacher requires.

### **If they are all the same, can I trade with a friend or sibling?**

No. Each device is assigned to a specific person and you are accountable for that device. When you turn in your device at the end of the school year, IT will confirm that you are returning the same exact device that was provided to you.

### **Can I buy insurance after the start of school?**

No. Students will be provided with the option of paying for the optional accidental damage insurance at the start of each school year (on or before September 13) or as a one time up front payment at the beginning of their freshman year. Only students who enter the district mid year will have the option to purchase insurance after the second week of school.

# 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. Violations of this rule are subject to confiscation of the device and other disciplinary actions.

## MOTOR VEHICLES

Parents should be aware that 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 district website. **Kindergarten and first grade students may not walk home alone.**

## CHILDREN LEFT AT SCHOOL BEYOND NORMAL TIMES

If a parent/guardian or designee is more than fifteen (15) minutes late picking up their child from school or fails to meet them at the bus stop, the following will occur in this order:

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 within a reasonable amount of time, then the Pottstown Police Department will also be notified, and the child will then be transported to the Pottstown Police Department by a member of the Police Department.
3. The police will take appropriate action to locate the parents/guardians using information provided by the district, and take the appropriate legal/criminal action as appropriate to the situation. Parents/Guardians may be charged with a misdemeanor offense for more than three (3) failed pick-ups.
4. Parents/Guardians will be subject to a monetary charge from the district, which may include the full hourly rates of employees who were required to supervise the child or children in question. If the fee is assessed, it must be paid in order for the student to participate in co-curricular activities, including field trips and dances. This fee is not waived or dismissed at the end of the academic year, or if students leave the district. Failure to pay the fee to the district means forfeiture of all privileges provided by the district to the students/families in accordance with pre-established law.

\*The above applies to all dismissals including early dismissals and emergency dismissals.

## MEDIA RELEASE

From time to time photographs or videos are taken on school property by school personnel or by the media. 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 Superintendent 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 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.** See School Board Attendance Policy located on our website.

## ACADEMICS AND ACTIVITIES

### 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 but not limited to: the DIBELS assessment, curriculum based assessments, formative assessments, and the PSSA's in Grades 3 and 4.

### REPORT CARDS

In Pre-K Counts and Kindergarten, a report card is made available twice during the school year. In grades 1-4, report cards are made available four times per year. For the first marking period, report cards will be reviewed with the parents at their child's conference in November. Pre-K through first grade use the following grading scales.

#### Pre-Kindergarten through 1<sup>st</sup> 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 Kindergarten – 1<sup>st</sup>)

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.

### 2<sup>nd</sup> through 4<sup>th</sup> Grade Scales

#### Grade Scale for Overall Subject Grade

A	=	90-100
B	=	80-89
C	=	70-79
D	=	60-69
F	=	59 and below

#### Scale for subject sub-category skills

**Advanced (Adv.)** (100-90) = 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)** (89-70) = 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)** (69 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, and science 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 or 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 contests 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 a 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 determine who chaperones a trip and to limit the number of chaperones per trip.

All school volunteers and chaperones must complete the required clearances **a minimum of two (2) weeks in advance of the event or trip.** Information on the necessary 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 and vaping.

## **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 composed 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. Being a Safety Patrol is a privilege. Students can be removed or excluded based on their attendance, academic performance, and/or behavior issues.**

**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.

## **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 Parks and 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 community events are also scheduled throughout the year.

# **EMERGENCY SAFETY AND 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.

## **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.

## **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**

Each student will receive and take home an Annual Student Information Update Form. 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**

All students must be appropriately immunized by the first day of school. Students who are not properly immunized by the first day of school will be excluded, and will not be permitted to attend school.

The following immunizations is required for all students:

- 4 doses of Tetanus and Diphtheria (1 dose on or after the 4th birthday- usually given as DTP, DTap, DT, Td)
- 4 doses of polio (last dose on or after the 4th birthday)
- 2 doses of Measles, Mumps and Rubella (MMR)
- 3 doses of hepatitis B
- 2 doses of Varicella (chickenpox) or history of disease

**Provisional Attendance Rules:** A child must have at least the first dose of a multiple dose series (DTP, Polio, MMR, Hepatitis B, Varicella, MCV) in order to start school. A five-day provisional period at the start of the school year will only be given to students who are missing subsequent dose(s) of a multiple dose vaccine, where the additional doses are not medically appropriate by the first day of school. In this case, a medical certificate, signed by your doctor that indicates your child's immunization plan, must be provided before the fifth day of school or your child will be excluded. No provisional period will be given for students who are missing a vaccine that only requires one dose (Tdap). These students must have all immunizations by the first day of school.

## **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.

## **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 sunscreen 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.

**Epinephrine Opt-Out** –The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request



this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form. Parents/guardians wishing to choose this option should meet with the school nurse to discuss their decision and then review and sign the opt-out form in the presence of the school nurse.

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. With your signed permission on the annual update form, the nurse is able to administer Acetaminophen, Tums, Chloraseptic Spray and Benadryl (for Allergic Reactions only).

## **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. The duration of exclusion from school is dependent upon the specific condition.

## **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 eyelid.

#### 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 upon approval by the nurse.

## RIGHTS AND RESPONSIBILITIES

### 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, Stephen Rodriguez, at 230 Beech Street, Pottstown, PA 19464.

### CARE OF TEXTBOOKS - STUDENT'S RESPONSIBILITY

- Never fold the corners of a page to mark your place.
- Do not trace or cut pictures from a book.
- Keep all books off the ground and floor.
- Never lend your books to someone else.
- 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.**
- Students must use a bookbag or some other protective device to transport books, etc. to and from school.

### DRESS CODE

#### General

- A. No representation of sex, drugs, weapons, gang affiliation, violence, or offensive language shall be displayed by any aspect of a student's dress including but not limited to clothing, backpacks, jackets, jewelry, tattoos, shoes, etc.
- B. Undergarments should not be exposed in any way.
- C. Footwear must be worn at all times
- D. Pajamas and/or slippers are not acceptable.
- E. Sunglasses may not be worn in the school building.
- F. Clothing should not be overly baggy or overly tight.
- G. Clothing is expected to be clean, representing personal pride.

#### Tops

- A. Clothing must completely cover the midriff and back.
- B. Sleeves and backs are required on all tops (including dresses)
- C. Dresses and shirts worn over tights or leggings should be no shorter than fingertip length.
- D. Tops must cover the entire torso completely (cleavage, back, upper arms, midriff, etc.) in a material that is not see-thru.
- E. Undergarments should not be visible.

#### Pants/Shorts/Skirts/Dresses

- A. Bottoms should not be sagging or worn lower than the hip.
- B. Undergarments should not be visible.

- C. Appropriate length no shorter than fingertip length.
- D. Tights and yoga pants are permitted with a dress or top of an appropriate length (no shorter than fingertip length).

#### Headwear

- A. Headwear worn consistently for religious reasons is permitted.
- B. Other headwear may be necessary for safety reasons for classes and programs.
- C. Hats and hoods are not permitted to be worn in buildings.
- D. Other headwear outside of these instances must be approved by the administration.

### ***Expectations and Disciplinary Matters with Regard to Face Coverings***

Failure to adhere to all requirements pertaining to wearing face coverings will be considered a disciplinary matter.

Removal of a face covering for the purpose of intimidating someone else will be viewed as a direct violation of the face covering requirement and will be handled as a disciplinary matter. Threatening to bite, sneeze, or spit on another person or in any way threatening or intentionally directing body fluids, particularly saliva or mucus onto or near another person will be considered an act of aggression and will be handled in the same manner. Face coverings will be considered part of a person's attire and as such should follow the same guidelines presented in Policy 235, School Attire and Grooming; in particular, *"Is what a student is wearing disruptive?"*

## **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-K Counts) and five (5) year old Kindergarten program. **Children will be admitted to the 4-year-old Pre-K Counts Program 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 1<sup>st</sup>.**

**Notice to Parents: All Pre-K Counts (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-K Counts and Kindergarten orientation is conducted in the spring at the Pottstown Middle School. 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. Per Eligibility of Nonresident Students policy, students moving on or after June 1st may be permitted to complete the year in Pottstown School District with parents/guardians providing transportation. Failure to properly communicate changes in residency may be charged per pupil tuition rates.

Parents moving within the district must provide proof of residency to the building secretary within two weeks of the move.

## **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.

## **HOMEWORK 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 the 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:

1. 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.
2. 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.
3. 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 important papers to parents or guardians in a timely manner.

## RECORDED INSTRUCTION AND INSTRUCTIONAL MATERIALS

### *Recording or Distribution of Online Instructional Materials*

Recording of any educational content presented by an employee of Pottstown School District for any purpose is unacceptable and illegal. All materials presented and distributed to families to support students in their ongoing academic program are presented for that explicit reason only and are intended solely for the use of and by identified students within the Pottstown School District.

Recording and sharing, posting, or distributing, in any way, the instructional video content or instructional materials of employees of Pottstown School District is strictly prohibited and violates both state and federal laws.

## 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.

## **DISCIPLINARY 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 according to Board policy.
  - Referral to the Discipline Review Board Committee for an expulsion hearing according to Board policy.
  - 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.
- 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.

In the event that a child is suspended from school, the parent and child must participate in a reinstatement meeting with the principal or designee prior to the child's return to school. The principal has the authority to waive the reinstatement meeting in the event of an extenuating circumstance.

**II. Bus Behavior**

1. Each building principal has responsibility for pupil transportation.
2. Pupil behavior on a 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 DRIVER/AIDE to the student's building principal.
4. The principal will work cooperatively with parents, students, Business Manager, and bus company's management and/or 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 Business Manager, 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 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 Business Manager
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.

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 via 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 may 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, shotguns, rifles, knuckles, cutting instruments, cutting tools, nunchaku, 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 are 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 Pre-K to 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.<sup>1</sup> 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, Monterrey 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.