

# NORTH END EARLY LEARNING CENTER

## Pre-K Counts

Pottstown School District  
940 N Franklin Street  
Pottstown, PA 19464

610-718-8637



**Preparing each student, by name, for success at every level.**

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

Franklin Nurse

Ms. Rachel Kelly..... 610-970-6642

North End Early Learning Center Staff

Danielle McCoy, PKC Coordinator.....dmccoy@pottstownk12.org  
Heather Miller, PKC Enrollment Specialist / Building Secretary.....hmiller@pottstownk12.org  
Classroom One, Ms.Tasha and Ms. Susan.....[twalker@pottstownk12.org](mailto:twalker@pottstownk12.org)  
sgross@pottstownk12.org  
Classroom Two, Ms. Haley and Ms. Amy.....[hafink@pottstownk12.org](mailto:hafink@pottstownk12.org)  
aiezzi@pottstownk12.org  
Classroom Three, Ms. Heather and TBD.....htrujillo@pottstownk12.org  
Classroom Four, Ms. Traci and Ms. Sandy.....[tmiller@pottstownk12.org](mailto:tmiller@pottstownk12.org)  
[sgreen@pottstownk12.org](mailto:sgreen@pottstownk12.org)

SCHOOL HOURS

School Office - 8:00 a.m. - 4:00 p.m.  
Classrooms 1 & 4 - 8:30 a.m. - 3:00 p.m.  
Classrooms 2 & 4 - 9:00 a.m. - 3:30 p.m.

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,*

## INCLEMENT WEATHER

In the event of inclement weather, school may be canceled, delayed or a Virtual Day may be called.

In the event that school is to be canceled 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
- ❖ PreK Counts Facebook Page
- ❖ Pottstown School District's Twitter feed @pottstownschoool
- ❖ Channel 69 Television (Cable Channel 15)

If a Virtual Day is called, all PreK students should complete the work provided at the beginning of the school year in the Flexible Instruction Packet (FIP). Please review the directions and activities noted in the FIP, complete the assignments, and send in the appropriate documentation to your child's teacher upon return to school in order to receive credit for attendance on the Flexible Instruction Day. We also request that you send photographs of your child and family completing the FIP.

**On 2-hour delay days, students will begin their day two hours later and dismiss at regular time:**

Classroom One: Ms. Tash and Ms. Susan.....10:30-3:00  
Classroom Two: Ms. Haley and Ms. Amy.....11:00-3:30  
Classroom Three: Ms. Heather and TBD.....10:30-3:00  
Classroom Four: MsTraci and Ms. Sandy..... 11:00-3:30

# PEAK Pre-K Counts

## Attendance Policy

Consistent school attendance is critical to the academic and social emotional success and well being of students. The following attendance policy has been developed for the PEAK PA Pre-K Counts classes to align with the requirements of the Office of Child Development and Early Learning and the Pottstown School District

*Please review this policy and sign below that you understand the requirements and your commitment to ensure that your child attends regularly and arrives on time each day.*

### **PA Pre-K Counts In-Person Attendance**

- A student is expected to attend each school day, arrive on time, stay for the full instructional day, and be picked up on time.
- A student who does not attend regularly or is consistently tardy may lose their spot in the program.
- If your child will be late or has to miss a day of class, please telephone the site to inform them of the absence and the reason for the absence. **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.**
- A doctor's note is required after 3 consecutive days of absence. If no note is provided, these days are considered unexcused. This documentation is **required** and will be maintained on-site in your child's folder.
- Absences shall be treated as unlawful until a written excuse explaining the absence is received. The written excuse must 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.
- 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.

### **Excused Absences Include:**

- Illness of the child
- Health and dental appointments
- Death in the immediate family
- Educational tours or trips with prior written approval
- Religious obligations

### **ILLNESS**

If your child has symptoms of illness such as those listed below, please keep them at home so that other students do not become infected and your child can rest and recover. When they returns to school from an absence, the child must bring a note of explanation. Absence forms are available in the main office. *Any time your child shows signs of a serious illness, do not send them to school.*

#### ***Symptoms of illness:***

Sore throat  
Diarrhea  
Skin rash or sores  
Red or swollen joints

Fever  
Nausea or vomiting  
Coughing  
Inflamed eye

Enlarged glands  
Nasal congestion  
Earache

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 \_\_\_\_\_

Please note: **A child who has 10 or more unexcused absences throughout the school year and whose family is not returning phone calls or attending scheduled team meetings, may result in the dismissal from the PEAK Pre-K Counts program!**

Attendance records will be reviewed regularly by the Pottstown School District and by the Office of Child Development and Early Learning.

## **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, snacks, and lunch as indicated on the school menu.

### **WHERE CAN MENUS BE FOUND?**

Menus are published in advance and can be found:

- On the district website
- Posted at each entrance to the North End Early Learning Center

### **HOW DO STUDENTS PARTICIPATE?**

PreK Counts will be provided meals each day. Nothing additional is required to participate.

### **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.*

Students are welcome to pack their lunch any day. *Packing of candy and other sugar related products is not conducive to good nutritional practices.*

*Parents are discouraged from dropping off lunches from fast food restaurants at school for their children.*

## VISITING THE SCHOOL

Parents are welcome to and encouraged to visit their children's school. *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. Please know you are also welcome to observe and help out in the day-to-day life of the school as well. Please call the school office and make an appointment 24 hours prior to your visit. Your cooperation is very much appreciated.

**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. 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.
- Parents 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 the direction of the School Board, Governor, order from the PA Department of Health, or Montgomery County Department of Health.

## PARENT/TEACHER CONFERENCES

Each fall and spring, formal parent/teacher conferences are scheduled for each student enrolled in Pottstown PreK Counts. Voluntary conferences are held in February. 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 in advance to determine 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 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 in touch with you.

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

The **coordinator** is responsible for supervision of staff within the building. If the parent and the teacher cannot solve the problem, make an appointment with the coordinator. The coordinator will rarely have ready access to the information he or she needs to be of immediate assistance. The coordinator'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 coordinator 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 step. 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 administrative 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.



## Family and Student Support Services

The Pre-K Counts Support Team 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, students, and organizations providing support that will help the child be more successful in school and in 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, parenting classes, home and school family activities.

Title	Person	Supports	Office Hours	Email
Behavior Support Specialists	Maribeth Harmer  Adam Golden	Provide positive behavior supports, Collaborate with families to address challenging behaviors, partner with community agencies  Collaborate with families, and provide support for navigating social emotional learning in the home.	Mon. - Fri. 8:00-4:00	<a href="mailto:mharmer@pottstownk12.org">mharmer@pottstownk12.org</a>  <a href="mailto:AGolden@pottstownk12.org">AGolden@pottstownk12.org</a>
Family Engagement Coordinator	Pamela Bradley  Constantino Petru-Gerena	Engage and support families; connect them with available programs and resources. Translation and support for Spanish speaking families.	Mon. - Fri. 8:00 - 4:00	<a href="mailto:pbradley@fsmontco.org">pbradley@fsmontco.org</a>  <a href="mailto:cpetrugerena@fsmontco.org">cpetrugerena@fsmontco.org</a>

## SPECIAL EDUCATION SERVICES

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

# 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 the 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.

## What is Head Start?

Montgomery County Intermediate Unit (MCIU) Head Start promotes the school readiness of young children from low-income families through agencies in their local community. Head Start Programs support the mental, social, and emotional development of children from ages 3 to 5. In addition to education services, programs provide children and their families with health, nutrition, social, and other services.

Montgomery County Intermediate Unit Head Start is a FREE, federally-funded preschool program for children from low-income families ages 3 to 5 in Montgomery County.

The program offers no-cost educational, nutritional, and social services that help children prepare for success in school. MCIU Head Start provides services to enroll families, and also meets the needs of special populations, including children with disabilities.

PAULA RICE  
Program Administrator  
484-808-2230  
price@mciu.org

# **RULES AND REGULATIONS**

## **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.

## **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, the following will occur in this order:

1. Attempts will be made to call home and to the people listed on the emergency contact list 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, the Pottstown Police Department will 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(s), or whole class photos. If you want to restrict any use of such visuals, put your request in writing to the PreK Counts Coordinator.

## 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 coordinator 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 coordinator 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 PreK Counts are literacy, (which includes letter recognition, reading, spelling, and writing), mathematics, social studies, science, social and emotional learning, art, music, and physical education. The Pennsylvania required curriculum, *Creative Curriculum*, is used in PreK Counts, as well as the literacy curriculum, *Foundations*, and the Social Emotional Learning curriculum, *Second Step*.

### 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 curriculum based assessments and formative assessments.

### REPORT CARDS

In Pre-K Counts a report card is made available twice during the school year. For the first marking period, report cards will be reviewed with the parents at their child's conference in November.

# 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.

## **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 contested portion is maintained by the school district. If the records of the child or the contested portion is disclosed by the school district to any party, the explanation must also be disclosed to the party.

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

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

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

## 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 an 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.

## SCHOOL PICTURES

Individual and group student pictures are taken each year. Parents wishing to purchase these photographs may do so.

## 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, his designee to review the circumstances and findings of the police. After review, the building coordinator will notify the parents providing them with specific information about the incident.

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 of said occurrence.

### 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/guardians 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 and guardians are encouraged to know the school nurse and consult with her regarding the child's physical adjustment to the school.

In cases when the nurse is absent from North End Early Learning Center, students may be seen by the Franklin Elementary School nurse. Franklin Elementary School is located across the street from NEELC. Parents will be asked to sign a permission slip at the beginning of each school year to allow their children to be taken by a NEELC staff member to Franklin Elementary School to be seen by the nurse, if necessary.



## **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.

## **EPI-PENS**

Epinephrine or Epi-pens 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.

## **EMERGENCY PLAN FOR PRE-K COUNTS**

### **Minor Injuries**

The designated teacher/assistant teacher will administer first aid. The child will be seen by the nurse. An accident form will be completed and parent/guardian will be notified upon checking up the child.

### **Injuries Requiring Medical Attention - Non Life Threatening**

Immediate first aid will be provided by the teacher/assistant. The nurse will be called to provide medical care. Parent/Guardian or emergency contact person will be notified of injury and requested to transport the child to a physician or emergency room. An accident form will be completed and given to the PreK Counts Coordinator.

### **Life Threatening Injuries Requiring Immediate Medical Care**

Designated teacher/assistant teacher will administer first aid. The nurse will be called to provide medical care. The teacher/assistant teacher will call 911. A PreK Counts administrator will accompany the child to the emergency room and remain with the child until the parent/guardian arrives.

## 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.

## HANDWASHING EXPECTATIONS

Handwashing is one of the best defenses against the transfer of disease. It is expected that all students will wash their hands regularly in the PreK Counts classroom. Students will be taught the following method of handwashing which they will be expected to use each time they wash their hands.



All PreK Counts students are required to wash their hands on the schedule listed below, and at any time the teacher requests them to do so. All teachers are to make sure that students wash their hands following this schedule.

Upon entering the classroom in the morning  
After eating breakfast  
After any toileting  
After sneezing  
After blowing their nose  
After crying  
After coming in from outside  
Before and after eating lunch  
Before and after eating snack  
Before and after any sensory bin play or PlayDoh  
At the request of the teacher

# RIGHTS AND RESPONSIBILITIES

## DRESS CODE

- 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. Sunglasses may not be worn in the school building.
- C. Clothing is expected to be clean, representing personal pride.

## 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 3 and 4-year-old Pre-K Counts Program if they attain the age of three (3) or 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>.

## CONFIDENTIALITY

School Board Policy requires school personnel to comply with all federal and state laws, and regulations concerning confidential communications of students. Information received in confidence from a student may be revealed to the student's parent/guardian, building coordinator, law enforcement, or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy. Use of student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceedings.

## Notice of Non-Discrimination

The Pottstown School District affirms that no person shall, on the basis of sex, disability, race, color, age, creed, religion, sexual orientation, gender identity, national origin, ancestry, veteran's status or genetic information be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity as required by Title IX and its regulations.. In addition, no person shall, on any of these bases, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or recruitment, or consideration, or selection, therefore, whether full-time or part-time, under any educational program or activity operated by the district.

Inquiries about Title IX may be referred to Pottstown School District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. Pottstown School District's designated Title IX Coordinator/Compliance Officer should be contacted regarding any inquiries as to the application of Title IX or filing a harassment complaint.

### Title IX Coordinator/Compliance Officer:

#### FOR ADULTS:

Mr. Matthew A. Boyer  
Director of Human Resources  
[mboyer@pottstownk12.org](mailto:mboyer@pottstownk12.org)  
610-970-6602

#### FOR STUDENTS:

Dr. LaTanya White-Springfield  
Director of Student Services  
[lwhitespringfield@pottstownk12.org](mailto:lwhitespringfield@pottstownk12.org)  
610-970-6615

*Email is preferred means of communication for all Title IX issues and for any reporting purpose you are encouraged to use this central reporting system - Email at : [titleixreporting@pottstownk12.org](mailto:titleixreporting@pottstownk12.org)*

Pertinent information related to Title IX and reporting can be found on the Pottstown School District Website under [Title IX Policy & Procedures](#)