

(*) Parents are requested to review the Pottstown School District Discipline and Uniform Policy with their child and return the form to the child's school.

X- - - - -X- - - - -X- - - - -

PARENT REVIEW

I have read the Discipline Code and the Student Handbook of the Pottstown School District and understand my responsibility to comply with the information as presented in this handbook.

Student Name _____

Parent/Guardian Signature _____

Date _____

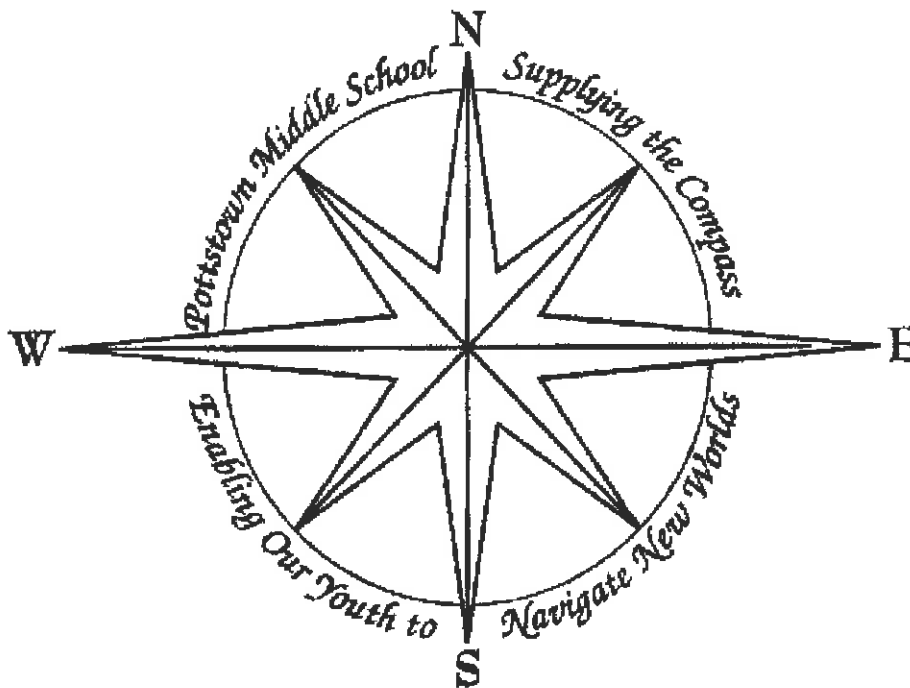
STUDENT REVIEW

I have reviewed the Pottstown School District Discipline Code and Student Handbook, and understand my responsibility to comply with the discipline and dress code as presented in this handbook.

Student's Signature _____

Date _____

POTTSTOWN MIDDLE SCHOOL



5th & 6th Grades Student/Parent Handbook 2014-2015

Mrs. Gail M. Cooper
PRINCIPAL

Mr. Matthew A. Boyer
5/6 PRINCIPAL

Mr. David P. Todd
ASSISTANT PRINCIPAL

540 N Franklin Street
Pottstown PA 19464
Telephone: (610) 970-6665
Fax: (610) 970-8738
www.PottstownSchools.com

Pottstown School District
"Home of the Trojans"

Name _____ H.R. _____

**POTTSTOWN SCHOOL DISTRICT
SIX-DAY CYCLE CALENDAR
2014-2015**

AUGUST 2014

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER 2014

Monday	Tuesday	Wednesday	Thursday	Friday
1 NO SCHOOL	2 DAY 1	3 DAY 2	4 DAY 3	5 DAY 4
8 DAY 5	9 DAY 6	10 DAY 1	11 DAY 2	12 DAY 3
15 DAY 4	16 DAY 5	17 DAY 6	18 DAY 1	19 DAY 2
22 DAY 3	23 DAY 4	24 DAY 5	25 DAY 6	26 DAY 1
29 DAY 2	30 DAY 3			

OCTOBER 2014

Monday	Tuesday	Wednesday	Thursday	Friday
		1 DAY 4	2 DAY 5	3 NO SCHOOL
6 DAY 6	7 DAY 1	8 DAY 2	9 DAY 3	10 DAY 4
13 DAY 5	14 DAY 6	15 DAY 1	16 DAY 2	17 DAY 3
20 DAY 4	21 DAY 5	22 DAY 6	23 DAY 1	24 DAY 2
27 DAY 3	28 DAY 4	29 DAY 5	30 DAY 6	31 DAY 1

NOVEMBER 2014

Monday	Tuesday	Wednesday	Thursday	Friday
3 DAY 2	4 DAY 3	5 DAY 4	6 * DAY 5	7 NO SCHOOL
10 DAY 6	11 DAY 1	12 DAY 2	13 DAY 3	14 DAY 4
17 DAY 5	18 DAY 6	19 DAY 1	20 DAY 2	21 NO SCHOOL
24 ** DAY 3	25 ** DAY 4	26 ** DAY 5	27 NO SCHOOL	28 NO SCHOOL

* Early Dismissal 5/6 - 1:15 PM

** Early Dismissal 7/8 - 11:30 AM & 5/6 - 12:00 PM

DECEMBER 2014

Monday	Tuesday	Wednesday	Thursday	Friday
1 NO SCHOOL	2 DAY 6	3 DAY 1	4 DAY 2	5 DAY 3
8 DAY 4	9 DAY 5	10 DAY 6	11 DAY 1	12 DAY 2
15 DAY 3	16 DAY 4	17 DAY 5	18 DAY 6	19 DAY 1
22 DAY 2	23 * DAY 3	24 NO SCHOOL	25 NO SCHOOL	26 NO SCHOOL
29 NO SCHOOL	30 NO SCHOOL	31 NO SCHOOL		

* Early Dismissal 7/8 - 11:30 AM & 5/6 - 12:00 PM

JANUARY 2015

Monday	Tuesday	Wednesday	Thursday	Friday
			1 NO SCHOOL	2 NO SCHOOL
5 DAY 4	6 DAY 5	7 DAY 6	8 DAY 1	9 DAY 2
12 DAY 3	13 DAY 4	14 DAY 5	15 DAY 6	16 DAY 1
19 NO SCHOOL	20 DAY 2	21 DAY 3	22 DAY 4	23 DAY 5
26 * DAY 6	27 DAY 1	28 DAY 2	29 DAY 3	30 DAY 4

* Early Dismissal 7/8 - 12:30 PM & 5/6 - 1:15 PM

**POTTSTOWN SCHOOL DISTRICT
SIX-DAY CYCLE CALENDAR
2014-2015**

FEBRUARY 2015

Monday	Tuesday	Wednesday	Thursday	Friday
2 DAY 5	3 DAY 6	4 DAY 1	5 * DAY 2	6 NO SCHOOL
9 DAY 3	10 DAY 4	11 DAY 5	12 DAY 6	13 DAY 1
16 NO SCHOOL	17 DAY 2	18 DAY 3	19 DAY 4	20 DAY 5
23 DAY 6	24 DAY 1	25 DAY 2	26 DAY 3	27 DAY 4

* Early Dismissal 7/8 - 11:30 AM & 5/6 - 12:00 PM

MARCH 2015

Monday	Tuesday	Wednesday	Thursday	Friday
2 DAY 5	3 DAY 6	4 DAY 1	5 DAY 2	6 DAY 3
9 DAY 4	10 DAY 5	11 DAY 6	12 DAY 1	13 DAY 2
16 DAY 3	17 DAY 4	18 DAY 5	19 DAY 6	20 DAY 1
23 DAY 2	24 DAY 3	25 DAY 4	26 DAY 5	27 * DAY 6
30 DAY 1	31 DAY 2			

* Early Dismissal 5/6 - 1:15 PM

APRIL 2015

Monday	Tuesday	Wednesday	Thursday	Friday
		1 * DAY 3	2 NO SCHOOL	3 NO SCHOOL
6 NO SCHOOL	7 DAY 4	8 DAY 5	9 DAY 6	10 DAY 1
13 DAY 2	14 DAY 3	15 DAY 4	16 DAY 5	17 DAY 6
20 DAY 1	21 DAY 2	22 DAY 3	23 DAY 4	24 DAY 5
27 DAY 6	28 DAY 1	29 DAY 2	30 DAY 3	

* Early Dismissal 7/8 - 12:30 PM & 5/6 - 1:15 PM

MAY 2015

Monday	Tuesday	Wednesday	Thursday	Friday
				1 DAY 4
4 DAY 5	5 DAY 6	6 DAY 1	7 DAY 2	8 DAY 3
11 DAY 4	12 DAY 5	13 DAY 6	14 DAY 1	15 NO SCHOOL
18 DAY 2	19 DAY 3	20 DAY 4	21 DAY 5	22 DAY 6
25 NO SCHOOL	26 DAY 1	27 DAY 2	28 DAY 3	29 DAY 4

JUNE 2015

Monday	Tuesday	Wednesday	Thursday	Friday
1 DAY 5	2 DAY 6	3 DAY 1	4 DAY 2	5 DAY 3
8 DAY 4	9 DAY 5	10 DAY 6	11 DAY 1	12 DAY 2
15 DAY 3	16 DAY 4	17 DAY 5	18 * DAY 6	19 ** DAY 1
22	23	24	25	26
29	30			

Last two school days could be moved for calendar changes

* Early Dismissal 7/8 - 12:30 PM & 5/6 - 1:15 PM
** Early Dismissal 7/8 - 10:20 AM & 5/6 - 11:00 AM

IMPORTANT FACTS

Front Desk	610-970-6665
Principal	Mrs. Gail M. Cooper
5 th & 6 th Grade Principal	Mr. Matthew A. Boyer
Assistant Principal	Mr. David P. Todd
School Secretaries	Mrs. Schirk - 610-970-6664 Mrs. Ortlip - 610-970-6666
School Address	540 North Franklin Street
School Colors	Blue and White
School Symbol	Trojans
Guidance Counselor	Mrs. Leibold - 610-970-6670 Mr. Gumby - 610-970-6650
Nurse	Mrs. Gruenling - 610-970-6669
Cafeteria	Mrs. Rodden - 610-970-6672

Pottstown School District
Comprehensive Planning: June 2014

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

Vision: The PSD develops responsible, contributing citizens through quality teaching, family involvement, community partnerships and effective resource management.

Draft goals:

1. Establish a direct system that fully ensures the consistent implementation of effective instructional practices across all classrooms in each school.
2. Establish a district system that fully ensures barriers to student learning are addressed in order to increase student achievement and graduation rates.
3. Establish a district system that fully ensures students who are academically at risk are identified early and are supported by a process that provides interventions based upon student needs and includes procedures for monitoring effectiveness.
4. Establish a district system that fully ensures each member of the district community promotes, enhances, and sustains a shared vision of positive school climate and ensures family and community support of student participation in the learning process.

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HOURS

School Office - 7:15 a.m. - 3:45 p.m.

Students who walk to school may enter the building at 8:55 a.m.

Several times during the school year, there are early dismissals or delayed openings for inclement weather or teacher in-services.



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:

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

ATTENDANCE

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

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

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

When a student returns from an absence, he/she must present to the classroom teacher a written note from a parent, guardian, doctor, or a hospital with a reason for the absence. If the student does not submit this written note within three (3) consecutive school days of his/her return to school, the absence is marked **unlawful** (unexcused for pre-kindergarten/5K students). Parents/guardians will be notified by letter from the school when their child reaches a cumulative total of four (4) absences. After seven (7) total absences, the school will again send notification by letter that a doctor's note will be required for all subsequent absences for the remainder of the school year. Should a doctor's note not be provided, the absence will be deemed unlawful. Absence excuse notes should contain the following information:

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

Parent's Signature _____	
Date _____	

When a student is absent five (5) consecutive days, a doctor's note is required to return to school.

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

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

A student who arrives between 8:56 and 12:00 noon will be marked tardy. If a student leaves any time before 11:30 a.m., the day is considered a full day of absence. A student who arrives between 12:01 and 1:30 p.m. will be marked ½ day absent. If a student leaves between 12:01 and 1:30 p.m., the day is considered a ½ day absent. If the student leaves after 1:30 p.m., it is considered a full day of attendance. If the student arrives at school after 1:30 p.m., it is considered not attending for the day, and marked one full day of absence.

Why is regular attendance important?

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

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

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

ILLNESS

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

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

Symptoms of illness:

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

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

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

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

IDENTIFICATION CARDS

All 6th grade students are required to wear school district issued identification cards daily. 5th grade students will be issued cards and the teacher will distribute them daily when needed. **Only school district lanyards may be worn. Lanyards must be worn around the neck with the ID card hanging at mid-chest and visible at all times.** Lanyards must be free of any knots and may not be tied together in such a way as to bypass the "snap-apart" or "pull-apart" safety feature. Only ID's are placed on the lanyards. Students are expected to show their ID card upon request. Defaced ID cards must be replaced. Failure to wear or defacing the ID card will result in disciplinary action. **ID cards will be replaced at a cost of \$3.00 and lanyards at a cost of \$2.00.** We appreciate your cooperation in helping us provide a safe environment for your child.

Food Service Information

If your child received a free or reduced price lunch last year, they will also be eligible for free and reduced price breakfast this year. The school will honor that status until October 1, 2013 by which time you must have completed a new lunch application. **Do not automatically assume that lunch is provided for your child without previous acknowledgment. Lunch application forms will be reviewed by the office by the end of the first full month of school. A new application is required each year for every child.**

You may wish to send a "brown bag lunch" daily with your child(ren) until your application is approved.

All five Pottstown School District Elementary Schools will be using a point of sale system for the lunch and breakfast again this school year. Parents or guardians will deposit money in their children's personal account. Every time a lunch or breakfast is purchased, it will automatically deduct the cost of that lunch or breakfast from their account. When that account balance reaches a preset amount, the student will be given a letter to take home showing the amount left in their account. This letter will be used as a reminder to the parent or guardian that a deposit must be made to update the account.

In the event there is no money in the student's account, a child will be permitted to borrow against the account three times. Once the account has money deposited, it will automatically deduct the amount that was owed by the student. This system will keep an accurate record of the student's personal account. If there are any questions regarding the point of sale system, please contact the Food Service Department at (610) 970-6718.

BREAKFAST/LUNCH Program

FREE FEDERAL MEAL PROGRAM FOR ALL STUDENT (K THRU 12)

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

WHO IS ELIGIBLE?

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

WHAT ARE YOU ELIGIBLE FOR?

All students are eligible for both breakfast and Lunch as indicated on the school menu.

WHERE CAN MENUS BE FOUND?

Menu Information can be found:

- Hard copy menus can be picked up in the Middle School Main Office
- On the district Website at:
<http://pottstownschoools.com/pottstown/Resources/Parent%20Resources/Food%20Services/>
- Posted in all cafeterias

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

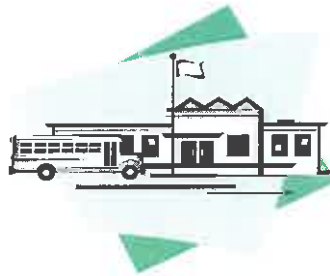
HOW DO STUDENTS PARTICIPATE?

The procedure for students 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 on September 2, 2014.

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



VISITING THE SCHOOL

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

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

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

PARENT TEACHER ASSOCIATIONS/ORGANIZATIONS

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

- Barth - Parent Teacher Organization (PTO)
- Edgewood – Edgewood Volunteer Organization (EVO)
- Franklin - Friends of Franklin (FOF)
- Lincoln – Lincoln Organization of Volunteers (LOV)
- Rupert – Friends of Rupert
- Middle School - Friends of Pottstown Middle School (FOPMS)

PARENT/TEACHER CONFERENCES

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

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

PARENTAL CONCERNS

A Parents Guide for Solving Problems at School

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

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

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

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

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

3. **If the problem cannot be resolved at the building level**, it is suggested that **the parents contact the district's Assistant to the Superintendent**.

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

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

Contact a board member only if:

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

The school board meets the first and third Thursday of each month at 7:30 p.m. in the 2nd Floor LGI Room at Pottstown Middle School, unless otherwise posted. Parents and citizens will be heard during the "Hearing of Patrons," at the beginning of the formal meeting.

TEACHER REQUESTS

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

RTII

What is RTII? - Response to Instruction and Intervention (RTII) is a multi-tiered 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 RTII:

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

What are Tiers 1, 2, and 3?

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

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

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

Who delivers the instruction?

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

What is DIBELS?

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

Phonemic Awareness: hearing and using sounds in spoken words

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

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

Vocabulary: understanding and using a variety of words

Comprehension: understanding what is read.

TITLE I PROGRAM

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

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

READING TIPS for PARENTS

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

STUDENT SERVICES

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

GUIDANCE SERVICES

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

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

504 SERVICE AGREEMENTS

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

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

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

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

SPECIAL EDUCATION

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

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

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

GIFTED EDUCATION

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

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

HOMEBOUND INSTRUCTION

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

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

ESL PROGRAM - GENERAL INFORMATION

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

The goals of the program are:

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

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

SPEECH AND LANGUAGE SERVICES

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

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

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

PARENT NOTIFICATION OF A POTENTIALLY DANGEROUS INCIDENT TO A STUDENT

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

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

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

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

LIBRARY SERVICES

The elementary libraries have been established to provide additional materials for class work and reading. In addition, students in grades Pre-K through 5th 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.

Middle School Technology Guidelines

The Pottstown School District regularly uses educational technology in every elementary classroom, Grades K-6. Children use computers to build mathematics, reading, spelling, and English skills.

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

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

RULES AND REGULATIONS



CLOSED CAMPUS

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

ELECTRONIC DEVICES

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

MOTOR VEHICLES

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

WALK 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 and AAA to assure the safest path for children to use to walk to school.** If you are not certain about these routes, contact the police or the school office. **(Bikes are permitted only with the express permission of the building principal.)**

CHILDREN LEFT AT SCHOOL BEYOND NORMAL TIMES

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

If a parent does not pick up his/her child until after 3:30 p.m.* and it requires the district to have staff stay and watch the child, the following will result:

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

*The above applies to early dismissals and emergency dismissals.

MEDIA RELEASE

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

EDUCATIONAL TOURS/TRIPS

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

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

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

Educational Tours/Trips (Policy 6110)

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

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

- C. The building principal will evaluate the request in terms of its educational value, duration, and adequateness of the supervision. If approved, the absence will be considered excused, subject to the student's satisfactory completion of the assignments missed. At the secondary level (Grades 6-12), students must also present a written report highlighting the educational aspects of the trip. Elementary students (K-5) are encouraged to share the trip experience with their class upon return to school. Prior to leaving on the trip, it is the responsibility of the student to seek assignments. It will be the responsibility of the student to make-up all work missed during the absence within one week after the student returns to school. **If the class work and/or the written report is not completed and submitted to the building principal or his/her designee, the days will be considered unlawful or unexcused and subject to the compulsory attendance laws which may result in a fine.**

- D. The absence of a student taking a tour or trip which has not received prior approval from the building principal as being educational in nature will be considered unlawful (unexcused) and subject to the provisions of the Compulsory Attendance Laws (Section 1333 of the School Code).

- E. A student may be excused from school to accompany his or her family to attend important family functions, such as graduations, weddings, funerals, etc., which are out of town and require lengthy travel. An excuse from school for this reason requires prior approval from the building principal or his designee and satisfactory completion of all work missed during the period of absence.

POTTSTOWN SCHOOL DISTRICT
REQUEST FOR EXCUSED ABSENCE FROM SCHOOL FOR A
PRE-PLANNED EDUCATIONAL TOUR OR TRIP

**Form needs to be completed and returned to the building principal
THREE DAYS BEFORE THE TRIP.**

Name of Student _____ Grade _____ Room _____

Building _____ Date(s) of Proposed Absence _____

Destination _____

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

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

Name _____ Telephone Number _____

Address _____

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

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

Parent/Guardian Signature _____ Date _____

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

Prior Request _____ Date(s) _____

Determination: Approved ____ Not Approved ____

Conditional Approval ____

Explanation/Comments: _____

Principal _____ Date _____

(Policy on Back Side)

PMS/PL/2793.REC

POTTSTOWN SCHOOL DISTRICT

ATTENDANCE: ABSENCE AND TRUANCY

6110

6110.1 The Board of School Directors recognizes the importance of regular attendance to insure student success in the school instructional program.

6110.2 The Board further recognizes the full intent of the School Laws of Pennsylvania with respect to absences of students as stated in various sections of the Public School Code.

6110.3 It is the intent of this policy to provide reasonable regulation of student attendance without undue hardship on the part of the parent or the student.

6110.4 The Board further intends to provide the framework for administrative regulation of student absences and tardiness.

6110.5 The provisions of the School Laws of Pennsylvania and supporting regulations established by the Department of Public instruction shall govern and control all student absence and tardiness.

6110.6 Every student is expected to be in attendance every day during the school term.

6110.7 Any student participating in an approved homebound instruction (Policy 6120.1a) program will be marked as in regular attendance so long as he/she participates and receives the required number of hours of instruction.

6110.7a Students who are home schooled are not counted for attendance.

6110.8 Excused Absences

6110.8a The School Laws of Pennsylvania permit the absence of students for illness, quarantine or a death in the immediate family.

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

(a) Educational tours or trips with prior written approval. (See 6110.2f)

(b) Religious obligations.

(c) A driver's examination (1/2 day) with prior written approval.

(d) College visitations or a job interview with prior written approval.

6110.8b The term "urgent reasons" shall not be construed to include domestic service, babysitting, or similar activities.

6110.8c When a student returns from an absence, he/she must present a written note from a parent, guardian, doctor, or a hospital to the homeroom teacher at the elementary and middle school levels; the attendance office at the Senior High.

- (1) If the student does not submit this written note within **three (3)** school days of his/her return to school, the absence is considered unlawful (unexcused if the student is over 17 years of age).

6110.8d Doctor's Excuses Required:

- (1) Any student who has been absent with a contagious disease, regardless of the length of time, **must** present a written excuse from a doctor to the school attendance officer or to the main office, whichever would apply to the student, before being readmitted to class.
- (2) A written excuse from a doctor will also be required of any student who has been absent for **more than five (5) consecutive days**.
 - (a) In case of an absence in excess of five (5) days, a doctor's note must be presented to the school attendance officer or main office before the student can be readmitted to class.
- (3) In the case of irregular attendance or excessive absences, the principal or the school attendance officer may find it necessary to require a student to present a doctor's excuse to cover each subsequent absence.
 - (a) Under these circumstances, any absences that are not covered by a doctor's excuse **will automatically be marked unexcused or unlawful, whichever is applicable**.
- (4) A doctor's excuse which states the student did not receive treatment will not be accepted.
 - (a) The days of absence will be classified as unlawful or unexcused whichever is applicable.

6110.8e Early Excusal

A request for early excusal to leave school for a medical appointment or other urgent reasons will be considered if a note from the parent or guardian is presented to the principal or the school attendance officer prior to the appointment.

- (1) If a note is not presented in advance, early excusal may not be permitted.

6110.8f 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.

- (1) School district officials are aware that it is not always possible to schedule family trips and vacations while school is not in session.

- (2) In keeping with our guiding philosophy, but also recognizing the importance of the family unit, the school district will approve educational tours or trips up to a maximum of five (5) school days per student per year. Exceptions to the five (5) day rule may be considered by the building principal if compelling, extenuating circumstances warrants such consideration.
- (3) The following provisions must be met for approval/conditional approval of an educational tour/trip:
 - (a) "Request for Excused Absence" form has been designed for pre-planned educational tours or trips.
 - (b) This form will be sent to parents when the school receives notification of the intended trip.
 - (c) A parental request for excused absence must be submitted to the child's building principal or designee for consideration at least three (3) days prior to the date of the intended trip.
 - (d) The request must include a statement detailing the educational value of the trip and the name of the person responsible for supervision.
 - (e) The principal will respond to the Request for Excused Absence.
 - (f) Questionable requests will be submitted to the superintendent for final determination.
 - (g) The building principal will evaluate the request in terms of its educational value, duration, and adequateness of the supervision.
 - (h) If approved, the absence will be considered excused, subject to the student's satisfactory completion of the assignments missed.
 - (i) At the secondary level (Grades 6-12), students must also present a written report to the principal highlighting the educational aspects of the trip.
 - (j) Elementary students (K-5) are encouraged to share the trip experience with their class upon return to school.
 - (k) Prior to leaving on the trip, it is the responsibility of the student to seek assignments.
 - (l) It will be the responsibility of the student to make-up all work **missed during the absence within one week** after the student returns to school.

- (4) The absence of a student taking a tour or trip which has not received prior approval from the building principal as being educational in nature will be considered **unlawful (unexcused) and subject to the provisions of the Compulsory Attendance Laws** (Section 1333 of the School Code).
- (5)
 - (a) A student may be excused from school to accompany his or her family to attend important family functions, such as graduations, weddings, funerals, etc., which are out of town and require lengthy travel.
 - (b) An excuse from school for this reason requires prior approval from the building principal or his designee and satisfactory completion of all work missed during the period of absence.
- (6) The parents or guardians should receive a copy of this policy each year. It may be in the student handbook or delivered separately.

6110.9 Alternative Education

Students assigned to any form of alternative education must adhere to the requirements as adopted by the Board of School Directors. Any days that are missed from this program which are not covered by "A" or "B" above will be marked as unexcused or unlawful, whichever is applicable.

6110.10 Tardiness

Tardiness is an absence from part of a school session.

6110.10a. Student tardiness, if accompanied by a note from a parent or guardian, will be classified as excused for the following reasons:

- (1) Late buses.
- (2) Personal illness.
- (3) Medical reasons (with a note from an attending doctor or hospital).
- (4) Hazardous conditions because of inclement weather.
- (5) Religious obligations.
- (6) Family emergencies.
- (7) Family illnesses.
- (8) Utility failure.
- (9) Driver's examination with prior approval.
- (10) A job interview with prior approval.
- (11) Other extenuating circumstances may be considered by the principal or building attendance officer.

6110.11 Unexcused Absences - Student absences will be classified as unexcused for the following reasons:

- 6110.11a Any absence of a kindergarten student or any student seventeen years of age or older that is not classified as excused.
- 6110.11b Students seventeen years of age or older who leave school during hours without prior permission.
- 6110.11c Any absence of a student because of out-of-school suspension which does not exceed the period of the suspension.
- 6110.11d Students under seventeen years of age who have run away from home.
- 6110.12 Unlawful Absences (Truancy--Parents will be informed)-- Student absences will be classified as unlawful for the following reasons:
- 6110.12a Any absence of a student under seventeen years of age which is not classified as excused or unexcused.
- 6110.12b Students who are under seventeen years of age and leave school during school hours without prior permission.
- 6110.12c Out-of-school suspension that exceeds the period of the suspension.
- 6110.12d Student tardiness will be classified as unlawful for students under seventeen years of age for the following reasons:
- (1) Overslept.
 - (2) Personal transportation problem.
 - (3) No note from a parent, guardian, doctor, or hospital within three days of the tardiness.
- 6110.12e The problem of unlawful tardiness will be handled in accordance with the discipline procedures of the particular building.
- 6110.12d Students found guilty of truancy by the district justice may be subject to suspension of their driving privileges or their ability to secure a learner's permit contingent upon the number of times a child is found to be truant.
- 6110.12f Parents should refer to the Pottstown Student Handbooks at both the middle school and high school for more detailed explanation of the circumstances involving the suspension of driving privileges.

Adopted: August 13, 1973
 Revised: October 13, 1975
 Revised: December 13, 1979
 Revised: December 14, 1994
 Revised: November 13, 1996
 Revised: August 8, 2000 (**pending Board approval**)



ACADEMICS

SCHOOL SUBJECTS

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

ASSESSMENTS

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

The Pottstown School District administers several assessments throughout the year to measure student growth, including the DIBELS assessment in Grades K-6 (three times per year), 4Sight in Grades 3-6 (three times per year in math and reading), and the PSSA's in the spring for Grades 3-6.

REPORT CARDS

In grades 1-6, report cards are distributed **four** times per year (November, January, April, and June).

2nd through 6th Grade Scales

Grade Scale for Overall Subject Grade

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

Scale for subject sub-category skills

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

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

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

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

Skills of a Successful Learner

- + = (Excellent)
- = (Satisfactory)
- = (Needs Improvement)

HONOR ROLL

The 5/6 Grades will have 2 tiers of Honor Roll:

Tier I - Distinguished Honors - Above a 93% in all subjects (core and Related Arts)

Tier II - Honors - Above an 85% in all subjects (Core and Related Arts)

VIEWING GRADES ONLINE

All parents are encouraged to use the Pottstown School District online information portal (Parent Access Center). 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. Any questions or problems in regards to access or account setup should be emailed to <http://pswhomeaccess.spihost.com>.

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.

PLAGIARISM

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

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

FIELD TRIPS

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

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

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

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

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

Chaperoning Field Trips

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

Act 24 of 2011 contains a number of significant changes to Section 111 of the School Code that are designed to enhance the safety of school children. The new law includes an important mechanism to help ensure that all volunteers, chaperones, and school personnel are now required to provide assurances that they have not previously been arrested or convicted of a Section 111(e) offense.

Accordingly, under Act 24, all parent chaperones are required to complete and return the Act 24 form of 2011 (Arrest/Conviction Report and Certification Form) to your child's teacher a minimum of seven days prior to the scheduled field trip. (See attached form.)

The Pottstown School District reserves the right to exclude people from volunteering or chaperoning if they have been convicted of a Section 111(e) offense, or other offenses on their record deemed serious or other offenses on their record deemed serious.

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

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

BAND PROGRAM

The instrumental music staff offers lessons on all woodwind and brass instruments plus snare drum. The lessons are given once a week 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 one of the two elementary bands.

The **All-City Elementary Band** is for those students who have successfully completed at least one year of instruction.

CHORUS

The 5th & 6th grade chorus is comprised students who enjoy singing. These students rehearse on a weekly basis 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.**

SCHOOL PICTURES

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

RECREATION PROGRAMS

The Pottstown Recreation Department offers a variety of programs for the elementary youth of the Pottstown area. Special classes are available to students for a small fee. They include courses such as dance, arts and crafts, basketball league, floor hockey league, racquetball instruction, and gymnastics.

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



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 a Crisis Response Team. Emergency preparedness drills include intruder in the building, medical emergency, severe weather emergency, and sheltering.

SCHOOL NURSE

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

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

EMERGENCY INFORMATION

On the first day of school each student will receive and take home an Emergency Procedure Card. This card 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 card 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 Emergency Procedure Cards (completed by a parent), which contain the parents' written authorization for initial examination and emergency treatment, are 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 Emergency Procedure Card.

FIRST AID

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

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

IMMUNIZATION

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

- Diphtheria/tetanus - four (4) or more doses, the last one administered on or after the 4th birthday
- Polio - three (3) doses of trivalent or monovalent oral polio vaccine
- Measles - two (2) injections of live attenuated vaccine, the first one to be given on
or after twelve months of age
or serological evidence of natural measles infection
- Rubella (German measles) - two (2) injections of live attenuated vaccine after
twelve months of age or serological evidence of natural rubella infection
- Mumps - two (2) injections of attenuated vaccine after twelve months of age or a
physician's statement verifying the disease
- Hepatitis B - Three (3) doses
- Varicella (Chicken Pox) - two (2) doses or history of the disease

DENTAL EXAMINATIONS

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

PHYSICAL EXAMINATIONS

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

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.

COMMUNICABLE DISEASES

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

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

exclusions from school

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

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

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

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

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

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

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

TRANSMISSIBLE DISEASES

exclusions from school

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

Pink Eye

Signs of Infection:

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

Ringworm

Signs of Infection:

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

Scabies

Signs of Infection:

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

Impetigo

Signs of Infection:

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

Pediculosis (head lice)

Signs of Infection:

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

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

Revised: 5/98



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, Jeffrey Sparagana, at Beech and Penn Streets, Pottstown, PA 19464.

CARE OF TEXTBOOKS - STUDENT'S RESPONSIBILITY

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

INSURANCE

An application form for the Student Accident Insurance Policy is sent home with each student at the beginning of the school year. The following plans are available for parents to purchase protection for students:

1. Full-time, twenty-four hour accident coverage - \$130.00 - 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 - \$36.00 - 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 - \$8.50 - 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.)

MOVING

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

HOMEWORK

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

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

HOMEWORK GUIDELINES

Quantities of Homework

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

Grade 5 & 6 - Daily homework assignments should be encouraged. The assignments should be given according to the student's ability and need. The time needed to complete assignments should take an average of 90 minutes, but will vary from grade to grade.

Types of Homework

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

Specific types of homework may include:

1. Practice assignments are given to provide the student an opportunity to continue that which has been presented and practiced in class; for example, the math teacher assigns the student additional problems for homework after the math concept has been both presented and practiced in class.

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

Homework Objectives

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

Guidelines for School Personnel

In assigning homework, school personnel will:

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

10. Assign homework which is of reasonable frequency and duration and is appropriate for objectives of the lesson.

Guidelines for Students

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

Guidelines for Parents

1. Become familiar with building homework procedures. Sign/initial the assignment book daily. Notes to the teacher may be written directly in or attached to the assignment book.
2. Provide feedback to the school regarding problems such as time, difficulty, and progress.
3. Help your child perceive homework as a valuable activity.
4. Reinforce the concept that homework is the child's responsibility primarily, but adult help is sometimes needed.
5. Avoid doing homework for your child.
6. Provide an appropriate place to do work - free from distractions.
7. Set a time for doing homework.
8. Guide your child towards making corrections. Don't demand perfection, but encourage your child to do his/her best.

LOST AND FOUND

The school 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.

SEXUAL HARASSMENT

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

STUDENT TO STUDENT HARASSMENT

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

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

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

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

Students at Pottstown who feel they have been harassed should:

- a) Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher or the principal to help.
- b) If the harassment does not stop, the student needs to inform the principal, who will then send a letter to the harassing student's parents informing them of the behavior and the consequences if similar behavior continues.
- c) If the harassment continues, the next incident reported to the principal will result in the harassing student losing the privilege of participating in any extracurricular activity currently in progress for the duration of that activity. Harassers who are not involved in any extracurricular activities will serve community service work at school for the same duration of time that an extracurricular activity would take in practice time for the duration of that activity.

STUDENT RESPONSIBILITIES

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

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

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

It is the responsibility of the students to:

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

DISCIPLINE CODE

The District's philosophy on discipline is as follows:

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

The adopted district discipline code is built upon three levels. Level I infractions are those that can be handled by the individual teacher or other staff member, but sometimes require intervention of other school personnel. Level II infractions are more serious problems. These infractions usually involve other school personnel in addition to teachers and will usually also involve parents. Level III infractions are very serious and may require the intervention of law enforcement authorities or action by the School Board. The School Board also has adopted Policy 249 regarding bullying and cyberbullying – see Appendix.

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 ACTION

Students learn best in a safe and orderly environment. For this reason, rules become necessary. Students should be aware that they will be dealt with fairly and firmly when they break the rules. Teachers have the autonomy to assign a student an after school detention. Consequences for breaking the rules will also be administered by the assistant principal or principal.

Our discipline policy is a hierarchy of consequences which means that a more severe consequence will be assigned after the first occurrence of the same infraction.

- a. Time-Out - Time-out is a positive behavior modification tool available to all teachers. Students may be sent to time-out (Room 128) because of an inability to focus and pay attention during instruction. A student will also be sent to time-out if he/she is a distraction to the teacher or classmates during a lesson. Parents will be contacted by phone if their child has been sent to Time-Out.
- b. Detention is held from 3:15-3:45 p.m. Students are expected to sit in silence and complete homework. If a student does not have homework they are required to read silently.
- c. ISS (In School Suspension) is a type of suspension which is held in the school building. Students may be assigned to the room for a given class period or they may be assigned to ISS for the entire school day. While in ISS, students work on school assignments. They are not permitted to leave the room for any reason. **Students are not eligible to participate in extracurricular activities during the period of suspension.** Students assigned to ISS can either pack their lunch or purchase a regular school lunch. **Students assigned ISS must report to Room 128 by 8:55 a.m.** If a student is absent on the day of an assigned ISS, they must serve the ISS the first day they return to school.
- d. Out of School Suspension - 1-10 days, removes a student from the building. While suspended from Pottstown Middle School, students are not eligible to participate in extracurricular activities, including practices, school events, (dances, plays, etc.) during the period of suspension. Students who are seen on school property during a period of out of school suspension will be issued a citation for trespassing. A conference with the parents is required before the student is allowed to return to school. **Students serving out of school suspension are required to pick up and complete assignments provided by their teacher during the period of suspension.** Any students, upon being re-entered from suspension, who have not completed their assignments will be sent to in-school suspension to complete their assignments. In cases where the offense violates school policy and/or PA Law and the administration considers the offense serious enough to be a threat to the health, safety, or welfare of others, a 10 day suspension and request for a Board hearing for exclusion of the student may take place.
- e. Lunch Detention – is held during the student's regular scheduled lunch. Students assigned lunch detentions are to report directly to the designated area. These students are not permitted to enter the cafeteria. If a student is absent on the day of an assigned lunch detention, they must serve the lunch detention the first day they return to school.

SCHOOL OFFENSES

School offenses will be dealt with by the assistant principal or principal. He/she will assign detention, ISS, out of school suspension, or recommend placement in the alternative education program, according to the severity and repetitive nature of the offense.

The following are examples but not limited to:

1. Lateness to school
2. Cutting class
3. Failure to report to teacher
4. Cutting school detention
5. Leaving the building without permission
6. Unlawful absence
7. Harassing or threatening others
8. Assault
9. Fighting
10. Disrespect or defiance toward a staff member
11. Eating food or chewing gum in the building
12. Misconduct in the hallway, cafeteria, or building
13. Inappropriate dress
14. Smoking
15. Throwing snowballs
16. Defacing or destroying property
17. Violation of District Technology Policy (5301)
18. Stealing
19. Forgery
20. Possession of a weapon
21. Possession, use or distribution of drugs or alcoholic beverages

Classroom offenses will normally be dealt with by the teacher in charge. If the offenses are persistently repeated, the offender will be sent to the assistant principal for disciplinary action.

Restitution will be required when a student steals, destroys or defaces school property.

The police will be notified for all events involving: assault, fighting, theft, possession of a weapon, possession of drugs, or vandalism. Citations will be issued for students who violate state smoking laws.

Parents will be notified when their child has been placed in detention, ISS, or has been formally suspended from school. Parental conferences are required following a suspension, but they might be requested at other times during the year. **It is very important that we have current contact information at all times.**

DISCIPLINE CODE FOR MIDDLE SCHOOL STUDENTS

DISCIPLINE

In all walks of life, we have certain rules and regulations that we are expected to follow. When these rules and regulations are broken, ways must be taken to, hopefully, correct them. The discipline code for elementary, middle, and senior high school students is listed below:

LEVEL I - DESCRIPTION

Student misbehavior that impedes orderly classroom procedures or interferes with the orderly operation of the school.

Procedures:

1. There is immediate intervention by the staff member who is supervising the students or who observes the misbehavior.
2. Repeated misbehavior requires a student conference with the counselor, teacher, and/or administrator.
3. Utilize all behavior modification options offered before referring to administration. Accurate and complete report describing the problem to be sent to the administration.
4. When a problem is referred to the administration, the discretion of the administration will be used in implementing behavior modification.

Behavior Modification Options:

1. Restorative Practices
2. Parent contact
3. Verbal reprimand
4. Special assignment
5. Behavioral contract
6. Counseling
7. Withdrawal of privileges
8. Strict supervised study
9. Detention
10. Suspension

LEVEL II – DESCRIPTION

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.

Usually these infractions will result from the continuation of Level I – Misbehaviors and require the intervention of administrative personnel because the execution of Level I – Disciplinary Options has failed to correct the situation. Included in Misbehaviors at the second level are incidents which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action. When the execution of Level I – Disciplinary Options have failed to correct the situation, administrative personnel will be involved.

Procedures:

1. Immediate and consistent intervention by the teacher who is supervising the students or who observed the misbehavior.
2. Administrator verifies the offense and confers with staff involved.
3. When referral is made to administration, staff member gives accurate and detailed record of incident and his/her technique used at time of witnessing the misconduct in writing.
4. Due process hearing at administrative level is held with student. Student gives account of incident.
5. Administration makes detailed and accurate records of misbehavior and action(s) taken.
6. Parents and student involved notified verbally and/or in writing of the offense and action taken.

Behavior Modification Options:

1. Restorative Practices
2. Temporary removal from class or activity
3. Probation
4. Schedule change
5. Behavior modification
6. Referral to outside agency
7. In-school suspension
8. Detention
9. Suspension
10. Suspension of school bus transportation
11. Homebound instruction
12. Alternative program
13. Referral to law enforcement officials
14. Modified school day
15. Restitution for damage
16. Administrative hearing
17. Criminal behavior may result in expulsion

LEVEL III - DESCRIPTION

Acts which result in violence being directed to another person or to property which pose a direct threat to the safety of others in the school.

Acts that are clearly of criminal intent and are so serious that they always require administrative actions resulting in immediate removal of the student from school, and may also require the intervention of law enforcement authorities, and action by the Board of School Directors.

Procedures:

1. Immediate and consistent intervention by teacher who is supervising student or who observed the misbehavior.
2. Administrator verifies the offense and confers with staff involved.
3. When referral is made to administration, staff member give accurate and detailed written record of incident and his/her technique used at time of witnessing misconduct.
4. Due process hearing at administrative level held with student. Student gives account of incident.
5. Administration makes detailed and accurate written records of misbehavior and actions taken.
6. Parents and student involved notified verbally and/or in writing of the offense and action taken.
7. Detailed and accurate report to the Superintendent of an administrative hearing or expulsion hearing is warranted.
8. Proper agencies notified if applicable. If the situation warrants removal of the student from the classroom, hallway, or from the school, an administrator will be contacted.
9. If the situation warrants removal of the student from the area of infraction, the staff member involved will do so by contacting the building principal.

Behavior Modification Options:

1. Restorative Practice
2. Suspension up to 10 days
3. Recommendation for expulsion
4. ****Alternative Education**
5. Other Board action which results in appropriate placement
6. Referral for counseling by school support personnel or an outside agency
7. Referral for psychological services and testing
8. Referral to local law enforcement agency
9. Withdrawal of extracurricular activities
10. Administrative hearing

****Secondary schools**

UNACCEPTABLE BEHAVIORS

Each student's responsibility is to demonstrate desirable behavior which is conducive to a good learning atmosphere. In the event that a student's behavior becomes counterproductive to the educational process, the following system will be enacted. These rules apply portal to portal, from the time the student leaves their home in the morning to go to school until they return to their home in the afternoon from school. These rules also apply portal to portal from school sponsored events. Please note that this list of unacceptable behaviors is not entirely inclusive. Any event not mentioned below will be addressed by the administration.

Administration may use higher levels of disciplinary measures as necessary. The code is divided into three sections: attendance offenses, general disciplinary offenses, and dress code violations.

*NOTE - Police will be notified whenever federal, state, county or municipal laws are violated.

BUS BEHAVIORAL EXPECTATIONS

The following rules of conduct for bus riders shall be followed:

- All seats shall be assigned by the Bus Driver if a problem situation would arise.
- The Bus Driver is in charge of all students assigned to his/her bus.
- Parents shall be held responsible for any damage to buses by students.
- Students shall not transfer from one bus to another without proper authorization via the building principal, the Transportation Coordinator, and the child's parent or guardian by phone and in writing.
- Upon a child being suspended from bus transportation, for misconduct, the parents are responsible to provide transportation until the suspension has ended.
- 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).
- Foul language or disrespect to bus driver will not be tolerated.

School Bus Consequences

Students' behavior while waiting for the school bus or while riding the bus must be appropriate to assure the safety of all students.

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 safety assigned to the bus), or similar offenses deemed by the principal is prohibited.

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 is considered a more serious violation.

II. Bus Behavior

The Pottstown School District Policy 6240 addresses student behavior while riding school buses.

6240.6 The following rules of conduct for bus riders shall be followed:

- All seats shall be assigned by the Bus Driver if a problem situation would arise.
- The Bus Driver is in charge of all students assigned to his/her bus.
- Parents shall be held responsible for any damage to buses by students.
- Students shall not transfer from one bus to another without proper authorization via the building principal, the Transportation Coordinator, and the child's parent or guardian by phone and in writing.
- Upon a child being suspended from bus transportation for misconduct, the parents are responsible to provide transportation until the suspension has ended.
- 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).
- Foul language or disrespect to bus driver will not be tolerated.

School Bus 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 following acts of misbehavior are subject to the specified discipline.

The counting of offenses are specific to each section not added across sections.

6240.9a 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 safety 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.

6240.9b 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.

6240.9c 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.

POSSESSION OR USE OF A WEAPON OR INSTRUMENT OF CRIME

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

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

Prohibited items may be identified in two categories:

Weapons

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

Instruments of Crime

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

Weapons in 6213.2a 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 in 6213.2b 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.)

DRESS CODE, STUDENT ATTIRE AND SCHOOL UNIFORM POLICY VIOLATIONS

1. As per the Student Attire & School Uniform Policy all students in grades K-8 shall wear a school uniform. Further in order to maintain an educational environment that is safe and conducive to the educational process, students in all grades, K-12, shall abstain from wearing or possessing specified items during the school day.

SCHOOL ATTIRE & SCHOOL UNIFORM POLICY

Refer to School Board Policy 6182

Required Attire

Uniform Details

In order to support an atmosphere of high academic standards and safe schools, the Pottstown School District requires the following attire:

BOYS

Tops: Navy Blue, Light Blue, White Polo shirts, turtlenecks, dress shirts (long or short sleeves), or sweaters.

Bottoms: Khaki or Navy Blue Casual or dress pants or shorts. (No sweat pants, nylon, low riding pants of any kind or baggies. No pants that are torn as a fashion statement.) Shorts will be permitted in hot weather (average temperature 70° or higher) but not shorter than four (4) inches above the knee.

Shoes: Shoes, boots or sneakers with matching colored laces. (No steel toed work boots of any kind; socks will be worn.)

Socks: Blue, black, brown, white.

Belts: Are worn on pants with belt loops.

All clothing is sized appropriately.

GIRLS

Tops: Navy Blue, Light Blue, White Polo shirts, turtlenecks, blouses (long or short sleeves), or sweaters.

Bottoms: Khaki or Navy Blue Casual or dress pants, shorts, skorts, jumpers or dresses. (No sweat pants, nylon, low riding pants of any kind or baggies. No pants that are torn as a fashion statement.) Shorts, skirts, and dresses are no shorter than four (4) inches above the knee.

Socks: Socks, tights or pantyhose are worn. Blue, black, brown or white.

Shoes: Shoes, boots or sneakers with matching colored laces. (No steel toed work boots of any kind.)

Belts: Are worn on pants with belt loops.

All clothing is sized appropriately.

Back packs and book bags

No student will be allowed to carry back packs, book bags, and similar items in the school halls, cafeteria, classrooms, etc., unless specifically authorized to do so by the building principal.

All such items must be left in the student's locker or closet area once the student has entered the building.

Required clothing for certain activities

Students may be required to wear certain types of clothing, safety equipment, and/or standard approved uniforms while participating in physical education classes, labs, sports activities, or other situations where special attire may be required to insure the health or safety of the student.

Students may be required to wear standard approved uniforms, in a prescribed fashion, while participating in certain voluntary co-curricular activities such as sports, band, chorus, cheerleading, etc. Students may need to wear certain types of clothing outside recommended attire, due to special needs and/or medical condition.

Out of District Transfers

Any student transferring into the Pottstown School District from another school district during the course of a school year will be allowed a grace period of 14 calendar days from the first day of school for the student to obtain clothing that meets the school uniform requirements. During the 14-day grace period that student will be encouraged to comply with the uniform requirements but will not be disciplined for failure to do so. Following the 14-day grace period, that student would be subject to discipline for noncompliance.

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 by any student who 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 assistant principal, principal and/or directly to the assistant to the Director of Education and Human Resources.

STUDENT TO STUDENT HARASSMENT

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

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

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

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

Students at Pottstown who feel they have been harassed should:

- a) Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher or the principal to help.
- b) If the harassment does not stop, the student needs to inform the principals, who will then follow-up with students, staff, parents and police.

BULLYING

Bullying means an intentional electronic, written, verbal, nonverbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interferences with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber bullying.

School setting means in the school, on school ground, in school vehicles, at a designated bus stop or at any activity sponsored supervised or sanctioned by the school.

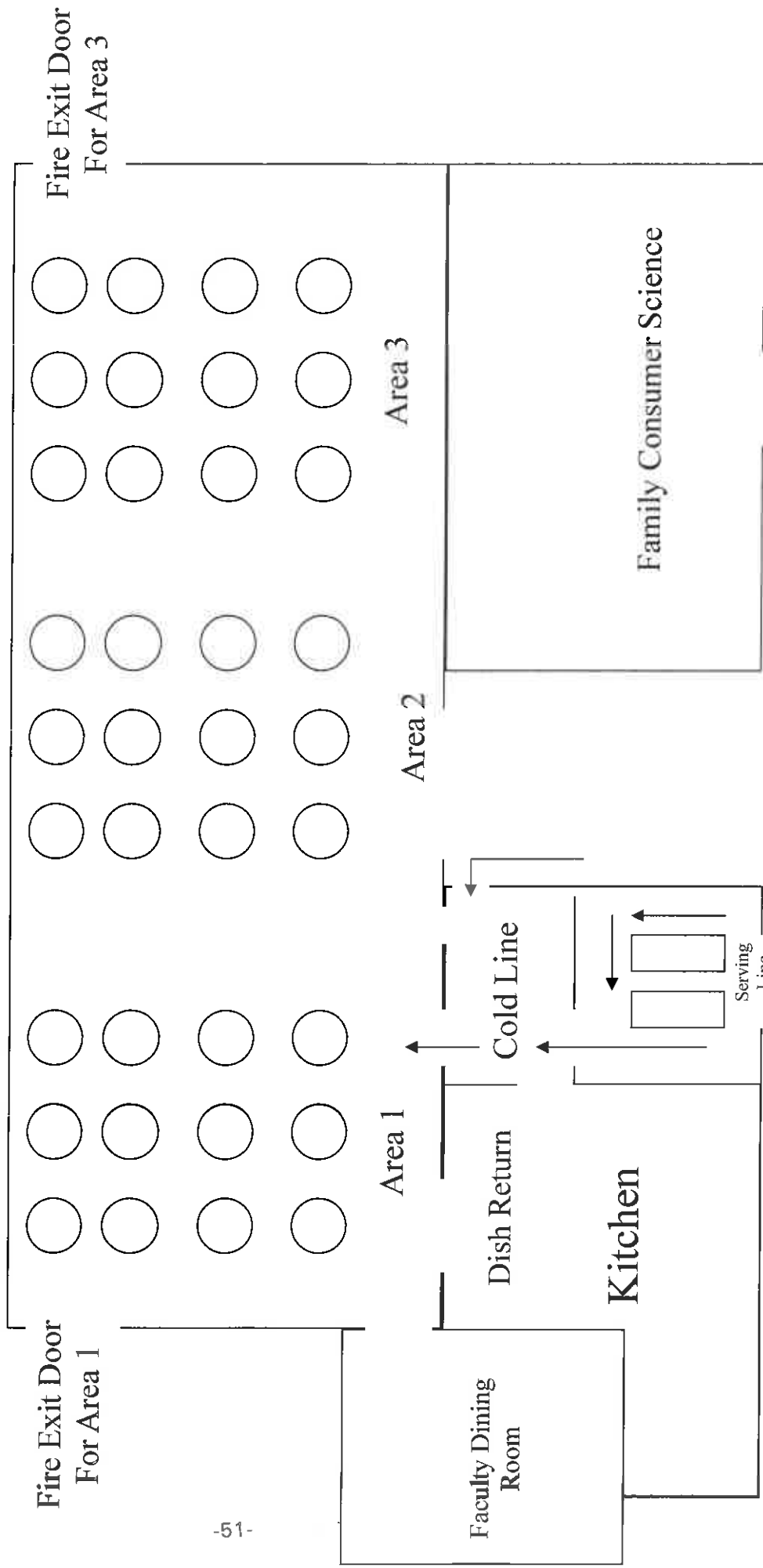
The Pottstown School Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified.

Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Middle School Cafeteria



Hot Lines

Hot Lines

First Floor Hall

The Hot Food Serving lines will line up along the left side of the first floor corridor. There are two serving lines for hot food.

Stairs

Student SAFE-Line

If you have a concern about the safety of a person/s or the school:

- 1. Notify a teacher, nurse, counselor, or principal immediately.**
- 2. After hours, call:**

610-970-6705

After school, the message will not be listened to until the beginning of the next school day.

The SAFE-Line is monitored by our School Resource Officer