Pottsgrove

ELEMENTARY SCHOOLS

HANDBOOK
FOR
PARENTS

2011 - 2012

CONTENTS

Admission of Beginners 2
Central Registration 2
Kindergarten Registration 2
First Grade 2
Attendance 2
Building Assignment 4
Closing of Schools 4
Global Connect 4
Dress Code 5
Discipline 5
Buses and Bus Behavior 11
Field Trips 12
Fire Drills 12
Health Services 12
Lost and Found 15
Lunch Program 15
Public Notification of Screening/Evaluation Services 15
Speech, Vision, Hearing Support Services 16
Special Education 16
Gifted Screening 16
Child Custody Information 17
Parent-Teacher Organizations 17
Pictures 17
Report of Student Progress 17
School Procedures: What Parents Should Know 17
School Problem: What Parents Should Do 18
Educational Travel Forms 19
Medication Forms 20
Global Connect Form 21
Board Meetings and School Calendar 22

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Ms. Laurie Bickert, Secretary 610-323-0903

ADMISSION TO SCHOOL

New Enrollees: As per school law, every child being a legal resident of the school district between the ages of 6 and 21 may attend the public schools.

Grades K-5: Before admittance to school all children must be properly registered. The children will begin classes the following school day, or as soon as possible thereafter.

Parents will be asked to present a state issued birth certificate, record of immunization, and proof of residency at the time of registration.

CENTRAL REGISTRATION

Parent/Guardian will report to the child's school, or any school in the Pottsgrove School District, and receive a registration packet. It is important to call Mrs. Oxenford at 610-327-2277 x1040 for an appointment. Parent/Guardian will present a state issued birth certificate, record of immunization, proof of residency, and photo ID at the appointment time along with the completed packet.

KINDERGARTEN REGISTRATION

Pupils residing in the Pottsgrove School District will be admitted to Kindergarten during the first twenty (20) days of school if they attain the age of five (5) years prior to the first day of September.

Children who are 5 prior to September 1 wishing to enter after the 20th day, may be admitted contingent upon the recommendation of the building principal.

FIRST GRADE POLICY

In accordance with the provisions of Section 1304, School Laws of Pennsylvania, pupils will be admitted to the first grade if they are six years of age before the first day of the school term. Pupils must enter no later than the first two weeks of school. However, the school principal may suggest the child be assigned to Kindergarten.

Pupils entering school for the first time must present a state issued birth certificate, record of immunization, and proof of residency whether it be for kindergarten or first grade.

POTTSGROVE SCHOOL DISTRICT ATTENDANCE POLICY GUIDELINES SUMMARY

It is the duty of the Pottsgrove School District to require every child within its jurisdiction to be afforded an appropriate elementary and secondary school education. If the parent will not insist that the child take advantage of the free educational opportunities offered, it becomes the duty of the state and district to require that the student attend school.

Definitions

Compulsory School Age

The term "compulsory school age" shall mean the period of a child's life from the time the child's parents elect to have the child enter first grade, which shall not be later than the age of eight, until the age of 17 years or graduation from a regularly accredited high school, whichever occurs first.

Written Explanation for Absence

Parents shall furnish a written explanation for the absence of a child regardless of a child's age. A legal excuse is the parents' only protection from arrest. In the event of an arrest, the burden of proof is upon the parent to show that the absence of the child was properly excused by the school official or the Board of Directors. Written explanation for absence shall be signed by the parent and presented to the responsible school official upon the return of the student. A maximum of three (3) day grace period will be permitted. If no note is presented, the absence shall be recorded as *unexcused/unlawful*. The fact that a parent has sent a written excuse does not mean the absence is excused. Excuses of a doubtful nature shall be investigated. An absence only becomes excused when the responsible school official classifies it as such.

Absence

Absence is defined as the nonattendance of a student on a day in which school is in session. Written notification is required for all absences. Email notes will not be considered written notification, therefore, they will not be accepted. (Note: Educational trips should be approved by the building administrator in advance. See web site for form to be used.) Request for Educational Travel will not be approved the first and last weeks of school, and also PSSA weeks.

2011 - 12 Assessment Schedule for Mandated Testing

Terra Nova (Grade 2)	September 28 - October 5, 2011
PSSA Math and Reading (Grades 3, 4, 5)	March 12 - March 23, 2012
PSSA Writing (Grade 5)	April 16 - April 20, 2012
PSSA Science (Grade 4)	April 23 - April 27, 2012

*Please note educational trips will not be approved during PSSA testing.

Absences - classifications

• Excused - the following are legal reasons for student absences; illness, quarantine, recovery from accident, death in the family, impassable roads, emergency medical or dental appointments, court appearances, religious holidays, and approved educational absences up to 5 school days.

• Unexcused/Unlawful - examples include truancy, missing bus, car trouble, trips not prearranged, birthdays, anniversaries, working or job hunting, overslept due to returning late from sports/band/or any other activity. Unexcused is used for students who are seventeen years old or older. Unlawful is used for students who are sixteen years old or younger. Unlawful absences may result in the issuance of citations and a court appearance.

Tardiness

Tardiness is absence of a student at the time when the school day begins. The time reflected on the school clock will be used to document the time a student arrived at school.

Elementary School

To be credited with a full day of attendance you must be present as follows:

Regular Schedule	Full Day	9:00 A.M. - 3:35 P.M.
	Arrival	9:00 A.M.
	Tardy	9:01 A.M.
	1/2 Day Absent	Miss 3 hours of school
	Full Day Absent	Miss more than 3 hours of school
	Dismissal	3:35 P.M.
Half Day Kindergarten A.M. Kindergarten		
	Arrival	9:00 A.M.
	Tardy	9:01 A.M.
	1/2 Day Absent	Miss one hour
	Full Day Absent	Miss more than one hour
	Dismissal	11:45 A.M.
P.M. Kindergarten		
	Arrival	1:00 P.M.
	Tardy	1:01 P.M.
	1/2 Day Absent	Miss one hour
	Full Day Absent	Miss more than one hour
	Dismissal	3:35 P.M.
Two Hour Delay Schedule		
	Arrival	11:00 A.M.
	Tardy	11:01 A.M.
	1/2 Day Absent	Miss 2 hours
	Full Day Absent	Miss more than 2 hours
	Dismissal	3:35 P.M.

Act 80 Two Hour Early Dismissal - (10/12/2011, 12/12/2011, 2/15/2012, 5/16/2012) Dismissal 1:35 P.M.

<u>exception</u> - P.M. Kindergarten remains for the entire afternoon session - 1:00 P.M. - 3:35 P.M.

Prearranged Absences (see Board Policy 204.1)

• Five days of parent-condoned and principal approved pre-arranged absences for educational travel are permitted. They may be denied for poor attendance and/or failing grades.

• *Request for Educational Travel* Forms can be picked up in the school offices from the school secretaries or accessed online. *

• *Request for Educational Travel* Forms should be submitted five days prior to the requested absence.

• Students are responsible for collecting and completing their missed work.

Actions for Attendance Concerns & Attendance Violations

• *A Letter of Concern* will be issued for all students absent for five (5) days (lawful or unlawful) within a semester.

• A *Medical Excuse Requirement* letter will be issued for all students after ten (10) days (lawful or unlawful) of absence (unless extenuating circumstances are identified for the student by a member of the attendance team), requiring that all subsequent absences be verified by a physician statement.

• A *First Notice* of unlawful absence will be sent home after three (3) unexcused days of absence.

• *A Truancy Citation* with the local magistrate shall be issued after four (4) or more unexcused days of absence.

• Criminal charges may be filed through Montgomery County Court for continuing unlawful absences beyond those cited with the local magistrate.

Note: *Building principals/administrators or members of the attendance team may make exceptions to these guidelines when they determine or believe that such exceptions are in the best interest of the students and/ or their families.*

Note: *This document references the Pottsgrove School Board Policies #204-Attendance, #204.1 - Nonschool Sponsored Educational Tours and Trips, and the Pottsgrove School District Student Attendance Monitoring and Response Procedures Manual, all of which are available on the District website.*

BUILDING ASSIGNMENT

The School District desires to assign children to the building nearest their home. However, because most students are transported, building assignments will be affected by bus routes which must be established as economically as possible. The size of classes and the facilities available are also factors considered.

CLOSING OF SCHOOLS

Schools will not be open when it is considered too dangerous for buses to travel. For information about school closings due to inclement weather please check the district web site at: www.pgsd.org, call the district office at: 610-327-2277. **Please refrain from calling your child's school directly.**

GLOBAL CONNECT

Global Connect is a broadcast voice calling system that will allow us to communicate information of a critical nature such as an early closing or late opening. The system has the capacity to contact every household in the District with a recorded message within minutes. It can attempt to reach you at home, work and your cell phone should you choose, and can deliver messages to specific groups. For example, it could advise parents of high school students of the cancellation of after school activities on a specific day. A form for this service is at the end of this book. Please make sure to update phone numbers when needed. If you have any questions regarding this service please contact Mrs. Joanne Crosby at 610-327-2277 ext. 1060.

DRESS CODE

It is inappropriate to wear anything that distracts from or disrupts the learning environment of the educational process. Examples of items or clothes that are distracting or disruptive are listed below:

1. Sagging pants (pants worn below the waist).
2. Tops which are inappropriately revealing, particularly those which expose the midriff, are low cut, or are cut below the underarm (i.e. tank tops).
3. Clothing which exposes undergarments.
4. Obscene/profane T-shirts.
5. T-shirts with negative messages (i.e. violence, sex, death, suicide, degradation of any person or group).
6. Drug, alcohol, tobacco related items on clothing.
7. Very short shorts or skirts.
8. Headgear, including hoodies
9. Sneakers are recommended for playgrounds.

Should students dress inappropriately for school, they may either call home for a change of clothing or obtain a change of clothing from the office.

Please understand that it is impossible to produce a comprehensive list of acceptable articles of dress. Therefore, school officials have the right to prohibit any type of clothing and hair style if (1) they are hazardous to the students' welfare and (2) they are distracting to the educational process.

DISCIPLINE

Every teacher in the public schools shall have the right to exercise the same authority as the parents/ guardians over the conduct and behavior of the pupils attending his school, during the time they are in attendance, including the time required going to and from their home. (from School Laws of Pennsylvania).

The following document is a copy of the Elementary Division's Discipline Code. It lists levels of misbehaviors, procedures the school may employ, examples to clarify the misbehavior and options that may be used for intervention. You should know that while the Code is standard for all three (3) elementary schools, each school has rules and regulations that are specific to that school.

Should you have any questions regarding this material, please feel free to contact your Building Principal for clarification.

The Board is concerned about the health and welfare of its students and recognizes the need to control tobacco in or on school property.

DEFINITION

a. **Tobacco:** a lighted or unlighted cigarette; cigar, pipe or other lighted smoking product and smokeless tobacco in any form.

b. **School Property:** means in the school building, a school bus, or on school property owned by, leased by, or under the control of the school. **This also applies to extracurricular activities, dances, athletic contests, or any other function.**

c. **Pupil:** means a person between the ages of 5 and 21 years who is enrolled in the school.
d. **School Tobacco Act:**act which imposes a fine against students who use or are in possession of tobacco.

AUTHORITY

In order to implement the provisions of the School Tobacco Act, the district will initiate criminal prosecution of any pupil who is found in use or possession of tobacco on school property. The district shall impose a fine of not more than $50 against any student found to be in violation of the School Tobacco Act.

DELEGATION OF RESPONSIBILITY

The Superintendent shall develop procedures to implement this policy which include methods for informing all students, staff members and members of the public. Building administrators shall be responsible for enforcing the policy in their respective buildings.

AUTHORITY

In accordance with law, the school district shall maintain records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property.

GUIDELINES

Adjudicated Students

Through the juvenile probation department, the court is required to report to the school principals information concerning the adjudication of an enrolled student. Such reports shall include a description of delinquent acts committed by the student, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan, and any other information deemed necessary.
The building principal must share this information with the student's teacher and the principal of another school to which the student may transfer.

Transfer Students

Upon registration and prior to admission to the school district, the parent, guardian or person having control or charge of the student shall provide a sworn statement of affirmation stating whether the student previously was suspended or expelled from any public or private school of the Commonwealth or any other state for an offense involving weapons, alcohol or drugs, willful infliction of injury to another person; or any act of violence committed on school property.

This registration statement shall be maintained as part of the student's disciplinary record. A student's parental registration statement, disciplinary record and individual incident records shall be available for inspection to the student and his parent, guardian or other person having control or charge of the student, school officials, and the state and local law enforcement officials. Permission of parents or guardians is not required for transfer of the student disciplinary record to another school entity in which a student seeks enrollment. A school must transmit a certified copy of a student's disciplinary record to the school entity to which the student has transferred.

DISCIPLINE CODE

Level I

Minor misbehavior on the part of the student which impedes orderly classroom procedure or interferes with the orderly operation of the school.

These misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other support personnel and/or an administrator.

EXAMPLES

Bus disturbance, Cheating, Classroom tardiness, Cutting class, Disobedience, Disrespectful language or gestures, Disruptive behavior, Failure to complete assignments or carry out directions, Inappropriate attire, Inappropriate display of affection, Obscene language or gestures, Unwanted teasing, Vulgarity.

PROCEDURES

Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior.

Possible written/verbal parental notification.

Repeated misbehavior requires a parent/teacher conference, conference with the counselor and/or administrator.

A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.

DISCIPLINARY RESPONSES

Academic consequences, Administrative Detention, Administrator/Parent conference (person/phone), Behavioral contract, Recess, Teacher Detention, Teacher/Parent conference (person/phone), Suspension of privileges/recess, Special Assignment, Time-out room/area, Verbal reprimand, Temporary removal from class.

Level II

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

These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors 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 on the part of the administrative personnel.

EXAMPLES

Continuation of LEVEL I misbehavior – Abusive/threatening language, Disrespect, Disruptive classroom behavior, Fighting (verbal, pushing), Failure to serve detention, Forgery, Harassment of students, Bullying, Hazing, Insubordination, *Possession/use/transfer of tobacco and smoking materials, Minor Theft, Truancy, Unlawful/unexcused school tardiness, (Repeat instances).

PROCEDURES

The student is referred to the administrator for appropriate disciplinary action.

The administrator meets with the student and/or teacher and decides the most appropriate response.

The teacher is informed of the administrator's action.

Parent is notified either verbally or in writing. A parental conference may be scheduled.

A proper and accurate record of the offense and disciplinary action is maintained by the administrator.

DISCIPLINARY RESPONSES

Behavioral contract, *Confiscation and referral to smoking policy, In-school suspension, Parent-teacher/parent-administrator conference, Suspension of privileges/recess, Referral to outside agency, Saturday detention, Suspension (up to 3 days), Temporary removal from class, Teacher detentions.

Level III

Acts, whether on school or off school property, including but not limited to attendance at school sponsored events, extracurricular activities, field trips, transportation to and from school, and the like directed against persons or property but whose conduct does not seriously endanger or pose a direct threat to the health or safety of others in the school.

These acts may be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.

Those acts which are criminal (or illegal) will automatically be referred to the appropriate law enforcement office.

EXAMPLES

Continuation of LEVEL I misbehavior – Abusive/threatening language, Disrespect, Disruptive classroom behavior, Fighting (verbal, pushing), Failure to serve detention, Forgery, Harassment of students, Insubordination, *Possession/use/transfer of tobacco smoking materials, Minor Theft, Truancy. Unlawful/unexcused school tardiness, (Repair instances).

PROCEDURES

The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.

The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.

School officials may contact law enforcement agency and assist in prosecuting the offender.

A proper and accurate record of the offense and disciplinary action is maintained by the administrator.

DISCIPLINARY RESPONSES

*Charges under PA Criminal Code Homebound instruction or alternative program, In- school suspension, Out-of-school suspension (not to exceed 10 days) under proper adult supervision, Parent conference and/or hearing, Suspension of privileges, *Refer to drug- alcohol policy and guidelines, Restitution of property and damages, Saturday detention, Confiscation, Districtwide Policy.

Level IV

Acts, whether on school or off school property, including but not limited to attendance at school-sponsored events, extracurricular activities, field trips, transportation to and from school, and like which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.

The acts are clearly criminal and/or so serious that they always require administrative actions which result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the Board of School Directors.

EXAMPLES

Continuation of LEVEL III misbehavior – *Arson, *Bomb threat or false alarm, *Deliberately striking a staff member, *Extreme disruption to school program, *Extortion, *False imprisonment, *False reporting, *Fighting - using a weapon, *Possession/use/transfer/sale of dangerous weapons, replicas, and/or lookalikes, *Possession/use/transfer/sale of fireworks (those not legal for sale under State Law), *Possession/use/transfer/sale of propellants manufactured for self defense (those not legal for over the counter sale), *Sexual Assault, *Theft/possession/sale of stolen property, *Threat(s) to others (life-threatening), *Threat to staff member, *Vandalism, *Violation of D&A Policy

PROCEDURES

The administrator verifies the offense, confers with the staff involved, and meets with student.

The student is immediately removed from the school environment. Parents are notified.

School officials contact law enforcement agency and assist in prosecuting offender.

A complete and accurate report is submitted to the superintendent for Board action.

DISCIPLINARY RESPONSES

All verified in LEVEL IV may have a mandatory 10 day full suspension under proper adult supervision with an informal hearing. *Charges under PA Criminal Code or referral to appropriate law enforcement agencies. Other Board action which results in appropriate placement. Alternative School, parent hearing, restitution of property and damages. Refer to drug/alcohol policy and guidelines. Recommendation for expulsion.

SUSPENSIONS AND EXPULSIONS

Certain breaches of discipline may lead to suspension and/or expulsion from school. Suspension may be either "temporary" suspensions (*not to exceed three school days*), or "full" suspensions (*not to exceed ten school days*). No combination of suspensions may exceed ten cumulative school days for the same offense. Expulsion is an exclusion from school which exceeds ten days and may result in a permanent exclusion from district rolls. District administrators may suspend students, but expulsion requires Board of Education action.

If a temporary suspension is under consideration, the student will be informed of the reasons prompting the suspension and will have an opportunity to respond to these reasons before the suspension takes effect. The parents of the student receiving a temporary suspension will be notified in writing of the reasons for the suspension. A personal contact from the administrator to the parents will be attempted, if possible.

An informal hearing will be offered in the case of full suspension and it will be conducted by the administrator recommending the suspension together with the other district personnel and witnesses he chooses to have present. For the hearing, parent/guardian will receive:

1. Written notification of the reasons for the suspension sent by registered mail.
2. Sufficient notice of the time and place of the hearing which shall be conducted no later than the time limit for the suspension.
3. A right to cross-examine school district witnesses.

4. The right for their child to speak and produce witnesses on his own behalf.

A student will make up work or examinations missed during either the temporary or full suspensions in accord with the instructions of the building principal.

Offenses which may relate to suspension and/or expulsion are noted in the Disciplinary Code.

The decision to utilize either the temporary or full suspension and/or to recommend expulsion is at the discretion of the school administration. Such a decision will be based on the severity of the offense, its repetition, and the degree of harm caused by the offense to the school community.

POTTSGROVE SCHOOL DISTRICT POLICIES

Pottsgrove School District policies are available for you to review on the Pottsgrove School District website www.pgsd.org. Below are a few of the policies along with their purpose. It is your responsibility to read the policies in their entirety and abide by all information stated in them. If you are unable to access these policies through the website, please contact the district office @ 610-327-2277 and a copy will be mailed to you.

227. Controlled Substances

The Board recognizes that the misuse of controlled substances is a serious problem with legal, physical, emotional and social implications for the whole school community. The Board believes that students must be chemically free in order that they may develop in the most productive and healthy manner.

This policy is a coordinated effort within the District to openly and effectively respond to the potential and current uses and abuses of controlled substances by members of its entire school population.

Through the use of curriculum, classroom activities, community support and recourses, a strong and consistent administrative and staff effort, and rehabilitative and disciplinary procedures, the District will work to educate, prevent and intervene in the use and abuse of all substances by the entire student population.

222. Tobacco Use

The Board recognizes that tobacco use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

103. Nondiscrimination in School

The Board declares it to be the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.

The District shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities.

218.1. Weapons

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

226. Searches

The Board acknowledges the need for safe storage of books, clothing, school materials and personal property and may provide lockers for storage purposes.

It shall be the policy of the Board that all lockers are and shall remain the property of the School District. As such, students shall have only a limited expectation of privacy in their lockers.

247. Hazing

The purpose of this policy is to maintain a safe, positive environment for students and staff this is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.

248. Anti-discrimination and Harassment

The Board is committed to maintaining an educational environment for all its students which is free from any type of unlawful harassment. The Board shall not tolerate any behavior which constitutes unlawful harassment of a student. Such conduct is grounds for appropriate discipline, up to and including discharge, depending on the circumstances involved. Board Policy Nos. 248, 348, 448 & 548.

249. Bullying

The Pottsgrove School District recognizes that bullying and intimidation have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

SCHOOL BUSES

Questions concerning transportation should be directed to CMD Services, inc. at 610-323-5020. Parents wishing to make temporary alternate bus provisions for emergency situations must contact the building principal in advance.

BUS EVACUATION DRILLS

Such emergency drills are required twice per year and must be conducted during the first week of school and in March.

BUS BEHAVIOR

General Rules

1. A seating chart will be created each year. The school and/or bus driver may change a student's assigned seat due to inappropriate behavior.
2. The bus driver is in charge of all students assigned to his/her bus.
3. Parents shall be held responsible for any damage to buses by students.
4. Students shall not transfer from one bus to another.
5. No student may eat, chew gum, drink, bring any type of radio, or smoke on any school district owned or contracted vehicle.
6. Foul language or disrespect to bus drivers will not be tolerated.
7. Students shall not put any part of their body outside the windows or throw objects in or out of the bus.
8. While a child is suspended from the bus, the parents are responsible to provide transportation until the suspension has ended. Failure to attend school due to a bus suspension will be coded as an unlawful absence.

Specific Rules

1. As per the Pottsgrove School District Discipline Code, misconduct such as unnecessary shouting, eating or drinking, opening windows against drivers' orders, arms or heads out of windows, using an unassigned bus stop, changing seats or moving around while the bus is in motion, profane language or similar offenses not permitted at our elementary schools and will result in disciplinary action, which may result in suspension of riding privileges.

2. As per the Pottsgrove School District Code, misconduct such as disrespect to the bus driver, refusing to identify oneself to the bus driver, pushing, hitting, tripping, fighting, smoking, damaging the bus, throwing objects in the bus, throwing objects out of the window, opening exit doors, or similar offenses not permitted at our elementary schools will result in disciplinary action. These offenses will be dealt with in the following manner:

First Offense:	Suspension of Riding Privileges (1-5 days)
Second Offense:	Suspension of Riding Privileges (5-10 days)
Third Offense:	Removal From the Bus

3. 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 will result in immediate removal of riding privileges.

FIELD TRIPS

As a part of the educational program of the school children may be taken on field trips requiring bus transportation. Such trips are made only with the parent's consent. When these trips are being planned, permission slips will be sent home to be signed by the parent. All field trips are supervised by regular classroom teachers who are assisted by volunteer parents.

FIRE DRILLS

According to the Pennsylvania School Laws, each school is required to hold at least one fire drill each month. The Pottsgrove School District conforms with this regulation.

HEALTH SERVICES

Pennsylvania school law requires all pupils to receive an annual height and weight measurement, an annual vision and hearing screening in grades K, 1, 2, and 3. Parents are notified of a pupil's failure to pass these screening tests and are requested to have diagnostic examinations made.

Medical examinations are required in Kindergarten or upon entry to school. Dental examinations are required in Kindergarten or upon original entry to school and in 3rd grade. Pupils are encouraged to have their family doctor/dentist perform the examination to promote continuity of medical care. Official forms are distributed to pupils at Kindergarten registration so there is adequate time to schedule medical and dental appointments.

Pupils transferred from other school districts shall have medical and dental examinations regardless of grade if an adequate health record is not received from the previous school.

A school doctor or dentist will examine all children for whom no official card is received and will recommend dental or medical services when necessary.

Tuberculin tests shall be required for immigrant students.

ACCIDENTS AND ILLNESS

Injuries which occur on the way to school or at the school will be treated in the health room. The school cannot assume the responsibility of treating injuries that did not occur at school. Pupils who are ill at home are requested to not come to school because they cannot maintain their usual standard of class work and present the possibility of spreading illness to others. Those who wish to see the nurse are to obtain permission from their classroom teacher instead of going to the health room between classes. Students are not to call their parents to pick them up if they have not been assessed by the school nurse. The nurse's schedule will be made known to the students.

If your child has symptoms of illness such as those listed below, please keep him or her at home so your child can recover and so that other children do not become infected.

Sore throat	Nausea or vomiting	Enlarged glands
Diarrhea	Chills	Coughing
Skin Rash	Inflamed or discharging eyes	
Earache	Fever above 99.6 F	

When your child returns to school, complete the excuse card furnished by the teacher and return it to school at once.

If there is evidence of prolonged or frequent absence, the school may require physician's documentation of the need for absence.

CONTAGIOUS DISEASE

A student may be excluded from school by the nurse for having symptoms of a contagious/infectious disease and advised to see his/her doctor. Temporary Exclusion Forms will be given to the student and the parent/guardian notified that a physician must complete and sign the form for the student to be readmitted to school. Upon returning to school the student needs to be rechecked by the nurse and return the completed and signed Temporary Exclusion Form to the nurse. If the physician finds that the student is not afflicted with a contagious disease, the completed and signed Temporary Exclusion Form must still be returned to the nurse upon returning to school.

Students with symptoms of the following conditions will be temporarily excluded as indicated above.

Ring Worm

Signs of infections:

1. It starts as a red scaly spot which becomes circular as it increases in size.
2. Itches.

Scabies

Signs of infection:

1. Rash on inside of fingers, wrists, abdomen.
2. Extreme itching, most severe at night.

Impetigo

Signs of infection:

1. Small red, pin point spots which soon become blisters containing pus.
2. Itching which causes scratching (which in turn spreads the infection.)

Pediculosis (head lice)

Signs of infection:

1. Itching, often causing lesions on scalp.
2. Multiply rapidly.
3. Nits on strands of hair.

Procedure to have your child re-enter school:

1. Child must be both louse and nit free in order to return to school.
2. Pupils returning after exclusion from school must be examined by the school nurse before re-entering the classroom.

IMMUNIZATION REGULATIONS

The Commonwealth of Pennsylvania school immunization law requires all school children in grades Kindergarten through grade 12 to be immunized before attending school. Students are required to have:

- 4 doses of tetanus*
  (1 dose on or after the 4th birthday)
- 4 doses of diphtheria*
  (1 dose on or after the 4th birthday)
- 3 doses of polio
- 2 doses of measles**
- 2 doses of mumps**
- 1 dose of rubella (German measles)**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or history of disease

*Usually given as DTP or DTaP or DT or Td
**Usually given as MMR

Students may be admitted to school provisionally if evidence of at least 1 dose of each vaccine (measles, German measles, mumps, diphtheria, tetanus, polio, hepatitis B, and varicella) has been given to the school. All immunizations requirements must be completed within 8 months of entrance to school or the school administrator will undertake suspension procedures. A signed statement regarding religious or medical reasons is the only exemption to the immunization requirements.

Pupils who transfer from one school to another must obtain a copy of the Certificate of Immunization from the school nurse and present it to the new school to insure admission to classes.

MEDICATION PROCEDURES

When it is necessary for a student to receive ANY medication at school, the responsibility of parents will be to do the following:

1. Complete the form "Authorization for School Medication Administration" which includes both parent and physician signatures.
2. A parent/guardian should hand deliver the medication to the school nurse in a labeled prescription bottle and/or original over-the counter container. If this is not possible, deliver it in a sealed labeled envelope.
3. Notify the school nurse in writing with a physician's note and your written instructions if the medication is to be changed or discontinued.
4. Provide the school with a written list of all medication currently being taken by the child.
5. Students may **ONLY** carry medications under the following conditions.
   - Medication is needed to treat life threatening illnesses or conditions such as asthma or severe allergic reactions.
   - It is deemed necessary by the physician.
   - Physician, parent and nurse concur that student is responsible to carry medication. All other medication will be secured in the nurse's office and administered to the student's there.

FIELD TRIPS

From time to time, field trips are scheduled to enhance the curriculum and students will travel to a location away from the school. If your son or daughter has special health care needs which warrant the care and attention of the school nurse, you should consult with the nurse and teacher regarding your child's needs during a field trip. An individual plan for managing your child's health care needs on a field trip will be determined.

SCHOOL NURSE

The school nurse is the health counselor in each building. The nurse helps with 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 illnesses that may occur during the school day. The nurse is also responsible for administering first-aid and medications when necessary.

The nurse does not make a diagnosis and does not prescribe treatment; instead the nurse guides the parents toward the community resources available for proper medical attention. Parents should make it a point to know the school nurse and discuss the child's physical adjustment to the school.

LOST AND FOUND

Each of the elementary schools has a system for handling lost and found articles. All valuable articles lost or found should be reported or taken to the office of the principal. (*Special Note: All articles of clothing, books, school bags, lunches, etc., should be marked clearly with the child's name and grade.*)

LUNCH PROGRAM

Cafeteria facilities are available to all Pottsgrove schools. Complete hot lunches, including milk, are served at a cost of $2.40.

Children who carry their own lunches to school may purchase milk to supplement what they bring from home at a cost of $.50 per half pint of white or chocolate.

The Pottsgrove School District has a computerized debit system. This system will benefit you, your child, and the district in the following ways:

*Assures parents that money given to the student is used for a food purchase. *Eliminates the need for students to carry cash on a daily basis. *Increases the speed of the serving lines (once the staff and students complete the learning phase), and gives students more time to eat and enjoy their lunch break.

Each student will have a PIN (personal identification number). When a student enters his or her PIN into the pin pad on the lunch line, their information including their picture appears on the screen for the cashier to view. The picture will prevent another student from using your account. The cost of the food purchase will automatically be deducted from the account without the need of cash. When there is a low balance threshold a memo will be given to students reminding them that the account needs to be replenished.

All students will have an established debit account, although you will not be required to make advanced payments because the system will still have the ability to act as a cash register and can accept cash payments on a daily basis.

Please note that this system is very confidential. Every student will be required to enter his or her PIN regardless of meal status, thus insuring your child's privacy. Also, all students will be required to enter their PIN whether they are paying cash or have money on account. In addition, dietary restrictions can be entered into the system, which will be displayed when the student's PIN is entered.

There is no limit on the amount of money that can be deposited into a debit account. For safety purposes, we recommend that advanced payments be made with a check payable to "Pottsgrove School District Cafeteria Fund." We also recommend a minimum payment to cover two weeks of meal purchases which amounts to $24.00. If your child receives a reduced lunch of 40 cents a day it would be $4.00 for the two weeks. Students that receive free lunch will just need to key in their pin number at the register. If your child wants to purchase breakfast the cost is $1.30 a day. The reduced students pay 30 cents per day. You may write one check to include both meals.

When making a payment, please put the student's name, PIN number, teacher and grade on the envelope. If you have any questions, please contact Cindy Hontz at the food service office at 610-326-8243 x 2228.

A federal program of cost-free lunches is available to children in need of the service. All elementary schools will receive an application form for the Federal Free Lunch Program. If you feel you are eligible as indicated by the guidelines, you are to complete the form and return it to your building office **each year by October 1st.**

Students are not to share food items due to health issues. Students are not to borrow or lend money to one another.

PUBLIC NOTIFICATION OF SCREENING/EVALUATION SERVICES

The Pottsgrove School District operates, or has available, special education programs for all students. These programs are available to those students who meet the eligibility requirements as purposed by the Special Education Standards in Pennsylvania. These programs address student needs in the following areas: Learning Support (Learning Disabled, Mildly Retarded, Attention Deficit Disorder, Attention Deficit-Hyperactivity Disorder), Emotional Support (Severely Emotionally Disturbed), Physical Support (Physically Handicapped), Life Skills Support (Severe Retardation), Gifted Support (Mentally Gifted), Autistic Support, and Speech and Language Support. Other programs are also available to students such as: Services for Hearing and Vision Support Services, Early Intervention programs and programs for other health impairments.

To assist/identify children who have academic/behavioral/physical needs, each building in the Pottsgrove School District operates Instructional Support Teams. The Instructional Support Team may be composed of the following professional educators from each building: principal, counselor, reading specialist, nurse, school psychologist, classroom teachers, speech/language clinicians and the Director of Special Education. It is the responsibility of the team to identify the student's need by using screening assessment devices, and using those results to discuss strategies to assist the child within the regular education environment. Parents and students have a right to be notified and informed. In accordance with Section 504, you are notified of the following:

1. DEFINITION OF PROTECTED HANDICAPPED STUDENT: Protected handicapped students are students who:
    a. Are of school age;
    b. Have a physical or mental disability which limits or prohibits access to an aspect of his or her school program; and
    c. Are not eligible for special education services.
2. NON-DISCRIMINATION POLICY: It is the express policy of the Pottsgrove School District that there will not be any form of discrimination against students who have been properly labeled as protected handicapped students.
3. RESPONSIBILITIES: The District has the responsibility to provide specific aids, services, or accommodations to students identified as protected handicapped students. The implementation of these responsibilities is spelled out in the District Policy/Procedure.
4. RIGHT TO OBTAIN FULL COPY OF POLICY: You have the right to obtain a full copy of the written District Policy/Procedure adopted by this institution in compliance with Section 504 and the regulations. A copy may be obtained in person or by mail from: Director of Administrative Services, Pottsgrove School District, 1301 Kauffman Road, Pottstown, PA 19464 (610-327-2277).

SPEECH, VISION, AND HEARING SUPPORT SERVICES

Children who demonstrate speech and language difficulties that interfere with their academic performance and/or their social development receive specially designed instruction.

SPECIAL EDUCATION

Programs for students who are handicapped or gifted are available for elementary students. A full range of educational services are available, depending on an individual child's educational needs. The school district in cooperation with the Montgomery County Intermediate Unit, operates classes in Pottsgrove and neighboring district buildings. The Pottsgrove School District adheres to relevant federal and state laws regarding the identification and placement of children who are thought to be handicapped or gifted.

GIFTED SCREENING

As part of determining eligibility for the Gifted Support Program, a comprehensive screening process is completed. The screening process includes the following steps: Review of CSI of Terra Nova, achievement assessments, parent input and teacher input. If the student achieves eight points or more, as a result of the screening process, the child is then referred to a certified school psychologist for a comprehensive assessment to determine eligibility for the gifted support program. A child has to achieve an Intelligence Quotient of 130 or better to be eligible for gifted support, although additional criteria may be used to determine eligibility.

CHILD CUSTODY DOCUMENTATION AND CHANGES

The Pottsgrove School District is sensitive to the fact that a variety of family arrangements exist within the school population and that specific custody arrangements exist for some students. With this in mind, the school would like to alert all families of the following:

1) Copies of all legal documentation regarding the custodial arrangement of any student must be given to the school office to be placed in the child's permanent record file.

2) Non-custodial parents sharing legal rights desiring school information for their child should contact the principal regarding their particular situation and possible arrangements.

Please be aware that without court order on file, the school must release a child to either parent. For the safety of the child, it is extremely important that the school be notified immediately if any change in the family situation occurs.

PARENT-TEACHER ORGANIZATION

Parent-Teacher organizations are active in each elementary school. Parent volunteers are always welcome. Please contact your school or check the district web site (www.pgsd.org) for meeting times and other information.

PICTURES

Pictures are taken of all students each year. The purpose of the photograph is for the student's permanent record file. Parents wishing to have a pictorial record of their children may purchase photographs. Pupils are asked to pay the photographer directly when the photo is taken.

REPORTING STUDENT PROGRESS

Each student's progress is formally reported to the parents three (3) times during the school year.

End of 1st Trimester	November 11, 2011
Parent Teacher Conferences/Report Cards (issued)	November 21 & 22, 2011
Trimester II Progress Report	January 27, 2012
Trimester II End of Marking Period	March 2, 2012
Trimester II Report Cards Issued	March 16, 2012
Trimester III Progress Report	April 20, 2012
Trimester III Report Cards Issued	June 13, 2012

SCHOOL PROCEDURES: WHAT PARENTS SHOULD KNOW

A. BICYCLES (West Pottsgrove Building Only)

Parental permission is required in writing for children to ride bicycles to school. No child will be allowed to ride his bicycle on the school grounds after he has arrived at school and parked his bicycle in a designated place. Bike helmets are required, per state law.

B. BOOKS AND SUPPLIES

These are provided by the School District without charge. They remain the property of the schools and pupils are expected to give them reasonable care. Payment must be made for any school property destroyed and for any books mistreated. Charges will be determined by the principal or his/her designee.

C. EARLY DISMISSAL OF STUDENTS

Please do not ask to have a child dismissed early except for an emergency. Appointment with a doctor or dentist will be honored, but parents SHOULD attempt to secure these during out of school hours. Pupils MAY NOT be dismissed to attend high school games, shopping trips, etc.

D. EMERGENCY AUTHORIZATION

Each school has specific plans to accommodate students should there be an emergency in the immediate area. Documents will be sent home during the first week of school. Please be prompt in returning this information to the school.

Any parent or guardian taking a child from school prior to dismissal time must report to the school office and wait for the child at the office. Please send a note, not a phone message, indicating plans to remove your child from school prior to dismissal.

E. MOTORIZED VEHICLES

All motorized vehicles (*Go-carts, mini-bikes, etc.*) are prohibited from being operated on the school grounds at any time.

The designated parking area must be used during any recreation event. CARS ARE NOT TO BE PARKED ON THE LAWNS OR ON THE BALL FIELDS.

F. OFFICE HOURS

School offices are open daily from 8:00 A.M. to 4:30 P.M.

G. PHYSICAL EDUCATION

Physical Education is a state-mandated curriculum and consequently, attendance is required. If you should prefer your child be excused from physical education class, you may do so by sending a note to the physical education teacher on the day in question.

NOTE: Parental requests will be honored for one day only. Excusal from physical education class for a period in excess of one day must be requested in writing by a physician. Students are required to wear an appropriate shoe to physical education class. Appropriate shoes are either sneakers or shoes with rubber soles. Boots are not allowed.

H. RECESSES

When the weather is satisfactory a note must be presented daily for children to stay indoors during play period. This request will be honored for one day only. If you feel that it is necessary for your child to remain indoors for more than one day, then a doctor's note must accompany your request. During inclement weather pupils will remain indoors. ALL RECESSES ARE SUPERVISED BY DUTY AIDES.

I. SCHOOL VISITATION

ALL VISITORS TO THE SCHOOL MUST FIRST REPORT TO THE OFFICE UPON ENTERING THE BUILDING AND SECURE A "VISITORS PASS."

SCHOOL PROBLEM: WHAT PARENTS SHOULD DO

1. What shall I do if I have a problem concerning my child?

   Step 1 — Make an appointment with the teacher.

   Step 2 — If the parent and the teacher cannot solve the problem, make an appointment with the Principal.

POTTSGROVE SCHOOL DISTRICT

REQUEST FOR EDUCATIONAL TRAVEL

REQUEST TO BE SUBMITTED AT LEAST ONE WEEK PRIOR TO SCHEDULED TRIP.

Date Submitted: _____

Name of Student:_____Grade: _____

Teacher: _____Dates of Planned Absence:_____

Destination of tour or trip:_____

Reasons tour or trip should be considered educational:

_____

_____

Name of Parent/Guardian who will accompany student: _____

_____

Parent/Guardian approving this absence: _____

(Signature/Date)

Address: _____Phone:_____

Please be aware of the following in reference to School Board Policy 204.1:

1. The tour or trip must be of no expense to the School District.
2. The student participant will be subject to direction and supervision by an adult acceptable to the District.
3. In order for the tour or trip to be considered as "excused" the student must, upon return, provide proof satisfactory to the principal that s/he has accomplished that school work assigned to him/her for accomplishment during the period of the trip. Failure to produce this evidence of satisfactory progress will result in the days away from school being counted as unexcused and may affect the student's final grade.
4. Upon returning to school the student shall have the same number of days to make up work missed as was the length of the trip, unless otherwise determined by the principal.
5. **There shall be a five (5) day limit on the use of this policy during any school year. Days beyond five-day limit will be counted as unexcused days**.
6. Tours and trips for educational purposes not sponsored by the school shall not be granted the first and last weeks of school.
7. Final approval to excuse students for tours and trips for educational purposes must come from the Superintendent. Such approval may be requested verbally or in writing by the building principals.
8. Permission may be denied in those instances where there are chronic attendance problems and/or academic deficiencies.

****

Principal's recommendation:

Approved: ____ Not Approved: ____ Reason: _____

Principal's Signature/Date:_____

Ref. Board Policy 204.1

POTTSGROVE SCHOOL DISTRICT
AUTHORIZATION FOR MEDICATION ADMINISTRATION

Child's Full Name_____Grade _____

Date of Birth_____Allergies _____

****

PHYSICIAN REQUEST

NAME of Prescribed Medication:_____

REASON:_____DOSE: _____

ROUTE:_____TIME TO BE GIVEN AT SCHOOL: _____

SIDE EFFECTS:_____

MEDICATION IS TO BE ADMINISTERED AS FOLLOWS: (check if applicable)

1. _____ until completed. Last dose:_____
2. _____ entire school year. Daily:____PRN____
3. _____ other
4. _____ ***INHALERS ONLY****(Student is able to carry and self-administer during entire school year)*
5. _____ **Asthma Emergency Action Plan needed**. (Physician to provide)

_____ _____

PHYSICIAN SIGNATURE **PRINTED NAME**

_____ _____

DATE **PHONE NUMBER**

****

PARENT REQUEST

I, the parent of_____request that the employees (nurse, principal or designee) of the Pottsgrove School District administer the above named medication as prescribed by my child's physician. My signature on this document constitutes a complete waiver of liability claim in any and all respects against the Pottsgrove School District and its' Board of Directors and all its' employees unless the District is negligent with regard to any claim for injury in connection with dispensation of the prescribed medication.

Additionally, I agree to provide the medication to the school in the original pharmacy or *manufacturer* labeled container. I also accept responsibility to provide a physician's note and my written instructions if the medication is to be changed or discontinued. I give permission for the school and physician to communicate regarding this medication/ medical condition.

_____ _____

DATE **SIGNATURE OF PARENT OR GUARDIAN**

List all medication currently being taken by child_____

POTTSGROVE SCHOOL DISTRICT

GLOBAL CONNECT PHONE BROADCAST SYSTEM

Please Print Clearly

Names of Parents/Guardians:

_____

Name of Student:_____

School:_____

Grade: _____

Do you wish to **Opt OUT** of this service? Check Here _____

Please provide us with the phone number information below. Please note that all numbers must be 10 digit numbers. The system can not dial extensions.

Home phone number: ____ __ - ____ __-____ __ __

Additional numbers (up to 4):

Additional phone number 1: ____ __ - ____ __-____ __ __

Additional phone number 2: ____ __ - ____ __-____ __ __

Additional phone number 3: ____ __ - ____ __-____ __ __

Additional phone number 4: ____ __ - ____ __-____ __ __

E-mail address: _____

Signature: _____Date: _____

2011-2012 BOARD MEETINGS

DAY	DATE	MEETING	LOCATION
Tuesday	August 9, 2011	Board Meeting	District Office
Tuesday	August 23, 2011	Work Session	District Office
Tuesday	September 13, 2011	Board Meeting	Middle School
Tuesday	September 27, 2011	Work Session	District Office
Tuesday	October 11, 2011	Board Meeting	Lower Pottsgrove Elementary
Tuesday	October 25, 2011	Work Session	District Office
Tuesday	November 8, 2011	Board Meeting	Ringing Rocks Elementary
Tuesday	December 6, 2011 *	Board Meeting	High School
Tuesday	January 10, 2012	Board Meeting	West Pottsgrove Elementary
Tuesday	January 24, 2012	Work Session	District Office
Tuesday	February 14, 2012	Board Meeting	Middle School
Tuesday	February 28, 2012	Work Session	District Office
Tuesday	March 13, 2012	Board Meeting	Lower Pottsgrove Elementary
Tuesday	March 27, 2012	Work Session	District Office
Tuesday	April 10, 2012	Board Meeting	Ringing Rocks Elementary
Tuesday	April 24, 2012	Work Session	District Office
Tuesday	May 8, 2012	Board Meeting	High School
Tuesday	May 22, 2012	Work Session	District Office
Tuesday	June 12, 2012	Board Meeting	West Pottsgrove Elementary

*Reorganization Meeting

2011 - 2012 School Year Calendar

MONTH/DAY	EVENT
August 29, 2011	Students Report
September 2 - 5, 2011	No School
September 26 & 27, 2011	Staff Day (No Students)
October 12, 2011	Act 80 Day - 2 Hour Early Release
November 7, 2011	Staff Day (No Students)
November 21 & 22, 2011	Parent/Teacher Conferences (No Students)
November 23 -25, 2011	No School
December 14, 2011	Act 80 Day - 2 Hour Early Release
December 26, 2011 - January 2, 2012	No School
January 16, 2012	No School
January 17, 2012	Staff Day (No Students)
February 15, 2012	Act 80 Day - 2 Hour Early Release
February 20, 2012	No School
March 5, 2012	Parent/Teacher Conferences (No Students)
April 4, 2012	Staff Day (No Students)
April 5 - April 9, 2012	No School
May 16, 2012	Act 80 Day - 2 Hour Release
May 28, 2012	No School
June 7 & 8, 2012	Early Dismissal (Tentative)
June 11, 2012	Last Day - Early Dismissal (Tentative)