

# MINERSVILLE ELEMENTARY HANDBOOK

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## **EQUAL RIGHTS AND OPPORTUNITIES DECLARATION**

To comply with Federal Laws (including Title IX of Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973), State Laws, and State Department of Education Regulations concerning equal rights and opportunities, and to ensure these within our school community, the Minersville Area School District declares itself to be an Equal Rights and Opportunities School District. As an Equal Rights and Opportunities School District, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status, or non-relevant handicaps and disabilities. The District's commitment to nondiscrimination extends to students, employees, prospective employees, and the community. Mr. M. Joseph Brady, Superintendent, P.O. Box 787, Minersville, PA 17954, has been designated as the Equal Rights and Opportunities Director and as the 504 Coordinator (handicapped) – (570)-544-4764.

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational record.

The rights are:

- (1) The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel; a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in the performance of his or her tasks.

A school official has legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which the student seeks or intends to enroll.

## **MESSAGE TO PARENTS**

Your child's education is one of the most important aspects of life. Educational opportunities and assistance can be provided by the school, but children seldom reach their maximum potential without cooperation between the home and school. You can help by:

1. Checking on your child's homework assignments, providing time and a quiet place to complete school work, and insuring that assignments are complete
2. Giving proper attention to report cards and arranging for conferences when necessary
3. Insuring that the child attends school regularly and arrives on time
4. Preparing the child for school by seeing that he or she gets the proper sleep and social functions that do not interfere with rest and study
5. Showing an interest in school activities
6. Joining the parents' organizations

## **MESSAGE TO STUDENTS**

We welcome all of you to a new school year. The faculty and staff will provide you with the opportunity for a successful year. You can help us by reading the following student pointers for success.

You can help us by reading the following student pointers for success.

1. Learn the names of the teachers and staff members in your building.
2. Get acquainted with your classmates.
3. Support your school in all activities.
4. Learn the rules of the school and observe them carefully
5. Plan and complete all school tasks and assignments.

## **BOARD OF EDUCATION**

Mr. Albert Wank, President  
Mr. Kevin E. Wigoda, Vice-President  
Ms. Gretchen R. Ulmer, Secretary  
Mr. Albert D. Marazas, Treasurer  
Mr. Christopher G. Bentz      Mr. Robert W. Keifer  
Mr. J. Scott Hunyara      Mr. Michael J. Maley  
Mr. Michael Naradko, Sr.

The Board of Education meets on the fourth Monday of each month at 7:30 p.m. in the Career Center located in the High School. Meetings are open to the public and citizens are welcome.

## **ADMINISTRATIVE STAFF**

Carl G. McBreen, Superintendent  
James M. Grabusky, High School Principal  
James A. Yacobacci, Elementary Principal  
Mrs. Nannette Bentz, Assistant Elementary/High School Principal  
Mary Ann Wynosky, Supervisor of Special Education

## **DISTRICT PHONE NUMBERS**

### **Minersville Area School District – 544-1400**

#### **Superintendent's Office**

Superintendent's Office - Ext. 1009  
Busing Information - Ext. 1014

#### **Elementary Center**

Principal's Office - Ext. 3002  
Elementary Attendance - Ext. 4001  
Nurse's Office - Ext. 3004  
E.C. Cafeteria - Ext. 3214

#### **High School**

Principal's Office - Ext. 2001  
High School Attendance - Ext. 2002  
Cafeteria Acct. Information - Ext. 2703  
Federal Projects Coordinator - Ext. 3002

#### **Llewellyn Building**

LL Cafeteria - Ext. 4003  
Nurse's Office - Ext. 4002

**PROFESSIONAL STAFF**

**ELEMENTARY CENTER**

Grade 1A  
Grade 1B  
Grade 1C  
Grade 1D  
Grade 1T  
Grade 2A  
Grade 2B  
Grade 2C  
Grade 2D  
Grade 3A  
Grade 3B  
Grade 3C  
Grade 3D  
Grade 4A  
Grade 4B  
Grade 4C  
Grade 5A  
Grade 5B  
Grade 5C  
Grade 6A  
Grade 6B  
Grade 6C  
Grade 6D

Miss Natalie Apellaniz  
Mrs. Sandra Woodford  
Mrs. Margaret Burns  
Ms. Heather Umholtz  
Mrs. Gina Ryan  
Mrs. Jaclyn Purcell  
Mrs. Jaclyn Foster  
Mrs. Jolene Gretskey  
Mrs. Addie Billingham  
Mrs. Angel Sabol  
Mrs. Catherine Coyle  
Mrs. Christina Hoptak  
Mrs. Gina Smith  
Mrs. Amanda Muraczewski  
Mrs. Lori Snyder  
Mrs. Ashley Hopkins  
Miss Marissa Kalyan  
Miss Megan Weand  
Mr. Shane Spotts  
Mrs. Lisa Frantz  
Mrs. Brenda Hossler  
Miss Katlin Kelly  
Mrs. Jamie Rizzardi

**LLEWELLYN BUILDING**

Four-KA  
Four-KB  
Kdg (A)  
Kdg (B)  
Kdg (C)  
Kdg (D)  
Bridgeway

Mrs. Maria Glore  
Mrs. Sara Sukeena  
Miss Caroline Schuster  
Mrs. Deborah Orłowski  
Mrs. Melanie Haugh  
Mrs. Tracey Houser  
Mrs. Lindsey Kuperavage

**SPECIAL SUBJECT TEACHERS**

Art  
Library/Enrichment  
Music  
Health/Physical Education  
Elementary Band  
Elementary Choir  
Title I (Reading)  
Title I (Reading)  
Title I (Reading)

Mrs. Tammie DeGennarro  
Mrs. Laura Yazemboski  
Mrs. LouAnne Ressler  
Mr. Russell Horoschak  
Mrs. Colleen Slovick  
Mrs. Mary Nell Starner  
Mrs. Carol Sterling  
Miss Jessica Wolfe  
Mr. Andrew Gavalis

**SUPPORT STAFF TEACHERS**

Grade 1 & 2  
Grade 3  
Grade 4  
Grade 5  
Grade 6  
Life Skills  
Autistic/ Learning Support/ Life Skills

Mrs. Julianne Vuksta  
Mrs. Melissa Pytak  
Miss Patricia Denchy  
Mrs. Bonnie Rosenberger  
Mr. Brian Skosnick  
Mrs. Jill Atkinson  
Mrs. Megan Siminitis

## **SUPPORT STAFF**

Principal's Secretary – E.C.  
Secretary - E.C.  
Secretary - Llewellyn  
Crisis Intervention  
School Psychologist  
School Nurse  
Nurse - E.C.  
Nurse - LL.

### **Instructional Aides:**

Mrs. Marcia Gleason  
Ms. Marlena Renninger  
Mrs. Cecelia Mennig  
Mrs. Michelle DiRenzo  
Mrs. Tracey Miklesavage

### **Life Skill Aids**

Shannon Baker, Denise Karpulk,  
Jennifer Beach, Jessica Kopinetz,  
Danielle Wank, Michelle Delaney

### **Food Service Director**

**Cafeteria (E.C. Site Manager)**  
Cafeteria Staff

Cafeteria Aide (E.C.)  
Cafeteria Aide (E.C.)

### **Cafeteria (LL. Site Manager)**

Cafeteria Staff (L.L.)  
Cafeteria Aide (LL.)  
Custodian Supervisor  
Custodian  
Custodian  
Evening Custodians

Mrs. Dawn Lafferty  
Mrs. Kathy Brinich  
Mrs. Cherie Skibiel  
Mrs. Kara Perzel  
Miss Jennifer Anderson  
TBA  
Mrs. Mary Beth Haney (LPN)  
Mrs. Melissa Schuler (LPN)

### **Support Teacher's Aid:**

Mrs. Beth Karmazin  
Mrs. Marita Beach  
Mrs. Karen Chatcho  
Mrs. Diane Sinkovich  
Mrs. Marlise Ryan

### **Autistic/Learning Support/ Life Skill Aids**

Alycia Harris, Joan Kear, Stacy Messer,  
Suzette Spell, Judy Evangelista,  
Heather Carvajal

Mrs. Deidre Bloch  
Mrs. Janet Rada-Mitchell  
Mrs. Diane Morasky, Mrs. Bonnie Micklo  
Mrs. Bridget Stine, Mrs. Rhoda Borrell  
Miss Lynn Sabadish  
Mrs. Mary Lou Schappe  
Mrs. Peggy Meyers  
Mrs. Maureen Haeusler  
Mrs. Elaine Chupick  
Mr. Greg Stephen  
Mr. James Quinn, Mr. Francis Krasinski (E.C.)  
Mr. Thomas Putalavage, Mr. Gary Paul (LL.)  
Mrs. Donna Doyle, Mr. Peter Lotz and  
Mr. Robert Padelsky

## **ITINERANT PROGRAM STAFF**

Speech and Language  
Speech and Language  
Occupational Therapist  
Social Worker  
Physical Therapy  
ESL (English as Second Language)

Mrs. Vanessa McCormick  
Miss Sarah Guthrie  
Mrs. Amanda Moore  
Mrs. Dana Sukeena  
Mrs. Kathy Motuk and Mrs. Gemma Haas  
Elaine Davis & Adele Wallace

## SCHOOL DAY

Student's arrival to school – 8:05 A.M. Students must be in homeroom by - 8:50 A.M.

### ELEMENTARY CENTER DISMISSAL

#### Regular Dismissal Days -

**Busses** begin arriving at 3:12 P.M.  
**Walkers** 3:12 P.M. - Grade 1  
3:16 P.M. - Grade 6  
3:17 P.M. - Grade 5  
3:18 P.M. - Grade 4  
3:20 P.M. - Grades 2 and 3

#### Early Dismissal Days

**Busses** begin arriving at 1:12 P.M.  
**Walkers** 1:12 P.M. - Grade 1  
1:16 P.M. - Grade 6  
1:17 P.M. - Grade 5  
1:18 P.M. - Grade 4  
1:20 P.M. - Grades 2 and 3

### LUNCH PERIOD

#### **- Llewellyn Early Childhood Education Center -**

11:00 - 11:30 (Grades KA, KD & Bridgeway)  
11:30 - 12:00 (Grades KB & KC)

#### **- Elementary Center -**

10:53 - 11:28 (Grade 5)	11:45 - 12:20 (Grade 6)
11:08 - 11:43 (Grade 3)	12:23 - 12:58 (Grade 2)
11:30 - 12:05 (Grade 4)	1:00 - 1:35 (Grade 1)

### FOUR-K CLASSES

Four-K A.M. - 9:00 - 11:45      Four-K PM. - 12:45 - 3:30  
All-Day Kindergarten - 9:00 - 3:30

### STUDENTS' DAY

**Elementary Center Students should not arrive at school before 8:10 A.M. There will be no supervision of students before this time.** When a student arrives before 8:25 they should report directly to the auditorium. Students are expected to conduct themselves in a proper manner, in the auditorium or cafeteria, while waiting for the 8:30 bell to ring. Students arriving at 8:30 should report to their homerooms. **Students participating in the breakfast program should enter the building and report to the auditorium. They will then be dismissed to the cafeteria starting at 8:15 A.M. Students should leave the school grounds immediately after school and go directly home.** In the interest of safety, parents are encouraged to establish a route the child should walk, establish expected arrival times, and encourage the child to walk with one or more other persons.

**Llewellyn Students should not arrive to school before 8:30A.M. Students may report to the cafeteria for breakfast after 8:30A.M.**

### ADULT VISITORS

All persons visiting the school **MUST** report to the main office in the interest of security and student safety. Parents or relatives of students should not report to individual classrooms or interrupt teachers without reporting to the office for a visitor's pass.

## **TELEPHONE CALLS & USAGE**

We ask that discretion be used when calling children or teachers during school hours. **Efforts should be made to contact the school only when messages are urgent. Student use of the school phones is restricted to important reasons or needs.**

Students are encouraged to assume the responsibility of making arrangements in advanced based on the activities of the day.

**Cell phone usage during school hours is prohibited. All cell phones should be turned off during the school day.** Pay telephones are located in both elementary buildings. Use of these phones by students during school hours is prohibited without the approval of a teacher.

## **ACT 80 EARLY RELEASE DATES** **(Dismissal Begins at 1:15)**

September 17, 2014

November 11, 2014

March 4, 2015

June 2, 2015

## **SCHOOL CALENDAR** **2014 – 2015**

August 20, 2014	Wednesday, In-Service Day - Teachers Only
August 21, 2014	Thursday In-Service Day - Teachers Only
August 25, 2014	Monday, First Day of School
August 29, 2014	Friday, Labor Day Weekend- Schools Closed
September 1, 2014	Monday, Labor Day – Schools Closed
October 14, 2014	Monday, In-Service Day, Teachers Only
October 30, 2014	Thursday, Second Marking Period Begins
November 27, 28 & Dec. 1, 2014	Thursday Friday & Monday - Thanksgiving Break
December 2, 2014	Tuesday - Schools Reopen
December 24 <sup>th</sup> thru January 2, 2015	Christmas Holiday - Schools Closed
January 5, 2015	Monday - Schools Reopen
January 16, 2015	90 <sup>th</sup> Day of School
January 17, 2015	Thursday, Third Marking Period Begins
January 19, 2015	Monday, In-Service Day, Teachers Only
February 16, 2015	Monday President's Day - Schools Closed
February 17, 2015	Tuesday - Schools Reopen
March 16, 2015	Monday, In-Service Day - Teachers Only
March 25, 2015	Wednesday, Fourth Marking Periods Begins
April 2 thru April 7, 2015	Easter Recess – Schools Closed
May 25, 2015	Monday, Memorial Day, Schools Closed



May 26, 2015	Tuesday, Schools Reopen
June 2, 2015	Tuesday, Last Day of School for Students
June 3 through June 5, 2015	Snow Make Up Days
June 3, 2015	Wednesday, In-Service Day - Teachers Only
June 4, 2015	Thursday, In-Service Day - Teachers Only
June 5, 2015	Friday, COMMENCEMENT

### MESSAGES FROM SCHOOL

Your teachers or the principal will often find it necessary to send messages and other communications to parents via the students. Please be sure to read the messages carefully and respond quickly if asked to so. Report cards, behavioral report forms, and similar communications will require a parental signature to insure that the parent has seen the form.

### PARENT ORGANIZATIONS

Parent organizations are formed in both elementary buildings for the purpose of promoting home-school relations for the benefit of our children. Parents are encouraged to join and support the organizations in their efforts.

**The Llewellyn Parents' Club (LPC) generally meets in the Elementary School Cafeteria at 7:00 P.M. on the first Thursday of each month.**

**The Minersville Elementary Parents' Association (MEPA) generally meets on the first Wednesday of each month at 6:30 P.M. in the Elementary Center Library.**

#### LPC Officers

President - Theresa Cook  
 Vice-President - Sherri Goines  
 Secretary - Tracey Houser  
 Treasurer - Megan Paul

#### MEPA Officers

President - Krista Adams  
 Vice-President - Christine Witmer  
 Secretary - Sherri Hammer  
 Treasurer - Maria Eisenhart

The Minersville Area Elementary Parents' Association and the Llewellyn Parents' Club conduct fundraisers throughout the school year in order to raise money for special functions for all the students in the school. These functions include; dances, ice cream and pizza parties, field trips, seasonal gifts to students, etc. In order for these activities to be possible, the volunteering efforts of parents are needed and greatly appreciated.

### SCHOOL LUNCH PROGRAM

Minersville Area schools participate in the federal school lunch program.

**In order to maintain eligibility status for free or reduced lunch, a new lunch application must be filed in this district within 2 weeks from the start date of a student. If an application is not filed, your child will be required to pay the regular lunch price until a lunch application is processed.**

Applications for free and reduced lunches are available at any time during the school year. Students who participate are also eligible for the breakfast program. Eligibility is based on the family income scale attached to the application. Breakfast and lunch are available when school is in session. **In case of a 2 hour delay due to inclement weather, there will be no breakfast served.**

Lunch and breakfast are available on a cash and pre-payment basis. Lunch and Breakfast deposits may be made on Monday and Tuesday mornings to your child's/children's debit account for as many meals as you would like to purchase. **When paying by check, please make payable to: Minersville Area School District Cafeteria Fund. Please include your child's/children's name(s) on the check.** Student's carrying a lunch to school may purchase milk.

## Prices as of September for Elementary students are as follows:

Regular Lunch	\$2.05	Adult Lunch	\$3.60
Reduced Lunch	.40	Adult Milk	.50
Regular Breakfast	.95	2% White Milk	.50
Reduced Breakfast	.30	Chocolate Milk	.50
Adult Breakfast	1.70		

The cafeteria is a large group area where certain behavioral standards are expected. The school reserves the right to deny admission to the cafeteria to those students who fail to adhere to cafeteria regulations.

Our cafeteria has a computerized debit system that will allow you to pay in advance for meals and/or a la carte foods (juice drinks, ice cream, cookies, etc.), if you choose to do so. Students will still be able to pay cash on a daily basis as they have in the past. The system works with a finger scanner unit that accesses the student's ID and account information and deducts payment for items purchased (this unit does not take a student's fingerprint, it is simply a unit that identifies a student by pressing his/her finger on the scanner unit.)

All students purchasing food in the cafeteria, will need to scan their finger under this system regardless of their meal status (paid, free, or reduced), or whether they have money on account or are paying cash. The finger scanner unit is located near the end of the serving line. The student's ID number will stay the same throughout the remaining years your child is enrolled in the Minersville Area Schools.

### Advanced Payment Options

#### Option #1 - CASH ON ACCOUNT

A cash debit account is created by making a payment of a certain dollar amount (\$5.00, \$10.00, \$20.00, etc.) to the cafeteria. These funds are then deposited into your son or daughter's debit account and available to your child when purchasing lunch, breakfast and/or a la carte foods in the cafeteria. There are no limitations as to what may be purchased or how many purchases can be made. The account balance simply decreases as purchases take place.

**Make Checks payable to MASD Cafeteria Fund.**

#### Option #2 - PREPAID MEALS ONLY

Meals may be purchased in advance and monies put on account can be designated for student meals only. No snacks or a la carte food items can be purchased with this payment. Your son or daughter would need to pay cash for any snack or a la carte items being purchased. This payment amount would be calculated by determining the number of meals you wish to purchase and multiplying by the meal price of \$1.85 for full priced students and .40 for reduced students. Any number of meals may be purchased at one time.

#### Option #3 - BOTH: PREPAID MEALS AND CASH ON ACCOUNT

You may purchase Prepaid Meals and put "cash on account". This option ensures that your child receives a lunch, a breakfast and allows him or her to purchase a la carte foods as well.

However, there are no limitations as to what foods may be purchased a la carte, or how many a la carte purchases can be made. When making a payment for both, please state clearly how much money is for prepaid meals and how much is for "cash on account".

**Please Note:** The school reserves the right to limit lunch selections to a bag lunch should a student have an outstanding debt of \$5.00 or more.

### **CAFETERIA RULES**

1. Students should move into the cafeteria single file in an orderly fashion.
2. Students are to follow the instructions of the aides, teachers, and cafeteria staff at all times while at lunch.
3. Students should be careful not to carelessly drop food or paper on the floor.
4. Students should clear their individual area before leaving the table.
5. Students may not leave the cafeteria unless permission is given by the teacher or cafeteria aide in charge.
6. Students are expected to display good manners.

## LOST AND FOUND

**A lost and found area will be designated in both buildings.** Each year many unclaimed articles, some of considerable value, are found in and around our schools. If your child has lost something, contact the school office immediately. Items not claimed during the course of the school year will be discarded.

**Clothing and personal items should be clearly labeled.** First and last names should be put on labels, lunchboxes and book bags. Items of value should not be stored in lockers. Money should be kept with students at all times.

## ATTENDANCE

The School Laws of Pennsylvania require attendance by all children of compulsory school age. Regular attendance is necessary to insure the continuity of the educational process and must be insured by the parent(s) or guardian(s) of the child. Irregular attendance patterns will negatively affect a child's school performance and his/her attitude.

The Minersville Area School District's policy established on absenteeism stipulates that a pupil who has been absent from school for any reason must submit a written excuse from his/her legal guardian to the school office within three days upon his/her return. If the student does not submit an excuse within three days of the absence then the day of the absence will be deemed "unlawful"

When a student is 16 years old or younger, the unlawful (truancy) offense may be referred to Children and Youth, the District Justice or the Schuylkill County Court in compliance with Schuylkill County's Truancy Policy. Below you will find a copy of this policy.

### Schuylkill County Truancy Handbook for Parents and Youth (Revised August 2011)

The following is information that every family should be aware of regarding truancy and how truant situations will be handled for the 2014/15 school term:

Initially it is important to know that by definition compulsory school attendance is from ages 8-17. However if a student under the age of 8 is enrolled and attending school, they are also bound to follow the truancy policy once they begin school.

- A.) Upon a student missing one (1) illegal day of school, a representative from the district will attempt a face to face contact with the family and ensure they are provided with a copy of the County Truancy Policy.
- B.) Upon the youth accumulating a total of three (3) illegal days of school **in a month**, the district shall make a verbal referral to the Schuylkill County Children and Youth Office. Following the verbal referral being completed, the school shall fax a copy of the student attendance record to the agency. The agency will begin tracking the attendance upon receipt of the initial referral; this will include calls to the school at least two (2) days per week to ensure the youth is attending.
- C.) Within five (5) business days of the verbal referral the agency will conduct a home visit and verbally review the County Truancy Policy. Following this meeting the agency will continue to track the child's attendance **up to** ninety (90) school days. Within ten (10) days of the verbal referral the caseworker will schedule a Truancy Elimination Plan (TEP) meeting to be held at the school. This meeting will be coordinated between the family, truant youth, school district and the C & Y agency. Information regarding the time and date of the meeting will also be provided to the school based probation officer and any service providers involved with the family.
- D.) The TEP meeting will be held to discuss issues leading to the truancy and plans to correct the behavior. The agency will provide the family with a verbal and written explanation of the truancy policy and the sanctions that can be placed upon the family and youth if this policy is violated. Services and programs available within the community, agency, and school setting can be discussed as options during this meeting. Children and Youth will complete the Truancy Elimination Plan and will provide a copy to the participants at the meeting. This Plan should be revisited throughout the involvement with the youth and family and revised as needed.

**Following the TEP meeting if there are no further problems regarding attendance a discussion with all parties can be held and the tracking can discontinue if appropriate.**

- E.) If the youth misses one (1) illegal day following the development of the TEP the school district shall file a citation with the Magisterial District Justice. **Citations may be filed prior to this if dictated by the school policy.** The school shall provide a copy of this citation to the C&Y caseworker and the Juvenile Justice Department. Children and Youth will make every effort to have a representative present at the Magistrate hearing, when scheduled. Subsequent citations to the Magisterial District Justice should be filed following any additional absences.
- F.) Upon the filing of the first citation, Children and Youth will file a dependency petition and request that the case be fast tracked to Truancy Court. A school representative will be subpoenaed to testify to the involvement with the youth. Services and options shall be presented during this hearing and the agency shall request the court order the family's participation. **At this hearing a request for court ordered participation in the truancy weekend program will be requested.**
- G.) **After an additional three (3) illegal days, unless otherwise directed by the court, the agency will schedule the child's admission to the weekend program. If the child is ordered and scheduled to attend the weekend program, the school will be requested to provide applicable work to be completed.**
- H.) If at anytime during the process the family/student becomes uncooperative or **if the attendance continues to be problematic, the agency will petition to review the case with the court.**

At a minimum the family will have monthly in home contact with the C&Y caseworker.

**Services that can/will be offered and utilized in an attempt to eliminate truant behavior are:**

- Family Group Decision Making (FGDM): This program is contracted through the Children and Youth Office, however is handled by a private agency. The concept of FGDM is to bring family members, friends, and social supports together in order to develop a working plan to resolve the truancy issues.
- Family Support Unit/Signature Family Services: Both services are contracted through the Children and Youth office and provide in home parenting and counseling services.
- Access Rebound Program: This program is offered through both C&Y office and JPO and will provide a one on one mentor and can offer in home services to the family. This program will also have a family advocate that can work with the youth and family when dealing with educational obstacles.
- Day Treatment/Alternative Education: The Intermediate Unit, in conjunction with the C&Y office, offers a full time alternative education program for students who may have difficulty in the large school setting.
- Student Assistance Program (SAP): Each school district has a SAP team comprised of school personnel and community providers that can offer assistance to a youth in the school setting.

**Penalties for Violation of Compulsory School Attendance:**

**The Penalties can include both the student and the parent/guardian**

- Citations issued through the Magisterial District Justice Office. The citations can be issued to both the student and the parent. The fines can be no more than \$300 per offense. The truancy committee will be encouraging the local magistrates to impose the highest amount possible. In addition, if the parents are issued a fine and they fail to pay the fine, the Magistrate can impose a jail sentence, not to exceed five (5) days.
- Community Service can be ordered by the District Magistrate for both the parent and truant youth. The community service should be completed at the school, if available.

- Suspension of driving privileges for the truant student. Upon a first conviction the child's operating privilege for operating an automobile will be suspended for 90 days. Upon a second or subsequent conviction, the child's operating privileges will be suspended for six (6) months. Children who do not yet have a driver's license will be ineligible to apply for a license for the time periods of 90 days for the first conviction and six months for the second and any subsequent conviction.
- Loss or suspension of cash assistance benefits, as per the United States Code Title 42 – The Public Health & Welfare. The State may reduce, by such amount as the State considers appropriate, the amount of assistance otherwise payable under the State program to a family. The Children and Youth agency will be working with the local Department of Public Welfare in order to ensure the benefits are withheld.
- Once a youth is adjudicated dependent and attempts at engaging the child in a school program fail the agency can recommend to the Court a weekend placement program. This program can be utilized for one weekend or as many as needed in order to encourage the student to attend school regularly. Students who are court ordered into a weekend placement program will be required to complete assignments provided by the school. In addition the youth will complete chores and any physical requirements of the program.

**Absence Procedure** – Parents are asked to notify the school if a student is absent. When a child is absent from school, the parent or guardian is required to forward a signed statement listing the child's full name, the dates of absence and the reason for the absence. If the child does not return to school with a note the homeroom teacher will notify the office. If a note is still not received within 3 days after the absence, it will be classified as an "unlawful/unexcused" absence and the truancy policy will commence.

If students have been absent three or more consecutive days or an excessive amount of days, they will be required to present a physician's note on the day of return stating the reason for the absence. If an examination is to be made up because of absence, the students must make arrangements with the teacher upon their return to school.

### **Educational Leave Policies and Procedures**

In accordance with School Board Policy, it is necessary that family trips for educational purposes be considered within the context of school purpose and school law. Parents who are planning to take their children on an educational trip during the time that school is in session may request an excused absence for the student(s). Consideration of such a request is dependent on these conditions:

1. Trips may not exceed the maximum of five (5) days per school year.
2. All days beyond the maximum of five (5) days will be considered unexcused and unlawful for students under the age of seventeen (17.)
3. Parents are encouraged not to plan trips during the first or last ten (10) days of the school year.
4. **AN EDUCATIONAL TRIP REQUEST FORM SHOULD BE FILLED OUT BY THE PARENT/GUARDIAN FIVE (5) DAYS PRIOR TO STUDENTS' REQUESTED LEAVE. One form may be used for students attending the Elementary Center or Llewellyn building (a separate form should be turned in for students attending the High School). Forms are available at all building offices.** Administrative responses to submitted forms by parents/guardians will be made within 48 hours of submission.
5. The purpose of the trip must be stated.
6. The principal prior to approval will review each request. The following will be taken into consideration by the principal in granting permission for the trip:
  - a. the student's academic standing;
  - b. the student's attendance record;
  - c. the student's disciplinary record.
7. If approval is given prior to the trip, the student's absence will be listed as excused. If prior approval is not received, the absence will be classified as unexcused/unlawful. Should the student's absence extend beyond the approved time, those days will be classified as unexcused/unlawful.
8. The student is expected to complete all schoolwork that is assigned during the school absence. The teacher prior to the trip will provide such assignments to the student. It will be the student's responsibility to contact teachers and make up any missed assignments.

9. Permission will not be granted for trips/tours during the State or District's standardized testing period.

**Excused Absences** – Excused absences are those related to personal illness, death in the family and other exceptionally urgent reasons as listed below:

- Documented appointments with health care professionals
- Documented absence for religious instruction or religious holiday
- Participation in an academic class or school-sponsored activity approved by the principal
- Court appearances (copy of subpoena required)
- Prior approved non-school sponsored educational field trips
- Unavoidable emergencies (reviewed by principal)
- Out of school suspension

**Unexcused Absences** - This refers to a student missing all or a significant portion of a school day for a reason(s) that are found by the school to be unacceptable as follows:

- Oversleeping
- Missing the bus
- Refusing to come to school
- Taking a trip (vacation) without an approved education field trip form by the administration
- Failure to return an excuse within three (3) school days following an absence
- Failure to provide a doctor's excuse within three (3) school days following an absence when required
- Any other circumstances deemed unexcused by the principal

If a child appears to have an irregular attendance pattern, the school may require a note from a physician for each subsequent absence, with the case monitored by the attendance officer.

**Homework Requests for Absences** - You may request homework for your child. Please **notify the school office by 10:00A.M.**, in order to allow the teacher ample time to collect assignments to be sent home.

**Half Day Absences** - Students who report to school after 10:30 a.m. or before 1:30 p.m. will be classified as a half day absence. Students who arrive from a doctor's appointment or leave for an appointment and are out of class for 2 hours or longer are classified as half day.

**Tardiness** - **A CHILD WHO ARRIVES LATE FOR SCHOOL MUST REPORT DIRECTLY TO THE OFFICE WITH A NOTE OF EXPLANATION SIGNED BY A PARENT.** Frequent tardiness may have an adverse affect on a child's progress. Examples of excused tardiness would be an illness, a family emergency, a power failure, or car problems. Oversleeping and parent's work schedules are not an excused reason for tardiness. The principal and/or assistant principal will use their discretion in determining whether a tardy to school is excused or unexcused. The following schedule of discipline will be followed for incidents of unexcused tardiness to school.

- For the **1<sup>st</sup> & 2<sup>nd</sup> unexcused tardy** the student will receive a warning.
- For the **3<sup>rd</sup> unexcused tardy**, the student and parent will receive a written warning and letter explaining the future discipline consequences if the unexcused tardiness continues.
- A **RECESS DETENTION** will be assigned for each of the **4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> unexcused tardy** to school.
- An **AFTER SCHOOL DETENTION** will be assigned for the **7<sup>th</sup> - 11<sup>th</sup> unexcused tardy**. After School Detentions are normally scheduled on Tuesdays, Wednesdays and Thursdays from 3:25 p.m. to 4:00 p.m. Failure to appear for an assigned after school detention will result in the assignment of additional after school detentions or possibly an Out-Of-School Suspension (OSS).
- The **12<sup>th</sup>, 13<sup>th</sup> & 14<sup>th</sup> unexcused tardy** will result in an **EXTENDED AFTER SCHOOL DETENTION** extended till 4:30 P.M.

- The **15<sup>th</sup> unexcused tardy** will result in an **EXTENDED AFTER SCHOOL DETENTION** extended till 5:00P.M.
- The **16<sup>th</sup> unexcused tardy** will result in an **IN-SCHOOL SUSPENSION (ISS)**.
- The **17<sup>th</sup> unexcused tardy** will result in an immediate **OUT OF SCHOOL SUSPENSION (OSS)** with a **scheduled required conference with the principal or assistant principal** to gain admission to school.

**Late to Class (Homeroom)** - The student must report to homeroom by **8:50 A.M.** or the student will be disciplined for being late to class. Students on late arriving buses will be permitted to arrive to class late after breakfast. **All walkers and students who are transported to school by parents or other authorized persons must arrive at school in time to have breakfast and still be able to report to their homeroom by 8:50 A.M.**

The following discipline schedule will be used for reporting students who are late to homeroom from breakfast.

- For the **1<sup>st</sup> late to homeroom**, the student will receive a verbal warning from the teacher.
- For the **2<sup>nd</sup> late to homeroom**, the student will receive a verbal warning and the parent will receive a phone call from the teacher.
- For the **3<sup>rd</sup> late to homeroom**, the parent will receive a note/letter from the teacher.
- The student will be assigned a **RECESS DETENTION** for the **4<sup>th</sup> thru 6<sup>th</sup> late to homeroom**.
- The student will be assigned an **AFTER SCHOOL DETENTION** for **7<sup>th</sup> thru 10<sup>th</sup> late to homeroom**.
- An **IN-SCHOOL SUSPENSION (ISS)** will be assigned for the **11<sup>th</sup> late to homeroom** with a principal/parent conference required.
- **Any subsequent late to class occurrences will be disciplined at the discretion of the principal or assistant principal with the use of After-school detentions, In-School Suspensions (ISS), or Out-of-School Suspensions (OSS).**

**Prolonged Absences or Serious Illness** - Students are sometimes forced to miss school or are hospitalized for serious reasons. School personnel are sincerely concerned about the welfare of these children and ask that parents inform the school in such cases.

**Homebound Instruction** - Students who anticipate a prolonged absence from school may be eligible for homebound or private instruction up to 5 hours per week.

In this situation parents should inform the school, request homebound instruction with a letter to the Superintendent, and arrange to have a physician forward a letter indicating:

1. the diagnosis;
2. the estimated length of time the child should remain at home;
3. the circumstances under which lessons should be taught;
4. maximum hours of instruction the student can tolerate per day and week; and
5. any other restrictions.

**Doctor or Dentist Appointments** - Any child who has a doctor, dentist, hospital or clinic appointment should present an appointment card before leaving school and a card verifying the appointment was kept upon return. Efforts should be made to schedule such appointments during non-school hours. Parents must report to the office and sign the student out for the appointment. Students are responsible for all work missed during such absences

**Perfect Attendance** - Students who have exemplary attendance patterns or perfect attendance receive attendance award certificates. Students who achieve perfect attendance for the entire year are recognized with a certificate. Students who are not in school for a full session due to a doctor's appointment or other reasons do not qualify for perfect attendance unless they leave and return during the same half day session. Church related activities are given special consideration upon request. Students who arrive at school after 10:30 a.m. and leave before 1:30 p.m. are considered half-day absences. If your child is striving for perfect attendance for the entire year, and you must take him/her out of school for some reason, please check with the office to see if it will affect perfect attendance. This will prevent any disappointments at the end of the year.

## **EMERGENCY SCHOOL CLOSING**

1. The decision to close or delay school starting time due to weather conditions or other circumstances is made by the Superintendent and announced immediately on **TV station WNEP Channel 16 (dial #2) and Pottsville radio stations WPPA and WPAM**. The same procedure is used for early dismissals due to weather.
2. Our District will communicate with you via our **“ONE CALL”** system by phone, text and/or e-mail regarding various information and time sensitive alerts (weather, attendance and activities). **Please do not call the school offices to verify the school closing, however, you may check the information hotlines for any updates (544-1401, 544-1403 or 544-1405).**
3. **Parents should develop an alternate dismissal plan for children in the event school dismisses early due to weather conditions, power outages or other emergency related conditions. Inform your child's teacher in writing if special instructions are necessary.** Elementary students are usually dismissed after the high school in emergency circumstances since many older students are responsible for children of elementary age.
4. **Poor road conditions and delay of buses can affect transportation schedules. Parents should not phone the school to ask if a bus is delayed or cancelled.** This information is seldom available until the driver completes his run and notifies the school office.

## **BUILDING USE**

The Board of Education has established an official policy regarding the use of district facilities by individuals, organizations, and community groups. The policy may include a fee if a profit making activity is scheduled and requests may be denied if an activity conflicts with school events. Requests should be submitted to the superintendent in writing.

## **ENTRIES, TRANSFERS AND WITHDRAWALS**

1. Students entering Minersville Area schools anytime during the school year should go to the district administrative office adjacent to the high school. The person registering the child should present:
  - a. a transfer card from the previous school
  - b. a birth certificate or other proof of age
  - c. an immunization record for kindergarten or first grade students
  - d. a copy of the student's last report card
2. Students withdrawing from Minersville Area schools or transferring to another school district should go to the district administrative office. The parent will:
  - a. indicate a new address or the new school the child will attend;
  - b. sign a form authorizing the school to send the child's records to the new school;
  - c. satisfy any debts owed for books, pictures, cafeteria, etc.;
  - d. receive a transfer form to take to the new school district; and
  - e. indicate the last day the child will attend school in Minersville.

## **FIRE DRILLS**

The school laws of Pennsylvania require the school to conduct fire drills on a regular basis. Parents should understand that such drills are conducted to teach a quick orderly exit from the building and may someday save a life. The drills may, during some months, be conducted in cool temperatures, but are done so for the protection of the children.

## **FUNDRAISING**

1. Fundraising by non-student groups must have the approval of the District Superintendent and organizations must submit a financial report to the Board of Education.
2. Students are forbidden to sell or solicit items or lottery type tickets in school to teachers, staff members, or other students.



## **LOCKERS**

Lockers remain the property of the school and are provided to students without charge. The rights of personal property; however, as well as the rights of the school, must be afforded consideration. The school principal, or a designated faculty member, is authorized to open lockers and to examine their contents including personal belongings of students only when such person has reasonable cause to believe that the contents threaten the safety, health or welfare of students, or include stolen property. Reasonable efforts to locate the student shall be made prior to opening his or her locker. If the student is present, the school official shall advise him of the circumstances justifying the search and seizure of the objects which the official believes the search may disclose. If the student is not present, he shall be informed of the search.

Any stolen items or items which are specifically prohibited by law, Board Policy or school regulations may be impounded. The student shall be given a receipt for any items impounded by school authorities and parents shall be notified of any items impounded. When there is sufficient evidence to reasonably assume that criminal action may be required, interrogations and searches shall become the responsibility of law enforcement authorities.

## **LOSS OF BOOKS**

Textbooks and workbooks are issued to all students and it is their responsibility to properly care for materials issued to them. If a student loses a book he/she will be charged for the cost of the book and issued another. If a child returns a book after making payment, the money will be refunded. This also pertains to library materials and books which are defaced or damaged.

## **INTRODUCTION TO DISCIPLINE CODE**

### **Disciplinary Guidelines**

The Minersville Area Elementary and Early Childhood Centers believe that order and discipline are essential to an effective educational environment. This commitment requires a code of discipline that clearly defines individual responsibilities, categorizes unacceptable behaviors and provides for appropriate disciplinary procedures. Finally, to be effective the code must:

1. Be preventive in nature
2. Promote self-discipline
3. Concern itself with the welfare of the individual as well as that of the school community as a whole
4. Promote close working relationship between parents and the school staff
5. Discriminate between minor and serious offenses as well as between first-time and repeated offenses
6. Provide disciplinary procedures that are appropriate to the misconduct
7. Be administered in a way that is firm, reasonable, consistent and fair
8. Encourage high regard for every person's right to reasonable hearing procedures and due process when accused of misconduct
9. Be in compliance with the provisions of federal, state and local law as well as with guidelines and directives of the Pennsylvania Department of Education

## **STATEMENT OF STUDENT RESPONSIBILITIES**

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, conformance to school rules and regulations. Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of fellow students. Students should respect the rights of teachers, students, administrators and all others involved in the educational process.
3. Students should express their ideas & opinions in a respectful manner.
4. It is the responsibility of the students to conform with the following:
  - a. be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that until the rule is waived, altered or repealed in writing, it is in effect

- b. volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property
- c. dress and groom to meet fair standards of safety and health, and not to cause substantial disruption in the education process
- d. assist the school staff in operating a safe school for all persons
- e. be aware of and comply with state and local laws
- f. exercise proper care when using school facilities and equipment
- g. attend school daily (except when excused) and be on time to all classes and other school functions
- h. make up work when absent from school
- i. pursue and attempt to complete satisfactorily the courses of study prescribed by the state and local school authorities
- j. not to use indecent or obscene language or gestures during interactions with other students, teachers and staff

## **BEHAVIOR EXPECTATIONS** **FOR ALL STUDENTS**

### ***Throughout the Day (Schoolwide):***

- Arrive at school no earlier than **8:10A.M.** and leave immediately at dismissal
- Show respect and courtesy to all people
- Behave in a safe and cautious manner
- Walk quietly in and around the school
- Use appropriate language
- Do not chew gum in school

### ***Classroom Guidelines:***

- Listen and follow directions of your teacher
- Be respectful and courteous to other students and your teacher
- Treat others as you would like to be treated
- Practice random acts of kindness daily

### ***Lunchroom Guidelines:***

- Be polite to other people
- Always talk in a moderate tone of voice
- Keep hands, feet, objects and food to yourself
- Keep your area clean

### ***Hallway Guidelines:***

- Walk at all times
- Always speak in a low voice so students in other classrooms will not be disturbed
- Stay on the right side of hallway
- Stay in a straight line, arms at sides when you are with your class

### ***Playground Guidelines:***

- Play in a safe manner, respecting the person and property of others
- Stay within the playground area at all times
- Play on equipment or be involved in an organized game or activity with others
- Demonstrate respect for the person or persons in charge
- Aggressive behavior is prohibited

## **AUTHORITY OF TEACHERS**

Every teacher in public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents or guardians may exercise over them. (Section 1317 - Pennsylvania School Code) **Each teacher has the legal right and duty to require reasonable obedience and respect for authority.**

## DISCIPLINE LEVELS WITH CONSEQUENCE GUIDELINES

AFTER SCHOOL AND EXTENDED AFTER SCHOOL DETENTIONS will be the primary disciplinary action used. The following are other disciplinary measures that may be used for discipline offenses

### **Definitions of Discipline (Formal) Actions and Consequences**

- (1) Verbal Warning (student conference)** – Depending on the misconduct described in the discipline referral, a student may receive a verbal warning with a conference with the principal or assistant principal. During the school day, a student may receive several informal warnings and redirections from teachers.
- (2) Lunch Detention** – For minor violations and/or misconducts that occur in the cafeteria during lunch, a student may receive a lunch detention in the office, whereas the student obtains his or her food tray and eats lunch in the office or adjacent conference room away from the student's peers. Because of the lack of room in the office to accommodate lunch detentions, they are used sparingly and only for minor cafeteria misconducts. Also, for the same reason, a student will be assigned only one lunch detention for the school year. Repeated cafeteria misconducts will result in a higher level discipline action.
- (3) Recess Detentions** – For minor violations and/or misconducts, a student may be assigned a recess detention, whereas the student reports to the office during recess, which usually is about 30 to 35 minutes in duration. Because of the lack of room in the office to accommodate recess detentions, a student will be assigned a recess detention only once. Repeated misconducts will result in a higher level discipline action. Loss of recess or parts of recess may be used informally by the teachers as often as necessary for classroom management. These students are separated from their peers during recess, but are not sent to the office.
- (4) After School Detention** – For more serious violations and/or misconducts and for repeated violations and/or misconducts, a student may be assigned an after school detention from 3:25 p.m. to 4:00 p.m. **Bus transportation will not be provided.** If a student rides the bus, a parent and/or guardian or family member must transport the student from school after the detention is served. If a walker is assigned an after school detention, the school must be notified if the child will be transported by the parent or if the child is permitted to walk home. Please call 544-1400, ext.303 or return the signed white copy to notify the school how your child will be going home. This detention will be used primarily for the younger students in first and second grades.
- (5) Extended After School Detention** – For more serious violations and/or misconducts and for repeated violations and/or misconducts, a student may be assigned an extended after school detention which is served from 3:25 p.m. to 4:30 p.m. or from 3:25 p.m. to 5:00 p.m. **Bus transportation will not be provided.** If a student rides the bus, a parent and/or guardian or family member must transport the student from school after the detention is served. If a walker is assigned an extended after school detention, the school must be notified if the child will be transported by the parent or if the child is permitted to walk home. Please call 544-1400, ext.303 or return the signed white copy to notify the school how your child will be going home.
- (6) In-School Suspension (ISS)** – Since the elementary school does not have an in-school suspension room and monitor, this is a discipline consequence that will be sparingly since our office and/or conference room are not the most suitable locations to conduct such a consequence and is used for only special circumstances. Out-of-school suspensions will be used in the high majority of the time as a more appropriate consequence.
- (7) Out-of-School Suspension (OSS)** – For more serious violations and/or misconducts and for repeated violations and/or misconducts of a cumulative nature that indicate that the past discipline consequences are ineffective in deterring the misbehaviors, out-of-school suspensions (OSS) will be assigned as the appropriate discipline consequence. A student may be assigned up to and including ten (10) consecutive days of OSS. A parent conference with the principal/assistant principal and/or with the superintendent may be stipulated before the student is readmitted to school after the OSS is completed.
- (8) Expulsion from School** – For offenses that seriously threaten the health and safety of persons or property and/or for repeated misconducts of any level that disrupt the classroom and education of other students, a student may be subject to expulsion from school. A formal request from the principal is made to the superintendent and if approved, a formal hearing before the school board of directors is scheduled.

The school board of directors upon hearing the evidence may expel a student for a specified period of time. Examples of acts that may lead to expulsion are:

- (1) Continuation of misconducts that disrupt the classroom and affect the education of other students.
- (2) Possession, sale or use of drugs or controlled substances, intoxicating (alcoholic) beverages, any form of tobacco, including synthetic and look alike substances.
- (3) Possession of weapons or any object or instrument that is capable of causing serious bodily injury.
- (4) Assaults.
- (5) Sex offenses including indecent contact and indecent exposure.
- (6) Terroristic threats including extreme acts of bullying and intimidation.
- (7) Vandalism, destruction of school property, or careless disregard of school property.
- (8) Other offenses enumerated in Title 18 of the Pennsylvania Consolidated Statutes (Crimes Code).

Besides expulsion, the student may be subject to referral to law enforcement agencies, the juvenile probation office, the Schuylkill County Children and Youth Agency, as well as, criminal prosecution.

### **OUT-OF-SCHOOL SUSPENSION (OSS) GUIDELINES**

1. Prior to a full day suspension, parent contact will be made by the administration. This contact will be in the form of a personal phone conference and a follow up letter to verify the suspension.
2. Students on OSS are not permitted on school property during the time of OSS. They may not attend or participate in any event, game, practice, etc. on school property.
3. Students on OSS are required to do assignments for days of OSS:
  - a) Except for extreme circumstances, students and parents will be given one (1) day notice of the start of OSS so students may see teachers about assignments. Assignments will not be sent to the office or sent home for student on OSS. Student must get assignments before leaving.
  - b) Assignments must be turned in on day of reinstatement or will be graded a "zero"
  - c) Any tests, quizzes, oral reports, etc., missed during OSS must be made up within the same number of days on OSS - to a maximum of five days. The student is responsible to arrange make-ups with the teacher.

### **DAMAGE TO BUILDING**

It is the responsibility of each student to conduct himself/herself in a manner which will help create a positive school environment. If the actions of a student result in damage to school property, the teacher will inform the parents and a report will be filed in the main office. Costs for damage or defacing of school property will be billed to parents by the administrative office. The student may also be subject to discipline consequences and/or criminal prosecution.

### **STUDENT DRESS & GROOMING POLICY**

The Minersville Area School District has an official Student Dress and Grooming Policy. The Board recognizes its paramount obligation to provide for the health, safety and welfare of the students who attend its schools. The Board further recognizes its responsibility to maintain a positive learning environment in the schools under its jurisdiction and to minimize the opportunity for student distraction and/or disruption.

The Board believes that a policy of uniform dress will address the issues related to the health, safety, and welfare of the students attending its schools and will further aid in the maintenance of a positive learning environment.

**AUTHORITY:** The Board has the authority to impose limitations on students' dress in school. The board authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which:

1. Present a hazard to health or safety of the student him/herself or to others in the school
2. Materially interferes with school work, creates disorder, or disrupts the education program

3. Causes excessive wear or damage to school property
4. Prevents the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Student may be required to wear certain types of clothing while participating in physical education classes, shop classes, extra-curricular activities, or other situations where special attire may be required to ensure the health and safety of the student.

Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in regular instructional programs where there is evidence that the lack of cleanliness constitutes a health hazard to the educational process.

**DELEGATION OF AUTHORITY:** The Superintendent shall develop procedures to implement this policy which designate the building principal to monitor student dress and grooming in his/her building and instruct staff members to demonstrate by example wholesome attitudes toward neatness, cleanliness, property, modesty and good sense in attire and appearance.

**GUIDELINES-** Parents must be mindful that dress, which may be distracting or disruptive to the learning process, will not be tolerated. Any student violating this dress code will be considered insubordinate and dealt with according to the following penalties:

- **First Offense:** Notify parent to bring in appropriate clothing. Student will remain in an area designated by the principal until proper attire is provided by the parent.
- **Second Offense:** Parent meeting is required. Student will remain in area designated by the principal and assigned detention.
- **Third Offense:** Parent meeting required. Out-of-School suspension will occur.

Repeated violations of the standard dress code shall be treated as disruptive behavior as noted in the discipline policy. School administrators have the final responsibility for interpretation and enforcement.

The following dress and grooming guidelines shall apply to all students in grades Four-K through 12:

- **All students in grades Four-K through 12 shall be subject to a uniform dress code consisting:**
  - ~ **Khaki, Brown, Dark Navy, Black or Gray full-length pants or capri pants**  
{Guideline #1}
  - ~ **Khaki, Brown, Dark Navy, Black or Gray shorts, skirts or jumpers**  
{Guideline #2}
  - ~ **Solid colored shirt** {Guideline #3}

**Guidelines:**

1. **Pants will be straight-legged dress or casual slacks in above listed colors. Pants may not be of the cargo or carpenter style with pockets below the hips, loops, straps, elastic ankles or other comparable adornments. Pants must be worn at the waist and fit comfortably.** Excessively tight or baggy pants will not be permitted. Pants must be of an appropriate length so as to not drag on the floor. Garments worn so as to expose underwear will be in defiance of the dress code.
2. Students are permitted to wear shorts, skirts or jumpers that are knee-length or longer in above listed colors. **Pants, capri pants, shorts, skirts or jumpers made of Denim and/or leather material may not be worn.**
3. **Shirts will be collared, long or short-sleeved, pullover, or golf-style, appropriately sized, buttoned to the base of the neck of solid color.** Students may opt to wear a dress shirt, appropriately sized, buttoned to the base of the neck and tucked in. Students may wear solid turtleneck or crewneck shirts under the regulation shirt or a full torso sweater. See-through shirts are **not** permitted to ensure garments

or accessories worn underneath are not visible. Students may also elect to wear the turtleneck shirt as the primary garment. All shirts must have sleeves, which cover the shoulders. Tank tops, sleeveless tops, shells, mesh tops, sheer tops, bare midriffs or any other garments that expose the upper torso will **not** be permitted.

Plain sweatshirts of approved colors, **without** hoods or logo (except MASD school related are related are allowed.

4. For safety reasons the School District reserves the right to insist upon age appropriate footwear and will challenge any style which places a student at risk.
5. There shall be no clothing worn with messages, written or symbolic, pertaining to but not limited to drug, alcohol or tobacco messages, references to illegal substances, implications of an obscene or sexual nature, negative comments about another's culture, references to racist or hate groups, or violence.
6. Mutilation of clothing, which includes purposely cutting holes or tearing required clothing will **not** be permitted.
7. Jewelry and other adornments:
  - a. The district recognizes the right of students to wear jewelry and other adornments. However, certain jewelry and other adornments and the manner in which they are worn or displayed, may not be appropriate under certain circumstances, and may pose a danger to the safety and welfare of the student or to the other students or staff and may pose a threat to or interruption of the education process.
  - b. In the case of the day-to-day school environment, the administration and/or teaching staff may require that the students remove any jewelry and other adornments which might reasonably be considered as posing a threat to the safety of the student, other students or staff, or as posing a threat to or interruption of the education process.
  - c. Earrings and body rings worn at locations other than the ears are not allowed. Specifically, those worn in the nose, eyebrow, tongue, cheek, or any other visible location besides the ears is **not** acceptable.
  - d. The piercing of body parts and the insertion of jewelry or other objects which result in bleeding, oozing of bodily fluids or other physical condition which may reasonably pose a danger to the student or others is considered inappropriate and unacceptable.
  - e. There shall be no chains worn other than those designed as a necklace or bracelet.
  - f. Hair coloring of a fluorescent or non-typical color shall not be permitted.
  - g. Hats, handkerchiefs, or other similar head wear may not be worn in the school building during regular school hours except for religious or health reasons.
  - h. Sunglasses are not permitted inside the building unless required by an attending physician.
  - i. Accessories deemed to be distracting, disruptive or offensive in nature are prohibited.
8. Clothing should be clean, not excessively stained or faded, tidy and free from tears, holes, and fraying.
9. Upon enrollment in the Minersville Area School District, new students will be granted a grace period of one week before being required to conform to the dress code.

### **Exemption Procedure-**

If the parent of a student or the student has what they consider to be a bona-fide religious belief which precludes strict adherence to the Dress and Grooming guidelines, the student's parent(s) must fill out the appropriate waiver form (Religious) and submit all other documentation reasonably required by the Administration to establish their objection.

Parents requesting an exemption from these guidelines will be required to meet with the Superintendent or his/her designee to discuss the guidelines and the nature of the objection necessitating a waiver. Following this meeting, the Superintendent shall render a written decision, approving or denying, the requested waiver.

If the parents do not agree with the Superintendent's decision, the parents may request, in writing, a nonpublic meeting with a designated Committee of the Board of Education. The decision of the Committee following this meeting shall be in writing.

Any exemption from these guidelines granted by the Superintendent or the designated Committee of the Board of Education shall be limited to the minimum variance from the guidelines necessary in light of the specific, bona-fide religious belief, which precludes strict compliance. The exception as allowed will be clearly stated.

Any exemption granted will apply only to the current school year. If an exemption for a subsequent year is requested from a parent whose child was enrolled at the conclusion of the previous year, the applications for exemption must be submitted to the Superintendent prior to July committee meetings. This procedure shall ensure a decision on the application for exemption prior to the beginning of the first student day of the school year.

**Shopping For Dress Code Approved Clothing** - The following locations have been researched and found to carry acceptable clothing in accordance with the Minersville Area School Dress Code.

[www.sears.com](http://www.sears.com)                      [www.oldnavy.gap.com](http://www.oldnavy.gap.com)                      [www.thechildrenswearoutlet.com](http://www.thechildrenswearoutlet.com)  
[www.target.com](http://www.target.com)                      [www.jcpenney.com](http://www.jcpenney.com)                      [www.frenchtoast.com](http://www.frenchtoast.com) ,  
[www.cookieskids.com](http://www.cookieskids.com)                      [www.battlinminers.com](http://www.battlinminers.com).

### **GUM CHEWING**

Gum chewing is not permitted in school. Improper disposal of gum creates unnecessary maintenance tasks and defaces school property.

### **TOBACCO VIOLATION**

Possession and/or use of tobacco (in any form) on school district property or at any school district event will have the following consequence

1. Possession/Use:

#### **AN ACT**

Amending Title 18 (Crimes and Offenses) of the Pennsylvania Consolidated Statutes, Further providing for deceptive business practices; AND PROHIBITING USE OF TOBACCO IN SCHOOLS. The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

SECTION 2. TITLE 181S AMENDED BY ADDING A SECTION TO READ:

6306.1 USE OF TOBACCO IN SCHOOLS PROHIBITED.

(A) OFFENSE DEFINED - A PUPIL WHO POSSESSES OR USES TOBACCO IN A SCHOOL BUILDING, A SCHOOL BUS OR ON SCHOOL PROPERTY OWNED BY, LEASED BY OR UNDER THE CONTROL OF A SCHOOL DISTRICT COMMITS A SUMMARY OFFENSE.

(B) GRADING - A PUPIL WHO COMMITS AN OFFENSE UNDER THIS SECTION SHALL BE SUBJECT TO PROSECUTION INITIATED BY THE LOCAL SCHOOL DISTRICT AND SHALL, UPON CONVICTION, BE SENTENCED TO PAY A FINE OF NOT MORE THAN \$50. FOR THE BENEFIT OF THE SCHOOL DISTRICT IN WHICH SUCH OFFENDING PUPIL RESIDES, AND TO PAY COURT COSTS. WHEN A PUPIL IS CHARGED WITH VIOLATING SUBSECTION (A), THE COURT MAY ADMIT THE OFFENDER TO AN ADJUDICATION ALTERNATIVE AS AUTHORIZED UNDER 42 PA. C.S. 1520 RELATING TO ADJUDICATION ALTERNATIVE PROGRAM IN LIEU OF IMPOSING THE FINE.

(C) NATURE OF OFFENSE - A SUMMARY OFFENSE UNDER THIS SECTION SHALL NOT BE A CRIMINAL OFFENSE OF RECORD, SHALL NOT BE REPORTABLE AS A CRIMINAL ACT AND SHALL NOT BE PLACED ON THE CRIMINAL RECORD OF THE OFFENDING SCHOOL-AGE PERSON IF ANY SUCH RECORD EXISTS.

WORDS AND PHRASES SHALL HAVE THE MEANINGS GIVEN TO THEM IN THIS SUBSECTION: "PUPIL." A PERSON BETWEEN THE AGES OF 6 AND 21 YEARS WHO IS ENROLLED IN A "SCHOOL". A SCHOOL OPERATED BY A JOINT BOARD, BOARD OF DIRECTORS OR SCHOOL BOARD WHERE PUPILS ARE ENROLLED IN COMPLIANCE WITH

ARTICLE XIII OF THE ACT OF MARCH 10, 1949 (PL. 30, NO.14) KNOWN AS THE PUBLIC SCHOOL CODE OF 1949, INCLUDING AREA VOCATIONAL SCHOOLS AND INTERMEDIATE UNITS. "TOBACCO" A LIGHTED UNLIGHTED CIGARETTE, CIGAR, PIPE OR OTHER LIGHTED SMOKING PRODUCT AND SMOKELESS TOBACCO IN ANY FORM.

### **MINERSVILLE AREA SCHOOL DISTRICT** **DRUG/ALCOHOL POLICY**

The School District, in recognizing the increased incidence of drug use by students, has initiated steps to improve the educational program so that students are made aware of the physical and psychological dangers incurred through the improper use of drugs.

All Principals are instructed to cooperate fully with law enforcement agencies, and are to report to them any and all information that would be considered beneficial in their efforts to stem this increase in illegal drug use.

The Superintendent is also instructed to take immediate steps to prevent any person from attending school who is in possession of or under the influence of alcohol, marijuana, hallucinogenic drugs or narcotics of any kind - or attempting to sell or use said drugs of any kind on the campus of any school in the District.

It shall constitute an offense for any student while on school premises to purchase, consume, transport, possess any alcoholic or malt beverage or any controlled substance as defined in the Controlled Substance Device and Cosmetic Act of the Commonwealth of Pennsylvania.

It shall also constitute an offense for any student to appear on school premises while under the influence of alcohol or a controlled substance and after having consumed any alcoholic or malt beverage and any controlled substance. An alcohol or malt beverage shall be any beverage containing 0.50% or more of alcohol by volume."

On a first offense, the student is subject to the following action:

- 1.) Drugs or alcohol will be confiscated.
- 2.) Parents will be notified
- 3.) The student will be placed on out-of-school suspension.
- 4.) A formal hearing will be held before the Board of Education with the recommendation of a minimum of 90 days expulsion.

### **ELECTRONIC DEVICES**

Objects or devices, including but not limited to cell phones, I Pods, pagers, radios, tape or CD players, jam boxes, water guns or noxious objects which might cause discomfort or distraction by sound, smell or visual means are not permitted on school property. Unless a student has a teacher's permission to have such items in school, the items will be confiscated by the office.

### **BACK PACK / BOOK BAG POLICY**

Due to safety considerations in the classroom and in the hallways, back packs and book bags will not be permitted to be carried during the school day They may be utilized to bring belongings to school and home, but must be kept in the lockers between a.m. homeroom and end of the day dismissal.

### **WEAPONS POLICY**

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.

**Weapon** - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.



**Possessing** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

**Authority** - The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school sponsored activity. The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

**Delegation of Responsibility** - In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act. The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents and to local law enforcement officials.

### **TRANSPORTATION**

1. Transportation schedules are developed and approved in the district administrative office. The task is difficult and complex and includes transportation of non-public students. Parents who have special transportation requests or problems should notify the superintendent in writing.
2. Students must ride their assigned bus and leave the bus only at their designated stops. Exceptions will be made only when a student gives the bus driver a permission slip signed by their parent or guardian and the principal.
3. Bus contractors, not drivers, are directly responsible to the Board of Education for providing transportation services. Drivers, however, have an important responsibility for the safety of large numbers of pupils on crowded roads. Drivers are responsible for the conduct of students on the school bus and may establish regulations which include designated seats. Pupils must recognize the authority of the driver and the need for him/her to establish proper safety procedures. Pupils guilty of misconduct on the bus or insubordination to the driver may be denied transportation.

School policy provides for the following:

- a. report of misconduct or first offense - student meets with the principal and driver if necessary and parents notified;
- b. second offense - letter forwarded to parents warning of possible denial of transportation and detention;
- c. third offense - letter forwarded to parents informing of student offenses and suspension of transportation privileges with a parent conference.

Subsequent misconduct would lead to a longer suspension period and finally denial of transportation for the school year. Drivers are encouraged to submit reports of student misconduct in writing to the elementary principal and may recommend denial of transportation for serious offenses. Transportation may be denied only with administrative approval and after proper notification to parents.

### **BUS PROCEDURE**

The safety of our students is of primary importance. We ask parents to read and explain this code to their children. In the interest of bus safety, elementary students should:

- 1 Follow the driver's directions and requests;
- 2 Sit in a seat while the bus is moving;
- 3 Never throw objects around the bus or out the windows;
- 3 Refrain from fighting;
- 4 Never extend arms, legs or any part of the body out of the bus windows;
- 5 Never make excessive noise or use unacceptable language;

- 6 Place large musical instruments in seats designated by the driver;
- 7 Get on and off the bus at assigned stops; and
- 8 Respect bus property. Damage to buses or personal property is a serious offense.

### **Traveling To and From School**

Students are expected to travel directly to and from school using the safest and most expeditious route. Students shall not engage in any activity that may potentially result in damage to personal property or endanger the health and safety of other students or adults.

Students must remain on school property once they have arrived at the school and while awaiting the arrival of buses or other transportation at the end of the school day. Students going to a different destination after school should bring a note to the office immediately upon arrival in the morning to avoid confusion at the end of the day. In a case where a student is going to a friend's home after school, both students must bring notes to the office upon arrival in the morning.

### **HEALTH SCREENINGS**

The following health screenings, in accordance with the Pennsylvania School Code, are provided:

1. medical examination for first entry grade 6 and grade 11;
2. dental examination for first entry grade 3 and grade 7;
3. height and weight screening for all students;
4. vision screening for all students;
5. hearing screening for students in Four-K, Kindergarten, Grades 1, 2, 3, 7, and 11
6. screening for Scoliosis (curvature of the spine), Grades 6 and 7

### **EXCLUSIONS AND ILLNESS**

Parent is notified if student is obviously ill or has a temperature of 100 degrees or above. The school nurse is available in the health rooms for part of the school week. An LPN is assigned to the Elementary Center and the Early Childhood Education Center health suites full time.

Permission from parent/guardian is required to administer first aid and emergency care as indicated by checking "yes" or "no" on the Health Information Form.

Any child displaying an unusual soreness of throat, or having symptoms that suggest an infectious condition must be excluded from school until a physician verifies that the condition is not infectious or that recovery has occurred. In the event a parent fails to send a doctor's note the child will be excluded until examined by a physician. Some of the more common infectious conditions which require a note from the doctor before a pupil may return to school are:

Conjunctivitis (pink eye)	Scabies	Strep Throat
Impetigo	Ringworm	

No child will be admitted to school within the prescribed interval for each disease, as listed below, unless a physician certifies that the child is not suffering from the suspected disease nor any other communicable disease:  
**Chicken Pox** - 7 full days or until all crusts are dry.

**Tonsillitis/Strep Throat/Scarlet Fever** – Student may return after being on an antibiotic for 24 hours.

### **PEDICULOSIS - (Head Lice)**

Students infested with lice or nits (lice eggs) shall be excluded from school. Treatment involves cleaning hair with a lice shampoo and "fine-combing" it to remove all nits. Use the lice treatment again in 7-10 days to kill any lice that have hatched. Student can return to school after first treatment. Parents must provide the container of the treatment that was used and student's hair must be free of nits.

### **MEDICATION**

School districts have no legal obligation to administer medication in school. Staff members in Pennsylvania schools may be permitted to administer medication, but are not required to do so. If children are taking medication, parents should try to schedule dosages for non-school hours or schedule as few dosages as possible during the school day.

If **prescription medication** is requested to be given during the school day, the school requires:

1. DOCTOR'S ORDER
2. the parent to contact the School Nurse or Elementary Principal's office.
3. a medication authorization form (please see next page). Form includes the student's name, name of medication, dosage, and time given signed by the parent/guardian. This form is included in student packets and also may be obtained in the nurse's office.
4. medication in the original pharmacy container with pharmacy label indicating student's name, name of medication, dose, time given, prescribing doctor, and other pertinent information relevant to that medication.
5. ONLY enough medication for 10 doses.

If **non-prescription** medication is requested to be given during the school day, the school requires:

1. A DOCTOR'S ORDER
2. parent to contact the School Nurse or Elementary Principal's office
3. a medication authorization form or a note that includes the student's name, name of medication, dosage, and time given signed by the parent/guardian
4. medication in the original container with its label and student's name on it

**ALL MEDICATIONS ARE KEPT IN THE NURSE'S OFFICE.** Unsupervised, self-administration of medication is not permitted unless cleared through the health office. In some situations involving the use of inhalers, it might be necessary for the student to carry the inhaler. The school needs written verification from the parent and the doctor stating that the student is capable of self-administering the medication. The school health department requires the following:

1. permission from parent/guardian to administer non-aspirin analgesic as indicating checking "yes" or "no" on the Health Information Form
2. permission from parent/guardian to administer antacid as indicated by checking "yes" or "no" on the Health Information Form.

### **IMMUNIZATION REQUIREMENTS**

Children entering school for the first time must comply with Pennsylvania immunization requirements for school attendance. The state requires these immunizations.

- 4 doses of Tetanus (DTaP DT, Td) (1 dose on or after 4<sup>th</sup> birthday)
- 4 doses of Diphtheria (DTaP DT, Td) (1 dose on or after 4<sup>th</sup> birthday)
- 3 doses of Polio (OP~ IPV)
- 2 doses of Measles (usually given as MMR)
- 2 doses of Mumps (usually given as MMR)
- 1 dose of Rubella (German Measles) (usually given as MMR)
- 3 doses - Hepatitis B (Hep B, HBV)
- 2 doses of Vericella (Chicken Pox) or evidence of immunity

A child with one dose of each vaccine can enter school on provisional enrollment. Any student who does not complete the immunization requirements by the end of the provisional enrollment period is excluded from school until state immunization requirements are complete.

**Additional Immunization** requirements for entry into 7<sup>th</sup> grade

- 1 dose of meningococcal conjugate vaccine (MCV)
- 1 dose tetanus, diphtheria, acellular, pertussis (Tdap) (if five years have elapsed since last tetanus immunization)

### **NEWS LETTERS**

Newsletters are available on-line for all elementary students approximately four times a year. Newsletters may be sent home with students upon request. Please look in the first school newsletter for request form. This activity is designed to improve home-school communications, inform the parents of school activities, and publicize student efforts, achievements, and experiences.

Instrumental music is an integral part of the elementary music curriculum in grades 4, 5, and 6. Instruction is provided once a week during a regular school day. When possible, students are scheduled prior to the start of the school day. Students who are scheduled for lessons during a class are responsible for any assignments missed during the lesson period. During the summer months students should acquire an instrument (purchase, rent, or borrow). Lessons begin the second full week of school. Piano lessons are unavailable.

**LLEWELLYN EARLY CHILDHOOD  
EDUCATION CENTER  
FOUR-K PROGRAM**

Minersville Area has developed a half-day program which emphasizes pre-school education for those children who may enter kindergarten the following year. In keeping with the goal to help develop the "whole" child and meet individual needs, it is the intent of this program to present more developmentally-based learning activities. This is accomplished by exposing the child to experiences at his/her level that are both easy and challenging, actively involving the child, giving the opportunity to explore all aspects of the child's environment, helping him/her gain skills through interaction and the learning to initiate activities and make choices. A positive perception of school and self are integral goals of this program.

**KINDERGARTEN**

Minersville Area has a full day kindergarten program. Registration for new kindergarten students is scheduled each February.

The Minersville Area School District does conduct a screening for those children who will be entering kindergarten. The screening takes place each May prior to the start of each school year. The screening takes place at The Early Childhood Education Center, Llewellyn. Parents will be notified by a phone call and a letter regarding their child's kindergarten screening date/time.

Parent conferences are scheduled formally in November to keep you updated on a student's progress, however, conferences may be held by request throughout the year.

**COMPUTERS**

Technology plays a significant role in supporting our curriculum. The Elementary Center has computers in the library and net books for computer based instruction in the classrooms. Each Llewellyn Early Childhood Center classroom contains several computers.

**LIBRARY**

The library program of the Minersville Area Elementary Schools is designed to provide a learning laboratory which supplements the schools academic program and fulfills the needs of each student. A typical library period might include any one or more of the following activities: story-telling, reading of a story, selection of books, recreational reading of books and periodicals, library instruction and reference work.

Elementary libraries will be open during school hours. The librarian will be generally available 4 full days at the Elementary Center and 1 full day in Llewellyn. Elementary libraries will not charge fines for overdue books, although students are encouraged to return books on time.

Each student is responsible for the materials he/she takes from the library, If any materials are lost or destroyed, the student in whose name it is checked out is held responsible.

Reference books may be checked out for overnight use. Fifth and sixth grade student volunteers serve as library aides.

**ACADEMIC SUPPORT PROGRAMS**

**TITLE I READING AND MATH  
(ELEMENTARY CENTER)**

The Minersville Area School District participates in the Title One program. This federally funded program makes it possible to provide additional reading and math instruction. Students are recommended for the program based on testing completed in spring. Parents must sign and return a permission form before a child is admitted to class.

Our elementary has an instructional support program for any student who experiences educational or life skill difficulties. Classroom teachers have been trained to incorporate interventions that ensure the student receives an effective educational program at his/her instructional level within the regular classroom structure.

The core of child study is the team concept where the teacher, parent(s), child study counselor, principal, and other support personnel meet and work together systematically to determine and initiate what is needed for the child to be successful in school. The process begins with a "request for assistance" form completed by the classroom teacher, other educators, or parent(s).

If you feel your child is exceptional and is in need of special education" you may request an evaluation at any time to determine eligibility. Parents may contact the building principal of their child's school or make a request in writing. Please be assured that your child's educational records will be kept confidential (Minersville Area School District Policy 207.1 Confidential Communications of Students) and will be seen only as needed by those who work you're your child.

## **MINERSVILLE AREA SCHOOL DISTRICT SPECIAL EDUCATION NOTICE**

### ***Public Notice for Special Education Awareness and Educational Programs and Services for Special Needs Students***

#### **I. INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)**

The Minersville Area School District is committed to providing its students with special needs the opportunity to participate fully in the educational experience. Pennsylvania schools provide no cost evaluations and appropriate and appropriate programs to all students who are disabled, age 3 through 21 years of age. The Minersville Area School District, either directly or through the Schuylkill Intermediate Unit#29, provides special education services which may be required for children with special needs. Students will be provided a free and appropriate public education in the least restrictive environment in accordance with the *Individuals with Disabilities Education Act (IDEA)* and the Pennsylvania School Code – Chapter 14. Students will be evaluated and may qualify for services through any of the following disability categories: autism, deaf-blindness, blindness or visual impairment, deafness, hearing impairment, mental retardation, multiple disabilities, traumatic brain injury, emotional disturbance, other health impairment, orthopedic impairment, specific learning disability, or speech or language impairment.

The following types of programs/services are available:

- Learning Support** – for children whose greatest need is for help in academic areas such as reading and math.
- Emotional Support** – for children whose greatest need is for social, emotional, and behavioral help.
- Life Skills Support** – for children whose greatest need is to learn skills that will allow them to live and work independent of their families.
- Sensory Support** – for children who require help in dealing with disabilities resulting from limited vision or hearing (deaf or hearing impaired, and blind or visually impaired).
- Speech and Language Support** – for children who are speech and language impaired.
- Physical Support** – for children who are physically disabled.
- Autistic Support** – for children with autism.
- Multiple Disabilities Support** – for children who are multi-handicapped.

Identification procedures include screenings for hearing, vision, physical, and speech and language problems, a review of student's records including attendance and report cards, and in-depth comprehensive educational evaluations. If you feel your child may be exceptional and in need of special education, you may request at any time that your child be considered for special services. Parent requests for screenings and evaluations can be done by sending a letter to the principal of your child's school or to the Special Education Supervisor: Mr. James Yacobacci, Elementary Principal, Mr. James Grabusky, High School Principal, Mrs. Mary Ann Wynosky, Special Ed. Supervisor, P.O. Box 787, Minersville, PA 17954

The Minersville Area School District does conduct a screening for those children who will be entering kindergarten. The screening takes place each May prior to the start of each school year. The screening takes

place at the Early Childhood Education Center, Llewellyn. Parents can contact the elementary center office at (570)544-2077 for the time and date of kindergarten screening.

Procedural Safeguards serve to protect the rights of your child who has a disability or thought to have a disability. You will be given a copy of the procedural safeguards upon initial evaluations, due process hearings or upon parental request. This notice describes the rights and procedures that safeguard students under state and federal law. A copy may be obtained upon request by contacting Mrs. Mary Ann Wynosky, Supervisor of Special Education at (570)544-1400 – Ext. 2217. These are procedures to maintain the privacy of your child's educational records.

If you feel your child is exceptional and is in need of special education, you may request an evaluation at any time to determine eligibility. Parents may contact the building principal of their child's school or the supervisor of special education either by phone or in writing. The Minersville Area District's Special Education Office is located on the second floor of the Junior-Senior High School. Please be assured that your child's educational records will be kept confidential (refer to Minersville Area School District Policy No. 207.1 – Confidential Communications of Students) and will be viewed only by those educational professionals who work with your child.

## **II. SERVICES FOR PROTECTED HANDICAPPED STUDENTS**

The Minersville School District must provide services to and may not discriminate against "protected handicapped students" in accordance with Section 504 of the Rehabilitation Act. A protected handicapped student is a student who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment or is regarded as having such an impairment. Protected handicapped students may qualify for special services to ensure equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student.

## **III. GIFTED EDUCATION**

The Minersville School District also offers special education services, in the form of acceleration or enrichment, for students who are identified by a gifted multidisciplinary team ("GMDT") as "mentally gifted." A child is considered mentally gifted when his or her cognitive ability or other factors, as determined by a multidisciplinary team evaluation, indicate that he or she has outstanding intellectual ability the development of which requires special programs and services not ordinarily available in the general education program.

The District engages in screening activities during regular classroom instruction and uses the data thus generated to determine whether a GMDT evaluation is warranted. In addition, parents may request gifted screening or a GMDT evaluation at any time. Parents are part of the GMDT and, if their child is determined to be mentally gifted, is part of the development and annual review and revision of their child's gifted individualized educational program ("GIEP") as a member of the GIEP team.

## **IV. SCREENING AND EVALUATION**

The Minersville School District uses procedures to help identify children who may qualify for services, including parent/teacher referrals, review of student records and screening for hearing, vision and speech and language problems. If you believe that your child may be eligible for special education and related services or gifted education, screening and evaluation services designed to assess the needs of your child and his/her eligibility are available to you at no cost. You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program.

For information regarding potential signs of developmental delays and other risk factors that could indicate disabilities, please contact the Schuylkill County Intermediate Unit Early Intervention Services, 17 Maple Avenue, Mar Lin, PA 17951. The telephone number for the Early Intervention Program is (570) 544-9131.

For school-age students please contact the Minersville School District, Department of Special Education, P.O. Box 787, Minersville, PA. The telephone number for the Minersville School District, Department of Special Education is (570) 544-8270 Ext. 2216.

Requests for screening and evaluation may be made in writing to the district address listed below or to your child's building principal and will be kept confidential. If you believe that your child

may qualify for services as an eligible young child, you may contact the Schuylkill County Intermediate Unit directly at (570) 544-9131.

## **V. PROCEDURAL SAFEGUARDS**

Procedural Safeguards serve to protect the rights of your child who is a child with a disability or thought to be a child with a disability. You will be given a copy of the procedural safeguards upon initial evaluations, due process hearings or upon parental request. This notice describes the rights and procedures that safeguard students under state and federal law. A copy may be obtained upon request by contacting Mary Ann Wynosky, Supervisor of Curriculum & Special Education at 570-544-8270 ext. 2217. These are procedures to maintain the privacy of your child's education records.

A detailed *Notice of Special Education Services and Child Find Notification* is available on the Minersville Area School District website at [battlinminers.com](http://battlinminers.com)

## **VI. ELEMENTARY STUDENT ASSISTANCE PROGRAM (ESAP)**

This year we are happy to introduce the Elementary Student Assistance Program (ESAP) to assist students who are experiencing barriers to progressing successfully in their school experience. These barriers may include noticeable changes in behavior or personality, ongoing behaviors that may interfere with academic or social progress, lack of interest in academics/activities, or difficulties with social skills/interactions.

The ESAP team consists of specially trained staff in a voluntary partnership with families that meet and review options for students. Those options may include a referral to appropriate school or community resources. Students may be referred to ESAP by school staff or a family member. For more information on the ESAP program please contact one of the ESAP team members: Mr. Yacobacci, Mr. Grabusky, Mrs. D. Sukeena, Mrs. Perzel, Mrs. Bentz, or Miss Denchy.

## **TESTING PROGRAM**

The Pennsylvania Assessment System (PSSA) is a mandated test in Pennsylvania public schools. The assessment includes math and reading tests in grades 3, 4, 5 & 6. Students in grade 5 are administered a PSSA Writing test. Students in grade 4 are administered a PSSA Science test.

### **PSSA Test Administration Dates and Schedule**

The schedule for this spring's PSSA tests will be listed in the winter quarterly newsletter and is also available for viewing on the district web site at [www.battlinminers.com](http://www.battlinminers.com).

### **District Protocol to Honor Parental Requests**

#### **To View Test Materials for Religious Beliefs/Religious Exemptions**

In accordance with procedures outlined by the PA Department of Education and a protocol developed by the Minersville Area School District, parents and/or guardians are advised of their right to view all PSSA test materials and to formally request in writing an exemption for religious beliefs.

This request for viewing of the test materials and a formal written request for an exemption should be submitted to the building principal, where the test is being administered.

The request will then be reviewed by the district superintendent who will determine if the reasons for the exemption meet the requirements stipulated by the PA Department of Education. If a request for exemption is denied, the reason for the denial will be provided to the parent/guardian in writing, as well as, information relating to the appeal process to the PA Department of Education. This protocol is also available for viewing on the district web site at [www.battlinminers.com](http://www.battlinminers.com).

Mrs. Kara Perzel is the District's Intervention Specialist. She is available to provide short-term individual and group support to students who are having emotional/social difficulties or are experiencing a sudden crisis due to such things as a death/illness, divorce, accidents, etc. She is available to assist parents/guardians in finding counseling services from community agencies/individuals for their children who need more intensive treatment. Mrs. Perzel is also the Child Study Team Counselor and can be reached at her office at the Elementary Center at 544-8251.

### **PARENT CONFERENCES**

Parent conferences are often necessary in order to understand and help our students. Conferences should be arranged at the convenience of the involved parties. Formal conferences will be scheduled by each homeroom teacher for students Four-K – 6 in November. All parents are encouraged to attend conferences.

### **PROGRESS REPORTS**

Parents of students in grades 4, 5, and 6 experiencing academic difficulties receive notices of their child's progress on the following tentative dates:

September 26, 2014	December 5, 2014 (tentative)
February 20, 2015 (tentative)	April 1, 2015 (tentative)

### **REPORT CARDS**

Report cards are issued to students in grades 1 through 6 four times a year. Kindergarten will receive report cards three times a year in January, April and June. Parents should expect to receive a report card for each child on or about the following dates:

November 6, 2014	January 22, 2014 (tentative)
April 8, 2015 (tentative)	June 2, 2015 (tentative)

### **SCHOLASTIC GRADE DEFINITIONS**

90% - 100% - A	O - Outstanding	
80% - 89% - B	S - Satisfactory	
70% - 79% - C	I - Improving	
60% - 69% - D	N - Needs Improvement	
0% - 59% - F	U - Unsatisfactory	INC – Incomplete

### **HONOR ROLL**

The Minersville Elementary program of reporting pupil progress recognizes high Scholastic achievement in grades 4, 5 and 6 through the honor roll system described below.

1. Grades earned in all subjects during the nine-week marking period are included in determining honor roll status.
2. Categories of Honors:
  - a. **Distinguished Honors** – achieving a grade of 93% or above in every subject, major or minor, and an “S” (Satisfactory) in all subjects using that method of grading
  - b. **High Honors** – achieving a grade of 90% or above in every major subject and no lower than 80% in any minor subject, and an “S” (Satisfactory) in all subjects using that method of grading.
  - c. **Honors** - achieving a grade of 80% or above in every subject, major or minor, and an “S” (Satisfactory) in all subjects using that method of gradingNote: No grade lower than an 80%, “U” or “Incomplete” in a major or minor subject

### **HOMEWORK POLICY**

We believe that homework is beneficial for a variety of reasons. Primarily, it reinforces classroom instruction. Secondly, teachers can assign homework so that its completion will indicate mastery or lack of mastery of skills.



Also, homework is a perfect way to engage parents in their child's academic activities. Homework has integrity only when it is authentic, i.e., completed by the student himself/herself. This is also true for special projects which should be the work of the individual student.

Parents should support their child's efforts to do homework but must resist the urge to "help out" by completing the assignment. Parents do a disservice to their child when they actually do a homework assignment or complete a project for them. If your child is experiencing chronic difficulty in completing home assignments, notify the teacher or counselor.

### **BACK PACK / BOOK BAG POLICY**

Due to safety considerations in the classroom and in the hallways, back packs and book bags will not be permitted to be carried during the school day. They may be utilized to bring belongings to school and home, but must be kept in the lockers between a.m. homeroom and end of the day dismissal.

### **SCHOOL PROPERTY**

Students are expected to show respect for all school property. Students are responsible for all materials on loan to them. This includes all books. Books must be covered. At the end of the school year, assessments are made for damage to books beyond ordinary wear and tear. The assessment is based on the original cost of the book, the years of use, and the extent of damages.

### **CHILD ABUSE REPORTING POLICY**

The Pennsylvania Child Protective Service Law (C.P.S.L.) requires school personnel to report situations where they have reason to suspect that a child may be a victim of child abuse. These reports will be made to the Schuylkill County Children and Youth Agency, which is charged with protecting children and conducting the investigation. It is the policy of the Minersville Area School District to comply with the C.P.S.L. to its fullest extent.

#### **Dear Parent,**

The federal legislation known as the "No Child Left Behind Act" (NCLB) was signed into law in January 2002. This law requires schools that receive Title I funding to inform parents of their right to know the following information about each of their child's classroom teachers:

- Whether the State has qualified or licensed the teacher for the grades and subjects he or she teaches.
- Whether he or she is teaching under an emergency permit or other provisional status through which the licensing criteria have been waived.
- The teacher's college major, whether the teacher has any advanced degrees, and, if so, the subject of the degrees.
- Whether any instructional aides or similar para professionals provide services to your child, and if they do, their qualifications.

If you would like to receive specific information about your child's teacher, para professional or about the Title I program, please contact Mrs. Nannette Bentz, Assistant Principal at 544-1400, ext. 3002.

Our district is committed to the instructional success of your child. Your partnership in this effort is appreciated.

Mr. Carl G. McBreen, Superintendent  
MINERSVILLE AREA SCHOOL DISTRICT