

# **PLAINFIELD ELEMENTARY SCHOOL**

## **STUDENT HANDBOOK**



539 School Road, Nazareth, PA 18064

Phone: 610-746-4436

FAX: 610-759-4227

[www.penargylschooldistrict.org](http://www.penargylschooldistrict.org)

Dear Parents/Guardians,

On behalf of my staff, I would like to welcome you to the Plainfield Elementary School. Our motto is: "Success begins here!" In order for us to achieve a high level of success, we (students, parents, faculty) will need to work closely and cooperatively. It is one of our goals to make this your child's most successful school year ever.

This handbook has been prepared to familiarize you with the many aspects of Plainfield's programs and procedures. It is divided into two sections. The first section deals with the Plainfield Elementary School, while the second section lists district policies that apply to all students in the Pen Argyl Area School District. I strongly encourage you to discuss our school/district rules and regulations with your child.

Thank you in advance for your cooperation. You and your child are going to enjoy an outstanding school year.

Sincerely,

Jeff Hancock  
Principal  
Plainfield Elementary School

## **Strategic Plan**

The Pen Argyl Area School District Strategic Plan Steering Committee has created a mission statement and belief statements to guide the development of our District's goals and objectives.

### **Mission Statement**

The Pen Argyl school community emphasizes academic excellence and provides opportunities for all students to succeed in an environment that prepares responsible citizens for life.

### **Belief Statements**

We believe that education is the key to every child's success.

We believe that all children can learn.

We believe that each child's qualities, talents and abilities should be recognized, developed, challenged and celebrated.

We believe that our schools must prepare all children to become productive and socially responsible citizens.

We believe that respect for individual differences and a sense of responsibility to others are cornerstones of the educational process.

We believe that technology is an integral part of a child's education.

We believe that healthy children perform better in school.

We believe that communication between the home and school is essential to educational success.

We believe that the school board, staff, parents and the community must share in providing the best possible education for our children.

### **AN EQUAL OPPORTUNITY EMPLOYER**

The Pen Argyl Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs, employment practices as required by Title VI, Title IX and Section 504.

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## 2022-2023 SCHOOL CALENDAR

### AUGUST 2022

29<sup>th</sup> Student's First Day of School

### SEPTEMBER 2022

2<sup>nd</sup>, 5<sup>th</sup> -CLOSED for Labor Day

26<sup>th</sup> -12:00 Early Dismissal for Act 80 Day

### OCTOBER 2022

10<sup>th</sup> -CLOSED for Teacher Workshop

17<sup>th</sup> -12:00 Early Dismissal for Act 80 Day

### NOVEMBER 2022

7<sup>th</sup> -12:00 Early Dismissal for Act 80 Day

21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup> -12:00 Early Dismissal for Conferences

24<sup>th</sup>, 25<sup>th</sup>, 28<sup>th</sup> -CLOSED for Thanksgiving

### DECEMBER 2022

23<sup>rd</sup> -12:00 Early Dismissal for Act 80 Day

26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> -CLOSED for Winter Break

### JANUARY 2023

16<sup>th</sup> -CLOSED for Teacher Workshop

23<sup>rd</sup> -12:00 Early Dismissal for Act 80 Day

### FEBRUARY 2023

21<sup>st</sup> -CLOSED for President's Day

23<sup>rd</sup>, 24<sup>th</sup> -12:00 Early Dismissal for Conferences

### MARCH 2023

6<sup>th</sup> -12:00 Early Dismissal for Conferences

### APRIL 2023

6<sup>th</sup> -12:00 Early Dismissal

7<sup>th</sup>, 10<sup>th</sup> -CLOSED for Spring Break

17<sup>th</sup> -Early Dismissal

### MAY 2023

8<sup>th</sup> -12:00 Early Dismissal for Act 80 Day

26<sup>th</sup> -Student's Tentative Last Day\* (Tentative)

## **SCHOOL INFORMATION: K – 3 TIME SCHEDULE**

7:45 a.m. – 2:15 p.m.	Student Day
7:30 a.m. – 3:00 p.m.	Teacher Day

## **STUDENT DROP-OFF/PARENT PICK-UP**

STUDENTS MAY NOT BE PICKED UP BEFORE THE DISMISSAL TIME OF 2:15 UNLESS THERE IS A MEDICAL APPOINTMENT OR FAMILY EMERGENCY.

### **STUDENT DROP-OFF (A.M.)**

\*\*Students may not be dropped off prior to 7:30 a.m. as there is no supervision.

- Slow down upon entering our parking lot.
- Follow cones around the parking lot.
- Please remain in your vehicle and have your child exit from passenger side onto the sidewalk.

**Any student arriving after 7:45 must report to the office accompanied by a parent or guardian.**

### **PARENT PICK-UP (P.M.)**

Any student being picked up by a parent must have a note. The note is given to the classroom teacher. Parents should park, and wait at the gym door at 2:15 pm.

**Our school doors will remain locked until 2:15 p.m.**

\*If a child is parent pick-up every day, one note for the whole year will suffice. If there are changes in this procedure, please send a note.

\*To protect your child, we must have written notification of any changes in the child's routine and parent/guardian approval of who may pick up your child.

## **TARDY ACCOUNTING**

Any student arriving to school tardy for reasons other than illness, medical or dental appointments or family emergency, will be marked as unexcused tardy before 8:05 a.m. Disciplinary actions are at the discretion of the building principal.

A student arriving to school up to 8:05 a.m. from a medical/dental appointment, illness or emergency, providing an excuse, will be marked excused-tardy for attendance accounting.

### **EXCUSES WITH REASON CONSIDERED NOT LAWFUL/EXCUSED FOR ABSENCE/TARDY**

Student absences covered with a note/excuse with a reason (i.e. missed bus, overslept, etc.) are not lawful/excused reasons for being absent

## **TARDY GRADES K - 3**

Grades K – 3 Students arriving late to school will be marked as follows:

7:46 – 8:05 – tardy

8:06 – 11:00 – ½ day absent

11:01 – 2:15 – full day absent

## **VACATIONS**

Vacations during times school is in session are discouraged, but may be granted by the Principal, if certain conditions are met:

- A written request is received no fewer than ten (10) days prior to the planned trip.
- The student has not been absent an excessive number of days.
- The absence(s) will not create significant academic problems for the student.
- A maximum of five (5) days vacation is not exceeded in one school year
- Total cumulative absences, including requested vacation days, may not exceed ten (10) days

A written response will be sent to the parent prior to the date of anticipated departure.

**A vacation request form is on following page.**

PEN ARGYL AREA SCHOOL DISTRICT  
APPLICATION FOR PERMISSION FOR STUDENT EXCUSAL DUE TO AN  
EDUCATIONAL/VACATION TRIP OR TOUR

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Grade \_\_\_\_\_ School \_\_\_\_\_

Parent's Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Number of days to be absent from school \_\_\_\_\_

Dates of Absence \_\_\_\_\_

Request \_\_\_\_\_

\_\_\_\_\_

Educational benefits to be derived \_\_\_\_\_

\_\_\_\_\_

Date of Application

\_\_\_\_\_

Signature of Parent/Guardian

---

**For Office Use Only**

Date of application received \_\_\_\_\_

Number of student absences to date \_\_\_\_\_

\_\_\_\_ Acknowledged/Approval

\_\_\_\_ Disapproved

If approved, absences will be excused but are cumulative and count towards the 10 cumulative absences allowed for students each year.

Comments:

\_\_\_\_\_

Date

\_\_\_\_\_

Principal's Signature



## COMMUNICATION

Communication between a parent and their child(ren)'s school is critical. At Plainfield Elementary School, we make every effort to keep parents aware of what is going on in the school through our monthly newsletter, teacher communications, website postings and email blasts.

We use email frequently to remind parents of upcoming events, early dismissals, school closings and additional important information. **Please make every effort to check your email regularly.** Please be sure to activate your Skyward account and supply an email address so that you will be included in our email group.

## SCHOOL CANCELLATION/EMERGENCY CALLING SYSTEM

The Pen Argyl School District uses an emergency calling system for school delays/closings/early dismissals due to weather or other emergencies. You will receive a recorded phone call informing you of a change in our schedule.

**\*\*\*NOTE: PLEASE DO NOT CALL THE SCHOOL**

Information about school closings/delays will also be listed on various TV/radio stations:

### TELEVISION

WNEP TV CH 16  
WYOU TV CH 22  
WFMZ TV CH 69

### RADIO

WAEB 790 AM	WSBG 93.5 FM
WVPO 840 AM	WCTO 96 FM
WEST 1400 AM	WODE 100 FM
WAEB 104 FM	WHCY 106.3 FM

**\*It is the parent's responsibility to make emergency plans for their child in cases of inclement weather.**

## TRANSPORTATION-KINDERGARTEN PARENTS

Brandywine bus drivers will not drop off a kindergarten student at the end of the day without a parent/grandparent/guardian at the bus stop. Please be at your assigned bus stop at least 5-10 minutes before the bus is scheduled to arrive. If you are not there, your child will be brought back to Plainfield Elementary School after the bus driver has completed his/her middle school run. Your child will ride the bus with the middle school students and arrive back at Plainfield between 3:45-4:00.

## **VOLUNTEER POLICY**

All parent volunteers must have their clearances done (Criminal Record Check and Pennsylvania Child Abuse History Clearance), have a negative TB test on file with the school nurse, if volunteering for more than ten hours, complete an Act 24 Arrest/Conviction Form and be School Board approved.

A fingerprint-based FBI Federal Criminal History Record is required if you have not resided in Pennsylvania for the entire past ten years.

All clearances must be updated every 60 months. The Criminal Record Check and Child Abuse History Clearances are free to volunteers. The FBI Clearance has a fee and is the responsibility of the volunteer.

- If you are not sure if you have completed all of these requirements, you may check by calling the school office at 610-746-4436.
- Information on how to obtain your clearances is available in the school office and on the Plainfield website, under the "Parents" tab.
- You will need to go to your family physician to arrange for a TB test and bring the results to the school nurse, only if volunteering for more than ten hours per week.

## **STUDENT BEHAVIOR PLAN**

### **PLAINFIELD MOTTO/PLEDGE OF ALLEGIANCE**

**A Plainfield student is responsible, respectful, cooperative, courteous and well-behaved. A Plainfield student is ready to learn and allows others to learn.**

Each morning, the Plainfield motto and the Pledge of Allegiance is recited to the entire school.

### **PLAINFIELD SCHOOL-WIDE RULES**

1. Follow directions
2. Keep your body and objects to yourself
3. Use kind words and actions
4. Use a "red, yellow or green" voice
5. Be ready to learn

It is the expectation of parents and staff that all students will follow the rules at Plainfield School. Faculty and staff will make the expectations for student behavior clear to the students and establish the guidelines to maintain a safe, orderly and respectful learning environment in the building.

Parents are expected to join the faculty and staff in reinforcing and supporting positive and respectful student behavior. This is a responsibility they accept when they enter children in our school.

For serious infractions, students will be sent to the principal for the first incident. These infractions may result in a detention, in-school suspension, or out of school suspension.

The following are some incidents considered serious:

- Possession of firecrackers, lighters, and/or matches
- Stealing or vandalism
- Fighting/bullying
- Disruptive behavior
- Endangering another person
- Use of profanity
- Weapons-refer to weapons policy included in our handbook
- Disrespect to an adult

**ANY STUDENT BRINGING WEAPONS/DANGEROUS INSTRUMENTS TO SCHOOL OR BEING INVOLVED IN ANY KIND OF DRUG ACTIVITY COULD POSSIBLY RESULT IN AN EXPULSION FROM SCHOOL AND INVOLVEMENT WITH LAW ENFORCEMENT OFFICIALS.**

## DRESS CODE

Students are reminded that their clothing should reflect a positive image of themselves and the school. **Students wearing clothing, which, in the judgement of an adult authority, is not in good taste or offers a disruption to the learning environment will be asked to change into proper clothing.** It is expected that all students dress in a manner consistent with good grooming practices and habits of neatness and cleanliness.

Some general guidelines are:

1. Sneakers or shoes must be worn at all times. Laces must be tied as a safety factor.
2. Students may not wear:
  - Clothing imprinted with vulgar, profane and double-meaning pictures or slogans
  - Flip-flops, thongs, spiked heels, "heelies", and other hazardous footwear
  - Hats in school (boys or girls)

Students' hair must also be consistent with good grooming practices.

## VIDEO TAPING PROCEDURES

On occasion, a question arises as to what is permissible regarding the video taping of students in the school setting. As a simple guideline, the video taping of students is **permissible** if an inherent expectation exists that the general public would also be expected/invited to attend. As example, such events are athletic contest, concerts, Halloween Parade, award ceremonies, to cite a few. **Not permissible** would be events where the opposite inherent expectation exists that general public would not be expected to attend. As example, such nonpermissible events are classroom instruction, recess, student assemblies, again to cite a few. Since not every event can be listed here, the examples as listed are intended to serve as a common sense guide. However, if you should have a question or need further clarification, please contact your child's principal.

## PICTURES AND WORK ON WEBSITE (INCLUDING SOCIAL MEDIA)

In an effort to communicate and inform parents and community of our school's achievements, we occasionally post student activities on our website. This may include pictures, activities, trips, assemblies and projects. Students will not be identified by their last name. If you would not want your child included in such postings, please notify the principal via email ([hancock.jeff@penargylsd.org](mailto:hancock.jeff@penargylsd.org)) or written communication.

## SCHOOL SAFETY

The Plainfield Elementary School is committed to your child's safety. All doors are locked during the day. All visitors **MUST** report to the office. Other safety measures have been implemented to guide our staff in the event of an emergency. Students are supervised by an adult at all times throughout the day.

## GUIDANCE/COUNSELING

Through the guidance department, the following services are offered:

- Individual Counseling and small group counseling dealing with issues, such as, loss (death, divorce, separation), social skills and developing friendships, resolving conflict without aggression, family relationships, school behavior
- One on one counseling with a mental health worker (if funding is continued)
- Educational assessments (school psychologist)

\*The above services are only offered with parental consent.

## BIRTHDAY CELEBRATIONS

Each month, one day will be designated school-wide to celebrate that month's birthdays. August birthdays will be celebrated in September. June/July birthdays will be celebrated in May.

Each classroom teacher will be able to celebrate your child's birthday on "their day" with their own unique classroom idea. **No food items are allowed in the classrooms.** Non-food items, such as stickers, pencils, erasers or a craft project, are some possibilities to send in.

## **K-3 STUDENT PROMOTION/RETENTION GUIDELINES**

### **Process Guidelines**

- Students who meet the academic criteria established by both Pennsylvania Department of Education and the School District will be promoted.
- A child in danger of not meeting approved standards of the Department of Education and the School District will be referred by the Grade Level Team to determine needed interventions.
- If retention is being considered, it should be noted on the second trimester report card. A notation such as “retention being considered” should be placed under the comment section.
- Progress monitoring of the student’s response to interventions will be reviewed with grade level teams monthly. If the student is not making sufficient progress, interventions may be added or modified.
- During conferences, a meeting will take place involving parents/guardians, classroom teacher, Intervention Specialist and the Principal and any other members deemed necessary to develop a plan for the best course of action to meet the student’s needs.
- A final decision will be made by the Principal during the last full week of May. Prior to the last day of school, parents will be notified of the decision. Parents of kindergarten students must approve a Principal’s recommendation to retain.

### **SPECIAL PROVISIONS**

- Children who fail to meet both mathematics and reading criteria may be considered for retention.
- Children who fail to meet criteria in one or more major content areas subjects—reading, mathematics, science, social studies and language arts—may be considered for retention.
- Students enrolled in the Pen Argyl School District, after the end of the second trimester, will be monitored through teacher-to-parent contact, mainly through progress monitoring and parent-teacher conferences.
- Retention for reasons other than academic failure (social, psychological, etc.) may be considered.
- Conditional promotions (summer remedial programs, tutoring, special programs approved by the Principal) may be considered.
- The Principal may grant social promotions if a child has been previously retained.

## HEALTH ISSUES

Health rooms are a vital part of our schools and are maintained to provide a variety of services for our students. Some typical functions are:

- First aid for minor injuries
- Notifying parents/guardians when a child becomes ill or injured at school
- Providing nutrition assistance
- Assisting with medical or social referrals
- Screenings for hearing and vision

Health screenings and related services are mandated for students at specific grades. These may be accomplished by your personal practitioner or through the school. Their purpose is to identify potential problems that may affect the education and/or long-term health of your child. The chart reflects the minimum requirements. The frequency of exams or services may be greater under special circumstances.

Grade	K	1	2	3
Height	X	X	X	X
Weight	X	X	X	X
Hearing	X	X	X	X
Vision	X	X	X	X
Physicals	X			X
Dentals	X			X

## VACCINATION REQUIREMENTS

For attendance in all grades, children need the following:

- 4 doses of tetanus, diphtheria, and acellular pertussis (1 dose on or after 4<sup>th</sup> birthday)
- 4 doses of polio (4<sup>th</sup> dose on or after 4<sup>th</sup> birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps, rubella
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

On the first day of school, unless the child has a medical or religious/philosophical exemption, a child must have had a least one dose of the above vaccinations or risk exclusion.

- If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child

must also provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.

- The medical plan must be followed or risk exclusion.

## **MEDICATIONS**

School policy requires that medication which needs to be given to a student during school hours must be accompanied by a written doctor's authorization and co-signed by the parent/guardian. The parent should deliver medication to the school with the signed form. The School District retains the discretion to reject requests for administration of medicine. Medication not prescribed by a physician will not be administered to children by school personnel. Please contact the nurse's office in order to obtain the appropriate form.

## **EMERGENCY CARDS**

Emergency cards are essential for the health and safety of your children. Please make certain this information is up to date in Skyward throughout the school year. If any changes are necessary, please log into your Skyward account, click on the "Online Forms" tab and update your emergency card. A copy of the emergency card will be handed out the first day of school. Please fill out completely and return it to your child's classroom teacher.



**TITLE I**  
**Right-to-Know**

August 2022

Dear Parents/Guardians:

In Title I schools, parents can request information regarding their child's teacher. This may include information on completion of state requirements for licensure and certification, emergency or other provisional status, and educational background. Parents may also inquire about paraprofessionals that may be serving their child and the qualifications of paraprofessionals.

If your child has been instructed for more than 4 weeks by a teacher who is not certified in the area of instruction, the school district will notify you of this.

Sincerely,

Mr. Wally Schlegel  
Superintendent

For information regarding civil rights or grievance procedures, contact Mrs. Mary Dillon, Assistant Superintendent, Title IX Coordinator and Section 504 Coordinator at 1620 Teels Road, Pen Argyl PA 18072; Telephone: 610-863-3191

For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, call the building principal directly.

**Title I School Parent Involvement Policy  
Pen Argyl Area School District  
Plainfield Elementary School  
Revised 2022-2023**

**Purpose:** The purpose of the parent involvement policy is: 1) to insure the active participation of all parents in the planning and implementation of the goals and objectives of the school-wide program; 2) to provide information to parents about Title I funds and the services provided by those funds; 3) to help parents develop academic strategies and material to be used at home; 4) to encourage parents to feel responsible for their child's successes; 5) to provide written information for all Title I activities, workshops, and meetings in parent-friendly language or translated to their native language as needed.

**Members:** All parents are members of the parent involvement policy group. As the need arises, members of the Plainfield Elementary Title I Improvement Team may contact parents to serve on committees, help with academic activities, attend parent meetings, or review and improve all Title I policies and documents.

**Compact:** All parents shall receive a copy of the Parent Compact and agree to work with the teachers and the Principal to ensure that each student will be a successful learner.

**Meetings:** The following meetings will be held throughout the school year:

1. In September, the School/Home Involvement Compact and the School Parent Involvement Policy will be explained and distributed at all grade level open houses.
2. Individual parent/teacher conferences as needed, or during formal conference time in the fall and/or late winter.
3. State and regional parent training meetings.
4. Title I Planning Session held in May to review Title I documents and prepare the Title I application for the following school year.

**Parent Materials and Training:** Funds will be allocated to provide parent involvement activities and workshops. Childcare will be available to enable parents to participate.

1. Help-Me Packet of reading or math materials and activities will be sent home each trimester.
2. Skills for a Successful School Year Workshop-incorporated into grades K-3 September Open Houses
3. State mandated tests and standards-Annual Parent Meeting
4. Reading Games and Strategies Workshop-Grades K-3 in the winter
5. Math Workshops for Parents-Grades K-3 in the fall
6. Summer Activities Workshop/Title I Planning-Grades K-3 in the spring

**Other Parent Information:**

1. Annual parent notification
2. Trimester Progress Report completed by the Intervention Specialist
3. Parent Surveys—completed in the fall and spring
4. Grade level curriculum guides distributed to all parents in September and available on the school website
5. Student progress toward proficiency is measured by standards-based Benchmark Assessments and reported each marking period on each student’s report card
6. At the Parent Information Session in September, the Intervention Specialists will advise parents of expectations for proficiency and how progress can be monitored

**Amendments:** The Plainfield Elementary School or Pen Argyl School District Parent Involvement Policy will be reviewed and may be changed at the spring Title I Planning Session by a majority vote of all parents present.

**Limitations:** The Parent Involvement Group shall have no power to bind any member of the School District to any debt or obligation without written authorization.

**TITLE I SCHOOL/HOME INVOLVEMENT COMPACT**  
**Revised 2022**

**PARENT/GUARDIAN AGREEMENT**

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain discipline.
- Establish a time for homework and review it regularly.
- Encourage my child’s efforts and be available for questions.
- Stay aware of what my child is learning.
- Attend open houses and parent/teacher conferences.
- Read with my child and let my child see me read.
- Encourage my child to read for personal pleasure on a regular basis.
- Work with my child to practice basic math facts or review math work.
- Review all school communications and respond promptly.

**STUDENT AGREEMENT**

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Do my class work on time.
- Return corrected work to my parent or guardian.
- Be at school on time unless I am sick.
- Be responsible for my own behavior.
- Pay attention and do my best, neat work.
- Be a cooperative learner.

- Read books in school and at home.
- Practice basic math facts.
- Be respectful to all school members and to school property.

### **TEACHER AGREEMENT**

It is important that students achieve. Therefore, I shall do the following:

- Use special activities in the classroom and make learning enjoyable.
- Treat each child with dignity, respect and provide a positive learning environment.
- Strive to address the individual needs of each child.
- Communicate with you regarding your child's progress.
- Send home work if requested and correct and return work in a timely manner.
- Provide teacher contact information.
- Provide opportunities to volunteer in the Title I classroom.
- Honor parent requests to visit the Title I classroom.

### **PRINCIPAL AGREEMENT**

I support this form of parent involvement. Therefore, I shall strive to do the following:

- Provide an environment that allows for positive communication between the teacher, the parents and the student.
- Encourage teachers to regularly provide homework that will reinforce classroom instruction.
- Encourage students to do their best and take time to recognize their accomplishments.
- Provide a safe, positive and healthy learning environment.

## **RESPONSE TO INSTRUCTION AND INTERVENTION (RTII)**

Response to Instruction and Intervention (RTII) is rapidly becoming the leading model for school improvement in the United States. Plainfield's working definition will be: Response to Instruction and Intervention—a framework for making instructional decisions based on data, in order to accelerate learning for all students.

RTII is (1) a general education effort for ALL students to identify and help those students who need academic or behavioral help long before they fail, and (2) one way to identify students with learning disabilities. RTII includes these features:

- Standards Aligned Instruction: High quality instruction for ALL students based on research (what we know to work) and aligned to PA standards (matched to what students must know and be able to do)
- Universal Screening: A quick check of student's current level of performance in a content or skill area
- Tiered: Instruction allows some students to receive increasing levels of instructional help based on their specific needs in the general education curriculum

### Tier 1: Core Instruction

- For all students
- Universal screening and Benchmark Assessments (3-4 times per year)

### Tier 2: Targeted Group Intervention

- For students at academic or behavioral risk
- Bi-weekly progress monitoring

### Tier 3: Intensive Intervention

- For students significantly below grade level
- Weekly progress monitoring

Classroom teacher will notify parents of Tier 2 classroom intervention.

Reading Specialists will notify parents of intensive intervention.

A comprehensive description of RTII can be viewed at [www.pattan.net](http://www.pattan.net). Click on Response to Instruction and Intervention under Evidence-Based Practices.

**PEN ARGYL SCHOOL DISTRICT POLICIES**

The following are policies that were adopted by the school board and apply to all students in the district.

**STUDENT ATTENDANCE**

ALL STUDENTS ENROLLED IN THE PEN ARGYL AREA SCHOOL DISTRICT MUST RESIDE WITHIN THE BOUNDARIES OF THE PEN ARGYL AREA SCHOOL DISTRICT.

**Purpose**

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.

**Authority**

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative regulations.

**Definitions**

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school. Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) through age eighteen (18). The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

Person in parental relation shall mean a:

1. Custodial biological or adoptive parent
2. Noncustodial biological or adoptive parent
3. Guardian of the person of a student
4. Person with whom a student lives and who is acting in a parental role of a student. This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an

alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.

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### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, persons in parental relation, and staff about the district's attendance policy by publishing such policy in student handbooks and newsletters, on the district website and through other efficient communication methods.

The Superintendent shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

The Superintendent or designee, in coordination with the building principal and assistant principal, shall be responsible for the implementation and enforcement of the policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
5. Ensure that students legally absent have an opportunity to make up work.

### **Guidelines**

#### **Compulsory School Attendance Requirements**

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home.

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part-time in district schools.
4. Students attending a home education program or private tutoring in accordance with law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
6. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.

#### Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory
3. Quarantine
4. Family Emergency
5. Recovery from accident
6. Required court attendance
7. Death in family
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral
  - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral



- b. The student shall furnish the signed excuse to the district prior to being excused from school

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- 10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation
- 11. Non-school sponsored educational tours or trips, if the following conditions are met:
  - a. The person in parental relation submits the required documentation of excusal prior to the absence, within the appropriate timeframe.
  - b. The student's participation has been approved by the Superintendent or designee
- 12. College or postsecondary institution visit, with prior approval
- 13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care

The district shall limit the number and duration of non-school sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

#### *Temporary Excusals*

The following students may be temporarily excused from the requirements of attendance at district schools:

- 1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
- 2. Students participating in a religious instruction program, if the following conditions are met:
  - a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
  - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
  - c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
- 3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

#### *Parental Notice of Absence*

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within five (5) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by a parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require and excuse from a licensed practitioner of the healing arts.

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### Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered unexcused.

An out-of-school suspension may not be considered an unexcused absence.

### *Parental Notification*

District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

### Enforcement of Compulsory Attendance Requirements

#### *Student is Truant*

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

The notice shall:

1. Be in the mode and language of communication preferred by the person in parental relation
2. Include a description of the consequences if the student becomes habitually truant
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.

#### *School Attendance Improvement Conference (SAIC)*

District staff shall notify the person in parental relation in writing and by telephone of the date and time of SAIC.

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

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The following individuals shall be invited to the SAIC:

1. The student
2. The student's person in parental relation
3. Other individuals identified by the person in parental relation who may be a resource
4. Appropriate school personnel
5. Recommended service providers

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.

#### *Student is Habitually Truant*

When a student under fifteen (15) years of age is habitually truant, district staff:

1. Shall refer the student to:
  - a. A school-based or community-based attendance improvement program; or
  - b. The local children and youth agency
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, district office staff shall:

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

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Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.

#### *Filing a Citation*

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

#### Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy. [16][36][38]

#### Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

## **ENTRANCE AGE POLICY**

Authority: The Board shall establish age requirements for the admission of students to first grade and to kindergarten that are consistent with state law and regulations.

#### Guidelines:

First Grade: Beginners are students entering the lowest grade of the primary school above the kindergarten level. The Board establishes the district's entry age for beginners as six (6) years by September 1, in accordance with state law and regulations.

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The Board may admit as a beginner a child who is five (5) years old and demonstrates readiness for entry by the first day of the school term, upon the written request of the parent/guardian, recommendation of the district psychologist, and approval of the Superintendent.

The Board is not required to admit as a beginner any child whose age is less than the district's established admission age for beginners.

Kindergarten: The Board establishes the district's entry age for kindergarten as five (5) years by September 1, in accordance with state law and regulations.

Delegation of Responsibility:

The Superintendent or designee shall require that the parent/guardian of each student who registers for entrance to school shall submit proof of age, residency, and required immunizations.

## **STUDENT TRANSPORTATION POLICY STATEMENT**

It is the desire of the Pen Argyl Area School District to provide safe and economical bus transportation for its students. To this end, the Pen Argyl Area Board of Education will operate a bus fleet or contract for bus service or any combination thereof that will provide student transportation at the lowest cost.

Bus driver and bus rider rules and regulations including discipline procedures will be established and periodically reviewed by the administration and Board of Education.

Transportation provides equal opportunities for all children of the Pen Argyl Area School District to obtain an education. Transportation is also provided according to the provision of Act 372, 1972 Legislature, for children in non-public schools who reside in the district and are within 10 miles of the District boundaries.

Transportation will be provided for all students in grades kindergarten through twelve (12). However, students who live in the Borough of Pen Argyl and attend Pen Argyl High School will be required to walk to school. High School students with a written medical exemption or an I.E.P. requiring transportation will be provided transportation.

Students who attend I.C.S. and live south of Route 512 will be provided with a crossing guard or bus transportation at the discretion of the school district. Students who live north of 512 will walk to school.

## PERMANENT BUS STOPS

**Students will be scheduled for one A.M. and one P.M. bus stop only.**

### BUS PASSES

**No bus passes will be issued. In emergency situations, contact the building principal and/or transportation coordinator.**

#### TRAVEL TIME ON BUS:

With the exemption of extra-curricular activity runs, the Pen Argyl Area School District will make every reasonable attempt to limit the amount of time spent on the bus for public and non-public school students to 1 hour and 15 minutes for all students, barring adverse weather conditions or accidents. The Pen Argyl Area School District reserves the right to start to pick up students no earlier than 6:30 a.m.

#### BUS STOPS

The safety of students en route to and from school is of paramount concern. In order to minimize the time students are on the bus and minimize the frequency of stops made by the buses, as well as maximize student safety, the District will strictly control student loading, transportation, bus routes and bus stops.

The District will establish a bus stop at any location which in its judgement ensures the health, safety and welfare of all affected. All of the following guidelines will be considered in establishing a bus stop; however, the District is not strictly bound to any one provision or series of provisions. These are only guidelines:

- \*Students grades 9-12 may be required to walk two miles to a bus stop.
- \*Students grades 7-8 may be required to walk 1 ½ miles to a bus stop.
- \*Students grades K-6 may be required to walk up to one mile to a bus stop.

*1. Maximum Stops Per Mile*

Bus stops will be limited to four per mile unless hazardous conditions or the health of a student mandates a different or an additional stop.

*2. Minimum Distance Between Stops*

Except for health reasons or student safety, bus stops shall not be placed within 500 feet of one another.

*3. Hazardous Stops*

The District may, at its discretion, deny a request for a hazardous area stop. The District may do so only after fully considering these guidelines and the provisions set forth at 67 Pa. Code 447.3 which covers hazardous stop designations. Any aggrieved

party may apply to have a site evaluated by the Bureau of Traffic Safety. The District shall have in the District Office such forms as are necessary to perfect such an application.

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However, in accordance with the Code provisions, the District reserves the right to require students to walk up to 500 feet on a hazardous roadway if, in the District's determination, the establishment of stops presents a greater hazard to the students and general public (see Pa. Code 447.3[]).

4. *Private Property*

The location of a bus stop shall be cognizant of surrounding property interests. The District realizes that gathering children at a single location can be disruptive to the peace and quiet, as well as, personally and to realty.

5. *Age and Grade Levels*

The District may establish different stops depending on the ages and grade level of the students involved. This may require that a stop be moved to accommodate smaller children.

6. *Special Stops*

The District may establish special stops for special needs students or for students where health issues would require special accommodation. The District may move an existing stop or establish a special stop for that student only. If the need for a special stop ceases to exist, the District may eliminate or move the stop.

7. *Waiting Period for New Stops*

**Requests for a new bus stop, which is located at a stop that has already been established, need to be submitted directly to the student's school office in writing. Requests for a new stop, which is not an established stop, need to be submitted to the district's bus coordinator in writing. Once a written request has been received, the bus coordinator has three full working days to make a determination on whether or not permission for the requested stop will be granted. The bus coordinator will contact the individual making the request no later than four days after the request has been received with a determination.**

The Administration will provide a method and a procedure to address transportation complaints in writing. A parent (or guardian) will submit their transportation issue in writing to the Transportation Coordinator. The Transportation Coordinator will seek to resolve the issue. Any dispositions of the issue will also be in written form. A parent who is not satisfied with the disposition of their issue may have the matter reviewed by an administrator or administrators designated to review such complaints. There are many factors that determine which buses serve which stops and the routes that individual buses take. Bus driver discretion in negotiating his/her route shall not be a basis to justify adding, eliminating or changing a bus stop. Bus drivers are directly

charged with the safety of the students on the bus and the day-to-day negotiation of the bus route is left to the professionalism of the bus driver. However, bus drivers will not be permitted to pick up or discharge students other than at designated stops.

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## **BUS RIDER RULES AND REGULATIONS**

The following rules and regulations have been established for the safety and comfort of all students when riding the bus. These rules apply on any trip under school sponsorship and for daily transportation. **Please review with your child.**

### **A. General Regulations:**

1. Obey the driver at all times.
2. Board the bus in the morning and leave the bus in the afternoon ONLY at your assigned bus stop.
3. Ride ONLY the bus to which you are assigned.
4. Live animals and hazardous materials are not permitted on the bus.
5. Not responsible for any personal property left on the bus.
6. Harassment of students and drivers will not be permitted.

### **B. Prior to Loading:**

1. Be at your designated bus stop five minutes prior to the scheduled time.
2. Stay off the road while waiting at the bus stop.
3. Behave in a safe manner while waiting for the bus.
4. Remain at least ten feet from the bus when it stops (where permitted), and do not approach it until it has stopped completely and the door is opened.
5. Cross the road at least ten feet IN FRONT OF THE BUS, only after making sure no traffic is approaching from either direction.
6. Enter the bus in single file.

### **C. While on the bus:**

1. Sit in the seat assigned by the driver-all students will be assigned a seat.
2. Keep your hands and head inside the bus.
3. Throwing items in the bus or out of the bus windows will not be tolerated.
4. Place nothing in the aisle of the bus.
5. Loud talking, laughing, vulgarity, and boisterous or other improper conduct which may divert the driver's attention is not permitted on the bus.
6. Horse play in or around the bus is not permitted.
7. Help look after the safety and comfort of younger students.
8. Tampering or damaging bus equipment will not be tolerated. The offender must pay repair cost and offender may be subject to arrest.
9. Eating, drinking, gum chewing, and smoking are not permitted on the bus.
10. Radios, CD, or tape players are not permitted to be in use on the bus.
11. Remain seated while the bus is in motion, or if the bus is delayed on the road.



**D. After leaving the bus:**

1. Remember to remove all books, lunches and other articles from the bus.
2. Cross the road at least ten feet IN FRONT OF THE BUS, only after making sure no traffic is approaching from either direction.

**BUS DISCIPLINE**

*Be advised of four Pen Argyl Area School District Policies:*

1. All buses are required to have assigned seats.
2. Video/Audio Cameras are installed on every bus. The tapes will be viewed by the School District and used in discipline matters.
3. The bus is not required to come to a complete stop if students are not standing at the bus stop indicated (curb side or road shoulder). Students should be at the bus stop five minutes prior to time listed.
4. Bus passes will NOT be issued. Students must get on and off at their assigned bus stops. No exceptions.

First Offense	Conference and warning letter and/or after school Detention(s)
Second Offense	3 school days off the bus-am and pm and/or after school Detention(s)
Third Offense	5 school days off the bus-am and pm and/or after school Detention(s)
Fourth Offense	10 school days off the bus am and pm and/or after school Detention(s)
Fifth Offense	loss of riding privileges for the duration of the school year and/or after school detention(s)

The principal retains authority to review and change any disciplinary action due to the severity and frequency of offense. Discipline may be carried over to the following school year. Video/audio cameras will be used to monitor student behavior on the bus.

## **VIOLENCE/WEAPONS POLICY FOR STUDENTS**

### **I. POLICY**

- A. The Pen Argyl Area School District has made a strong and determined effort to maintain its schools as safe and secure places where students and staff can pursue the educational endeavors our children deserve. Escalating violence encroaching on our national landscape has resulted in the proliferation of dangerous and deadly weapons in America's urban, suburban and rural communities.
- B. The Pennsylvania legislature, in an effort to stem this national trend shown by a significant increase in the presence of weapons in school settings, enacted Public Law 167 of 1980 making it a criminal offense to possess any weapon in a school building, on school grounds, or on a school bus. Additionally, 18 PA, C.S.A. {912} makes it a misdemeanor of the first degree to possess any weapon in a school, school program or school bus.
- C. No student shall have in his/her possession on school premises (including a school bus or other school vehicles, 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 on his/her way to or from school) a firearm, explosive weapon, knife, any other dangerous weapon or any instrument represented as such. No one shall interfere with normal activities, occupancy or use any building or exhibit or use a firearm, explosive weapon, knife other dangerous or illegal instrument or any instrument represented as such. Any student violating this policy shall be suspended or expelled. Absent extraordinary and compelling reasons, the student will be subject to immediate police investigation of all incidents involving the possession of dangerous weapons on school grounds, which may result in a police request to the Juvenile Probation Office for emergency detention. The Superintendent may recommend discipline short of expulsion on a case-by-case basis. In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with 22 Pennsylvania Code {14.35}.
- D. An exception to this may be made to allow for possession of a weapon for any lawful supervised school activity or course upon prior written approval of the building principal.

Weapons under the control of law enforcement personnel are permitted. The Superintendent of his/her designee may prescribe special conditions or procedures to be followed before giving such authorization.

## II. DEFINITIONS

- A. Dangerous Weapon/Instrument means any weapon, device, instrument, material or substance, animate or inanimate, which is capable to causing death or inflicting serious bodily injury. The term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun or any other dangerous or illegal instrument represented as such.
- B. Searches-Student lockers are school property. Student lockers will be searched pursuant to the standards set forth in the Pen Argyl Area School District Locker Search Policy.
- C. Possession-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 he/she is 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 on his/her way to or from school.

## III. CONSEQUENCES

Possession or use of a dangerous weapon/instrument is considered a violation of the Pen Argyl Area School District Violence/Weapons Policy; and may be dealt with in one or more of the following ways:

- \*Parental contact
- \*Suspension
- \*Counseling
- \*Expulsion
- \*Arrest
- \*Prosecution

The Superintendent shall report all incidents relating to expulsion for possession of a weapon to the Pennsylvania Department of Education.

Acts of violence or possession of a weapon on school property in violation of this policy shall be reported to the Office for Safe Schools on the designated form twice per year, as required.

Students and staff shall be informed of this policy and its consequences at least one time a year.

## **BULLYING/CYBER-BULLYING**

### Purpose

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

### Definitions

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

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyberbullying.

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

### Authority

The Board prohibits all forms of bullying by district students.

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

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed and possible action under other Board policies.

## Title IX Sexual Harassment and Other Discrimination

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer/Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Compliance Officer/Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

### Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

### Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy
2. Report of bullying incidents

3. Information on the development and implementation of any bullying prevention, intervention or education programs

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### **Guidelines**

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.

### **Education**

The district shall develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

### **Consequences for Violations**

A student who violates the policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school
2. Parental conference
3. Loss of school privileges
4. Transfer to another school building, classroom or school bus
5. Exclusion from school-sponsored activities
6. Detention
7. Suspension
8. Expulsion
9. Counseling/Therapy outside of school
10. Referral to law enforcement officials

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232 g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

\*Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

\*Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

\*Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State Law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. **Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification**

(special letter, inclusion in a PTO bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **ACADEMIC POLICIES**

### **CHAPTER 14: SPECIAL EDUCATION SERVICES AND PROGRAMS**

In compliance with state and federal law, notice is hereby given by the Pen Argyl Area School District that it conducts ongoing identification activities as part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by the district as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following disabilities:

1. Autism
2. Deaf-Blindness
3. Deafness
4. Developmental Delay
5. Emotional Disturbance
6. Hearing Impairment
7. Intellectual Disability
8. Multiple Disabilities
9. Orthopedic Impairment
10. Other Health Impairment
11. Specific Learning Disability
12. Speech or Language Impairment
13. Traumatic Brain Injury
14. Visual Impairment due to Blindness

If you believe that your school-aged child may be in need of special education services and related programs, or your child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes are designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon request. You may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program; including children who are homeless, wards of the state, or highly mobile, including migrant children. Requests for evaluation and screening of school-age students are to be made to your child's principal.



Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exist: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information, you can contact Colonial Intermediate Unit 20 at 610-252-5740.

**Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact the Special Education Department.**

#### Chapter 15: Protected Handicapped Students

In compliance with state and federal law, the Pen Argyl Area School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled or seeking enrollment in special education programs. If you think your child may be in need of services through Chapter 15, contact his/her guidance counselor and/or building principal.

#### Chapter 16: Gifted Students

In compliance with state regulations, notice is hereby given by the Pen Argyl Area School District that it conducts screening and evaluation activities to locate and identify students within the district who are thought to be mentally gifted and in need of specially designed instruction.

The Gifted Multidisciplinary Evaluation (GMDE) is a process of gathering information that will be used to find out if your child qualifies for gifted education, and if so, the types of programs

and services needed. Part of this process includes an evaluation by certified school psychologist. You may ask your school to give your child a GMDE at any time. You may ask for this evaluation by contacting the principal of your child's school.

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Following the GMDE, a Gifted Written Report (GWR) is prepared that recommends whether your child is mentally gifted and needs specially designed instruction. Mentally gifted is defined as "outstanding intellectual and creative ability the development of which requires specially designed programs or support services, or both, if not ordinarily provided in the regular education program".

## **Student Expression/Distribution and Posting of Materials**

### Purpose

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that the exercise of that right must be limited by the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.

### Definitions

**Distribution** means students issuing non-school materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of non-school materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing non-school materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

**Expression** means verbal, written, technological or symbolic representation or communication.

**Non-school materials** means any printed, technological or written materials meant for posting or general distribution that are not prepared as part of the curricular or approved extracurricular programs of the district. This includes, but is not limited to, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.

**Posting** means publicly displaying non-school materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like. When email, text messaging or other technological delivery is used as a means of posting non-school materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours posting, including technological posting, that does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights is also covered by this policy.

#### Authority

Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

The Board requires that distribution and posting of non-school materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression.

### Unprotected Student Expression

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, discipline, safety and order on school property or at school functions. While the following list is not intended to be exhaustive, such expression shall not be protected if it:

1. Violates federal, state or local laws, Board policy or district rules or procedures
2. Is libelous, defamatory, obscene, lewd, vulgar or profane
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs
4. Incites violence, advocates use of force or threatens serious harm to the school or community
5. Is likely to or does materially or substantially interfere with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions.
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
7. Violates written school district procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

### Discipline for Engaging in Unprotected Expression

The Board reserves the right to prohibit the posting or distribution of non-school materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a material and substantial disruption of the school program must be established.

### Distribution of Non-school Materials

The Board requires that students who wish to distribute or post non-school materials on school property shall submit them at least three (3) school days in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.

If the non-school materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided they comply with written procedures on time, place and manner of posting or distribution of non-school materials.

Students who post or distribute non-school materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

### Posting of Non-school Materials

If a school building has an area where individuals are allowed to post non-school materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the procedures relating to posting.

### Review of Student Expression

School officials shall not censor or restrict non-school materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district procedures.

#### Delegation of Responsibility

The Superintendent shall assist the building principal in determining the designation of the places and times non-school materials may be distributed in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of non-school materials to non-instructional times.

The building principal may determine disciplinary action for students who distribute or post non-school materials in violation of this policy and district procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Student Conduct.

This Board policy and any procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

