



# MINERSVILLE AREA SCHOOL DISTRICT

## STUDENT HANDBOOK 2018-2019

**Minersville Elementary Center**  
300 N. 5<sup>th</sup> Street  
Minersville, PA 17954

**Early Childhood Education Center**  
24 Llewellyn Road  
Pottsville, Pa 17901

### DISTRICT PHONE NUMBERS

**Minersville Area School District – (570)544-1400**

#### Superintendent's Office

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

#### High School

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

#### Elementary Center

Principal's Office - Ext. 3002  
Calling Student's Off Sick - Ext. 3006  
Nurse's Office - Ext. 3004  
Fax: (570)544-1404

#### Llewellyn Building

E.C. & LL. Attendance Problems - Ext. 4001  
Nurse's Office - Ext. 4002  
LL. Cafeteria - Ext. 4003  
Fax: (570)544-8254

### DISTRICT ADMINISTRATION

Dr. Carl G. McBreen, Superintendent  
Ms. Jennifer Laudeman, Business Administration  
Mr. Stephen D. Bressi, High School Principal  
Mr. James A. Yacobacci, Elementary Principal  
Mrs. Nannette M. Bentz, Assistant Principal  
Mr. Michael Hoptak, Technology Coordinator  
Mrs. Mary Ann Wynosky, Director of Special Education

### SCHOOL BOARD MEMBERS

Mr. Christopher Bentz.....President  
Mr. Scott Hunyara..... Vice President  
Ms. Gretchen Ulmer.....Secretary  
Mr. Albert Marazas..... Treasurer  
Mr. Robert Keifer..... Member  
Ms. Sarah Newton..... Member  
Ms. Angela DeMario..... Member  
Dr. Cynthia Lubinsky..... Member  
Mr. Todd Rizzardi.....Member

The Board of Education meets on the fourth Wednesday of each month at 7:00 p.m. in the Career Center located in the High School. Meetings are open to the public and citizens are welcome.

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

# MINERSVILLE ELEMENTARY HANDBOOK

## TABLE OF CONTENTS

|  |    |   |    |
|--|----|---|----|
| <b>GENERAL INFORMATION</b>                             |    | Introduction to the Discipline Code                           | 14 |
| From The Principal                                     | 1  | Student Behavior Expectations                                 | 15 |
| Message to Parents                                     | 1  | Authority of Teachers   | 15 |
| Message to Students                                    | 1  | Definitions of Discipline<br>(Actions & Consequences)         | 15 |
| The Family Educational Rights<br>& Privacy Act (FERPA) | 1  | OSS Guidelines  | 17 |
| Protection of Pupil Rights<br>Amendment (PPRA)         | 2  | Damage to the Building  | 17 |
| E. C. Professional Staff                               | 3  | Student Dress & Grooming                                      | 17 |
| Special Subject Staff                                  | 3  | Chewing Gum   | 20 |
| Learning Support Staff                                 | 3  | Tobacco, Electronic Cigarettes<br>and Vaping Violation Policy | 20 |
| Title I Staff  | 3  | MASD Drug (Alcohol Policy)                                    | 20 |
| Llewellyn Professional Staff                           | 4  | Electronic Devices  | 20 |
| Support Staff  | 4  | Backpack/Book Bag Policy                                      | 21 |
| Itinerant Staff  | 4  | Weapons Policy  | 21 |
| School Day (Start & Dismissals)                        | 5  | Transportation  | 21 |
| Student's Day  | 5  | Bus Procedures  | 22 |
| Lunch Periods  | 5  | <b>SCHOOL SERVICES</b>  |    |
| Four-K and Kindergarten classes                        | 5  | Health Screenings   | 22 |
| School Calendar  | 6  | Exclusions and Illness  | 22 |
| Act 80 Early Release Days 9on Calendar)                | 6  | Pediculosis (Head Lice)                                       | 22 |
| Adult Visitors   | 6  | Medication  | 23 |
| Messages from School                                   | 6  | Immunization Requirements                                     | 23 |
| Telephone Calls and Usage                              | 7  | Newsletters   | 23 |
| Lost and Found   | 7  | Instrumental Music Program                                    | 24 |
| Building Use   | 7  | Four-K Program  | 24 |
| Parent Organizations                                   | 7  | Kindergarten Program  | 24 |
| Fund Raising   | 7  | Computers   | 24 |
| School Lunch Program                                   | 8  | Library   | 24 |
| Cafeteria Prices                                       | 8  | Title I Reading   | 24 |
| Cafeteria Rules  | 8  | Child Study Team  | 25 |
| <b>POLICIES &amp; PROCEDURES</b>                       |    | Special Education Program                                     | 25 |
| Emergency School Closings                              | 8  | Services for Handicapped Students                             | 26 |
| Attendance   | 9  | Gifted Education Program                                      | 26 |
| Absence Procedure                                      | 10 | Screenings and Evaluation                                     | 26 |
| Educational Trips & Procedures                         | 10 | Confidentiality   | 26 |
| Excused and Unexcused Absences                         | 10 | Elementary Student Assistance Program<br>(ESAP)               | 27 |
| Half Day Absences                                      | 11 | PSSA Testing  | 27 |
| Homework requests                                      | 11 | Crisis Intervention Specialist                                | 27 |
| Tardiness  | 11 | Parent Conferences  | 27 |
| Late To Class  | 11 | Progress Reports  | 27 |
| Homebound Instruction                                  | 12 | Report Cards  | 27 |
| Sch. County Truancy Plan                               | 12 | Honor Roll  | 28 |
| Enrollment, Transfers, & Withdrawals                   | 13 | Homework Policy   | 28 |
| Fire Drills  | 13 | School Property   | 28 |
| Fundraisers  | 13 | Child Abuse Reporting Policy                                  | 28 |
| Lockers  | 13 |   |    |
| Loss of Books  | 14 |   |    |

### **FROM THE PRINCIPAL**

It is my pleasure to welcome you to the Minersville Elementary Schools where students come first! Our schools curriculum, instruction, activities and social events are designed for the elementary level student's interests and needs.

This handbook has been prepared to provide information to the students and their parents regarding the Minersville Elementary Schools. It contains information about the regulations and procedures necessary to provide a quality educational program for your children. We feel that parents play a vital role in the success of the school program and hope this booklet will help you understand our goals. We look forward to your continued support in providing a quality education for your child.

### **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. 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
2. Insuring that the child attends school regularly and arrives on time
3. Checking on your child's homework assignments, providing time and a quiet place to complete school work, and insuring that assignments are complete
4. Giving proper attention to report cards and arranging for conferences when necessary
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:

1. Learn the names of the teachers and staff members in your building
2. Respect the authority of school personnel, this helps maintain good working relations with teachers and staff
3. Get acquainted with your classmates
4. Exercise self-control and good manners in order to develop positive relationships with others
5. Respect the rights and property of others, thus practicing good citizenship
6. Plan and complete all school tasks and assignments
7. Learn the rules of the school and observe them carefully
8. Support your school in all activities.

### **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 education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the date Minersville Area School District (MASD) receives a request for access.  
Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students may ask MASD to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school official decides not to amend the record as requested by the parent or eligible student, the school official 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 of a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education 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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel). Also, person serving on the School Board, a person or company with whom the school 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 performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

5. As required by Federal law, parental consent is not required for the release of Directory Information, which is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

**The Minersville Area School District designates the following as Directory Information:**

1. the student's name
2. address
3. telephone number (with the exception of unlisted telephone numbers)
4. date and place of birth

**A parent/guardian or eligible student may notify the District in writing of their refusal to allow the District to release Directory Information without prior consent. Except for Directory Information, all personally identifiable records directly related to the student shall be kept confidential, unless the parent/guardian signs a consent form releasing such information.**

**PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

**Policy 235 Student Rights/Surveys**

**PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:**

• *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
1. Sex behavior or attitudes;
2. Illegal, anti-social, self-incriminating, or demeaning behavior;
3. Critical appraisals of others with whom respondents have close family relationships;
4. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
5. Religious practices, affiliations, or beliefs of the student or parents; or
6. Income, other than as required by law to determine program eligibility.

• *Receive notice and an opportunity to opt a student out of—*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•*Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law.

**Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:**

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:* Family Policy Compliance Office

**U.S. Department of Education 400 Maryland Avenue,  
SW Washington, DC 20202-5901**

### PROFESSIONAL STAFF

#### ELEMENTARY CENTER

|          |                       |          |                         |
|----------|-----------------------|----------|-------------------------|
| Grade 1A | Miss Amy Scales       |          |                         |
| Grade 1B | Mrs. Sandra Woodford  | Grade 4A | Mrs. Amanda Muraczewski |
| Grade 1C | Mrs. Margaret Burns   | Grade 4B | Mrs. Lori Snyder        |
| Grade 1D | Ms. Heather Umholtz   | Grade 4C | Mrs. Ashley Hopkins     |
| Grade 1E | Mrs. Gina Ryan        | Grade 4D | Mrs. Gina Smith         |
| Grade 2A | Mrs. Jaclyn Purcell   | Grade 5A | Mrs. Marissa LaScala    |
| Grade 2B | Mrs. Jaclyn Foster    | Grade 5B | Mrs. Megan Catizone     |
| Grade 2C | Mrs. Sara Sukeena     | Grade 5C | Mr. Bryan Skosnick      |
| Grade 2D | Mrs. Addie Billingham | Grade 5D | Mrs. Jessica Rogers     |
| Grade 3A | Miss Patricia Denchy  | Grade 6A | Mrs. Lisa Frantz        |
| Grade 3B | Mrs. Catherine Coyle  | Grade 6B | Mrs. Brenda Hossler     |
| Grade 3C | Mrs. Christina Hoptak | Grade 6C | Miss Katlin Kelly       |
| Grade 3D | Mr. Eric Leymeister   | Grade 6D | Mrs. Jamie Rizzardi     |

#### LEARNING SUPPORT STAFF TEACHERS

|                       |                       |
|-----------------------|-----------------------|
| 1 <sup>st</sup> Grade | Mrs. Melissa Pytak    |
| 2 <sup>nd</sup> Grade | Mrs. Julianne Vuksta  |
| 3 <sup>rd</sup> Grade | Mrs. Michele Elchisak |
| 4 <sup>th</sup> Grade | Ms. Rachel Hain       |
| 5 <sup>th</sup> Grade | Mrs. Krystal Hallick  |
|                       | Mrs. Danielle Wank    |
| 6 <sup>th</sup> Grade | Mrs. Jamie Philyaw    |

|  |                     |
|--|---------------------|
| Life Skills                              | Mrs. Jill Atkinson  |
| Emotional/Learning &<br>Autistic Support | Mrs. Rochelle Jones |

#### SPECIAL SUBJECT TEACHERS

|                       |                        |
|-----------------------|------------------------|
| Art                   | Mrs. Tammie DeGennarro |
| Library/Enrichment    | Mrs. Laura Yazemboski  |
| Music                 | Mrs. Lou Anne Ressler  |
| Health/Physical Educ. | Mr. Russel Horoschak   |
| Elementary Band       | Mrs. Colleen Slovick   |
| Elementary Choir      | Mrs. Colleen Slovick   |

#### TITLE ONE STAFF

|                   |                     |
|-------------------|---------------------|
| Title I (Reading) | Mrs. Jessica Wolfe  |
| Title I (Reading) | Mrs. Jolene Gretsky |
| Title I (Reading) | Mrs. Angel Sabol    |

## LEWELLYN PROFESSIONAL STAFF

|          |                         |
|----------|-------------------------|
| Four-K   | Mrs. Maria Glore        |
| Kdg. (A) | Mrs. Bonnie Rosenberger |
| Kdg. (B) | Mrs. Deborah Orlowsky   |
| Kdg. (C) | Mrs. Melanie Haugh      |
| Kdg. (D) | Mrs. Tracey Houser      |
| Kdg. (E) | Mrs. Pam Scully         |

## SUPPORT STAFF

|                                      |   |
|--------------------------------------|---|
| Principal's Secretary - E.C.         | Mrs. Dawn Lafferty                                      |
| Secretary - E.C.                     | Mrs. Kathy Brinich                                      |
| Secretary – Llewellyn                | Mrs. Cherie Skibiel                                     |
| Crisis Intervention                  | Mrs. Kara Perzel  |
| School Psychologist                  | Ms. Michele Koals                                       |
| District School Nurse                | Mrs. Kelly Valentine                                    |
| Nurse - E.C.                         | Mrs. Mary Beth Haney (LPN)                              |
| Nurse - LL.                          | Mrs. Melissa Schuler (LPN)                              |
| <b>Food Service Director</b>         | Mrs. Cassie Cussat                                      |
| <b>Cafeteria (E.C. Site Manager)</b> | Mrs. Janet Rada-Mitchell                                |
| Cafeteria Staff                      | Mrs. Diane Morasky, Mrs. Rhoda Borrell                  |
|                                      | Ms. Jill Butensky                                       |
| Cafeteria Aide (E.C.)                | Ms. Ana Cruz, Mrs. Jennifer Land                        |
| <b>Cafeteria (LL. Site Manager)</b>  | Mrs. Peggy Meyers                                       |
| Cafeteria Staff (L.L.)               | Mrs. Denise Maurer                                      |
| Cafeteria Aide (LL.)                 | Mrs. Shelly Hoban                                       |
| Custodian Supervisor                 | Mr. Gregory Stephen                                     |
| Custodian (E.C.)                     | Mr. James Quinn, Mr. John Capik, Mr. Bertasavage,       |
| Evening Custodians                   | Mr. Joseph Carvajal, Mrs. Cheryl Ponter                 |
|                                      | Mrs. Ellen Bowers and Ms. Marilyn White                 |
| Custodian (LL.)                      | Mr. Thomas Putalavage, Mr. Ralph Brinich                |
| <b><u>Instructional Aides:</u></b>   | <b><u>Support Teacher's Aid:</u></b>                    |
| Ms. Marlena Renninger (LL)           | Mrs. Karen Chatcho                                      |
| Mrs. Kim Leymeister (LL)             | Mrs. Michele Parobek                                    |
| Mrs. Tracey Miklesavage (LL)         | Mrs. Marlise Ryan.                                      |
| Mrs. Judy Evangelista (LL)           | Mrs. Catherin Milbrandt                                 |
| Mrs. Melissa Boyer (LL)              | Miss Amanda Reed  |
| Mrs. Jessica Mealy (LL)              | Mrs. Erin Reese   |
| Mrs. Mandy Ecker (E.C.)              | Mrs. Linda Kimmel                                       |
| <b><u>Life Skill Aids</u></b>        | <b><u>Emotional/Autistic &amp; Learning Support</u></b> |
| Mrs. Shannon Baker                   | Mrs. Jessica Kopinetz                                   |
| Mrs. Jennifer Beach                  | Ms. Victoria Rivera                                     |
| Mrs. Michelle Delaney                | Mrs. Lisa Daukas  |
| Mrs. Denise Karpulk                  | Mrs. Robyn Melochick                                    |
|                                      | Mr. Jeremy Milbrandt                                    |

## ITINERANT PROGRAM STAFF

|                                  |  |
|----------------------------------|--|
| Speech and Language              | Miss Lauren Bubeck & Miss Maggie Mansell |
| Occupational Therapist           | Mrs. Amanda Moore                        |
| Social Worker                    | Mrs. Cara Sanfilippo                     |
| Physical Therapy                 | Mrs. Kathy Motuk and Mrs. Gemma Haas     |
| ESL (English as Second Language) | Ms. Adele Wallace                        |

## **SCHOOL DAY**

Elementary Center Student's arrival to school - **8:10 A.M.**  
Elementary Center Students must be in homeroom by - **8:50 A.M.**  
Llewellyn building Student's arrival to school - **8:30 A.M.**

## **STUDENTS' DAY**

**Elementary Center Students should not arrive at school before 8:10 A.M.** There is no supervision of students before this time. **Students participating in the breakfast program should enter the building and report directly to the auditorium. They will then be dismissed to the cafeteria starting at 8:15 A.M. Students arriving at 8:30 A.M. or later should report directly to their homerooms.**

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.**

## **ELEMENTARY CENTER DISMISSAL**

### **Regular Dismissal Days -**

**Busses** begin arriving at 3:12 P.M

**Walkers** 3:12 P.M. - Grade 1

3:15 P.M. - Grade 6

3:17 P.M. - Grade 5

3:19 P.M. - Grade 4

3:20 P.M. - Grade 3

3:21 P.M. - Grade 2

### **Early Dismissal Days**

**Busses** begin arriving at 1:12 P.M.

**Walkers** 1:12 P.M. - Grade 1

1:15 P.M. - Grade 6

1:17 P.M. - Grade 5

1:19 P.M. - Grade 4

1:20 P.M. - Grade 3

1:21 P.M. - Grade 2

## **FOUR-K CLASSES/KINDERGARTEN**

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

## **LUNCH PERIOD**

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

11:00 - 11:30    (Grades KA & KC)

11:35 - 12:05    (Grades KB & KD)

### **Elementary Center**

10:45 - 11:20 (Grade 5)

11:55 - 12:30 (Grade 6)

11:08 - 11:43 (Grade 3)

12:23 - 12:58 (Grade 4)

11:30 - 12:05 (Grade 2)

1:00 - 1:35 (Grade 1)

## SCHOOL CALENDAR 2018 – 2019

|                                     |   |
|-------------------------------------|---|
| August 22, 2018                     | Wednesday, In-Service Day, Teachers Only  |
| August 23, 2018                     | Thursday, In-Service Day, Teachers Only   |
| August 27, 2018                     | Monday, First Day of School   |
| September 3, 2018                   | Monday, Labor Day Holiday - Schools Closed  |
| September 4, 2018                   | Tuesday, Schools. Reopen  |
| <b>September 12, 2018</b>           | <b>Wednesday, *ACT 80 Day (Early Dismissal Day)</b>                               |
| <b>October 8, 2018</b>              | <b>Monday, In-Service Day, Teachers Only</b>                                      |
| October 31, 2018                    | Wednesday, Second Marking Period Begins   |
| <b>November 7, 2018</b>             | <b>Wednesday, *ACT 80 Day (Early Dismissal Day)</b>                               |
| November 22 - November 26, 2018     | Thursday, Friday, Monday - Thanksgiving Recess - Schools Closed                   |
| November 27, 2018                   | Tuesday, School Reopen  |
| December 24, 2018 - January 1, 2019 | Christmas Holiday, Schools Closed   |
| January 2, 2019                     | Wednesday, Schools Reopen   |
| January 15, 2019                    | 90th Day of School  |
| January 16, 2019                    | Wednesday, Third Marking Period Begins  |
| <b>January 21, 2019</b>             | <b>Monday, In-Service Day, Teachers Only (Possible snow make-up day)</b>          |
| February 18, 2019                   | Monday, President's Day - Schools Closed  |
| <b>March 6, 2019</b>                | <b>Wednesday, *ACT 80 Day (Early Dismissal Day)</b>                               |
| <b>March 11, 2019</b>               | <b>Monday, In-Service Day, Teachers Only (Possible snow make-up day)</b>          |
| March 25, 2019                      | Friday, Fourth Marking Period Begins  |
| April 18 through April 23, 2019     | Easter Recess - Schools Closed (Possible snow make-up days)                       |
| April 24, 2019                      | Wednesday, Schools  |
| May 27, 2019                        | Monday, Memorial Day - Schools Closed   |
| May 28, 2019                        | Tuesday, Schools Reopen   |
| <b>May 31, 2019</b>                 | <b>Friday, Last Day of School for Students, *Act 80 Day (Early Dismissal Day)</b> |
| May 31, 2019                        | Friday, COMMENCEMENT  |
| June 3, 2019                        | Tuesday, In-Service Day, Teachers Only  |
| June 4, 2019                        | Monday, In-Service Day, Teachers Only   |

**\*ACT 80 DAY Early dismissal times are as follows:**

H.S. - 12:50P.M.      E. C. - 1:15p.m.      LL. - 4K - 11:45A.M.      LL - Kindergarten. - 1:30p.m.

**WEATHER EMERGENCY MAKE-UP DAYS** will be made up at the discretion of the Superintendent and if needed, additional weather emergency days will be made up by extending the school calendar the required number of days in June, 2019

### ADULT VISITORS

All persons visiting the school **MUST** ring the bell and state reason for entering the school building. In the interest of security and student safety, parents or relatives permitted to enter **should not** go to any of the classrooms or interrupt teachers, but **should report directly to the office first.**

### 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.



## **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.** Parents are encouraged to send a note in the previous day or morning of a student leaving for appointments. Students are encouraged to assume the responsibility of making arrangements in advance 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 and should be given to homeroom teachers at beginning of the day and will be returned to students at the end of the day.

## **LOST AND FOUND**

**A Lost and Found area is designated in all school buildings. Please remind your child if he/she has lost something to check in the school office immediately.** Each year many unclaimed articles, some of considerable value, are found in and around our schools. Student's name should be put on labels, lunchboxes and book bags.

**All clothing and personal items should be clearly labeled with first and last names.** Items of value should not be stored in lockers or brought to school. Money should be kept with students at all times. Items not claimed during the course of the school year will be discarded.

## **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.

## **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 - Ashley Koch  
Vice-President - Rachael Bosack  
Secretary - Lauren Roehl  
Treasurer - Ashley Hopkins

### **MEPA Officers**

President - Maria Eisenhart  
Vice-President - Monica O'Brien  
Secretary - Marisa McGovern  
Treasurer - Jenn Hossler

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.

## **FUNDRAISING**

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.

Students are forbidden to sell or solicit items or lottery type tickets in school to teachers, staff members, or other students.

## 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 to your child's/children's debit account for as many meals as you would like to purchase. **Please include your child's/children's name(s) on the check to MASD Cafeteria Fund.** Student's carrying a lunch to school may purchase milk.

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

|                   |        |                |        |
|-------------------|--------|----------------|--------|
| Regular Lunch     | \$2.35 | Adult Lunch    | \$3.90 |
| Reduced Lunch     | .40    | Adult Milk     | .55    |
| Regular Breakfast | 1.25   | 1% White Milk  | .55    |
| Reduced Breakfast | .30    | Chocolate Milk | .55    |
| Adult Breakfast   | 1.90   |                |        |

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 student's ID number will stay the same throughout the remaining years your child is enrolled in the Minersville Area Schools.

Certain behavioral standards are expected in the cafeteria. The school reserves the right to deny admission to the cafeteria to those students who fail to adhere to cafeteria regulations.

**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. **If you have questions regarding cafeteria balances please call 570-544-1400, ext. 2703.**

**Menus may be sent home with students upon request. Please look in the first day school packet for request form.**

### 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 may not leave the cafeteria unless permission is given by the teacher or cafeteria aide.
5. Students are expected to display good manners.

### 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 closings; 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.**
4. **Poor road conditions and delay of buses can affect transportation schedules. Please do 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.

## 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.

### **Additional services that can/will be offered and utilized in an attempt improve school attendance:**

#### Children and Youth programs:

- Family Group Decision Making (FGDM): FGDM is a conference bringing family members, friends, and social supports together in order to develop a working plan to improve school attendance
- Family Support Unit/Signature Family Services/Justice Works: These in-home services provide parenting education and supportive counseling to assist families in resolving the concerns that lead to truancy.
- Access Services, Inc.: The Access Rebound Program provides mentoring, life skills counseling, and advocacy to help students enhance their educational experiences. Access also offers a nine-week school attendance improvement group to teach participants how to overcome risk factors that lead to poor school attendance.

#### District programs

- 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 and refer to community resources.

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

- Citations through the Magisterial District Justice Office can be issued to both the student and the parent. A person convicted of violating compulsory school attendance requirements may be sentenced to pay a fine not exceeding \$300, together with court costs, for an initial offense, not to exceed \$500, together with court costs, for a second offense and not to exceed \$750, together with court costs, for a third or subsequent offense. 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 three days.
- Community Service can be ordered by the District Magistrate for both the parent and the truant youth.
- Student may be required to complete a school attendance improvement program.
- At their discretion, district judges may send the Department of Transportation a certified record of a student's conviction for license suspension. 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 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.
- If a student is adjudicated dependent and continues to incur unexcused absences, 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).

**Please fill out an Educational Trip Request Form, which can be found in all school buildings. Llewellyn & the E.C. students may be on the same form. Please fill out a separate form for H. S. students.**

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 (**a blue Educational Trip Request Form should be filled out at least 2 weeks prior to trip, one per family**)
- 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 effect 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 discipline schedule for incidents of unexcused tardiness to school will be as follows:

- For the **1<sup>st</sup> & 2<sup>nd</sup> unexcused tardy** a warning.
- For the **3<sup>rd</sup> unexcused tardy** a written warning and letter explaining the future discipline consequences.
- For each of the **4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> unexcused tardy** a **RECESS DETENTION** will be assigned.
- For the **7<sup>th</sup> - 11<sup>th</sup> unexcused tardy** an **AFTER SCHOOL DETENTION** will be assigned. After School Detentions are scheduled Monday through Thursday 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** results 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 letter.
- For the **4<sup>th</sup> thru 6<sup>th</sup> late to homeroom** the student will be assigned a **RECESS DETENTION**  
For **7<sup>th</sup> thru 10<sup>th</sup> late to homeroom** the student will be assigned an **AFTER SCHOOL DETENTION**
- For the **11<sup>th</sup> late to homeroom** an **IN-SCHOOL SUSPENSION (ISS)** will be assigned 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** - Efforts should be made to schedule such appointments during non-school hours.

However, if a student must attend a doctor, dentist, hospital or therapy appointment he or she should present a note or an appointment card the day before or morning of appointment to homeroom teacher. A note from appointment should be presented upon return or next day. 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.

MINERSVILLE AREA SCHOOL DISTRICT  
TRUANCY PLAN  
(Revised Sept. 2017)

- A. Procedures when a student is **truant**: The law defines “truant” as a student subject to compulsory attendance who has three or more school days of unexcused absences during the current school year.
1. Within 10 days of the student’s third unexcused absence, the school will provide written notification that the student has been truant to the person in parental relation to the student. This will include a copy of the district truancy plan.
  2. If the student continues to accumulate unexcused absences (4<sup>th</sup> unexcused absence or more) after the written notice is provided, the school will convene an **attendance improvement conference**. The person in parental relation to the child will bring the truant child to this conference and may bring other resources, such as service providers, as well as, other family members to the attendance improvement conference. The school will provide the parent with advance written notice of the meeting. The conference may occur if the parent declines to participate or fails to attend the scheduled conference after advanced written notice and attempts to communicate via telephone. The school will complete a written **truancy improvement plan** to document the outcome of the conference. This plan will include recommendations to improve attendance, discussion of related issues, and a review of the district truancy plan, including the explanation of future consequences for continued truancy.
- B. Procedures when a student is **habitually truant**: The law defines “habitually truant” as six or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.
1. When a child is **habitually truant** at the time of the referral, the child and parent will be referred to **Minersville Area School District Truancy Education Program**. This educational program will consist of the following components: written educational information about the effects of truancy and how to improve attendance and eliminate truancy and a video presentation on truancy that will be viewed at the school. Also, for those parents who have access to the internet, information about an online website, entitled *Attendance Works* will be provided to parents and students. The school may also refer the child to the school’s Student Assistance Program.

2. When a child is truant after the child and/or parent has completed the Truancy Education Program or was scheduled to attend the program, the school will file a citation in the office of the appropriate magisterial district judge against the person in parental relation of the student. Citations through the Magisterial District Justice Office can be issued to both the student and the parent. A person convicted of violating compulsory school attendance requirements may be sentenced to pay a fine not exceeding \$300, together with court costs, for an initial offense, not to exceed \$500, together with court costs, for a second offense and not to exceed \$750, together with court costs, for a third or subsequent offense. 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 three days. Community Service can be ordered by the District Magistrate for both the parent and the truant youth. At their discretion, district judges may send the Department of Transportation a certified record of a student's conviction for license suspension. 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 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.
3. If a child continues to be habitually truant after all the steps above have occurred, including the filing of citation(s), the child will be referred to the Schuylkill County Children and Youth Agency for disposition as a dependent child and possible placement by the Schuylkill County Court.

C. Procedures when a student has **Chronic Absenteeism**: Once your child has accumulated the tenth (10<sup>th</sup>) absence, whether those absences are excused or unexcused, those absences will be considered "**excessive**" and the parent will receive a letter from the school indicating that a doctor's note will be required to make any subsequent absence excused

### **ENROLLMENT, 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 be conducted in cool temperatures during some months, but are done so for the protection of the children.

### **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/her locker. If the student is present, the school official shall advise him/her 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/she shall be informed of the search.

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
- No public displays of affection between students
- 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 this 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 students obtain 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.3003 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.3003 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 students on OSS. Students 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.

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.

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.

## Minersville Area Dress Code

### DRESS & GROOMING POLICY #221 (REVISED APRIL 28, 2008)

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 of:

1. Khaki, Dark Navy, Black, Gray or Corduroy full-length pants or Capri pants (Refer to Guideline #1).
2. Khaki, Dark Navy, Black, Gray or Corduroy shorts, skirts or jumpers (Refer to Guideline #2).
3. Solid colored shirts (Refer to Guideline #3).

#### Guidelines:

1. Pants will be straight-legged dress or casual slacks in the 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. Sweat pants are NOT permitted. Pants must be of an appropriate length, so as not to 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 the above listed colors. Cargo or carpenter shorts are NOT permitted. NOTE: PANTS, CAPRI PANTS, SHORTS, SKIRTS OR JUMPERS MADE OF DENIM AND/OR LEATHER MATERIAL MAY NOT BE WORN. PAJAMA SHIRTS OR PANTS ARE NOT PERMITTED.
3. Shirts will be of solid color, collared, long or short-sleeved pullover, or golf- style, appropriately sized, buttoned to the base of the neck and tucked in. Students may wear solid colored turtleneck shirts as the primary garment. Students may also wear solid colored turtleneck shirts and crewneck solid colored shirts under the regulation shirt. A full torso sweater may be worn over a regulation collared shirt or turtleneck shirt. See-through shirts are NOT permitted to ensure garments or accessories worn underneath are not visible. 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. A solid colored crewneck sweatshirt or MASD related crew neck sweatshirt is permitted over a regulation **collared shirt or turtleneck. Hooded sweatshirts of any type are NOT permitted.**
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 depicting the following: (a) drug, alcohol or tobacco messages; (b) messages with implications of a sexual nature, obscenities, suggestive remarks or messages, negative comments about another's culture, or references to illegal substances or unlawful acts; (c) insignias related to racist or hate groups; (d) replicas or depictions, in whole or part, of the Confederate flag.
6. Mutilation of clothing, which includes purposely cutting holes or tearing of the clothing will NOT be permitted.
7. Jewelry and other adornments:
  - (a) Appropriate footwear suitable for indoor traffic must be worn in the building at all times. Unsafe footwear such as slippers and/or clogs with heels larger than two (2) inches shall NOT be worn.
  - (b) Hats, handkerchiefs, or similar headwear, or any head cover may NOT be worn in the school building during regular school hours, except for approved religious or health reasons.
  - (c) There shall be NO chains worn, except those designated as jewelry.
  - (d) Hair coloring non-existent in natural form shall NOT be permitted.
  - (e) Spandex shorts or pants, bicycle pants or shorts are NOT permitted, except as part of an approved uniform for an approved school activity.
  - (f) Undergarments worn as outer garments are prohibited.
  - (g) Earrings and body rings and piercings worn at locations other than the ears are NOT permitted, specifically, those worn in the nose, eyebrows, tongue, cheek or any other visible location other than the ears are NOT permitted.
  - (h) 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 that may reasonably pose a danger to the student or others is NOT permitted.

- (i) Sunglasses are not permitted to be worn inside the school building, unless required by a physician.

**NOTE:**

THE SCHOOL DISTRICT RECOGNIZES THE RIGHT OF STUDENTS TO WEAR JEWELRY AND OTHER ADORNMENTS, HOWEVER, THE MANNER IN WHICH THEY ARE TO BE WORN OR DISPLAYED MAY NOT BE APPROPRIATE UNDER CIRCUMSTANCES THAT POSE A DANGER TO THE SAFETY OR WELFARE OF THE STUDENT OR OTHER STUDENTS OR STAFF AND/OR POSE A THREAT OR INTERRUPTION OF THE EDUCATIONAL PROCESS. AS DEEMED NECESSARY, THE SCHOOL ADMINISTRATION AND/OR TEACHING STAFF MAY REQUIRE THAT STUDENTS REMOVE ANY JEWELRY OR OTHER ADORNMENTS, WHICH MAY REASONABLY BE CONSIDERED AS POSING A THREAT TO THE SAFETY OF THE STUDENT OR OTHER STUDENTS OR STAFF OR POSE A THREAT OR INTERRUPTION TO THE EDUCATIONAL PROCESS.

***Administrative Guideline:** The principal or his/her designee is arbiter of all of the above guidelines and what does or does not pertain to each. The final decision of what is deemed proper or improper dress will be determined by the principal and/or his designee. Any manner or type of attire, appearance, or grooming which causes interference with the learning process or creates a classroom disruption or school disorder will be subject to disciplinary action.*

**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.

**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)

## GUM CHEWING

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

## TOBACCO/ELECTRONIC CIGARETTES/VAPING POLICY

Tobacco, Electronic Cigarette or any vaping device use or possession by students is prohibited in the school building, on school buses, and on school property leased, owned, or under the control of the Minersville Area School District. Violation of this rule will result in disciplinary action, including the filing of a summons with the District Justice Office charging the student with violation of Section of the Crimes. Tobacco possession includes tobacco of any kind, electronic cigarettes and any vaping devices found on a student's person as well as that, which is found in a student's locker, book bag, purse, etc.

- For purposes of this handbook, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, and **electronic cigarettes and vaping devices**. Electronic cigarettes and vaping devices are defined as battery-operated products designed to deliver nicotine, flavor and other chemicals by turning the substances into vapor that is inhaled by the user.

### **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 18 IS AMENDED BY ADDING A SECTION TO READ:

#### **6306.1 USE OF TOBACCO IN SCHOOLS PROHIBITED.**

### 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."

One 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 or MP3 players, laser pens or noxious objects** which might cause discomfort or distraction by sound, smell or visual means are prohibited during school hours. These items are to be turned off and out of site during school hours, unless a student has a teacher's permission to have such out. Any violations of this policy will result in the item being confiscated and will remain in administrative custody. A repeat of this violation will result in confiscation and parent must retrieve item from administrative custody.

## 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 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. **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 as provided:

1. medical examination for first entry Kindergarten, grade 1, grade 6 and grade 11;
2. dental examination for first entry Kindergarten, grade 1, grade 3 and grade 7;
3. height and weight screening for all students annually;
4. vision screening for all students annually;
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 circling "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   Unidentified Rash**

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. Parents/Guardian must accompany student upon return and remain for a recheck by the nurse.



## 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

- 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 - Hepatitis B
- 2 doses of Vericella (Chicken Pox) or evidence of immunity

\*Usually given as DTP or DTaP or if medically advisable, DT or Td

\*\* A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose.

\*\*\* Usually given as MMR

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.

**Immunizations required for entry into 7<sup>th</sup> grade** - unless the child has a medical or religious/ philosophical exemption, a child must have had the vaccines below or risk exclusion

- 1 dose tetanus, diphtheria, acellular, pertussis (Tdap) on the first day of 7<sup>th</sup> grade.
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7<sup>th</sup> grade.

## 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**

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 for lessons 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, use of computers, 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** **(ELEMENTARY CENTER)**

The Minersville Area School District participates in the Title One program. This federally funded program makes it possible to provide additional reading 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.

## CHILD STUDY TEAM (CST)

Our elementary has an instructional support program for any student in grades K-6 who experiences educational difficulties that put them at risk for failure in their grade-level. Over a 30 school day period, classroom teachers incorporate interventions in the regular education classroom, while parents/caregivers provide extra assistance at home to help the student in identified areas that are causing the student difficulty.

The Child Study Team consists of teachers, parent(s), the child study counselor, principals, and other support staff meeting and working together to determine what is needed for the child to be successful at school. Children who may benefit from child study are identified through meetings with the teacher(s), child study counselor, principals, school psychologist and special education supervisor. Parents may also inquire if their child meets the criteria for Child Study.

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

#### ***Annual Public Notice of Special Education Programs and Services and Gifted Education Programs***

**Family Education Rights and Privacy Act (FERPA)** -- School Districts are required to notify parents and students of their rights under the Family Educational Rights and Privacy Act (FERPA). This regulation was amended under the No Child Left Behind of 2001 (NCLB) legislation, and this document is an update according to NCLB.

**Protection of Pupil Rights Amendment (PPRA)** -- School Districts are required to notify parents and students of their rights under the Protection of Pupil Rights Amendment (PPRA). This regulation was amended under the No Child Left Behind of 2001 (NCLB) legislation, and this document is an update according to NCLB.

### **I. INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT OF 2004**

The Minersville Area School District is required by the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) to provide a free, appropriate, public education (FAPE) to children with disabilities. The Minersville Area School District, either directly or through Schuylkill Intermediate Unit 29, provides special education and related services to children with disabilities who are ages three to twenty one. Pursuant to the IDEA, children qualify for special education and related services if they have one or more of the following disabilities and, as a result, demonstrate a need for special education and related services: Autism, Deaf-Blindness, Emotional Disturbance, Hearing Impairment including Deafness, Intellectual Disabilities, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment including Blindness.

The following types of programs/services are available

- Learning Support - for students who primarily need assistance with the acquisition of academic skills
- Emotional Support - for students who primarily need assistance with social or emotional development
- Life Skills Support - for students who primarily need assistance with development of skills for independent living
- Deaf or Hearing Impaired Support -for students who primarily need assistance with deafness
- Blind or Visually Impaired Support -for students who primarily need assistance with blindness
- Speech and Language Support -for students who are speech and language impaired
- Physical Support -for students who primarily require physical assistance in the learning environment
- Autistic Support -for students who primarily need assistance in the areas affected by autism spectrum disorders
- Multiple Disabilities -for students who primarily need assistance in multiple areas affected by their disabilities

IDEA further requires the provision of FAPE to children with disabilities between the age of three and the school district's age of beginners known as "eligible young children". The Schuylkill County Intermediate Unit provides early intervention services and programs to eligible young children located within the Minersville Area School District. All children learn and grow at different rates. Children who are developing more slowly than other children their age may need Early Intervention Services. Delays in the following developmental milestones can alert parents to the potential need for Early Intervention Services:

1. Physical Development (ability to move, see, and hear)
2. Language Development (ability to talk or express needs)
3. Social and Emotional Development (ability to relate to others)
4. Self-Help Development (ability to eat, dress, and take care of themselves)
5. Cognitive Development (ability to think and learn)

Parents who feel their young child may not be reaching developmental milestones should contact the Schuylkill Intermediate Unit for the purpose of screening, evaluation and appropriate program and services if necessary. Eligible young children are afforded the same rights as school age children. Contact information is listed at end of this notice.

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

The Minersville Area 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**

In Pennsylvania, school age students may be eligible for gifted services via 22 Pa Code Chapter 16. Students qualify to receive specially designed instruction when they have been identified as “mentally gifted”. A student is mentally gifted when he or she has outstanding intellectual and creative ability that requires specially designed programs or support services not ordinarily provided in the general education program. The Minersville Area School District will determine whether a student is mentally gifted based on multiple criteria, including I.Q. score, which indicates gifted ability. The determination of gifted ability will not be based on I.Q. score alone.

## **IV. SCREENING AND EVALUATION**

The Minersville Area School District uses procedures to help identify children who may qualify for services, including screenings for hearing, vision, speech and language problems, a review of student’s records, parent/teacher referrals and in-depth, comprehensive educational evaluations. Pre-referral intervention through the Short Term Remediation Process is available in grades K-6, along with Child Study Team and Student Assistance Program interventions in grades K-12.

The Minersville Area School District does conduct a screening for those children who will be entering kindergarten. The screening takes place each March/April prior to the start of each school year. The screening takes place at the Minersville Early Childhood Center, Llewellyn building. Parents can contact the school district at 570-544-1400 Ext. 4001, for the time/date of kindergarten screening.

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. Contact information is listed at the end of this notice.

## **V. CONFIDENTIALITY**

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 referral or parental request for evaluation.

The Minersville Area School District has procedures to maintain the privacy of your child’s education records. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in PA is 21. The Minersville Area School District through the use of its’ document titled “Plan for the Collection, Maintenance, and Dissemination of Students Records” ensures that your child’s education record be kept confidential.

In accordance with 34 CFR 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

**PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.**

**PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.**

Requests for screening and evaluation may be made in writing to your child’s building principal at the addresses listed below. If you believe that your child may qualify for services as an eligible young child, requests for screenings and evaluations can be done by sending a letter to the Intermediate Unit 29 staff listed below.

Mr. James Yacobacci, Elementary Principal  
Minersville Elementary School  
PO Box 787  
Minersville, PA 17954

Mr. Steve Bressi, High School Principal  
Minersville Junior-Senior High School  
PO Box 787  
Minersville, PA 17954

Ms. Lynda Yordy, Supervisor of Early Intervention Program  
Schuylkill IU 29, Maple Avenue Campus  
PO Box 30  
Marlin, PA 17951

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

The Elementary Student Assistance program (ESAP) is designed to assist students who are experiencing emotional/behavioral concerns. These concerns 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 difficulty with social interactions.

The ESAP team consists of specially trained staff in a voluntary partnership with families that meet and review options for students. These options may result in a referral to appropriate school or community resources.

Students may be referred to ESAP by school staff or a parent/guardian. Please see the ESAP brochure on the [battlinminers.com](http://battlinminers.com) website under the Elementary Center tab for more details and team members.

## **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 District Superintendent will determine if the reasons for the exemption meet the requirements stipulated by the PA Department of Education and will then review the request. 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).

## **CRISIS INTERVENTION SPECIALIST**

Mrs. Kara Perzel is the District's Intervention Specialist and Child Study Team Counselor. She is available to provide short-term support to students who are having emotional/social difficulties, or experiencing issues due to grief, divorce, anxiety, or other life experiences. She is available to assist parents/guardians with finding counseling services from community agencies/individuals for students who need treatment that is more intensive. Mrs. Perzel can be reached in her office at the Elementary Center at 570-544-8251.

## **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, 2018            | December 3, 2018 (tentative) |
| February 25, 2019 (tentative) | April 24, 2019 (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 5, 2018           | January 21, 2019 (tentative) |
| March 27, 2019 (tentative) | May 31, 2019 (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.

### 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 570-544-1400, ext. 3002.

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

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