

Welcome to the Penns Manor Elementary School

Dear Students, Parents and Guardians:

Welcome to the Penns Manor Elementary School! This handbook will provide you with information about the programs and procedures of our school. Please read, review, and discuss the information in this handbook with your child. **Return the signed cover sheet as soon as possible.**

We offer programs that will provide a strong curriculum, which stresses math and reading and academic excellence. We also recognize that the physical, social, intellectual, and emotional development and growth of our students is as important as academic growth. We provide a nurturing environment which will enhance self-esteem, foster success and instill curiosity.

Working together, the home and school form a strong partnership with your child's success as our highest priority. We hope the information provided in this handbook assists you in this partnership. Please feel free to contact the school whenever you have a question or concern.

We are confident that your child will find the Penns Manor Elementary School a great place to learn and grow.
Sincerely,

David Grimaldi, Principal

Revised 7/09

Visit the Penns Manor website online @ www.pennsmanor.org

Mission Statement

The Penns Manor Area School District is in a rural setting and serves a diverse population as our community's educational agent. The district will provide a program of academic skills, career exploration, life skills, and social responsibility considering individual needs in order to develop cooperative, creative, and productive citizens in an ever-changing society.

Educational and Organizational Goals

The Penns Manor Area School District's educational and organizational goals, as they relate to student achievement and high school graduation requirements, address both the cognitive and affective domain of student learning. The driving force of our academic curriculum is the district's standards. Standards have been developed in all content areas and will be used as the yardstick for student achievement and graduation requirements.

Our organizational goals include: a vision of our district as seen through the eyes of our students; the use of technology as an accelerator for student learning; and finally the community involvement perspective.

We are constantly striving to be a school of quality where all succeed...

- Students, faculty, and staff should respect each other and the work they do.
- The skilled use of technology will be an integral part of student learning.
- Students will be active learners.
- There shall exist a high level of appreciation for work completed by all members of the organization.
- Students and staff will have a sense of belonging and acceptance in the school environment.
- There will be clear expectations for both students and faculty.
- The curriculum will be clearly defined and articulated between all grade levels.
- The facility will be safe and clean.

Student's Vision

A number of Penns Manor Area High School students participated in the strategic planning process by sharing their vision for Penns Manor's future. This vision places an emphasis on a positive school environment, with quality relationships established among and between the teachers and students. These aspects of the school climate form the basis of the students' other goal, which is earning a good education. Specifically, a vision of the future holds teachers demonstrating fairness; providing assistance and encouragement; delving deeply into subject matter, while using a variety of instructional strategies to motivate students; and maintaining a safe school facility that is free from violence, and negativity in the form of verbalizations that detract from the learning climate.

Future plans for the Penns Manor Area School District involve maintaining the qualities that these students already believe are established and valued: quality academics and extra-curricular activities; smallness in size; small classes that lend themselves to providing extra assistance; close-knit relationships among the school community; and among the students are the quality of the relationships with their peers and teachers, and encouragement from them to achieve their hopes and dreams. The students believe that the small size of this school district directly contributes to these important points, and this smallness is an attribute to keep constant throughout the future years.

Community Involvement

The Penns Manor Area School District is a small, rural district with no major industries. Because of that, our citizens view the school district as the hub of the community. It is our intent to build on the relationships that currently exist between the school and the community. The means for maintaining those relationships include: increasing parent involvement, establishing partnerships with businesses, and promoting community activities at school facilities.

Our objectives are:

- To enhance the district's image.
- To reinforce district expectations.
- Maintain firm policies for safe schools.
- Work on organizational harmony between school board, administration, faculty, staff, and community.
- Continue with the facility improvement plan.
- Stay current with new legislation and federal policies.

COMMUNITY RESOURCES

ALCOHOL/DRUG ABUSE/PREVENTION

EDUCATION

Armstrong/Indiana Drug & Alcohol Comm.	724 354-2746
The Open Door	724 465-2605

SERVICES for CHILDREN and YOUTH

Big Brothers/Big Sisters	724 463-3377
Boy Scouts of America	814 266-3963
Center for Family Life	724 463-8595
• Parent Advice Line	724 463-1900
Child Care Information Services	724 349-8830 or 1-800-327-3070
Children's Advocacy Center	724 349-1773
CHIP (Healthcare)	1-800-986-KIDS
Community Guidance Center	724 465-5576
Family Behavioral Resources	724 465-0369
Girl Scouts/Talus Rock Council	724 463-3421
Children & Youth Services	724 465-3895
• After-Hours/Emergency	911
• CHILDLINE	1-800-932-0313
Indiana County YMCA	724 463-9622
Penn State 4-H Clubs	724 465-3880
Special Olympics	1-800-233-5161

CLOTHING and FUEL

ICCAP (Clothing)	724 465-2657
Indiana County Assistance Office (Fuel)	724 357-2918

COUNSELING SUPPORT

ARC Manor (Drug/Alcohol)	1-800-323-1333
Alice Paul House	724 349-4444
• Crisis Hotline	1-800-435-7249
Armstrong-Indiana MH/MR	724 349-3350
Highmark Caring Place (Grieving)	1-888-224-4673
The Open Door (Suicide Hotline)	724 465-2605

EDUCATION/EDUCATION INFORMATION

ARIN IU	724 463-5300
Human Services Information	724 349-0500
Indiana County Technology Center	724 349-6700
IUP Center for Rural Gifted Education	724 357-2300
Office of Vocational Rehabilitation	814 255-6771
The Salvation Army Tutoring Program	724 465-2530

FOOD

Angel Food Ministries	1-888-819-3745
Chevy Chase Center	724 463-0674
Community Kitchen	724 397-9498
ICCAP	724 465-2657
Indiana County Assistance Office	1-800-742-0679
Meals on Wheels (Indiana)	724 463-7676

LEGAL

Laurel Legal Services 724 349-3440

MENTAL HEALTH

The ARC 724 349-8230

PREGNANCY

Birthright 724-463-9118

- Emergency Hotline 1-800-550-4900

VOLUNTEERING

Indiana County CareNet 724 465-2865

PA Mountain Service Corps (AmeriCorps) 814 472-7690

Senior Corps (RSVP) 1-800-648-3381

Office of Service Learning – IUP 724 357-3103

Volunteer Center of Indiana County 724 463-8200

For a more detailed list of community resources, please go to www.humanservices-countyofindiana.org.

Professional Development

- Professional development activities will include an instructional program for professional staff to gain competency in computer use as it applies to their teaching responsibilities.
- Professional development initiatives will include an awareness program that provides teachers with information on the availability of community resources and how to utilize these.
- Opportunities will be provided to promote professionalism, stimulate creativity, and encourage the development and use of new teaching strategies and assessment tools.
- Continue to provide opportunities for faculty and staff to share their expertise with each other as well as through adult and parent education programs.
- Staff development programs will include opportunities for teachers to improve appropriate communication techniques between home and school.
- Professional development activities will include strategies to implement the strategic plan, specifically in the areas of assessment and development of planned courses.

Breakfast

The breakfast program is from 8:20 a.m. – 9:00 a.m. for those students who wish to have breakfast at school. The free and reduced lunch prices also extend to the breakfast program for those who qualify. A form will be mailed to your home in August every year. Breakfast is an excellent way for students to start their busy day!

Cafeteria Expectations

- **Follow Cafeteria Routines**
 - A. Enter cafeteria quietly and sit at assigned table.
 - B. Sit at your assigned table. (No visiting at other tables)
 - C. Respect and obey those in charge.
 - D. Follow clean-up routine
- **Respect Others and Their Space**
 - A. Keep your hands and feet to yourself.
 - B. Don't push in line.
 - C. Use appropriate language.
 - D. Don't beg for other people's food or money.
- **Use Proper Cafeteria Manners**
 - A. Always use inside voice.
 - B. Say "please" and "thank you" when appropriate.
 - C. Don't talk with students at other tables.
 - D. Don't touch someone else's food or belongings.

Cafeteria Behavior Consequences

- Offense # 1: Student eats alone one day/homeroom teacher informed.
- Offense # 2: Student eats alone one day/homeroom teacher informed.
- Offense # 3: Student eats alone one week/homeroom teacher informed and the principal gets a copy of offenses. Principal calls the parents and child loses free time in classroom.
- Offense # 4: Student eats alone one week or longer at the principal's discretion, homeroom teacher informed and principal meets with parents.

Arrival and Dismissal



Students are not permitted to be dropped off at school prior to 8:20 a.m. since there is no supervision prior to this time. Teachers are involved in planning for the day, faculty and other meetings are scheduled in the morning prior to students' arrival. In addition, every effort should be made on the part of the parents to schedule appointments after dismissal.

If it is necessary for you to pick up your child from school during the school day, there is a book on the counter of the elementary office where we ask you sign your child out. Your child will be called out of class by school personnel and we ask that you wait in the office. The main entrance to the elementary school must be used at all times.

Attendance Requirements

Attendance for students is mandatory as required by Pennsylvania State Public Code of 1949 Section 1327 and Penns Manor Area School District Policy 204. Penalties and legal action for violation of the compulsory attendance regulation will be enforced as cited in section 1333 of the same code.

Absence from School -When a student is tardy or absent from school, regardless of length of absence, the parent or guardian shall furnish a written excuse for the absence of the child. The following reasons or conditions shall be considered acceptable reasons for absence from school and will be considered **legal** absences:

1. Personal illness or recovery from accident-extended absences requires a doctor's excuse.
2. Death or illness in the family.
3. Observance of a religious holiday.
4. Educational field trips. (See provided definition)
5. Other absences must be approved by principal and/or attendance officer to be considered legal.

A written excuse is the parent's only protection from arrest and should be presented to the classroom teacher immediately upon return from the absence. The student has three (3) days after his/her return to submit the excuse to the classroom teacher. Failure to turn in a legal excuse within three days will necessitate counting the absence as being unexcused and/or unlawful. After 10 days of absences with no written excuses, or only written parental ones, an

excessive absence letter will be mailed to the parents/guardians explaining the excessive absence policy.

Unexcused Absence - These are recorded as result of:

1. The student's failure to submit a written excuse, within three (3) days of his/her return to school, from his/her parent or guardian indicating the reason of absence.
2. An unacceptable reason for the absence.

Educational Trips - Educational trips are a legitimate excuse for being absent from school. Arrangements/reservation/appointments for such trips are usually made well in advance of the day of the trip and permission to be excused from school must be granted by the principal at least one week prior to the trip. Notification should be in writing and telephone by the parent/guardian. This will allow teachers adequate time to prepare assignments.

Tardiness - Students are tardy upon entering the building after **8:45 a.m.** Students arriving at/after **10:45 a.m.** will be considered absent for one-half day. Parents must sign in tardy students at the office and present a valid reason for the tardiness. If tardiness occurs, it may result in detention.

Exceptions to this rule will include the following:

1. A **valid doctor's excuse** in case of early morning doctor or dental appointments.
2. A **signed excuse by parent/guardian**, which also must be **approved by principal and/or attendance officer**.
3. Unexcused chronic tardiness five days during the year will result in suspension from school.

Early Dismissal – As with absenteeism and tardiness, it is desirable from an educational standpoint to limit the number of early dismissals from school. Our teachers have class instruction until 3:30 p.m. Frequent dismissals interrupt the teacher while giving instruction and/or homework assignments for your child and those students in the whole classroom as well. Early dismissals should only be requested for doctor/dental appointments or urgent situations at home.

School Cancellation/Delay/Early Dismissal

Cancellation of school, delay of school/early dismissal from school will take place only during extreme weather conditions, equipment failure or serious emergency situations.

The administration is aware of the hardships that these disruptions in schedule can cause and will not make any changes unless there is a significant safety risk to the students and school personnel. Please listen to television stations WTAE, WPXI and WJAC for announcements. School cancellation updates are available on the ARIN website at www.iu28.org.

Parents may also listen to radio stations WDAD (1450 AM) or WCCS (1160 AM). ***Please do not call the school.***

Elementary Programs

Academics are given a priority at the elementary school. In addition to teaching skills and content, it is our goal to foster a disposition in children to use the skills they have learned. A variety of instructional strategies are used at each grade level including small and large group instruction, cooperative learning, computer enhanced instruction and hands-on activities.

Special Programs



ART

The elementary art program is designed to foster creativity, technical skills and self-expression. Students work with clay, paints, charcoal, pen, ink and other media to explore the characteristics of each. All students have at least one art class per week. In addition, art projects are directed by classroom teachers throughout the year.

MUSIC



The music program is designed to provide children with opportunities to develop their music skills and have a better understanding and appreciation of music and its components. The basic elements of music are presented through singing, rhythm activities, movement, instrumental exploration and music reading.

Instrumental music instruction is offered to students in grades four through six. Band practice is held twice a week during activity period.

In addition to general music instruction and band instruction, fourth, fifth and sixth graders may participate in the following performance groups: 4th grade chorus or 5th and 6th grade chorus,

Beginner band, or Advanced band. These groups prepare and perform music concerts for the Holiday Season and the Spring Concert. This includes both evening performances and school day assembly programs. Each group meets once every four days.

LIBRARY

Your child will have library at least once per week. During your child's library instruction, there will be formal instruction in how to use a library as well as a story time. Students are also encouraged to borrow books so they can enjoy children's literature at home and develop a life long love for reading. There is no fine for overdue books, but students are charged for lost or damaged books.

PHYSICAL EDUCATION

The development and maintenance of a healthy body and healthy lifestyle are essential for a child's overall well-being. Our physical education program seeks to develop knowledge about various sports and promotes sportsmanship while encouraging an active lifestyle. Students in grades Kdg through six have class at least once a week. In addition, adaptive physical education is available for students who have special physical needs.

SPECIAL EDUCATION

Special Education includes the areas of speech/language support, sensory support (i.e. vision and hearing), gifted support and academic learning support. Students who are thought to have exceptional needs are referred for evaluation and may be eligible for special education classes. *No child can be evaluated for special education or receive learning support services without parental permission.* Parents, as well as, school personnel have the right to initiate a request for evaluation of the child's educational needs. Please contact the elementary principal if you have any questions regarding the learning support program.

ELEMENTARY STUDENT ASSISTANCE

Students who experience academic and/or social and emotional concerns may be referred to our Elementary Student Assistance Team. This team meets weekly to discuss and plan intervention strategies that will assist in providing each child referred an effective educational program, as well as other school services that will meet their learning needs.

The team is comprised of the director of student services, building principal, guidance counselor, school psychologist, title I teacher, reading recovery specialist, referring teacher, and the referred student's parents. Request for assistance may be initiated by parents, teachers, administration, or students.

TITLE I

Title I is a federally funded program designed to assist students who are having difficulty in the areas of reading and/or mathematics. Students are identified as eligible for Title I services through achievement test scores, curriculum based measures, or teacher recommendation. The Title I teachers work with the regular classroom teachers to design instruction and activities especially geared to students who are having difficulty. Most Title I instruction takes place in the child's regular classroom during the normally scheduled math or reading time.

Homerom Assignments

Students are placed in homerooms based on a balance of boys and girls, and a range of abilities. Students may be grouped according to instructional needs for reading, language arts, and math. Subject areas in grades four through six are departmentalized. Students will have different teachers for math, science, and social studies. Parent requests for specific teachers are considered only under extenuating circumstances. Requests made prior to April 1 of each year should be submitted to the principal. The final decision of a child's placement resides with the building principal.

Retention

Whether or not a child should be retained is a major decision in the child's educational program, and therefore, must be given considerable thought. Not only is academic achievement carefully weighed, but physical, mental, social and emotional maturity must be taken into account as well.

Students shall be identified as possible candidates for retention who:

1. Fail to meet minimum competency levels on standardized tests and other assessments.
2. Have not completed grade/course requirements or satisfactorily achieved the instructional objectives approved by the Board of Education for that grade level and course.

Parent/Teacher Conferences

Conferences are scheduled once or twice a year depending on the school calendar. Parents will be asked to make a specific appointment with their child(ren)'s teacher during conference days. However, parents are encouraged to meet with a teacher anytime during the year when a need arises. Please call the office or send a note with your child to do this. The teacher will then schedule a mutually convenient time for both of you.

Report Cards

Report cards for grades one through six will be sent home after each nine weeks. Kindergarten and K-4 report cards are sent home every 12 weeks. Efficiency/deficiency reports are sent home every 4 ½ weeks in each grading period for just those children who have specific areas of growth or need, and when the teacher feels contact with the parent/guardian would be beneficial.

<u>Grading Scale</u>		
A (93 – 100%)	C (77 – 84%)	
B (85 – 92%)	D (70 – 76%)	F (0 – 69%)

<u>Specials' Classes Grading Scale</u>	
(Art, Library, Music/Band, Physical Education)	
O = Outstanding	S+ = Satisfactory Plus
S = Satisfactory	U = Unsatisfactory

Honor Roll

Students in grades three through six will be recognized for their academic efforts at the conclusion of each marking period. The criteria for each of the honor roll categories are as follows:
All A's = the student must earn all A's in every academic subject.
A/B = the student must earn all A's and B's in every academic subject.
P.I.C. (principal's improvement club) = the student must improve one full letter grade in any academic subject area. The students must not decline in any academic subject area. The student cannot have a failing grade in any academic area.

Students who have had disciplinary incidents or who have not attended school regularly may not be eligible for the honor roll. The final decision will be made by the principal.

Discipline

Discipline within the Penns Manor Area School District is regarded as a process, which strengthens each student through a program of teaching, supervision, and when necessary, just and constructive consequences.

The teachers each have a progressive assertive classroom management plan in place which serves as the first line of defense in solving student discipline problems. In the event the student is unable to follow the guidelines of the classroom management plan or the student action is severe, the student will be referred to the principal.

Discipline Structure

LEVEL I

Any minor incident which may hinder the teacher from carrying out his or her duties. Each teacher will utilize their classroom management plan to deal with these minor disruptions. Unmodified Level I behavior will be referred to the principal and may become a Level II offense.

Examples

- *Minor vandalism
- *Inappropriate attire
- *School tardiness
- *Classroom tardiness
- *Failure to complete assignments or carry out directions
- *Classroom/ hall disturbances, writing passing notes, gum chewing, teasing, taunting, loud noises, pushing, running, etc.
- * Out of seat
- * Not being prepared for class
- * Sleeping
- * Inappropriate remark

Procedures

- *Each teacher is responsible for establishing individual classroom rules that are well understood by their students and consistent from day to day.
- *Immediate intervention is required by the staff member who is supervising.
- *It is suggested that the teachers keep a daily log of the offenses incurred and disciplinary measures taken.

*Repeated misbehavior may require a parent teacher conference and/or parent conference with the counselor or principal.

Disciplinary Options

- *Verbal reprimand
- * Parent conference
- *Withdrawal of classroom privileges
- *Behavior contract
- *Counseling
- *Time out

Level II

Misconduct involves behavior whose frequency or seriousness tends to disrupt the learning environment of the classroom or school. These infractions usually result from the continuation of a Level I misbehavior and require the intervention of school personnel on the administrative level.

Examples

- *Unmodified Level I behavior
- *Abusive or Obscene language or gestures
- *Bus disturbances
- *Forgery
- *Cheating
- *Malicious horseplay/ kicking/tripping/pushing
- *Unauthorized use/possession of electronic equipment

Procedures

- *A discipline log of the offense is recorded by the staff member and sent to the office with the student.
- *An administrator meets with the student and confers with the parent about the student misconduct and resulting disciplinary action.
- *A record of the offense and disciplinary action is maintained by the administration. The teacher is informed of the administrator's action.

Disciplinary Options

- *Parent / Staff Conference
- *Behavioral Contract
- *Loss of Cafeteria or Recess Privileges
- *In-School Suspension
- *Detention
- *Loss of Bus Privileges
- *Modified School Day

LEVEL III

Misconduct involves acts directed against persons or property, and whose consequences may endanger the health or safety of others in the school. Those acts which are criminal will automatically be referred to the appropriate law enforcement office.

Examples

- *Harassment, bullying, hazing
- *Behavior which may result in serious injury
- *Fighting
- *Insubordination
- *Major Vandalism
- *Theft
- *Threats to others

Procedures

- *A discipline log of the offense is recorded by the staff member and sent to the office with the student.
- *An administrator meets with the student and confers with the parent about the student misconduct and the resulting disciplinary action.
- *A record of the offense and the disciplinary action is maintained by the administration. The teacher is informed of the administrator's action.

Disciplinary Options

- *Parent Conference or Hearing
- *Detention
- *Suspension
- *Conference with Counselor
- *Referral for psychological evaluation
- *Civil or criminal charges

LEVEL IV

Misconduct involves acts which result in violence to another person or property, or poses a direct and serious threat to the safety of others in the school.

Examples

- *Possession/use/transfer of dangerous weapons
- *Bomb Threat
- *Arson
- *Assaulting a staff member
- *Setting off false fire alarms
- *Tampering with fire extinguishers
- *Possession/use/transfer of unauthorized substances (drugs/alcohol/etc.)

Procedures

- *A discipline log of the offenses is recorded by the staff member and sent to the office with the student.
- *Administrator meets with the student and confers with the parent about the student misconduct and the resulting disciplinary action.

*A record of the offense and the disciplinary action is maintained by the administration. The teacher is informed of the administrator's action.

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

*A complete and accurate report is submitted to the Superintendent.

Disciplinary Options

*Student Conference with Principal

*Parental Notification

*Suspension

*Expulsion

General Rules for Penns Manor Elementary Students

- ✓ Complete all assignments on time.
- ✓ Come to school prepared. Do not expect to be given permission to call home for forgotten items such as homework, lunch, musical instruments, etc.
- ✓ Make up all missed work from absences promptly.
- ✓ Be polite and kind to those around you.
- ✓ Talk, walk and dress in a manner appropriate for a school setting.
- ✓ Treat school property as if it were your own.



Transportation

Bus transportation and bus routes have been arranged through the collaborative efforts of Tri-County Transportation (724-254-4080) and the Penns Manor Area School District. Riding the school bus is a privilege and bus privileges can be revoked if a student's behavior puts him/her and all those on the bus in danger.

The following rules are applied to transportation:

1. Students are to ride their assigned/scheduled bus. Students will not be permitted to ride a different bus unless a note signed by the parent/guardian is submitted to the elementary office and approved by the principal. Permission may be granted on a limited basis due to bus capacity.
2. The bus driver will assign the seating for students.
3. Students are to remain seated while the bus is in motion.

4. The school discipline policy is in effect on the bus and at the bus stop.
5. Be at the bus stop when the bus arrives. The driver is not obligated to wait for students at the stop.

Penns Manor Area School District
School Health Services

Studies have shown that healthy children perform better in school. Cooperation between home and school is necessary to ensure that each student reaches his/her optimum potential.

You can play a very important role in your child's education by seeing that your child eats nutritious meals and gets adequate rest. Routine medial and dental care is also essential. Below you will find a list of required screenings and examinations as mandated by the PA Department of Education and PA Department of Health.

- Medical examinations in grades K, 6 and 11
- Dental examinations in grades K/1, 3 and 7

Parents are encouraged to take children to their family physician and dentist for examinations, if possible. Special forms are available from the school nurse for the doctor and dentist to complete. Students who return these exam forms are exempt from the school medical/dental exams.

- Vision testing each year in every grade
- Hearing tests in grades K, 1, 2, 3, 7, 11 and Learning Support
- Height, weight and BMI (body mass index calculations) measurements each year in every grade
- Scoliosis screening (for spinal deformities) in grades 6 and 7

Appropriate referrals will be made for any condition requiring further evaluation. PLEASE follow up with your doctor/dentist if a referral is sent home with your child.

***NOTE:** The school nurse's office is **not** intended to be a walk-in medical clinic. It is the school nurse's responsibility to assess illnesses and injuries that occur only during school hours. It is **not** the nurse's responsibility to do an initial assessment of injuries sustained during evenings or weekends.

It is **not** the nurse's responsibility to give bed-side care to students who are sent to school ill. Students who have had an illness involving fever, vomiting, or diarrhea should not return to school until **symptom-free for 24 hours.** Returning to school too soon risks prolonging the illness and may expose others to the illness.

Illness or Injury

In case of illness or injury, a child will be cared for temporarily by the school nurse or a member of the school staff. Please do not send your child to school if he/she is ill. Please have a back-up childcare plan for illness or emergency.

The following procedures will be followed if a child becomes ill or is injured at school:

- Immediate first aid
- Notification of parent/guardian
- Transportation to the hospital, in an emergency only



Please remember to list at least two other telephone numbers and names on your child's emergency card to be called if you are not able to be reached when your child is ill or in an emergency.

The Penns Manor Area School District is not obligated for medical expenses incurred because of accidents that happen at school. Parents are encouraged to purchase the additional insurance offered at the beginning of each school year if you do not already have coverage for your child.

CHIP insurance is available to all students without insurance coverage regardless of family income under the age of 18 by the State of PA. Flyers will be sent home in September or call 1-800-986-KIDS to enroll now.

Medication

The elementary school recognizes that parents have the primary responsibility for the health of their children and it is strongly recommended that medications be given at home if needed. However, in those cases where a student requires medication during school hours, the following procedures must be followed:

- ALL MEDICINE MUST BE TAKEN TO THE NURSE'S OFFICE ON ARRIVAL AT SCHOOL. Medicine must be properly labeled from the pharmacy. DO NOT SEND IN UNLABELED BOTTLES! Dosage instruction, specific dosage times and other necessary information must be clearly indicated on the bottle.



- A written consent is needed from the parent/guardian requesting the medication be administered in the presence of the school nurse, principal or his/her designee.

- A form or note must be signed releasing the Penns Manor Area School District's agents and employees from liability and claim for the administration of the medication. This includes allergic reaction to the medication.

- If it is necessary to administer emergency medication for bee stings, or respiratory disorders (asthma, etc.) parents must provide the medication with a physician's instructions. These medications will be locked in the nurse's medicine cabinet.

Immunization/Vaccination



State law requires that every child who is admitted to public school must have evidence of a successful vaccination record for diphtheria, tetanus, whooping cough, polio, Hepatitis B, rubella and Varicella (chickenpox). Please contact your doctor or school nurse for updated information.

Communicable Diseases

Students who have been diagnosed or whom the nurse suspects of having a communicable disease will be excluded from attending school. The following is a list of communicable diseases and the recommended period of exclusion:

- Chicken Pox – six days from the emergence of blisters
- Respiratory streptococcal infections – not less than seven days from the onset or 24 hours after medical therapy
- Pink eye – 24 hours after medical therapy was begun
- Ringworm – until judged non-infective by the school nurse or physician
- Impetigo - until judged non-infective by the school nurse or physician
- Head lice - until judged non-infective by the school nurse or physician

- Body lice - until judged non-infective by the school nurse or physician
- Scabies - until judged non-infective by the school nurse or physician

School Records

Parents/guardians or their legal representatives may have access to the cumulative record for a pupil under 18 years of age by requesting one in writing. School records will be released to another school district when a student transfers or if there is a legitimate educational need.

Parents must give written permission for records to be shared with outside agencies (i.e. private counseling or guidance agencies)

Testing Program



The following tests will be administered to your child at the elementary school level:

- Study Island Benchmark Tests in reading and math (4 times annually) in grades 3-6.
- Annually-PSSA (Pennsylvania System of School Assessment) Grades 3, 4, 5 and 6 for reading and math.
- Annually-PSSA grade 5 writing.
- Annually-PSSA grade 4 science.
- K-BIT (Kaufman Brief Intelligence Test-administered individually by the guidance counselor for grade 2.
- Individual ability and achievement testing may also be done via the ESA (Elementary Student Assistance) program.
- Parents are notified individually if your child is referred for this program.
- Terra Nova Achievement Test, grades 1 - 6.



Student Dress

Students generally conduct themselves in a manner similar to the way in which they dress and groom. They should wear clothing appropriate for a school setting. Students shall not wear attire which

interferes with the operation of the school or which impinges upon the general health, safety or welfare of the other students/employees. Shorts of fingertip length are permitted at every grade level. Halter or tank tops are not permitted. Hats are to be removed upon entering the building. Clogs with straps are permitted. **No flip-flops, strapless sandals or clogs are permitted.**

Lost and Found

Please have coats, backpacks, lunchboxes, gloves, hats and scarves etc. labeled with your child's name. This makes the process of returning items to the owner much easier. The lost and found items will be kept in the elementary office for a limited period of time. Parents and students are encouraged to inquire at the school office if any articles are lost. Items are periodically discarded.

Parent/Teacher Group (PTG)

The PTG is an elementary based group and meets at the Penns Manor Elementary School once a month. Notices about up-coming meetings will be sent home a week in advance. The PTG has been highly involved in improving our school and providing funding for field trips, school equipment, and special activities. The PTG raises its funds through annual fundraisers. Parents are encouraged to join this group for a nominal fee. Volunteers are always needed!

Student-to-Student Sexual Harassment

Student-to-student sexual harassment is strictly prohibited. Students should report immediately any instances of harassment to the teacher or principal. It is the obligation of the teachers and support staff, to report to administrators any instances of student-to-student sexual harassment so the necessary steps can be taken to stop such activities.

Weapons

Section 1317.2 to the Public School Code provides that school districts must expel for a period of at least one year "any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any conveyance providing transportation to a school or school-sponsored activity." Pa. Stat. Ann & 1317.2(A)

Assurance of Civil Rights Compliance

The School Food Authority hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000 et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Sec. 504 of the

Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U. S. C. 6101 et seq.); all provisions required by the implementing of regulations of the U. S. Department of Agriculture; U. S. Department of Justice Enforcement Guidelines; and ISDA Food and Nutrition Service (FNS) directives and guidelines to the effect that no person shall, on the grounds of race, color, national origin, age, sex or handicap, be excluded from participation, be denied the benefits of or otherwise be subjected to discrimination under any program or activity for which the School Food

Authority received Federal Financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.

By providing this assurance, the School Food Authority agrees to compile data, maintain records and submits reports as required to permit effective enforcement of the nondiscrimination laws and permit Department and/or USDA personnel during normal working hours to review such record, books and accounts as needed to ascertain compliance with the nondiscrimination laws. If there is any violation of the assurance, the U.S. Department of Agriculture shall have the right to seek judicial enforcement of this assurance.

This assurance is binding on the School Food Authority, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA.

Penns Manor Area School District Non-Discrimination Policy

The Penns Manor Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs, or employment practices in accordance with federal and state statutes and regulations.

For information regarding civil rights, grievance procedures or services, activities and facilities that are accessible to and usable by handicapped persons, contact Mrs. Bonnie Davis, Director of Student Services, 6003 Route 553 Hwy, Clymer, PA 15728 (724-254-2666, ext. 4750)

Chapter 15 –Annual Notice to Parents

In compliance with state and federal law, Penns Manor Area School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protection for “protected handicapped students; are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in learning support programs.



Electronic Devices



The Penns Manor School Board (policy #237) prohibits the **use of** personal communication devices by students during the school day. The board also prohibits **possession and use** by students of any device that provides wireless, unfiltered connection to the internet. Also, no electronic games (Game Boys), I Pods, CD / DVD players or Nintendo DS devices are permitted in school.