



**MAPLEWOOD ELEMENTARY SCHOOL  
PARENT-STUDENT HANDBOOK  
2021-2022**

**Maplewood Elementary Students ROAR!**

**We are “PAWS”-itively the BEST!**

August 30, 2021

Dear Parents,

This handbook has been written to help your children, our students, find success at Maplewood Elementary. This year our school will be expanding our school wide code of behavior. We have implemented a program called Positive Behavioral Interventions and Support (PBIS). The entire school has embraced a uniform behavior plan that will clearly define consequences and rewards. Students will work with their teachers to review MES behavioral expectations through carefully designed lessons to ensure that we share a common language and shared expectations for our students.

In order for MES to be successful in implementing and sustaining PBIS we need your help. Time spent to correct undesirable behavior is time taken away from education. The school and parents must share this responsibility for teaching our children appropriate behavior. Students have responsibilities and rights at school and when parents support this belief, we can create a safe, secure, and effective learning environment for all children.

Please begin this process by reading this handbook with your child.

We thank you for your support and look forward to working with you for the success of our students.

Sincerely,

Mrs. Erin Fonzo  
Maplewood Elementary Principal

[efonzo@penncrest.org](mailto:efonzo@penncrest.org)



August 30, 2021

Dear Student,

This handbook has been written to help you to succeed at Maplewood Elementary School. We want you to be successful. We expect you to be successful. We will help you to be successful.

A school is a place where learning occurs. Learning happens best in a safe, orderly environment. If things are going to get done, there must be rules, or procedures that are fair and the same for everyone.

We stress teamwork and cooperation as we work to build a school community where everyone experiences their own success, as well as the happiness that helping others can bring.

Discipline is important in our school. An orderly atmosphere must exist within the school in order for maximum learning to occur. Therefore, our students are expected to **ROAR**:

1. Show **R**espect
2. **O**wn it
3. Have a great **A**ttitude
4. Be **R**esponsible

We are extremely proud of our school. We believe that you, too, will be proud.

#### **STUDENT RIGHTS**

A right belongs to me and cannot be taken away by anyone. My classmates and teachers also have rights.

I am a responsible person when I respect the rights of others.

I have a right to:

An education

Be respected and treated with kindness at school

Be safe at school

Be heard

#### **STUDENT RESPONSIBILITIES**

A responsibility is an obligation I have because it allows for the rights of others to be enjoyed.

I will respect myself, others, and school property.

I will accept responsibility for my actions.

Sincerely,

Mrs. Fonzo

Maplewood Elementary Principal



## **PENNCREST School District**

### **PENNCREST Vision Statement**

The PENNCREST School District will be a dynamic educational community that inspires optimal student achievement and lifelong learning.

### **MES Mission Statement**

The mission of the MES PBIS program is to proactively provide a consistent, safe, and caring learning environment where students can achieve to the best of their ability both socially and academically.

The PENNCREST School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age religion, ancestry, union membership, or any other legally protected category. Announcement of this policy is in accordance with State law, including the Pennsylvania Human Relations Act, and Federal Law, including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the American.



## MAPLEWOOD ELEMENTARY 2020-2021

<b>OFFICE</b>	Principal	Mrs. Erin Fonzo
	Asst. Principal	Mrs. Erica Howick
	School Psychologist	Mrs. Kristin Sherry
	Secretary	Mrs. Diann Mailliard
	Teacher's Aide	Mrs. Debbie Foote
	Health Technician	Mrs. Trisha Newman
	Network Technician	Mr. Chris Wienczkowski

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<b>GRADE</b>	<b>TEACHER</b>	<b>ROOM</b>
Kindergarten	Mrs. Tabitha Longo	124
	Mrs. Teresa Yarnell	125
	Ms. Shelly McPherson	153
	Mrs. Sierra Stanford	160
Grade 1	Mrs. Amy Baker	162
	Mrs. Krysti Nageotte	161
	Ms. Angelina Prato	163
Grade 2	Mr. Ed Biernacki	168
	Mrs. Tracey Sansom	169
	Mrs. Brooke Carey	167
Grade 3	Ms. Katie Parker	172
	Mrs. Lexie Heagy	165
	Mrs. Leirin Schmader	166
Grade 4	Mr. Joe Sienicki	203
	Mrs. Kim Turner	202
	Mrs. Jen Wilkinson	225
Grade 5	Mr. Chris Peters	211
	Mrs. Evelyn Tracy	210
	Mrs. Paula Doubet	207
Grade 6	Mrs. Shari Barickman	220
	Mrs. Angie Marshall	215
	Mrs. Amanda Dillaman	214
<hr/>		
<b>SPECIALS</b>		
Art	Mrs. Sarah Walton	146
Instrumental Music	Mr. Jamie Gardner	205
Librarian	Mrs. Jeanne Rose	128
Music	Mr. Nathan Bryant	120

Physical Education	Mrs. Sheila Bancroft	107
Technology	Mrs. Joy Shaffer	157

#### ***STUDENT SUPPORT SERVICES***

Gifted Instructional Support (GIST)	Mrs. Jodie Kral	142
Title I Reading	Mrs. Amanda Hoover	170
Title I Reading	Mrs. Shannon Ploski	170
Speech Language Pathologist	Mrs. Lynnette Musoni	173
School Counselor	Mrs. Cindy Johnson	174
Learning Support	Mrs. Amy Prenatt (K-3)	164
	Mrs. Emma Hancox (4-6)	212

#### ***SUPPORT STAFF***

L S Aides	Mrs. Janet Shelenberger
	Mrs. Stephanie Seeley
K-6 Instructional Aide	Mrs. Ginny Moody

Cafeteria Staff	Mrs. Kathy Myers - Manager
	Mrs. Ginny Bryant
	Mrs. Pam Gordon
	Mrs. Sheila Reisinger

	Mrs. Debbie Reynolds
	Mrs. Carolyn Shreffler
Custodian Staff	Mr. Dan Gricks - Maintenance Supervisor
	Ms. Marge Gordon - Head Custodian
	Mrs. Brenda Harvison
	Mrs. Tammy Keener
	Mrs. Amy Proper
	Ms. Linda Seeley

FCCA Supervisor	Ms. Lisa Lyman-Koseff	
Pre Counts Teacher	Mrs. Michelle Witosky	143
	Ms. Samantha Sullivan	145

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## **ACADEMIC STANDARDS**

The requirements established by Chapter 4 of the Pennsylvania Department of Education Curriculum Regulations clearly require that all school districts must strongly emphasize the attainment of Pennsylvania Academic Common Core Standards for students may be reviewed on <http://www.pdesas.org/Standard/PACore>.

Chapter 4 regulations provide that common core standards shall be established and implemented in the following areas:

- *Reading, Writing, Speaking and Listening*
- *Mathematics*
- *Science and Technology*
- *Environment and Ecology*
- *Civics*
- *Geography*
- *Economics*
- *History*
- *Arts and Humanities*
- *Career Education and Work*
- *Health, Safety, and Physical Education*
- *Family and Consumer Science*
- *World Languages*

## **ACCIDENTS**

There is a possibility that your child could be involved in an accident at school. In such a case, parents will be contacted immediately. **Please make sure that all information on the school emergency card is correct and includes home, cell (if applicable), work phone numbers and the number of an emergency contact person.** Please also understand that your private health insurance is responsible for medical costs if an accident happens at school. School insurance can be purchased for persons interested. Please remember to always update us if you move or change any of your phone numbers.

## **ARRIVAL**

- **Bus Arrival (8:00-8:10AM)**

Children arrive by bus at 8:00. Students must be in their homeroom by 8:10. Students arriving after 8:10 will be marked late (and require a parent to sign them in).

- **Parent Drop-Off (7:45-8:10AM)**

If you are bringing your child to school-please drop him/her off at the front door entrance between 7:45-8:05, as students are to be in their rooms by 8:10. **PLEASE DO NOT BRING YOUR CHILD TO SCHOOL BEFORE 7:45 A.M., as doors will not be unlocked before this time.** After 8:10 A.M., parents must come into the office and sign their

children in on the late arrival sheet. Parents must ring the doorbell and wait for admittance by office staff.

- **Traffic Flow and Parking**

*For the safety of everyone, please adhere to the following:*

- 1. All individuals picking up students or coming to the office during the school day will enter the front drive off of Route 408. Please park in the front of the school in a parking spot.*
- 2. Exit by way of the front one-way circle drive. All students being picked up early, are to be picked up at the office and not in the parking lot. Students will not be allowed to leave the building without an adult.*
- 3. All vehicles must travel slowly on school property at all times.*
- 4. The area directly behind the building designated and marked for bus loading, unloading and staff parking. It is NOT to be used for daytime parking for visitors. (This area may be used for parking during after-school events.)*

## **ATTENDANCE**

Maplewood Elementary School knows the importance of attending school every day as it leads to higher achievement and success for all students, but we need your help! Parents/guardians are essential in helping students arrive on time with parental/doctor excuses!

### **PA State Attendance Law:**

Under the Pennsylvania Compulsory School Attendance Laws, a student must remain in school until 17 years of age unless they have secured an employment certificate or have been declared physically unable to attend school by a physician. The only legal excuses for absences are illness, death in the immediate family, quarantine, impassable roads, and a definite emergency. All other excuses are unlawful. When a student is unlawfully absent, they will receive a First Illegal Warning Letter, a 2<sup>nd</sup> unlawful absence will result in a Second Illegal Warning Letter, a third unlawful absence will result in a Third Illegal absence letter with a meeting time arranged to meet with the student and parents to prepare a Truancy Elimination Plan (TEP). If after the TEP is completed and subsequent unlawful absences occur, the student and parents both will be issued a non-traffic citation through the District Magistrate for truancy. CYS will also be contacted and made aware of the process. The 3rd Illegal Absence/TEP Letter will be regarded as the Official Legal Notice of Illegal Absences.

### **PENNCREST SCHOOL DISTRICT POLICY for Attendance:**

A Parental excuse will be accepted for any day's absence for a total of 10 days throughout the school year. A doctor's excuse will be accepted for any absence during the year to prevent the accumulation of 10 days of parental excuses. Family vacations that occur during the school year will be considered part of the 10 parental excuses. Following the accumulation of seven (7) days parental excuses, a written notice of information will be sent to the parents as well as a copy of the official policy. The notice shall serve the purpose to notify the parents of the seven (7) days accumulated parental excuses as well as the policy regarding the parental excuses. Following the accumulation of 10 days of parental excuses, a written notice will be sent to the parents stating that the District may request a written doctor's excuse for each day's absence from that time until the end of the school year. Unlawful absences will be assessed for days when the reason for absence exceeds the rate of reasonable and responsible action. The district reserves the right to charge an unlawful absence against a student when the reason given in a written excuse is either implausible or unbelievable. If the school does not receive a written excuse within three days of any absence, the absence will be recorded as unexcused or illegal. If reasons for an absence are termed unexcused or illegal, the student will receive a zero (0) for all work missed. A strong relationship exists between good attendance and achievement. Absences limit the opportunity for learning. Regular attendance is important to your child and we ask all parents to cooperate in seeing that all children are in school, and on time. The scholastic achievement attained by any student is directly related to his/her pattern of attendance. Irregular school attendance involves a loss of time and instruction which frequently results in lower grades.

### **Maplewood Elementary Student Expectations:**

- Pennsylvania school law requires that a **WRITTEN EXCUSE** be submitted for all absences. **Each child is expected to bring a written excuse concerning their absence to school within three (3) days of that absence.**
- **NOTE:** *If a child is absent, the school can only accept ten (10) parent excuses during the year. All additional excuses must be from a medical doctor or will be marked illegal.*
- Parents who would like books and/or assignments to be sent home because of an absence should call the school before noon. This allows teachers adequate time to gather their work. These books and assignments can be picked up at the end of the school day from the front office or could be sent home with a neighbor or friend at school.
- A strong relationship exists between good attendance and achievement. Absences limit the opportunity for learning. Regular attendance is important to your child and we ask all parents to cooperate in seeing that all children are in school, and on time. The scholastic achievement attained by any student is directly related to his/her pattern of attendance. Irregular school attendance involves a loss of time and instruction which frequently results in lower grades.

## **BAD WEATHER**

Weather may sometimes force an emergency closing of school or may cause bus transportation routes to be changed. In the event of a school closing, a phone call will be made to all registered phone numbers via the district [SchoolMessenger Phone System](#). In addition, announcements are posted to the school district's website, as well as local radio and TV stations as early as possible. When a bus is forced to change its route and your child is not picked up, this is a legal school absence.

## **BIRTHDAY CELEBRATIONS**

Birthdays are a great time to celebrate and we realize that students like to bring in treats and invitations to parties. With regard to invitations, the student must provide an invitation to each student in the class or provide one to all of the boys or all of the girls if distributed at school. Students are not permitted to pass out individual invitations to selected students. Birthday treats must adhere to the Wellness Policy (see the section on WELLNESS). Treats must be store-bought and individually-packaged. Please call the office with any questions (337-1659).

## **BUILDING SECURITY - ENTRY TO MES**

We recognize the need to maintain a secure environment to facilitate learning and safety for all students. Please pull up in front of our main school entrance and call (814)337-1659 for curbside assistance. If you need to enter the building, **all visitors will need to park their vehicle and ring the doorbell to be admitted to the building (State issued I.D. is required for visitors), visitor badges will be generated by the Raptor system. The visitors badge gives you permission to go to the appointment and then you need to sign out in the office. Visitors will not be permitted past the main office for any reason.** All other doors will be secured and locked during the school day.

## **BUSING**

Safety is our priority. Transportation is provided by Wykoff Transportation and PM Bus, Inc. companies. It is extremely important that your child is at his/her bus/van stop at the appropriate time and he/she is visible to the driver. All bus drivers have been instructed to keep all kindergarten students on the bus unless a parent/guardian is **visible at home**.

## **BUS CONDUCT**

Students who violate school bus policy and rules can be removed from the bus for a short or extended time period. Severity of the problem or number of problems could be a cause for permanent suspension. If this occurs, parents would be responsible for transportation.

**Maplewood Elementary Students ROAR!**


**Voice Chart**

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
Silent	Whisper	Inside	Outside

**BUS EXPECTATIONS**

<b>I show RESPECT when I ...</b>	<b>I OWN-IT when I ...</b>	<b>I have a great ATTITUDE when I ...</b>	<b>I am RESPONSIBLE when I ...</b>
<ul style="list-style-type: none"><li>★ Listen to the drivers</li><li>★ Respect the property of others</li><li>★ Keep conversations appropriate</li></ul>	<ul style="list-style-type: none"><li>★ Keep your hands and feet to yourself</li><li>★ What you bring on, you take off</li><li>★ Use inside voices</li><li>★ Wear a mask</li></ul>	<ul style="list-style-type: none"><li>★ Use kind words</li></ul>	<ul style="list-style-type: none"><li>★ Wait your turn to get on and off the bus</li><li>★ Sit and stay in my assigned seat</li></ul>

8/17/20 MES PBS



Students need to work hard to follow the bus expectations. On the school bus, safety is the number one priority. Any issues that occur on the school bus will be handled by the school principal. Please remember that riding the school bus is a privilege.

## **BUS PASSES**

Bus passes will not be issued. Occasionally, emergencies arise during the day. **In those rare situations**, the office will accept a phone call prior to 2:00 PM. No changes will be made in a child's bus routine after 2:00pm. Please review the [Transportation Procedures](#) from Mr. Dave Dickson, PENNCREST's Director of Field and Transportation for further details. Forms to request transportation accommodations are linked below:

- [Alternate Bus Stop](#)
- [Principal Agreement Form](#)
- [Second Stop Form](#)
- [Split Custody](#)

## **BOARDING OF A SCHOOL BUS (UNAUTHORIZED)**

Pennsylvania law makes it a crime for any person to enter a school bus without the prior authorization of the driver or a school official or to refuse to leave a school bus after being ordered to do so by the driver. Under no circumstances may a parent board a PENNCREST school bus without the permission of the driver or the school principal. Charges will be filed with the Pennsylvania State Police against any person(s) who violate(s) this law.

### **School Board Policy 810.2 Transportation - Video/Audio Recording**

**The PENNCREST School Board has revised Policy 810.2 Transportation - Video/Audio Recording as of July 10, 2014:**

**“...The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.”**

**“The Board authorizes the use of video and audio recording on school buses and school vehicles.”**

**Please inform your child that behavioral issues on the bus can lead to consequences, including the privilege of providing transportation to and from school being revoked.**

## **CAFETERIA**

Students may carry breakfast/lunch to school or may purchase breakfast/lunch, drinks or snacks in the cafeteria. Monthly menus are published and distributed to the students. Menus are published on our website:

The PENNCREST School District also participates in the Federal Government Free and Reduced Price Lunch Program. Forms for a free or reduced lunch/breakfast/milk are available at the office or on our website. A breakfast program is also available at MES. A free or reduced breakfast as well as a paid breakfast is served every morning.

### **MEAL PRICES - 2021-2022**

#### **BREAKFAST MEAL**

**\$5.00/WEEK  
\$1.00/DAY  
.30/REDUCED  
.60/MILK**

**ADULT LUNCH - \$3.25/DAY**

#### **LUNCH MEAL**

**\$12.50/WEEK  
\$2.50/DAY  
.40/REDUCED  
.60/MILK**

When paying by check for school lunches, breakfasts or snacks please make checks payable to: **PENNCREST SCHOOL DISTRICT CAFETERIA FUND**

Please write on the check or on an attached note - the number of breakfast-lunch and or snacks that you are paying for and your child's name.

In addition you may pay online: <https://www.schoolcafe.com/PenncrestSD>

## **Maplewood Elementary Students **ROAR!****

### **Voice Chart**

0	1	2	3
Silent	Whisper	Inside	Outside



## **Cafeteria EXPECTATIONS**

I show <b>RESPECT</b> when I ...	I <b>OWN-IT</b> when I ...	I have a great <b>ATTITUDE</b> when I ...	I am <b>RESPONSIBLE</b> when I ...
<ul style="list-style-type: none"> <li>★ Listen to adults</li> <li>★ Use a napkin to wipe my face</li> <li>★ Chew with my mouth closed</li> <li>★ Use utensils properly</li> </ul>	<ul style="list-style-type: none"> <li>★ Keep my hands and feet to myself</li> <li>★ Face forward with my feet under the table</li> <li>★ Follow lights off/voices off</li> <li>★ Wear a mask when I am not eating/drinking</li> </ul>	<ul style="list-style-type: none"> <li>★ Use "please" and "thank you"</li> <li>★ Use an inside voice</li> </ul>	<ul style="list-style-type: none"> <li>★ Show up with clean hands</li> <li>★ Eat and touch <b>ONLY</b> my own food</li> <li>★ Clean up my own area</li> </ul>

8/17/20 MES PBS

\*Peanut Free Table in Cafeteria for Students with Peanut Allergies.

## **COMMUNICATION**

Please try to 'keep in touch' with the principal, our counselor, and our teachers. We certainly want to cooperate with you to solve problems and answer questions. Here are some suggestions for parents when communicating with the school.

Please call or email to ask a question or express our concerns. Maplewood Elementary School website at <http://www.maplewoodelm.net/>

If you desire a meeting, please call ahead for an appointment. Please be candid about your situation and provide enough background information so that we can review any records or referrals before a meeting is scheduled.

It is always recommended that you discuss a classroom problem with a teacher before coming to the principal. If you would like to discuss the teacher's decision, we will set up a meeting in which we can all talk openly about the situation.

Remember to bring any pertinent papers or materials to meetings.

Schools have a well-defined code of confidentiality. We will not discuss other children

or reveal other names.

There will not always be an immediate resolution to all problems. Often, a number of people are involved and an effective solution may take time. We will do our best to provide a clear statement of what is and what is not possible in a given situation. If the problem can be addressed by the school, we will outline a timetable and then act to follow up on the schedule. We want to work together to help all children succeed.

## **CURRICULUM MAPS**

Curriculum maps are always available at the school office and on the internet at <https://drive.google.com/file/d/1i7NN3L9P7gwDaTxk0CUBxHRwuXUOVIUV/view?usp=sharing> for interested parents and community members. Please call for an appointment if you have any questions.

## **DENTAL**

All students in Kindergarten, grades 3 & 6 require a dental exam. Any Kindergarten, Grade 3 and 6 students will be examined by a professional dentist if dental forms are not returned by the student's personal dentist.

## **DISCIPLINE/A POSITIVE VIEW OF CONSEQUENCES**

Discipline is essential to the school in order for learning to take place. An orderly school environment is established at MES with a system that clearly defines expectations for student behavior. Discipline is based on the needs of the individual students in a given situation and will take different forms, according to the circumstances. Progressive discipline is practiced and possible consequences including the following:

1. **Warning-** There is an identification of the improper behavior/desired behavior between the student and the staff member. Parents will be notified if the improper behavior continues and additional warnings are necessary.
2. **Time Out** - Time spent away from others - possible loss of school privileges/logical consequences.
3. **Apology** - Students may be asked to make a verbal or written apology.
4. Note home to parents for signature
4. **Referral to Counselor or Principal**
5. **Natural consequences**
6. **Office Discipline Report (ODR)** - May be completed for any offense. A copy is mailed to the parents.

Action concerning discipline that will be employed by the school principal includes:

Talk about what happened  
Problem solve the situation  
Write an apology note  
Re-teach expectations



Practice appropriate behavior  
Have a student call parents  
Help clean up  
Social Stories taught  
Role Play proper choices to a situation  
Individual Positive Behavior Support Plan in place  
Referral to Guidance/ESAP  
Lunch or Recess Detention  
Suspension from school in accordance with PENNCREST School District Policy  
Referral to Superintendent or School Board to remove student

The following rules were created in response to the PBIS Program, and they will be posted throughout the school. We encourage parents to review these rules and positively reinforce them with your child(ren).

I WILL SHOW RESPECT  
I WILL OWN MY CHOICES  
I WILL HAVE A GREAT ATTITUDE  
I WILL BE RESPONSIBLE

\*Each Classroom will have its own set of rules and consequences in addition to our school wide expectations.

Steps in meeting a discipline problem involve:

- Thorough investigation and diagnosis by the teacher.
- Plan a tentative procedure for meeting the problem.
- Guidance for the child in recovering from the wrong doing.

Some general guides in discipline are:

- Do not make rules you cannot enforce.
- Making threats serves no constructive purposes.
- Punishment should be administered in private, when possible.
- Make only a few class rules and enforce them consistently.
- Be sure the students understand the purpose of each rule.
- Avoid shouting and screaming at the children.
- A sense of humor will solve many petty classroom disturbances.
- Do not administer punishment when you are angry.
- Do not use repetitive sentences as a form of punishment.
- Do not use ridicule.
- Do not tolerate insolence (glaring, muttering, whistling, and defiance).
- Neat desks, windowsills and floors are a sign of good classroom management and discipline.
- Follow district policies on discipline.
- Keep in mind "Due Process" procedures as dictated by the Federal Courts.

Some specific steps to follow in dealing with a discipline problem.

1. Warning - identification of improper behavior and desired behavior. (Social Skills instruction documented)
2. Individual counseling between teacher and child.
3. Communication with parent/guardian concerning the problem.
4. Isolation (time out) in the classroom.
5. Loss of student privileges in the school (logical consequences).
6. Referral to the guidance counselor and or IST.
7. Positive Behavior Plan in place
8. Referral to the principal or assistant principal.
9. School Conduct Reports.

Teachers may also use behavior contracts, behavior modifications, and parent conferences. When all else fails:

The principal will employ a variety of measures to adjust student behavior.

Communication by phone and/or in writing with parents  
Recommended counseling  
Parent/teacher conference  
Home visits  
Referral to social service agency  
In-school suspension  
Out of school suspension  
Alternative education

School Wide Positive Behavior Intervention Support (SWPBIS)

School Rules

1. I WILL SHOW RESPECT
2. I WILL OWN MY CHOICES
3. I WILL HAVE A GREAT ATTITUDE
4. I WILL BE RESPONSIBLE

## **BULLYING**

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

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

Bullying, as defined in Policy 249, including cyber bullying and the use of other forms of

technological media, bystander support or encouragement of an act of bullying and more subtle indirect forms of bullying behavior such as exclusion and shunning by other students. School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. The district has implemented the Olweus Bullying Prevention Program to educate students, staff and parents about bullying and to give the school and the students a means by which to combat this problem.

The Olweus Bullying Prevention Program defines bullying as “when someone repeatedly and on purpose says or does mean or hurtful things to another person who has difficulty defending himself or herself.” Not every problem between children qualifies as bullying. For a situation to be considered bullying:

1. There is an intention to harm.
2. There is an imbalance of power.
3. Usually repeated over time.

The Olweus Bullying Prevention Program employs 4 rules:

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know someone is being bullied, we will tell an adult at school and an adult at home.

All teachers and staff have been trained in implementing the program, and the teachers devote time each week to discuss the issue of bullying. “Bully Boxes” have been placed throughout the building for students to report bullying. There is a strong parental contact component to this program. School personnel will call parents of students who repeatedly bully or who are bullied.

#### **OLWEUS BULLYING PREVENTION Is Part of our PBIS Program**

Each classroom teacher reviews this program in the classroom.

1. We will not bully others.
2. We will try to help others who are being bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

#### **\*\*HARASSMENT IS PROHIBITED ON ALL BUSES AND SCHOOL GROUNDS.**

Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual’s race, color, national origin/ethnicity, gender, gender identity, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual’s ability to participate in or benefit from an educational program or activity or creates an

intimidating, threatening or abusive educational environment.

2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.

3. Otherwise adversely affects an individual's learning opportunities.

## **Maplewood Elementary Students ROAR!**

### **Voice Chart**

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Silent</b>	<b>Whisper</b>	<b>Inside</b>	<b>Outside</b>



## **Playground EXPECTATIONS**

<b>I show <u>R</u>ESPECT when I ...</b>	<b>I <u>O</u>WN-IT when I ...</b>	<b>I have a great <u>A</u>TTITUDE when I ...</b>	<b>I am <u>R</u>ESPONSIBLE when I ...</b>
<ul style="list-style-type: none"> <li>★ Listen to adults</li> <li>★ Maintain social distancing</li> <li>★ Line up quietly</li> <li>★ Stay quiet in line</li> </ul>	<ul style="list-style-type: none"> <li>★ Keep my hands and feet to myself</li> <li>★ Inform adults on duty</li> </ul>	<ul style="list-style-type: none"> <li>★ Play safe</li> <li>★ Play fair</li> <li>★ Share</li> <li>★ Include Others (<i>You can't say, "You Can't Play"</i>)</li> </ul>	<ul style="list-style-type: none"> <li>★ Use equipment properly</li> <li>★ Put away equipment</li> <li>★ Get a pump of sanitizer before entering building</li> <li>★ Wear clothing for the season (boots, coats, snow pants)</li> </ul>

8/17/20 MES PBIS

# Maplewood Elementary Students

## ROAR!

### Voice Chart

0	1	2	3
Silent	Whisper	Inside	Outside
<ul style="list-style-type: none"> <li>• Lights out</li> <li>• Announcements</li> <li>• Lines</li> <li>• Hallways</li> <li>• Fire Drills</li> <li>• Weather Drills</li> <li>• Lock Down</li> </ul>	<ul style="list-style-type: none"> <li>• Partners</li> <li>• Restrooms</li> <li>• Lunch</li> <li>• Library</li> <li>• Dismissal</li> </ul>	<ul style="list-style-type: none"> <li>• Bus</li> <li>• Classroom</li> <li>• Sharing</li> </ul>	<ul style="list-style-type: none"> <li>• Playground</li> </ul>

2/17/15 MES PBIS



# Maplewood Elementary Students ROAR!

### Voice Chart

0	1	2	3
Silent	Whisper	Inside	Outside



## RESTROOM EXPECTATIONS

I show <b>RESPECT</b> when I ...	I <b>OWN-IT</b> when I ...	I have a great <b>ATTITUDE</b> when I ...	I am <b>RESPONSIBLE</b> when I ...
<ul style="list-style-type: none"> <li>★ Respect privacy</li> <li>★ Leave it clean</li> <li>★ Wait my turn</li> </ul>	<ul style="list-style-type: none"> <li>★ Am quiet while waiting my turn</li> <li>★ Keep my hands and feet to myself</li> <li>★ Wash my hands for 20 seconds with soap &amp; water</li> <li>★ Wear a mask</li> </ul>	<ul style="list-style-type: none"> <li>★ When I use my whisper voice</li> <li>★ Report problems to the adults</li> </ul>	<ul style="list-style-type: none"> <li>★ Sign out in my classroom</li> <li>★ Follow paper towel use-1 - 2 sheets</li> <li>★ Use only 1-2 pumps of soap</li> </ul>

8/17/20 MES PBIS

## Maplewood Elementary Students **ROAR!**

### Voice Chart

0	1	2	3
Silent	Whisper	Inside	Outside



### Hallway EXPECTATIONS

I show <b>RESPECT</b> when I ...	I <b>OWN-IT</b> when I ...	I have a great <b>ATTITUDE</b> when I ...	I am <b>RESPONSIBLE</b> when I ...
<ul style="list-style-type: none"> <li>★ Keep my hands to my side</li> <li>★ Walk in a single file line</li> <li>★ Be polite, stay to the right</li> </ul>	<ul style="list-style-type: none"> <li>★ Keep my hands and feet to myself</li> <li>★ Keep my toes and eyes forward</li> <li>★ Wear a mask</li> </ul>	<ul style="list-style-type: none"> <li>★ Use a silent wave to adults and friends</li> <li>★ Zero voice</li> </ul>	<ul style="list-style-type: none"> <li>★ Stay within arm's length of the person in front of me</li> <li>★ Open &amp; close lockers quietly</li> <li>★ Students should not be in hallways / stairwells unsupervised for more than 5 minutes.</li> </ul>

8/17/20 MES PBIS

## \* Maplewood Elementary Students **ROAR!**

### Voice Chart

0	1	2	3
Silent	Whisper	Inside	Outside



### Arrival EXPECTATIONS

I show <b>RESPECT</b> when I ...	I <b>OWN-IT</b> when I ...	I have a great <b>ATTITUDE</b> when I ...	I am <b>RESPONSIBLE</b> when I ...
<ul style="list-style-type: none"> <li>★ Use hallway expectations with inside voices.</li> <li>★ Walk up the first staircase I see.</li> <li>★ Listen to adults.</li> </ul>	<ul style="list-style-type: none"> <li>★ Keep hands and feet to myself</li> <li>★ Arrive to class with the materials I will need.</li> <li>★ Wear a mask</li> </ul>	<ul style="list-style-type: none"> <li>★ Use kind words or greet others with a smile.</li> <li>★ Wait for others in the hallways. (patience)</li> </ul>	<ul style="list-style-type: none"> <li>★ Go directly to my classroom</li> <li>★ When at my locker, put items away quickly and return to classroom</li> <li>★ Get a pump of sanitizer before entering building</li> </ul>

8/17/20 MES PBIS

# Maplewood Elementary Students **ROAR!**

## Voice Chart

0	1	2	3
Silent	Whisper	Inside	Outside



## Dismissal EXPECTATIONS

I show <b>RESPECT</b> when I ...	I <b>OWN-IT</b> when I ...	I have a great <b>ATTITUDE</b> when I ...	I am <b>RESPONSIBLE</b> when I ...
<ul style="list-style-type: none"> <li>★ Wait my turn to get on the bus</li> <li>★ Use hallway expectations with inside voices.</li> <li>★ Listen to adults.</li> </ul>	<ul style="list-style-type: none"> <li>★ Keep hands and feet to myself</li> <li>★ Pack all my belongings, quickly</li> <li>★ Know where I'm going.</li> <li>★ Wear a mask</li> </ul>	<ul style="list-style-type: none"> <li>★ Use kind words or smile as you exit the building.</li> <li>★ Wait for others in the hallways. (patience)</li> </ul>	<ul style="list-style-type: none"> <li>★ Pack up contents of my locker everyday</li> <li>★ Go directly to my bus or the cafeteria</li> <li>★ Have all of my belongings with me.</li> <li>★ Walk around parked cars.</li> </ul>

8/17/20 MES PBIS

### DISMISSAL

- **Bus Dismissal (2:50-2:55PM)** - Students will exit the building to load buses between 2:50-2:55PM. Buses leave our parking lot no later than 3:00PM for student pick up at MHS.
- **Parent Pick Up (2:50-3:15PM)** - All individuals picking up students at the end of the school day will enter the front drive off of Route 408. Please park in the front of the school in one of the three pick up lines.
- Students will be brought out to you beginning at 2:50PM. Please wait in your vehicle.
- Exit by way of the front one-way circle drive.
- All vehicles must travel slowly on school property at all times.
- The area directly behind the building designated and marked for bus loading, unloading and staff parking. It is NOT to be used for daytime parking for visitors. (This area may be used for parking during after-school events.)

**WE ARE REQUESTING YOUR HELP AND COOPERATION CONCERNING PARENT PICK-UP AT THE END OF THE SCHOOL DAY. PLEASE FOLLOW THE PROCEDURES LISTED BELOW.**

- *Students who are picked up at the end of the day will be dismissed starting at 2:50.*
- *Inform your children before they come to school if you plan to pick them up at school dismissal time. We must have a note from the parent or guardian (no phone calls).*
- *The names of the children that have brought notes to the office for end-of-school pick up will be typed on the daily bulletin that is given to each classroom teacher each morning.*
- *Parents coming to pick up their children at the end of the day must wait in one of the parent pick up lines in the front parking lot*
- *All students will be sent to the cafeteria to be picked up.*
- *Students excused between 8:10 A.M. and 2:50 P.M. must be signed out in the office.*
- *All children should be out of the building by 3:15 P.M.*

### **DRESS CODE**

While student dress is to a degree a matter of personal expression and choice, Maplewood Elementary School strives to promote a businesslike atmosphere and encourages all to “dress for success.” Students’ dress should reflect sensitivity to and respect for others. Recognizing that styles do change, the following guidelines are provided relating to appropriate dress during school activities. In addition to appropriate dress, students should be keenly aware of their personal hygiene. Students with improper dress will sit in the office until proper clothing is brought to the child.

The following are not appropriate attire for wear during the school day:

1. Shorts and skirts should be no shorter than fingertip length with arms fully extended. Items that continuously must be pulled down in order to meet this requirement are not permitted.
2. Revealing clothing is not permitted (i.e. less than 2 in. tank tops, spaghetti straps, bare midriffs, open backs, Spandex or otherwise tight/stretchy pants/tights or tops (unless worn under other garments that meet dress code).
3. Clothing with obscene or suggestive language or advertising tobacco, drug or alcohol products.
4. Appropriate footwear must be worn. “Wheelies” or shoes that could pose a hazard are not permitted (i.e. high heels, flip flops).
5. Students must wear appropriate “gym shoes” during physical education classes.
6. Hats/headwear and bandanas are to be removed upon entry into the building.
7. Outdoor recess will require appropriate dress for the weather conditions. Please anticipate changing weather during the day.



8. Pants must be worn at the individual's waistline at all times.
9. Skirts and pants legs must be shorter than floor length.
10. Clothing, piercings, or sticker tattoos or other markings that are distracting, offensive, or interfere with the educational process may not be worn.
11. Masks must be worn when social distancing is not possible (buses, hallways, etc.)

## **EPI PENS**

**Specific Law Regarding Epi-Pens** - In the event that a student exhibits life-threatening symptoms of severe allergy/anaphylaxis, attempts will be made to notify parents(s)/guardian(s) while implementing the treatment as outlined by the protocol - standing physician orders for Epinephrine. If a parent/guardian wishes to "opt-out" or decline the administration of emergency Epinephrine for their child, they must meet with the Certified School Nurse at school in order to obtain and sign a form outlining their wishes."

## **EXCEPTIONAL STUDENTS**

In Pennsylvania, all "exceptional" children have the right to a free appropriate public education. The term "exceptional" includes children with physical, emotional, or mental disabilities as well as kids who are mentally gifted. Maplewood Elementary School services all exceptional children and designs educational programs to meet their unique learning needs.

## **FIRE AND EMERGENCY DRILLS**

A fire drill is conducted at the school each month and an emergency weather drill is conducted twice during the year. In addition, other safety drills may be practiced.

## **GRADING/PROGRESS REPORTS**

Grading is a system of measuring and recording students' achievement and progress. These grades measure the students against their own potential for achievement and grade level and subject matter. Students in grades K-6 will be graded using progress monitoring. Progress reports are issued to students in grades K-6 every twelve weeks. The reports are supplemented by interim reports and PENNCREST Parent/Teacher Conferences.

### **GRADES K - 6 SCHEDULE OF GRADING PERIODS 2021-2022**

First 9 Weeks	September 1, 2021 - November 4, 2021
Second 9 Weeks	November 5, 2021 - January 21, 2022

Third 9 Weeks      January 25, 2022 - April 1, 2022  
Fourth 9 Weeks      April 6, 2022 - June 9, 2022

**Parent Conferences 2020-2021**  
January 17, 2022 - Act 80 Day - Full Day

## **HEALTH SERVICES**

The school nurse provides services to both Maplewood Elementary and Maplewood High School which include:

- physical exams to all kindergarten and grade 6 students
- hearing, visual, and weight screenings
- exams of individual students
- monitoring students with special needs
- administering first aid
- consulting with staff and parents concerning student welfare
- identifying students at-risk
- maintaining comprehensive school medical records
- preparing required district health reports

The school nurse or Health Room Tech also administers medicine at MES. The PENNCREST Medication Policy is very strict and specific. Medication during school hours is discouraged but if absolutely necessary, the following conditions must be met:

1. A written doctor's order (prescription) must be obtained for any medication (including over-the-counter medication).
2. Parental permission must be in writing (consent and/or release).
3. Medication is brought to the school premises by the parent/guardian or responsible adult designated by the parent/guardian, the medication must be in a pharmacy or original container in doses not to exceed ten (10) day supply. (This method is strongly advised).
4. If the medication is brought to the school premises by the student, it must be sent in a sealed envelope with the number of doses clearly designated not exceeding five (5) days (one week's supply) and with the signature of the parent/guardian attesting to the number of doses sent.

The sealed envelope must be given to the nurse or school personnel immediately upon arrival at school.

The school nurse also examines students and recommends treatment for head lice.

There are also specific treatments to kill lice and school procedures concerning kids with body lice.

1. Contact the school or the nurse if you suspect a head lice problem.
2. Children will be sent home from school (not on the bus) if there is a head lice problem.
3. Children can only be readmitted to school after an examination by the school nurse.

## **HOMELESS INFORMATION**

Life is uncertain, but your child's education doesn't have to be. Even if you lack a permanent residence, your children can receive help to stay in their home district. The McKinney-Vento Homeless Assistance Act can help provide school stability for your child if you do not have a permanent home and are:

- Staying with friends or family because you lost housing.
- Living in a shelter, including transitional programs.
- Staying in motels because you cannot get your own home.
- Living on the streets, in a car, van, tent or other nonpermanent structure.

Every child deserves school stability. For more information, contact Patti Fiely, Director of Student Support Services at (814)337-1659 or [pfiely@penncrest.org](mailto:pfiely@penncrest.org)

Learn more about the [McKinney-Vento Homeless Assistance Act here](#).

## **HOMEWORK**

Homework is an integral part of the educational process that reinforces, extends, and enriches classroom instruction. The educational value of homework is enhanced whenever parents, students, and teachers share the responsibility for each assignment.

**\*The teacher is responsible for:** homework assignments that are: relevant to the curriculum, stated clearly, gives practice related to academic skills, involves processes or operations that have been introduced in class, and that are reviewed and evaluated upon completion.

**\*The student is responsible for:** understanding the assignment, taking book, paper and other materials home, completing assignments clearly, legibly, and on time.

**\*The parent is responsible for:** providing time and place in which homework can be done, be aware of the students' assignments by checking assignment books, encourage students to be independent and strive for excellence, and refrain from doing assignments for the student. If there are concerns, please contact your child's classroom teacher.

### **MES recommended time guidelines for homework are:**

Grades K & 1              Daily assignments should not exceed 0–20 minutes.

Grade 2 & 3              Daily assignments should not exceed 15 - 45 minutes.

Grades 4-5-6              Daily assignments should not exceed 30-90 minutes.

Assignments can be adjusted/tailored to meet individual needs. Parents are encouraged to communicate any issues with the teacher.

## **INSTRUCTIONAL SUPPORT TEAM**

This intervention approach attempts to meet the target zone of all children having academic or behavior problems in school. This team screens all referred students and designs interventions that help provide an effective educational program. Parents are

essential participants in this team approach.

### **iPADS**

Students are to be held accountable for all iPads issued. Damaged or lost iPads and accompanying equipment will be paid for by the student. First incident of loss or damage, we will replace the student's iPad at no cost. Second incident of loss or damage, the parents will be invoiced for iPad replacement. A third iPad will not be issued until the parent reimburses the district.

[Policy 815.2 iPad Acceptable Use Policy](#)  
[815.2 Attachment A](#)

### **LATE START - 2 HOUR DELAY**

There may be a two hour delay during bad weather. In this case, all transportation will be delayed two hours. School will also be delayed two hours and will open at 10:05 AM. **Do not** drop your children off at school before 10:05 AM - as there will not be anyone to supervise them.

### **LIBRARY**

- **Student Book Selection**

*Kindergarten:* Students will select picture books and nonfiction books from the Easy Reader section. **Each student may check out one book per visit.**

*First Grade:* Students will select picture, chapter, and nonfiction books from the Easy Reader section. **Each student may check out one book per visit.**

*Second Grade:* Students will select picture, chapter, and nonfiction books from the Easy Reader and Graphic Novel sections. **Each student may check out one book per visit.** Adaptations will be made for students in the enrichment program. \*

*Third Grade:* Students will select books from the Easy Reader section, Fiction, Nonfiction, and Biography sections. Students will have to pass a five-finger rule for novels in order to check out the book. **Each student may check out one book per visit.**

*Fourth Grade:* Students are able to select books from all sections of the Library. **Each student may check out one book per visit.**

*Fifth & Sixth Grades:* Students are able to select books from all sections of the Library. **Each student may check out two books per visit.**

\*Other adaptations will be made on an individual basis.

\*Any student may return a book early and exchange it for another first thing in the

morning on Mondays and Fridays.

- **Overdue Book**

Students will receive an overdue notice if a book is not returned within two weeks of checking it out. Students will need to return it before checking out any other books.

Two weeks late: Students will receive another overdue notice and will need to return the book before checking out any other books.

Three weeks late: Librarian will call home to inform the parent/guardian of the overdue book, title, and due date.

Four weeks late: Librarian will send a letter home reminding the parent/guardian of the title, due date, and replacement cost of the book in case it has been lost or damaged.

Five weeks late: Librarian will turn the matter over to the Assistant Principal.

- **Lost or Damaged Book**

*Lost book:* Librarian will send a letter to the parent/guardian stating the replacement cost of the book. The librarian will refund the parent/guardian the cost of the book if the book has been paid for and is then found and returned.

*Damaged book:* If a book gets damaged in any way, please bring it immediately to the librarian. Do not attempt to repair the book. The librarian will assess the damage. If the book can be repaired, no fine will be attached. If the book is beyond repair, a letter will be sent home with the replacement cost of the book.

## **LOST AND FOUND**

Anyone missing any items should look in the wooden racks at the back of the cafeteria. Misplaced valuables will be stored in the office.

## **MEDICATION**

If your child requires medication during the school day, please contact the office or nurse to request a copy of the **AUTHORIZATION FOR ADMINISTRATION OF MEDICATION** form to be filled out by the physician. This is needed before any and all medication may be administered by the nurse. This includes prescription or over-the-counter medications for your child. Also see **Health Services**.

## **NOTES TO SCHOOL**

**Notes must be sent in with your child, including his or her first and last name on the**

**notes for any changes in their normal routine (being picked up after school, going home with Grandpa, getting off the bus at a sitter's house).** If your child is being picked up other than by a parent, please include persons **FULL NAME**. If there is not a note (phone calls will only be accepted on an emergency basis) to school, we will follow your child's normal routine. **If an emergency arises and your child has a change in his/her routine, the office (please do not interrupt or message the teacher) must have written/verbal notification by 2:00 pm.**

## **OPEN HOUSE**

Our Back to School Bash will be held from **6:00-7:30PM on Monday, August 30, 2021** to kick off the 2021-2022 school year. We hope to see you there!

## **"PAWS"-ITIVE CHARACTER TRAITS FOR THE 2021-2022 SCHOOL YEAR**

Please incorporate the following virtues in your home during the school year. MES will provide prompts on the school calendar and on the daily announcements. Thank you for helping to make this program so successful in our school.

<b>September</b>	<b>Responsibility</b>
<b>October</b>	<b>Courage</b>
<b>November</b>	<b>Respect</b>
<b>December</b>	<b>Caring</b>
<b>January</b>	<b>Kindness</b>
<b>February</b>	<b>Citizenship</b>
<b>March</b>	<b>Honesty</b>
<b>April</b>	<b>Perseverance</b>
<b>May</b>	<b>Sportsmanship</b>

## **PARENT-TEACHER-ORGANIZATION (PTO)**

The PTO conducts a monthly meeting at MES on the 1st Wednesday of every month at 6:30 PM (times are subject to change-but notification will be sent). We are looking for some dedicated parents to help keep this important organization going. The meetings will be held in the school library. All interested individuals are invited to attend these meetings and help is always needed for PTO projects. Times and dates of the meetings are published in the school monthly newsletter. The PTO funds field trips and other special events that benefit our students.

### **PTO Event Descriptions**

- **Fall Fundraiser**

This fundraiser provides the majority of the PTO's income. Without this, we would not be able to provide all of the programs for our students. Families are asked to participate in the fundraiser and volunteers are needed to assist in organizing the

merchandise to distribute to students.

- **Bulletin Board**

PTO changes and decorates a bulletin board in the lobby of the school each month. The bulletin board includes information regarding upcoming events and seasonal decorations. A volunteer is needed to update the bulletin board at the beginning of each month.

- **Movie Nights**

Several times a year, PTO hosts a Friday Movie Night for families at MES. Cost of admission is typically a canned food donation that is distributed to local charities. The Chairperson of this committee is responsible for purchasing the candy and popcorn with PTO funds, sending home a flyer advertising the movie and arranging for pick-up of canned goods. Volunteers are needed at movie night to sell candy and popcorn, collect canned goods and clean up.

- **Book Fair**

The Book Fair is held twice a year during the school day and on the day of the Spring Carnival. This is an opportunity for students to purchase books at school. Last year the PTO was able to provide a book for every student in the school during the spring book fair. The Chairperson of this committee is responsible for scheduling classrooms, sending flyers home to parents, purchasing \$1 books, and clean up.

- **Box Tops**

The PTO collects box tops for money for educational items. Students turn in box tops to their teachers. Prizes will be awarded. The Chairperson of this event is responsible for collecting and tallying the box tops and sending them in.

## **PHYSICAL EDUCATION**

All students are required to take one (1) period of physical education each week. Students in grades 3 - 6 will change into play clothes for gym class. The following items are requested for gym class:

1. Athletic shoes (no slip-ons permitted) that tie, or Velcro fasteners.
2. Athletic shorts or athletic pants with an elasticized waist or drawstring.
3. No slippers, snaps, or buttons.
4. T-Shirt—no buttons or collars
5. Hair Tie -for longer hair.
6. No jewelry can be worn during gym class.

The purpose of gym class is to help students understand the value of physical activity and to make healthy behavior choices a lifelong habit. We will do various activities that will improve coordination, strength, flexibility, endurance, and encourage team play. We want each student to achieve his/her physical best.

## **RECESS**

All students are expected to go outside for recess everyday if weather permits. In the wintertime, outdoor recess will be determined by the outside temperature, if the temperature is 25 degrees or more at the time of recess students will be outside. Be sure to have your child dress appropriately for the weather.

## **SCHOOL COUNSELOR**

The goal of the school counselor's office is to help all children have a successful school experience. As kids grow they experience a series of physical, intellectual and emotional changes. Mrs. Johnson, School Counselor for Grades K-6, will help and assist students to work through minor barriers so that they can have successful experiences at MES.

## **SMOKING/POSSESSION OF TOBACCO/E-CIGARETTES/VAPE PENS**

Smoking and possession of tobacco is prohibited on all busses and school grounds. This includes all tobacco products. This policy is for children and adults. Students violating this district policy will be charged with an offense.

## **STUDENT'S RIGHTS AND RESPONSIBILITIES HANDBOOK**

[A district handbook is accessible](#) to every PENNCREST student at the beginning of the new school year on the District Website [www.penncrest.org/pages/penncrest](http://www.penncrest.org/pages/penncrest). If you do not have internet access, you may request one copy per family to be sent home. Each child is asked to return the confirmation page signed by the parent/guardian that states that they have received and reviewed the district's policy and guidelines handbook. (This form will be sent home with the students on the first day of school). All students must sign the Student Account Agreement Form & return it to the school before using the Internet.

## **STUDENT RESTRAINT PROCEDURE**

Chapter 22 Pennsylvania Code Section 12.5 (B) provides the authority for school officials to utilize "reasonable force/restraint."

From time to time, PENNCREST personnel may need to use "reasonable force/restraint" to protect the health, safety and welfare of employees, students or themselves. In these circumstances reasonable force may be necessary to do one or more of the following:

- To quell a disturbance.
- To obtain possession of a weapon or other dangerous object.



- For the purpose of self-defense.
- For the protection of persons or property.
- The use of reasonable force/restraint is applicable to all students in the district.

Should a situation occur which involves student restraint, the District will notify the parent or guardian of the student involved as soon as possible and describe each instance in detail, outlining what reasonable force/restraint was used in that situation. Should you have any questions regarding this procedure please contact the Superintendent of Schools.

## **TECHNOLOGY**

Students will be required to sign a form for accountability to use the internet or electrical devices. All children in grades K-6 will have opportunities to use computers. Computers are located in the classrooms, computer lab, and on mobile lab carts. Students will also have opportunities to use the Internet. All computer activities are closely supervised by teachers on approved educational sites. No use of camera or recording is permitted without teacher permission. Students will need to sign an accountability form for use of technology devices. Carry devices with both hands at all times. No devices in the cafeteria or restrooms at any time.

## **TELEPHONE/USE OF ELECTRONICS**

In case of an emergency, students may use the office phone. Students are permitted to bring cell phones to school. If students bring a cell phone to school the phone must be turned off and remain in the student's book bag at all times during the day. Any student violating this policy will have their phone confiscated. A parent/guardian will be asked to pick up the phone in the office. The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student. The student assumes total responsibility for bringing such devices to school, including loss or damage that may result to the device. Students

are not permitted to use their cell phones while riding the school bus unless they ask and receive permission from the driver. For the full text of the district's Use of Electronic Devices by Students policy, please refer to Policy #237.

## **TESTING**

PENNCREST students participate in PSSA and other standardized tests. The following is the standardized testing schedule for 2021-2022.

### **PSSA Testing for 2021-2022**

**April 25 - 29, 2022**

**ELA Grades 3 - 6**

**May 2 - 6, 2022**

**Math Grades 3 - 6**

**May 9 - 13, 2022**

**Science Grade 4 & Make Ups**

Please make every effort to not schedule vacations or appointments on these dates. Students should get plenty of rest the night before, eat a nutritious breakfast and arrive at school on time.

### **TEXTBOOKS**

The Board of Education recognizes the responsibility to provide textbooks to students. These books are the property of the district. Therefore, payment for loss or damage is the responsibility of the student or his/her parent(s). Payment for loss or damage will be the total replacement cost of the textbook.

### **TITLE 1**

Annual Public Notice of Right to Know Professional Qualifications

(This notice applies to the parents/guardians of the children who attend Title 1-funded schools. In PENNCREST School District, these are the three elementary schools.)

As a parent/guardian of a student attending a Title 1-funded school in PENNCREST School District and a school that is included under the regulations of the Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests., you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

1. Whether the Pennsylvania Department of Education has licensed or highly qualified the teacher for the grades and subjects he or she teaches.
2. Whether the Pennsylvania Department of Education has decided that the teacher can teach under emergency or other provisional status through which Pennsylvania licensing criteria have been waived.
3. The teacher's baccalaureate degree major and whether the teacher has any advanced degrees, and if so, the subject of the degrees.
4. Whether the child is provided services by paraprofessionals and if so, their qualifications. If you would like to receive any of this information, please contact Dr. Timothy S. Glasspool, Superintendent of Schools, at PENNCREST Administration Office, 18741 State Hwy 198, Suite 101, PO Box 808, Saegertown, PA 16433. Phone - (814) 337-1600

## **TITLE 1 LEARNING COMPACT MAPLEWOOD ELEMENTARY SCHOOL**

### **Student**

I know my education is important to me. It will help me to become a better person. I know my parents want to help me, but I am the one who has to do the work. Therefore, I agree to the following:

1. Develop a positive attitude about school.
2. Be a cooperative learner and carry out the teacher's instructions/directions.
3. Be responsible for my own behavior
4. Ask for help when needed.
5. Be respectful to parents, people who work in the school, other students, and school property
6. Let Parent/Caregiver see my daily school work.

### **Parent**

I realized that my child's school years are very important. I also understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I join with Maplewood Elementary School by carrying out the following responsibilities to the best of my ability:

1. Strive to send my child to school regularly and well prepared to learn.
2. Go over my child's assignments and assure homework completion.
3. Strive to give my child a quiet place to study.
4. Spend time each day reading to and/or with my child.
5. Encourage my child to demonstrate respect for school personnel, classmates, and school property.
6. Attend school functions and parent conferences.
7. Initiate communication with school as needed.

### **School**

The Maplewood Elementary Staff will provide high quality curriculum in a supportive and effective learning environment that will enable success for every student. The staff at Maplewood Elementary will:

1. Treat each child with dignity.
2. Strive to address individual needs of each student.
3. Assess the needs of each student.
4. Keep the child's parent updated on progress.

**Title 1 Parent Involvement School Plan PENNCREST School District—Maplewood  
Elementary School**

<b>Title I Requirement</b>	<b>Activities/ Strategies</b>	<b>Participants</b>	<b>Time/ Date</b>	<b>Evidence Of Compliance</b>
Parents will be included in the development and implementation of the school's Title I Plan	Advisory Council Meeting with discussion of needs assessment, school improvement plan, and Title I laws	Administration, Title I Teachers, Parent Advisory Council	Ongoing	Advisory Council Meeting
Communication with parents will include, but not limited to: annual meeting, school/parent compact and individual student achievement	Annual meeting at the beginning of the school year. School/ Parent Compact will be developed and/ or approved by the Parent Advisory Council in order to share the responsibility for improved school achievement students' individual achievement results will be shared during parent conferences, phone calls, emails, and/ or included with progress reports	Administration, School staff, District staff, Parents Advisory Council and Title I staff.	First Nine weeks of school Nine weeks of school or at parent conferences and as needed, progress reports, as needed	Progress Report/ Literacy Night Parent Conferences/ Kindergarten Title I Parent Night conference logs and parent contact logs
Parents will have reasonable access to staff and observation of classroom activities	Parents will be invited to Open House activities, Academic Night Activities, Classroom observations, etc.	School staff	Ongoing	Letters home and school calendars
<b>Title I Requirement</b>	<b>Activities/ Strategies</b>	<b>Participants</b>	<b>Time/ Date</b>	<b>Evidence of Compliance</b>
Address the importance of communication on an ongoing basis through parent-teacher conferences, parent/teacher/student compact, curriculum description, assessment used, areas of strength and areas of improvement	Parents will be invited to the annual Title I Parent Fall Conference will be invited to parent/ teacher conferences are encouraged to communicate with the school staff concerning their child	Parents, Title I teachers, school staff and administration	Ongoing	Invite home and reminder notice home and school calendar Newsletters
To the extent possible, information will be sent	Translation of notices, forms, letters, etc. will	School staff and administration	As needed	

home in the language and form parents can understand	be made available if feasible			
Home visits may be conducted	Guidance Counselor, Instructional Support staff, and Principal will make home visits, when needed, in coordination with instructional staff.	School staff, Guidance Counselor, Title I, Administration	As needed	
Training will be provided for all teachers, staff, and parents on how to work together in a joint effort to reach out, communicate with and form partnerships to improve student achievement. Training and materials will be provided to help parents at home to improve their child's achievement	Parent conferences parent meetings in small group by grade level Grade Aide meetings-services Literacy Team Meetings	District staff, school staff, parents, and students Teachers Team Members Literacy Coordinators	Ongoing	Conference attendance forms of notes from meetings
<b>Title I Requirements</b>	<b>Activities/ Strategies</b>	<b>Participants</b>	<b>Time/ Date</b>	<b>Evidence of Compliance</b>
Coordinate and integrate parent involvement activities with Head start, PTCO, and other programs	Preschool/ Head Start Night, Academic Nights (Literacy, Math and Science Night)	District Staff, School Staff, Title I Staff, Parents, and Students	Ongoing	Notices home, sign in sheets
Develop partnerships with community based organizations and businesses	They will be members of the Parent Advisory Council. They will also play a part in the volunteer program of the school.	Parents, school staff, Title I staff, Literacy Team, community leaders and businesses	Ongoing	

## TUITION RATES

The 2021-2022 Certified Tuition Rates are listed below. Daily rates are based on 179 instructional student days.

Elementary - \$11,073.42 annually/\$61.86 daily  
Secondary - \$13,965.15 annually/\$78.02 daily

## **VACATION/FAMILY TRIPS**

Removal of students from school is acceptable and in compliance with attendance policy when **prior** written permission is granted by the school principal. Vacation days are counted as 'parent excuses'. Ten (10) parent excuses are accepted each year. (Example: 7 sick days and 3 vacation days = 10 total parent excuses.)

1. Parents must sign a prepared vacation form and identify the reason and date of the trip.
2. Students will be considered legally absent.
3. Students will be responsible for all missed assignments during this period.

## **VISITORS / VOLUNTEERS**

Visitors are welcome at MES! For the safety of our students and to avoid disruption to the learning environment, volunteers must be pre-approved by the staff member they will be working with and have Clearances on file in the office. No one will be admitted past the office if his/her name is not listed on the visitor/volunteer roster. This will include special events such as special presentations in the classroom, etc. Those wishing to attend must RSVP ahead of time. Volunteers must register at the office. Volunteers/visitors will wear a visitor's badge. In addition, you will be asked to sign our volunteer log and to turn over your keys to office personnel until the visitor pass is returned. Identification may be requested if you are unfamiliar to office staff. Visitors must return to the office as soon as the scheduled visit ends and **may not proceed to any other areas of the building without prior approval from the building principal.** **Please do not interrupt any teacher, classes, or staff members.** Volunteers are encouraged to help in all classrooms and activities. Please contact any teacher if you have time or a special skill that you can share to make MES a better place for students to learn and grow. We appreciate your help!

## **WEAPONS**

State law prohibits any individual (child or adult) from bringing a weapon on any school bus or on school property. Weapons shall include, but are not limited to: any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, look-alike gun and/or any tool, instrument or implement capable of inflicting serious bodily injury. A student found in possession of a weapon on school property or on the way to/from school shall be disciplined in accordance with district policy which may include expulsion for not less than one year in length.

### **WEAPONS POLICY**

**STATE LAW PROHIBITS ANY INDIVIDUAL (CHILD OR ADULT) FROM BRINGING A WEAPON ON ANY SCHOOL BUS OR ON SCHOOL PROPERTY.**

**PLEASE CHECK THE WEAPONS POLICY.**

\*WEAPONS POLICY (Refer to Policy 218.2)

- A. PENNCREST School District shall expel, for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school-sponsored activity, or any public conveyance providing transportation to/from a school or school sponsored activity.
- B. Expulsions shall be conducted pursuant to all applicable state regulations, and to all policies of PENNCREST School District.
- C. The Superintendent of PENNCREST School District may recommend discipline short of expulsion on a case-by-case basis. The Superintendent in the case of an exceptional student, will take all steps necessary to comply with the Individuals with Disabilities Education Act (Public Law 91-230.20 U.S.C. 1400 et. seq.)
- D. The provisions of this section shall not apply to the following:
  - 1. A weapon being used as part of a school-approved program by a person who is participating in the program or;
  - 2. A weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry on school premises is authorized by school authorities.
- E. Nothing in this section shall be construed as limiting the PENNCREST School District to make an alternative assignment or provide alternative educational services during the period of expulsion.
- F. PENNCREST School District will report all incidents involving possession of a weapon prohibited by this section as follows:
  - 1. The school superintendent will report the discovery of any weapon prohibited by this section to local law enforcement officials.
  - 2. The school superintendent will report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school-sponsored activities or public conveyance providing transportation to a school or school-sponsored activities.
- G. As used in this section, the term “Weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement

capable of inflicting serious bodily injury.

Any questions regarding school discipline please refer to the PENNCREST School District Handbook.

### **WELLNESS**

PENNCREST School District recognizes that student wellness and proper nutrition are related to students' optimal and physical well-being, growth, development, and readiness to learn. Promoting student health and nutrition enhances readiness for learning and increases student achievement. Nutrition guidelines are in place for class parties. Snacks are to be store purchased. Homemade snacks are NOT permitted at MES. When bringing in store bought snacks, keep in mind that the first ingredient in the snack should not be sugar. Try to include healthy alternatives such as, apples, carrots, grapes, etc.

The goal is to help encourage and support healthy eating by student

### **WHAT TO LEAVE AT HOME**

Students love to share their prized possessions with their friends. However, valuables, toys, trading cards (or other items to trade), electronics, stuffed animals, etc. should remain at home unless it is an item to be shared for Show-and-Tell. In those instances, the item to be shown should remain in the student's backpack until the designated share time. Gum and candy should also remain at home as well as toy weapons of any kind. Remember: to eliminate the possibility of your child's toys, valuable or personal items being lost or damaged at school, please keep these items at home. Maplewood Elementary will not be responsible for any lost or stolen items.



**PENNCREST**  
EMPOWERING LIFE-LONG LEARNERS

## **Student Rights and Responsibilities**



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## Parent/Student Annual Notices & Student Code of Conduct 2021-2022

The PENNCREST School District will be a dynamic educational community that inspires optimal student achievement and life-long learning.

PENNCREST School District's Mission is to provide resources and opportunities that challenge students, assess their educational progress, provide a system of support, and empower all to become confident life-long learners.

[AUTHORITY OF SCHOOL DISTRICT \(Last updated July 8, 2021\)](#) - click to view Rights & Responsibilities Document

### CENTRAL ADMINISTRATION OFFICE

18741 State Hwy 198, Suite 101, PO Box 808, Saegertown PA 16433-0808  
814-337-1600

### ELEMENTARY SCHOOLS

<b>Cambridge Springs Elementary School</b> 130 Steele Street Cambridge Springs, PA 16403	814-398-4636
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<b>Maplewood Elementary School</b> 32695 State Hwy 408 Townville, PA 16360	814-337-1659
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<b>Saegertown Elementary School</b> 18741 State Hwy 198, Suite 102 Saegertown, PA 16433	814-763-2314
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### SECONDARY SCHOOLS

<b>Cambridge Springs Junior Senior High School</b> 641 Venango Avenue Cambridge Springs, PA 16403	814-398-4631
<b>Maplewood Junior Senior High School</b> 30383 Guys Mills Road Guys Mills, PA 16327	814-789-3666
<b>Saegertown Junior Senior High School</b> 18079 Mook Road Saegertown, PA 16433	814-763-2615