



POTTSGROVE ELEMENTARY SCHOOLS

*Lower Pottsgrove Elementary*  
*Grades 3-5*

*Ringin' Rocks Elementary*  
*Grades K-2*

*West Pottsgrove Elementary*  
*Grades K-2*

Handbook for Families  
2023-2024  
Revised 6/26/23

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**DISTRICT OFFICE STAFF**  
610-327-2277

Dr. David Finnerty ..... Superintendent  
Ms. Amy Thompson ..... Director of Human Resources  
Mr. Daniel Vorhis ..... Director of Education & Assessment  
Mr. Jeff Buettler..... Director of Technology  
Ms. Deborah Klahold .....Business Manager  
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**PUPIL SERVICES/SPECIAL EDUCATION**  
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Dr. AnnMarie Lucas ..... Director of Pupil Services  
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**ELEMENTARY DIVISION**

Mr. Steven Sieller, Principal ..... West Pottsgrove Elementary  
Mrs. Renee Lloyd, Secretary ..... 610-323-6510

Dr. Christopher Stango, Principal ..... Ringing Rocks Elementary  
Mrs. Nicole McCandless, Secretary ..... 610-323-0903

Mrs. Terri Koehler, Principal ..... Lower Pottsgrove Elementary  
Mr. Erik Sawchuk, Assistant Principal ..... 610-323-7510  
Mrs. Judy Esposito, Secretary

***ADMISSION TO SCHOOL***

New Enrollees: As per school law, every child being a legal resident of the school district between the ages of 6 and 21 may attend the public schools. Pottsgrove school district requires children to be age 5 on or before August 31 to be eligible to attend kindergarten in the district. **Please refer to board policy 201.**

**<https://go.boarddocs.com/pa/ptsg/Board.nsf/Public#>**

Grades K-5: Before admittance to school all children must be properly registered. Please see below for the registration process in the district. The children will begin classes as soon as a class can be assigned and transportation arranged no more than 5 business days from the registration date.

**Parents will be asked to present a state issued birth certificate, record of immunization, and proof of residency at the time of registration**

## ***FIRST GRADE***

In accordance with the provisions of Section 1304, School Laws of Pennsylvania, pupils will be admitted to the first grade if they are six years of age before the first day of the school term. Pupils must enter no later than the first two weeks of school. However, the school principal may suggest the child be assigned to kindergarten. Pupils entering school for the first time must present a state issued birth certificate, record of immunization, and proof of residency whether it is for kindergarten or first grade.

## ***CENTRAL REGISTRATION***

Registration for the Pottsgrove School District is located on our district website at [www.pgdsd.org](http://www.pgdsd.org). Once you have completed the online portion of the registration you will be prompted to schedule an appointment with our district registrar. At that time, you will be required to provide a birth certificate, up to date immunizations, Proof of residency in the form of a lease or deed, 2 current utility bills and photo ID. If your child has any special circumstances, please make our registrar aware during your appointment. For questions regarding registration please call 610-327-2277 Ext. 1045.

### **Adjudicated Students**

Through the juvenile probation department, the court is required to report to the school principal's information concerning the adjudication of an enrolled student. Such reports shall include a description of delinquent acts committed by the student, disposition of the case, probation or treatment reports, prior delinquent history, the supervision plan, and any other information deemed necessary. The building principal must share this information with the student's teacher and the principal of another school to which the student may transfer.

### **Transfer Students**

Upon registration and prior to admission to the school district, the parent, guardian or person having control or charge of the student shall provide a sworn statement of affirmation stating whether the student previously was suspended or expelled from any public or private school of the Commonwealth or any other state for an offense involving weapons, alcohol or drugs, willful infliction of injury to another person; or any act of violence committed on school property.

This registration statement shall be maintained as part of the student's disciplinary record. A student's parental registration statement, disciplinary record and individual incident records shall be available for inspection to the student, school officials, and the state and local law enforcement officials. Permission of parents or guardians is not required for transfer of the student disciplinary record to another school entity in which a student seeks enrollment. A school must transmit a certified copy of a student's disciplinary record to the school entity to which the student has transferred.

## **Home Education Programs- Policy 137**

### **Authority**

Home education programs for students residing in the School District shall be conducted in accordance with state law and regulations.

### **Definitions**

**Home Education Program** - a program conducted in compliance with law by the parent/guardian or person having legal custody of a child. A home education program shall not be considered a nonpublic school under the provisions of law.

**Supervisor** - the parent/guardian or person having legal custody of a child who is responsible for providing instruction, provided that such person has a high school diploma or its equivalent.

**Hearing Examiner** - shall not be an officer, employee or agent of the Department of Education or of the School District or intermediate unit of residence of the child in the home education program.

**Appropriate Education** - a program consisting of instruction in the required subjects for the time required by law and in which the student demonstrates sustained progress in the overall program.

## **Participation in Extracurricular Activities by Home Education Students**

### **Authority**

The Board shall permit students residing within the Pottsgrove School District who are enrolled in home education programs to participate in District controlled extracurricular activities (i.e. clubs, musical, newspaper, yearbook, sports) in accordance with the following conditions and requirements (see Policy 122 Extracurricular Activities and Policy 123 Interscholastic Athletics for a complete explanation of programs).

### **Guidelines**

1. Students electing to participate in extracurricular activities shall be required to comply with the district's discipline policies and all other District policies, rules, regulations or guidelines.
2. Students must meet the regular academic standards or other eligibility/qualifications/selection criteria required of other students.
3. Conduct which would result in loss of extracurricular activities privileges applies to all students.
4. The parent/guardian of the student shall be responsible for maintaining personal injury medical insurance for the student and must provide proof of same to the district, and shall be responsible for providing medical certification of fitness/ eligibility to participate, where applicable.
5. Transportation of students to and from extracurricular activities shall be the responsibility of the parents/guardians, except where transportation is provided by the district for other participants.

6. Students must comply with directions and requirements of all teachers, coaches or administrators involved in or with the program(s) in which such student is participating or intends to participate.
7. It shall be the parent's/guardian's/student's responsibility to keep abreast of available activities, schedules and/or schedule changes.
8. If any cost or fee is associated with the activity, the student shall be subject to pay the cost or fee as would any student enrolled in the district.

### ***Homelessness (McKinney Vento eligibility)***

Each school district is required to designate a liaison to ensure that students experiencing housing instability are properly identified, enrolled, and have full and equal opportunity to succeed in school. Students who lack a fixed, regular and adequate residence or are not in the care of their guardian are eligible for McKinney Vento support. Examples of this may look like: families facing eviction, runaway youth, victims of domestic violence, fire, loss of employment or hospitalization/incarceration. If you feel your student is experiencing any difficulties accessing their education because of concerns relating to housing stability, please reach out to our homeless liaisons:

Melissa Manzon (Elementary Division) [mmanzon@pgsd.org](mailto:mmanzon@pgsd.org)  
Elizabeth Rakoff (Pottsgrove Middle and High School) [erakoff@pgsd.org](mailto:erakoff@pgsd.org)

### ***POTTSGROVE SCHOOL DISTRICT ATTENDANCE GUIDELINES SUMMARY***

The board requires that school-aged students enrolled in Pottsgrove School District schools attend regularly, in accordance with state laws and [Board Policy](#). The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

#### **Absence**

Notifications required for excusal are required within five school days of the student's return to school. Failure to submit a written excuse may be recorded as an unlawful absence. Phone messages left on the attendance line still require follow up written or electronic communication to excuse the absence. Please submit:

1. A note from the child's medical provider
2. A handwritten note signed by the parent/guardian sent to the main office
3. An email communication sent to:
  - A. West Pottsgrove Elementary School: [wpabsent@pgsd.org](mailto:wpabsent@pgsd.org)
  - B. Ringing Rocks Elementary School: [rabsent@pgsd.org](mailto:rabsent@pgsd.org)
  - C. Lower Pottsgrove Elementary School: [lpabsent@pgsd.org](mailto:lpabsent@pgsd.org)

4. It is essential that the reason for absence be clear and well defined. Lawful excuses may be granted for the following reasons: religious holiday, illness, quarantine or recovery from an injury as assigned per a physician's order, death in the immediate family, required court attendance of the student, educational trips (when requests have been approved), and formal college visits.

5. After a student is absent for 10 cumulative days (excluding approved educational trips, formal college visits, absences accompanied by a physician's order and required court appearance of the student) students may be required to provide a physician's note for all future absences for the balance of the school year.

6. Students age 18 and older may be dropped from the roles if they miss 10 consecutive days of school without pre-approval.

### **Absence for Educational Trips**

Educational tours or trips may be approved by the Building Administrator and in accordance with the following guidelines:

1. Approval for these trips shall be requested, in writing, on forms provided by the district.
2. Requests must be submitted one (1) week before the date of departure and should be completed in detail.
3. Forms shall not be accepted after the trip.
4. If a student age eighteen (18) and above leaves for an unapproved trip and is absent for ten (10) consecutive days, the student will be considered unlawfully absent and will be dis-enrolled on the last date of attendance from the district and will need to re-enroll upon return.
5. Five (5) days per year shall be considered for educational trips. The Superintendent may approve extenuating circumstances.

**Submission of the form does not constitute approval.** Requests will be evaluated on the following criteria:

1. Length of trip – number of school days the student will be absent.
2. Requests to be absent during the first and/or last week of the school year will **not** be granted.
3. The number of absences accumulated prior to the scheduled trip. Ten (10) or more excused or unexcused absences accumulated prior to the trip may result in denial of the trip.
4. Trips and travel may not be approved if they conflict with finals, achievement or standardized tests, or other school events during which the Superintendent deems attendance is necessary.
5. Trips and travel may not be approved during the first and last weeks of the school year.
6. Students shall be in good academic standing.

Additional information can be found in [board policy](#) 204.1 regarding Non School Sponsored Educational Trips and Tours. A copy of the form can be found in the back of this handbook.

### **Tardiness (Late arrival) or Early Dismissal**

Tardiness is lateness to school. Tardiness negatively impacts learning due to loss of instructional time. In the elementary setting students participate in morning meetings, select their lunches and attendance is taken. When an elementary student arrives in the classroom outside of that window, he or she misses an important step in having a successful day. Tardiness is not excused for missing the bus, oversleeping, car problems, weather conditions, etc.

#### **Reasons may include:**

1. Personal illness - A student who becomes ill during the school day may not be excused from school unless permission is obtained from the school nurse.
2. Death in the immediate family.
3. Urgent family emergency or safety reasons. Must pertain to the individual student as determined by an administrator.
4. Religious holiday/event.
5. Required court attendance pertaining to the student.
6. In the case of a student with disabilities, where tardiness is caused by or directly related to a student's disability as determined by the IEP/504 team.
7. Medical appointment

To be credited with a full day of attendance you must be present as follows:

#### **Regular Schedule**

Full Day	9:00 A.M. - 3:25 P.M.
Arrival	9:00 A.M.
Tardy	9:01 A.M.
1/2 Day Absent	Miss 3 hours of school
Full Day Absent	Miss more than 3 hours of school
Dismissal	3:25 P.M.

#### **Two Hour Delay Schedule**

Arrival	11:00 A.M.
Tardy	11:01 A.M.
1/2 Day Absent	Miss 2 hours
Full Day Absent	Miss more than 2 hours
Dismissal	3:25 P.M.

Prearranged Absences (see Board Policy 204.1)

The following guidelines will be followed for late arrival or early dismissal:



1. Late arrivals or early dismissals may be excused with a written or electronic note. In the case of an early dismissal, the individual picking up the child must be specified.
2. Proper identification must be shown by the parent/guardian in order for the student to be released from the school.
3. Elementary students (K-5), must have a parent or guardian walk them into the main office of their school building to sign a tardy slip and to ensure that the child safely enters the school.

In cases where tardies and early dismissals are deemed excessive, the Home and School Visitor may pursue truancy based on the conversion of missed instructional minutes to unlawful absences. Students who accrue twenty (20) or more tardies in a semester will be referred to the Magisterial District Court for attendance monitoring and compliance.

### **Truancy**

Pennsylvania Department of Education defines truancy as accruing **3 or more unlawful** absences in a given school year. The school team will implement plans and procedures for students that meet the definition of truant. In accordance with state attendance laws Pottsgrove may implement the following truancy procedures (this information is more detailed in Board Policy 204):

- Students with 3 unlawful absences will be sent a First Legal Notice to inform parents/guardians of the absences.
- Students with 6 unlawful absences may be sent a Second Legal Notice to inform parents/guardians of the absences and invite the family to participate in a School Attendance Improvement Conference (SAIC) with the Home and School Visitor and other school team members.
  - Students with 8 unlawful absences may be referred to the Magisterial District Judge for intervention.
  - Students with 10 or more unlawful absences may be referred to the Montgomery County Office of Children and Youth Truancy Diversion Unit.

### **Helpful Information Regarding Attendance can be found here:**

PGSD Attendance FAQ: [https://docs.google.com/document/d/1wccbWXhSM\\_q-D4qZBgy695Oisz81ouK8ByMNMIG2X6w/edit](https://docs.google.com/document/d/1wccbWXhSM_q-D4qZBgy695Oisz81ouK8ByMNMIG2X6w/edit)

Attendance Policy: <https://go.boarddocs.com/pa/ptsg/Board.nsf/Public#>

Non School Sponsored Educational Tours and Trips:  
<https://go.boarddocs.com/pa/ptsg/Board.nsf/Public#>

Educational Trip Form:  
[https://go.boarddocs.com/pa/ptsg/Board.nsf/files/B4KHQC4994A8/\\$file/Educational%20Leave%20request.pdf](https://go.boarddocs.com/pa/ptsg/Board.nsf/files/B4KHQC4994A8/$file/Educational%20Leave%20request.pdf)

## ***CLOSING OF SCHOOLS***

Schools will not be open when it is considered too dangerous for buses to travel. For information about school closings due to inclement weather please check the district website at: [www.pgisd.org](http://www.pgisd.org), call the district office at: 610-327-2277 ext. #8. Please refrain from calling your child's school directly. Announcements about the closing of school will also be posted on the PGSD Facebook Page.

## ***BLACKBOARD***

Pottsgrove uses Blackboard, an alert notification system that will provide telephone, email, and text notifications of important announcements such as weather-related school closures, late opening and early dismissals. Parents will receive instructions for accessing Pottsgrove's Parent Web Portal where you will be able to customize how and to which phones and/or email accounts you would like to receive these notifications. You can change your preferences as often as you wish through this self-service portal. Should you have any questions, you may email [pgsdparentportal@gmail.com](mailto:pgsdparentportal@gmail.com) or call our district technology department. Blackboard will appear as 484-524-0100 on your caller ID.

## ***DRESS CODE***

It is inappropriate to wear anything that distracts from or disrupts the learning environment of the educational process. Examples of items or clothes that are distracting or disruptive are listed below:

### **Guidelines**

The administration may restrict a student's hair style or his/her manner of dressing if these present a clear and present danger to the student's health and safety, cause an interference with work, or create classroom or school disorder.

A student's dress, hairstyle and cleanliness are vital not only to the individual student but also to those with whom s/he shares a classroom or locker.

Grooming and dress, which prevent the student from doing his/her best work because of blocked vision or restricted movement, shall be discouraged as shall dress styles that create, or are likely to create, a disruption of classroom order.

Articles of clothing that cause excessive maintenance problems, for example, cleats on boots, shoes that scratch floors, and trousers with metal rivets that scratch furniture, will be ruled unacceptable.

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

Should students dress inappropriately for school, they may either call home for a change of clothing or obtain a change of clothing from the office. If a student is not dressed appropriately for the weather conditions, they may be kept indoors for recess.

Please understand that it is impossible to produce a comprehensive list of acceptable articles of dress. Therefore, school officials have the right to prohibit any type of clothing and hairstyle if (1) they are hazardous to the students' welfare and (2) they are distracting to the educational process. Board Policy 221

Hats are not permitted inside the building unless there is a spirit day that includes hats as part of the celebration. Hoods should not be worn in the hallways, cafeteria, or Encore classes. Teachers may allow hoods in the classroom unless wearing the hood becomes a point of contention.

Shoes should be firmly attached to the foot. No slides, flip flops, slippers or other shoes without a backstrap. Crocs must be worn with the backstrap. Sneakers are the preferred footwear for safety at school on the playground, stairs and for physical education class.

Crop tops, tank tops or spaghetti strap tops are not appropriate for school. Clothing that depicts or promotes the use of weapons, drugs, smoking or alcohol are not appropriate for school. Clothing that has a message using inappropriate language will not be permitted in school.

## ***DISCIPLINE***

Every teacher in the public schools shall have the right to exercise the same authority as the parents/guardians over the conduct and behavior of the pupils attending his school, during the time they are in attendance, including the time required going to and from their home. (From School Laws of Pennsylvania).

The following document is a copy of the Elementary Division's Discipline Code. It lists levels of misbehavior, procedures the school may employ, examples to clarify the misbehavior and options that may be used for intervention. You should know that while the Code is standard for all three (3) elementary schools, each school has rules and regulations that are specific to that school. Should you have any questions regarding this material, please feel free to contact your Building Principal for clarification.

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment. The Board shall establish fair and reasonable rules and regulations regarding the conduct and deportment of all students in the School District during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities. The Board shall adopt a Code of Student Conduct to govern student

behavior. Each student must adhere to Board policies and the Code of Student Conduct governing school discipline.

### **Off-Campus Activities**

This policy shall also apply to student conduct that occurs off school property and would violate the Code of Student Conduct if:

1. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, such as an agreement to complete a transaction outside of school that would violate the Code of Student Conduct.
5. The conduct involves the theft or vandalism of school property.

### **Guidelines**

Any student disciplined by a District employee shall have the right to notice of the infraction. Suspensions and expulsions shall be carried out in accordance with Policy 233.

### **Corporal Punishment**

The Board prohibits the use of corporal punishment as a form of discipline for students in the district. In situations where a parent/guardian or the Board prohibits corporal punishment, reasonable force may still be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

### **Delegation of Responsibility**

The Superintendent or designee shall promulgate rules and regulations to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules for student behavior contained in the Code of Student Conduct and the sanctions that may be imposed for violations of those rules. A copy of the code of Student Conduct shall be available in each school library and school office.

The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the District and to the student's due process right to notice, hearing, and appeal.

Teaching staff and other District employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of the Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

In accordance with law, the school district shall maintain records concerning adjudicated students and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on school property.

## ***DISCIPLINE CODE***

### ***Level I***

Minor misbehavior on the part of the student which impedes orderly classroom procedure or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other support personnel and/or an administrator.

### **EXAMPLES**

Bus disturbance, Cheating, Classroom tardiness, Cutting class, Disobedience, Disrespectful language or gestures, Disruptive behavior, Failure to complete assignments or carry out directions, Inappropriate attire, Inappropriate display of affection, Obscene language or gestures, Unwanted teasing, Vulgarity.

### **PROCEDURES**

Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior. Possible written/verbal parental notification. Repeated misbehavior requires a parent/teacher conference, conference with the counselor and/or administrator. A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.

### **POSSIBLE DISCIPLINARY RESPONSES**

Administrative Detention, Administrator/Parent conference (person/phone), Behavioral contract, Recess, Teacher Detention, Teacher/Parent conference (person/phone), Suspension of privileges/recess, Special Assignment, Time-out room/area, Verbal reprimand, Temporary removal from class.

### ***Level II***

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.

## **EXAMPLES**

Continuation of LEVEL I misbehavior – Abusive/threatening language, Disrespect, Disruptive classroom behavior, Fighting (verbal, pushing), Failure to serve detention/time out, Forgery, Harassment of students, Bullying, Hazing, Insubordination, \*Possession/use/transfer of tobacco and smoking materials, Minor Theft, Truancy, Unlawful/unexcused school tardiness, (Repeat instances), Physical Aggression.

## **PROCEDURES**

The student may be referred to the administrator for appropriate disciplinary action (however, at the elementary level some behaviors may be best addressed by the classroom teacher).

Parent is notified either verbally or in writing. A parental conference may be scheduled. A proper and accurate record of the offense and disciplinary action is maintained by the administrator.

## **POSSIBLE DISCIPLINARY RESPONSES**

Behavioral contract, \*Confiscation and referral to smoking policy, In-school suspension, Parent-teacher/parent-administrator conference, Suspension of privileges/recess, Referral to outside agency, Suspension (up to 3 days), Temporary removal from class, Teacher detentions.

### ***Level III***

Acts, whether on school or off school property, including but not limited to attendance at school sponsored events, extracurricular activities, field trips, transportation to and from school, and the like directed against persons or property but whose conduct does not seriously endanger or pose a direct threat to the health or safety of others in the school. These acts may be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.

Those acts which are criminal (or illegal) will automatically be referred to the appropriate law enforcement office.

## **EXAMPLES**

Continuation of LEVEL I or LEVEL II misbehavior – Abusive/threatening language, Disrespect, Disruptive classroom behavior, fighting (verbal, pushing), Failure to serve detention, Forgery, Harassment of students, Insubordination, \*Possession/use/transfer of tobacco smoking materials, Minor Theft, Truancy. Unlawful/unexcused school tardiness, (Repair instances), Physical Aggression.

## **PROCEDURES**

The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with

the student and confers with the parent about the student's misconduct and the resulting disciplinary action. School officials may contact law enforcement agency and assist in prosecuting the offender. A proper and accurate record of the offense and disciplinary action is maintained by the administrator.

### **POSSIBLE DISCIPLINARY RESPONSES**

\*Charges under PA Criminal Code Homebound instruction or alternative program, In-school suspension, Out-of-school suspension (not to exceed 10 days) under proper adult supervision, Parent conference and/or hearing, Suspension of privileges, \*Refer to drug- alcohol policy and guidelines, Restitution of property and damages, Confiscation, Districtwide Policy.

#### ***Level IV***

Acts, whether on school or off school property, including but not limited to attendance at school-sponsored events, extracurricular activities, field trips, transportation to and from school, and like which result in violence to another's person or property or which pose a direct threat to the safety of others in the school. The acts are clearly criminal and/or so serious that they always require administrative actions, which result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the Board of School Directors.

### **EXAMPLES**

Continuation of LEVEL III misbehavior – \*Arson, \*Bomb threat or false alarm, \*Deliberately striking a staff member, \*Extreme disruption to school program, \*Extortion, \*False imprisonment, \*False reporting, \*Fighting - using a weapon, \*Possession/use/transfer/sale of dangerous weapons, replicas, and/or lookalikes, \*Possession/use/transfer/sale of fireworks \*Possession/use/transfer/sale of propellants manufactured for self-defense \*Sexual Assault, \*Theft/possession/sale of stolen property, \*Threat(s) to others (life-threatening), \*Threat to staff member with intent, \*Vandalism, \*Violation of D&A Policy

### **PROCEDURES**

The administrator verifies the offense, confers with the staff involved, and meets with students. The student is immediately removed from the school environment. Parents are notified. School officials contact law enforcement agencies and assist in prosecuting offenders. A complete and accurate report is submitted to the superintendent for Board action.

### **POSSIBLE DISCIPLINARY RESPONSES**

All verified in LEVEL IV may have a mandatory 10-day full suspension under proper adult supervision with an informal hearing. \*Charges under PA Criminal Code or referral to appropriate law enforcement agencies. Other Board action which results in appropriate placement. Alternative School, parent hearing, restitution of property and damages. Refer to drug/alcohol policy and guidelines. Recommendation for expulsion.

## **SUSPENSIONS AND EXPULSIONS**

Certain breaches of discipline may lead to suspension and/or expulsion from school. Suspension may be either “temporary” suspensions (*not to exceed three school days*), or “full” suspensions (*not to exceed ten school days*). No combination of suspensions may exceed ten cumulative school days for the same offense. Expulsion is an exclusion from school which exceeds ten days and may result in a permanent exclusion from district rolls. District administrators may suspend students, but expulsion requires Board of Education action.

If a temporary suspension is under consideration, the student will be informed of the reasons prompting the suspension and will have an opportunity to respond to these reasons before the suspension takes effect. The parents of the student receiving a temporary suspension will be notified in writing of the reasons for the suspension. A personal contact from the administrator to the parents will be attempted, if possible.

An informal hearing will be offered in the case of full suspension and it will be conducted by the administrator recommending the suspension together with the other district personnel and witnesses he chooses to have present. For the hearing, parent/guardian will receive:

1. Written notification of the reasons for the suspension sent by registered mail.
2. Sufficient notice of the time and place of the hearing which shall be conducted no later than the time limit for the suspension.
3. A right to cross-examine school district witnesses.

## ***POTTSGROVE SCHOOL DISTRICT POLICIES***

Pottsgrove School District policies are available for you to review on the Pottsgrove School District website [www.pgisd.org](http://www.pgisd.org). Below are a few of the policies along with their purpose. It is your responsibility to read the policies in their entirety and abide by all information stated in them. If you are unable to access these policies through the website, please contact the district office @ 610-327-2277 and a copy will be mailed to you.

### **103. Nondiscrimination in School**

The Board declares it to be the policy of this District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability. The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities.

### **218.1. Weapons**

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. **REPLICAS OF WEAPONS, INCLUDING TOYS ARE ALSO PROHIBITED.**



## **218.2 Threat Assessment**

The Board recognizes that threats by students' present concerns to individuals and negatively impact the overall climate of safety and welfare of District students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation when a threat is brought to the attention of a District employee, including those reported by a student, parent/guardian, or staff member, and reported to an administrator. This policy is not meant to take precedence in a life-threatening situation. In a life-threatening situation, the district employee may need to call 911 immediately and provide requested information. The safety and welfare of students and staff shall take precedence over all other considerations.

## **222. Tobacco and Vaping Product Use**

The Board recognizes that tobacco and vape use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

## **226. Searches**

The Board acknowledges the need for safe storage of books, clothing, school materials and personal property and may provide lockers for storage purposes.

It shall be the policy of the Board that all lockers are and shall remain the property of the School District. As such, students shall have only a limited expectation of privacy in their lockers.

## **227. Controlled Substances**

The Board recognizes that the misuse of controlled substances is a serious problem with legal, physical, emotional and social implications for the whole school community. The Board believes that students must be chemically free in order that they may develop in the most productive and healthy manner. This policy is a coordinated effort within the district to openly and effectively respond to the potential and current uses and abuses of controlled substances by members of its entire school population. Through the use of curriculum, classroom activities, community support and resources, a strong and consistent administrative and staff effort, and rehabilitative and disciplinary procedures, the district will work to educate, prevent and intervene in the use and abuse of all substances by the entire student population.

## **247. Hazing**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

## **248. Anti-discrimination and Harassment**

The Board is committed to maintaining an educational environment for all its students which is free from any type of unlawful harassment. The Board shall not tolerate any behavior which constitutes unlawful harassment of a student. Such conduct is grounds for appropriate discipline, up to and including discharge, depending on the circumstances involved. Board Policy Nos. 248, 348, 448 & 548.

## **249. Bullying/Cyber-bullying**

The Pottsgrove School District recognizes that bullying and intimidation have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

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

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

**Bullying** as defined in this policy, includes cyber bullying and is characterized by the following three (3) criteria:

1. It is intentional or deliberate aggressive behavior or harm doing, and
2. It is carried out repeatedly over time, and
3. It occurs within an interpersonal relationship where there is an imbalance of power (e.g., one (1) person is physically larger, stronger, mentally quicker or socially more powerful).

Bullying takes many forms and can include a variety of behaviors. As defined in this policy, bullying refers to direct or indirect action, which may include but is not limited to:

1. Physical – touching, hitting, kicking, pushing, shoving, and getting another person to hurt someone.
2. Verbal – name-calling, teasing, taunting, gossiping, and spreading rumors.
3. Nonverbal – threatening, intimidation, obscene gestures, isolation, exclusion, stalking, cyber bullying (bullying that occurs by use of electronic or communication devices through means of social networking, e-mail, instant messaging, text messages, tweets, blogs, photo and video sharing, chat rooms, bash boards, or web sites).
4. Other – concerning student interactions not covered by the definition of bullying should be reported to the building principal for investigation which may result in disciplinary consequences. Reference: Anti-Discrimination and Harassment Policy 248 Definitions/Guidelines

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.

## ***SCHOOL BUSES***

Questions concerning transportation should be directed to CMD Services, Inc. at 610-323-5020. Parents wishing to make temporary alternate bus provisions for emergency situations must contact CMD and the school building 48 hours in advance of the change.

### **RECORDING DEVICES**

Some district school buses are equipped with video recording devices.

### **BUS EVACUATION DRILLS**

Such emergency drills are required twice per year and must be conducted during fall and the spring.

## ***BUS BEHAVIOR***

### **General Rules**

1. A seating chart will be created each year. The school and/or bus driver may change a student's assigned seat due to inappropriate behavior.
2. The bus driver is in charge of all students assigned to his/her bus.
3. Parents shall be held responsible for any damage to buses by students.
4. Students shall not transfer from one bus to another.
5. No student may eat, chew gum, drink, bring any type of radio, or smoke on any school district owned or contracted vehicle.
6. Foul language or disrespect to bus drivers will not be tolerated.
7. Students shall not put any part of their body outside the windows or throw objects in or out of the bus.
8. While a child is suspended from the bus, the parents are responsible to provide transportation until the suspension has ended. Failure to attend school due to a bus suspension will be coded as an unlawful absence.
9. Parents are not permitted to board a school bus unless invited to accompany students on a field trip.
10. Electronic devices may be permitted for personal use on school buses with parent permission. PGSD and CMD Transportation are not responsible for any device on the bus: devices are the responsibility of the student. Students are expected to use headphones with all devices brought to school by a student or issued to a student under the provision of Board Policy 237.1.[1][3][4] Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the device. [5][6]

### **Specific Rules for Busses**

1. As per the Pottsgrove School District Discipline Code, misconduct such as unnecessary shouting, eating or drinking, opening windows against drivers' orders, arms or heads out of windows, using an unassigned bus stop, changing seats, moving around while the bus is in motion, not sitting appropriately in seat, profane language or similar offenses not permitted at our elementary schools and will result in disciplinary action, which may result in suspension of riding privileges and other possible disciplinary actions.

2.As per the Pottsgrove School District Code, misconduct such as disrespect to the bus driver, refusing to identify oneself to the bus driver, pushing, hitting, tripping, fighting, smoking, damaging the bus, throwing objects in the bus, throwing objects out of the window, opening exit doors, or similar offenses not permitted at our elementary schools may result in the following disciplinary action. These offenses may be dealt with in the following manner:

**First Offense:** Parent Notification, Possible School Response (ISS, loss of privileges, administrative conference), reteaching bus expectations.

**Second Offense:** Possible suspension of riding privileges, Possible School Response (ISS, loss of privileges i.e. recess), reteaching bus expectations.

**Third Offense:** Suspension of riding privileges, Possible School Response (ISS, OSS, loss of privileges).

3.Hitting or pushing the bus driver; throwing objects at the bus driver when he or she is on or off the bus, or when the bus is in motion; or similar offenses deemed by the principal may result in immediate removal of riding privileges.

4.Drivers have been instructed not to release Kindergarten and 1st Grade students during afternoon dismissal unless an adult is present.

### ***FIELD TRIPS***

As a part of the educational program of the school children may be taken on field trips requiring bus transportation. Such trips are made only with the parent's consent. The district requires that students have an up-to-date emergency form on file prior to any field trip. When these trips are being planned, permission slips will be sent home to be signed by the parent. All field trips are supervised by regular classroom teachers who are assisted by volunteer parents. Students on field trips remain under the supervision and authority of the Board and are subject to its rules and regulations.

Students are expected to travel to and from the field trip with the teacher leading the trip. Students are not permitted to leave the field trip on their own without parental permission. Teachers must never send a student home alone, even for disciplinary reasons without parental permission. Parents/Guardians desiring to take their children home before a field trip concludes, must submit a note to the teacher about such arrangements in advance of the trip. The Board assumes no liability for students who are, for any reason, transported by parents/guardians in private cars.

Where a student having a disability, having a medical condition or requiring the administration of medication will be participating in a field trip, an appropriate School District staff member, the school nurse, health room assistant and/or designee should accompany such a field trip if the School District determines that there is a sufficient medical need. Such a determination should be made in consultation with the school nurse, classroom teacher, any applicable supervisor, and the school principal.

The ratio of accompanying guests/parents/guardians will be determined by the building principal and the field trip venue and these guests will be subject to the itinerary and guidelines established for the field trip in which they are participating. Current Act 34 and Act 151 clearances submitted to the school principal for any person acting as a chaperone on any trip.

### ***FIRE/SAFETY DRILLS***

According to the Pennsylvania School Laws, each school is required to hold at least one fire drill each month. The Pottsgrove School District conforms with this regulation. This may also include other drills required for the safety of all students that can include but is not limited to the following: weather drills, earthquake drills, lockdown drills, lockout drills and evacuation drills.

### ***HEALTH SERVICES***

Pennsylvania school law requires all pupils to receive an annual height, weight and body mass index (BMI) measurement, an annual vision and hearing screening in grades K, 1, 2, and 3. Parents are notified of a pupil's failure to pass these screening tests and are requested to have diagnostic examinations made.

Medical examinations are required in kindergarten or upon entry to school. Dental examinations are required in kindergarten or upon original entry to school and in 3rd grade. Pupils are encouraged to have their family doctor/dentist perform the examination to promote continuity of medical care. Official forms are distributed to pupils at kindergarten registration so there is adequate time to schedule medical and dental appointments.

Pupils transferred from other school districts shall have medical and dental examinations regardless of grade if an adequate health record is not received from the previous school.

A school doctor or dentist will examine all children for whom no official card is received and will recommend dental or medical services when necessary.

The need for Tuberculin tests shall be determined by the result of the TB Risk Assessment Questionnaire.

### **Accidents and Illness**

Injuries occurring on the way to school or at the school will be treated in the health room. The school cannot assume the responsibility of treating injuries that did not occur at school. Pupils who are ill at home should not attend school because they cannot maintain their usual standard of class work and present the possibility of spreading illness to others. Those who wish to see the nurse are to obtain permission from their classroom teacher instead of going to the health room between classes. Students are not to call their parents to pick them up if they have not been assessed by the school nurse. The nurse's schedule will be made known to the students.

**If your child has symptoms of illness such as those listed below, please keep him or her at home so your child can recover and so that other children do not become infected.**

Sore throat	Nausea or vomiting	Enlarged glands
Diarrhea	Chills	Coughing
Skin Rash	Inflamed or discharging eyes	
Earache	Fever above 99.6 F	

When your child returns to school, complete the excuse card furnished by the teacher and return it to school at once. If there is evidence of prolonged or frequent absence, the school may require physician's documentation of the need for absence.

### **Contagious Disease**

A student may be excluded from school by the nurse for having symptoms of a contagious/infectious disease and advised to see his/her doctor. Temporary Exclusion Forms will be given to the student and the parent/guardian notified that a physician must complete and sign the form for the student to be readmitted to school. Upon returning to school the student needs to be rechecked by the nurse and return the completed and signed Temporary Exclusion Form to the nurse. If the physician finds that the student is not afflicted with a contagious disease, the completed and signed Temporary Exclusion Form must still be returned to the nurse upon returning to school.

Students with symptoms of the following conditions will be temporarily excluded as indicated above.

#### **Ring Worm**

Signs of infections:

1. It starts as a red scaly spot which becomes circular as it increases in size.
2. Itching at the site.

#### **Scabies**

Signs of infection:

1. Rash on the inside of fingers, wrists, abdomen.
2. Extreme itching, most severe at night.

#### **Impetigo**

Signs of infection:

1. Small red, pinpoint spots which soon become blisters containing pus.
2. Itching which causes scratching (which in turn spreads the infection.)

#### **Pediculosis (head lice)**

Signs of infection:

1. Itching, often causing lesions on the scalp.
2. Multiply rapidly.
3. Nits (eggs) on strands of hair.

Procedure to have your child re-enter school:

1. Child must be both louse and nit free in order to return to school.
2. Pupils returning after exclusion from school must be examined by the school nurse before re-entering the classroom.

## **Immunization Regulations**

The Commonwealth of Pennsylvania school immunization law requires all school children in grades Kindergarten through grade 12 to be immunized before attending school. Students in Kindergarten through 6<sup>th</sup> grade are required to have the following:

- 4 doses of tetanus, diphtheria and acellular pertussis vaccine (one dose must be given on or after the 4<sup>th</sup> birthday)
- 4 doses of polio vaccine (a 4<sup>th</sup> dose is not necessary if the 3<sup>rd</sup> dose was administered at age 4 years or older and at least 6 months after the previous dose)
- 2 doses of measles, mumps & rubella (usually given as MMR)
- 3 doses of hepatitis B
- 2 doses of varicella (chicken pox) or evidence of immunity

Students may be admitted to school if evidence of at least 1 dose of each vaccine (tetanus, diphtheria, acellular pertussis, polio, measles, mumps, rubella, hepatitis B, and varicella) has been given to the school. The state regulations no longer allow for students with incomplete immunizations to be enrolled in school provisionally. Therefore, on the first day of school your child must have the medically appropriate vaccines or a signed medical plan to complete those vaccines or risk exclusion from school. It is your responsibility to notify us in writing when the immunizations have been completed.

A signed statement regarding religious, moral or medical reasons is the only exception to the immunization requirements.

Pupils who transfer from one school to another must obtain a copy of the Certificate of Immunization from the school nurse and present it to the new school to ensure admission to classes.

## **Medication Procedures <https://go.boarddocs.com/pa/ptsg/Board.nsf/Public#>**

When it is necessary for a student to receive ANY medication at school, the responsibility of parents will be to do the following:

1. Complete the form "Authorization for School Medication Administration" which includes both parent/guardian and physician signatures.
2. A parent/guardian should hand deliver the medication to the school nurse in a labeled prescription bottle and/or original over-the counter container. (Upon request, most pharmacists will provide two labeled bottles so that one can be brought to school.) If this is not possible, the labeled prescription bottle and/or the over counter container should be delivered to the nurse in a sealed, labeled envelope.
3. Parent/guardian should maintain an adequate supply of unexpired medication in the nurse's office throughout the school year.

4. Notify the school nurse in writing with a physician's note and your written instructions if the medication is to be changed or discontinued.
5. Provide the school with a written list of all medication currently being taken by the child.
6. Students may **ONLY** carry medications under the following conditions.
  - a. Medication is needed to treat life threatening illnesses or conditions such as asthma or severe allergic reactions.
  - b. It is deemed necessary by the physician.
  - c. Physician, parent/guardian and nurse concur that the student is responsible to carry medication.

All other medication will be secured in the nurse's office and administered to the students there.

### **Field Trips**

From time to time, field trips are scheduled to enhance the curriculum and students will travel to a location away from the school. The school nurse does not accompany each small group field trip. Therefore, if your son or daughter has special health care needs that warrant the care and attention of the school nurse, you should consult with the nurse and teacher regarding your child's needs during a field trip. An individual plan for managing your child's health care needs on a field trip will be determined.

### **School Nurse**

The school nurse is the health counselor in each building. The nurse helps with dental and medical examinations, conducts screening tests and counsels with parents in the prevention and correction of defects. The nurse is watchful for signs of communicable diseases and illnesses that may occur during the school day. The nurse is also responsible for administering first-aid and medications when necessary. The nurse does not make a diagnosis and does not prescribe treatment; instead, the nurse guides the parents toward the community resources available for proper medical attention. Parents should make it a point to know the school nurse and discuss the child's physical adjustment to the school.



## **LOST AND FOUND**

Each of the elementary schools has a system for handling lost and found articles. All valuable articles lost or found should be reported or taken to the school office or designated lost and found area. (*Special Note: All articles of clothing, books, school bags, lunches, etc., should be marked clearly with the child's name and grade.*) Unclaimed items will be donated to a local charity after June 30 of each year.

## **BREAKFAST AND LUNCH PROGRAM**

Cafeteria facilities are available to all Pottsgrove schools. Our Food Service contractor is The Nutrition Group. Complete hot breakfasts, including milk, are served at a cost of \$1.70. Complete hot lunches, including milk, are served at a cost of \$2.70. Children who carry their own lunches to school may purchase milk to supplement what they bring from home at a cost of \$.60 per half pint of white or chocolate. The Pottsgrove School District has a computerized debit system. This system will benefit you, your child, and the district in the following ways:

- Assures parents that money given to the student is used for a food purchase.
- Eliminates the need for students to carry cash on a daily basis.
- Increases the speed of the serving lines (once the staff and students complete the learning phase), and gives students more time to eat and enjoy their lunch break.
- To access the system, go to the following site:  
<https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>

Each student will have a PIN (personal identification number). When a student enters his or her PIN into the pin pad on the lunch line, their information including their picture appears on the screen for the cashier to view. The picture will prevent another student from using your account. The cost of the food purchase will automatically be deducted from the account without the need of cash. When there is a low balance threshold a memo will be given to students reminding them that the account needs to be replenished. All students will have an established debit account, although you will not be required to make advanced payments because the system will still have the ability to act as a cash register and can accept cash payments on a daily basis.

Please note that this system is very confidential. Every student will be required to enter his or her PIN regardless of meal status, thus insuring your child's privacy. Also, all students will be required to enter their PIN whether they are paying cash or have money on account. In addition, dietary restrictions can be entered into the system, which will be displayed when the student's PIN is entered.

There is no limit on the amount of money that can be deposited into a debit account. For safety purposes, we recommend that advanced payments be made with a check payable to "Pottsgrove School District Cafeteria Fund." We also recommend a

minimum payment to cover two weeks of meal purchases. Students that receive free lunch will just need to key in their pin number at the register. If your child wants to purchase breakfast the cost is \$1.70 a day. The reduced students pay \$.40 cents per day. You may write one check to include both meals.

When making a payment, please put the student's name, PIN number, teacher and grade on the envelope. If you have any questions, please contact Erica Hurtt at the food service office at 610-326-8243 x 2228.

A federal program of cost-free lunches is available to children in need of the service. All elementary schools will receive an application form for the Federal Free Lunch Program. If you feel you are eligible as indicated by the guidelines, you are to complete the form and return it to your building office **each year by October 1st**.

**Students are not permitted to share food items due to health issues.  
Students are not permitted to borrow or lend money to one another.**

### ***PUBLIC NOTIFICATION OF SCREENING/EVALUATION SERVICES***

The Pottsgrove School District operates, or has available, special education programs for all students who require special education services. These programs are available to those students who meet the eligibility requirements as purposed by the Special Education Standards in Pennsylvania. These programs address student needs in the following areas: Learning Support, Emotional Support, Physical Support, Life Skills Support, Gifted Support, Autistic Support and Speech and Language Support. Other programs are also available to students such as: Services for Hearing and Vision Support Services, Early Intervention programs and programs for other health impairments.

To assist/identify children who have academic/behavioral/physical needs, each building in the Pottsgrove School District operates programs for instructional support. The Instructional Support Team may be composed of the following professional educators from each building: principal, counselor, reading specialist, nurse, school psychologist, classroom teachers, speech/language clinicians and the Supervisor of Special Education or the Director of Pupil Services; as well as the input of the parent. Parent participation in this process is highly recommended. It is the responsibility of the team to identify the student's need by using screening assessment devices and using those results to discuss strategies to assist the child within the regular education environment. Parents and students have a right to be notified and informed

### **Speech, Vision, and Hearing Support Services**

Children who demonstrate speech and language difficulties that interfere with their academic performance and/or their social development receive specially designed instruction.

### **Special Education**

Programs for students who have a disability or are gifted are available for elementary students. A full range of educational services are available, depending on an individual child's educational needs. The Pottsgrove School District adheres to relevant federal and state laws regarding the identification and placement of children who are thought to have a disability or are gifted.

### **Gifted Screening**

As part of determining eligibility for the Gifted Support Program, a comprehensive screening process is completed. The screening process includes the following steps: Administration of the Otis Lennon Tests of Gifted Abilities Cognitive Screener, achievement assessments, parent input and teacher input. Students may be referred for a comprehensive evaluation to determine eligibility for the gifted support program based on the results of the screening.

### **504 Service Agreement**

There are times when a student may need additional support during the school day but they do not qualify for an IEP. In these cases, students may be eligible for what is referred to as a 504 plan. A 504 plan can provide accommodations for students within the scope of the regular education program.

In accordance with Section 504, you are notified of the following:

**1. Definition of Protected Handicapped Student:** Protected handicapped student are students who:

- a. Are of school age;
- b. Have a physical or mental disability which limits or prohibits access to an aspect of his or her school program; and
- c. Are not eligible for special education services.

**2. Non-discrimination Policy:** It is the express policy of the Pottsgrove School District that there will not be any form of discrimination against students who have been properly labeled as protected handicapped students.

**3. Responsibilities:** The District has the responsibility to provide specific aids, services, or accommodations to students identified as protected handicapped students. The implementation of these responsibilities is spelled out in the District Policy/Procedure.

**4. Right to obtain full copies of policy:** You have the right to obtain a full copy of the written District Policy/Procedure adopted by this institution in compliance with Section 504 and the regulations. A copy may be obtained

in person or by mail from Director of Pupil Services, Pottsgrove School District, 1301 Kauffman Road, Pottstown, PA 19464 (610-327-2277).

### ***CHILD CUSTODY DOCUMENTATION AND CHANGES***

The Pottsgrove School District is sensitive to the fact that a variety of family arrangements exist within the school population and that specific custody arrangements exist for some students. With this in mind, the school would like to alert all families of the following:

1. Copies of all legal documentation regarding the custodial arrangement of any student must be given to the school office to be placed in the child's permanent record file.
2. Non-custodial parents sharing legal rights desiring school information for their child should contact the principal regarding their particular situation and possible arrangements.

**Please be aware that without a court order on file, the school must release a child to either parent. For the safety of the child, it is extremely important that the school be notified immediately if any change in the family situation occurs.**

### ***PARENT-TEACHER ASSOCIATION (PTA)***

Parent-Teacher Associations are active in each elementary school. Parent volunteers are always welcome. Please contact your school or check the district web site ([www.pgisd.org](http://www.pgisd.org)) for meeting times and other information.

### ***PICTURES***

Pictures are taken of all students twice each year. The purpose of the photograph is for the student's permanent record file and yearbooks. Parents wishing to have a pictorial record of their children may purchase photographs from the photography company.

## **REPORTING STUDENT PROGRESS**

<i>Parent Teacher Conferences</i>	<i>November 20, 2023 &amp; November 21, 2023</i>
<i>End of 1<sup>st</sup> Trimester</i>	<i>November 17, 2023</i>
<i>Trimester I Report Cards Issued</i>	<i>December 1, 2023</i>
<i>Trimester II Progress Report Issued</i>	<i>January 19, 2024</i>
<i>Trimester II End of the Marking Period</i>	<i>March 1, 2024</i>
<i>Trimester II Report Cards Issued</i>	<i>March 8, 2024</i>
<i>Trimester III Progress Report Issued</i>	<i>April 26, 2024</i>
<i>Trimester III Report Card Issued</i>	<i>May 31, 2024</i>

## **SCHOOL PROCEDURES: WHAT PARENTS SHOULD KNOW**

- 1 Textbooks-** These are provided by the School District without charge. They remain the property of the schools and pupils are expected to give them reasonable care. Payment must be made for any school property destroyed and for any books mistreated. Charges will be determined by the principal or his/her designee.
- 2. School Supplies:** The district supplies many items for the students at no charge. There may be some items that individual teachers ask for their specific classroom. It is recommended that all students have a sturdy backpack to transport materials to and from school and a pair of headphones/earbuds for use at school. All materials should have the student's name clearly marked.
- 3. BIRTHDAY PARTY INVITATIONS** – Children often enjoy inviting their friends and classmates to their birthday parties. Teachers are not responsible for distributing invitations on behalf of students or parents. Many teachers provide their own guidelines on how this is handled in individual classrooms. It is preferred that invitations be distributed outside of the school environment.
- 4. DISMISSAL OF STUDENTS** – With the exception of students identified as walkers, all students are assigned to a school bus in the Pottsgrove School District. We recognize the need for changes in dismissal for students based on appointments, emergencies, etc. If your child is going home in a manner that is different from their regular day-to-day routine, parents must notify the school of that change by 1:00 PM. Parents should notify the main office and not rely on the teacher to the message in a timely manner. Teachers do not often have the opportunity to check their email during the day when they are instructing students so a message may not be received. If we are not notified prior to 1:00 PM we cannot guarantee that a student will not be sent home via their regular way. The

office at school is very busy at the end of the day it is very difficult to get last-minute messages to the necessary parties in a timely manner. We do understand that emergencies do occur and, in those cases, we will make every effort to reach the student. Parents that pick their children up from school are required to follow the building procedures for dismissal.

5. **EARLY DISMISSAL OF STUDENTS** - Please do not ask to have a child dismissed early except for an emergency. Appointment with a doctor or dentist will be honored, but parents SHOULD attempt to secure these during out of school hours. Pupils MAY NOT be dismissed to attend high school games, shopping trips, etc. Only those individuals authorized via the student emergency card or have permission from parents are permitted to pick students up from school. ID must be presented before a child will be released.
  
6. **ELECTRONIC DEVICES** – Electronic device shall include all devices, whether personally owned or district issued that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, Walkman, CD players, iPods and other MP3 devices, iPads and other tablets, PC devices, DVD players, handheld game consoles, global positioning system (GPS) devices, personal digital assistants (PDAs), cellular telephones including smartphones such as Blackberry, iPhone and Android, netbook and laptop computers as well as any new technology developed with similar capabilities. Electronic devices are permitted for use during the school day for approved educational purposes and/or in approved locations only. The Board expressly prohibits use of electronic devices in locker rooms, bathrooms, health suites, and other changing areas. [1][2] The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in District buildings; on District property; on District buses and other vehicles provided by the district; and at school-sponsored activities. [2] The District shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student or issued to a student under the provision of Board Policy 237.1. [1][3][4] Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the device. [5][6]
  
7. **EMERGENCY AUTHORIZATION** - Each school has specific plans to accommodate students should there be an emergency in the immediate area. Documents will be sent home during the first week of school. Please be prompt in returning this information to the school. Any parent or guardian taking a child from school prior to dismissal time must report to the school office and wait for the child at the office. Students must be signed out according to the school procedure. Please send a note, not a phone message, indicating plans to remove your child from school prior to dismissal.
  
8. **HOME EDUCATION PROGRAMS**  
Parents who intend to keep their children home for home education should review the following updated policy. Click [HERE](#) to view policy. In addition, if you would like your child to participate in

co-curricular activities and academic programs please view the following policy: [Participation in Co-Curricular Activities and Academic Programs by Home Education Students Policy 137.2](#)

9. **MOTORIZED VEHICLES** - All motorized vehicles (*Go-carts, Hoverboards, mini-bikes, etc.*) are prohibited from being operated on the school grounds at any time. The designated parking area must be used during any recreation event. **CARS ARE NOT TO BE PARKED ON THE LAWNS OR ON THE BALL FIELDS** unless you are directed to do so by school staff.
  
10. **OFFICE HOURS** School offices are open daily from 8:00 A.M. to 4:30 P.M. when the students are in session. Summer hours are 8:00 AM-4:00 PM and buildings are closed on Fridays.
  
11. **PHYSICAL EDUCATION** - Physical Education is a state-mandated curriculum and consequently, attendance is required. If you should prefer your child to be excused from physical education class, you may do so by sending a note to the physical education teacher on the day in question. **NOTE:** Parental requests will be honored for one day only. Excusal from physical education class for a period in excess of one day must be requested in writing by a physician. Students are required to wear an appropriate shoe to physical education class. Appropriate shoes are either sneakers or shoes with rubber soles. Boots, flip-flops, slides or heels are not allowed.
  
12. **RECESS** - All children receive a 30-minute recess every day. When the weather is satisfactory a note must be presented daily for children to stay indoors during their play period. This request will be honored for one day only. If you feel that it is necessary for your child to remain indoors for more than one day, then a doctor's note must accompany your request. During inclement weather, pupils will remain indoors. **ALL RECESSES ARE SUPERVISED BY QUALIFIED ADULTS.** During inclement weather, children will be kept indoors for weather. It is the principal's discretion to determine how recess will be handled on a daily basis. Playground conditions may also vary from school to school which may impact the decision on whether recess will be indoors or outdoors. Our goal is always to have the children play outside as long as it is safe for them to do so. During times of extreme temperature, we use the following guidelines: Cold – If the temperature or wind chill is above 20 degrees we go outside for recess. If the temperature or wind chill is below 20 degrees, we remain inside. Hot: If the air temperature or heat index is 95 degrees or higher the children will either go out for 15 minutes and have the remaining 15 minutes of recess indoors or the children will remain indoors for the entire 30-minute recess.
  
13. **SCHOOL VISITATION - ALL VISITORS TO THE SCHOOL MUST FIRST REPORT TO THE OFFICE UPON ENTERING THE BUILDING, PRESENT A VALID DRIVER'S LICENSE, AND SECURE A "VISITOR'S PASS."** This pass must be visible at all times while the individual is in the building.



14. **TOYS** – In order to provide and maintain a safe and orderly learning environment, students should not bring toys from home to school. The school recognizes that children may come to school either from a babysitter or in situations of shared custody from the home of one parent or another. The school also recognizes that in these cases, students may be transporting toys back and forth from these locations. We encourage families to make other arrangements for toys so that they are not brought into the school. Toys are a distraction for students and can be lost or taken by others. The school is not responsible for any toys brought into the school by students, this includes items such as Pokemon Cards and electronic devices. Teachers may allow children to bring toys in for special days in the classroom, in these cases parents will be notified in advance and the school is not responsible for any items that parents send in from home. **ANY TOY THAT IS A REPLICA OF ANY TYPE OF WEAPON IS STRICTLY FORBIDDEN ON SCHOOL GROUNDS.** (This includes but is not limited to water guns, plastic swords, plastic knives, nerf guns, light sabers, etc.)

### ***SCHOOL PROBLEM: WHAT PARENTS SHOULD DO***

It is recommended that all parents and guardians develop positive relationships with teachers, bus drivers, and other school personnel at the beginning of the school year. If there are concerns regarding your son or daughter in the classroom or on the bus, it is always best to start with the teacher or bus driver to discuss the matter and determine a resolution. If that cannot be done, then parents are advised to contact the building principal to discuss the matter further. Other concerns can also be addressed with the school counselor or nurse depending on the nature of the concern

### ***ELEMENTARY HOMEWORK GUIDELINES FOR PARENTS***

#### *Why is homework important?*

Homework can be considered a bridge that connects the parents to the school. From the teacher’s perspective, homework provides opportunities to monitor a student’s independent progress. For parents, homework provides opportunities to model positive attitudes towards schoolwork while learning more about their child’s education. Most importantly, students benefit from homework. Homework promotes responsibility and good study habits while reinforcing lessons that have been learned in class.

#### *How often will my child have homework?*

During a typical school week, your child will be assigned written homework Monday through Thursday. In most cases, written homework will not be assigned on Fridays. Homework may be reduced on certain nights based on classroom or school events. Students are encouraged to read each evening.

#### *How much time should I spend on homework with my child?*

Kindergarten	0 – 10 minutes
1 <sup>st</sup> Grade	10 – 20 minutes
2 <sup>nd</sup> Grade	15 - 25 minutes
3 <sup>rd</sup> Grade	20 - 30 minutes
4 <sup>th</sup> Grade	30 - 40 minutes
5 <sup>th</sup> Grade	40 - 50 minutes



*What is my role in my child's homework?*

Parents play an essential role in their child's education. By taking a few simple steps at home, parents can help their child enjoy school even more by improving his or her study and homework habits. Make the most out of your child's homework by reviewing the various roles below.

Teacher's Role	Student's Role	<i>Parent's Role</i>
<ul style="list-style-type: none"> <li>□ Provide homework that is a review and reinforcement of previously learned skills.</li> <li>□ Respond to student and parent questions and concerns about homework.</li> <li>□ Honor the time guidelines for homework.</li> <li>□ Use homework only to reflect a child's <u>work habits</u> on a trimester report card.</li> </ul>	<ul style="list-style-type: none"> <li>• Write down homework assignments.</li> <li>• Bring needed materials home.</li> <li>• Complete assigned homework.</li> <li>• Ask an adult at home if help is needed.</li> <li>• <b>Circle</b> difficult items.</li> <li>• Put a <b>star</b> next to the easy items.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide your child with a quiet work environment.</li> <li>• Provide your child with the necessary supplies (pencils, erasers, etc.).</li> <li>• Help your child get started on the homework.</li> <li>• Be available to assist during homework completion.</li> <li>• Check that all homework is completed correctly.</li> </ul>

**POTTSGROVE SCHOOL DISTRICT  
REQUEST FOR EDUCATIONAL LEAVE**

THIS REQUEST IS TO BE SUBMITTED AT LEAST ONE WEEK PRIOR TO SCHEDULED TRIP.  
(NO EDUCATIONAL TRIP REQUESTS WILL BE HONORED DURING PSSA TESTING PERIODS  
FOR STUDENTS IN GRADES WHERE THE PSSA TESTS ARE ADMINISTERED.)

Date Submitted: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_ Dates of Planned Absence: \_\_\_\_\_

Destination of tour or trip: \_\_\_\_\_

Reasons tour or trip should be considered educational: \_\_\_\_\_

\_\_\_\_\_  
Name of Parent/Guardian accompanying student: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please be aware of the following in reference to School Board Policy 204.1:**

1. The tour or trip must be of no expense to the School District.
2. The student participant will be subject to direction and supervision by an adult acceptable to the District.
3. In order for the tour or trip to be considered as "excused" the student must, upon return, provide proof satisfactory to the principal that s/he has accomplished that schoolwork assigned to him/her for accomplishment during the period of the trip. Failure to produce this evidence of satisfactory progress will result in the days away from school being counted as unexcused and may affect the student's final grade.
4. Upon returning to school, the student shall have the same number of days to make up work missed as was the length of the trip, unless otherwise determined by the principal.
5. **There shall be a five (5) day limit for the use of this policy during any school year. Days beyond the five-day limit will be counted as unexcused days.**
6. Tours and trips for educational purposes not sponsored by the school shall not be granted during the first week and last week of school.
7. Final approval to excuse students for tours and trips for educational purposes must come from the Superintendent.
8. Permission may be denied in those instances where there are chronic attendance problems and/or academic deficiencies.

**PRINCIPAL'S RECOMMENDATION:**

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Reason: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Ref: Board Policy 204.1

Revised: 02/01/2012

**POTTSGROVE SCHOOL DISTRICT  
AUTHORIZATION FOR MEDICATION ADMINISTRATION**

Child's Full Name: \_\_\_\_\_ Grade \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Allergies: \_\_\_\_\_

\*\*\*\*\*

**PHYSICIAN REQUEST**

**NAME** of Prescribed Medication: \_\_\_\_\_

**REASON:** \_\_\_\_\_ **DOSE:** \_\_\_\_\_

**ROUTE:** \_\_\_\_\_ **TIME TO BE GIVEN AT SCHOOL:** \_\_\_\_\_

**SIDE EFFECTS:** \_\_\_\_\_

**MEDICATION IS TO BE ADMINISTERED AS FOLLOWS: (check if applicable)**

1. \_\_\_\_\_ until completed. Last dose: \_\_\_\_\_
2. \_\_\_\_\_ entire school year. Daily: \_\_\_\_\_ PRN \_\_\_\_\_
3. \_\_\_\_\_ other \_\_\_\_\_
4. \_\_\_\_\_ **INHALERS ONLY** (*Student is able to carry and self-administer during entire school year*)  
\_\_\_\_\_ **INHALERS ONLY** (*Elementary student (K-5) may self-administer ONLY at extracurricular activities*)
5. \_\_\_\_\_ **Asthma Emergency Action Plan needed.** (Physician to provide)

\_\_\_\_\_  
**PHYSICIAN SIGNATURE**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PHONE NUMBER**

\*\*\*\*\*

**PARENT REQUEST**

I, the parent of \_\_\_\_\_ request that the employees (nurse, principal or designee) of the Pottsgrove School District administer the above-named medication as prescribed by my child's physician. My signature on this document constitutes a complete waiver of liability claim in any and all respects against the Pottsgrove School District and its' Board of Directors and all its employees unless the district is negligent with regard to any claim for injury in connection with dispensation of the prescribed medication.

Additionally, I agree to provide the medication to the school in the original pharmacy or *manufacturer* labeled container. I also accept responsibility to provide a physician's note and my written instructions if the medication is to be changed or discontinued. I give permission for the school and physician to communicate regarding this medication/medical condition.

\_\_\_\_\_

**DATE**

\_\_\_\_\_  
**SIGNATURE OF PARENT/GUARDIAN**

Please list all medication currently being taken by child:

\_\_\_\_\_  
Revised 06/08

