

ABC Handbook

Guardians: Please keep this book in a handy place for future reference.
It contains information you may need throughout the year.



Kutztown Elementary School

Kutztown Area School District

2023-2024

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Phone: 610-683-3557 • Fax: 610-683-0254

Web: www.kasd.org

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DEBORAH L. BARNES, PRINCIPAL

~ Maximize Potential, Embrace Change, Create the Future ~

KUTZTOWN ELEMENTARY SCHOOL STAFF

Mrs. Deborah Barnes
Mrs. Melissa Smith
Mrs. Sherry Sexton

Principal
Staff Emergency Leader
Administrative Assistant

Kindergarten	Mrs. Kay Fritz	Mrs. Sara Patton	Mrs. Nikki Yervey
Grade One	Mrs. Katie Hess	Mrs. Louise Moyer	Mrs. Leslee Saylor
Grade Two	Mrs. Tina Boyle	Mrs. Andrea Orwig	Mrs. Beth Stump
Grade Three	Mrs. Jordan Chorones	Mrs. Michelle Fritz	Mrs. Nicole Teese
Grade Four	Mrs. Kristen Brightbill	Mrs. Melissa DeLong	Mrs. Lisa Swope
Grade Five	Miss Lauren Frey	Miss Hilary Heffner	Mrs. Jenna Ziegler

Specialists

Mrs. Angela Bucci-Herb	Reading	Mrs. Melissa Smith	School Counselor
Mrs. Jodi Kirstein	Instructional Support	Mrs. Tina Schmeck	School Nurse
Miss Maggie Mansell	Speech/Language	Mrs. Tiffani Kinsey	School Psychologist
Mr. John Ebner	Innovation & Design Studio	Mr. Kevin Fretz	Fitness
Mrs. Julianne Maggio	Vocal Music	Mrs. Sara Fidler	Art
Mrs. Mary Gruber	Library	Mrs. Kathy Mohler	Instrumental Music
Ms. Lisa Moyer	ESL	Dr. Karise Mace	Gifted Program

Special Education

Miss Tori Gillan	Learning Support	Mrs. Janelle Moser	Learning Support
Mrs. Hayley Williamson	Learning Support/Read 180	Ms. Beth Hartz	Life Skills

Para Educators

Ms. Rose Segue	Life Skills	Mrs. Linda Hege	Library
Mrs. Jenn McAllister	Life Skills	Mr. Brian Huber	Learning Support
TBD	Life Skills	Mrs. Courtney Kellum	Learning Support
Ms. Amy Gernert	Learning Support	TBD	Instructional Aide
TBD	Learning Support	Mrs. Shannon Pape	Learning Support
TBD	Title I Reading	Mrs. Stacey Sohmer	Café/Office
Mrs. Laura Giannantonio	Instructional Support	Mrs. Helene Zucco	Learning Support

Custodians

Mr. Dale Bond	Head Custodian
Mrs. Kim Landis	
Miss April Steltz	
Mrs. Holly Kunkle	

Cafeteria

Ms. Diane Rohrbach	Head Cook
Ms. Maranda Hewitt	
Ms. Carol Dietrich	

Kutztown Elementary School

TABLE OF CONTENTS	PAGE
Staff Listing	1
KASD Statements	4
Attendance Matters	5
Reading Matters	6
Arrival	7
Assembly Programs	7
Attendance	7-9
Bicycles	9
Birthdays	9
Birthday Books	9
Birthday Treats	10
Bullying	10-12
Bus Rules	12
Calendar	12
Car Pick-ups	12
Cheating/Plagiarism	12
Chorus	12-13
Communicable Diseases	13-14
Concussions	14
Conferences	14
Connect ED	14
Cough Drops	14
Custody Information	14
Discipline	15
Dismissal	15-16
Early Dismissal	16
Elementary Student Assistance Team (ESAP)	16
Emergency Drills	16
Emergency Information Forms	16
Emergency Staff Leader	16
Excuse Blanks	17
Facebook	17
Footwear	17
Free and Reduced-Price Lunches	17
Garden	17
Google Classroom	17
Guidance	17
Gum	17
Head Lice	17
Health Program	18
Homelessness	18
Homework	18-19
Injuries	19
Instrumental Music	19
Integrated Pest Management (IPM)	19
Junk Food	19

TABLE OF CONTENTS (CONTINUED)	PAGE
Lost and Found	19
Lunch Money	19
Medication	19-20
Non-Discrimination Policy	20
Office	20
Parent Pick-up	20
Parents' Club (KESPC)	20
Personal Appearance	20-21
Photographs	21
Policies	21-22
Programs – Handicapped Students	22
Questions and Concerns	22
Recess	22
Report Cards and Conferences	23
Retention In Grade	23
Rollerblades/Skateboards/Scooters	23
Safety Patrol	23
Schedule	23
Standardized Testing	23
Student Day	23
Student Responsibilities	23-24
Sunscreen	24
Technology Policy	24-26
Telephone Use	26
Toys	26
Transportation Information	26-27
Unbirthdays	28
Vacations	28
Visitors	28
Volunteers	28
Walkers	28
Weather	28
Website	29
XYZ	29
Protected Student Information	30

Kutztown Area School District

Mission Statement:

The mission of the Kutztown Area School District is to inspire learners to grow as contributing members of the global community.

Vision Statement:

Maximize potential, embrace change, create the future.

Shared Values:

We believe...

All students can learn.

Lifelong learning is essential.

Individuals must possess a sense of purpose and belief in their own potential for excellence.

Collaboration between the home, school district and community positively impacts learning.

Critical thinking and the acquisition and application of knowledge are keys to success.

Diversity is valued and individuality is celebrated.

Individuals are responsible for their choices and accountable for their actions.

Healthy lifestyle choices are imperative for optimal development.

A safe and interactive environment is critical.

Ethical decision-making is expected.

Dear KES Families:

Our goal is to ensure that every student attends school regularly and on time.

Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and in life.

We realize some absences are unavoidable due to health problems or other circumstances. But, we also know that when students miss too much school— regardless of the reason – it can cause them to fall behind academically. Your child is less likely to succeed if he or she is chronically absent—which means missing 18 or more days over the course of an entire school year. Research shows:

- Children chronically absent in kindergarten and first grade are much less likely to read at grade level by the end of third grade.
- By sixth grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By ninth grade, good attendance can predict graduation rates even better than eighth grade test scores.

Absences can add up quickly. A child is chronically absent if he or she misses just two days every month!!

Clearly, going to school regularly matters!

We don't want your child to fall behind in school and get discouraged. Please ensure that your child attends school every day and arrives on time. Here are a few practical tips to help support regular attendance (and overall success in school):

- Make sure your children keep a regular bedtime and establish a morning routine.
- Lay out clothes and pack backpacks the night before.
- Ensure your children go to school every day unless they are truly sick
- Avoid scheduling vacations or doctor's appointments when school is in session.
- Talk to teachers and counselors for advice if your children feel anxious about going to school.
- Develop back up plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your child to school.

Let us know how we can best support you and your children so that they can show up for school on time every day. We want your child to be successful in school! If you have any questions or need more information please contact your child's school.

Sincerely,

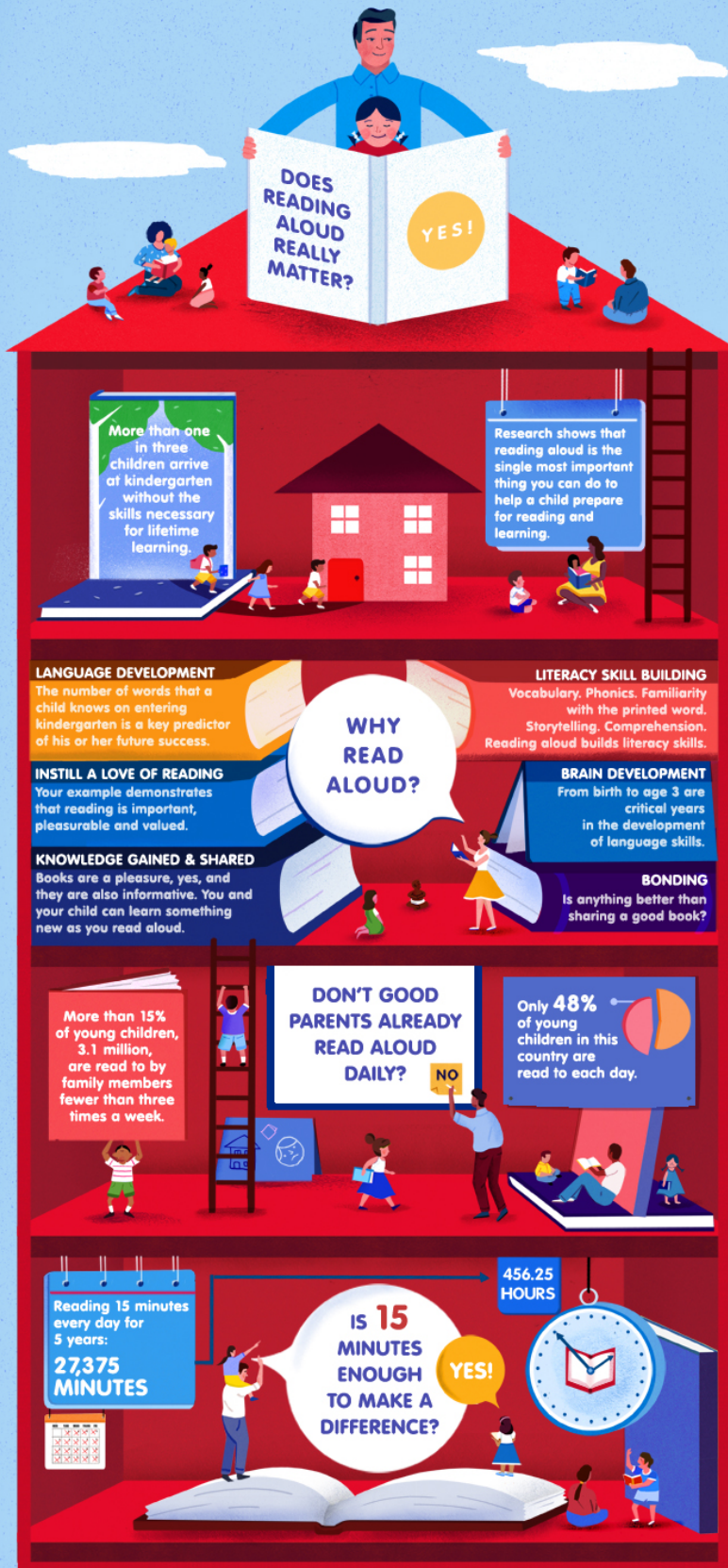
Deborah L. Barnes

Deborah L. Barnes
KES Principal



Read Aloud 15 MINUTES

Every child. Every parent. Every day.



ARRIVAL

Arrival Time

Students arriving by car or by foot should arrive no earlier than 8:30 a.m. and no later than 8:45 a.m. This will allow ample time to unpack and prepare for the day. **Students who arrive late are less likely to be prepared for the start of the school day.**

Kutztown Elementary students may enter the building as follows:

- Walkers and Bike Riders: Main Entrance
- Car Riders: Carport Doors
- ALL CARS will proceed in a single-file line (NEVER PASS another vehicle in the car line), entering the lower parking lot from Constitution Blvd., following alongside the building, and exiting back onto Constitution Blvd. via Siegfried Alley.
- Bus Riders: Front Doors

Late Arrivals

Students arriving after 9:00 a.m. should enter through the front door **with their parent or guardian** and will be marked tardy. Students arriving after 10:30 a.m. will be marked as a half-day absence.

Drop-off

Cars are NOT TO ENTER the main entrance during arrival time. Students being dropped off by car MUST use the west entrance (carport). Thank you for complying in the interest of all students' safety.

ASSEMBLY PROGRAMS

The Kutztown Elementary School Parents' Club (KESPC) provides funding for assembly programs throughout the school year.

ATTENDANCE

Students are expected to attend school in accordance with the laws of Pennsylvania. The following conditions constitute acceptable reasons for absence from school: illness, quarantine, recovery from an accident, required court attendance, death in family, family educational trips, and educational tours and trips (according to district policy).

When a child is absent, a written excuse is required. Email submissions to kesattendance@kasd.org are preferred. Excuse blanks or notes, written and signed by a legal guardian, will also be accepted for up to 10 cumulative days absent. Excuses must be received by the school within **3 days** or it will remain **unlawful**. **Educational trip absences DO count toward the 10 days before a doctor's note is needed.** All absences will be recorded as **unlawful** unless appropriate documentation is received within designated timeline.

After three unlawful absences, the school district reserves the right to refer the matter to the District Justice for prosecution in accordance with the provisions of the PA School Code. Letters will be sent when a student has excessive tardies, or when a student has 10 cumulative days of absence or three unlawful absences.

The school day officially begins at 9:00 a.m. Students who arrive after 9:00 a.m. but prior to 10:30 a.m. will be marked tardy, and a tardy slip will be issued. After 10:30 a.m., the student will be charged with a half-day absence. A student who leaves prior to 2:00 p.m. will be charged with a half-day absence.

Medical/Dental appointments – if you wish to have your child excused from school for a medical/dental appointment, please notify the teacher at the beginning of the school day or call the school office. Please come to the office to pick up your child and again upon returning her/him to school. All students are signed in

and out on the register in the office. ***In most cases, medical appointments scheduled during school hours will not require a student to miss an entire day of school. Depending on the time and location of the appointment, the child is expected to be at school either immediately before or immediately after the appointment.*** We appreciate your efforts to schedule medical/dental appointments at times other than school hours.

When a physician sees students during the school day, guardians are urged to request a medical excuse. A student is permitted no more than 10 cumulative days of absence documented by guardian excuse each school year. (Absences documented by doctor's excuse can exceed this limit.)

The following guidelines have been developed based on the recommendations of the Pennsylvania Department of Education and in compliance with District Policy #204.

Excessive Absences:

When a student reaches the threshold of cumulative absences in a school year (10 days documented by guardian excuse), a letter will be sent to the guardians informing them that any absences thereafter must be substantiated by a doctor's note, or the absence will be deemed unlawful/unexcused. In turn, if excessive unlawful absences have accrued, truancy proceedings may be instituted.

When a student's absences reach or exceed 10 cumulative days, the Building Administration will issue a ten-day letter to the guardians. **Educational trip absences will count toward the 10 days before a doctor's note is needed.**

Unlawful Absences:

All absences should be treated as unlawful until the school district receives a written excuse explaining the reason(s) for an absence. Guardians should be informed that if they fail to provide a written excuse within three days of the absence, the absence shall be permanently counted as unlawful. Parents/Guardians must submit the written explanation within three days of the student's return to school. Administration will determine the validity of submitted excuses.

First Unlawful Absence:

First reminder sent home to the parent/guardian notifying them of the unlawful absence.

Second Unlawful Absence:

Second reminder sent home to the parent/guardian notifying them of the unlawful absence.

Third Unlawful Absence:

Letter sent home to the parent/guardian notifying them of the unlawful absence and requesting a school-family conference. School attendance improvement plan will be generated.

Fourth and Subsequent Unlawful Absences:

Notify family that an attendance improvement plan has been violated and issue truancy citation(s).

School Attendance Improvement Plan:

Issues to be reviewed at the school-family conference include the appropriateness of the child's educational environment, current academic difficulties, physical or behavioral health issues, and family/environment concerns. At the end of the conference, all parties will sign a comprehensive SAIP that is agreed to by the school representative, the child, and the parents and/or family. The plan could include accessing academic and social/health supports from the school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that include rewards and consequences.

Educational /Vacation Tours and Trips, Grades K-12

A student will be permitted to take one (1) educational trip up to a maximum of **five (5)** school days per school year with parents/guardians and receive an excused absence, provided that parents/guardians comply with the policy requirements. The maximum five (5) days permitted may be used for one (1) trip or a few small trips. However, only a total of five (5) days for a school year will be permitted to be taken by a student. Any number of days less than five (5) used in a school year will be forfeited at the end of the school year and will not be allowed to be carried over to the next school year. Any days beyond the maximum of five (5) days will be considered unexcused and unlawful for students under age seventeen (17) and appropriate legal action will be taken unless board approval according to the established procedure is obtained in advance. **A written request for a student to be excused due to an educational/vacation trip must be submitted to the building principal no less than ten (10) school days prior to the trip. Educational trip absences will count toward the 10 days before a doctor's note is required.**

The following will be taken into consideration by the principal in granting permission for the trip:

1. The student's academic standing.
2. The student's attendance record.
3. The effect the absence will have on the student's educational welfare.
4. Exceptionality of the request.
5. Students are responsible for contacting teachers and making up missed work.

BICYCLES

Students in grades K-2 are not permitted to ride bicycles to school. Only students in grades 3-5 may ride bicycles to school provided that they:

- Turn in a permission note from their parents or guardians;
- Walk their bikes on school property and obey patrols and school crossing guards;
- Place their bicycle in the bike racks located in the upper parking lot (for security reasons, bicycle locks are suggested);
- Exit the school building via the walkers exit (cafeteria) to pick up their bicycle at the end of the school day; and;
- Wear a helmet, regardless of their age.

BIRTHDAYS

Student birthdays are announced over the intercom during Morning Announcements.

Birthday parties are a wonderful part of childhood. Unfortunately, when invitations are sent to school but intended for only a limited number of students, hurt feelings result. Invitations will be distributed in school when all girls, all boys or the entire class are included. **The school is not permitted to give out student addresses and/or phone numbers.**

BIRTHDAY BOOKS

Students are invited to purchase a book in honor of their birthday, which will become part of the library or classroom collection. You are welcome to call the school librarian or your child's teacher for details.

BIRTHDAY TREATS

Due to allergies and other food restrictions, birthday treats are discouraged. Instead, please consider a donation of a book to the library or classroom (see above). Pencils, bookmarks, erasers, are also small items that may be shared with the class in honor of your child's birthday. If sharing a food item, the following guidelines must be followed:

- Must be store bought with ingredients clearly labeled.
- Teacher must be informed at least one day in advance regarding the food you intend to send in to school.
- Food items must be self-serve finger foods (i.e. no whole cakes).
- Please remember if you decide to bring something in, it must be just a "treat," not a "party".

BULLYING

The goal of the Kutztown Area School District is that all students will come to school free from fear of harassment or degradation and that all parents/guardians will be free from worry that such things will happen. We will eliminate bullying incidents in our schools creating a safer place to learn.

What is bullying? Bullying shall mean unwelcome verbal, written, or physical conduct directed at a student by another that has the intent of, or the effect of:

- Physically, emotionally or mentally harming a student
- Damaging, extorting or taking a student's personal property
- Placing a student in reasonable fear of physical, emotional or mental harm
- Placing a student in reasonable fear of damage to, or loss of personal property
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities

Bullying shall mean an intentional electronic, written, verbal or physical 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:

- Physical: hitting, kicking, spitting, pushing and taking personal belongings
- Verbal: taunting, malicious teasing, name calling and making threats
- Psychological or Relational: spreading rumors, manipulating social relationships and engaging in social exclusion or intimidation.
- Cyber-Bullying: forms of verbal and psychological bullying may also occur on the internet. It may include but is not limited to, harassing, teasing, intimidating, threatening or terrorizing another student, teacher or staff member.

Bullying will not be tolerated within our school community.

Why focus on bullying? All of us are concerned about levels of violence by young people in our communities and in our schools. Studies have shown that 60% of children who are identified as bullies in middle school go on to have arrest records. We need to address the behavior problems of these children at an early age, before it becomes even more serious. In addition, children who are the victims of bullies may have problems with depression, poor school attendance, and low self-esteem. It is important to help create a school environment where ALL children feel safe and can learn to the best of their abilities.

What does Bullying Prevention involve? Bullying prevention may include the total effort of all school staff (including teachers, principals, school counselors, cafeteria workers, custodians, bus drivers, etc.) as well as students, parents, and other members of the community to reduce bullying and other forms of violence.

The district's efforts have included, and may continue to include (depending on grade level):

- Identifying bullies, and victims of bullying, in order to address their individual problems and needs
- Establishing school-wide rules and applying consistent sanctions against bullying
- Holding regular classroom meetings to discuss problems of bullying and violence with children and increasing supervision of children at school, holding school-wide assemblies on bullying, making use of videos, books, and other resources on bullying

Will Bullying Prevention help? Studies have shown that bullying prevention can be very effective in reducing bullying and related antisocial behavior of school children. In places where bullying prevention has been used, bullying has been reduced by 25% to 50%. Children and school personnel involved in the program reported that they felt more positive about school.

We Will:

- Teach students that ignoring the bully, or trying to work it out with the bully, is not effective.
- Be sure that students know that there are many adults within the school and community to whom they can come when reporting an incident of bullying and that we will protect them.
- Support classroom rules consistently.
- Thoroughly train all adults concerning bullying prevention and provide specific strategies to intervene effectively and consistently.
- Teach all students that bullying is destructive to both the victim and the bully.
- Teach coping strategies via planned discussions.
- Provide positive ways for students to resolve conflicts and problems.
- Reinforce the clear message that bullying is not acceptable and will not be tolerated.

Coping Strategies for Overcoming Bullying: Do you feel like there is nothing you can do to help yourself? Take a look at these ideas to help deal with your problem and reduce your chances of being a target for bullying.

- Look Confident! Even if you're not, act confident—others will think that you are.
- Talk to someone about it! Although another person may not be able to fix your problem, it's always a good idea to share your worries with someone you trust.
- Be assertive! Speak up and stand up for yourself—it's your right.
- Reply to taunts briefly and neutrally. Responses such as "Maybe" or "Whatever" are effective.
- Find and join a group. Belonging boosts confidence

Constitution for Caring:

- We will not bully other students.
- We will help students who are being bullied.
- We will include students who are left out.

How can parents get involved? Through parents' organization meetings, other school events, and mailings we hope to inform you about this program and the many problems associated with bullying. We will discuss with you ways of identifying whether your children may be involved as bullies, or as victims of bullying, and we will suggest strategies and resources for you.

Warning signs of being bullied:

- comes home from school with torn or dirty clothing, damaged books
- has cuts, bruises, scratches
- has few, if any, friends to play with
- seems afraid to go to school, complains of headaches, stomach pains
- doesn't sleep well, has bad dreams
- loses interest in school work

- seems sad, depressed or moody
- is anxious, has poor self-esteem
- is quiet, sensitive, passive

If your child shows several of these warning signs, it's possible he or she is being bullied by other children. You may want to talk with your child to find out what is troubling him or her and schedule a conference to discuss your concerns with school staff.

Warning signs of bullying others:

- teases, threatens, kicks other children
- is hot-tempered, impulsive, has a hard time following rules
- is aggressive toward adults
- is tough, shows no sympathy toward children who are bullied
- has been involved in other antisocial activities such as vandalism or stealing

If your child shows several of these warning signs, it's possible that he or she is bullying one or more children. You may want to spend some extra time talking with your child about his or her behavior and schedule a conference to talk about these issues with school staff.

BUS RULES

SEE TRANSPORTATION INFORMATION

CALENDAR

A calendar of school events can be found at our web page at www.kasd.org. Please also bookmark our school calendar at <http://tinyurl.com/kescommunitycalendar>

CAR PICK-UPS

Students who are picked up by car will be dismissed at 3:30 to the Carport Door (K-2) or Gym Door (3-5). Cars maintain a single-file lane (NEVER PASS another vehicle), student enters vehicle, car exits in single-file traffic flow. Please do not block traffic – turn off Constitution Blvd only when there is ample room for vehicle to be fully out of the street. Please do not park in the upper lot and plan to have your child walk up to your car. Students are to be picked up by 3:40.

CHEATING / PLAGERISM

Kutztown Elementary School is an academically oriented school. The school administration, faculty, and staff do not, in any way, accept cheating as necessary or unavoidable. Cheating negatively affects the individual student, the class, and the overall academic climate of our school. Any student encountering academic difficulty should speak with their teacher and/or see the guidance counselor to develop a plan to solve the problem. Many types of assistance are available and school personnel are committed to helping every student succeed.

All students should be aware that plagiarism, whether intentional or not, is a form of cheating. Using the words of another, be it a friend, relative, or published writer, without giving credit to that person, is unacceptable in all types of writing assignments, including research papers, compositions, book reports, and homework. *Additionally, work that is created by artificial intelligence applications (such as ChatGPT) is not original student work, and therefore, is a form of cheating / plagiarism.'*

CHORUS

Chorus is an extracurricular activity that meets one time during a five-day cycle. Fourth and fifth grade students may choose to participate in this activity. All fourth and fifth grade parents will receive information from the music department.

COMMUNICABLE DISEASES

Mild illnesses are common during the school year; however, there are a few illnesses that the Pennsylvania Department of Health mandates exclusion from participation in school. Below is a list of the diseases and the guidelines the district will be using for exclusion from school. Please refer to this as your guide in sending your child back to school after an illness. If you are unsure about sending your child to school with these guidelines, please contact the school nurse.

COVID-19: COVID-19: Exposure and/or diagnosis - refer to the Kutztown Area School District Health & Safety Plan, CDC, or Pennsylvania Department of Health for guidance.

Streptococcal Pharyngitis (strep throat): Students should be excluded from school until their temperature is below 100 degrees fahrenheit and at least 24 hours after the institution of appropriate antibiotics.

Acute Gastroenteritis (fever with vomiting and/or diarrhea): Students vomiting 2 or more times in the previous 24 hours and/or having a temperature above 100 degrees fahrenheit should be excluded from school.

Conjunctivitis (pink eye): Students should be excluded from school until 24 hours after the institution of antibiotics or at the discretion of the school nurse or family physician.

Scabies: Students will be excluded from school until 24 hours after treatment is completed or at the discretion of the family physician.

Ringworm: Students should be excluded from school until 24 hours after the initial treatment.

Impetigo: Students will be excluded until 24 hours after institution of therapy and their temperature is below 100 degrees fahrenheit.

Varicella (chicken pox): Students will be excluded from school until the sixth day after the last appearance of lesions.

Diphtheria: Students excluded from school for two weeks from the onset or until appropriate negative culture tests.

Measle: Exclusion for four days from the onset of rash. Exclusion may also be ordered by the Department as specified in § 27.160 (relating to special requirements for measles).

Mumps: Students excluded for nine days from the onset or until subsidence of swelling.

Pertussis: Exclusion three weeks from the onset or 5 days from institution of appropriate antimicrobial therapy.

Rubella: Students are excluded four days from the onset of rash.

Trachoma: Exclusion for twenty-four hours after institution of appropriate treatment.

Tuberculosis: Following a minimum of 2 weeks adequate chemotherapy and three consecutive negative morning sputum smears, if obtainable. In addition, a note from the attending physician that the person is noncommunicable shall be submitted prior to readmission.

Neisseria meningitidis: Excluded until judged noninfective after a course of rifampin or other drug which is effective against the nasopharyngeal carriage state of this disease, or until otherwise shown to be noninfective.

CONCUSSION MANAGEMENT

The Kutztown Area School District believes that prevention is the best approach to the silent epidemic of brain injury. A meeting will be held within the first semester of each school year at a time that maximizes attendance with others scheduled as necessary. Meetings will be open to all students (K-12), parents/guardians and other interested parties. Information for all students regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management and recovery process will be made available through multiple channels such as the district website, Facebook, Twitter, CougarServ, and the Sports Physical Packet. Additionally, all coaches must share with students and parents/guardians the number of first concussions and any subsequent concussions sustained in their sport in the prior season. Furthermore, an updated concussion report, developed jointly by the school nurses and the athletic director, will be provided to the Board on a monthly basis. **Detection** The responsible party at the event where the concussion occurred, i.e., coach/athletic trainer or school employee, shall immediately remove the student from the activity and notify school administration or designee.

Treatment and Management The District recognizes that recovery is individualized and will be determined on a case-by-case basis. All students who are suspected of suffering a concussion or head injury should not return to a school activity until cleared in writing by a medical professional trained in the evaluation and management of concussions. If ongoing concerns of headache or focusing difficulties after clearance by the students' primary care physician, it is recommended the affected student undergo a neurological or rehabilitation physical therapy evaluation. For more information, please see *KASD Concussion Management Policy # 123.1*

CONFERENCES

Parent/teacher conferences are scheduled formally twice a year to update parents on their child's educational progress. Additional conferences may be scheduled by e-mailing the teacher, sending a note to the teacher, or by calling the teacher's voicemail, leaving a message to return your call.

CONNECT ED PROGRAM

This is a school-to-home communication system that allows the district to send messages by the telephone. It can be used for messages relating to weather, emergency early dismissals and any other important announcements. It is also used for community outreach to build awareness of special events at Kutztown Elementary School. Your participation is optional. If you would like to participate, you may call the school to receive a Connect Ed form.

COUGH DROPS

See MEDICATION.

CUSTODY INFORMATION

Information is requested when an enrolled student does not reside with both natural parents due to separation or divorce. The parent with whom the child resides will be considered the custodial parent; however, the non-custodial parent has access to the child and the child's records in the absence of a court order forbidding it. It is the responsibility of the custodial parent to provide the school with any limiting court order. **Parents are reminded to update this information as it changes.**

DISCIPLINE

It is assumed that all students will conduct themselves in a courteous, responsible manner. In an effort to clearly articulate expectations, the teaching staff has developed the following discipline plan. Please read it carefully and discuss it with your child.

Philosophy: In order that students can learn skills, acquire knowledge, and develop attitudes necessary for them to reach their fullest potential, it is imperative that there be an orderly school environment.

Discipline Framework

<u>Level I Offenses</u>	<u>Level II Offenses</u>	<u>Level III Offenses</u>
<ul style="list-style-type: none">• Disrupting the learning environment• Non-Compliance• Disrespectful behavior• Disrespect towards property• Technology violation• Bullying	<ul style="list-style-type: none">• Continued/Repeated disruption of the learning environment• Continued/Repeated non-compliance• Continued/Repeated disrespectful behavior• Continued/Repeated disrespect toward property• Continued/Repeated technology violations• Bus Misconduct• Theft• Physical aggression towards students• Property destruction• Repeated Bullying• Leaving the classroom without permission	<ul style="list-style-type: none">• Physical aggression toward an adult(s)• Physical aggression toward another student causing injury• Fighting• Profanity/Abusive language toward adult(s)• Possession of any firearm(s)/ weapons (or look-alike) or drugs• Extreme disruption• Leaving school property without permission• Sexual Harassment
<u>Level I Consequences</u> <i>addressed by teacher at the classroom level with classroom consequences</i>	<u>Level II Consequences</u> <i>consequences assigned by administrator</i>	<u>Level III Consequences</u> <i>consequences assigned by administrator</i>
<ul style="list-style-type: none">• Reflection• Time out• Apology• Parent contact• Think-it-Through sheet• Loss of privilege	<ul style="list-style-type: none">• Conference with student• Parent contact• Office time-out• Loss of privilege(s)• Apology• Behavior contract• Community service• Restitution• In-school suspension• Out of school suspension	<ul style="list-style-type: none">• Conference with student• Parent contact• Office time-out• Loss of privilege(s)• Apology• Behavior contract• Community service• Restitution• In-school suspension• Out of school suspension• Referral to outside agency• Expulsion

The above lists are not exhaustive. In all cases, administration reserves the right to assign consequence based upon circumstances unique to each infraction.

DISMISSAL

Students are dismissed at the end of the day and asked to report to designated areas for walkers, car riders, bus riders, and bicyclists. If a child is not going home in the usual manner on a particular day, the parent/guardian is asked to send a note to the homeroom teacher. A child will not be released to a third party unless that person is on the authorized pick-up list, and photo identification may be required. ***ABSOLUTELY NO DISMISSAL CHANGES WILL BE ACCEPTED AFTER 1:00 PM. ***

Also, please note that your child is NOT permitted to ride a bus to or from school with another student without express written permission from the transportation office in advance. Permission is granted only

for emergency /childcare purposes and NOT for play dates. Please contact Tammy Warning at 610-683-7361 ext. 5531 for more information.

KES PM Dismissal:

- Car rider: parent comes to side of building; parent stays in car line and teacher puts child in car.
- Parent pick-up: parent/authorized person comes to side cafeteria door (at flagpole) and signs child out.
- Walker: student signs themselves out at the side cafeteria door and walks home. All students who are walkers **MUST** have parental permission (signed note on file) allowing them to walk home from school without adult supervision. Students in kindergarten and grade one may not be dismissed as walkers.

EARLY DISMISSAL

Please refer to the KASD calendar for planned early dismissal days. Students will be dismissed at 11:45.

Emergency Early Dismissal

Teachers will refer to the emergency dismissal forms completed at the start of the year. Students should also know what to do in an emergency dismissal situation (generally, weather-related) **PLEASE make sure that you have established an emergency dismissal plan with your child (ren).**

During early dismissals due to weather or other emergencies, the dismissal time may vary. Please listen to your radio or television for updated information. It is advised that you plan ahead for early dismissals. Radio stations that announce early dismissals are: WAEB-AM (790), WAEB-PM (104.1), WKAP/WZZO-FM (Z95.1), WEEU (850), WFMZ (100.7), WFMZ-TV (102.5), and WRBW-AM (1340).

ELEMENTARY STUDENT ASSISTANCE TEAM (ESAP)

The goal of the ESAP Team is to assist students who are experiencing academic, behavioral, or other challenges in order that they have success in the regular classroom. The team is made up of the principal, the child's classroom teacher, the support teacher, the reading specialist, the guidance counselor, two regular education teachers, a special education specialist, a community agency liaison person, and other educational staff as needed. Parents are encouraged to participate as members of the team. The ESAP process is a positive, success-oriented program.

EMERGENCY DRILLS

Fire drills are held monthly during the school year. Fire safety procedures are reviewed regularly with the students. Emergency lock-down and severe weather drills are scheduled routinely throughout the school year.

EMERGENCY INFORMATION FORMS

A pupil emergency form will be distributed within the first few days of school. Parents/guardians are to complete the form and return it to school immediately. These forms will be on file in the office and the health room. They will be used in case of an emergency to contact the parent or emergency designee at home or at work. Please be sure that the emergency designee has accepted the responsibility. Parent/guardian contact numbers should be updated in writing throughout the year as the need arises.

EMERGENCY STAFF LEADER

The emergency staff leader helps to handle emergencies when the principal is not present in the school building. The emergency staff leader works with the principal and staff to maintain order and a consistent routine during the principal's absence. Mrs. Smith serves as emergency staff leader in Mrs. Barnes' absence.

EXCUSE BLANKS

When a child is absent, a written excuse is required. Email submissions to kesattendance@kasd.org are preferred. Excuse blanks or notes, written and signed by a legal guardian, will also be accepted. Excuses must be received by the school within **3 days** or it will remain **unlawful**.

FACEBOOK

KES is on Facebook. Please “like” us and stay up to date on the happenings at school.

FOOTWEAR

Students are encouraged to wear sneakers or other sturdy footwear to school. Flip-flops and dress shoes are discouraged and will not be permitted on playground equipment. The heels on shoes should not exceed two (2) inches. Sneaker/roller skate combination shoes are not permitted under any circumstances.

FREE AND REDUCED-PRICE LUNCHES

In an effort to assist families, the Kutztown Area School District uses the Federal Income Eligibility Guidelines for free or reduced-price meals for qualified students. Forms are sent home at the beginning of the school year with each child. During the school year, these guidelines and applications are available in each school office. All information on lunch applications is strictly confidential. Feel free to contact the Food Service Director at 610-683-7346 ext. 5543 with questions.

GARDEN

The KES Parents’ Club continues to support our growing courtyard garden – complete with raised vegetable beds, a garden tool shed, a patio with pergola, and wildflower area. Please contact the school if you are interested in volunteering to support the garden program as a garden caretaker volunteer.

GOOGLE CLASSROOM

Google Classroom is a web-based tool that many teachers use to provide parents and students with important information and learning activities related to students’ experiences in the school classroom. Please contact your child’s teacher to learn more about how to access your child’s Google Classroom.

GUIDANCE

School Counselor services are available to all students. Developmental lessons are done in the classrooms in addition to individual and small group counseling. You may contact our school counselor by calling the school between 8:15 A.M. and 3:45 P.M.

GUM

Students are not permitted to chew gum on school property.

HEAD LICE

If a parent/guardian finds that their child has head lice, they should treat it with either an over the counter head lice treatment or treat with a prescription head lice product prescribed by their medical provider. All nits (eggs) should be manually removed. Please check all members of the household and treat as needed. The home should be treated as well. Students may return to school once the treatment is completed. Parents should monitor and check their child’s head over the next 2 weeks for a re-infestation from nits. To prevent the spread of head lice, students should not play with other’s hair or share combs, hair accessories, or hats.

If a child has symptoms of head lice in school, usually itching scalp or suspected insect observed, the teacher will send them to the school nurse for an assessment. If the nurse finds nits or louse, the parent/guardian will be contacted and the child will need to be treated.

HEALTH PROGRAM

Medical examinations are required on admission to school. Dental examinations are required on admission to school and in the third grade.

Height, weight, and vision are checked annually. Hearing screenings are performed annually in kindergarten through third grade and as needed in grades four and five. The school is equipped to handle only emergency care for illness or injury. The parent/guardian will be notified about any necessary follow-up care. Emergency care given at school is temporary and in accordance with the standing orders of the school physician. Please contact the school nurse if your child has special needs.

HOMELESSNESS

The McKinney–Vento Homeless Education Assistance Act guarantees a free and appropriate public education for all homeless children and youth. B.E.C. 42 U.S.C. 11431 outlines procedures for deciding school placement, enrolling students, and determining responsibility.

What is the definition of a “homeless youth” under McKinney-Vento?

“Homeless” is defined as “anyone lacking a fixed, adequate, regular nighttime residence.”

What situations fit this definition?

- Staying in the home of other people due to unavailable housing, financial hardship, or similar circumstances
- Living in motels, hotels, trailer parks (in some instances – examples: leaking roof, no heat, etc.), public places, or campgrounds due to unavailable suitable housing option
- Living in an emergency shelter or transitional housing
- Unaccompanied (not living in direct care of legal parent or guardian) or runaway youth
- Refugee and migrant youth

How does McKinney-Vento help these students?

The law makes sure that these students receive a free and suitable public education by removing barriers to school enrollment and full, basic, daily participation in school activities. This includes:

- Immediate enrollment
- Free and Reduced School Lunch
- Help from school with any necessary enrollment documents
- Help from school setting up transportation service (if the student qualifies)
- Help from school with getting basic uniform clothing
- Help from school with basic school supplies
- Help from school with any basic clothing needs

Contact: KASD McKinney-Vento Liaison 484 651-5522

HOMEWORK

Homework is an important part of a child’s educational program. Its purpose is to provide practice and reinforcement of important skills being taught in the classroom. Students are responsible for completing daily homework assignments. If your child forgets any work at school, and you wish to come back to pick up a forgotten book, **remember that the office (school) closes at 4:00 p.m.** Sample textbook copies are on loan at the Kutztown Public Library for students to use; however, they may not be removed from the premises.

If the child is absent and able to complete assignments, the parent/guardian may call the office in the morning **(before 9:00 a.m.)** to arrange for missed work. **Homework may be picked up in the office at the end of the school day between 3-4 p.m.** This will allow the teacher ample time to gather the assignments. If siblings are picking up homework, they should notify the teacher in the morning. They may report back at the end of the day to pick up the assignments.

INJURIES

All students sustaining a serious injury at school or at home will not be permitted to participate in physical education or recess activities until cleared in writing by the child's physician. This is for the safety of all students.

INSTRUMENTAL MUSIC

The elementary music program involves students in fourth and fifth grade. Students may choose to elect a band instrument in fourth grade. Lessons are provided in school on a rotating pull-out schedule for twenty minutes per week. The type of instrument, scheduling, and student ability determine how students are grouped for lessons. Lessons are continued on a semi-private basis in fifth grade.

An elementary band, which is made up of fifth grade students, meets weekly and performs in the Spring Concert. Beginning in March, fourth grade students will have group rehearsals in preparation for the Spring Concert.

INTEGRATED PEST MANAGEMENT (IPM)

In an effort to protect every student from pesticide exposure, the Pennsylvania State legislature has mandated a new program for chemical usage and pesticide management within school districts. Otherwise known as IPM, parent/guardian information letters are posted on the district web page.

JUNK FOOD

Parents/guardians who pack their child's lunch are encouraged to send healthy foods, such as fruits, vegetables and sandwiches. Milk is available for students who pack lunch for \$.60. Please note that board policy prohibits soda and fast food in cafeterias.

LOST AND FOUND

A "lost and found" box is located in the cafeteria. Please encourage your child to look for misplaced items. Parents are also encouraged to check the "box" for lost clothing items.

LUNCH MONEY

The price of the standard school lunch for students is \$2.90. A la carte items are available at an additional cost. Each student is given a personal lunch account to buy food in the cafeteria, using the point of sale (POS) system. In addition to paying for meals separately, parents/guardians have the option to deposit money into their account from which the student may draw from for meals. This enables confidentiality of all students on the free and reduced lunch program, as well as allowing the lunch lines to move more quickly. In an emergency, a standard lunch may be charged and repaid the next day. Checks are to be made payable to KASD Cafeteria. Additional information regarding lunches can be found at www.kasd.org.

MEDICATION

Only medication prescribed by a student's doctor may be administered at school. The medicine should be brought to the health room in the original container with the completed KASD medication authorization form. Medication forms are available in the building or may be downloaded from the school website. Please contact the school nurse if your child needs daily medication or treatment.

Do not send cough drops in with your child. Cough drops will be administered by the nurse in the health room. Please keep in mind that cough drops do pose a potential for choking, especially with younger students.

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

NON-DISCRIMINATION POLICY

The Kutztown Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, religion or handicap in its activities, programs or employment practices as required as required by Title VI, Title IX and Section 504. For information regarding 1) civil rights, 2) grievance procedures or 3) services, activities, and facilities that are accessible to and usable by handicapped persons, contact district compliance officer, 251 Long Lane, Kutztown, PA 19530 610-683-7361.

OFFICE

The main office is located at the main entrance of the building. To gain access to the building, please use the intercom at the main door. You will be asked by office staff to state your name and the nature of your visit. Parents and other school visitors must report directly to the office to sign in each time they enter and sign out each time they exit the building. Visitors are asked to **bring photo ID and wear a visitor badge during their stay. Office hours are 8:00-4:00.**

PARENT PICK-UP

Parent pick up at KES (at 3:35) describes a third alternative for children who do not ride a bus to depart the school. Families that choose this option park in the upper parking lot or walk to the school to meet their child at dismissal. The parent or guardian then waits at the "Parent Pick-up/ Walker Door" (cafeteria exit door, near flag pole), signs out their child with the staff member on duty, and departs for home. We appreciate your cooperation and patience at dismissal time to assure children's safety. If you desire to remain in your vehicle when picking up your child, please use the "Car Pick-up" option as described in that section of this handbook.

PARENTS' CLUB (KESPC)

The Kutztown Elementary School Parents' Club (KESPC) is committed to the support of our school community. Through various fundraiser and family activities, this organization actively involves parents/guardians in the school. Parents/guardians are encouraged to participate at the monthly meetings. Please check your school calendar for dates, times, and locations.

Because we have the school organization (KESPC) to support the school community, we ask that students not ask staff to purchase items from other outside organizations.

PERSONAL APPEARANCE

While school accommodates a wide variety of individual tastes, appropriate dress helps promote a positive school atmosphere and is encouraged. Students, with the assistance and guidance of their parents/guardians, have the responsibility to keep their hair, clothes, and body neat and clean. Students will not be permitted to attend class where there is evidence that a lack of cleanliness constitutes a health hazard.

Guidelines for School Dress:

Short shorts, halter tops, muscle shirts, cut-off tee shirts with inappropriate messages and any other revealing articles of clothing will not be permitted. The following types of messages, symbols and types of clothing will be excluded from what is considered acceptable:

- Articles displaying indecent messages, pictures, slogans or advertisements.
- Articles promoting drugs, tobacco, alcohol or other dangerous chemical products.
- Articles displaying violence.
- Articles which could be dangerous to students or property.
- Articles displaying symbols of death.

Students are encouraged to wear sneakers or other sturdy footwear to school. Children need proper footwear to get the most out of scheduled gym activities and recess periods. It is impossible for them to play and compete safely in sandals, clogs, leather-soled dress shoes, and heels. We strongly urge you to be firm with your child (children) regarding this policy for their own safety. Open sandals, flip-flops, and dress shoes are discouraged. The heels on shoes should not exceed two (2) inches. Sneaker/roller skate combination shoes are not permitted under any circumstances.

If any articles of clothing are deemed inappropriate for school, parents/guardians will be notified and asked to bring a suitable change of clothes. School staff will make determinations regarding safety of clothing/footwear based on the activity.

The use of make-up and perfume is discouraged at the elementary level.

Common courtesy dictates that students will remove all hats upon entering the building and those hats will remain off until they have left the building. Exceptions will be made for special theme days such as “Hat Day”.

Unless weather is unusually severe, children will be outside for recess. Therefore, it is your responsibility to dress them appropriately. This includes hats, gloves/mittens, boots, etc.

PHOTOGRAPHS

At various times throughout the school year, your child’s picture and/or video image may be taken for educational or publicity purposes. A release is included in this book for you to grant permission for your child to be photographed. **When attending school events, please only take photographs of your own children.**

POLICIES

The Kutztown Area School Board, in order to better inform those involved and to help the district function effectively, creates and updates policies that express the district position on issues, create rules, and express expectations for district employees and students.

These policies are available on the school district website at www.kasd.org. They cover hundreds of topics, including weapons and sexual harassment from which the following excerpts have been taken.

Sexual Harassment - Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of sexual nature when made by a member of the staff to a student, when made by a student to another student, or when made by any student to a staff member. Incidents of subjected harassment should be reported to the school guidance counselor and/or building principal.

Weapons and Dangerous Instruments - The term weapon shall include, but be limited to any knife, cutting instrument, cutting tool, nunchakes, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily harm. The term facsimile weapon shall include all instruments or implements resembling or intended to resemble a weapon. A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon or facsimile weapon on school premises, at

any school sponsored activities, or on any public or private conveyance providing transportation to a school or school sponsored activity.

Care of School Property

The Board charges each student in the district's schools with responsibility for the proper care of the school property, school supplies and equipment entrusted to the student's use.

It is the policy of the Board that students who willfully cause damage to school property shall be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under law.

Electronic Devices

The Board prohibits use of electronic devices by students during the school day in district buildings; during the time students are under the supervision of the district; and in locker rooms, bathrooms, health suites and other changing areas at any time, except for school-issued devices or if consent is given by the administration.

The Board prohibits use of cellular telephones that have the capability to take photographs or record audio or video during the school day in district buildings, or on district property and while students are engaged in school-sponsored activities, unless expressly authorized in advance by the building principal or designee.

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.

Such prohibited activity shall also apply to student conduct that occurs off school property as outlined in policy. In addition, the Board prohibits possession and use by students of any device that provides for a wireless, unfiltered connection to the Internet.

The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

PROGRAMS FOR ELIGIBLE OR PROTECTED HANDICAPPED STUDENTS

Pennsylvania Standards and Regulations require that school districts notify parents/guardians throughout the district of child identification activities. This information is provided on the school district's web page or hard copies may be picked up in each school through the school counselor.

For further information, contact the Special Education Department at 610-683-7361.

QUESTIONS AND CONCERNS

Your child's teacher should be your first contact when you have questions or concerns. Teacher contact information is available through the district website at the www.kasd.org home page by clicking on 'staff directory'. If you and the teacher are not able to resolve the issue, the building principal should then be contacted. Children's educational interests are best served when the lines of communication between home and school are open and positive.

RECESS

Students will have recess whenever the weather permits. Children should be dressed appropriately (including footwear) for the weather as well as for large muscle activity.

REPORT CARDS AND CONFERENCES

Report cards are issued three times a year. They are given to parents/guardians at the first trimester conference, and sent home with students following the second and third trimesters. Parents/guardians are asked to sign the report card envelope each quarter. Non-custodial parents may receive a copy of their child's report card by sending a written request along with three self-addressed envelopes to the school counselor each year.

In all grade levels, additional conferences may be scheduled throughout the school year by contacting your child's teacher.

RETENTION IN GRADE

Retention may be considered for any child if not meeting grade-level standards.

ROLLERBLADES/SKATEBOARDS/SCOOTERS

None are permitted in the school building or on the school grounds for obvious safety reasons. This includes sneaker/roller skate combination shoes.

SAFETY PATROL

Safety Patrol members work to ensure the safety of students to and from school. All fifth grade students are eligible to participate as a safety patrol. However, a student may be removed from this "privileged position" due to poor academic standing, excessive student absences/tardiness, unwanted discipline report record, poor homework completion, or lack of good school citizenship behaviors.

SCHEDULE

The elementary schools follow a five-day (Days numbered 1-5) schedule.

Following is an example of how the schedule will work:

Tuesday, August 29 – Day 1	Monday, September 4 – SCHOOL CLOSED
Wednesday, August 30 – Day 2	Tuesday, September 5 – Day 4 (picking up from last day school was in session.)
Thursday, August 31 – Day 3	Wednesday, September 6 – Day 5
Friday, September 1 – SCHOOL CLOSED	Thursday, September 7 – Day 1 (cycle repeats)

Your child's teacher will inform you as to specialist days (art, music, fitness, computer, library).

STANDARDIZED TESTING

Testing schedules will be posted on the district web page and information will be sent home with each student prior to the administration of any standardized assessment. Student vacations will not be approved during PSSA or district-wide standardized testing.

STUDENT DAY

Depending on the day of the week, students may report to their respective classrooms at 8:30 or 8:45 a.m. When dropping students off at school, please allow ample time for them to make their way to their classroom and unpack so they are ready to begin right away. The school day begins promptly at 9:00 a.m. and ends at 3:30 p.m.

STUDENT RESPONSIBILITIES (Pennsylvania School Code)

- Students have a responsibility to attend school regularly.
- It is the responsibility of students to be aware of all rules and regulations for student behavior and conduct themselves in accord with them.

- Students have a responsibility to express their ideas and opinions in a respectful manner so as not to offend or slander others.
- Students have a responsibility to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Students have a responsibility to dress and groom themselves so as to meet fair standards of safety and health and so as not to cause substantial disruption to the educational process.
- Until a rule is waived, altered, or repealed, students are responsible for assuming the rule is in full effect.
- Students are responsible for assisting the school staff in operating a safe school for all students enrolled in the school
- It is the responsibility of students to be aware of and comply with state and local laws.
- Using public facilities and equipment with proper care is the student responsibility.
- Submitting a proper excuse for absence from school is a student responsibility.
- Students are responsible for being on time to all classes and other school functions.
- Making all necessary arrangements for making up work when absent from school is a student responsibility.
- It is a student responsibility to pursue and attempt to satisfactorily complete the courses of study prescribed by state and local authorities.
- Students are responsible for avoiding inaccuracies in student newspapers or publications and indecent or obscene language.
- No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, administrators, and all others who are involved in the educational process.

SUNSCREEN

Section 1414.10 (2) of the PA School Code allows for the use of a non-aerosol topical sunscreen product for students in school if:

1. The product is approved by the Food and Drug Administration,
2. The parent/guardian must submit a form allowing the student to use the topical sunscreen, and
3. The student must submit a form stating that they are aware of the proper use and safety precautions of the product and will handle it appropriately.

It is highly recommended for elementary students that sunscreen to be applied at home prior to school for field trips and field days. However, if parents/guardians wish for students to have and self-apply, sunscreen, forms must be completed. Please see the nurse for necessary forms.

TECHNOLOGY ACCEPTABLE USE POLICY (full policy 815 available at www.kasd.org)

Delegation of Responsibility

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.

Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose except as described below under the "Security" heading. Network users shall respect the privacy of other users on the system.

Each employee or student issued district-owned technology shall be responsible for the security and care of that technology, regardless of whether the technology is used in the district, at the employee's or student's place of residence, or in any other location such as a hotel, conference room, car, or airport.

Employees and students shall be responsible for all content on their district issued technology. The district may monitor all such content on district-owned devices.

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, in chat rooms, through email, on social networking websites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.

2. Commercial or for-profit purposes.
3. Non-work or non-school related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.[19]
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

TELEPHONE USE

We discourage unnecessary phone calls by students to their home for forgotten books, papers etc. In an emergency, students are permitted to use the telephone in the classroom and the main office with teacher permission. Students are permitted cell phones at school; however they are to be kept in their back packs and **turned off**. As a general rule, student cell phone use is not permitted during the day.

TOYS

Toys are permitted in school **only** at the request of the classroom teacher for such activities as show-and-tell or indoor recess. Students should not bring toys, trading cards, and electronic devices to school. Frisbees etc. may be used in restricted areas established by the teachers on playground duty. This also applies to throwing softballs and footballs when students are restricted to the macadam playground due to field conditions. If a child brings a toy to school for use at daycare before or after the school day, the toy should remain in the backpack.

TRANSPORTATION INFORMATION

Please remember to send a note with your child if he/she needs to go home a different way. Remember if you call in the afternoon with a change, it disrupts the class when we need to call into the room with your message. **ABSOLUTELY NO DISMISSAL CHANGES WILL BE ACCEPTED AFTER 1:00 PM. **

Students are not permitted to ride a different bus for play dates, school projects, etc.

The bus driver can safely carry out his/her responsibilities if all students cooperate to the fullest extent. The bus driver is in charge of the vehicle and as such has the same authority as a classroom teacher. A referral from the bus driver will be dealt with in the same manner as a referral from a classroom teacher.

PARENTS AND GUARDIANS OF KINDERGARTEN AND FIRST GRADE STUDENTS

For the safety of your child, someone must be available at the bus stop, in the afternoon, to take the student off the bus. If there is no one available to take the student off at the bus stop, the student will be transported back to their home school. A parent, or guardian, will be responsible to pick their child up after they are dropped off at their home school.

Please note that the person taking a student off the bus should be standing at the bus door so the driver can release the student. This is for the safety and well-being of your child

School Bus Rules

- The bus driver may assign seats.
- Be courteous; observe same conduct as in the classroom.
- No profanity.
- Do not eat or drink on the bus; keep bus clean.
- Violence is prohibited.
- Remain seated, facing forward, speak quietly.
- No smoking.
- Keep your hands, head or any part of the body inside the bus.
- Do not destroy property.
- For your own safety, do not distract the driver through misbehavior.

Additional Rules for the School Bus

- Students should be at the bus stop five minutes prior to scheduled stop time.
- While waiting for the bus at the assigned stop, pupils must not play games on the road, enter into private property, or misbehave in any manner.
- Do not throw objects out the window.
- Pupils must wait for the bus to come to a full stop before attempting to get on the bus or before getting up from the seat to get off the bus.
- Animals, weapons, hazardous materials, large objects, dangerous objects, glass containers, etc. are not permitted on buses.
- Pupils are not to get off at any other than their assigned stop.
- If a student must ride another bus for child-care purposes, the Childcare Request Form **must** be completed and mailed to the transportation office. Childcare requests **must** be made annually and no later than July 15th. Please contact your respective schools for the appropriate childcare form. Only existing routes will be used for childcare purposes.
- Pupils are not to get off at any other stop than their assigned stop. **Only in an emergency situation may a student ride another bus.** A written request must be made to the respective building office if such an emergency arises. If time does not permit a written request, please call the transportation department at 610-683-7361, ext. 5531 with your emergency request.
- Students are permitted to ride an alternative bus for emergency reasons **only**.
- **Only Kutztown Area School District students will be transported.**

Please remember that parents/guardians of students involved in an incident on the bus will be notified and disciplinary action will be taken. Students will be financially accountable for damage to the school buses or vans. Students should refer to their handbook and/or the district policy book for additional provisions.

NOTICE OF USE OF AUDIO AND/OR RECORDING DEVICES ON SCHOOL BUSES AND/OR OTHER SCHOOL

VEHICLES: The safety of your children is of highest priority to the Kutztown Area School District. The purpose of this information is to provide you with the required notice that to the extent permitted by Pennsylvania law, audio and/or video recording devices may be used on all District operated school buses and/or other school vehicles to monitor the health, safety, and welfare of all students and staff. For additional information

regarding the District's use of audio and/or video recording devices and/or the maintenance, storage, and/or disclosure of the audio and/or video recordings, please see Board Policy #. 810.2.

UNBIRTHDAYS

Students who celebrate their birthdays when school is not in session will be mentioned on the daily morning announcements.

VACATIONS

Policy #204 – Attendance: Educational /Vacation Tours and Trips, Grades K-12

A student will be permitted to take one (1) educational trip (up to a maximum of five (5) school days) per school year with parents/guardians and receive an excused absence, provided that parents/guardians comply with the policy requirements. The maximum five (5) days permitted may be used for one (1) trip or a few small trips. However, only a total of five (5) days for a school year will be permitted to be taken by a student. Any number of days less than five (5) used in a school year will be forfeited at the end of the school year and will not be allowed to be carried over to the next school year. Any days beyond the maximum of five (5) days will be considered unexcused and unlawful for students under age seventeen (17) and appropriate legal action will be taken. **Educational trip absences WILL count toward the 10 days before a doctor's note is needed.**

A written request for a student to be excused due to an educational/vacation trip must be submitted to the building principal no less than ten (10) school days prior to the trip. Forms can be picked up in the school office.

The following will be taken into consideration by the principal in granting permission for the trip:

- The student's academic standing.
- The student's attendance record.
- The effect the absence will have on the student's educational welfare.
- Exceptionality of the request.
- Students are responsible for contacting teachers and making up missed work.

Students may be excused from school for family vacations, without approval by the school board, for up to five (5) days. The office should be notified, in writing, ten (10) days prior to the trip. Missed assignments may be made up upon the child's return to school; however, it should not be expected that assignments will be provided prior to the trip.

Student vacations will not be approved during PSSA testing periods. Please check the school district's calendar for specific dates.

VISITORS

The main office is located at the main entrance of the building. Parents and other school visitors must report directly to the office to sign in each time they enter and exit the building. Visitors are asked to bring photo ID and wear a visitor badge during their stay.

VOLUNTEERS

Volunteers are always a welcome addition to our school community. **Interested parties must complete necessary paperwork.** Please contact the office for information regarding requirements for volunteering.

WALKERS

Walkers and early arrivals are to enter through the lobby doors and wait in the lobby or multi-purpose room until they are dismissed to their classrooms at 8:45. **Children may NOT arrive at school before 8:30** because **there is no supervision before that time.** We realize that there may be an emergency situation during the year

when it becomes necessary to drop your child off before 8:30. If that should happen, please call the office 610-683-3557 to make a special arrangement for that day.

At the end of the day, walkers are dismissed at 3:40. Parents/guardians must provide a written note documenting that their child is permitted to walk home without a parent. Students in kindergarten and first grade are not permitted to walk home. Walkers are to sign out and exit the building ONLY at the northwest cafeteria exit door. They are NOT to wait at the riders' portico or remain on the school grounds.

Walkers need to be on their way immediately upon being dismissed. Walkers are expected to follow all school and safety rules on their walk home.

WEATHER

In the event of inclement weather, parents/guardians need to ask a responsible adult to listen to the radio or TV for late starts and school cancellations. The district also uses the Connect Ed system. This system calls the home with the information of delays, early dismissals, or closing. You have the option to participate in the program or not.

WEBSITE

The Kutztown Area School District Website is available at www.kasd.org. It contains important information on a variety of topics, photos of school events, as well as a monthly newsletter from the principal. To access the Kutztown Elementary School page, click on the "Schools" tab, and then click on "Kutztown Elementary School".

XYZ

If you have "eXtra" items to be considered for next "Year's" handbook, feel free to "Zip" them off to the office.

NOTICE TO PARENTS/GUARDIANS OF CHILDREN WHO RESIDE IN KUTZTOWN AREA SCHOOL DISTRICT

PROGRAMS FOR ELIGIBLE OR PROTECTED HANDICAPPED STUDENTS

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

- | | |
|--|------------------------------------|
| 1. Autism/pervasive development disorder | 8. Neurological impairment |
| 2. Blindness or visual impairment | 9. Other health impairments |
| 3. Deafness or hearing impairment | 10. Physical disability |
| 4. Developmental delay | 11. Emotional disturbance |
| 5. Mentally gifted | 12. Specific learning disability |
| 6. Mental retardation | 13. Speech and language impairment |
| 7. Multi-handicapped | |

If you believe that your school-age child may be in need of special education services and related programs, or young child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to **Mrs. Melissa Smith, school counselor**.

In compliance with state and federal law, the **Kutztown Area School District** will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), and rights to due process procedures, you may contact in writing the person listed above or any building principal, or to Mrs. Jennifer Elliker, Coordinator of Special Education at the District Office 610-683-7361.

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

ABC Handbook Acknowledgement/Release Consent Form

SIGN/INITIAL IN FOUR (4) PLACES.

Child's Name _____

Teacher _____

ABC HANDBOOK AND BULLY PREVENTION ACKNOWLEDGEMENT

Our signature below indicates we have read and understand the Kutztown Elementary ABC Handbook and discussed its contents, including KASD Bullying Prevention information.

1

Child's Signature

Parent/Guardian Signature & Date

RELEASE CONSENT - INITIAL ONE

2

OR

☐

(Parent/Guardian Initial) I authorize the Kutztown Area School District and the Kutztown Elementary School to release content such as photographs, copy, interviews, artwork and video/audio tapes of my child for the purpose of publicizing/promoting the District and/or School. This includes, but is not limited to: KASD website, news media, social media. Whenever possible, children will remain anonymous (i.e. names will not be released).

☐

(Parent/Guardian Initial) I DO NOT authorize the Kutztown Area School District and the Kutztown Elementary School to release content such as photographs, copy, interviews, artwork and video/audio tapes of my child for the purpose of publicizing/promoting the District and/or School. *This does NOT apply to photos, work, etc. displayed or used within Kutztown Elementary School.*

NEWSLETTER & YEARBOOK CONSENT - PLEASE INITIAL

3

☐

(Parent/Guardian Initial) I authorize Kutztown Elementary School to publish my child's photograph in classroom and school newsletters and the school yearbook.

ON-CAMPUS FIELD TRIP PERMISSION - PLEASE INITIAL

4

☐

(Parent/Guardian Initial) I authorize my child to participate in on-campus field trips including events held at Kutztown High School and Middle School.

After signing / initialing above, please detach and return this page to your child's classroom teacher.

Please submit one form per student.

Thank You!

