

# PENNRIDGE SCHOOL DISTRICT

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Bedminster Elementary School  
R. B. Deibler Elementary School  
J. M. Grasse Elementary School  
Dr. Patricia A. Guth Elementary School  
Sellersville Elementary School  
M. M. Seylar Elementary School  
West Rockhill Elementary School

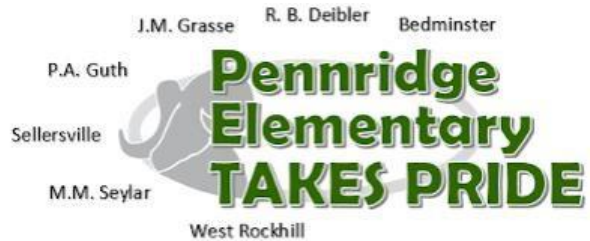


# PARENT-STUDENT ELEMENTARY HANDBOOK

The purpose of the *Student Handbook* is to give Pennridge School District students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools.

In a case of conflict between a board policy and the provisions of this handbook, the board policy most recently adopted will prevail.

Students and parents/guardians should be aware that this document is reviewed annually because policy adoption and revision is an ongoing process. Any newly adopted or revised policies will supersede the provisions found in this handbook. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the Pennridge School District. If policy changes are enacted during the school year, the administration will make every attempt to communicate those changes to students, staff and parents/guardians. Because a handbook of this nature cannot cover every possible item or incident that may arise, final resolution of such situations will be made by the school administration.

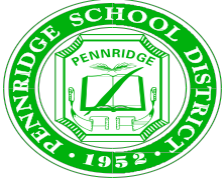


## *Our Mission Statement*

*Pennridge School District strives to provide all students with a well-rounded educational experience where they acquire the 21<sup>st</sup> Century skills necessary for a successful future.*

## Elementary School Principals

Mr. Howard Vogel	Bedminster	215-795-2929
Mrs. Maria Pulli	R. B. Deibler	215-257-1146
Mrs. Casi Plourde	J. M. Grasse	215-723-7501
Mr. Matthew Smith	P. A. Guth	215-257-8057
Mrs. Sarah Baker	Sellersville	215-257-6591
Mr. Miles Roe	M. M. Seylar	215-257-6272
Mrs. Mia DiPaolo	West Rockhill	215-257-9200



# PENNRIDGE SCHOOL DISTRICT

1200 N. Fifth Street  
Perkasie, PA 18944-2295

Dear Parents and Guardians:

The elementary program of the Pennridge School District is designed to provide your child(ren) with experiences and opportunities to meet their individual needs and stimulate learning in all developmental areas including social, emotional, physical and intellectual.

Please take the time to thoughtfully read through this handbook and review the applicable components with your child(ren). The intention of this handbook is to gather the various items and procedures the District believes will be helpful to you and your child(ren) as you engage with the Pennridge School District Elementary School programs.

As you use this publication, you might have suggestions and ideas for including additional information. Please communicate your ideas in writing to the school office so they may be considered for inclusion in next year's edition of the handbook.

Have a wonderful 2023-2024 School Year,

*Dr. Anthony P. Rybarczyk*

Assistant Superintendent for Elementary Education

Pennridge School District

#### Mission Statement

It is paramount that our students graduate with knowledge of their talents, passions and what is necessary for them to remain life-long learners and productive citizens. These objectives need to be accomplished in a community-oriented environment that is safe, welcoming, nurturing, student-centered and respectful of all. As such, the mission of the Pennridge School District is as follows: Pennridge School District strives to provide all students with a well-rounded educational experience where they acquire the 21<sup>st</sup> century skills necessary for a successful future.

# School Hours

## **Guth and Sellersville Elementary Schools**

- 8:20 a.m. Children may report to their class, AM Kindergarten arrival
- 8:35 a.m. School begins in grades 1-5, and AM Kindergarten
- 11:15 a.m. Morning Kindergarten dismissed
- 12:25 p.m. Afternoon Kindergarten arrival time
- 12:40 p.m. Afternoon Kindergarten begins
- 3:20 p.m. School dismissed for grades 1-5, and PM Kindergarten



## **Bedminster, Deibler, Grasse, Seylar, and West Rockhill Elementary Schools**

- 8:35 a.m. Children may report to their class, AM Kindergarten arrival
- 8:50 a.m. School begins in grades 1-5, and AM Kindergarten
- 11:40 a.m. Morning Kindergarten dismissed
- 12:30 p.m. Afternoon Kindergarten arrival time
- 12:45 p.m. Afternoon Kindergarten begins
- 3:35 p.m. School dismissed for grades 1-5, and PM Kindergarten

### **An important message about visiting during school hours:**

To ensure the safety of our children and staff, and to abide by Pennridge School Board policy, all visitors must report to the school's Main Office upon arrival and register with the office personnel. All visitors are required to show valid government-issued photo identification for scanning by the Raptor Security System.

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## **Accommodations**

Students with disabilities are entitled to accommodations in school to aid in their access to schooling under Section 504 and the Individuals with Disabilities Education Act (IDEA).

Should you believe that your child is entitled to accommodations, please contact your building principal.

## **Assessments**

In addition to assessments used in the daily program, standardized assessments and district-designed assessments are regularly administered to students. The results of these assessments are used to determine the progress of students as well as to assist in program development.

### *Standardized Assessments*

All students in grades 3-5 participate in the mandatory state testing, the Pennsylvania System of School Assessment (PSSA). Students in these grades take PSSA E/LA and Mathematics tests in the spring. Fourth grade also takes the Science PSSA in the spring. A state-generated report on student achievement is provided to parents/guardians approximately 4-6 months after the PSSA testing. Each report includes the student's overall score for each assessment and a proficiency level for each of the Pennsylvania academic standards measured by that assessment.

Additional information about the PSSA tests and Pennsylvania Academic Standards may be obtained from school principals, the District's Office of Teaching, Learning, and Innovation or on the Pennsylvania Department of Education website ([www.pde.state.pa.us](http://www.pde.state.pa.us)). The PDE home page link to "Academic Standards" provides information on the academic content students are expected to learn. The "Pre-K-12 Schools" link allows access to the link for "Assessment" that provides information about the PSSA tests. A parent/guardian resource entitled "Helping Your Child Perform Well on Tests" is available at each school office and from the district Curriculum Office.

**Trips scheduled during standardized/State testing will not be approved by the building principal.**

## **Attendance - Absence - Early Pick-up**

Regular attendance is required of all students enrolled in Pennridge School District schools during the days and hours that school is in session. Regular attendance is vital to your children's academic success. The educational program offered by the district is predicated upon regular student attendance and requires continuity of instruction and classroom participation for students to achieve academic standards and consistent educational progress.

The Pennridge School Board considers the following to be reasonable cause for student absence from school: illness, recovery from an accident, medical appointments, required court attendance, death in the family, and educational travel with prior approval from the building principal.

Parents/guardians are required to call or email on the morning of the absence to notify the school of the child's absence. An automated message will be sent to parents/guardians who have not reported their student's absence by 10:45 a.m.

Absences shall be deemed ‘unlawful’ unless the school receives a written excuse explaining the reason for the absence within three (3) days of the absence. A detailed analysis regarding truancy can be found at [www.elc-pa.org/truancy](http://www.elc-pa.org/truancy).

The Commonwealth of PA’s new school attendance law states: **Its purpose is to improve school attendance and deter truancy through a comprehensive approach. All absences beyond ten cumulative days require a written excuse signed by a physician.**

**Parents/guardians will be invited to participate in a Student Attendance Improvement Plan meeting when 15 cumulative absences have occurred.** Cumulative absences include pre-arranged and pre-approved educational trips or family vacations, illnesses reported by the parent/guardian without a doctor’s note, truancy, and other absences not classified as non-cumulative. Non-cumulative absences include extended illness verified with a *signed* note from a physician, death in the family, religious holidays as designated by the PA Department of Education, and out-of-school suspensions.

**The Pennridge School District mandates that students in grades 3-5 must attend school each day during PSSA state assessments, unless the student is ill.**

## **Bicycles**

Due to safety concerns, the riding of bicycles to school is not permitted.

## **Birthday Celebrations**

If your child wishes to celebrate their birthday in school, please provide a **non-food item** to bring in to share with students. Students may want to bring in small items, e.g., pencils, stickers, erasers, etc. Students are welcome to share birthday invitations for all students in their homeroom. The distribution of invitations will occur at the end of the school day.

## **Book Clubs**

Since good reading habits are encouraged, book clubs are often sponsored by some of the teachers. A child may order as many or as few paperback books as they like. The teacher assumes the responsibility of collecting the money and ordering the books. Participation in these clubs is optional. We encourage you to select books for purchase based on *your* decisions. Book companies use symbols indicating their recommendation for appropriate ages or grade levels. However, these are company decisions and may not coincide with decisions you are making in your family or with your child’s current reading and/or maturity level.

## **Bus Transportation**

Bus transportation is provided for every elementary school student in kindergarten (one way), first, and second grades at every school, and for students in grades 1-5 at Bedminster, Deibler, Grasse, and Seylar.

**For schools with walkers — Guth, Sellersville, and West Rockhill — beginning in grade 3, students who live within the designated walking area at each school are expected to walk or find an alternate means of transportation.** Bus transportation is a privilege that may be withdrawn for inappropriate behavior on the bus or at the bus stop. Audio/video recording devices are used on Pennridge buses for reasons of safety and to monitor student misconduct for possible disciplinary consequences. Please see page 26 for a letter explaining this topic in more detail.



The Pennridge School District's Transportation Guidelines are included on pages 24-25. All questions or concerns should be referred to the Director of Transportation, Mrs. Jessica Krause at 215-453-2725.

### **Calendar of Events for the School Year**

A district calendar will be sent home at the beginning of the school year. This calendar will list the events of all the schools in the Pennridge School District. Individual school principals will also periodically send home a calendar of events with the school newsletter or post the calendar on their school's website.

### **Care of Textbooks**

Students are responsible for all textbooks issued to them during the school year. Please contact the school whenever a textbook is lost and/or damaged, so a replacement can be given to the student. The office will also provide prices for replacements. If a lost book is found, monies paid will be refunded.

### **Child Study Team**

The Child Study Team (CST) provides support to students who are struggling in school. CST members include the parents/guardians, the child's teacher, the school counselor, the principal, the reading specialist and the instructional support teacher. The CST process is composed of assessment and intervention practices to assure that students receive effective instruction. CST engages in a collaborative problem-solving process that identifies learning or social/emotional problems based upon assessment information. The process also sets measurable goals, brainstorms strategies and develops a plan based upon classroom interventions.

After the completion of the classroom-based interventions, the CST team analyzes the student's progress. The team then decides whether the interventions will support success or whether more intensive support services may be needed, such as referral to a multi-disciplinary team to determine eligibility for special education services.

### **Custody Orders**

Please submit a copy of your notarized court-ordered custody papers to your elementary school office. It is the responsibility of the parent/guardian to communicate changes in custody or updated orders to the school. ***For the safety of your child, it is imperative that the school has the most up-to-date version of your custody agreement.***

### **Discipline**

Discipline begins in the home at an early age. Well-disciplined children will direct their interests, efforts and abilities toward greater achievement. Those who are well-disciplined often take advantage of opportunities offered in school and usually help create an environment conducive to learning.

Parents/guardians should expect to be informed of any discipline problem that is serious or persistent. Communication between all persons dealing with the discipline problem is vital if the problem is to be dealt with effectively. Parents/guardians are encouraged to contact the school if they believe there is a disciplinary issue that is not being addressed or an issue of which the school is not aware. This booklet includes the Code of Discipline for the Pennridge

School District.

Each building has a school-wide positive behavior system that reflects their own T.A.K.E.S. P.R.I.D.E. themed character traits.

## **Dress Code**

### ***Current Pennridge School Board Policy 221 as of June 18, 2012***

*The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their guardians to make decisions regarding their appearance except when their choices affect the educational program of the schools or constitute a health or safety hazard.*

*All students are expected to be neat, clean, fully clothed and well-groomed, at all times. The following guidelines will be enforced by the administration:*

- 1. All clothes should be clean, neat, in good repair, and in good taste.*
- 2. Students may not wear destructive clothing or footwear (i.e., rivets, cleats, ornamental belts, etc.), which may damage school property or jeopardize the safety of the student or others.*
- 3. Slogans, expressions, and symbols must conform with the requirements of School District Policy No. 220–Student Expression.*
- 4. "Muscle shirts" or garments exposing the stomach are not to be worn.*
- 5. Any attire that the administration considers to be an impediment to the quality of instruction or jeopardizes the safety of the student or others shall not be permitted.*
- 6. Students may wear shorts of appropriate length. The length of the shorts must exceed the length of the student's fingertips when standing with arms at the side. "Spandex," cycling or boxer shorts may not be worn as outer clothing.*

*Principals shall take appropriate disciplinary action against any and all pupils who persist, after warning, in disregarding any of the above. Such measures may continue until such time as the student presents him/herself for readmission to class, having corrected and given assurances that he/she will not repeat the conditions of dress or personal appearance which were the cause of the disciplinary action.*

Each principal will be responsible for enforcing proper dress and grooming guidelines that conform to this policy.

The following are additional guidelines for all elementary students. If you have any questions, please contact the school.

- 1. For the safety of all students, sandals and/or clogs without supportive straps around the ankle, or other beach footwear, are not appropriate for school and should not be worn.*
- 2. Appropriate clothing should be worn to ensure the safety of your child on the playground and/or during class activities.*
- 3. Any attire that disrupts the educational program of the schools or constitutes a health or safety hazard shall not be permitted.*
- 4. During cold weather, children should be appropriately dressed for recess, which in some cases may mean long pants, boots, hats, mittens, and heavy coats.*
- 5. For reasons pertaining to the safety of the students, no necklaces, earrings or other jewelry are permitted during physical education classes.*

## **Educational/Field Trips**

Teachers are encouraged to help broaden the educational experience of pupils by taking them on appropriate field trips or by providing fun in-school learning experiences. Depending upon the nature of the trip, pupils may be responsible for paying the partial cost of these chaperoned trips. Permission slips signed by parents/guardians must be completed and returned to the teacher before the day of the trip.

## **Electronic Devices**

All electronic equipment (including cell phones) may not be brought to school. If it is necessary to bring a cell phone to school, it must be turned off and placed in the student's backpack for safe keeping. The elementary schools *will not* assume any liability for the equipment. Equipment used in school without specific permission will be confiscated. The first-time confiscation occurs, the student may pick it up in the office at a time determined by the principal or parents/guardians will be asked to pick up the item in the office.

## **Emergency Closing**

If for any reason students need to be dismissed early, reasonable efforts will be made to contact parents/guardians to inform them of the dismissal time. Parents/guardians should discuss emergency arrangements with their child in the event no one is home when they arrive. All after-school activities will be cancelled for that day.

If school is cancelled in the early morning hours due to inclement weather, the District-wide "Blackboard Connect" phone and text message service will be utilized to notify school community members of changes to our regular schedule. In addition, announcements will be made on the Pennridge School District's website ([www.pennridge.org](http://www.pennridge.org)) and most radio and television stations (as well as their websites) in the Delaware and Lehigh valleys in a timely manner.

## **Emergency Drills**

In compliance with state regulations, a fire drill will be held at each school at least once a month during the school year. Specific information for the fire drill exits is posted in each room. Intruder and other emergency drills will also be conducted periodically throughout the year.

## **Emergency Information**

Updated emergency information must be on file for every child to ensure contact can be made with a responsible adult in the event of illness or injury. Please use the PowerSchool Parent Portal at the start of the school year to submit any changes in home, cell or work telephone numbers, as well as emergency contacts so that our information will always be accurate and current.

**This is completed every August through the PowerSchool Parent Portal prior to the start of the school year.**

## **Exclusion from Physical Education**

Students who are to be excluded from physical education classes for medical reasons must bring a note from the parent/guardian stating the reason for the exclusion. This note must be taken to both the classroom teacher and the physical education instructor.

If the student is to be excluded for more than one physical education period, a doctor's note with the reason and the length of time of the exclusion or accommodations for adaptive physical education must be provided.

## **Guidance Services**

A certified school counselor is assigned to each elementary school in the Pennridge School District. The counselor has a variety of responsibilities. Among them are the provision of classroom instruction in a developmental guidance program, small group counseling for dealing with specific affective issues, and individual consultation for both developmental and crisis needs. Additionally, the counselor is a member of the school's Child Study Team.

## **Health Services**

Health Services are provided by a school nurse and the school physician.

*Medical Examination:* Medical examinations are required upon original entry of a child into school and again in grade six, in accordance with the School Health Act. The examinations may be made by the family doctor at the parent/guardian's expense or by the school physician. The family doctor is recommended for continuity of care. The required forms will be furnished by the school. Physical examinations completed by a private physician must be completed within one year prior to a student's entry into the grade where the exam is required.

*Dental Examination:* Dental examinations are required upon original entry of a child into school and again in grade three, in accordance with the School Health Act. The examinations may be made by the family dentist at the parent/guardian's expense or by the school dentist. The family dentist is recommended for continuity of care. The required forms will be furnished by the school. Dental examinations completed by a private dentist must be completed within one year prior to a student's entry into the grade where the exam is required.

*Growth:* Height and weight are measured annually by a school nurse.

*Vision:* Each student is given a vision screening annually by a school nurse.

*Hearing:* Each year all students in kindergarten, and grades one, two, and three are screened for hearing loss by a school nurse.

*Immunization:* The Pennsylvania Health Department requires all children to receive certain immunizations before they may enter school for the first time in public and private schools. Students not fully immunized risk exclusion from school until fully immunized. The required immunizations are:

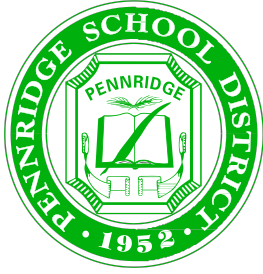
- Four (4) basic doses of Diphtheria, Pertussis (Whooping Cough), and Tetanus (DPT); or Diphtheria-Tetanus (DT), or Tetanus in combination are required. (Please note the fourth dose must be administered on or after the fourth birthday.)
- Four (4) doses of Polio Vaccine (Please note if the third dose has been given after the fourth birthday, three (3) doses are acceptable.)
- Two (2) doses of Measles (Rubeola), German Measles (Rubella), and Mumps Vaccine (MMR); These vaccines are usually given as one vaccine. The second MMR is usually given during your child's five year physical.
- Three (3) doses Hepatitis B Vaccine

- Two (2) doses of Varivax (Varicella/Chickenpox Vaccine) or proof of disease

**The proper immunization forms must be completed and submitted within the first five days of school.** Medical and/or religious exemptions are permitted.

*Illness and Injury at School:* School personnel will make every effort to administer first aid, in an emergency situation. If a child becomes ill at school or has a serious accident, the school will take appropriate action, including the procedures permitted by the parents/guardians as listed on the PowerSchool Parent Portal. Every effort will be made to notify parents/guardians in these situations.





# PENNRIDGE SCHOOL DISTRICT

1200 North Fifth Street  
Perkasie, Pennsylvania 18944-2295

Dear Parent/Guardian,

The Pennridge School District's medication policy includes prescription medications and over the counter (OTC) medications. **Only FDA approved medications will be given.** All medications require parent/guardian and physician authorization and must be kept in the school health office. **School nurses are not allowed to administer any medication without a physician's order.** The Pennridge Medication Permission Form should be used for each medication ordered. ***All forms are available on the PSD website under Health Services.***

Pennridge School District has orders from our Medical Director to administer Tylenol (Acetaminophen) and/or Antacid to your child with parental consent.

**Parents must give yearly permission in Power School using their parent ID/Password.**

Any medication to be administered at school must be delivered by an adult directly to the school nurse, the school principal, or his/her designee. **Prescription medications must be received in the original pharmacy labeled bottle.** OTC (over the counter) medications must be received in their properly labeled containers.

**In accordance with state law, medication can only be returned to the parent or legal guardian.**

**Medication(s) for field trips are the responsibility of the parent/guardian. Nurses are not allowed to send medication from the Health Room for field trips in accordance with the PA Nurse Practice Act.**

Your cooperation in this matter is appreciated. Our concern is the health, safety and well-being of your children.

Sincerely,

David A. Bolton, Ed.D.  
Superintendent

9/2018

Pennridge School District  
School Health Services

**MEDICATION PERMISSION FORM**

Medication will be administered to students during school hours only when such medication is needed by the student to remain in school and administration is required during school hours. **No medication will be administered to any student without proper completion of the Medication Permission Form.**

**Pennridge School District will only give those medications that are FDA approved.** This form needs to be used for both prescription and non-prescription drugs (over the counter products).

All medication to be administered by school personnel must be delivered by an adult to the Health Office in **the original, properly labeled container**, given to the school nurse, principal, or the principal's designee along with the Medication Permission Form. Prescription and non-prescription medicine will be locked in the nurse's office. **In accordance with state law, MEDICATIONS** can only be returned to the parent or legal guardian.

**Students are not permitted to carry any medication with them in school.**

**Exception – Properly labeled inhalers (with Physician approval), and Epi-pens.**

**TO BE COMPLETED BY PHYSICIAN / DENTIST**

Student's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Name of Medication: \_\_\_\_\_ Specific Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_

Special Considerations: \_\_\_\_\_

Reason for Medication: \_\_\_\_\_

Effective Dates: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**It is my understanding that the employees of the Pennridge School District charged with the administration of this treatment/procedure during school hours rely on the directions contained in this document. I further certify that I am the physician or dentist who prescribed the medication/treatment and that the student named above is under my supervision as a patient.**

Signature of Physician/Dentist: \_\_\_\_\_

Printed Name of Physician/Dentist: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY PARENT / GUARDIAN**

As parent/guardian of the above-named student, I hereby request that the treatment described above be administered to my child and release the Pennridge School District and its employees from liability for any damages my child may suffer as a result of this request.

Signature of Parent or Guardian: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_ Cell Number: \_\_\_\_\_

# Homelessness

## Education for Children and Youth Experiencing Homelessness (ECYEH)

### Homeless Information for Families

#### What does HOMELESS mean as it relates to students in Penridge School District?

The McKinney-Vento Act defines “homeless children and youth” as individuals who lack a fixed, regular, and adequate nighttime residence.

#### What rights are granted to students who meet the definition of HOMELESS under the McKinney-Vento Act?

- Homeless students have the right to school placement in the best interest of the child.
  - The district will comply, to the extent feasible, with the request made by a parent or guardian regarding school selection, will attempt to minimize disruptions and will maintain the highest possible degree of continuity in programs for all homeless students.
  - The student may be able to continue attending the school they attended prior to the event that caused them to become homeless. This right continues as long as the student remains homeless, and will continue for the remainder of the school year, even if the student becomes “permanently housed” during the academic year, or
  - The student may enroll in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
- Students have the right to immediate enrollment even if the child or youth lacks records normally required for enrollment, such as previous academic records, medical records, proof of residency or other documentation.
- Students have the right to transportation to and from their school of origin.
- Students have the right to access the National School Lunch and Breakfast Program.
- Students have the right to dispute decisions regarding enrollment, school selection, homeless status and complaints of non-compliance with legal requirements pertaining to the education for homeless children and youths.

#### What can I do if I disagree with the District’s decisions regarding enrollment, school selection, homeless status or if I have complaints of non-compliance with legal requirements pertaining to the education for homeless children and youths?

- You may contact your school administrator or the [Homeless Student Liaison](#) to discuss your concerns.
- You may start a formal dispute process. More information on the formal dispute process can be found [here](#).

#### What can I do if I have more questions about my rights under the McKinney-Vento Homeless Assistance Act?

- You may contact the Homeless Student Liaison directly by [email](#).

### USEFUL LINKS

[PA Department of Education Homeless Education](#)

[Dispute Letter English](#)

[Dispute Letter Spanish](#)



## **Homework**

It is a fact that the role of parents/guardians in the educational process at home is vital to a child's success in school. Over the past 20 years research has indicated that parent/guardian involvement increases academic student achievement.

Homework has been identified in most reports as an important factor in increasing student academic achievement. If parents have a positive attitude toward homework and work with their child, there is an excellent chance the child will also have a positive attitude toward their schoolwork.

Homework may be assigned for a variety of purposes including practice, preparation, and enrichment. Most students are assigned homework on a regular basis, including preparation of long-term assignments. The amount of homework generally increases as students advance throughout the grade levels. Although some students may need more time than others to complete specific homework assignments, the total amount of homework assigned should be reasonable in duration, taking into account the age and developmental level of the student. If a student is experiencing difficulty with the amount or type of homework assigned, parents/guardians should consult with their child's teacher.

### ***Suggestions for Parents/Guardians***

1. Provide a quiet, well-lighted study area with a desk or table and chair.
2. Keep a supply of 'study tools' available: pencils, pen, crayons, paper, ruler, dictionary.
3. Establish a regular time for homework.
4. Limit television viewing and screen time and avoid TV or radio listening during study time.
5. Talk to your child about their assignments and help them budget their time.
6. Encourage step-by-step work on long-term projects to avoid last minute, careless work.
7. Share your own interest in reading, writing, and learning. Set a positive example.

Please sign and return all important papers on the day requested. "Sign and Return" papers are due the next school day. If this is not possible, please send a note to your child's teacher.

## **Kindergarten**

As per District policy, students must be five years of age **on or before August 31<sup>st</sup>** of their kindergarten year. Kindergarten students will receive bussing to school (for AM Kindergarten) and from school (for PM Kindergarten). Parents/guardians will be responsible for transportation home (for AM) and transportation to school (for PM). Kindergarten students who are to go home with someone other than their parent/guardian must bring a note to school to explain the situation.

The purpose of the kindergarten experience is to:

1. Help children learn to work, play, and share with others.
2. Teach children to act as independent individuals.
3. Establish basic patterns of behavior necessary for school life.
4. Provide experiences which will develop academic skills and enrich the students' background.
5. Develop fundamental academic skills in reading, writing, and math.

## **Kindergarten Targeted Full-Day**

At the start of the 2021-2022 school year Pennridge School District opened its first Targeted Full-day Kindergarten classroom at Sellersville Elementary School that welcomed students from both Sellersville and J.M. Grasse Elementary Schools. The program was initiated to offer an extended day program for students who could benefit from additional instructional time and remediation as they develop skills to be a successful learner.

For the 2023-2024 school year, the program has expanded to include all seven elementary schools. The three Targeted Full-day Kindergarten classrooms will be located at Bedminster, Sellersville, and West Rockhill Elementary Schools. The program at Bedminster will support students from Bedminster, Deibler and Seylar. The program at Sellersville will support students from Grasse and Sellersville. The program at West Rockhill will support students from Guth and West Rockhill.

## **Library**

Regular visits to the library are an integral part of the educational program of each elementary school. Each library is staffed with a librarian who provides instruction in library skills and serves as a resource person for the regular education teachers.

In each library circulation procedures follow standard library practices. Books are normally checked out for one week. Children may renew them for an additional week. If they have a book that is overdue, they may not take other books from the library. Should damage occur to the book while it is in the student's possession, they must report this to the librarian so that repairs can be made. Books that are lost or damaged beyond repair must be paid for by the student or their parents/guardians.

## **Lost and Found**

Each school has a lost and found area. Throughout the year many hats, coats, sweatshirts, gloves, and shoes are accumulated. If your child has lost an article of clothing, please ask them to check the lost and found or to speak with their teacher. Unclaimed items will be donated to non-profit shelters serving the Pennridge School District community.

## **Lunch/Breakfast**

School breakfast and lunch are provided in all elementary buildings. The menus are developed under the National School Breakfast and Lunch guidelines with a variety of selections to the students likes and dislikes. A variety of fruits, vegetables, and milk are available every day for the students to select as part of the breakfast and lunch meals. Breakfast for the 2023-2024 school year is free for all students. The cost of lunch for the 2023-2024 school year is \$2.75. During the 2023-2024 school year, all students approved for reduced price meals will not be charged. Free meal eligibility does not include second entrees, and ala carte items such as ice cream, snacks, bottled water, etc. You can apply for free or reduced priced meals at any time during the school year online at [www.schoolcafe.com](http://www.schoolcafe.com).

All schools have an automated Point of Sale System in the cafeterias. All students have an account and you can add money to their lunch account by sending in cash or a check to school (made payable to Pennridge Nutritional Services). You also have the option to add money online by visiting [www.ezschoolpay.com](http://www.ezschoolpay.com). EZSchoolPay accepts Visa, MasterCard, Discover, or electronic debit of a checking account. You can also view your children's purchases on this site. Each student's ID number is their Pennridge student ID number. If you need assistance, please call your

student's school office and their ID number will be provided.

### **Media Release Form**

During the school year students may participate in school-related activities or programs that may be the focus of district publicity or outside media attention. The Media Release form must be reviewed at the beginning of each school year to provide information about the use of student photos and video clips in digital newsletters, print and/or websites and any visual media. Parents/guardians will find this form when updating their emergency contact information on the PowerSchool Parent Portal, and they must review and electronically sign the form to give or withhold consent annually.

Thank you for taking the time to complete this form properly because school district policy can prohibit the publication of any student pictures or personal information on school websites or other internet-based media without parental consent.

### **Multi-Disciplinary Evaluation**

If a child does not achieve academic success through the Child Study Team, a referral to the Multi-Disciplinary Team (MDT) will be made. The MDT consists of CST members and the school psychologist. The purpose of the MDT is to determine if a child is eligible for special education services. Parents/guardians have a right to request a Multi-Disciplinary Evaluation at any time. Contact the building principal for additional information regarding the MDE process.

### **Music Programs**

**Vocal:** Students in kindergarten through fifth grade will have vocal music instruction one period a cycle. Fourth and fifth graders will have the opportunity to participate in the school chorus. Students are chosen for their attitude and interest in participating in this organization. Rehearsals for chorus may take place during recess and before or after school.

**Instrumental:** Each school term the band instrumental program is available to all students in grades four and five. A strings program is available in grades three through five. A program is available for students wishing to rent instruments. This program is taught by the school instrumental staff in regularly scheduled small group lessons during the school day. A parent/guardian meeting will be held at the beginning of the year to explain the program.

### **Non-School Trips**

Prior to taking a family trip, please request an Educational Trip form from your school. Complete the top half of the form and return it to your child's school. Pupils of the Pennridge School District may be excused from school to accompany parents/guardians on a tour or trip during the school term, no more than 10 cumulative days. It is understood that class assignments missed by the pupil while on the trip will be completed and handed in to the classroom teacher *upon* the pupil's return to school.

**It is strongly recommended that these trips be taken at times when school is not in session.**

***No vacation trips will be approved by the building principal during Standardized/State Testing (PSSA).***

## **Notes from Parents/Guardians**

Notes are required from parents/guardians for the following reasons: change in dismissal, early dismissal, car rider pick-up, absence, staying in for recess. A doctor's excuse is necessary for a student to stay in for recess over an extended time and for being excused from physical education class. In addition, a student **WILL NOT** be released to another adult without prior written permission from the custodial parent or legal guardian.

## **Parent-Teacher Conferences and Progress Reports/Progress Monitoring**

Parent-teacher conferences play an important role in the lines of communication between the home and school. You may request a conference at any time. There are several days set aside during the school year for Parent-Teacher conferences. In November, a parent-teacher conference is scheduled with the parents/guardians of each child. In February, parent-teacher conferences are scheduled with those parents/guardians with whom the teacher wishes to confer and with those parents/guardians who request a conference. At any time, parents/guardians may schedule a conference by contacting the classroom teacher.

Progress reports/Progress monitoring (for specially designed instruction) are issued three times each school year in grades kindergarten through five. Special subject teachers report student performance on progress reports each trimester.

## **Parent-Teacher Groups**

Parents/guardians are encouraged to become active members of the parent-teacher group at their child's school. Active membership includes meeting the school staff and learning about school goals, programs, services, needs, working with others to ensure quality education for all pupils, and volunteering services wherever they are needed.

Through the efforts of the Parent-Teacher Groups, the students can have school assemblies and class trips. Over the years, additional school equipment such as furniture, playground equipment, audiovisual equipment, and library resources have been purchased for the students by the organizations.

## **Parental/Guardian Concerns and Questions**

Problems are usually best handled if they are dealt with promptly and openly. If you have questions regarding classroom procedures, programs, or your child's progress, **please contact the classroom teacher first.**

The building principal is always ready to assist in the resolution of problems when requested. If parents/guardians feel the need for additional answers to questions regarding any part of their child's experience at school, the building principal is expected to provide the contact information for the next appropriate administrator to speak with based on the nature of the question or concern. Should the principal fail to meet this expectation, parents/guardians are encouraged to call the Assistant to the Superintendent for Elementary Education at 215-453-2717.

## **Pennridge Community Education Foundation**

PCEF is a volunteer 501(c)(3) corporation that raises funds to enhance educational opportunities for all students in the district. Its mission is to help develop students who will be 21<sup>st</sup> Century leaders in business, government, education and the arts. For more information visit [www.pennridgefoundation.org](http://www.pennridgefoundation.org).

## **Promotion Policy**

Promotion from one grade level to the next grade level is based on satisfactory achievement of the specific goals and objectives for that grade level. A student may be retained during their elementary school experience. If retention becomes apparent, it should occur in the earliest grade level or as soon as academic weaknesses are determined. The recommendation for retention shall be based on input from the professional team and parents/guardians. The final decision will be the responsibility of the principal. Permission of the parent/guardian is not required for retention, except for retention in kindergarten.

The Pennridge Summer Enrichment program at the elementary level *cannot* be attended in lieu of retention. This is a supplemental program that is designed to support continued growth for struggling students, and it is not appropriate for course or level recovery.

## **Pupil Visitation**

Normally, the school will attempt to accommodate parents/guardians of new students with a school tour, if notice is given. This tour is to be given outside of school hours.

Due to class size guidelines, student population, and liability issues, students not enrolled in the Pennridge School District are not permitted to accompany a relative or friend or participate in school programs and activities in any of the elementary schools. It is important that district and building administration, faculty, and staff have knowledge about the students who are enrolled in each building. Visiting student information relating to physical, social, and medical accommodations is not accessible, and therefore would jeopardize the environment employees are required to maintain.

## **Recess**

All recess periods are supervised by teachers, teaching assistants, and/or playground aides. Students should dress appropriately for existing weather conditions. When appropriate, recess will be held outdoors. If a student should not be outdoors for a physical reason, a note stating the reason must be submitted to the teacher. A doctor's note is required if a child is to remain indoors for an extended period.

## **Registration**

Registration is held each spring/summer for children who have not attended school previously. Information pertaining to registration can be found on the Pennridge School District's website ([www.pennridge.org](http://www.pennridge.org)).

Upon registration, a document giving proof of age must be presented along with a complete immunization record of 4-DPT, 4-Polio, 2-MMR, 3-Hepatitis B, and 2-Varivax vaccines.

Children registering for kindergarten must be five years old on or before August 31<sup>st</sup> of that school year. Children registering for first grade must be six years old on or before August 31<sup>st</sup> of that school year or successfully completed a Pennsylvania Department of Education Accredited Kindergarten program.

## **Religious Holidays**

School law provides that pupils may be legally absent for certain religious observances. The district maintains a list of holidays of various faiths and will recognize the child's absence for their observance. Parents/guardians should notify the main office prior to an absence of this type for the child to be excused from school.

## **Safety Patrol**

In several of the schools a Safety Patrol program has been established to assist children in school, on the bus, at the bus stop, or as they cross the streets to and from school. Usually, students in grade five may serve as members. If interested, parents/guardians should contact their individual school principal concerning the program.

Members of the Safety Patrol are not expected to assume adult supervisory responsibility. They are appointed to develop leadership and personal responsibility. Students acting as School Safety Patrol members are expected to meet a high level of leadership and behavioral expectations.

## **School Board Meetings**

The Pennridge School Board meetings are listed on the district calendar and on the Pennridge School District's website ([www.pennridge.org](http://www.pennridge.org)) and are open to the public. Unless otherwise noted, all board meetings are held in LGI 3.3 at the High School as well as live streamed on YouTube.

## **Searches**

The Pennridge School District reserves the right to search students, student materials/book bags, and lockers where it has a reasonable suspicion of a violation of school rules/procedures (i.e. theft, unlawful harassment, etc.) or concerns related to the safety of students.

## **Special Education Services**

Students having special needs may be eligible for Special Education services. The Multi-Disciplinary Team makes the determination for eligibility. Special Education services include Autistic Support, Emotional Support, Hearing Support, Learning Support, Life Skills Support, Multiple Disabilities Support, Physical Support, Speech and Language Support, and Vision Support. Each student who is identified as eligible for Special Education services will have an Individualized Education Plan (IEP) developed before the student enters the program.

Parents/guardians are members of the IEP team.

Special Education services are provided under the Office of Pupil Services. For further information, please contact the Director of Pupil Services at 215-453-2785.

## **Student Pictures**

Individual pictures are taken of students each school year in the fall and at some schools again in the spring. Parents/guardians wishing to have a pictorial record of their children may purchase these photographs on a prepaid, satisfaction-guaranteed basis.

## **Teacher Qualifications**

The Pennsylvania Department of Education has changed its certification requirements for Special Education teachers. The Department is now requiring certification in both Special Education and

in the subject area in which they teach (Language Arts, Math, Science or Social Studies). Several staff members are still in the process of pursuing the second certification and may be deemed “unqualified” by the Department of Education. Please be assured that these individuals continue to be highly capable and effective in our classrooms despite the Department of Education’s requirement.

### **Title I Program**

Title I currently serves four schools within the Pennridge School District: P.A. Guth Elementary School, Sellersville Elementary School, West Rockhill Elementary School, and South Middle School. Title I funds also serve students at a number of surrounding non-public schools. The schoolwide Title I program in our buildings offers comprehensive programming to assist all students in meeting grade-level reading and mathematics expectations. Supplemental instruction is provided to academically needy students in reading and mathematics as determined by each school’s schoolwide plan. Teachers, principals, parents, families, and the Federal Programs Coordinator work as a team at each school to review the needs of students at the school and annually update the schoolwide plans so that the school can accomplish its mission of ensuring that all students meet grade-level goals in the areas of reading and mathematics.

### **Transfer Policy**

To aid a child’s transfer from one school or school district to another, the parent/guardian should notify the school of the intended withdrawal date several days in advance and come to the school office to complete the appropriate forms. A transfer form is completed by the school officials and given to the parents/guardians of the transferring student to be presented to the principal’s office at the new school. Upon request from the new school, the Pennridge School District will transfer those records so indicated by the parents/guardians on the release form.

### **Use of School Facilities**

Requests for community use of school facilities must be made using the Request for Use of School Facilities form. Forms are available on the Pennridge School District’s website ([www.pennridge.org](http://www.pennridge.org)), at each school building, or at the District Administrative Offices. The school principal will sign the form, approving use of the building and forward the form to the District Administrative Offices. Use of the facilities is governed by the district’s *Use of School Facilities Policy*.

### **Visiting the School**

In the beginning of the school term, the faculty of each school hosts a Back to School Night for parents/guardians to meet with their child’s teacher. During this visitation, teachers describe the instructional programs and explain procedures and expectations. A brief question and answer period will follow the teacher presentation.

All schools in the Pennridge School District celebrate American Education Week (generally in October) by designating specific dates and times for parents/guardians to visit the classrooms.

All visitors must register at the main office, present a valid, government-issued photo ID, and wear a Raptor identification badge while visiting.

## **Volunteers**

All schools encourage and welcome parent/guardian involvement. Among the opportunities available to volunteers are working in the library, monitoring children in the cafeteria, and tutoring students in reading. All volunteers will be required to have the following clearances:

- PA State Criminal History Report
- Child Abuse Certification
- FBI Criminal History Report (fingerprinting required)
- TB Test (needed for volunteers who work with children 10 or more hours a week)

You may also copy and paste the following link in your browser to connect directly to the district's webpage regarding Volunteer Clearances.

<https://www.pennridge.org/Page/1509>

The submitted clearances are valid for 60 months from the most recent date of the volunteer clearances. A statement of confidentiality will also be reviewed by school personnel.

## **Volunteers/Chaperones Harassment Policy**

*The elimination of improper conduct, including harassment of any kind, is a high priority for the Pennridge School District. It is the established policy of the District to prohibit all forms of improper conduct, including sexual harassment. A copy of the District's policy is available from the Department of Human Resources. We urge you to read it and become familiar with its provisions.*

As a volunteer or chaperone in connection with a school-sponsored event, you are subject to the prohibitions in the policy and protected by it. If you believe that you are the victim of sexual harassment or any other form of improper conduct, or if you observe what you believe to be sexual harassment or any other form of improper conduct, we urge you to report it to any school principal or administrator in the District. We will properly investigate any such complaint to take prompt and effective action to eradicate improper conduct.

Retaliation by anyone against an individual who has reported improper conduct, including sexual harassment, is strictly forbidden. If you believe that anyone is retaliating against you in any way, please notify the Title IX Coordinator immediately. The District's Title IX Coordinator is Ms. Jacqueline McHale, Director of Human Resources. If you have any questions, you may contact her at the following address and telephone number:

Pennridge School District  
District Education Center  
1200 North Fifth Street  
Perkasie, PA 18944  
215-453-2368



## Transportation Guidelines

Pupil transportation is an important part of the total school program. Maintaining order on school buses requires the cooperation of pupils, parents/guardians, teachers, principals, and bus drivers. Transportation of students is provided by the Pennridge School District in accordance with State Regulations and District Policies.

Transportation of students is a privilege, not a right. **Audio/video recording devices are used on Pennridge buses for reasons of safety and to monitor student misconduct for possible disciplinary consequences.** Please see page 26 for a letter explaining this topic in more detail.

### Rules and Regulations

Pupils are to board the bus only at designated bus stops approved by the School Board. Buses will only stop at authorized stops. While supervision of pupils at the bus stop is primarily the responsibility of parents/guardians, any misconduct is subject to school disciplinary action.

Pupils must be at bus stop locations ten (10) minutes before the scheduled pick-up time and must avoid playing or fighting while waiting for the bus. Pupils should wait a minimum of one-half hour (30 minutes) for late arriving buses during inclement weather and in case of breakdowns.

**Pupils should wait for their bus at a reasonable and safe distance from the edge of the highway** at their bus stop and should not move toward the bus until the bus has stopped completely and the door opens. Pupils who cross a road to board their bus must wait for their driver to direct them **AND CHECK TRAFFIC IN BOTH DIRECTIONS THEMSELVES** before walking onto the road. It cannot be assumed that it is safe to cross even though the red lights are flashing. Pupils must walk **IN FRONT** of the bus at a distance where they are completely visible (approximately 10 feet) to the driver when they cross the highway.

- Pupils cannot operate the bus door or tamper with the emergency door except in case of an emergency.
- Pupils must not damage or deface any part of the bus and will be held financially liable for any damage to the area to which they have been assigned.
- Pupils must keep the aisle and emergency door free of being blocked by musical instruments, lunch boxes, books or other possessions.
- The bus driver may assign each pupil a regular seat on the bus so that pupils may enter or leave the bus with minimum disturbance to others.
- Pupils will express their ideas and opinions in a respectful manner without offending or slandering others and without using profane or unacceptable language.
- Pupils are to exercise proper care and safety procedures which include not extending arms or other parts of the body out bus windows, not throwing any objects out the window, not pushing, shoving or fighting on the bus or at the bus stops, and not eating, smoking or drinking anything while on the bus.
- No animals, firearms, explosives, or anything of dangerous or objectionable nature will be transported on the school bus.
- All public-school elementary pupils are not permitted to bring electronic devices on the bus such as cell phones and iPads. Cameras, cigarettes, matches or lighters are prohibited by all students.
- **Each pupil will be assigned to one bus route at the beginning of the school year. The bus driver will not permit pupils to ride buses to which they are not assigned.** In certain cases, pupils can request to ride home on a bus other than their assigned bus, provided they have written permission from their parent/guardian, and it must be

approved by the principal and/or the Director of Transportation.

- Transportation privileges can be suspended or revoked if the behavior of a pupil or a group of pupils infringes on the rights of other individuals, interferes with the bus driver's ability to maintain control of the bus, or endangers the lives of other passengers.
- During the period a pupil is suspended from riding the school bus, the parents/guardians are responsible for having the pupil transported to and from school for regular classes and for any other school related function. **ALL** transportation privileges are denied during a bus suspension.

### **Bus Discipline**

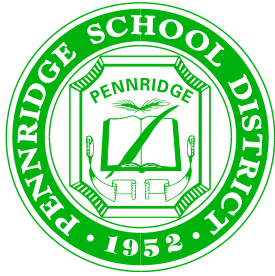
The Board recognizes the need to provide for the safe and efficient transportation of students. Student transportation is a privilege, not a right. The Pennridge School District reserves the right to determine appropriate discipline based on the facts of the individual case. The following represents the general procedure with respect to bus misconduct cases.

**First Offense** - Disciplinary action will be determined by the principal that may include a parent/guardian conference and suspension from school bus up to seven (7) days.

**Second Offense** - Disciplinary action will be determined by the principal that may include a parent/guardian conference and suspension from school bus up to seven (7) days.

**Third Offense** - Disciplinary action will be determined by the principal that may include a parent/guardian conference and suspension from school bus up to thirty (30) days.

**Fourth Offense or First Severe Offense** - Severe offenses include, but are not limited to, bodily assault on bus driver; possession, sale or use of illegal drugs or alcohol; possession, sale or threatened use of harmful explosives (including fireworks), weapons or destructive devices; or any action which imperils the occupants of the school bus. The fourth offense or first severe offense will result in significant disciplinary action as determined by the principal, a parent/guardian conference and suspension from the school bus for the rest of the school year.



## **PENNRIDGE SCHOOL DISTRICT**

*1506 N. Fifth Street*

*Perkasie, Pennsylvania 18944*

*Telephone: 215-453-2725 • Fax: 215-257-4574*

Jessica Krause  
Director of Transportation

Rosemarie Wrobel  
Assistant Director of Transportation

Dear Pennridge parents, guardians, and students,

The purpose of this letter is to notify you that the Board of Directors of the Pennridge School District has authorized the use of audio/video recording devices on school buses for reasons of safety and to monitor student misconduct for possible disciplinary consequences.

Appropriate behavior on the buses, which provide transportation for students, is important because inappropriate behavior can result in safety hazards for students. Additionally, socially unacceptable behavior can infringe on the rights of other individuals.

Again, please be advised that the use of audio/video recording devices on school buses is for safety and to monitor student misconduct for possible disciplinary consequences. As always, an important goal of the Pennridge School District is to provide a safe and secure environment for all students and staff.

Sincerely,

A handwritten signature in black ink that reads "Jessica L. Krause". The signature is written in a cursive style with a large initial "J" and "K".

Jessica Krause  
Director of Transportation

# Code of Discipline

## Rationale

Every community establishes laws so that its citizens can conduct their affairs in a peaceful, orderly fashion. The Pennridge School District Community, as well, must have regulations to govern behavior so that teachers can teach, and students can learn. Each member of this community must accept the responsibility to control their behavior so that education can be effective for all students. A good system of discipline establishes reasonable limits for human behavior and establishes penalties for violations of those limits. A successful system rests on each member's self-control. If all members of the Pennridge School District Community accept their responsibilities in the spirit of mutual respect and trust, they will create a positive atmosphere conducive to effective learning. The goal of the Pennridge School District is to educate each student to their highest potential. A safe, orderly environment is necessary to achieve this goal.

One of the keys to good rapport within a community is effective communication. Parents/guardians, students, teachers, administrators, and school board members must be able to speak freely about their feelings and be willing to listen to each other. Where communications are stifled, resentment breeds.

Each group in the Pennridge School District has its own special responsibilities, but one is common: the duty to understand and respect education itself. The foundation of a democratic society is its educated people. No individual has the right to interfere with another's right to learn. Therefore, everyone should strive to uphold this Code of Discipline.

In dealing with children, adults must understand that their actions have far more meaning to students than their spoken words. They must also realize that children react strongly to peer pressure. Adults must reinforce positive attitudes and activities and discourage the negative ones.

This Code of Discipline defines responsibilities and provides a variety of responses to unacceptable behavior. Discipline will be enforced in a fair, consistent manner with enough flexibility for treatment of unique situations. Consideration will be given to the age of the students as well as the behavior. The criteria will be what is best for the individual student in the given situation.

## Philosophy

The goal of school discipline is to establish and maintain a positive environment conducive to effective teaching and learning. This environment is one in which:

- Students, parents/guardians, and the staff have specific rights and responsibilities, including the right to respectfully disagree.
- Standards are clearly defined and consistently administered.
- Self-respect is nurtured, and respect for others is required.
- Unacceptable behaviors result in appropriate disciplinary consequences.

## Rights

In our democracy, people have certain inalienable rights guaranteed by law. Children have the right to a public education. All people have the right to mutual respect. These rights involve responsibilities for protecting the rights of others.

## **Students**

Students attend school, so they may learn and develop to their fullest potential. Therefore, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to learning. To achieve this, students should:

- Accept responsibility for their own actions and accept the consequences of those actions.
- Respect the rights of others.
- Put forth their best effort in both academic and nonacademic pursuits.
- Complete all assignments.
- Complete required work missed when absent from school.
- Acknowledge the authority of teachers, administrators, and other school personnel in matters of discipline and behavior policies made by the school authorities and all state and local laws.
- Understand and follow bus regulations.
- Respect school property and the property of others.
- Attend school daily, except when excused.
- Be on time for classes and other school functions.
- Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community.
- Dress and groom themselves to meet community and school standards of safety, health, cleanliness, and decency.
- Maintain an appearance and behavior which will not cause disruption to the educational process.
- Understand and follow this code.

## **Parents/Guardians**

A cooperative relationship between home and school is essential to each student's successful development and achievement. To achieve this positive relationship, parents/guardians should:

- Teach students self-respect, respect for others, respect for the law and public/private property.
- Promote a supportive and positive attitude toward education and school personnel, build a good working relationship between home and school.
- Set realistic standards of behavior and be firm, fair, and consistent in applying them.
- Help students understand that rules are a necessary part of our society and cooperate with the school in resolving problems.
- Insure daily school attendance.
- Encourage students to practice good health habits and take pride in their appearance.
- Promote good study habits and pride in schoolwork and assignments.
- Expect students to bring home promptly all school communications and respond to them as necessary.
- Assume responsibility for any financial obligations incurred by their student in school. This includes lost books, damage to property, etc.
- Actively monitor the student's progress in school.
- Encourage students to meet community and school standards of safety, health, cleanliness, and decency.
- Promote and support this code.

## **Teacher**

The teacher has the responsibility to establish and maintain a positive and orderly environment for learning. To accomplish this, the teachers should:

- Provide a climate of mutual respect and dignity.
- Use good judgment and treat all students fairly.
- Expect, encourage, and teach students to attain their full potential.
- Promote and strengthen self-esteem of students.
- Plan and conduct a program of instruction which will make students eager to learn.
- Set a good example regarding dress, behavior, language, attitude, health habits, attendance, and punctuality.
- Listen to students, be sensitive to changing behavior patterns, and provide students with opportunities to discuss their problems.
- Plan and conduct a program of instruction which incorporates variety in the presentation of material.
- Ensure that all graded homework, tests, projects, etc. are returned promptly.
- Seek cooperative relationships with parents/guardians for the benefit of students and keep parents informed of their child's progress.
- Teach and enforce this code in the school and all school-related activities.

## **Principal**

As the educational leader in the school, the principal establishes the disciplinary climate for the school, not only for the students, but for the staff as well. The principal should:

- Develop within the school a sound and healthy atmosphere of mutual respect.
- Assure the rights of students, staff, and parents/guardians.
- Evaluate the instructional program to provide a superior education in the school.
- Be available to students, parents/guardians, staff, and community in the role of educational leader.
- Work with the students, parents/guardians, and staff to formulate and enforce school regulations.
- Help staff members evaluate their own procedures and attitudes in relation to their actions within the classroom.
- Establish necessary building security.
- Ensure that all discipline cases referred are resolved promptly.
- Comply with pertinent state laws and regulations governing student's rights and responsibilities.
- Ensure fair and consistent application of this district-wide code.

# Code of Rights, Responsibilities, and Student Discipline

## District Administration

The superintendent, assistant superintendent, and other district administrators and supervisors should:

- Support the efforts of the building administrators and staff in enforcing the code.
- Assume responsibility for the dissemination of the Code of Rights, Responsibilities, and Student Discipline.
- Recommend to the School Board the appropriate policies and actions to achieve a positive learning environment in which all students can achieve to the optimum.

## Community

The school is a vital and necessary part of the community. The community and school must work positively together for the development of responsible citizens. Community members should:

- Obey rules and regulations while on school premises.
- Play an active role in the development of youth.
- Maintain open lines of communication.
- Maintain a positive relationship with the school district.
- Be consistent and fair in dealing with youth.
- Understand and support this code in a positive manner.

## Disciplinary Options - Elementary

**Level I** - Misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the classroom. This misconduct can usually be handled by individual staff members. Misbehavior should be dealt with fairly and as soon as possible.

*Level 1 Misbehaviors include but are not limited to:*

- Disturbing the classroom/others
- Tardiness
- Aggressiveness
- Disrespectful language/actions
- Inappropriate participation, such as being out of seat, horseplay, etc.
- Unprepared for class
- Constant talking
- Disorderliness in cafeteria, hall, etc.
- Inattentiveness/refusal to listen
- Unacceptable social behavior
- Potentially dangerous behavior, such as running, etc.
- Disrespect for peers/adults
- Misuse of materials/equipment
- Being in an unauthorized area
- Not returning information/excuses/papers
- Chewing gum
- Cheating
- Ridiculing others

- Note passing
- Failure to correctly identify oneself
- Failure to follow established procedures

***Disciplinary Options***

- Verbal reprimand
- Conference with student
- Special assignment related to problem and supervised by a professional
- Time-out space
- Withdrawal of privileges
- Detention (before/after school)
- Behavior contract
- Teacher/parent/guardian contact

**Level II** - Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which typically result from continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because previous actions have not corrected the behaviors. Also included on this level are misbehaviors that do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of the administrative personnel. Parents/guardians will be notified of all Level II misbehaviors.

***Level II Misbehaviors include but are not limited to:***

- Continuation of unmodified Level I misbehaviors
- Lying
- Defiance
- Possession of crude tapes, drawings, etc.
- Abuse of others - verbal or physical
- Lack of cooperation with substitute teacher/aide
- Trespassing
- Forgery, such as on papers to be signed and returned

***Disciplinary Options***

- Any options from Level I
- Removal from the classroom
- Parent-Teacher-Administrator conference
- In-school suspension
- Modified school day
- Change of student schedule
- Behavioral modification
- Time-out room
- Referral to outside agency

**Level III** – Misbehavior directed against persons or property with consequences that may seriously endanger the health or safety of others in the school. These acts might be considered criminal but most frequently can be handled by disciplinary mechanism in the school. Corrective measures depend on the extent of the school’s resources for remediating the situation in the best interest of all students. Parents/guardians will be notified of all Level III misbehaviors.



***Level III Misbehaviors include but are not limited to:***

- Continuation of unmodified misbehaviors
- Stealing
- Damaging/defacing school property
- Vandalism that does not result in bodily harm
- Throwing objects
- Leaving school property without authorization
- Selling and purchasing personal items
- Misbehavior on bus
- Tripping

***Disciplinary Options***

- Any options from Levels I and II
- Restitution
- Temporary removal from class
- Referral to Child Study Team
- Out-of-school suspension (Number of days determined by the building principal)
- Follow-up referral to outside agencies/juvenile authorities
- Homebound instruction
- Board policies on stealing, etc.

**Level IV** – Misbehavior that results in violence to others or to property that poses a threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative actions that result in the immediate removal of the student from school, the intervention of law enforcement authorities and/or actions by the board of school directors. Parents/guardians will be notified of all Level IV misbehaviors.

***Level IV Misbehaviors include but are not limited to:***

- Continuation of unmodified Levels I, II, and III misbehaviors
- Bomb threats
- Extortion
- Possession/use of dangerous weapons
- Arson/false alarms
- Furnishing/selling/possession of unauthorized substances or paraphernalia
- Injurious fighting
- Assault and battery
- Theft/possession/sale of stolen property
- Possession of matches/lighters/firecrackers
- Violent threats
- Vandalism that might harm the safety of others or personal property

***Disciplinary Options***

- Any options from Levels I, II, or III - referral to School Board
- Expulsion
- Alternative placement

## **District Compliance Statements**

### **Equal Opportunity**

*The Pennridge School District is an equal opportunity educational institution which does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age or disability in its activities, programs or employment practices as required by Title VI, Title IX Section 50.4, and the Americans with Disabilities Act of 1990.*

*It is the policy of the Pennridge School District to provide to all qualified individuals equal access to employment regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, or non-job-related disability. The District will make reasonable accommodation for identified physical or mental impairment that constitutes a non-job-related disability on accordance with the requirements of state and federal law. Complaints of discrimination will be investigated promptly and, if substantiated, corrective and/or preventative action will be taken. Although every effort will be made to maintain the confidentiality of the complainant, accused and witnesses who participate in the investigation confidentiality cannot be assured under all circumstances. The District will take all reasonable steps to preserve the confidentiality of all parties to the investigation.*

*For information regarding employment, civil rights or grievance procedures, contact Ms. Tara Mossman, Title IX and ADA Coordinator, Pennridge School District Administrative Offices, 215-257-5011.*

*For information regarding services, activities and facilities accessible and usable by disabled persons, contact Mrs. Jennifer Summers, Section 504 Officer, Pennridge School District Administrative Offices, 215-257-5011.*

### **Harassment**

*The Pennridge School District strives to provide a safe, positive learning climate for all students in its schools, Therefore, it is the policy of the District to maintain an educational environment in which harassment in any form is not tolerated. The term 'harassment' includes, but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, sexual orientation, national origin, age or handicap disability. Examples of sexual harassment include, but are not limited to, sexual flirtations, advances, touching or propositions, verbal abuse of a sexual nature, graphic or suggestive comments about an individual's dress or body, sexually degrading words to describe an individual, sexually based jokes, pin-ups, suggestive calendars, objects and graffiti, vulgar statements, abusive language, sexual innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile or offensive learning environment. Violations of this policy constitute a Level II offense and will lead to severe disciplinary action, including expulsion. False accusations also constitute a Level II offense and will result in severe disciplinary action, including expulsion.*

*Complaints of harassment may be reported to a teacher, building principal, guidance counselor, school nurse or Ms. Tara Mossman, Pennridge School District Administrative Offices, 215-257-5011.*

## **Bullying**

Each elementary school delivers instruction in positive and expected social interactions through district-wide curriculum in social and emotional learning, health, and guidance. There are also resources available to support students who are not being treated with the appropriate and expected respect by a classmate or member of the school community. In addition, the Pennridge School District prohibits all forms of bullying behaviors and considers these types of behavior to be unlawful harassment. Therefore, bullying behaviors will be processed and disciplined in accordance with *Pennridge School District Policy 248 – Unlawful Harassment*.

## **Federal Drug-Free Workplace Act**

*The Federal Drug-Free Workplace Act requires that the workplace be free of illegal use of drugs. No one is allowed to use, make, sell, distribute or have in his/her possession any illegal drugs. Any violation of the Act will lead to severe disciplinary action, including dismissal. Pennridge is smoke-free.*

## **Federal Gun-Free Schools Act provisions as reflected in Section 1317.2 of the Pennsylvania Public School Code:**

*“A school district or area vocational-technical school shall expel, for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school-sponsored activity, or any public conveyance providing transportation to a school or school-sponsored activity,” (Discipline short of one-year expulsion is legal only when recommended by the Superintendent of the school district). “As used in this section, the term ‘weapon’ shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury.”*

## **Asbestos Hazard Emergency Response Act**

*The Asbestos Hazard Emergency Response Act [AHERA] requires the Pennridge School District to engage EPA-accredited individuals to conduct a three-year inspection plan and to develop an Asbestos Management Plan. The Asbestos Management Plan provides a description of the amount, type, location, and condition of all ACM found in these areas. The Plan also contains a detailed schedule of responses and activities for handling the ACM.*

*The Management Plan is available for review by interested parents, guardians, faculty, and staff in the school offices during business hours.*

## **Pennsylvania Safe Drinking Water Act**

*Under regulatory oversight of the Department of Environmental Protection, the Pennridge School District actively participates in drinking water testing in the four schools which have their own on-site wells.*

*As non-transient non-community water systems, the district tests for lead, copper, citrates, nitrites, volatile organic chemicals, synthetic organic chemicals, chlorine residuals and fecal coliform. All testing is documented using DEP approved laboratory testing methods and no violations have occurred. Inquiries concerning drinking water testing may be directed to the Director of Operations for Pennridge School District.*



# PENNRIDGE SCHOOL DISTRICT

David Bolton, Ed.D.  
Superintendent

District Administrative Office  
1200 North Fifth St., Perkasie, PA 18944  
215-453-2717 215-453-8699 - Fax

August 2023

Dear Parents:

In accordance with Every Student Succeeds Act, this is a notification from Pennridge School District to every parent of a student in a school that receives Title I funding that you have the right to request and receive in a timely manner:

- a) Information regarding the professional qualifications of your student's classroom teachers. The information shall include the following:
  - a. If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
  - b. If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
  - c. The teacher(s) baccalaureate degree major, graduate certification, and field of discipline; and
  - d. Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)]
- b) Information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA 1112(e)(2)(A)] c)
- c) In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned. [ESSA 1112(e)(1)(B)(ii)]

If you would like to receive specific information about your child's teacher or paraprofessional, please contact your school principal. Our district is fully committed to the success of your child. We appreciate your partnership in our efforts to provide the best education for your child.

Sincerely,

Dr. Anthony Rybarczyk  
Assistant Superintendent of Elementary Education

#### **MISSION STATEMENT**

*It is paramount that our students graduate with knowledge of their talents, passions and what is necessary for them to remain life-long learners and productive citizens. These objectives need to be accomplished in a community-oriented environment that is safe, welcoming, nurturing, student-centered and respectful of all. As such, the mission of the Pennridge School District is as follows:*

*Pennridge School District strives to provide all students with a well-rounded educational experience where they acquire the 21<sup>st</sup> century skills necessary for a successful future.*

[www.pennridge.org](http://www.pennridge.org)

# Pennridge School Board

Mr. Ronald Wurz, President  
Ms. Christine Batycki, Vice President  
Mrs. Jordan Blomgren  
Mrs. Ricki Chaikin  
Mr. Robert Cormack  
Mrs. Leah Foster-Rash  
Mr. Chris Kaufman  
Mr. Bradley Merkl-Gump  
Mrs. Carolyn Sciarrino

To reach all members of the School Board, send an email to [board@pennridge.org](mailto:board@pennridge.org).  
The Pennridge School Board meets in LGI 3.3 at the high school, unless otherwise noted. For a complete list of meeting dates and times, please visit [pennridge.org](http://pennridge.org) and click on the “Board of Education” tab at the top of the page.

## Administration

Mr. Angelo Berrios	Superintendent	215-453-2710
Mr. Bradley Palmer	Assistant Superintendent/Elem. Ed.	215-453-2717
Dr. Kathleen Scheid	Assistant Superintendent/Sec. Ed.	215-453-2783
Mrs. Jennifer Summers	Director of Pupil Services	215-453-2785
Mrs. Angela Cassel	Supervisor of Special Education	215-453-2785
Mrs. Kelly Mallery	Supervisor of Special Education	215-453-2785
Mrs. Deana McCann	Supervisor of Special Education	215-453-2785
Mr. Scott Ware	Supervisor of Special Education	215-453-2785
Ms. Tara Mossman	Director of Human Resources/ Title IX Officer	215-453-2368
Mr. Sean Daubert	Business Administrator	215-453-2713
Mr. Daniel Direso	Director of Finance	215-453-2713
Mrs. Diane Miller	Director of Information Technology	215-453-2341
Mr. Kelly Harper	Director of Operations	215-257-5047
	Director of Nutritional Services	215-453-2766
Mrs. Jessica Krause	Director of Transportation	215-453-2369
Mr. David Thomas	Public Information Officer	215-257-5011

## Subject Area / K-12 Supervisors

Mrs. Sarah Raber	Supervisor for Reading/English/ Language Arts	215-257-5011
	Supervisor for Mathematics	215-257-5011
	Supervisor for Science	215-257-5011
Mrs. Jenna Vitale	Supervisor for Social Studies	215-257-5011

**District Administrative Offices**  
1200 N. Fifth Street, Perkasio, PA 18944  
215-257-5011

**Pennridge High School**  
1228 N. Fifth Street, Perkasio, PA 18944  
215-453-6944  
Mr. Timothy Keddle – Principal  
Mr. Hilary Czaplicki – Assistant Principal  
Mrs. Cara Gurysh – Assistant Principal  
Mr. Abe Hughes – Assistant Principal  
Mr. Ray Ott – Assistant Principal  
Linda Snyder – Secretary  
Priscilla Martin – Secretary  
Janice Skilton – Secretary  
Judy Dominic – Secretary  
Robin Landis – Secretary  
Brenda Roth - Secretary

**Central Middle School**  
144 N. Walnut Street, Perkasio, PA 18944  
215-258-0939  
Mrs. Christina Cortellessa – Principal  
Mr. Steve Brown – Assistant Principal  
Cindy Detweiler – Secretary  
Denise Alderfer – Secretary  
Vickie Bobsein – Clerk

**North Middle School**  
1500 N. Fifth Street, Perkasio, PA 18944  
215-453-6932  
Mrs. Tara Collise – Principal  
Mr. Ron Taylor – Assistant Principal  
Kelly Sattelle – Secretary  
Joyce Sulat – Secretary  
Lisa Labs – Clerk

**South Middle School**  
610 S. Fifth Street, Perkasio, PA 18944  
215-257-0467  
Mr. Duane Renner – Principal  
Mr. Glenn Donaldson - Assistant Principal  
Linda Marx – Secretary  
Danielle Lyons – Secretary  
Janice Rawa – Clerk

**Bedminster Elementary**  
2914 Fretz Valley Road, Perkasio, PA 18944  
215-795-2929  
Mr. Howard Vogel – Principal  
Beth Barndt – Secretary  
Lisa Czarniecki – Clerk

**R. B. Deibler**  
1122 Schwenkmill Road, Perkasio, PA  
18944  
215-257-1146  
Mrs. Maria Pulli – Principal  
Patti Keeler – Secretary  
Patty Youmans– Clerk

**J. M. Grasse Elementary**  
600 Rickert Road, Sellersville, PA 18960  
215-723-7501  
Mrs. Casi Plourde – Principal  
Theresa Savage – Secretary  
Kathy Coughlin – Clerk

**P. A. Guth Elementary**  
601 N. Seventh Street, Perkasio, PA 18944  
215-257-8057  
Mr. Matthew Smith – Principal  
Melissa Hoffman – Secretary  
Marlena Lewis – Clerk

**Sellersville Elementary**  
122 W. Ridge Ave, Sellersville, PA 18960  
215-257-6591  
Mrs. Sarah Baker – Principal  
Debbie Wagenmann – Secretary  
Michelle Levush – Clerk

**M. M. Seylar Elementary**  
820 Callowhill Road, Perkasio, PA 18944  
215-257-6272  
Mr. Miles Roe – Principal  
Tina Hulshizer – Secretary  
Rebecca Ogden – Clerk

## **West Rockhill Elementary**

1000 Washington Avenue, Sellersville, PA  
18960

215-257-9200

Mrs. Mia DiPaolo – Principal

Michelle Fluck – Secretary

Lisa Hunsberger – Clerk

## **Food Services**

1506 N. Fifth Street, Perkasie, PA 18944

215-453-2767

Mr. William Lorah – Director

Ms. Victoria Carpenter – Asst. Director

Mrs. Sharon White – Asst. Director

## **Maintenance**

1303 N. Fifth Street, Perkasie, PA 18944

215-257-5046

Mr. Kelly Harper – Director

Mr. Craig Bramble – Assistant Director

Traci Schuler – Secretary

## **Transportation**

1506 N. Fifth Street, Perkasie, PA 18944

215-453-2369

Mrs. Jessica Krause – Director

Mrs. Rosemarie Wrobel – Assistant Director

Lea Barthold – Scheduling

Lori Myers – Secretary

Tracey Silvestri – Secretary

## **School Police**

1228 N. Fifth Street, Perkasie, PA 18944

215-453-6944, ext. 114239

Sgt. Joe Gallo – Director of Security

Dan Branch – Police Officer

Chris McElwee – Security Officer

Keith Clark – Security Officer

Bill Batty – Security Officer

## **District Fax Numbers**

### District Office

3<sup>rd</sup> Floor 215-257-2321

4<sup>th</sup> Floor 215-453-8699

Dr. Bolton 215-257-4594

### District Support Center

Food Service 215-257-4597

Transportation 215-257-4574

### Elementary/Middle Schools

Bedminster 215-795-2156

Deibler 215-257-1173

Grasse 215-723-0541

Guth 215-257-1389

Sellersville 215-257-2169

Seylar 215-257-2418

West Rockhill 215-257-2802

Central Middle 215-258-0938

North Middle 215-453-7867

South Middle 215-450-8809

### High School

Main Office 215-257-4986

Attendance 215-257-3547

Counseling Center 215-258-0150

Mr. Keddie – Principal 215-257-0904

Mr. Czaplicki – Asst. Principal 215-257-0904

Mrs. Gurysh – Asst. Principal 215-257-0904

Mr. Hughes – Asst. Principal 215-257-2069

Mr. Ott – Asst. Principal 215-257-1485

Nurse's Office 215-258-5901

Athletic Office 215-453-2741