



JOHN S. CLARKE ELEMENTARY CENTER
601 North Sixteenth Street
Pottsville, PA 17901-1414
Phone: 570-621-2945
Fax: 570-621-2038
www.pottsville.k12.pa.us

2024-2025 JOHN S. CLARKE ELEMENTARY CENTER HANDBOOK

Dear Parents/Guardians:

We are using this handbook as a means of communicating between the home and school. There are many policies, regulations, and services discussed in these pages. Please read and keep this handbook readily available throughout the year.

Many of your questions have been anticipated and are discussed in some detail. We are always available to clarify any school matter. The telephone numbers listed for key staff members will prove helpful. Do not hesitate to use them.

Close cooperation between the home and school is essential to promote the best interests of each child. Parents should contact the teacher of their child with any questions or concerns through the teacher's e-mail. Mutual benefits occur when there is a meaningful exchange of information between the home and school.

Our discipline, attendance/truancy and dress code policies, which are in effect district wide are of special importance. Please be sure to read them carefully.

Thank you,

Ms. Kerri Lubinsky
Principal, John S. Clarke Elementary Center

Mr. Stanley J. Sabol Jr.
Assistant Principal, John S. Clarke Elementary Center

Mrs. Julie Saunders
Supervisor of Special Education, John S. Clarke Elementary Center

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John S. Clarke Elementary Administration

Ms. Kerri Lubinsky klubinsky@pottsville.k12.pa.us	Principal (570)621-2945
Mr. Stanley J. Sabol Jr. ssabol@pottsville.k12.pa.us	Assistant Principal (570)621-2945
Mrs. Julie Saunders jsaunders@pottsville.k12.pa.us	Supervisor of Special Education (570)621-2945
Mrs. Pam Brennan pabrennan@pottsville.k12.pa.us	Office Secretary (570)621-2945
Mrs. Rose Doorly rdoorly@pottsville.k12.pa.us	Office Secretary (570)621-2945

Transportation Phone Number
570-621-2949 – Mrs. Deniece Krater

Skyward Parent Portal Phone Number
570-621-7679 – Mr. David Gonzalez

Food Service Phone Number
570-621-2910 – Mrs. Lisa Eckley

School Website- www.pottsville.k12.pa.us

JOHN S. CLARKE ELEMENTARY CENTER

SCHOOL CALENDAR 2024-2025

Monday, August 19, 2024 Kindergarten Orientation and Bus Run

Monday, August 19, 2024 Back to School Night 5:00 p.m -7:00 p.m.

Wednesday, August 21, 2024 Teachers' In-Service Day 1

Thursday, August 22, 2024 Teachers' In-Service Day 2

Monday, August 26, 2024 First Day of School

Friday, August 30 , 2024 School Closed

Monday, September 2, 2024 School Closed (Labor Day Holiday)

Tuesday, September 10, 2024 Picture Day **GRADES K and 1 only**

Wednesday, September 11, 2024 Picture Day **GRADES 2, 3, and 4 only**

Friday, September 20, 2024 District wide PBIS Pep Rally

Monday, October 14, 2024 Teachers' In-Service Day 3 **No school for students**

Wednesday, October 16, 2024 Picture Makeup Day

October 28-November 1, 2024 Red Ribbon Week

Wednesday, October 30, 2024 End of the First Marking Period (**tentative**)

Wednesday, November 6, 2024 First Marking Period Report Cards Uploaded to Skyward
(**tentative**)

Friday, November 8, 2024 Kindergarten Sandwich Day

Monday, November 11, 2024 Act 80 Day – **No school for students**

November 11-15, 2024 Fall Book Fair (tentative)

Wednesday, November 27, 2024 Early Dismissal (12:00 p.m.)

November 28 - December 2, 2024 School Closed – Thanksgiving Recess

Tuesday, December 3, 2024 Return from Thanksgiving Recess

December 4 - 11, 2024 Holiday Gift Shop (**tentative**)

Friday, December 13, 2024 Joy Through the Halls - 5 p.m. to 8 p.m.

Thursday, December 19, 2024 Winter Fun Day

Friday, December 20, 2024 Early Dismissal (12:00 p.m.)

December 23, 2024 through January 1, 2025 School Closed – Winter Recess

Thursday, January 2, 2025 Return from Winter Break and New Year Holiday

Thursday, January 16, 2025 End of the Second Marking Period (**tentative**)

Monday, January 20, 2025 Teachers' In-Service Day 4 **No school for students**

Thursday, January 23, 2025 Second Marking Period Report Cards Uploaded to Skyward (**tentative**)

Monday, February 17, 2025 School Closed - Presidents' Day

March 3-7, 2025 Read Across America Week

March 21-24, 2025 School Closed- Spring Break (tentative-weather makeup dates)

Wednesday, March 26, 2025 End of the Third Marking Period (**tentative**)

Wednesday, April 2, 2025 Third Marking Period Report Cards Uploaded to Skyward (**tentative**)

Wednesday, April 16, 2025 Early Dismissal – Easter Recess (12:00 p.m.)

April 17-April 21, 2025 School Closed – **Tentative Easter Recess**

Make-up Days- 1st April 17, 2025; 2nd March 24, 2025; 3rd March 21, 2025

April 21 - 25, 2025 PSSA English Language Arts tests for 3rd & 4th grades

April 28 - May 2, 2025 PSSA Math, Science, & Make-up tests for 3rd & 4th grades

May 5-9, 2025 PSSA Make-up dates

May 5-May 9, 2025 Teacher Appreciation Week

Friday, May 23, 2025 Holiday Early Dismissal (12:00 p.m.)

Monday, May 26, 2025 School Closed – Memorial Day

Wednesday, May 28, 2025 Kindergarten Show

Friday, May 30, 2025 JSC Fun Day **Monday, June 2, 2025** Fun Day rain date

Tuesday, June 3, 2025 Early Dismissal 12:00 p.m.; Last day of school (**tentative**)

Tuesday, June 3, 2025 Fourth Marking Period Report Cards Uploaded to Skyward (**tentative**)

*****Fourth Grade Family Night Date TBD**

Arrival and Dismissal Information

Admission to Building

SCHOOL OFFICE HOURS: 8:00 a.m. to 4:00 p.m.

- Please note that the office closes at **4:00** p.m.
- However, emergency phone calls can be received from 4:00 p.m. to 4:30 p.m.

Classes Begin: Grades K-4 - 9:00 a.m. Classes End: Grades K-4 - 3:05 p.m.

Students are expected to arrive at school between 8:35 a.m. and 9:00 a.m. every day. Any students that do not get district provided transportation must arrive at their classroom by 9:00 a.m. to receive breakfast. The school day officially starts at 9:00 a.m., meaning students must be in their classrooms no later than 9:00 a.m. Students who arrive after 9:00 a.m. are considered to be late. The lateness creates disruption in the classroom and an interruption to the educational process.

Parents/Visitors

We politely request that parents/guardians make an appointment if they need to meet with school personnel and **NOT** just stop by. This allows the school to prepare materials for the meeting to make sure we are attentive to your questions and/or concerns. All parents and visitors to the school must use the main entrance on 16th Street and report to the office whenever entering the building.

Arrival Time:

Students who do not ride the bus should arrive at JSC at any time from 8:35 a.m. to 9:00 a.m. Any student who arrives after 9:00 a.m. will be marked tardy. Any student who would like to eat breakfast should be in their homeroom no later than 9:00 a.m.

Arrival Location:

Main Entrance (16th Street side of school)

The main entrance is open for student arrival in the morning. All students being dropped off via personal transportation must use the main entrance. This is the only entrance where students may enter the building that are walkers or being dropped off by a parent/guardian. **The Mount Hope Avenue entrance is no longer used for arrival or dismissal.**

Please note that parent parking during arrival and dismissal are as follows: Street parking along 16th Street (designated for drop-off and pick-up), street parking on Mount Hope Avenue, and street parking on lower road (JFK pool road). There is also parking available next to the 16th Street practice field. We strongly recommend that parents walk students to a crosswalk when dropping off. Please refrain from parking in private business lots on Mount Hope Avenue.

Student Drop-off during Arrival

- Families are **NOT** permitted to drive to the front of the building. This entrance is used for district transportation only.
- When dropping your child off, you may park in any space open on either side of North 16th Street, street parking on Mount Hope Avenue, or on the lower road (heading toward JFK pool). **Please do NOT park in the business lots on Mount Hope Avenue.** Please walk your child to the Main Entrance (on lower level).
- If you park on the baseball/softball field side of the street, you must walk with your

child/children to the crosswalk and wait for the crossing guard to cross the street.

- A reminder that the doors to the Elementary Center do not open until 8:30 a.m. Proper adult supervision of your child is not available before 8:30 a.m. Students arriving before these times will not be permitted to enter the school building and the District will not accept responsibility for their supervision prior to 8:30 a.m.

Parents are required to send a note if they are picking up their student at dismissal time. Otherwise, the child must take the bus. The note should include the name of the person picking up your child. Anyone picking up a student must have a proper ID.

Dismissal Times:

Kindergarten and 1st Grade walkers / pick-ups dismiss at 3:05 p.m.

2nd Grade through Fourth Grade walkers / pick-ups dismiss at 3:15p.m.

Bus dismissal starts following walker dismissal as each bus arrives at the building.

Dismissal Location:

Main Entrance (16th Street side of school)

All students that are walkers/are picked up are dismissed from the school's main entrance, located on 16th Street. The bus circle and Mount Hope Avenue will **no longer be utilized** as dismissal points.

Dismissal Options for Students:

Grades K, 1, and 2

There will be a form sent home for all students in Kindergarten, 1st, and 2nd grades for parents/guardians to choose the option for their student(s) to be dismissed from school. The options include: pick up at school by an authorized person or ride district transportation. Ensure that you select one of the options, print name, sign name, date, and return to your child's teacher.

Grades 3 and 4

There will be a form sent home for all students in 3rd and 4th grade for parents/guardians to choose the option for their student(s) to be dismissed from school. The options are: walk home without adult supervision, pick up at school by an authorized person, or ride district transportation. Ensure that you select one of the options, print name, sign name, date, and return to your child's teacher.

Leaving School Before Dismissal Time

Class instruction ends at 3:05 p.m. Since instructional time is vital to the student's educational progress, parents are asked to request early dismissal only when absolutely necessary.

Parents who must have their child dismissed early from school are requested to **send a note** to the teacher indicating the date(s), the reason for the request, who will be coming for the child, and the time. Parents must meet their child in the office at the requested time and officially sign out the child.

Please note that proper identification will be required.

- When a student leaves early for an appointment, a note from the appointment source (doctor, dentist, counselor, etc.) is required in order for the absence to be excused. An adult **must** sign the student out in the parent log located in the main lobby.
- Only in cases of emergency should a phone call be made to request taking a child from school before dismissal time.

- Students are **not permitted** to leave early following a field trip.

School Closing/Early Dismissal

Should it be necessary to cancel school or have a delayed opening because of inclement weather, the information will be posted on the district's facebook page and website www.pottsville.k12.pa.us, announced on the local radio stations WPPA 1360 a.m. and T-102 FM 101.9 and television station WNEP as early as 6:30 a.m.. You will also receive a phone call from Skylert.

Please remember when there is a delayed opening time, the dismissal time will still be at the regular time. In the event of a delay, students will not be allowed to enter the building until:

- One-hour delay – 9:35 a.m.
- Two-hour delay – 10:35 a.m.

Should it be necessary to dismiss classes early due to weather conditions, broadcasts over the same radio stations will be given. You will also receive a phone call from Skylert. The early closing information will also be available by accessing the district's Facebook page and website at www.pottsville.k12.pa.us.

Please make sure that we have your most current cell phone and email on file to receive any emergency alerts or messages.

It is important that parents plan ahead and make arrangements so that someone will be at home when the child arrives. Each family is urged to make arrangements for its particular needs in the event of an early dismissal. Make certain that your child knows the plan.

Attendance Information

Regular and punctual attendance at school is not only the State Law, but it is essential to the educational process.

When a child has been absent from school, a written excuse signed by the parent or guardian stating the reason for absence and the date of absence is required. If the absence is due to an appointment (e.g. doctor, dentist, counselor, etc.), a note from the source is required. Additionally, a note is required from the doctor after **five or more** consecutive days of absence from school. This written excuse should be sent to the teacher the day the child returns to school. If a note is not received the day the child returns to school, he/she is given **three days** to bring the required note. If the note is not received within this time limit, the absence will be marked unexcused/unlawful.

Permission may be granted for up to a total of 5 (five) days for the purpose of an educational trip each school year. To obtain this permission slip, ask the teacher for a Request for Educational Trip form (also available on the PASD website under John S. Clarke Elementary Center □ For Parents). When this form has been completed, return it to the teacher for approval by the Principal and Superintendent of Schools.

When your child is absent from school, you will receive an automated telephone call from "School Messenger" by 10:00 a.m. Receiving the automated message alerts you as a parent or guardian that your child is absent from school. If you receive this message in error, please contact the school immediately at 570-621-2945. When your child returns to school, you **MUST** provide a written note including:

- date of absence
- student's first and last name and grade
- reason for absence

- parent's/guardian's name print and signature

The note must be returned within three days of when the absence(s) occurred to the student's homeroom teacher, otherwise the absence is considered unexcused/unlawful. A phone call to the school on the day of the absence is NOT necessary.

IMPORTANT

Leaving School Early	Full Day Absent	Half Day Absent
John S. Clarke	9:01 a.m. to 11:29 a.m.	11:30 a.m. to 3:15 p.m.

Educational Field Trips

- Educational trips will not be approved during the following times
 - The first five (5) days of school
 - On PSSA Testing Dates
 - The final five (5) days of school
- Students are permitted to have up to five (5) educational field trip days approved during the school year.

Please review Pottsville Area's Attendance Policy following the directions below: PASD school website (www.pottsville.k12.pa.us). Click Departments □ Board of Directors □ District Policies □ Use link to view District Policies □ 200-Pupils □ The policy regarding attendance is #204. The policy was revised on July 13, 2022.

Schuylkill County Truancy Handbook for Parents - Last Revision May 2017

The following is information that every family should be aware of regarding **truancy** and how **truant** situations will be handled for the 2024-2025 school term:

Initially it is important to know that by definition compulsory school attendance is from ages 8-17. However, if a student under the age of 8 is enrolled and attending school, they are also bound to follow the truancy policy once they begin school.

A) Procedures when a student is **truant**: The law defines "truant" as a student subject to compulsory attendance who has three or more school days of unexcused absences during the current school year.

- Within 10 days of the student's **third unexcused absence**, the school will provide written notification that the student has been truant to the person in parental relation to the student. The school may offer an attendance improvement conference.
- If the student **continues to accumulate unexcused absences** after the written notice is provided, the school will convene a **school attendance improvement conference**. The school will invite the child, the person in parental relation to the child, other individuals identified by the person in parental relation who may be a resource, appropriate school personnel, and recommended service providers. The school will provide the parent with advance written notice of the meeting. The conference may occur if the parent declines to participate or fails to attend the scheduled conference after advanced written notice and attempts to communicate via telephone. The school will complete a written school attendance improvement plan to document the outcome of the

conference.

B) Procedures when a student is **habitually truant**: The law defines “habitually truant” as six or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

- When a child is habitually truant and **under fifteen years of age** at the time of the referral:

The school may refer the child/family to a school-based or community-based attendance improvement program or to **Schuylkill County Children and Youth Services** for services or for possible disposition as a dependent child. The school **may file a citation** in the office of the appropriate magisterial district judge against the person in parental relation of the student(s).

C) Upon receiving a truancy referral, Children and Youth will review the student’s attendance record and determine if an investigation is warranted based on the frequency of absences and the length of the time over which the absences occurred. If Children and Youth determines the student’s absences do not warrant an investigation, the agency will notify the district of their decision.

D) Citations may not be filed if

- A school attendance improvement conference has not occurred.
- A proceeding is already pending for violating compulsory school attendance.
- A referral has been made to Schuylkill County Children and Youth Services and the case is active with the Agency.
- A petition has been filed alleging the child is dependent due to being habitually truant and the case remains under the jurisdiction of the juvenile court.

Additional services that can/will be offered and utilized in an attempt to improve school attendance:
Children and Youth programs:

- Schuylkill County Children and Youth Services collaborates with local school districts in an effort to improve school attendance throughout the county. Schuylkill County Children and Youth Services funds school attendance improvement programs at no cost to the districts, students or their families. The programs work with students and their families in the home, school, and community to identify the reasons a student misses school and to remove the barriers to attendance.
- Upon identifying that a student is at risk for truancy or chronic absenteeism, the district may refer a student to one of the below services:
 - Access Services Inc. Access Rebound Mentoring
 - Access Services Inc. Chronic Absenteeism and Intervention (CAIR)
 - JusticeWorks Why Try
 - Family Support Unit Truancy Intervention Parenting Program (TIPP)
- Participation in these programs is voluntary. The district offers the programs as alternatives to referrals to Schuylkill County Children and Youth Services and Court activity including citations and finding of dependency.

District programs:

- Student Assistance Program (SAP): Each school district has a SAP team comprised of school personnel and community providers that can offer assistance to a youth in the school setting and refer to community resources.

Penalties for Violation of Compulsory School Attendance:

- Citations through the Magisterial District Judge's Office can be issued to both the student and the parent. A person convicted of violating compulsory school attendance requirements may be sentenced to pay a fine not exceeding \$300, together with court costs, for an initial offense, not to exceed \$500, together with court costs, for a second offense and not to exceed \$750, together with court costs, for a third or subsequent offense. In addition, if the parents are issued a fine and they fail to pay the fine, the Magisterial District Judge can impose a jail sentence, not to exceed three days.
- Community Service can be ordered by the Magisterial District Judge for both the parent and the truant youth.
- Students may be required to complete a school attendance improvement program.
- At their discretion, district judges may send the Department of Transportation a certified record of a student's conviction for license suspension. Upon a first conviction, the child's operating privilege for operating an automobile will be suspended for 90 days. Upon a second or subsequent conviction, the child's operating privileges will be suspended for six months. Children who do not yet have a driver's license will be ineligible to apply for a license for the time periods of 90 days for the first conviction and six months for the second and any subsequent conviction.
- If a student is an adjudicated dependent and continues to incur unexcused absences, the agency can recommend to the Court a weekend placement program. This program can be utilized for one weekend or as many as needed in order to encourage the student to attend school regularly. Students who are court ordered into a weekend placement program will be required to complete assignments provided by the school. In addition, the youth will complete chores and any physical requirements of the program.

***Example of Attendance Note at John S. Clarke Elementary Center (provided to children)**

<u>JOHN S. CLARKE ELEMENTARY CENTER</u>	
<u>ABSENCE EXCUSE</u>	
Student Name	_____
Grade _____	Teacher _____
Date(s) of Absence	_____
Reason for Absence	_____

Parent Signature	
-	
Absence from school is excused for only a limited number of reasons as specified in the Pennsylvania School Code. Each student is required to submit this form, complete with parent signature, the first school day following an absence.	

Arriving Late to School

Successful academic progress and Commonwealth Law require that a child be in class on time each school day. Classes at John S. Clarke Elementary Center begin at 9:00 a.m.. Late students **must be accompanied by a parent and must report to the main office using the 16th Street entrance.**

Some unexcused reasons for being late to school are: oversleeping, missing the bus, routine babysitting, refusing to come to school, hunting, taking a trip without approval from administration, and any other circumstances deemed unexcused by the principal.

If a student is late due to an appointment, a note from the appointment source (doctor, dentist, counselor, etc.) is required in order for the lateness to be excused.

Late Arrival to School	Tardy	Half Day Absent	Full day Absent
John S. Clarke	9:01 a.m. to 11:29 a.m.	11:30 a.m. to 1:00 p.m.	After 1:00 p.m.

Requests for Classwork or Homework During an Absence

We encourage parents to obtain class work and/or homework assignments for their children when they are absent from school. However, because of time restrictions on the classroom teacher, we must ask that you make your request for class work/homework prior to 11:00 a.m.. The work may then be picked up in the school office after 3:00 p.m. that same day. If the request for work is received after 11:00 a.m., the work may not be available in the school office until after 9:30 a.m. on the next school day.

Academic Information

Curriculum

The elementary curriculum (K-4) includes the teaching of Mathematics, English Language Arts, Social Studies, Science, Art, Music, Physical Education/Health, STEM, and Library/Media Science. Under the ESEA Title I Program, remedial reading help is provided to those students who are considered below grade level in this area. This is in addition to the regular classroom instruction. Parents are informed and kept up-to-date of their child's progress in this program.

The kindergarten program is structured to develop readiness for learning. Reading readiness, math readiness, behaviors that promote learning, and fine motor control are all part of the kindergarten curriculum.

Title I School

The philosophy behind Title I is that in order for an educational program to be truly effective, our school needs to partner with our parents. As a Title I school, our teachers make every effort to communicate classroom expectations relating to assessment requirements and PA Common Core to parents. A parent resource center is located in the JSC Reading Center. Parents can find materials here to help improve their child's achievement. Our goal is to build a strong relationship through open communication that

will positively impact each student's learning journey. If you have any questions, please contact your child's teacher or the JSC Reading Center.

Included at the end of this document is a letter to make you aware of your rights as a Parent/Guardian of a child in a Title I School.

Grading Scale

Kindergarten and First Grade students will utilize the following grading scale for all subject areas:

O – Outstanding	S – Satisfactory	I – Improving	N- Needs Improvement	U- Unsatisfactory
0 – 96 – 100%	S+ = 91-95% S = 86-90% S- = 81-85%	I = 76-80%	N = 71-75%	U = 0-70%

Second through Fourth Grade students will utilize the following grading scales depending on the subject: A+ 97-100% A 93-96% A- 90-92% B+ 87-89% B 83-86% B- 80-82% C+ 77-79% C 73-76% C- 70-72% D+ 67-69% D 63-66% D- 60-62% F 0-59%

O-Outstanding, S-Satisfactory, I-Improving, N-Needs Improvement, U-Unsatisfactory
96-100%, S+ 91-95%, S 86-90%, S- 81-85%, I 76-80%, N 71-75%, U 0-70%

Report Cards

There are four grading periods (approximately every nine weeks) during the school year. Report cards are issued one week after the close of the nine-week period to all students. Tentative report card distribution dates are listed on the calendar.

Student Services

Schuylkill Achieve

The Schuylkill ACHIEVE program provides students with a variety of activities and learning opportunities which are designed to support positive student outcomes both in and out of school. ACHIEVE is offered, at no-cost to participants, Monday through Thursday during the school year for a total of 36 weeks. Students in grades 2-4 are eligible to participate. Registration information will be given to students during the first week of school. Additional questions can be directed to Ms. Emily “Molly” Kleeman, Site Coordinator for ACHIEVE, at ekleeman@pottsville.k12.pa.us

Elementary Student Assistance Program (ESAP)

ESAP is an intervention program. The purpose of this program is to identify students having problems of any type that interfere with the learning process.

The ESAP team is made up of school and agency staff who will help you access school and agency services for your child.

The JSC ESAP team will help you find services and assistance within the school, and, if needed, in the community. We will provide you with the information; you make the choices. Our goal is to help your child succeed in school.

Parents or school staff can refer students to the ESAP program. If you have any questions regarding the ESAP process, please contact John S. Clarke Elementary Center.

Multi-Tiered System of Support (MTSS) Team

The purpose of the MTSS Team is to review the strategies and/or interventions that are used to promote student success in school. The MTSS Team may include any combination of the following

individuals: principal, assistant principal, supervisor of special education, guidance counselor, school psychologist, reading specialist, speech therapist, occupational therapist, physical therapist, social worker, classroom teacher, and you (the parent/guardian). Together, as a team, we hope to find ways to help your child perform better in school and to feel better about himself or herself along the way.

Special Education

Pottsville Area School District is required by the Individuals with Disabilities Education Improvement Act of 2004, (IDEIA) to provide a free appropriate public education (FAPE) for children with disabilities. Children with disabilities are those that are in need of special education and related services as a result of one or more of the following physical and/or mental disabilities:

* Autism * Orthopedic Impairment * Deaf-Blindness * Other Health Impairment * Emotional Disturbance * Specific Learning Disability * Hearing Impairment including Deafness * Speech/Language Impairment * Intellectual Disabilities * Traumatic Brain Injury * Multiple Disabilities * Visual Impairment including Blindness

Screening and Evaluation Process

The Pottsville Area School District has procedures in place to help identify children who may be eligible for special education and related services. The process includes both screening procedures for potential speech, hearing and vision needs as well as parent/guardian or teacher referrals for a comprehensive educational evaluation. If the parent/guardian believes their child may be eligible for special education and or related services, they may request a screening and evaluation at any time at no cost to them. Any such request should be directed to the district special education contact person listed at the conclusion of this announcement.

Services for Protected Handicapped Students

In accordance with Section 504 of the Rehabilitation Act of 1973 all school districts must provide services to and may not discriminate against “protected handicapped students.” A “protected handicapped student” is a student who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment or is regarded as having such an impairment. A “protected handicapped student” may qualify for special services to ensure equal opportunity to participate in the school program including extracurricular activities to the maximum extent appropriate for the individual student.

Notice of Rights under Family Educational Rights and Privacy Act (FERPA) of 1974

The Pottsville Area School District is required to protect the confidentiality of personally identifiable information of students in accordance with federal law and state and federal rules and regulations. The rights and privacy of students include the following:

- The right to inspect and review the student’s educational records within forty-five days of the date that the educational agency receives a request for access to the records.
 - A written request, identifying the record(s) to be inspected, should be submitted to the building administrator of the school where the student attends.
- The right to request that the student’s educational records be amended if the parent/guardian believes the records to be inaccurate or violates the privacy or other rights of the student.
 - A written request identifying what record(s) are seeking to be amended and why should be submitted to the building administrator of the school where the student attends.

- The school will notify the parent/guardian, in writing, of the decision and advise them of their right to a hearing regarding their request for amendment of the record(s).

- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that federal and state law authorize disclosure without consent.
- The right to file a complaint with the U. S. Department of Education at the Family Policy Compliance Office concerning alleged failures by the educational agency to comply with the requirements of FERPA.
- In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:
 - > PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
 - > PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

Questions with regard to programs and services for eligible students with special needs as well as thought to be exceptional students may be addressed to:

Mrs. Julie Saunders (570) 621-2945 – jsaunders@pottsville.k12.pa.us
John S. Clarke Elementary Center, Supervisor of Special Education

Gifted Education Services

Pottsville Area School District offers specially designed instruction for students that have been evaluated and identified as “mentally gifted.” These services include specially designed programs or support services that are not ordinarily provided in the regular education program. The Pottsville Area School District uses multiple criteria, including IQ score, to identify students with gifted ability who may require specially designed instruction.

McKinney-Vento Homeless Education Assistance Act

The Pottsville Area School District recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The district shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state laws and regulations.

Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include students living under the following conditions:

1. Sharing the housing of other persons due to loss of housing or economic hardship.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations.
3. Living in emergency, transitional or domestic violence shelters.
4. Abandoned in hospitals.
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.

7. Living as migratory children in conditions described in previous examples.
8. Living as run-away children.
9. Being abandoned or forced out of homes by parents/guardians or caretakers.
10. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

Students shall not be discriminated against, segregated, nor stigmatized based on their status as homeless.

When a student is claiming, or thought to be homeless, you can contact the PASD Homeless Liaison, or 570-621-2945.

Language Instructional Educational Program

The mission of the Language Instructional Educational Program (LIEP) in the Pottsville Area School District is to provide support and intensive instruction in English and American culture to Non and Limited English Proficient (NEP and LEP) students which will enable them to become successful in the mainstream classroom, the school environment, and the community at large.

Pottsville Area School District will provide a Language Instructional Educational Program (LIEP). An ESL team will review student background information and test results. An instructional plan will be developed that is appropriate to the student's language proficiency level and congruent with the district curriculum. The student will be placed in a Language Instructional Educational Program (LIEP) during non-core instructional time. The student will be placed in the regular education program for all other subject areas and activities. The number of recommended instructional hours will be determined by the student's needs.

Multi-Tiered Systems of Support (MTSS) Process

Updated: 6/12/2024

Dear John S Clarke Elementary School Students and Families,

JSC utilizes a Multi-Tiered Systems of Support (MTSS) structure to match support with students' needs. We strive to efficiently align supports and services and communicate with students' families to ensure their needs are being met. We also understand that students and families may have questions or need assistance but may be unsure where to direct those contacts. Students learn in many different ways, which is why it is essential to have various supports available.

The following guide outlines a few of the supports available:

- ❖ The **MTSS Team** reviews classroom data, interacts with teachers, and explores additional or alternate options for academic and behavioral support.
- ❖ **Title 1 Interventionists** for Math and ELA are available to assist students in the classroom and in small groups through direct instruction.
- ❖ The **PBIS Team** strives to create a safe, positive, equitable school, where every student can feel valued, connected to the school community and supported by caring adults.
- ❖ The **Student Assistance Program (eSAP)** is for students exhibiting behavior difficulties, experiencing stress, and/or other challenges that are impacting school function and may be referred to the multi-disciplinary team that works to determine how to provide support.
- ❖ The **School Counselor, Behavior Interventionist, Social Worker, and School Psychologist** are available to support students throughout the school day when requested by a student or referred by a staff member.
- ❖ Third-party **school-based behavioral health programming** is present in the school building,

students and families have access to a variety of supports in a convenient setting. We hope that you find this information to be a helpful resource to ensure your student can access the supports needed to be successful. Please feel free to contact us with any questions. Sincerely,

Kerri Lubinsky

Ms. Kerri Lubinsky
JSC Elementary Principal

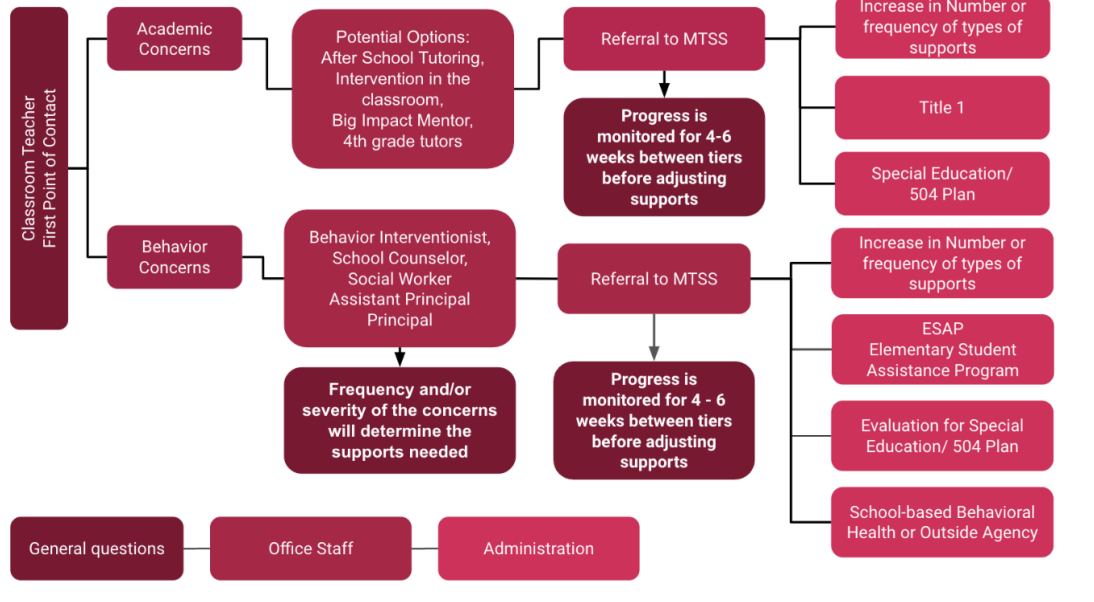
Stanley J. Sabol Jr.

Mr. Stanley J. Sabol, Jr.
JSC Elementary Assistant Principal

Julie Saunders

Mrs. Julie Saunders
JSC Special Education Supervisor

Multi-Tiered Systems of Support (MTSS)



Office Secretaries:

Mrs. Pam Brennan
Mrs. Rose Doorly
Mrs. Amy Beadle

Mrs. Brennan, Mrs. Doorly, and Mrs. Beadle are here to answer general questions such as whom to contact for a change of a family's address as well as concerns regarding school operations.

JSC Phone:
(570) 621-2945

Classroom Teachers

Classroom teachers are the first point of contact for any questions or concerns regarding your child's academic and behavioral progress. Please contact them through email first since they are teaching during the school day. If you do not receive a response within 24 hours during the school week, please call the office. If the concern is time sensitive, please call the office for a return call.

Contact your child's teacher through email first, unless the concern is time sensitive.

Behavior Interventionist
Mr. Rodney Snowell

Mr. Snowell works collaboratively with students, staff, and families to develop and implement intervention strategies (positive behavior supports) for the classroom and within the school environment.

Email:
rsnowell@pottsville.k12.pa.us

Title 1 Reading
Mrs. Elaina Prestileo
Mr. Derek Drenzo
Mrs. Melissa Brennan
Mrs. Rebecca Oakill

Our Title I Reading Specialists are certified educators who specialize in helping students improve their literacy skills. They work with students who may be struggling with reading or learning, and teach them individually or in small groups to close learning gaps.

Email:

eprestileo@pottsville.k12.pa.us

When should I contact a reading specialist?

- Reading Concerns - Our reading specialists are the next step after your child's classroom teacher.

Title 1 Math
Mrs. Angel Mundy
Mrs. Lorraine Van Stone

Our Title I math interventionists are certified educators who help students improve their math skills. They work with students who may be struggling with math concepts, and teach them individually or in small groups to close learning gaps.

Email:

amundy@pottsville.k12.pa.us

When should I contact a math interventionist?

- Math Concerns - Our math interventionists are the next step after your child's classroom teacher.

School Counselor
Mr. John Petitt
Mrs. Heather Yarnitsky

The role of school counselor is to support all students in the area of social emotional learning and development.

Email:

jpetitt@pottsville.k12.pa.us

hyarnitsky@pottsville.k12.pa.us

When should I contact the school counselor?

- Behavioral Health - If your child is experiencing behavioral or mental health concerns or situational stressors (grief, loss, changes at home, etc.)
- Peer Relationships - Concerns with peers (including bullying, relationships, social skills, etc.)

If the topic is time sensitive such as a death in the family, please call the office for a return call.

Social Worker
Mrs. Mickey Gunoskey

Mrs. Gunoskey's role of social worker is to help students address problems or issues that may cause a barrier to learning. She serves individuals and groups of students by helping them with social skills and coping skills. She helps students, families, and teachers address concerns regarding social withdrawal, aggressive behaviors, and the effects of situational stressors.

Email:

mgunoskey@pottsville.k12.pa.us

When should I contact the school social worker?

- Behavioral Health - If your child is experiencing behavioral or mental health concerns, or situational stressors (grief, loss, changes at home, etc.)
- Community Resources - If you have questions or would like information about community resources available

School Nurse
Mrs. Carrie Selinko

The school nurse is responsible for coordinating and providing health services to ensure that the school district's health program is carried out as defined by the PA School Code, school district policies, and PA Department of Health.

Email:

clselinko@pottsville.k12.pa.us

When Should I contact the school nurse?

- The nurse should be contacted with any medical or health concerns.

School Psychologist
Ms. Christine Schuebel

Ms. Schuebel is a uniquely qualified member of multiple school teams that support students' ability to learn and teachers' ability to teach. She applies expertise in mental health, learning, and behavior, to help children and youth succeed academically, socially, behaviorally, and emotionally. Ms. Schuebel partners with families, teachers, school administrators, and other professionals to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community.

Email:

cschuebel@pottsville.k12.pa.us

When should I contact the school psychologist?

- Behavioral Health - If your child is experiencing behavioral or mental health concerns, or situational stressors (grief, loss, changes at home, etc.)
- Community Resources - If you have questions or would like information about community resources available
- Academic Growth - If you have questions about academic or behavioral supports

Supervisor of Special Education
Mrs. Julie Saunders

Mrs. Saunders works to implement and enhance special education programs and services in conformance to District procedures as well as state and federal laws. She serves as a resource to families and school personnel as well as coordinates the activities of teachers and support staff for special education programming for students with individualized education plans (IEPs).

Email:

jrsaunders@pottsville.k12.pa.us

When should I contact the supervisor of special education?

- If there is in need for academic, behavioral, or other supports beyond what is currently offered within the regular education classroom

Assistant Principal
Mr. Stanley Sabol

Mr. Sabol works to provide a safe, pleasant and effective educational environment. He enforces school policy and assigns informal and formal discipline as necessary. He oversees the attendance process at JSC and supports Principal Ms. Lubinsky in setting the overall direction, coordination and evaluation of the staff within the school.

Email:

ssabol@pottsville.k12.pa.us

When should I contact the assistant principal?

- Attendance Concerns -
 - Truancy - Questions or concerns regarding school attendance conferences / plans
- Behavior Concerns (school or bus/van)
 - If concerns are not resolved by the classroom teacher, contact the assistant principal.
 - Any direct threats should be communicated by phone to the Assistant Principal/Principal.

Principal
Ms. Kerri Lubinsky

The role of a principal is to provide strategic direction in the school system. Ms. Lubinsky monitors student achievement with the MTSS team, communicates with families about academics and extracurricular activities, establishes/revises school procedures, manages the Board approved budget, recommends and evaluates staff, and oversees facilities.

Ms. Lubinsky's prioritized responsibilities entail reviewing safety protocols and emergency response procedures as well as strengthening standardized curricula and assessing teaching methods within the school and district teams.

Legislative emphasis on measurable student outcomes requires principals to collaborate with educators to set and achieve high-performance goals for all student groups.

Email:

klubinsky@pottsville.k12.pa.us

McKinney Vento Liaison
Mr. Patrick Brennan

Under the McKinney-Vento Act, the term "homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence and includes children and youth:

- who are sharing the housing of others due to loss of housing, economic hardship, or a similar reason;
- are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- are living in emergency or transitional shelters or are abandoned in hospitals; who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- who are migratory children who live in one of the above circumstances.

When should I contact Mr. Brennan?

Contact should be made as soon as possible so that obstacles to education can be minimized.

Email: pbrennan@pottsville.k12.pa.us

or Call 570-621-3264

Please contact the JSC office if you do not receive communication within 24 hours of your email.

Transportation Supervisor
Mrs. Deniece Krater

Mrs. Krater directs and monitors the work of school bus and van drivers. She responds to requests for assistance by troubleshooting and providing solutions to concerns.

Email:
dkrater@pottsville.k12.pa.us

**Director of Curriculum,
 Instruction, and Assessment**

Safety and Security Coordinator

Dr. Jared Gerace

As a curriculum and instruction specialist, Dr. Gerace is tasked with evaluating, developing, and recommending curricula with the school and district teams. He analyzes student achievement with other stakeholders to make recommendations to the Superintendent and School Board.

Email:
jgerace@pottsville.k12.pa.us

Dr. Gerace oversees Virtual Learning across the district as well as transitioning back to In-person Learning.

Families are encouraged to communicate with Dr. Gerace to discuss school safety issues after consulting with one of the administrators at John S. Clarke Elementary Center

POTTSVILLE AREA SCHOOL DISTRICT DRESS CODE

1. Outerwear

- No outerwear should be worn in the buildings (including jean jackets).
- Hooded sweatshirts are allowed to be worn, but hoods are not to be worn over the head.

2. Tops

- No crop tops are permitted.
- Tops cannot be sheer or sleeveless.
- Logos are permitted.
- Hooded sweatshirts are allowed to be worn, but hoods are not to be worn over the head.

3. Bottoms

- While a student is standing and arms extended straight down, the length of a student's shorts, skirt, or dress must be below the fingertips. No tears or rips in any clothing if above the fingertip length.
- Cargo pockets are not permitted.

4. Shoes

- Closed toe and heel for students at JSC (due to stairs and playground)
- No bedroom slippers or shoes with wheels are permitted in any building.
- No heels greater than 2 inches high are allowed in any building.

5. Other

- Clothing that references drugs, alcohol, sex, or gangs is prohibited.
- Jewelry and belts that could be dangerous, such as wallet chains, dog collars, spiked necklaces, spiked bracelets, spiked belts, spiked earrings, or jewelry/belts that contain studs or rivets are prohibited.
- Students are not permitted to wear headgear of any type (with the exception of barrettes, or accessorized headbands or religious wear) including but not limited to hats, bandanas, hair picks, sweatbands, and hoods.
- Sunglasses are not permitted to be worn in the buildings unless required by a medical doctor.
- Accessories or piercings deemed to be dangerous, distracting, disruptive, or offensive in nature are prohibited.
- Tattoos that are deemed by administration to be offensive or vulgar, contain sexual references, or are likely to lead to substantial disruption or distraction to the educational process in school are not permitted.
- No excessively loose or tight-fitting clothing.

6. Consequences

- First violation - warning and change to appropriate clothing
- Second violation - recess, lunch, or after-school detention and change to appropriate clothing
- Third violation – recess, lunch, or after-school detention and change to appropriate clothing
- Refusal to adhere to the dress code may result in further disciplinary consequences as determined by building administration.

New Enrollment:

Upon enrollment in the Pottsville Area School District, students who are new to the district will be granted a grace period of one (1) week before being required to conform to the dress policy.

Medical or Religious Exemption:

Parents or legal guardians who object to the policy based on religious or medical grounds must present to the building principal a signed letter detailing the reason for the objection. The parent or legal guardian and the building principal will meet to discuss the exemption. Requests for this exemption must be submitted annually.

Miscellaneous Items

Emergency Information – Change of Address/Telephone

Emergency cards are kept on file for each student so that in the event of an emergency, parents may be contacted. It is of extreme importance that each emergency card has the **accurate information** needed to contact the parents in case of accidents and emergencies. Unlisted telephone numbers should be

given to the school for this use only. (This information will remain confidential). Someone should be named who would be available in the event that the parents cannot be reached during the school day. Should an emergency arise at home and parents need to contact a child, the parents should contact the office of the John S. Clarke Elementary Center (570-621-2945). After an explanation of the need, the appropriate action will be taken.

If you change your telephone number or email during the school year, **please notify your child's teacher and the school office.** It is extremely important that we have this **up-to-date information** for each student.

Address Change Notice - Please Note : When changing your physical address, you need to provide the Attendance Office located in the Academic Center with **2** proofs of the new address. (Examples: Property Tax receipt, Lease or Tenant Agreement, Driver's License, and Utility Bill).

Moved/Moving - Submit two (2) proofs of residency to the Academic Center (1501 W Laurel Blvd, Pottsville, PA 17901). Student enrollment and withdrawals will be processed through the Attendance Office located in the Academic Center.

Child Accounting Office - 570-621-2915

Health Services

Should a child become ill or injured during the school day, the nurse is contacted and the child is taken to the Health Clinic. If it is necessary for the child to be sent home, the nurse will contact the parents and the appropriate arrangements will be made. Please note that if someone will be picking up the child, **proper identification will be required.**

Some children in school are taking medication for various health reasons; therefore, it is very important that you understand the school's policy concerning medication, which must be administered during the school day.

1. No medication should be administered in school except by the direct order of a physician.
2. The written physician's order must be given to the school nurse stating:
 - a. Child's name
 - b. Name of medication
 - c. Dosage to be given
 - d. The time the medication is to be given
3. All medication must be properly labeled with the name of the medication and the dosage.

If at all possible, medications should be administered at home rather than in school.

All prescription medication MUST be transported to and from the school by a parent or adult designee. Students may **NOT** transport prescription medications to and from the school.

Throughout the year physical, dental, vision, and hearing examinations are given to various grade levels. Prior to any of these scheduled examinations the nurse will notify the parents. If necessary, following the examination, information will be given to the parents.

Bus Information

Riding the school bus is a privilege afforded by the Pottsville Area School District. Riding the school bus is not a student's right. Proper bus safety and bus conduct are extremely important. In order to ensure the safety of all children riding the school bus, we must insist that each and every child adhere to the following bus rules:

1. Be on time at the designated bus stop.
2. Stand on the sidewalk at all times while waiting for the bus.
3. Stay off private property near the bus stop.
4. Obey the crossing guard.
5. Fighting, punching, slapping, kicking, hitting, and/or touching another person, both at the bus

stop and on the bus, is strictly prohibited.

6. Do not move toward the bus until the bus comes to a complete stop.
7. Enter the bus by walking in a single line.
8. Remain seated on the bus at all times.
9. Keep hands inside the windows at all times.
10. Do not eat or chew gum on the bus.
11. Do not shout or use bad words/language.
12. Do not throw anything.
13. Walk, not run, when getting off the bus.
14. Always obey the bus driver.

For misconduct on the bus or at the bus stop, the following penalties **may** apply. Administration has reserved the ability to move through level of offenses due to the severity of an incident:

Response to infractions/misconduct on transportation:

1st Offense - Written Warning

2nd Offense - Lunch Detention

3rd Offense - Detention (Lunch, Recess, or Before/After School)

4th Offense - Suspension from the bus up to 5 days

5th Offense - Suspension from the bus up to 1 Month

6th Offense - Suspension from the bus for the remainder of the school year

*Community service will also be considered for each repeated violation. Student(s) may be transferred to a different bus/van as part of a resolution for bus violations. If the infraction violates other policies, additional consequences may be applied.

Any change in the child's usual bus routine must have proper authorization from a school official.

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

The district will not provide individual, personal transportation to children who repeatedly miss the school bus.

To contact the transportation department, please contact Deniece Krater at [570-621-2949](tel:570-621-2949) or dkrater@pottsville.k12.pa.us.

Cafeteria

Breakfast and lunch are served daily in the school cafeteria. A monthly breakfast menu, lunch menu, order form, and envelope for money will be sent home with your child for the upcoming month. Money can be added to your child's account at any time by using the designated breakfast/lunch account envelope.

Forms for free and reduced lunches are sent home at the beginning of the school year. These forms are also available at any time upon request.

Students will be expected to demonstrate appropriate behavior and table manners when eating in the cafeteria. Disrespect for cafeteria workers and/or cafeteria aides, deliberate destruction of cafeteria tableware, deliberate littering of the cafeteria floors, misuse of food, annoying other students during lunch, etc., will not be tolerated. Misconduct in the cafeteria may result in disciplinary action that may

include verbal reprimand, isolation of the offender from other students while eating, detention, or suspension from school.

Parent-Teacher Organization

The John S. Clarke Elementary Center has a very active PTO organization. Since the education of your child is a cooperative effort of the home and the school, you are urged to become an active member. *Please note that PTO membership is required in order to be considered as a chaperone for student field trips.*

Parties/Holiday Treats

The only parties permitted in the elementary grades K-4 are those sponsored by the PTO. Birthday parties are not allowed. **Due to health conditions such as food allergies, no food items should be sent to school** for holidays such as Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter. Birthday party invitations may not be distributed at school unless everyone in the class is receiving an invitation. We are not permitted to give out student addresses and/or phone numbers.

School Communication

Skyward Family Access is used for lunch balances, grades, conference scheduling, and posting of information.

For new families, check your inbox for an email with your account credentials. If you have any login issues or need to create a Skyward Account, please contact the Technology Department at 570-621-7679 or email dgonzalez@pottsville.k12.pa.us.

Social Media Accounts:

1. www.facebook.com/ctidepride

Additionally, John S. Clarke Elementary Center will use Skyward messenger to communicate by way of email with our families. Emails will come from the following address: jscoffice@pottsville.k12.pa.us. It is imperative parents/guardians have an updated email address listed in Skyward as this is our primary means of communication between home and school.

Parent-Teacher Communication

Communication between the school and the home is very important. Parent-teacher communication is strongly encouraged. All JSC teachers utilize the Class Dojo communication app. (Ask your child's teacher for more information / how to join.) Time will be set aside for parents to meet with teachers during the school year. Details regarding conferences will be emailed to parents.

It is not necessary to wait for the scheduled conference to meet with your child's teacher. If at any time you wish to have a conference with a teacher, send a note with your child requesting an appointment. A mutually agreeable time will then be scheduled. Likewise, the teacher will contact you if there is a need for a conference. Should you telephone the office in order to contact a teacher, please be advised that teachers are not able to answer the phone immediately. The telephone message will be given to the teacher who will return your call.

John S. Clarke School-Wide Positive Behavior Program (The PRIDE Program)

John S. Clarke Elementary Center is committed to academic and behavioral excellence. PRIDE is what Pottsville Area School District calls its positive behavior intervention & support program (PBIS). School rules posters will be hung in classrooms and around the school (cafeteria, hallways, bus lobby, and outside of bathrooms). PRIDE focuses on five behavioral expectations: Prepare, Respect, Inspire, Demonstrate, and Excel. These expectations will be taught via classroom lessons and reinforced at home.

Our students learn our school expectations in all environments:

- **P**repare – keep eyes and ears on the teacher, be ready to listen and learn
- **R**espect – listen to others while they speak, use soft voices, keep workspace clean
- **I**nspire – treat others kindly
- **D**emonstrate – follow directions, keep hands, feet, and objects to self
- **E**xcel – help each other, be a good friend

Pottsville Area School District's goal is to create a positive school climate in which students can succeed academically and socially. We do this by offering incentives and rewards to students who follow school rules and who demonstrate positive behaviors. We also identify those students who need extra support and incentives to ensure that everyone in the Pottsville Area School District achieves academic and social success.

We offer many different types of rewards and incentives for our students. Such as, if staff sees that a student is following the rules on the bus, in the hallways, the cafeteria or in the classrooms, they have a chance to earn PRIDE cash. PRIDE cash can be spent in the classroom store or spent at our PRIDE events. If students are seen doing something extra special, like demonstrating kindness towards a peer, they can earn red tickets. Students who receive a red ticket have a chance to win bigger and better prizes. We also plan special events for our students every quarter to let them know that we are proud of all of their hard work and for following the rules. All students will be invited to attend quarterly PRIDE programs, unless the student is being restricted from attendance for disciplinary reasons.

Discipline

While John S. Clarke Elementary Center takes a positive approach to student behavior through the PBIS program, instances may occur which need to be managed by the main office. An example of office managed discipline would be a major incident which creates an unsafe learning environment for students. Office managed disciplinary actions may result in (but not limited to) the loss of PRIDE events, recess detention, after school detention, student conferences with administration, parent conferences with administration, and suspension.

Bringing Things to School

Students should not bring toys, games, video games, personal iPads, radios, cameras, sports equipment, etc., to school. The student will assume all responsibility for any item brought to school. In the past, items brought to school by students have been lost or broken by students or friends, either on the bus or at school. The school will not be held liable for lost or broken items. Please instruct your child to keep all such items at home.

Mobile phones are not permitted to be used by students and should not be brought to school.

Prohibition of Weapons

Weapons and the use of weapons are prohibited on school property, including buses (*School Board Policy #218.1*). A student who possesses, sells, intends to sell, distributes, intends to distribute, displays, intends to display, transfers, intends to transfer, or uses any firearm/explosive, or weapons of any type, or any article or substance not normally considered to be a weapon, including a look-alike will be suspended up to ten (10) days, and the principal will request a formal hearing by the Board of Education to determine the term of expulsion. In addition, the principal will refer the matter to the local police for criminal

prosecution.

A weapon does not include any device which is authorized by the school for legitimate educational purposes, such as tools, scissors, compasses, pencils, implements for art class, and the like. Any student, however, using any such common item in an aggressive, threatening, and/or intimidating manner shall be considered in possession of a weapon, unless the student can demonstrate that the item was/is used in a manner reasonably understood to be its common purpose. The Principal shall be given considerable latitude to determine the intent of the student in such matters.

Exclusion from School

Exclusion from school (School Board Policy #233) may be imposed when a student has been extremely disobedient in following the rules of the school, has endangered the well-being of others, or for emotional or physical reasons that prohibit the maintenance of good order in the school.

Vandalism of School Property

Repair and/or restitution will be required in addition to school district punishment to the fullest extent and possible legal action depending on the severity of the offense for destruction of school property.

Lost and Found

Articles found in and around the school and on the bus are returned to the main office where owners may claim their property by identifying it. It is recommended that parents place names on boots, lunch boxes, sweaters, gloves, mittens, hats, coats, school bags, purses, eyeglasses and envelopes containing letters or money.

Student Records

The Pottsville Area School District will be responsible for protecting the privacy rights of both parents and children with regard to the maintenance and release of the student's school records. Parents have the right to review the school records of their children as well as the right to review the District's policy on student records. Requests for these purposes should be made by contacting the principal.

Online Behavior

Students and families will be expected to adhere to proper online behavior protocols during all distance learning. This includes but is not limited to the following:

- Students and staff will be dressed appropriately during live or self-recorded online instruction.
- Inappropriate language or behavior will not be permitted.
- Online environments shall follow school rules and all school board policies.
- Cheating/Plagiarism is forbidden on assignments. Students found to be cheating or plagiarizing content potentially could receive a zero (0) for the assignment.
- Students will follow staff directions and rules as it pertains to online assignments, live videos, and archived lessons.
- Students will be expected to follow all attendance requirements (i.e. logging on to the Google Classroom and completing the attendance question) set forth by PDE, the board of education, and local agencies.

- Students failing to meet attendance requirements may be classified truant and subject to truant law.

Pottsville Area School District School Board Policies

Pottsville Area School District Board Policies can be found on the PASD school website

(www.pottsville.k12.pa.us). Click Departments □ Board of Directors □ District Policies □ Use link to view District Policies.

The purpose of the Student Handbook is to provide students and parents with general information regarding certain policies and procedures of the Pottsville Area School District. In the case of a conflict between the contents of the Student Handbook and PASD School Board Policy, or in the event that a listed policy is changed through board action during the school year for which the handbook is intended, the most current official board policy will be in effect. In the instance where board policy does not cover a specific situation, a resolution will be decided by the superintendent/building principal. This resolution will remain in effect until amended or overturned by the superintendent/building principal or until a specific resolution is ratified by the PASD Board of Education.

Bullying/Cyberbullying Policy – School Board Policy #249

Creating and maintaining a safe and welcoming learning environment for all students is a high priority in all School District schools. A safe school environment free from bullying is necessary for students to learn and achieve high academic standards. Bullying behavior disrupts the educational or learning process, and may present an obstacle to the academic, vocational, social, emotional, and other development of students. Bullying and cyberbullying can also escalate into more serious violent or cyberspace crimes. Therefore, bullying and cyberbullying will not be tolerated.

Bullying - For the purposes of this Policy, bullying means an intentional electronic, written, verbal or physical act, or a series of acts (a) directed at another student or students (b) that is severe, persistent or pervasive, and (c) that has the effect of doing any of the following:

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

The School District is not prohibited from defining bullying in such a way as to encompass acts that occur outside of the school setting if those acts (1) substantially interfere with a student's education; (2) create a threatening environment; or (3) substantially disrupt the orderly operation of the school.

For example, bullying could be cyberbullying, and/or a form of harassment in which the behavior is intended, or perceived to intend, to harm or cause distress to another. It may include, but is not limited to, actions such as verbal taunts, physical aggression, extortion of money or possessions, including any discriminatory statements prohibited by and consistent with the School District's nondiscrimination and harassment policies.

The term cyberbullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

The Board prohibits all forms of bullying. Any violation of this Policy shall be considered an infraction of the Code of Student Conduct, with discipline implemented accordingly, and on a case-by-case basis. All bullying behavior that is believed to be a violation of the Pennsylvania Crimes Code will be reported to law enforcement.

Any person discovering bullying shall report the incident to a Pottsville Area School District teacher, counselor, or administrator. School employees will provide immediate interventions consistent with this

Policy. Students are also required to immediately report bullying.

Each student must be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Pottsville Area School District bullying/cyberbullying policy is fully incorporated into this Student Handbook as if it were stated here in its entirety.

Other information regarding bullying/cyberbullying, including notices, complaint procedures, consequences for violation, retaliation, and false reports, can be found on the PASD school website

(www.pottsville.k12.pa.us). Click Departments □ Board of Directors □ District Policies □ Use link to

view District Policies □ 200-Pupils □ The policy regarding bullying/cyberbullying is #249.

Weapons – School Board Policy #218.1

The Board of Education recognizes the importance of a safe school environment. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapon - A weapon includes, but is not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, firework, incendiary device, any replica of a weapon, or any other tool, instrument or implement capable of inflicting serious bodily harm.

Possession - A student is in possession of a weapon when the weapon is found on the person of the student, in the student's locker, under the student's control while on school property or on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

A student who, on school grounds during a school session or anywhere at a school sponsored activity or field trip, is in possession of or uses a weapon shall be subject to the discipline pursuant to the provisions and procedures outlined in the Pottsville School District's Weapon Policy. The Pottsville Area School District Weapon Policy is fully incorporated into this Student Handbook as if it were stated here in its entirety.

Other information regarding weapons can be found on the PASD school website

(www.pottsville.k12.pa.us). Click Departments □ Board of Directors □ District Policies □ Use link to

view District Policies □ 200-Pupils □ The policy regarding weapons is #218.1.

Hazing – School Board Policy #247

Hazing is defined as any action that recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization.

In this context, "organization" is defined as any organization, team, club, society or group operating under the sanction of or recognized as an organization by the district.

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

Any student that has been subjected to hazing, or has witnessed another student subjected to hazing, is encouraged to immediately report the incident to the building principal.

The Pottsville Area School District Hazing Policy is fully incorporated into this student handbook as if it were stated here in its entirety.

Other information regarding hazing, including examples, complaint procedures, delegation of responsibilities and consequences, can be found on the PASD school website (www.pottsville.k12.pa.us).

Click Departments □ Board of Directors □ District Policies □ Use link to view District Policies □ 200- Pupils

□The policy regarding hazing is #247.

The Pottsville Area School District is an Equal Opportunity Education Institution and will not discriminate on the basis of Race, Color, National Origin, Sex, Handicap, in its Activities, Programs or Employment Practices as required by Title VI, Title IX and Section 504.

For information regarding Civil Rights or Grievance Procedures, information regarding Services, Activities and Facilities that are accessible to and useable by Handicapped Persons, contact:

Retention – School Board Policy #215

The Pottsville Area School Board recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The district shall establish and maintain academic standards for each grade and monitor individual student achievement in a continuous and systematic manner.

Authority

The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's progress, system of grade levels, and attainment of the academic standards established for each grade.

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.

Other information regarding Promotion and Retention, including examples, complaint procedures, delegation of responsibilities and consequences, can be found on the PASD school website

(www.pottsville.k12.pa.us). Click Departments □ Board of Directors □ District Policies □ Use link to

view District Policies □ 200-Pupils □ The policy regarding Retention and Promotion is #215

Title IX Coordinator and Section 504 Coordinator

POTTSVILLE AREA SCHOOL DISTRICT

1501 West Laurel Boulevard, Pottsville, PA 17901

Telephone: (570)-621-2900

Parent Right-to-Know Teacher and Paraprofessional Qualifications

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

August 1, 2024

Dear Parent(s)/Legal Guardian(s):

Your child attends Pottsville Area School District, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Pottsville Area School District, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I

school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act, (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA), includes additional right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include:
 - subject matter tested,
 - purpose of the test,
 - source of the requirement (if applicable),
 - amount of time it takes students to complete the test, and
 - time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking one needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact either of our Title I schools:

Ms. Kerri Lubinsky, Principal of John S. Clarke Elementary Center (570)621-2945

OR

Dr. Caitlin Mohl, Principal of D.H.H. Lengel Middle School (570) 621-2924

Sincerely,

Dr. Sarah Yoder
Superintendent of the Pottsville Area School District