



Kerry C. Hoffman Intermediate

**Student & Family Handbook
GRADES 4-8
2025-2026**

TABLE OF CONTENTS

ANTIETAM SCHOOL DISTRICT BOARD OF DIRECTORS	7
SCHOOL DISTRICT ADMINISTRATION	7
CONTACT INFORMATION	8
CONTACTING TEACHERS AT SCHOOL	9
CONTACTING STUDENTS AT SCHOOL	9
VOICEMAIL	9
WEBSITE	9
ABSENCES	10
EXCUSED ABSENCES	10
LATE ARRIVALS	10
EARLY DISMISSAL	10
UNEXCUSED/UNLAWFUL ABSENCES	10
HALF DAY ABSENCES	11
EDUCATIONAL LEAVE	11
ATTENDANCE	12
ABSENCE PROCEDURE	12
EXCUSE NOTES	13
ACADEMIC SUPPORT PROGRAMS	14
ELL (English Language Learners)	14
SCHOOL COUNSELING SERVICES	14
MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)	14
TITLE I	14
STUDENT ASSISTANCE PROGRAM TEAM (SAP)	14
SPECIAL EDUCATION SERVICES	15
HOMELESS YOUTH POLICY	15
ARRIVAL & DEPARTURE	16
STUDENT ARRIVAL PROCEDURES	16
STUDENT DEPARTURE PROCEDURES	17
DISCIPLINE INFORMATION	18
PHILOSOPHY/INFORMATION	18
CORPORAL PUNISHMENT	18
BULLYING/HARASSMENT/DISCRIMINATION	19
PBIS (POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS)	19
KCHI 3R's School Expectations	19
DISCIPLINE CODE - LEVEL I	20
DISCIPLINE CODE - LEVEL II	21

DISCIPLINE CODE - LEVEL III	22
DRESS CODE	23
ELEMENTARY TESTING PROGRAM	24
PROGRESS MONITORING & TESTING	24
TESTING FOR INDIVIDUAL NEEDS	25
ENRICHMENT IDENTIFICATION	25
MTSS	25
OTHER	25
EXTRA-CURRICULAR ACTIVITIES	26
INTRAMURAL PROGRAM - SPORTS	26
CRAFT CLUB	26
BAND	26
CHORUS/VOCAL GROUPS	26
HEALTH INFORMATION	27
MEDICAL RESPONSIBILITIES - PERTINENT FACTS	27
DOCTOR/DENTIST APPOINTMENTS	27
HEALTH INFORMATION FORM/EMERGENCY CONTACTS	27
EXCLUSION FROM SCHOOL	27
MEDICATION/PRESCRIPTION DRUGS - ADMINISTRATION	27
PHYSICAL EXAMS	28
DENTAL EXAMS	28
HEALTHFUL HINTS	28
IMMUNIZATION REQUIREMENTS	29
CONTACTING SCHOOL NURSE	29
MEAL ACCOUNT	31
STUDENT MEAL ACCOUNTS	31
STUDENT I.D. CARDS	31
CAFETERIA CHARGING POLICY	31
PARENT MEAL VISITS/LEAVING THE BUILDING FOR MEALS	32
PARENT COMMUNICATION & COMMUNITY	32
PARENT-TEACHER LEAGUE (PTL)	32
PARENT-TEACHER CONFERENCES	32
PARENT NIGHT (OPEN HOUSE)	32
PARENTS IN OUR SCHOOLS	32
CLEARANCES	33
RAPTOR VISITOR MANAGEMENT SYSTEM	33
REPORT CARDS	34

TRANSPORTATION INFORMATION	35
TRANSPORTATION BEHAVIOR REGULATIONS	35
TRANSPORTATION DISCIPLINE PROCEDURES	35
BUS/VAN EVACUATION DRILLS	36
MISCELLANEOUS ITEMS	37
HOMEWORK	
LIBRARY	
RECESS	
BICYCLES/SKATEBOARDS/SKATES (WHEELS)	37
CELL PHONES AND EAR BUDS	37
CHEWING GUM	37
STUDENT INFORMATION & PHOTO RELEASE	37
SMOKING POLICY	37
INTEGRATED PEST MANAGEMENT PROGRAM	38
CLOSINGS	38
WITHDRAWALS	38

WELCOME

We are thrilled to welcome you back to the newly named and reorganized 4th-8th grade Kerry C. Hoffman Intermediate School. Our school will be a place of growth, discovery, and collaboration, where each student is encouraged to reach their full potential. We are committed to creating a supportive and engaging learning environment where every child feels valued and inspired to learn.

Communication between home and school is essential for your child's success. We will keep you informed about classroom activities, important dates, and your child's progress through regular updates. Please feel free to reach out to the teachers or administration with any questions, concerns, or insights you may have throughout the year. Your partnership is vital, and we look forward to working together to support your child's educational journey.

We have an exciting year planned, filled with enriching lessons, hands-on projects, and opportunities for personal growth. We are eager to get to know your child and help them thrive academically, socially, and emotionally.

The administration and staff would like to take this opportunity to WELCOME you to Kerry C. Hoffman Intermediate School of the Antietam School District. The information in this handbook is intended as a method of communicating to students and families regarding general information, expectations, procedures, Board policies and regulations. Any information in this handbook is subject to unilateral revision or elimination without notice. To view all Board Policies in their entirety, please visit our [district website](#).

MISSION STATEMENT

Together We: Encourage Learners, Inspire Growth, Embrace Community

ANTIETAM'S COMMITMENT

A community partnership pledged to lifetime achievement



POLICY OF NONDISCRIMINATION

The Antietam School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, age, sex, handicap, or Veteran status in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights, grievance procedures, services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Superintendent's Office, Antietam School District, 100 Antietam Road, Reading, PA 19606, (610) 779-0554.

DISTRICT CONTACT INFORMATION

District Office.....610-779-0554
FAX 610-779-4424

Business Office.....610-779-2606
FAX 610-779-4424

Transportation.....610 370-0377 x1222

Antietam High School Office.....610-779-3545
FAX 610-779-0378
201 N. 25th Street

Kerry C. Hoffman Intermediate School.....610-779-3547
FAX 610-779-6937
2310 Cumberland Avenue

Stony Creek Elementary School.....610-779-0377
FAX 610-370-2981
100 Antietam Road

ANTIETAM SCHOOL DISTRICT BOARD OF DIRECTORS

Mrs. Kyla Ramsey, President
Mrs. Rebecca DiSarro, Vice President
Mrs. Lorraine Storms, Treasure
Mrs. Jennifer Ann Miller
Mr. Wayne Modeste
Mr. Dave Okonski
Mr. Christopher Faro
Mrs. Amanda Stief
Mr. Michael Roberts

For more information about the school board, please [click here](#).

SCHOOL DISTRICT ADMINISTRATION

Dr. Timothy Matlack
Superintendent

Dr. Felice Stern
Antietam High School Principal

Mr. Zach Williams
Kerry C Hoffman Intermediate Principal 6-8

Mrs. Kelly Landherr
Kerry C Hoffman Intermediate Principal 4-5

Mrs. Nicole Scheik
Stony Creek Elementary

Mrs. April Olson
Stony Creek Assistant Principal

Mrs. Stacy Stair
Business Manager

Mrs. Staci Fink
Director of Special Education

Mr. Ken Bonkoski
Director of Facilities

Mr. Anthony DiSarro
Director of Technology

KCHI ADMINISTRATION

Mr. Zack Williams - Principal 6-8

zwilliams@antietamsd.org

Mrs. Kelly Landherr - Principal 4-5

klandherr@antietamsd.org



KCHI OFFICE STAFF

Juana Campos- Secretary

Karen Valdovinos-Secretary

Jeanean Vath - School Nurse

Stephanie Scheirer - School Counselor 4-5

David (DJ) Kurtz - School Counselor 6-8

KCHI TEACHING STAFF

Fourth Grade Team:

Scott Kerper(Math/Science)/Lori Oxenreider (Reading/Social Studies)

Scott Spatz(Math/Science)/Lauren Kralles(Reading/Social Studies)

Fifth Grade Team:

Phillip Griffith (Math/Science)/Liz Kissling(Reading/Social Studies)

Manny Savignano(Math/Science)/Brad Biehl (Reading/Social Studies)

Sixth Grade Team

Mason Lubas (Math and Social Studies), Beth Girard (ELA and Social Studies), Jaclyn Neubauer (ELA and Science), Lauren Mancias (Math and Science)

Seventh Grade Team

Jeff Heck (Social Studies), Jen Gavin (ELA), Nolan Hibsman (ELA), David Sanders (Math), Jessica Waycaster (Science)

8th Grade Team

Michael Weisser (Social Studies), Donna Dalessio (ELA), Shannon Dieffenbach (Science), Erin Johnson (Math)

Special Education Team

Nora Albertson, Pashence Jarrett, Phil Klahold, Anna Legg, Rickiesha Muldrow, Elizabeth Shepherd, Carissa Pelechek, Stephen Lum

Gifted Education

Melissa Faro

Reading Specialists

Becky Berger, Alicia Morales, and Jennifer Gavin

Math Specialist

Nicole Anderson

4-8 ELL

Amanda Hoffman

Specialist Staff

Sarah Westley - Librarian K-6

Keith Gilner - Music K-6

Will Wagner - Band 5-12

Caleb Deutsch - MS Music 6; Choir 7-8

Jen Kerschner - Art K-6

Chad Shalaway - MS Art 7-8

Dean Stump - PE K-6

Amy Oestreich - MS PE 7-8

Julie Bentley - STEM K-6

Behavioral Specialist

Kelsey Dominicis

ESS Program Therapist

Bonnie Reape

METHODS OF COMMUNICATION

CONTACTING TEACHERS AT SCHOOL

Phone calls will be answered by the main office. Messages will be left for teachers during instructional hours and they will return your call at their earliest possible convenience. Teachers are generally available for phone calls in the morning when they are not instructing students, between 7:45 AM and 8:00 AM. Emergency messages for students will be handled by the main office staff. Email is the most direct way to reach teachers at other times.

CONTACTING STUDENTS AT SCHOOL

Phone calls will be answered by the main office and emergency messages will be delivered to students.

VOICEMAIL

Our voicemail system is in use prior to 7:30 AM and after 4:00 PM for your convenience. Please leave your message including your child's name, grade and teacher, by listening to the instructions, and the appropriate person will respond to your call.

WEBSITE

To access our district website, log on to: www.antietamsd.org and locate your child's building for menus, email addresses, activity dates, and other important information.

ABSENCES & ATTENDANCE GUIDELINES

Regular school attendance has a direct impact on student academic achievement. The School Board, administrators, and faculty consider regular class presence to be an important indicator of student proficiency in the subjects being studied.

The compulsory school age in Pennsylvania was recently changed. These changes will go into effect beginning with the 2020-2021 school year and will require all students to attend school no later than age 6 and until age 18 or graduation, whichever occurs first.

EXCUSED ABSENCES

The principal or the designee may excuse an absence from school for the following reasons:

Pupil illness, quarantine, death in the immediate family, religious holidays, educational leave (advance request is required). Absences not listed above shall be unexcused.

LATE ARRIVALS

Punctuality sets the tone for the school day. Students who are constantly late disrupt the instructional program and quickly fall behind in school. Students entering the building after the late bell (8:30 MPEC, 8:30 MPPC- doors will be closed) must be accompanied by their parent(s)/guardian(s) (whomever brought the student) and sign in late at the front office. All tardy minutes will accumulate towards unexcused absences. If a student reaches 195 minutes that will equate to a half day of an unexcused absence and if a student reaches 390 minutes that will equate to a full day of an unexcused absence.

EARLY DISMISSAL

We understand that emergencies arise and that you may need to pick up your child prior to the end of the school day. In the event of an emergency, please call the main office to inform them that you will be removing your child from school early. Your child may only be released to the parent/guardian or emergency contact on file and written authorization will be required. The parent with a Photo ID must come to the school office and sign out the child. This is done strictly for your child's safety. It is very important that children attend class until the end of the school day;

therefore, the child will not be called to the office until the parent has arrived. Early dismissals after 2:30 PM will require a doctor's note, unless noted as a family emergency.

UNEXCUSED/UNLAWFUL ABSENCES

Unexcused absences are truancies and are subject to disciplinary actions. An absence will be coded as unexcused if:

- The absence from school does not qualify as excused
- The proper notes explaining student absence are not provided (see section: Excuse Notes)
- The absence results from parental neglect

The following are some, but not all, examples of unexcused/unlawful absences:

- Failure to present a written excuse for an absence within three school days of the student's return to school
- Absence from school beyond three days without a valid medical note
- Missing the bus
- Oversleeping
- Automobile failure
- Failure of parent(s)/guardian(s) to arrange childcare
- Inclement weather

The Antietam School District will take legal action against parents or guardians of children who are of compulsory school age (6 years of age to 18) and are unlawfully absent from school. Unexcused/unlawful absences will be handled according to the Pennsylvania School Law, Section 1333, and Antietam School District Disciplinary Code.

HALF DAY ABSENCES

Students are marked ½ day absent if they miss more than 90 minutes of any school day.

Since ½ day unexcused/unlawful absences are considered truancies, they will be added to the student's total number of days truant; therefore, the student and parent(s)/guardian(s) are subject to citations once the student accumulates three days of unlawful absence.

EDUCATIONAL LEAVE

Educational Leave absences may be requested by parent(s)/guardian(s), with a maximum of five (5) school days in any one school year. Educational Leave forms must be submitted to the principal 5 days prior to the trip and must have a direct educational value.

- Before educational travel is approved the student's attendance, academic progress, and discipline history will be reviewed. Educational travel requests may be denied based on the above criteria and at the discretion of the principal.
- If parent(s)/guardian(s) remove a student from school for an activity that was not pre-approved, the day(s) in question will be coded as truant/unexcused. The student and parent(s)/guardian(s) may be subject to citations and/or fines for truancy.
- If parent(s)/guardian(s) take more than five (5) approved educational leave days, the remainder of the days will be coded as unexcused.

Absences and when you will be contacted for truancy:

***Unexcused Absence-** student not in school & no note provided or any non-medical absence beyond 10 days. MaST Schools are required by law to report all unexcused absences directly to the PA Department of Education.

***Medically Excused-** student not in school & a licensed physician note is provided regarding the specified dates of absence.

***Truant-** a student subject to compulsory school laws having three (3) or more school days of unexcused absence during the current school year. Absences are accumulated and do not need to be consecutive.

<p>ALL ABSENCES</p>	<ul style="list-style-type: none"> ● An absence note is expected upon return and required within three days of returning to school.
<p>3 CONSECUTIVE ABSENCES</p>	<ul style="list-style-type: none"> ● The Attendance Officer will call home if school has not been notified of the reason for the student absence, via the call out line listed above. ● Attendance Officer may offer parents the opportunity to attend an Attendance Improvement Conference.
<p>3 UNEXCUSED ABSENCES</p>	<ul style="list-style-type: none"> ● At three unexcused absences, the PA Department of Education considers the student “truant.” ● A letter will be sent to the student’s home to review the school attendance policy and state laws within 10 school days of the third unexcused absence. This letter will describe the consequences that will follow if the student becomes habitually truant in the future. ● Attendance Officer may offer parents the opportunity to attend an Attendance Improvement Conference.
<p>6 UNEXCUSED ABSENCES OR ANY ABSENCES BEYOND 10 WITHOUT A DOCTOR’S NOTE</p>	<ul style="list-style-type: none"> ● At six unexcused absences, the PA Department of Education considers the student “habitually truant.” ● A home visit may be conducted. ● A second (or third) Student Attendance Improvement Conference, which may include the counselor, teacher(s), and administration, will be held to review and update the student’s Attendance Improvement Plan. ● An IEP meeting may be held for students with an individualized education plan. ● A SAP referral, a DHS referral and/or A Truancy Collaborative Referral may be made.

ABSENCE PROCEDURES

For the purpose of safety and accountability, we ask that on each day your child is absent you call the school before 8:15 AM. You may leave a message on the School attendance Line 610-314-7719 or email the main office:

If your child will be absent, arriving late, or leaving early, please contact us:

○Stony Creek Elementary School K-3:
SCESattendance@antietamsd.org

610-314-7719 ext 1

○Kerry C. Hoffman Intermediate School:

KCHISattendance@antietamsd.org

610-314-7719 ext 2

○Antietam High School:

AHSattendance@antietamsd.org

610-314-7719 ext 3

If the office staff does not receive a call or email, you will receive an “alert” at the phone number and email listed on Skyward to verify that your child is accounted for.

EXCUSE NOTES

When a child is absent, a note (written or emailed to the building secretary) from the parent must accompany him/her upon return to school or within 3 days of absence.

A medical note* is also required for any of the following:

- When your child returns to school after being absent with a communicable disease or broken bone
- When your child is absent for three or more consecutive days, to verify that they are medically able to return to school
- When your child is absent ten or more days in a year, to properly excuse all further absences
- When your child is late more than five times over the course of a semester of illness-related reason, to properly excuse their tardiness
- When your child must be late, absent for a full day or leave early for a medical/dental appointment

*Please note: To be accepted as valid, the medical note must be signed by one of the following:

- MD, Medical Doctor
- *DO, Doctor of Osteopathy
- PA, Physician’s Assistant
- DPT, Doctor of Physical Therapy
- CRNP, Certified Registered Nurse Practitioner
- Psychologist
- DDS or DMD, Dentist

ACADEMIC SUPPORT PROGRAMS

ELL (ENGLISH LANGUAGE LEARNERS)

This is an assistance program for our students who have limited English proficiency. Students who need help are immersed in literacy programs that allow success in reading, conversation, and all areas of the curriculum.

SCHOOL COUNSELING SERVICES

Our guidance program offers many and varied services to students, teachers, and parents. The school counselor conducts services, which are an integral part of the total school program. The goal of the school counselor is to help children realize their greatest potential. The program also includes preventative and developmental classroom activities in all grade levels. Parent(s)/Guardian(s) of children with physical, social, emotional, or environmental concerns should contact the school counselor.

- KCHI Grades 4/5 - Miss Stephanie Scheirer
 - Email: sscheirer@antietamsd.org
- KCHI Grades 6-8 - Mr. DJ Kurtz
 - Email: djurtz@antietamsd.org

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Our multi-tiered system of support provides additional support for all students, either through enrichment, additional practice, or remediation. Through frequent data analysis, students may be grouped for additional instruction in literacy and/or math to support their individualized needs.

TITLE I

Federal Programs, including Title I, are intended to provide supplemental help to those students with academic difficulties. The elementary and primary school provides Title I services through reading and instructional intervention programs.

STUDENT ASSISTANCE PROGRAM TEAM (SAP)

Our Student Assistance Program team is available to help students at-risk of failure due to academic, emotional and behavioral issues. The SAP process evaluates student learning and suggests modification which can be implemented in the classroom or counseling to assure positive success. If you would like SAP services, please call the school and ask for the school counselor.

SPECIAL EDUCATION SERVICES

Children of school age who have been identified with a disability that requires specially designed instruction will be provided with an Individualized Education Program (IEP) that dictates the supplementary aids and services required to meet their unique needs in accordance with federal and state guidelines. The following are disabilities identified by the individuals with Disabilities Education Act:

Autism	Deaf-Blindness	Deafness
Emotional Disturbance	Hearing Impairment	Intellectual Disability
Multiple Disabilities	Orthopedic Impairment	Traumatic Brain Injury
Specific Learning Disability	Speech or Language Impairment	Other Health Impairment
Visual Impairment (incl. Blindness)		

Students identified as gifted and in need of specially designed instruction will also be provided with an individualized education program (GIEP).

Students identified with a disability that requires adaptation or accommodation but does not require specially designed instruction will be provided with a Chapter 15 Service Agreement, in accordance with state and federal guidelines.

For more information on programs provided for students with exceptionalities or questions about special education services and rights, please contact the Director of Student Services, Mrs. Staci Fink at 610-779-0544. The Special Education Office is located at the District Office at 100 Antietam Road.

HOMELESS YOUTH POLICY

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Antietam School District believes that homeless and unaccompanied youth should have access to free and appropriate public education and wishes to remove the barriers that homeless and unaccompanied youth may face. Our goal is to have the educational process continue as uninterrupted as possible while children are in homeless and unaccompanied youth situations. All homeless and unaccompanied students are entitled to and should be advised of their rights.

If a teacher or staff member has knowledge of a student in a homeless or unaccompanied youth situation, they should notify the administrator or school counselor immediately. The administrator or school counselor will connect with the family to ensure that the youth's needs are being met. The administrator or school counselor will connect the family with our District Liaison, Jennifer Reeves. The parent(s)/guardian(s) can also contact the administrator, school counselor, or directly contact the District Liaison.

Additional information can be found in District Policy No. 251, Homeless Students, as well as on the PA Department of Education website. Please visit [the PA Department of Education](#).

[ASD Homeless Policy](#)

[Department of Education Homeless Education BEC](#)

[Education for Children and Youth Experiencing Homelessness](#)

Jennifer Reeves is the district Homeless Liaison and her contact is 610-779-0554 option 1

STUDENT ARRIVAL & DISMISSAL PROCEDURES

KCHI GRADES 4-5

Any Students Eating Breakfast	Any student eating breakfast should enter the doors on Cumberland by the cafeteria at 8:05 AM.
Bus/Day Care Vans	Buses and vans will arrive at the doors on Cumberland and students will remain in the cafe until dismissed to the classrooms at 8:13 AM.
Walkers	If you plan to walk with your student to the building, students will enter the building at 8:15 through the main door on Cumberland Ave . Parents will not be permitted to drive and park near the school and walk up the door. This is only for students who will be walking from home with their parents. We do not monitor or supervise students before 8:15 AM. Walkers should arrive after 8:10 AM.
Car Riders	We will be utilizing the loop around our building in the morning. Parents must remain in their cars while waiting and dropping off students. We will begin letting children in the building at 8:15 AM . Students left unattended outside prior to 8:15 are not supervised by staff.

KCHI GRADE 6

Breakfast/Doors	Doors open at breakfast at 8:05 AM for breakfast.
Van (Specialized transportation)	Vans will arrive at the doors on Cumberland and students will report to the cafe. This applies to students receiving transportation through the Office of Specialized Services.
Walkers & Car Riders	Walkers and car riders not having breakfast may enter Grant Street by 8:15 AM. Students should be dropped off on the Grant Street side of the building if arriving by car. Students may not be dropped before 8:05 AM.

KCHI GRADES 7-8

Breakfast/Doors	Doors open at breakfast at 8:05 AM for breakfast and students report to class
Van (Specialized transportation)	Vans will arrive at the doors on Cumberland and students will report to the cafe. This applies to students receiving transportation through the Office of Specialized Services.
Walkers & Car Riders	Walkers and car riders not having breakfast may enter Grant Street by 8:15 AM. Students should be dropped off on the Grant Street side of the building if arriving by car. Students may not be dropped before 8:05 AM.

Reminders:

- The playground is closed during arrival (7:30 - 8:15 AM) and dismissal (2:45 - 3:15 PM).

STUDENT DEPARTURE PROCEDURES

KCHI GRADES 4-5

Bus/Day Care Vans	Buses and vans will dismiss at the doors on Cumberland Ave for all students at 2:45 PM.
Walkers	Students will be dismissed at 2:50 PM as walkers and must clear the building area promptly at dismissal.
Car Riders	We will be utilizing Cumberland Ave for pick up at 2:55 PM. Students in 4-5 must be picked up in the front of the building on Cumberland Ave. If students have siblings in various grades, we encourage parents to designate a meeting place if you are picking up near the building. Car rider students not picked up by 3:00 will need to be signed out from the office.

KCHI GRADES 6-8

Bus/Day Care Vans	Buses and vans will dismiss at the doors on Cumberland Ave for all students at 2:45 PM.
Car/Walkers	Students will exit from the Grant Street side of of the building at 2:58 PM

OUTLINE OF SCHOOL DAY

Office Opens	7:30 AM
Teachers Arrive	7:45 AM
Breakfast	8:05 AM
Doors Open 7th - 8th Grade	8:05 AM
Doors Open 4th - 6th Grade	8:15 AM
Dismissal Begins 4th - 5th Grade	2:45 - 2:55 PM
Dismissal 6th - 8th Grade	2:58 PM
Office Closes 3:30	3:30 PM

DISCIPLINE INFORMATION

PHILOSOPHY/INFORMATION

It is our philosophy that appropriate school behavior is necessary for a positive atmosphere where learning and growing can take place. Students are expected to behave at all times in a manner that brings praise and respect to themselves, classmates, parents, their school and community.

Students, teachers, and parents share the responsibility of maintaining a safe climate that promotes and encourages learning. Discipline should begin at home at an early age in order to be practiced at school and then reinforced in the home environment throughout the child's school years.

Students have a right to know and understand the guidelines for expected behavior and be assured that all guidelines are consistent throughout the school. Students should recognize that they would lose their rights when their actions infringe on the rights, needs, or property of others.

Responsible behavior is an integral part of Antietam's commitment: a community partnership pledged to lifetime achievement.

CORPORAL PUNISHMENT

The Board of School Directors and the Antietam School District does not sanction corporal punishment as a form of discipline by school employees; however, teachers and school authorities may use reasonable force under any of the following circumstances:

- To quell a disturbance
- To obtain possession of weapons or other dangerous objects
- For the purpose of self-defense
- For the protection of person or property

BULLYING/HARASSMENT/DISCRIMINATION

(Defined as disturbing, annoying, threatening, or tormenting others repeatedly which affects their mental state)

Our school should be a safe haven for all persons entitled to enter. The Antietam School District will not tolerate any form of bullying, discrimination, prejudice, harassment, or any other form of treatment of its students, staff, and third parties that threatens the safe, comfortable environment of education. Any person found to be violating the personal freedom of another in the school will be dealt with according to the law, our behavioral code and district policies. Complaints of bullying, harassment, or discrimination of any kind should be reported to the school principal at which time all complaints will be investigated. This is in compliance with Title IX regulations and PA School Code of Conduct.

PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS)

The school uses a behavior system called Positive Behavior Interventions and Supports (PBIS). This system provides many opportunities for students to be rewarded for displaying positive behaviors. The goal of PBIS is to provide an opportunity for all students to achieve academic and behavioral success.

KCHI School Theme: 3R's (Expectations for all areas of the building displayed, practiced, and modeled)

(Daily pledge) Students at the Kerry C Hoffman Intermediate School will be:

- Respectful
- Responsible
- Ready to Learn

PBIS is based on a team approach with all staff in the building sharing an active role. Positive Behavior Support is an evidence based approach that has shown great success with improving behavior. Below are some suggestions of things you can do to help support PBIS at home:

- Become familiar with our school expectations and review them with your child often
- Ask your child about his/her day
- Celebrate your child's successes
- Always encourage your child to do his/her best every day
- Make a connection between expectations at home and expectations at school

GENERAL DISCIPLINE CODE LEVELS 1-3

DISCIPLINE CODE - LEVEL I

The following misbehaviors, which are infractions of school rules, require immediate intervention by the respective staff member who observes the misbehavior.

Misbehaviors include but are not limited to:

- Not following established dress code as per student handbook
- Cheating, lying, and theft
- Harassment/Bullying/Cyber Bullying affecting students and or the school environment
- (see pg. 15 for [Harassment/Bullying definition](#))
- Horseplay and scuffling
- Minor classroom disruptions
- Cell phone violation
- Defacing school property (will be corrected by student)
- Running in school
- Throwing objects
- Violation of classroom procedures, established by the teacher
- Use of obscene/inappropriate language or gestures
- Inappropriate behavior in restrooms hallways, cafeteria, or playground
- Violation of transportation policy
- Inappropriate items brought to school
- Other misbehaviors applicable to school rules

Disciplinary Options/Responses Level I	Procedures to be followed
Document warning	Principal notified and meets with student and/or staff member to decide appropriate response
Loss of recess or special privileges	Staff member/teacher notified of principals' response/action
Parent and/or counselor and/or principal notification	Parent notified by teacher and/or principal of the misbehavior and possible disciplinary action
Administrative detention	Documentation using Discipline Form
Supervised detention during or after school	
MTSS/SAP request for assistance and/or notification	
Clean, repair, or replace damage as needed	
Confiscate non-instructional items as needed	

DISCIPLINE CODE - LEVEL II

The following misbehaviors, which are infractions of school rules, require immediate intervention by the respective staff member who observes the behavior.

Misbehaviors include but are not limited to:

- Repeated violations of misbehaviors of Level I
- Flagrant disrespect of school personnel in word/gesture
- Falsification of records/excuses
- Misbehavior at a school sponsored activity
- Possession of obscene/inappropriate materials
- Dissemination/sales of unauthorized materials
- Fighting
- Violation of Transportation Policy
- Vandalism
- Other misbehaviors applicable to school rules

Disciplinary Options/Responses Level II	Procedures to be followed
Administrative Conference	Principal notified and meets with student and/or staff member to decide appropriate response

Remove from extra-curricular activities	Staff member/teacher notified or principal's response/action
Parent conference	Parent notified by teacher and/or principal of the misbehavior and possible disciplinary action
In or out of school suspensions	Documentation using Discipline Form
Student required to replace, repairs or make restitution	
Referral to an outside agency	
Temporary removal from the situation	
School Counselor referral	
MTSS/SAP referral	
Confiscation of inappropriate objects (possible notification of authorities)	

DISCIPLINE CODE - LEVEL III

The following misbehaviors, which are infractions of the school rules, require immediate intervention by the respective staff member who observes the misbehavior.

Misbehaviors include but are not limited to:

- **Repeated violations of misbehaviors listed in Level I or Level II**
- Assault on students and/or staff
- Possession, transfer, and use of weapon or explosive device
- Arson or bomb threat
- Possession, use, or distribution of alcohol, tobacco, or drugs and related paraphernalia
- Indecent exposure of lewd behavior
- Unauthorized pulling of fire alarms
- Violation of Transportation Policy
- Other misbehaviors applicable to school rules

Disciplinary Options/Responses - Level III	Procedures to be followed
Administrative Conference	Principal notified and meets with student and/or staff member to decide appropriate response
In or out of school suspension	Staff member/teacher notified of principal's response/action
Restitution of damage, repairs, or theft	Parent notified by teacher and/or principal of the misbehavior and possible disciplinary action
Superintendent notified	Administrator contacts law enforcement official(s)
Hearing held at the Superintendent's level	
Referral to outside agency	
Charges filed with the District Magistrate and the police notified	

DRESS CODE

Student dress and overall appearance should foster a positive and productive school environment and should reflect pride in one's self as well as in our school. Student dress and appearance is a shared responsibility of the home and the school. The following principles, procedure and guidelines will be in effect at all times with appropriate exceptions made on specifically designated school-wide special occasions.

We, the ASD Community, believe that:

- All students should be able to dress comfortably for school without fear of unnecessary discipline or body shaming
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression
- Teachers should be able to focus on teaching students without the additional burden of dress code enforcement
- Students should not face unnecessary barriers to school attendance
- Students and administration will collaborate together in the spirit of creating a dress code that is acceptable to all parties

Students Cannot Wear:

- Violent language or images

- Images or language depicting, advertising or advocating the use of tobacco, drugs or alcohol (or any illegal item, activity or controlled substance)
- Any depiction of hate speech, profanity, pornography, nudity or sexual acts
- Images or language that creates a hostile or intimidating environment based on any protected class
- Visible underwear (when standing or sitting)
- Bathing suits
- Shirts with “Spaghetti Straps”
- Shirts that are excessively low cut in the front, or that are cropped excessively as to expose the ribcage
- Hats, helmets, hoods or headgear of any kind (except as a religious observance).
 - Please note: This guideline is included due to traditional practices, out of respect for the flag, and to ensure the safety and security of all students.
- Chains that attach to, or hang from clothing, or are overly large as to pose a safety hazard
- Spikes or studs
- Backless shoes

Guidelines:

- Shorts, pants, dresses, and skirts must be an appropriate length, covering all private parts as well as the upper thigh
- Fabric covering all private parts must not be see-through
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist
- Specialized courses may require specialized attire, such as sports uniforms, closed toe shoes or safety gear
- Sunglasses may be worn into the building, but may not be worn throughout the school day

NOTE: Administration reserves the right to deem any form of dress inappropriate or make exceptions as needed.

TESTING PROGRAMS

PROGRESS MONITORING & TESTING

In accordance with the recommendations of the Superintendent of Schools, the Board of School Directors has approved a district-wide testing program designed to provide information concerning the proficiency of all children on standardized tests of academic achievement and aptitude.

The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. They are also an invaluable aid to your child's teachers and counselor in diagnosing

individual strengths and weaknesses in order to provide your child with necessary and more effective individualized instruction. During this school year, as noted in the school calendar, the following tests may be administered to your child.

GRADE	NAME OF TEST	PURPOSE
4-8	PSSA Math/Reading	To determine school achievement in reading and math using State Department of Education standardized tests.
7-8	Math Keystone Testing	An Advanced placement Math assessment to determine school achievement in an Advanced Placement Course.
5	PSSA Science	To determine school achievement in Science using State Department of Education standardized tests
4-8	STAR (Reading and Math)	To determine Literacy and Math development and predict individual success and areas of need
4-5	F & P	A diagnostic reading assessment to assist in determining the student's instructional reading level for students who are identified as not performing at grade level standards. 3-6 Administered as needed.

TESTING FOR INDIVIDUAL NEEDS

ENRICHMENT IDENTIFICATION

Students who have been identified by teachers or parents as potentially requiring gifted services may be administered the S.A.G.E. and/or the Woodcock Johnson Test of Academic Achievement as part of the screening process.

Parents would be notified prior to testing and would be provided with the results of the test. After screening, the team would determine whether a full multidisciplinary evaluation is warranted. If so, the Permission to Evaluate would be sent to the parent(s) or guardian(s). Parent(s) or guardian(s) may also initiate a full multidisciplinary evaluation by submitting that request in writing. Subsequently, the Permission to Evaluate would be issued to the parent(s) or guardian(s) listing the recommended evaluation procedures. The Permission to Evaluate must be received prior to beginning a full multidisciplinary evaluation.

MTSS

Reading and math assessments (DIBELS/STAR) are given to every child three times per year to provide a benchmark of their progress. Using this data, and other information, children experiencing reading difficulties may work with a reading specialist during our school day or be regrouped for support in areas identified through benchmark testing.

OTHER

Various related and appropriate tests may be given as needed or required to measure a student's ability for placement purposes or assessment of progress. Your child's scores on these tests will be checked carefully and maintained in his/her school record as long as he/she attends school in the Antietam School District. Should you wish to examine your child's record file at any time, you may arrange to do so by making an appointment with the building principal.

EXTRA-CURRICULAR ACTIVITIES

INTRAMURAL PROGRAM - SPORTS

Intramurals at Kerry C Hoffman Intermediate will be offered to students in various grades with boys from 3:00 - 4:15 PM. The activities of volleyball, floor hockey, basketball and softball will be offered at different times throughout the school year for those who would like to participate. Permission slips will be available at the gymnasium before the activity begins. Information on these activities will be sent home with the students. There is no charge for these activities, but proof of insurance is required and transportation home is to be provided by the parent/guardian.

CLUBS

Clubs will operate on various days throughout the year. Students will be provided with information on all clubs at the beginning of the year. There is no cost for the activity, but permission slips are required. Students must be in good academic and behavioral standing to participate in after school activities or clubs.

BAND

Our school Bands, Beginner and Advanced, practice before school from 7:30-8:00 AM. Students are given the opportunity to sign up at the beginning of each school year starting in grade 4.

CHORUS/VOCAL GROUPS

Our school vocal groups will be practicing during the school day while our Chorus rehearses before school from 7:30--8:00 AM for students in grades 4-5. More information will be sent home at the beginning of the school year.

HEALTH INFORMATION

MEDICAL RESPONSIBILITIES - PERTINENT FACTS

- When a child becomes sick in school it is the parent's responsibility to transport the child home or arrange for transport home.
- First aid in the school is limited to emergency treatment only. The nurse will not redress wounds.
- NO diagnosis will be made by school personnel.

DOCTOR/DENTIST APPOINTMENTS

We encourage you to schedule medical/dental appointments around the school hours, however, we realize that some offices have strict hours and this is not always possible. If you must pick your child up prior to 2:50 PM, send a note to the child's teacher that morning or email the attendance secretary, Karen Valdovinos at KCHISattendance@antietamsd.org. When you come in for your child, please report to the office and we will call him/her to the office when you arrive.

HEALTH INFORMATION FORM/EMERGENCY CONTACTS

At the beginning of the school year, you must complete a health Information form which contains your contact information, and return it to the school. If any changes are made regarding the information (i.e. phone numbers, emergency contact, work phone number etc.), please notify the school office immediately. We rely on this information to be accurate should we need to contact you during the school day.

EXCLUSION FROM SCHOOL

- "Pink Eye"- (contagious conjunctivitis) Signs & Symptoms: Redness in the white of the eye(s), itchy, burning eyes, blurred vision, thick yellow discharge that crusts over the eyelashes especially after sleep, white or greenish discharge from the eye. NOT ALL RED EYES ARE "PINK EYE". Allergies have similar responses, are short lived and require no antibiotic treatment. Pink Eye, when diagnosed by a doctor, requires medication to render the child "no longer contagious". A doctor's note is required for re-entry to school.
- Under the provisions of Act P.L 1510 and regulations by the Department of health, your child may be temporarily excluded from school because of symptoms suggestive of a communicable disease or condition transmissible to others. For the welfare of your child and the safety of others, it is necessary to consult your physician before your child may return to school. Some contagious conditions may include but are not limited to: Chicken Pox, Scabies, Ringworm, Measles and Whooping cough. A doctor's note is required for reentry to school.

MEDICATION/PRESCRIPTION DRUGS - ADMINISTRATION

Parents must bring in all prescription medications with signed orders from the physician. No prescription or Over the Counter (OTC) medication may be kept with a student either in the back pack or at their desk.

Only the nurse may administer medications. DO NOT SEND MEDICATION TO SCHOOL WITH YOUR CHILD.

- All medication(s) - whether prescription or OTC - must be in the original package. Prescription medication must be in the original pharmacy bottle with the original label. No medication, either prescription or OTC, will be administered without written doctor's order and parent permission.
- We can give your child Tylenol, Ibuprofen, TUMS, Chloraseptic, and Benadryl, supplied by the school, when deemed necessary. You must give your consent for this on the yearly Health Information Form.
- Students requiring the use of an inhaler during school hours need a signed doctor's order and parent permission on file with the school nurse. The student, if deemed capable by the judgment of the doctor, parent/guardian and school nurse, may carry and use the inhaler as prescribed. The student will need to inform the nurse after each use for documentation purposes.
- A nebulizer is available in the health room for students requiring inhalation treatments during school hours. Each student must supply his/her own tubing/set-up and medication. Please contact the nurse in the event your child needs breathing treatments during school hours.
- Medication administration during a school field or after-school activity can be arranged in advance by filling out the appropriate section of the Field Trip Permission form. Written doctor's orders and parent permission to administer is required.

PHYSICAL EXAMS

Physical exams are required upon entry into school, Kindergarten/1st grade, 6th and 11th grade. Paperwork from a physical exam performed by a healthcare provider should be given to the nurse by September 15 of the current school year. If proof of a physical exam is not on file with the nurse, an exam with the school doctor will be made available to the student during school hours.

PIAA PHYSICALS FOR SPORTS

Students that will participate on the middle school sports teams must have a PIAA physical exam. This exam is good for one calendar year dated after May 1. [PIAA Form Link](#) (**Section 6 to be completed by the doctor for middle school sports**)

DENTAL EXAMS

Dental exams are required upon entry into school, Kindergarten/1st grade, 3rd and 7th grade. Paperwork from a dental exam performed by your dental provider should be given to the nurse by September 15th of the current school year. If proof of a dental exam is not on file with the nurse, an exam with the school dentist will be made available to the student during school hours.

Students should not come to school with:

- A temperature over 100°. Children must be fever free for 24 hours, without the use of fever reducing medication, before returning to school. While in school, children who have a temperature of 100.4° or greater will be sent home promptly.
- Vomiting and/or diarrhea. They may return when they are free from vomiting/diarrhea for at least 12 hours.
- Any severe cough or breathing difficulty.
- Any new complaint which requires a physician's evaluation. The school nurse cannot make a diagnosis.

IMMUNIZATION REQUIREMENTS

At the beginning of the school year, for attendance in grades K-6, children need proof of the following immunizations:

- 4 doses DTaP, one dose on or after the 4th birthday
- 4 doses Polio (IPV), one dose on or after 4th birthday
- 3 doses Hepatitis B
- 2 doses MMR
- 2 doses Varicella (Chicken Pox) or evidence of immunity

Anytime immunizations are updated, please provide the nurse with a copy.

A letter of exemption stating Religious/Philosophical reasons is permitted for any of the above immunizations.

** A child may be excluded from school if the immunizations have not been received within the provisional period of 5 days from the first day of school. This does not apply to those with a valid exemption letter on file.

FOOD SERVICES

MEAL ACCOUNT

MEAL PRICES 2025-2026 - All students will have access to 1 free breakfast and 1 free lunch.

	LUNCH	BREAKFAST
Students	\$5.00	\$3.00
Adults	\$5.00	\$3.00

STUDENT MEAL ACCOUNTS

As a convenience, so that students do not need to carry cash, we have a computerized Point of Sale meal account system that allows the parent/guardian/student to deposit the amount of your choice into the cafeteria account. This is done by dropping an envelope clearly marked with the student's FULL name and amount enclosed, in the "DROP BOX" in the cafeteria. You may also use the "E-Funds for Schools" direct deposit on-line payment system, using a checking account or credit card, through Skyward Family Access. In addition, negative balance notifications will go out daily if there is an active email address on file with the school.

STUDENT I.D. CARDS

Students must have their ID Cards whether receiving free lunch or using their account for meals. Lost cards will be replaced at a cost of \$5.00 each. Students must have an ID Card to purchase meals and access library books.

CAFETERIA CHARGING POLICY

Charged Meals and Collection Procedures: Parent(s)/Guardian(s) are responsible for ensuring that students have the appropriate form of exchange to pay for additional meals or items at breakfast or lunch. Policy #808 "Food Service" is available on the district website and outlines meal charging procedures and guidelines.

MILK/MEAL SUBSTITUTIONS

Due to the fact that the district receives subsidies for milk to accompany the school meal, soymilk is offered as a substitute but only with a doctor's note. If a child has been determined by a doctor to have a food allergy or to be handicapped and the handicap would prevent the child from eating the regular school meal, a Physician's Statement, listing any acceptable substitutions must be completed by the physician and submitted to the school nurse.

PARENT MEAL VISITS GRADES 4-5

From time to time, parents enjoy having meals with their children. In order to eat meals with your child the parent(s)/guardian(s) must have approved clearances and make prior arrangements with the office staff as well as sending a note to the teacher informing us of your arrival.

PARENT COMMUNICATION & COMMUNITY

PARENT-TEACHER LEAGUE (PTL)

The PTL provides fun and educational experiences for your child(ren). Our swim program, color day T-shirts, Monthly Family Fun Nights, assembly programs, \$5.00 per student towards class field trips, school equipment, library books, and the Book Fair are just some of the activities and events they provide. Please consider joining this great organization and attending their monthly meetings. The cost for a family membership is \$5.00.

PARENT-TEACHER CONFERENCES

Teachers will hold conferences with all student's parents/guardians in November and March. Report cards will be handed to the parent and reviewed at the conferences. In November, all parents are highly encouraged to schedule a conference. In March, the teacher will send invitations for conferences based on behavioral expectations being met and academic expectations being met at 70% or higher.

PARENT NIGHT (OPEN HOUSE)

Our teachers will host a Parent/Guardian Open House Night to formally present their educational programs, expectations, requirements and procedures for their respective grade levels. The information presented should assure a positive school year for our students and their parents. Parental involvement and understanding of our programs are important to student success. Our Parent/Guardian Open House Night is for parents/guardians only and is not designed to discuss your child's progress. If you wish to discuss your child's progress please call the respective school for an appointment.

PARENTS IN OUR SCHOOLS

All parents/guardians and visitors to our schools must ring the doorbell, show ID, and report to the office upon entering the building. If you are staying in the building, you will be required to be scanned through the RAPTOR system (see below). Parents/Guardians just dropping off or picking up items will only be asked to sign in.

- Parents/Guardians are not permitted in classrooms during instructional hours. Please leave all student materials in the vestibule and the teacher or student will be notified to have your child pick up the items left at the entrance.
- Conferences or appointments must be scheduled in advance through the main office. Teachers are generally not available for conferences during their preparation period or before/after school. Email is the most direct way to reach teachers at other times.

RAPTOR VISITOR MANAGEMENT SYSTEM

The Antietam School District uses the RAPTOR Visitor Management System in all of our schools to strengthen campus safety for our students and faculty. The RAPTOR system assists us in screening visitors, contractors, and volunteers in our school and provides us with a safer environment for our students and staff. Upon entering, you will be asked to present an ID such as a driver's license, which will be scanned into the system. The RAPTOR system will check to ensure that registered sexual offenders are NOT entering our school campuses without our knowledge. You will be given a badge with your identity, date, and purpose of visit. You will be required to return the badge to the office when you leave the building.

CLEARANCES

According to state regulations, all prospective volunteers who have *direct contact with children will need the following clearances:

- Report of Criminal History from the PA State Police (<https://epatch.state.pa.us>)
- Child Abuse history Clearance (www.compass.state.pa.us/CWIS)
- Volunteer disclosure document for volunteers that have lived in PA for more than 10 years. If you have not lived in PA for at least 10 years, you must complete the fingerprinting process.
 - Fingerprint registration for volunteers that have not been PA residents for 10 or more years. (<https://uenroll.identogo.com/>) code 1KG6ZJ

All clearances can be processed online and there is no charge. Clearances must be renewed every 60 months. Paper copies of the clearance forms are also available on the Antietam School District website. (*This includes in-school parties, classroom activities, lunch with your child, assisting in the classroom, and all field trips.



VOLUNTEER CLEARANCE PROCEDURES

STEP 1

If you have lived in Pennsylvania continuously for more than 10 years, complete the Volunteer Disclosure Statement Application.

If you have not lived in Pennsylvania continuously for more than 10 years, access Identogo and begin application using the service code 1KG6ZJ



STEP 2

Complete the Pennsylvania State Police Request for Criminal History Record Check.



STEP 3

Complete the PA Child Abuse History Clearance. Create an account to complete the form.



REPORT CARDS

Report Cards will be issued to parents three (3) times per year in grades 4-8.

1. At Parent-Teacher Conferences in November (if conference is not attended, report card will not be issued)
2. Sent home via student in March
3. Sent home via student in June

Report cards are issued to the parent of residence as listed on our school record. If the Non-Resident parent wishes to have a copy of the report card it can either be picked up in the school office or a self-addressed, stamped envelope can be sent to the school for the mailing of the report card. This procedure also applies to any school correspondence the Non-Resident parent wishes to receive.

TRANSPORTATION INFORMATION

TRANSPORTATION BEHAVIOR REGULATIONS FOR VANS, SPECIALIZED TRANSPORTATION, AND FIELD TRIPS:

- As a passenger, students have a responsibility to conduct themselves in an acceptable manner and to obey the bus/van driver. Safety for everyone will be realized only when each student understands that his/her safety depends on the conduct of him/herself and everyone else on the vehicle.
- Student responsibilities for daily transportation to school are as follows:
 - Report to the bus/van stop at least five minutes ahead of time scheduled because unless the rider is in sight, the driver will not wait
 - Stand in an orderly and safe manner away from traffic lanes while waiting for the bus/van
 - Respect the property rights of people who live at or near the bus/van stop
 - Board the bus/van only when the vehicle has stopped and cross the road only when the driver signals you to cross
 - **Sit** in your assigned seat on the bus/van and **remain seated** until it is time to get off
 - Keep your hands inside the bus/van at all times and only open windows with the driver's permission
 - Recognize that the school bus/van driver has the same authority on the bus/van as the teacher has in the classroom
 - Place books, book bag, or meal boxes in an area that is not blocking the aisle.
 - Avoid eating or throwing trash on the bus/van
 - No eating or drinking on the bus/van
 - Music listening devices should be done with individual headphones/earbuds and at a volume level adjusted for the listener only
 - Walk home directly from/to your bus/van stop immediately.

BUS/VAN EVACUATION DRILLS

School bus/van evacuation drills are held periodically so that pupils know exactly what to do in case of an emergency. The riders are to cooperate fully with the bus/van driver and any assigned help. Absolute silence must be observed.

MISCELLANEOUS ITEMS

HOMework

Homework is an integral part of a child's educational process and should be used to reinforce skills taught, individual initiative, self-discipline, responsibility, and independence. Homework must also be viewed as a cooperative link between the school and the home. All homework should be completed in a timely manner. Homework is a way to reinforce academic skills that were taught in school. If you are unsure about where teachers are posting homework (class dojo, assignment books, google classroom, etc), please contact your child's subject area teacher for more information.

LIBRARY POLICY

Borrowing books from the school library is free, but students are responsible for the care of the library books in his/her possession. There is no charge for checking out books unless a title is lost or damaged.

- If a book is lost or damaged beyond repair the entire replacement cost of the book may be charged to the student.
- A student must return the previous book or books in order to receive others. Parent contact will be made and documented by the school librarian prior to a student losing book borrowing privileges.

RECESS

Most 4-5 classes hold a recess outside each day. Please ensure that your child is dressed appropriately for the weather. It is recommended that students have a coat or sweatshirt during the cold temperatures.

Recess Guidelines:

- Feels like 30 degrees and above (we also consider wind chill factor) Outdoor Recess
- Feels like below 29 degrees (we also consider wind chill factor) Indoor Recess

BICYCLES/SKATEBOARDS/SCOOTERS

If a student in 4-8 rides a bicycle, skateboard, or nonpowered scooter to school, the item(s) must remain outside in our bike rack area (Grant Street). The school is not responsible for lost, stolen or damaged items. **Electric scooters, electric bikes, or other motorized recreational vehicles are not permitted on school property without a registration. Questions in regard to electric scooters and bikes, contact Central Berks Police Department.**

CELL PHONES, EAR BUDS, ELECTRONIC DEVICES

4th-5th Grade

Cellular phones and ear buds may be brought to school but must be turned off when entering the building. While in the building they must be placed in a backpack for the school day. The school district is not responsible for the loss, theft, damage, or vandalism to student cell phones or other electronic devices that students choose to bring with them to school. Students are strongly encouraged to keep these items stored away and safe. There will be designated times that students may use devices for academics or for meeting expectations in class. Phones or other devices (airpods) that are visible during the school day without teacher permission will be confiscated

1. **1st offense: confiscated and returned at the end of the day**
2. **2nd offense: confiscated and parent must pick up device, school disciplinary action on skyward**
3. **3rd offense: confiscated and parent must pick up device, school disciplinary action on skyward for repeated offense**

6-8th Grade: Cell phone device holders are in place and are used in all classrooms.

CHEWING GUM

Chewing gum is not allowed in the building as a prevention from finding it on floors, carpets, desks, chairs, and personal items to name a few.

STUDENT INFORMATION & PHOTO RELEASE

If the district does not receive written notice, we will assume you are giving permission to the Antietam School District to use your child's photo and name. **This form must be completed every school year.**

SMOKING AND VAPE POLICY

Tobacco and Vape use by students, employees, and the general public is prohibited in school buildings, on school buses, on school trips and on school property. Suspensions and/or citations will be issued by school administrators or police.

INTEGRATED PEST MANAGEMENT PROGRAM

The Antietam School District participates in an Integrated Pest Control Management Program. Parents have a right to request notification anytime we have treatment done at the schools by submitting their request in writing to the Superintendent's Office at 100 Antietam Road, Reading 19606.

CLOSINGS

If it becomes necessary to close school due to snow or any unforeseen circumstances, the announcement will be made as early as possible on the following local radio, TV stations and the District's Alert System:

District Alert System Automate message to phones/email as listed

WRAW	1340 AM
WEEU	830 AM
WRFY	102.5 FM
Channel 69	9- Berks Cable; Channel 69 App

- Please do not call us for this information; it is imperative that school's phone lines be kept open
- Make sure your child knows where to go in the event of a cancellation, especially on an early closing during the school day. Your 'Family Early Dismissal Plan' should contain this information.

WITHDRAWALS

When moving from the district, it is necessary to notify the school office so they may prepare the student's file, including health records, to forward to his/her school of enrollment. All records will be forwarded to the new school once student enrollment is confirmed. **Withdraw forms are available in the main office.**