

MAIN STREET ELEMENTARY SCHOOL



704 Main Street, Upland, PA 19015
610-447-3685



FAMILY HANDBOOK

2026-2027

Mrs. Christina Edmondson, Assistant Principal
Dr. Khalid Sutton, Interim Superintendent
Mr. Nafis Nichols, Receiver

MISSION STATEMENT

The mission of Main Street Elementary School is to cultivate the **intellect**, foster the **character**, and ignite the **imagination** of our students so they can become leaders who choose their own futures in college and beyond.

VISION STATEMENT

The staff of Main Street Elementary School will work to ensure that all students achieve at high academic levels by willingly and professionally using innovative approaches to teaching and by meeting the needs of all students based on individual performance.

We will realize our mission if we are successful at living our values every day. Our values are **teamwork, determination, excellence, integrity, joy, and accountability**. These values are the basis for everything we do at Main Street and describe how students, staff, and families will act in our school community to **ROAR, (Respect, On Task, Act Safely, Responsibility)** with Tiger Pride.

***At Main Street, we are launching
toward success!***

WELCOME TO MAIN STREET!

Dear Families,

Welcome! We are excited to have you and your child as part of our community. We understand how important it is to choose a caring and supportive environment for your child, and we are honored that you have chosen us to be part of their growth and development.

Our goal is to provide a safe, nurturing, and welcoming environment where every child feels valued, supported, and encouraged to learn, explore, and grow. We believe that strong relationships between families and our team are an important part of creating a positive experience for each child.

This Family Handbook was created to help you become familiar with our program, policies, procedures, and expectations. We encourage you to review it carefully and keep it as a resource throughout the year. Open communication is important to us, so please feel comfortable reaching out whenever you have questions, concerns, or information you would like to share.

We look forward to building a strong partnership with your family and creating many positive experiences and memories together. Thank you for trusting us with the care and education of your child.

We are so happy to welcome you to our family and look forward to a wonderful year together!

Warmly,
The Main Street Administration Team

GENERAL INFORMATION

School Hours

- **Regular School Day** 8:45 AM - 3:45 PM
- **Delayed Opening** 10:45 AM - 3:45 PM
- **Early Dismissal** 8:45 AM - 11:45 AM

Students may enter the building beginning for breakfast at 8:30 AM. Students should not arrive before this time, as supervision is unavailable.

Students must be dismissed from the school grounds by 3:55 PM unless they are participating in a supervised school activity.

SCHOOL POLICIES AND PROCEDURES

Morning Arrival Procedures

School doors open each day at 8:30 a.m. Students should not arrive before this time unless they are participating in a supervised school program.

- Bus and daycare students should enter through the front entrance and report to the Tiger's Den for breakfast.
- Car riders should enter through the designated side entrance and also report to the Tiger's Den for breakfast.

Students who are not eating breakfast will line up outside their classroom doors, weather permitting. Once students have been dropped off, they will be directed into the building and supervised by Main Street Elementary School staff until the start of the instructional day.

Inclement Weather: During rain, snow, extreme cold, or other severe weather conditions, all students will enter through the Tiger's Den entrance and remain inside under staff supervision until they are dismissed to their classrooms.

Late Arrivals

Students are expected to arrive at school on time each day. Students who arrive at school after 9:00 a.m. will be considered tardy.

- Students arriving after the designated start time must report to the office and obtain a late pass before entering class.
- Tardiness due to a medical or other appointment must be accompanied by documentation in order to be considered excused.
- Tardies are cumulative and become part of a student's attendance record.

Breakfast and Lunch Procedures

All students are entitled to free breakfast and lunch. Main Street will provide breakfast for all

students daily from 8:45 am-9:00 am. Students arriving at school after 9:00 AM will not be served unless their lateness is attributed to Chester Upland Transportation services.

Students who bring lunch from home should be aware that microwave use is not available. Outside food delivery services, including Uber Eats, DoorDash, Grubhub, or similar services, are not permitted for student lunches.

Nut-Free School Policy

Main Street School is a nut-free environment to ensure the safety of students and staff with life-threatening allergies. Peanut, tree nut, and nut-containing products are not permitted on school grounds, including in classrooms, cafeterias, and during school-sponsored activities. Families are asked to carefully read all food labels and avoid sending items that contain nuts or may have been processed in facilities containing nuts. Your cooperation is essential in maintaining a safe learning environment for all students.

Dismissal Procedures

Bus/Van Riders

Our buses and daycare vans will use the bus circle at the front entrance of the school to collect students. Students will remain in their classrooms until their bus is called. Please note that students are only permitted to ride the bus to which they are assigned.

Walkers/Parent Pick Up

Students will be dismissed daily from their outer classroom door at 3:45 pm. Parents and or designee should meet their children at the door. Please do not attempt to access the school through the front door at dismissal time.

Car Riders

Students will be dismissed to the car line from the Tiger's Den. Please use the designated car loop and remain in your vehicle at all times. Please display the car rider tag in your windshield.

Early Dismissal

Students may not leave school unaccompanied for an early dismissal. A written note must be provided in advance, and only individuals listed on the student's emergency contact form may pick up a student with a valid photo ID. To ensure student safety, early dismissals will not be granted after **2:45 PM**.

Late Pick-Ups

Student safety is our highest priority. Parents and guardians are expected to ensure students are picked up promptly at dismissal. Students who are not picked up on time will be escorted to the Tiger's Den while school staff attempt to contact a parent, guardian, or emergency contact. Repeated late pick-ups may result in written notification, a conference with school administration, and additional interventions as appropriate. If the school is unable to reach a responsible adult after an extended period, local authorities and/or child welfare agencies may be contacted to ensure the student's safety.

Attendance

Regular school attendance is essential to student success. The educational program provided by Chester Upland School District is designed to build learning through daily instruction, classroom participation, and consistent engagement. Students are expected to attend school every day and arrive on time.

Reporting Absences

A written note signed by a parent, guardian, or caregiver must be submitted following each absence. The note must include:

- Student's name
- Date(s) of absence
- Reason for absence
- Parent/guardian signature

Absences will be recorded as **unexcused** if a written excuse is not submitted within **three (3) school days** of the student's return.

Excused Absences

Under Pennsylvania law, the following are considered legal excuses for absence:

- Student illness
- Death in the immediate family (up to five school days for a parent, sibling, or grandparent)
- Quarantine or isolation ordered by a healthcare provider or public health official
- Exceptionally urgent reasons that directly affect the student and are approved by the school

The following are **not** considered excused absences:

- Oversleeping
- Missing the bus
- Babysitting
- Shopping
- Participating in private hobbies or lessons
- Car problems
- Family vacations
- Hair appointments
- Working

Medical Documentation

If a student is absent for **three (3) or more consecutive school days due to illness**, a note from a healthcare provider must be submitted upon the student's return to school.

Making Up Missed Work

Students are responsible for completing all assignments, classwork, and assessments missed during an excused absence. Parents and students should work with teachers to ensure missed

work is completed within the timeframe established by the teacher.

Excessive Absences and Tardiness

Frequent absences and tardiness negatively impact student learning and academic achievement. Students with excessive absences or tardiness may be referred to the school's attendance team for intervention and support.

In accordance with Pennsylvania School Code and district policy, continued attendance concerns may result in referrals to truancy prevention programs, court proceedings, or other agencies as appropriate.

Student Information Updates

To ensure the safety and well-being of all students, it is essential that parents and guardians keep their child's information current throughout the school year.

Parents/guardians must notify the school office immediately of any changes to:

- Home address
- Home telephone number
- Cell phone number
- Emergency contact information
- Custody or guardianship information, when applicable

Accurate and up-to-date information allows the school to contact families promptly in the event of an emergency, illness, or other important school-related matter.

School Visitors

The safety of our students and staff is a top priority at Main Street School. For this reason, all exterior doors are locked during the school day. After 9:00 a.m., all visitors must be buzzed into the building and are required to present valid identification upon entry.

All visitors must report directly to the main office to sign in and receive a visitor's badge before proceeding further into the building. For safety and security reasons, parents and guardians are not permitted to escort students to classrooms.

Emergency Closing

When severe weather or other hazardous conditions occur, the school schedule may be modified or suspended to ensure the safety of students and staff. It is the responsibility of parents and guardians to monitor local news and radio announcements for school closure information. Closings are typically announced between 5:00 a.m. and 9:00 a.m. on local television stations and on KYW 1060 AM radio.

Families should also check the Chester Upland School District website for updates. In addition, Main Street School will communicate important information using School Messenger and the district automated calling system whenever possible.

In the event of an actual emergency at the school, parents and guardians will be notified prior to

the end of the school day whenever possible.

To ensure the safety of students, staff, and families, parents are strongly discouraged from coming to the school during emergency situations. In certain cases, school officials may determine that students will not be released to parents until it is safe to do so, in order to maintain the overall safety and security of the school community.

We appreciate your cooperation and partnership in helping us maintain a safe school environment.

Celebrations

Main Street School recognizes student celebrations while maintaining a safe, inclusive, and instructional environment. Families are encouraged to celebrate personal events outside of school. School-wide and classroom celebrations will be scheduled by staff throughout the year.

Student birthdays are recognized with daily announcements, and students will visit the main office on their birthday to receive a non-edible treat and pencil. Families who wish to recognize a child's birthday at school are encouraged to send non-food items such as pencils, stickers, bookmarks, games, or a favorite book to share with the class. All items must be approved by the classroom teacher in advance.

Any classroom treats brought by families must follow the school's allergy policy and receive prior teacher approval. Any food items brought to school for approved events must be store-bought, contain a complete ingredient label, and comply with all allergy and dietary restrictions. **Homemade food items are not permitted.** Families should avoid sending foods that may pose allergy risks to classmates and should coordinate any approved food items with the classroom teacher in advance.

Lost and Found

Items found on school property should be turned in to the **Front Office**. Students wishing to check for lost belongings may visit the **Lost and Found** during their lunch period.

Lost items that are not claimed will be donated during **Winter Break** and again at the **end of the school year**.

Parents and guardians are strongly encouraged to label their child's clothing, backpacks, lunch boxes, water bottles, and other personal belongings with the student's **first and last name** to help ensure lost items are returned promptly.

Parent Teacher Organization (PTO)

The parent teacher organization (PTO) is an organization dedicated to enriching the education of our children and fostering a sense of community at Main Street School. We work in cooperation with the school's administration and teachers to provide services, funding, volunteer support and programs that enhance the school experience. The success of this mission depends on support from you, our parents. There are many ways to participate in your child's school life, both financially and through volunteer opportunities.

ALL parents/Guardians requesting to volunteer must have their CHILD-ABUSE CLEARANCE and CRIMINAL BACKGROUND. Volunteering includes chaperoning students on trips. The clearances are free of charge and can be accessed through the [Child Abuse Clearance Link](#) or the PDE website. Additionally, Parents/Guardians requesting to escort students on trips **WILL** have to attend a **Chaperone Do's and Don't Workshop**.

Cell Phone and Personal Electronic Device Policy

To support a focused, connected, and successful learning environment, we encourage students, whenever possible, to leave cell phones and personal electronic devices at home.

For students who bring a cell phone or personal device to school, the following expectations apply:

Pre-K–2nd Grade

Cell phones and personal devices must be turned off and stored away for the entire school day. Students may not use or access their devices during the school day.

3rd–5th Grade

Cell phones and personal devices will be collected each morning and securely stored throughout the school day. Devices will be returned to students at dismissal.

School-Day Expectations

These expectations apply bell-to-bell throughout the entire school day, including instructional periods, transitions, lunch, recess, and other school-day activities, and are intended to comply with applicable Pennsylvania requirements regarding student cell phone use.

Students who need to communicate with a parent or guardian during the school day should do so through the school office or with the assistance of a staff member. Likewise, families who need to reach their child during the school day should contact the school rather than the student's personal device.

We appreciate our families' partnership in helping minimize distractions and creating an environment where students can focus on learning, relationships, and being fully present at school. Thank you for your support!

Consequences for Unauthorized Cell Phone Use

First Offense

- The teacher will collect the device and submit it to the Principal or Climate Manager.
- The student may retrieve the device at the end of the school day after reviewing the school expectation that cell phones must remain turned off or silenced and stored in their

backpack.

Second Offense

- The teacher will collect the device and submit it to the Principal or Climate Manager.
- A parent or guardian will be required to pick up the device from the school office.

Third and Subsequent Offenses

- The teacher will collect the device and submit it to the Principal or Climate Manager.
- A parent or guardian will be required to pick up the device from the school office.
- The student will receive an additional school-based consequence as determined by school administration.

The school is not responsible for lost, stolen, or damaged personal electronic devices. Families are encouraged to leave valuable electronic devices at home whenever possible.

ATTIRE AND GROOMING REGULATIONS

At Main Street School, students are expected to dress in a manner that promotes a positive learning environment and reflects pride in our school community. The school dress code is strictly enforced.

STUDENT DRESS CODE

Uniforms are mandatory for all students in Pre-Kindergarten through Grade 5.

Girls

- Light Blue, Navy Blue, Black, Orange, Gray, or White collared polo shirt
- Khaki or Navy Blue jumper, skirt, skort, pants, or shorts
- Navy Blue cardigan or sweater

Boys

- Light Blue, Navy Blue, Black, Orange, Gray, or White collared polo shirt
- Khaki or Navy Blue pants or shorts
- Navy Blue cardigan or sweater

Important Uniform Guidelines

- **Denim or denim-print clothing is not permitted.**
- Clothing should be clean, neat, and appropriately sized.
- Students are expected to represent themselves and others respectfully through their attire.

Prohibited Attire

The following items are not permitted at school:

- Tank tops
- Bare midriff shirts or tops
- Hooded sweatshirts
- Hats or headwear (unless approved for religious or medical reasons)
- Oversized earrings
- Oversized hair accessories
- Oversized shirts
- Baggy pants
- Blue jeans worn under dresses or skirts
- Any clothing deemed disruptive to the educational environment

Physical Education (PE)

Students must wear **sneakers on Physical Education (PE) days** to participate safely in class activities.

Dress Code Violations

Students are expected to follow the Main Street Elementary School uniform policy each day. When a student does not comply with the dress code, school staff will work with the student and family to resolve the concern. Repeated dress code violations may result in one or more of the following:

- Parent/guardian notification.
- A conference with the student and parent/guardian.
- Referral to the school counselor or administrator to identify barriers to compliance.
- The opportunity to change into school-appropriate clothing, if available.
- Temporary restriction from school activities or events where appropriate until the dress code is met.
- Restorative reflection activities focused on responsibility and following school expectations.
- School-based community service during recess or another supervised, non-instructional time.
- Loss of non-academic privileges, such as participation in special incentive activities or school celebrations.
- An administrative conference to develop a plan for repeated violations.

We appreciate families' support in helping students arrive at school each day dressed appropriately and ready to learn.

MAIN STREET PBIS

Our School-Wide Framework for Positive Behavioral Interventions and Support

At Main Street School, we create a peaceful learning environment where all are safe, respectful, responsible, and helpful. We believe it is essential to have a peaceful and joyful atmosphere throughout the entire school day in order for the important work of learning to occur. We also believe that expectations must be taught, practiced, corrected, and followed consistently in order to create and maintain a comfortable community of learners.

The staff of Main Street School are committed to a positive approach to school discipline. This means we:

- Explicitly teach expectations through interactive modeling.
- Reinforce expected behavior through positive adult language and other modalities.
- Provide logical consequences in a timely and objective way.
- Communicate openly and consistently with parents/guardians.

ROAR Expectations

- **Respect**
- **On Task**
- **Act Safely**
- **Responsible**

PBIS

PBIS is a three-tiered system designed to promote students' academic, social, behavioral and emotional success. The PBIS framework is evidence-based, and it helps to foster a safe, equitable, and positive school culture where all students can grow.

PBIS Tier 1 - Universal Supports

PBIS Tier 1 practices support all students. They establish a foundation for positive classroom communities and peaceful public spaces. Tier 1 practices begin with explicitly teaching school wide expectations. Expected behavior is reinforced, and acknowledged both individually and classwide. Unexpected behavior is addressed with respect, empathy and dignity. We remind and reteach students, and when necessary, give logical consequences.

PBIS Tier 2 - Targeted Supports PBIS

Tier 2 supports targeted students who need behavioral, social, or emotional skills above PBIS Tier 1. Staff use wellness screeners, behavioral information and feedback from teachers to determine eligibility for this level of targeted support. Support is based on need and typically occurs over 4 -6 week periods.

PBIS Tier 3 - More Individualized Targeted Supports

PBIS Tier 3 supports students who need additional intervention with behavioral, social, or emotional skills with an additional layer of support above both PBIS Tier 1 and PBIS Tier 2 supports. Staff use information from PBIS Tier 2 interventions, wellness screeners, behavioral information and feedback from teachers to determine eligibility for this level of targeted support. Support is based on need and typically occurs over 4 -6 week periods. PBIS Tier 3 is in the development phase this year at WES.

Family/School Partnerships

Forming a partnership between home and school will ensure the success of our PBIS system. Throughout the school year our school staff will send updates and information to families. WE invite you to share comments, concerns and ideas to help us make PBIS work at our school.

Please support PBIS by:

- Reviewing our school's behavioral expectations with your child
- Providing positive reinforcement (acknowledging good choice with compliments or quality time) at home
- Help your child understand how these expectations are good for the school community
- Ask your child about Tiger Dollars, whole-group incentives and individual recognition.
- Sharing comments with or asking questions of teachers, school teams or building administration

Expected Behavior in Common Areas

 R O A R				
	RESPECT	ON TASK	ACT SAFELY	RESPONSIBLE
HALLWAY	- Voices off - Respect student work and bulletin boards - Give personal space 	Go to destination quickly and quietly 	- Walk at all times - Keep hands and feet to yourself 	- Have a hall pass - Be aware of those around you - Keep hallways clean 
BATHROOM	- Allow for privacy - Flush - Clean up after yourself 	- Use toilet quickly and quietly - Return quickly to class 	- Use hall pass - Wash your hands - Keep water in sink 	- Report any issues or problems to an adult - Flush the toilet - Throw trash away - Leave restroom clean 
CLASSROOM	- Use respectful words - Raise your hand - Wait for your turn to speak 	- Follow directions - Stay focused - Do your best work 	- Keep hands, feet and objects to yourself - Use materials safely - Keep 2 feet and 4 legs on floor 	- Complete all assigned tasks - Come to school on time - Be prepared 
PLAYGROUND	- Use equipment correctly - Keep equipment in play area 	- Line up immediately when signaled - Play fair 	- Keep hands and feet to yourself - Stay in boundaries 	- Follow instructions - Include others in games and equipment - Use appropriate language 
CAFETERIA	- Use quiet voices - Listen to adult direction - Wait in line patiently 	- Eat your own food - Raise your hand to get an adult to help 	- Walk at all times - Keep hands and feet to yourself 	- Clean up your area - Throw away your trash 
BUS	- Wait attentively at bus stop - Follow directions of bus driver 	- Keep items in your book bag - Bring homework in book bag 	- Keep aisle clear - Sit on seat facing forward - Keep hands and feet to yourself 	- Be on time - Keep the bus clean - Take your belongings 
EMERGENCY/FIRE DRILL	- Listen to teacher - Be calm, focused and silent at all times 	- Listen to teacher - Be silent 	- Walk in a straight line - Be silent - Follow teacher - Go directly to designated area 	Follow all adult instructions 

Discipline Procedures and Logical Consequences

When behavioral concerns arise, students will be subject to progressive disciplinary practices as outlined in the Chester Upland School District Code of Conduct. Disciplinary responses are designed to be fair, consistent, developmentally appropriate, and focused on helping students learn from their actions and make positive choices in the future.

As part of our Positive Behavioral Interventions and Supports (PBIS) framework, Main Street School utilizes a disciplinary flowchart that outlines the steps, interventions, and supports used to address student behavior. Families are encouraged to review both the school's discipline flowchart and the Chester Upland School District Code of Conduct to better understand behavioral expectations and disciplinary procedures.

Whenever possible, staff will utilize logical consequences to help students reflect on their actions and repair any harm caused. A logical consequence is a respectful, non-punitive response to misbehavior that helps students understand the connection between their choices and the resulting outcomes while maintaining their dignity. For example, if a student damages property or creates a mess, they may be required to assist in repairing, replacing, or cleaning up the situation. Depending on the circumstances, students may also be expected to offer an apology, make restitution, participate in restorative conversations, or take other appropriate actions to repair relationships and restore the learning environment.

Logical consequences may be used independently or in combination with additional

interventions and supports based on the student's age, developmental level, and the specific circumstances of the incident.

Unexpected Behaviors- Minor

Behavior	Description	Consequences
Disrespect	Student delivers low-intensity rude or dismissive messages to adults or peers.	• “You Break It, You Fix It” • Loss of Privilege • Positive Timeout • Space and Time • Reteach the Skill • Narrow the Choice • Apology/Restitution • Completion of Problem-Solving Form • Problem-Solving Meeting • Loss of Special Privilege • Parent Conference • Other Logical Consequence <i>*Consequences for minor unexpected behaviors are managed by classroom teachers and teaching assistants.</i>
Defiance/ Insubordination/ Non-Compliance	Student fails to follow directions.	
Disruption	Student engages in low-intensity inappropriate behavior that interferes with teaching and learning.	
Physical Contact/ Aggression	Student engages in low-intensity inappropriate, physical contact. There is no harm intended, there is no imbalance of power, and no one is hurt.	
Inappropriate Location	Student is in an inappropriate area within school boundaries.	
Theft	Student removes, possesses, or passes on without permission someone else's property of limited value.	
Academic Dishonesty	Student copies another student's work or plagiarizes.	
Lying	Student deliberately delivers messages that are untrue.	
Inappropriate Language	Student delivers verbal messages that are inappropriate in any way.	
Threatening Behavior	Student communicates intention to harm another person or property. <i>Threats that make mention of physical violence or weapons should be entered as major referrals.</i>	
Material/ Property Misuse	Student deliberately damages school or personal property.	
Technology Violation	Student engages in inappropriate use (as defined by CUSD AUP) of cell phone, music player, camera, and/or computer.	

Unexpected Behaviors- Major

Behavior	Description	Consequences
Disrespect	Student delivers intentional and/or sustained rude or dismissive messages to adults or peers.	• Consequences from Chart for Major Behaviors • Admin Communication with Parents • Parent/Student/Teacher/Principal Conference • Conference with Counselors • Separation from Peers During Unstructured Times • Cleaning/Repairing Damaged Areas • Referral to PBIS Tier 2 • Referral to Outside Support • Bus Suspension; Parents Responsible for Transportation • In-School Suspension/Student Sent Home (Re-entry meeting if required if student is out for more than two days) • Other <i>*Consequences for major unexpected behaviors are managed climate manager and/or office referrals.</i>
Defiance/Insubordination/Non-Compliance	Student repeatedly refuses to follow rules and/or directions, or a single event accompanied by significant verbal/physical abuse	
Disruption	Student repeatedly engages in inappropriate behavior that interferes with teaching and learning or engages in behavior that creates an unsafe learning environment.	
Physical Contact/Aggression	Student engages in serious physical contact where injury may occur.	
Bullying	Student repeatedly delivers messages (in any format) involving intimidation, teasing, taunting, threats, or name calling.	
Inappropriate Location	Student is in an area that is outside of school boundaries (as defined by school).	
Fighting	Student is involved in an incident involving physical violence.	
Theft	Student removes, possesses, or passes on someone else's valuable property.	
Academic Dishonesty	Student claims someone else's work as their own.	
Lying	Student deliberately delivers messages that are untrue.	
Abusive/Inappropriate Language	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.	
Threatening Behavior	Student communicates intention to inflict pain, injury, damage, or other hostile action with or without the mention of weapons	
Harassment	Student delivers disrespectful messages (in any format) related to gender, ethnicity, sex, race, religion, disability, physical characteristics, or other protected class.	
Material/	Student deliberately damages school or	

Property Misuse	personal property.	
Property Damage/ Vandalism	Student participates in an activity that results in destruction or disfigurement of property.	
Use/ Possession of Restricted Substances	Student is/was in possession of alcohol, tobacco, illegal drugs, unauthorized medicine, or imitation	
Use/ Possession of Weapons	Student is/was in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.	
Use/ Possession of Combustibles	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage.	
Technology Violation	Student engages in inappropriate use (as defined by CUSD AUP) of cell phone, music player, camera, and/or computer.	

Cyberbullying

Cyberbullying is defined as any act of bullying that uses the internet, interactive or digital technologies, cellular phones, mobile devices, or other electronic communication. This includes, but is not limited to, harassing, teasing, intimidating, threatening, or harming others through inappropriate emails, text messages, instant messages, images, videos, or online postings (including blogs and websites). Cyberbullying may occur both on and off school grounds and includes the sharing or reposting of harmful or inappropriate content.

Cyberbullying and bullying in any form will not be tolerated at Main Street School. All reports of bullying will be investigated, and students found to be involved will be subject to appropriate disciplinary action in accordance with district policy.

Student Assistance Program (SAP)

Pennsylvania's Student Assistance Program (SAP) is designed to assist school personnel in identifying issues that pose a barrier to a student's success. The primary goal of the Student Assistance Program (SAP) is to help students overcome these barriers in order that they may achieve, remain in school, and succeed. The SAP is a systemic process using techniques to mobilize school resources to remove barriers to learning. The SAP team includes school staff and liaisons from community agencies. The student assistance team members do not diagnose, treat or refer to treatment; but they may refer for a screening or an assessment for treatment.

Emergency and Fire Drills

Fire drills, as required by law, will be held at regular intervals. Such a practice is important and should be approached seriously. Specific instructions for evacuation of the building will be given on the first day of school at the beginning of the fall term. All guests in the building are expected

to follow procedures and policies during such drills. Students must be calm, quiet and orderly during all drills. Failure to abide by this expectation will result in disciplinary action.

ACADEMIC PROGRAMMING

ACADEMIC INTEGRITY

At Main Street School, we believe honesty, responsibility, and respect are essential to learning. Academic integrity means doing your own work, being truthful, and giving credit when you use someone else's ideas. These expectations support all students in growing, learning, and taking pride in their work.

Students are expected to act with honesty and integrity at all times. This includes completing their own work unless collaboration is allowed, asking for help rather than copying, giving credit to others when using their ideas or words, and using technology—including artificial intelligence (AI)—responsibly.

Academic misconduct includes:

- **Plagiarism:** using another person's words or ideas without giving credit
- **Use of another person's work:** submitting work completed by someone else
- **Submitting false information:** providing altered or misleading information
- **Cheating:** sharing or receiving answers during assessments or using devices without permission
- **Misuse of AI:** using AI tools to complete work and presenting it as one's own, or using AI without teacher permission

Involvement in these activities will result in a grade of "0" for the work in question as well as the scholar being assigned a parent teacher conference.

Report Cards

Report cards are issued four (4) times during the school year. **There will be three report card conferences available throughout the school year. Conferences will be led by students and teachers whenever possible.** If you have questions or concerns about your child's academic or social progress, please call and make an appointment with the teacher. **Teachers can NOT take phone calls or drop-in visits during instructional time.**

Interim Reports

Interim Reports/Progress reports are sent home out 4 times a year. Please check the calendar for dates. Interim reports give an update on your child's progress. Please discuss the interim reports with your child(ren) to ensure progress or the continuity of progress.

Home Learning and Family Engagement

Learning at home is an important part of each child's academic development. Parents and guardians play a vital role in supporting student success and are recognized as a child's first and most important teacher, as well as an essential partner in the educational process.

Families are encouraged to:

- Ensure homework is completed and reviewed each night
- Sign and return all school communications in a timely manner
- Support students in completing and documenting required community service hours

College and Career Readiness

Students in Grades 3–5 are required to participate in at least two (2) College and Career Readiness activities during the school year. These activities will require students to create a project or presentation.

This is a mandatory state requirement designed to support early exposure to college and career pathways.

Books, Textbooks, and Technology

Every student must be prepared for work and equipped with a notebook, pencils, and pens. Identify your books clearly with your full name, room number, and teacher's name in the identification block in the front of the textbook. Use ink.

You are responsible for all schoolbooks and or technology given to you or your children. Keep them clean and neat and in proper working order. CUSD expects all students to maintain school-issued books, textbooks, and technology devices and keep them in good condition, to return the books and equipment when requested, and to **pay** for them if they are damaged or lost.

Textbooks are public property and are loaned to students. The texts should be covered for protection. Students are responsible for the loss or damage of textbooks, or any other school materials.

Users will always comply with the CUSD Technology Handbook policies. Any failure to comply may result in termination of user rights and immediate repossession of the device. Any lost, stolen, and/or damaged devices must be reported to school administration immediately

SCHOOL HEALTH SERVICES

The school nurse is available during the school day to support students who are injured or feeling ill. Students must have permission from their teacher to visit the nurse's office. If a student becomes too ill to remain at school, they may be sent home and must be picked up by a parent or an authorized adult listed on the Emergency Contact Form.

The primary goal of the school nurse is to ensure students are healthy and that health concerns do not interfere with learning. To support this goal, the nurse conducts required health screenings at designated intervals in accordance with Pennsylvania Department of Health and Pennsylvania Department of Education guidelines, including vision, hearing, growth, and scoliosis screenings.

Physical examinations and health histories are required upon school entry and again in Grades 6 and 9. Parents/guardians are responsible for ensuring these exams are completed by a licensed healthcare provider. Dental examinations are required for students in Pre-K, Kindergarten, Grade 3, and Grade 7 and must be completed by a licensed dentist.

Health Requirements

Main Street School follows the Pennsylvania Department of Health immunization requirements. All students entering school for the first time must provide proof of immunization against diphtheria, pertussis, tetanus, polio, mumps, measles, and rubella.

Students who do not meet immunization requirements may not be permitted to attend school until proper documentation is provided.

Medication

Students who require **medication** during school hours may have these services if the child's doctor completes a "**Request for Administration of Medication**." The form may be obtained from the school nurse. The form must be completed by the doctor and authorized by the parent. Once approved by the school nurse, medications must be brought to school in their original packaging with the pharmacy label affixed. In the case of inhalers, they must be in the original box with the pharmacy label.

If your child has any health problem(s) or is taking prescription medication for any reason, even if it is not taken at school, it is important for you to discuss this with the school nurse. Many medications have side effects that would be important for the staff and faculty to know. Over-the-counter or short-term medications may not be sent to school with your child without a physician's prescription and/or a request from the parent in writing.

Possession of medication by a student without authorization by the school nurse will result in disciplinary action. The sharing of medication with another student will be deemed an aggravated offense under the Code of Student Conduct.

If you have any questions or concerns regarding these or any other health matters, please feel free to contact **our school nurse**.