

Minersville
Elementary Center
&
Llewellyn
Early Childhood Center
student
HANDBOOK



| 2026-2027

School Contact Information

Elementary Center		Llewellyn Building	
Main Office	(570) 544-1400	Main Office	(570) 544-4453
Attendance	(570) 544-1400, ext 4001	Attendance	(570) 544-1400, ext 4001
Nurse's Office	(570) 544-1400, ext 3004	Nurse's Office	(570) 544-1400, ext 4002
Cafeteria Acct. Info	(570) 544-1400, ext 2703	Cafeteria Acct. Info	(570) 544-1400, ext 2703

The Minersville Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, age, religion, or handicap in its activities, programs or employment practices as required by Title VI, Title IX, Section 504, and ADA.

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Welcome Miners families to the 2026-2027 school year!

It is with great pride and enthusiasm that I welcome you to Minersville Area Elementary Center and Llewellyn Early Childhood Center. As I begin my first year as principal, I am incredibly honored to join the Minersville community and excited for the opportunity to learn, grow, and work alongside our students, families, and staff.

Although I am new to Minersville, I have already seen the pride, resilience, and strong sense of community that make this district special. I look forward to building meaningful relationships and partnering with all of you as we continue to strengthen and create an even better Lil' Miners community—one where every child feels known, valued, safe, and inspired to reach their full potential.

Our schools are places where students are encouraged to be kind, work hard, persevere through challenges, and support one another. We are committed to creating a positive and engaging environment where children feel welcomed and excited to come to school each day.

This handbook has been designed to provide important information about our school's expectations, procedures, and programs. We encourage students and families to review it together and use it as a resource throughout the school year.

Education is a partnership, and our greatest successes happen when schools and families work together. I value open communication and look forward to collaborating with you as we support each child's academic, social, and emotional growth.

Thank you for entrusting us with your children each day. I am honored to begin this journey with you and cannot wait to see all that we will accomplish together as we continue building a strong, connected, and thriving Lil' Miners community.

Yours in Miners Pride—



Ms. Ashley Shappell
ELEMENTARY PRINCIPAL

- 📞 570-544-1400 EXT
- ✉ ashappell@battlinminers.com
- 🌐 www.battlinminers.com
- 📍 300 W 5th Street Minersville, PA

Updated July 2026

Handbook Overview

This Student and Family Handbook provides important information about our school's expectations, policies, procedures, and resources. It is designed to help students and families understand how we work together to create a safe, respectful, and positive learning environment.

We encourage families to review this handbook together and refer to it throughout the school year. While it addresses many common questions, it cannot cover every situation, and district policies or applicable laws may supersede the information included. If you have any questions, please don't hesitate to contact the school.

Thank you for partnering with us to support every student's success.

Minersville Area School District Personnel**SCHOOL BOARD MEMBERS**

Mr. Kevin Wigoda.....	President
Mr. Michael J. Andruchek.....	Vice President
Ms. Sarah R. Newton	Secretary
Mr. Albert D. Marazas.....	Treasurer
Dr. Cynthia L. Lubinsky	Member
Dr. William Yourey.....	Member
Mr. Timothy Sohosky.....	Member
Mr. James O'Brien, Jr	Member
Mr. James T. Croley, II	Member

DISTRICT ADMINISTRATION

Mr. Michael Maley	Superintendent
Ms. Brittany Doyle	Business Manager
Mr. Shane Spotts	Director of Curriculum, Instruction & Assessment
Mr. Michael Hoptak	Technology Coordinator

Llewellyn Early Childhood and Minersville Elementary Center Administration

Principal: Ms. Ashley Shappell

Supervisor of Special Education: Ms. Rochelle Jones

Llewellyn Early Childhood Center Faculty

Four-K

Mrs. Tracey Houser

Kindergarten

Mrs. Amy Carvajal
Mrs. Margaret Weiderhold
Mrs. Sofie Smith-Frantz
Mrs. Emily Yourey

Special Education

Mrs. Alyssa Handling

Title 1 Staff

Mrs. Jolene Gretskey

Minersville Elementary Center Faculty

1st Grade:

Mrs. Amanda Roach
Mrs. Sandra Woodford
Ms. Heather Umholtz
Ms. Gina Ryan

4th Grade:

Miss Rachel Hughes
Mrs. Kimberly Clay
Mrs. Ashley Hopkins

2nd Grade:

Mrs. Jaclyn Purcell
Mrs. Emylee Herb
Miss Patti Denchy

5th Grade:

Mrs. Cathy Coyle
Mrs. Bianca Dunn
Mr. Russ Horoschak

3rd Grade:

Miss Kari Beury
Mrs. Erin Zollars
Miss Chelsea Chatcho

6th Grade:

Mrs. Lisa Frantz
Mrs. Brenda Hossler
Mrs. Kelly Boyer

Special Education:

Mrs. Melissa Pytak
Mrs. Sarah Strause
Mrs. Ashley Thompson
Mrs. Jenette Stapert
Mrs. Allie Huff
Mrs. Danielle Wank
Mrs. Robyn Chadwick

Title 1 Support

Mrs. Jessica Wolfe
Ms. Angel Sabol
Mrs. Sara Sukeena

Specials:

Physical Education, Mrs. Chelsea Egger
Music, Miss Emily Huff
STEAM, Mrs. Melanie Haugh
Library, Mrs. Laura Yazemboski

Support Services Personnel

Speech and Language, Mrs. Sarah Quinn
Speech and Language, Mrs. Johnna Spotts
Occupational Therapist, Mrs. Jessica Jansson
Occupational Therapy Assistant, Mrs. Jennifer Cinelli

Support Staff

Principal's Secretary – Elementary Center, Mrs. Dawn Lafferty
Secretary – Elementary Center, Ms. Antoinette Purcell
Secretary – Llewellyn, Mrs. Cherie Skibiel
Intervention Specialist, Mrs. Kara Perzel
Guidance Counselor, Mrs. Sarah McKeown
District School Nurse, Mrs. Kelly Valentine
Nurse – Elementary Center, Mrs. Mary Beth Haney (LPN)
Nurse - Llewellyn, Mrs. Barb Barge (LPN)
Food Service Director, Mr. Jerry Naylor
Custodian Supervisor, Mr. Gregory Stephen
First Shift Custodian- Elementary Center, Mr. Andrew Conville
Second Shift Custodians- Elementary Center, Mr. Ralph Brinich, Mrs. Cindy Murphy, Mr. Tim Firestone
Custodian–Llewellyn, Mr. Thomas Putalavage
Custodian– Llewellyn, Mr. Ralph Brinich

Paraprofessionals

Elementary Center

Mrs. Marlise Ryan

Miss Gabby Rinaldo

Ms. Ashley Koch

Ms. Amanda Martinez

Llewellyn

Mrs. Amanda Laubach

2026-2027 SCHOOL CALENDAR

Dates may be subject to change; additional dates/events may be added

DATE	EVENTS
August 18, 2026	In-Service Day–Teachers Only
August 19, 2026	In-Service Day–Teachers Only, Back to School Night for EC
August 20, 2026	In-Service Day–Teachers Only, Meet the Miners
August 24, 2026	First Day of School for Students
September 7, 2026	Labor Day- No School
October 12, 2026	Teacher In-Service Day- (No School for Students)
October 27, 2026	End of 1st Grading Period
November 25, 2026	Early Dismissal for all Schools
November 26-November 30, 2026	Schools Closed- Thanksgiving Recess
December 23, 2026	Early Dismissal for all Schools
December 24- January 1, 2027	School Closed for Winter Break
January 12, 2027	End of 2nd Grading Period
January 18, 2027	Teacher In-Service Day- (No School for Students)
February 15, 2027	President’s Day- (No School for Students)
March 18, 2027	End of 3rd Grading Period
March 24, 2027	Early Dismissal for all Schools
March 25-March 31, 2027	Spring Break (No School for Students)
April 19, 2027	No School for Students, Potential Snow Make-Up Day
April 26-April 30, 2027	PSSA ELA Testing Window
May 3-May 7, 2027	PSSA Math, Science, and Make-Up Testing Window
May 28, 2027	Tentative Last Day for Students/Commencement
June 1, 2027	In-Service Day-Teachers Only

Tentative Report Card Dates

1 st Marking Period	November 3, 2026
2 nd Marking Period	January 20, 2027
3 rd Marking Period	April 2, 2027
4 th Marking Period	May 28, 2027

School Day Schedules

Llewellyn Early Childhood Center						
Kindergarten				FOUR-K		
Regular		2 hour delay	Early Dismissal	Regular	2 hour delay	Early Dismissal
Student Arrival	8:25 am	10:25 am	8:25 am	AM 9:00 am - 11:30 am	AM 11:00 am-12:45 pm	
Lunches	11:10 to 12:20pm	Same	10:20-11:30 am	PM 12:30 pm - 3:00 pm	PM 1:15 pm-3:00 pm	
Dismissal	3:00 pm	3:00 pm				12:50 pm

Elementary Center			
	Regular	2 hr Delay	Early Dismissal
Student Arrival	8:10 am	10:10 am	8:10 am
Breakfast Available	8:10-8:45 am	No Breakfast	8:10-8:45 am
Lunches (all grades)	11:10 to 12:55 pm	11:50-1:20 pm	9:50-11:20 am
Dismissal	3:00-3:10 pm	3:00-3:10 pm	12:50-1:00 pm

CODE OF STUDENT CONDUCT

The staff of Llewellyn Early Childhood Center and Minersville Elementary Center welcomes you to another school year. We are committed to do our best to help you meet the challenges of this year's school program as we help you prepare for the ever-changing demands of society around us.

There is also the expectation that you, the student, will share in this commitment by being dedicated to your education, developing good work habits and cultivating a wholesome attitude about yourself and your school.

One of the major goals of education is to help students learn self-discipline, to know how to act and how not to act in various situations, and to accept responsibilities. Meeting the expectations of the school is part of the educational process. The purpose of this code is to make known the responsibilities of each student, so that all students may realize their full potential, and so we may be able to provide the best possible learning climate.

However, these guidelines are not intended to be all inclusive as they do not always cover every situation and every condition. Therefore, if in the judgment of the high school administration, a student's behavior is not defined in the code of student conduct, the administration will take appropriate action in the best interest of the student and the school.

Section 1317. Authority of Teachers, Vice Principals and Principals over Pupils. Every teacher, vice principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them (1317 amended July 25, 1963, P.L. 315, No. 169).

JURISDICTION OF STUDENTS

School officials have authority for the disciplinary control of students:

- while on school premises
- while walking, driving, or riding to and from school
- while on school buses to and from school, on school sponsored field trips/events, and while attending or participating in extracurricular activities
- while engaged in related school activities on or off school premises
- while off school premises, if misconduct or language is directed toward school personnel or Minersville Area School District students

Students charged with offenses in the community may be assigned alternative educational programs in order to maintain a safe and secure school environment for students and school personnel.

ROLES AND RESPONSIBILITIES

All children have a right to be enrolled in the Minersville Area School District. In order for our children to maximize those opportunities provided through public education, everyone shares the responsibility of promoting behavior that provides an environment in which all children can learn. The healthy development of children requires the cohesive and consistent application of a common set of expectations. Thus, all members of society have a major role to play as positive models for respectful behavior. Respectful behavior is expected toward self, others and property.

The following roles and responsibilities for students, parents and guardians, school system personnel, community and family service organizations are offered for consideration in striving to create safe and nurturing communities of

which schools are an integral part. In many instances, these roles and responsibilities are being fulfilled; in those cases, where they are not, these are offered as goals toward which to strive.

STUDENTS' RESPONSIBILITIES

Students who are positive in their actions assist and encourage teachers to maintain a classroom atmosphere that best meets the needs of all students. Students put forth their best efforts during the education process when they:

- accept responsibility for their actions and education while abiding by established school rules, regulations, and laws of the community, state and nation;
- come to school with positive attitude in order to realize opportunities for academic and personal growth;
- model positive behavior and language which reflect cooperation with all members of the school community;
- come to school prepared with your device charged, ready to learn, (bring only those items and materials which are appropriate for the educational program); being prepared for class reduces interruptions to the classroom procedure.
- arrive on time so that introductory instructions and materials will not be missed and class time can be used effectively;
- listen to what is said in order to acquire needed information and to avoid need less repetition by the teacher;
- participate in class activities in order to gain new knowledge, clarify vital information, and reinforce concepts learned;
- respect the rights and property of self and others, thus practicing good citizenship;
- exercise self-control and good manners in order to develop positive relationships with others;
- respect the authority of school personnel so as to maintain good working relations.

PARENTS' AND GUARDIANS' RESPONSIBILITIES

Parents are the first teachers who provide direction for our children. With the support of the community, they:

- provide their children with a warm, nurturing, and healthy environment, assuring support and the resources needed to be successful;
- support and reinforce behavior expectations and disciplinary policies of the school by assuming the primary responsibility for the discipline of their children;
- reinforce learning at home and support academic and extracurricular activities;
- ensure that their children attend school every day and arrive on time, but recognize there are extraordinary occasions when a student is lawfully absent or tardy; and
- teach their children to seek positive resolution to problems encountered in daily living and to handle confrontation non-violently.

MINERSVILLE AREA SCHOOL SYSTEMS' RESPONSIBILITIES

Each member of the school staff has the primary responsibility of providing for the educational needs of all students. The school staff members are responsible for:

- maintaining an atmosphere conducive to good behavior and developing good study habits;
- exhibiting a respectful and positive attitude toward students to encourage a positive, realistic self-image in each learner;

- implementing the accepted curriculum in a variety of ways to meet the needs of all learners;
- administering discipline in a fair and impartial manner to teach the principles of justice and citizenship by example; and
- promoting a friendly, yet professional, relationship with learners so they may see themselves as meaningful parts of the society in which we live.

School Procedures & Policies

Building Access & Volunteer Requirements

To help ensure the safety and security of our students and staff, all visitors are required to present a valid government-issued photo ID (such as a driver's license) when entering the building. Visitors will need to register using the School Gate Guardian System and may be required to wear a visitor badge while on campus. Persons wishing to visit for a short time should have such visits cleared by the principal. Persons wishing to visit for an entire day (or a significant portion thereof) must receive permission from the principal at least one day in advance and provide clearances to the office.

Families who wish to volunteer at school or participate in activities that involve direct contact with students must have all required Pennsylvania clearances on file with the district before volunteering. The safety of our students is our highest priority. Any individual wishing to volunteer in our school or participate in activities involving direct contact with students must have the required Pennsylvania volunteer clearances on file with the district prior to volunteering.

Required clearances include:

- Pennsylvania State Police Criminal History Check (PATCH)
- Pennsylvania Child Abuse History Clearance
- FBI Criminal History Clearance (if required based on Pennsylvania residency)

Volunteers can begin the clearance process by visiting:

- [Pennsylvania State Police Criminal History Check \(PATCH\)](#)
- [Pennsylvania Child Abuse History Clearance \(CWIS\)](#)
- [IdentoGO Fingerprinting \(if applicable\)](#)

Transportation Procedures/Discipline Policy

Transportation schedules are developed and approved in the district administrative office.

The task is difficult and complex and includes transportation of non-public students. Parents who have special transportation requests or problems should notify the superintendent in writing.

The safety of students while riding the school bus is a responsibility that must be shared by all students. Students must obey all rules and regulations. The bus driver is in charge of the bus and the students riding it. The regulations that follow apply to anyone being transported by the Minersville Area School District during normal school hours, after-school activity runs and co-curricular trips. Violation of any of the regulations may result in the withdrawal of transportation privileges for a period of time and/or other disciplinary action to be determined by the seriousness or

frequency of the offense. School authorities reserve the right to assign students to specific seats on the bus when deemed necessary.

Students must ride their assigned bus and leave the bus only at their designated stops. Exceptions will be made only when a student gives the bus driver a permission slip signed by their parents or guardian and the principal.

Bus contractors, not drivers, are directly responsible to the Board of Education for providing transportation services. Drivers, however, are responsible for the safety of many pupils on crowded roads. Drivers are responsible for student conduct on the school bus and may establish regulations including designated seats. Pupils must recognize the authority of the driver and the need for him/her to establish proper safety procedures. Pupils guilty of misconduct on the bus or insubordination to the driver may be denied transportation.

All persons being transported by the Minersville Area School District shall NOT:

1. eat or drink on the bus;
2. engage in scuffling, fighting or other unwarranted behavior;
3. use profane, foul or indecent language;
4. use the emergency exit unless directed to do so by the driver;
5. tamper with the bus or any of its equipment;
6. regulate windows unless permitted to do so by the driver;
7. extend any part or their bodies out of the window;
8. throw any object(s) on the bus or out of the window;
9. litter the floor of the bus or the seats;
10. stand, walk, change seats while the buses in motion;
11. place any articles in aisles or in front of the emergency exit;
12. carry or use any potentially dangerous objects including, but not limited to knives, firearms, matches, lighters, fireworks, water guns, scissors, etc.;
13. transport any animal;
14. board or debark at any but their own designated bus-stop unless given written permission by a school official;
15. behave in any manner which would endanger the health, safety or welfare of other students or the driver by distracting the driver from his/her responsibility to operate the bus in a safe manner.

In the event of serious or repeated violations of bus regulations, the Minersville Area School District reserves the right to file a summary offense, misdemeanor or felony complaint with the local authorities.

Withdrawal of transportation privileges does not relieve the parent or the student of their responsibilities as attendance applies. Absence from school due to withdrawal of transportation privileges is not an excused absence.

The safety of our students is of primary importance. We ask parents to read and explain this code to their children.

In the interest of bus safety, elementary students should:

1. Be at your designated bus stop on time. Building administrators do not have the authority to change bus stops for students.
2. Stand on the sidewalk at all times while waiting for the bus.
3. Remain seated and facing forward while riding the bus at all times.
4. Fighting, punching, slapping, kicking, or hitting with book bags both at the bus stop and on the bus is strictly prohibited.
5. Keep hands and objects inside of the window at all times.

6. Do not shout or use inappropriate language.
7. Place large musical instruments in seats designated by the driver
8. When exiting the bus, walk instead of running.
9. Always obey the bus driver.

Discipline for Transportation Violations

For general misconduct on the bus or at the bus stop, it is believed that a program of progressive disciplinary measures will be effective in correcting inappropriate bus conduct.

Disciplinary action will follow a general rule of increasing severity of consequences, including:

1. Warning/Assigned seating.
2. Detention/Suspension.
3. Suspension of bus privileges for one (1) to three (3) days.
4. Suspension of bus privileges for five (5) to ten (10) days.
5. A student who is a discipline problem on a school bus may have his/her riding privileges suspended by the building principal. In such cases, the parents/guardians are responsible for seeing that the student gets to school on time, safely, and on a regular basis.

Subsequent misconduct would lead to a longer suspension period and finally denial of transportation for the school year. Drivers are encouraged to submit reports of student misconduct in writing to the elementary principal and may recommend denial of transportation for serious offenses. Transportation may be denied only with administrative approval and after proper notification to parents.

Carry – On Policy

The Pennsylvania Department of Transportation mandates that the interior of a school bus must be free of any objects that could cause injury. All objects must be secured and the aisles, emergency exits and the driver's compartment must be free and clear of any object.

The following rules must be adhered to at all times – NO Exceptions.

1. No food in open containers (No eating or drinking is allowed on buses). Many students have allergies to certain foods and for their safety no one is allowed to eat while on the bus.
2. Students may not bring skateboards or any live animals (including animals for class projects) on board the buses. **Guide or trained companion dogs are the only exception.**
3. No student may bring any latex products, plants, or balloons on board a bus.
4. Without pre-approval students may not bring any unusually large object **unless it can be held on their lap or placed under the seat.**

5. Musical instruments may be brought on board if it can be held on their lap. If it does not fit on their lap, provided there is room, a student may place the instrument on the seat or on the floor between them and the window. In this manner it will not interfere with the access to the exits by other students, nor block any portion of the aisle. This exception does not apply if the seat is one with an emergency window exit.

6. Any object in the opinion of the bus driver that may endanger other students may not be allowed on the bus by the driver. Examples, but not limited to this list are glass bowls or Aquariums, look alike knives/guns, ice skates, cutting tools etc.

Traveling to and from School

Students are expected to travel directly to and from school using the safest and most expeditious route. Students shall not engage in any activity that may potentially result in damage to personal property or endanger the health and safety of other students or adults.

Students must remain on school property once they have arrived at the school and while awaiting the arrival of buses or other transportation at the end of the school day. Students going to a different destination after school should bring a note to the office immediately upon arrival in the morning to avoid confusion at the end of the day. In a case where a student is going to a friend's home after school, both students must bring notes to the office upon arrival in the morning.

Cell Phones

We realize by today's living standards the use of personal electronic devices is commonplace. It is the procedure of the School Board to prohibit the use of electronic devices by students, including, but not limited to, laser pens, and cellular telephones (batteries included), radios, MP3 players, iPods and/or any other personal electronic music devices or stereos during regular school hours, and the same are hereby prohibited during school hours. These items must be turned off and stored out of sight between the hours of 8:10 AM and 3:00 PM. Phones must be stored in lockers throughout the school day. This is non-negotiable, unless medical documentation is provided.

Any violation of this policy is subject to the following schedule of consequences:

- First Offense- Warning, teacher will confiscate the phone and return it to the student at the end of the class. Documentation will be made in FOCUS.
- Second Offense- Electronic device is removed from the student's possession and will remain in the administrative custody for the remainder of the school day. The student may pick up the device at the end of the school day. Documentation will be made in FOCUS.
- Third Offense- Electronic devices are removed from the student's possession and will remain in the administrative custody, parent/guardian will need to come to school to pick up the device.
- Fourth Offense- Electronic device is removed from the student's possession and will remain in administrative custody until the end of the day. Students will serve at least one (1) day of in-school suspension. Further discipline may be imposed at the discretion of the Administration.

Students who refuse to relinquish their phone (battery included) when asked will be immediately suspended. Parents may be contacted to come into school to pick up their child's device.

* Parents and students are reminded that the intention of this policy is not to limit contact among families. Parents may call the school's main office to have important messages forwarded to students. Students may also, with permission, utilize the office phone or their own cell phone to make a call while in the office

Change of Address or Phone Number

The school must always have your correct address and phone number on file in the event of emergency situations. If you move, please give the District Administration Office your new address and phone number immediately. If you change phone numbers or add a phone or cell number, please furnish those new numbers, as soon as possible, to facilitate contacting parents and guardians, in case of an emergency.

Criminal Acts

Besides the normal criminal acts relating to sexual offenses, assault, theft, drug possession and delivery, underage drinking, and vandalism, the student may be subject to criminal arrest for:

- (a) Disorderly Conduct – Section 5503 – for fighting, the use of obscene language, or creating a disturbance.
- (b) Harassment – Section 2709 – for acts of harassment, bullying, intimidation, and sexual harassment.
- (c) Use of Tobacco in School Prohibited – Section 6306.1 – for smoking and possession of tobacco on school property or school bus.

Dress Code/Grooming Policy

AUTHORITY: The Board authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which present a hazard to health or safety of the student or to others in the school; materially interferes with school work; creates disorder or disrupts the education program; causes excessive wear or damage to school property; and prevents the student from achieving his/her own educational objectives because of decreased vision or restricted movement.

Students may be required to wear certain types of clothing while participating in physical education classes, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in a regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard to the educational process.

Safe Footwear

To help ensure the safety of all students during classroom activities, recess, physical education, and emergency situations, students are expected to wear appropriate footwear each day.

- Closed-toe, athletic-style shoes are strongly recommended for daily school activities.
- Flip-flops, slippers, Crocs, and other footwear that may create a safety hazard are not permitted.
- Students wearing unsafe footwear may be required to change into appropriate shoes or may be restricted in recess, physical education, or other activities.

Families are encouraged to send students in shoes that allow them to safely run, climb, and participate in school activities.

DELEGATION OF AUTHORITY: The Superintendent shall develop procedures to implement this policy which designates the building principal and/or designee to monitor student dress and grooming in his/her building and instruct staff members to demonstrate by example wholesome attitudes toward neatness, cleanliness, proper modesty and good sense in attire and appearance.

DRESS & GROOMING POLICY #221 (REVISED July 7, 2022) The Minersville Area School District encourages its students to wear clothing that is clean, neat and of appropriate length for an academic environment. All students are expected to exercise good taste and judgment in compliance with State Board of Education Regulations, Student Rights and Responsibilities, Section 12:11.

THE FOLLOWING TYPES OF CLOTHING ARE BANNED:

- Vulgar, offensive messages. Clothing that is offensive to staff and fellow students. Clothing that contains messages that are vulgar, offensive, obscene or libelous; that denigrate others based on race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol, drug use or violence; or that are otherwise contrary to the school's educational mission.
- Clothing that presents a safety hazard. Students may not wear any apparel that could pose a threat to the health, safety, or welfare of the school community. No chains, spiked or choke collars may be worn or carried at any time; this includes wallet chains, etc.
- The piercing of body parts and the insertion of jewelry or other objects which result in bleeding, oozing of bodily fluids or other physical conditions which may reasonably pose a danger to the student or others is considered inappropriate and unacceptable. Clothing that is a health hazard to the individual student and the general student population.
- Hoods, hats, caps, bandanas covering the head, and similar headwear are not to be worn in district buildings during the school day except for medical or religious purposes with administrative approval. Hoodies are permitted, but the hood must be down during the school day.
- Drug or alcohol paraphernalia.
- Advertisements for alcohol or cigarettes.
- Racially or ethnically offensive messages.
- Messages that are political in nature.
- Harassment aimed at any group or individual.
- Students are expected to dress in a manner that is appropriate for the school environment. Clothing that is excessively revealing, distracting, or disruptive to the educational setting is not permitted.
- Examples of unacceptable attire include:
 - Tank tops, halter tops, strapless tops, and garments with spaghetti straps.
 - Clothing that is see-through, excessively low-cut, or exposes the midriff.
 - Sleeveless shirts that do not extend to the edge of the shoulders or fit appropriately under the arms.
 - Shorts, skirts, or similar garments that are shorter than the student's fingertips when standing with arms relaxed at their sides.
- Undergarments must not be visible.
- Fishnet stockings, pajama pants and sleepwear are not appropriate apparel in school.
- Unless there are heating problems, all jackets/coats must be kept in lockers and not worn during the school day.
- Shorts and pants are to be neat, clean, free of holes, and of appropriate length.
- Students may not wear any clothing that is offensive to members of the faculty or administration.

These examples are intended as guidelines and do not cover every situation. School administrators reserve the right to determine whether clothing is appropriate for the school setting.

PENALTIES FOR DRESS CODE VIOLATION(S)

- **First offense:** Warning. Students must change into something appropriate, which may include a clothing article brought from home by a parent or guardian or provided by the school.
- **Second offense:** Students must change into something appropriate, which may include a clothing article brought from home by a parent or guardian or provided by the school. Parents are notified that the student is in violation of the dress code. One detention/lunch detention will be assigned.
- **Third offense:** Students must change into something appropriate, which may include a clothing article brought from home by a parent or guardian or provided by the school. Parents are notified that the student is in violation of the dress code. Two detentions/lunch detentions will be assigned.
- **Fourth offense:** Students must change into something appropriate, which may include a clothing article brought from home by a parent or guardian or provided by the school. Parents are notified that the student is in violation of the dress code. Three lunch detentions will be assigned; a 1 day in-school suspension may be assigned.
- **Fifth offense:** Further parental involvement including meeting with administration.

Note: the school district recognizes the right of students to wear jewelry and other adornments; however, the manner in which they are to be worn or displayed may not be appropriate under circumstances that pose a danger to the safety or welfare of the student or other students or staff and/or pose a threat or interruption of the educational process. As deemed necessary, the school administration and/or teaching staff may require that students remove any jewelry or other adornments, which may reasonably be considered as posing a threat to the safety of the student or other students or staff or pose a threat or interruption to the educational process.

Administrative Guideline: The principal or his/her designee is arbiter of all of the above guidelines and what does or doesn't pertain to each. The final decision of what is deemed proper or improper dress will be determined by the principal and/or his designee. Any manner or type of attire, appearance, or grooming which causes interference with the learning process or creates a classroom disruption or school disorder will be subject to disciplinary action.

Drug/Alcohol Policy (Policy #227)

It shall constitute an offense for any student while on school premises to purchase, consume, transport, or possess any alcoholic or malt beverage or any controlled substance as defined in the Controlled Substance Device and Cosmetic Act of the Commonwealth of Pennsylvania. This includes drug paraphernalia and look alike substances.

It shall also constitute an offense for any student to appear on school premises while under the influence of alcohol or a controlled substance and after having consumed any alcoholic or malt beverage and any controlled substance. An alcohol or malt beverage shall be any beverage containing 0.50% or more of alcohol by volume.

On a first offense, the student is subject to the following action:

1. Drugs or alcohol will be confiscated.
2. Parents will be notified.
3. The student will be placed on out-of-school suspension.
4. A formal hearing will be held before the Board of Education with the recommendation of a minimum 90-day expulsion.

In addition to the above policy, the Minersville Area Board of Education passed a Drug Testing Policy (Refer to Policy No. 227.1) which will require all students who participate in any extra-curricular activity, which includes sports, clubs, band, proms, driving permits, or any other school sponsored activity, to submit to random drug testing as scheduled in conformance with school policy. Any student who refuses to submit to drug testing will be excluded from all school sponsored activities. Any student who fails a drug test will be subject to disciplinary measures as outlined in the School Board Policy No. 227.1.

Eating/Drinking in the School Building

Students are only permitted to have food in the cafeteria. Students are currently permitted to bring a water bottle to school for use throughout the day. Water bottles should NOT be opened in the hallways while transitioning between classes. Only water is permitted.

Emergency School Closing

To ensure that you receive important school communications, including delays, cancellations, early dismissals, emergency notifications, and other school updates, please keep your contact information current at all times. If your phone number, email address, or home address changes during the school year, please notify the school office promptly.

Using the contact information provided, our Student Management system (FOCUS) will be used to provide notification of emergencies, school delays or closings to families. Additionally, you may check any local news broadcasting outlets for information regarding late starts or school cancellations.

Field Trips

Students going on field trips are required to have the general field trip permission form signed and on file. This form can be found in FOCUS and can be requested to be sent home in print form. This form permits students to leave the building via school district transportation, personal transportation, walking, and/or virtually. Attendance on field trips may be denied based on the student's current academic standing, attendance record, or continued misconduct in school. Students are expected to be responsible for any work missed. Students are expected to behave and dress properly. The discipline code is in effect while students are on a school-sponsored field trip.

Hall Behaviors

Students are expected to move through the hallways in a safe, orderly, and respectful manner. Behavior that disrupts the learning environment is not permitted. Examples of inappropriate hallway behavior include, but are not limited to, yelling, making excessive noise, horseplay, running, banging or kicking lockers, and looking into classrooms while instruction is taking place.

Students should report directly to their destination and may not wander the building or enter unauthorized areas. During class time, students must have permission from their teacher to be in the hallway.

Hazing/Bullying

While a student in the Llewellyn Early Childhood Center and Minersville Elementary Center, participation in hazing/bullying is always prohibited. The administration will not condone any behavior that shall include acts that cause a student to suffer physically or mentally. Any individual who participates in the hazing/bullying of another student shall be subject to disciplinary action by the administration as per **Policy #248** of the Minersville Area School Board Policy Handbook. Students should report any instances of bullying to a staff member immediately.

HEALTH SERVICES

The Minersville Area School District is committed to providing students and families with prudent and compassionate nursing care during school hours. We complete multiple student screenings, monitor health status and trends, and provide health education/ support to our school community. The dedicated nursing staff consists of a Certified School Nurse who oversees the management and daily activities of the nursing offices, and full-time Licensed Practical Nurses (LPNs) staffing each building. Nursing services are available to students who become ill or injured during the school day.

In order to keep our students and staff healthy by limiting germ transmission, we ask that you keep sick children home. Our goal is to keep students in school where they can learn and thrive, however, when deemed necessary students will be sent home. We will only contact those individuals on our approved contact list. For safety purposes, students will only be released to those named on the list unless there is an extenuating circumstance which would require both parental and administrative approval. Identification is required for everyone entering the building and picking up a student.

The following health screenings are provided throughout the school year, in accordance with the Pennsylvania School Code:

Grades K to 12:	Height, weight and BMI
Grades K to 12:	Vision
Grades K, 6, and 11:	Physical Examination
Grades 1, 3, and 7:	Dental Examinations
Grades 6 and 7:	Scoliosis Screening
Grades K, 1, 2, 3, 7, 11	Hearing

Parents/guardians are notified if a student is obviously ill or has a temperature of 100.4 degrees or above. The Certified School Nurse (CSN) is available in the health rooms throughout the district on a rotating basis and as deemed necessary. A full-time LPN is assigned to the health suites in each building.

- Permission from parents/guardians is required to administer first aid and emergency care as indicated on the Annual Health Information Form.
- Updated/working phone numbers are essential when contact is needed
- Students sent home with vomiting or with a temperature of 100.4* or greater, must be vomit and/or fever free for 24 hours without the use of medications.
- Any child displaying an unusual soreness of throat or having symptoms that suggest an infectious condition must be excluded from school until recovery occurs or a licensed health care provider verifies that the condition is not infectious.
- Some of the more common infectious conditions which require a note from the doctor before a pupil may return to school are: Conjunctivitis (pink eye), Strep Throat, Impetigo, Ringworm, Unidentified Rash

Sickness Procedure

Students who feel ill and need to see the nurse are expected to report to class, inform their teacher, and secure a health room pass. If the nurse's office is closed, students should report to the office. The nurse, or medical substitute, are the only individuals who can lawfully send a student home sick. Any student who contacts their

parent/guardian to come pick them up or leaves sick without approval by the nurse, or designee, will be considered unexcused for the time left and may lose academic credit and/or eligibility to attend extra-curricular activities.

PEDICULOSIS - (Head Lice)

Students infested with live lice or viable nits (lice eggs) shall be excluded from school only until initial treatment is completed, not to exceed 3 school days. Treatment involves cleaning hair with a lice shampoo and "fine combing" it to remove all nits. Use the lice treatment again in 7-10 days to kill any lice that have hatched. Students can return to school after the first treatment. Parents/guardians will be provided with the protocol and educational materials. Parents/Guardian are asked to accompany students upon return and remain present for a recheck by the nurse.

MEDICATION

If a student is taking a routine/daily medication, the parent/guardian should try to schedule doses for non-school hours. Medications are best given at home, however there may be times when medication administration is needed during school hours by a licensed professional. Unlicensed staff are not able to administer medications to students.

- **Prescription Medications:** If deemed necessary by the student's Licensed Care Provider, the following documentation is required:
 - Written/signed physician order inclusive of current date; student's name; name of medication; dosage; time to be given; prescriber signature and contact information
 - Parent/Guardian consent to administer requested medication
 - Medication delivered to the nurse by parent/guardian in the original container (students may NOT transport medications)
 - Parent/Guardian is responsible for medication removal at the completion of treatment or end of school year. Unused medications cannot be kept in the nursing office
 - A new order is required for medication administration every school year
- **Standing Order Medications:** The following medications are available and may be administered, with signed parental/guardian consent, at the discretion of the licensed nursing staff: Acetaminophen (for minor discomforts, headaches, etc.), Antacid (for indigestion), Antihistamine (for new onset allergic reactions), Antibiotic Ointment (for wound care), Naloxone (for possible opioid overdose)

ALL MEDICATIONS ARE KEPT IN THE NURSE'S OFFICE. Unsupervised, self-administration of medication is not permitted unless cleared through the health office with written orders on file. In some situations, involving the use of inhalers or emergency rescue medications, it may be necessary for the student to carry the prescribed medication with them. The school needs written verification from the parent and prescriber stating that the student is capable of self-administering the medication.

Homeless Students

The Minersville Area School District believes that homeless youth should have access to free and appropriate public education and wishes to limit the barriers that homeless students may face. Our goal is to have the educational process continue as uninterrupted as possible while children are in homeless situations. Homeless students are defined as individuals lacking a fixed, regular, and nighttime residence, which include students living in the following conditions:

1. Sharing the housing of other persons due to loss of housing or economic hardship, or similar reason.

2. Living in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations.
3. Living in emergency, transitional or domestic violence shelters.
4. Awaiting foster care placement.
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings.
7. Migratory children living in conditions described in previous examples.
8. Unaccompanied youth, which means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of a home by a parent, guardian, or other caretaker; or separated from a parent or guardian for any other reason.
9. Living with school-aged parents in houses of school-aged parents if they have no other living accommodations.

Should you have any questions, you can contact the MASD Homeless Liaison, Marléna Flynn, mflynn@battlinminers.com or 570-544- 1400 x 1014. Resources are available on the MASD website.

LOCKERS, BACKPACKS, BAGS and CONTAINERS (EC)

Each student will be assigned an individual locker, which must be used responsibly and only by the student to whom it is assigned. Lockers are issued for one school year. Sharing lockers is not permitted, and locker combinations must always remain confidential. If a locker or lock is not operating properly, students must report the issue to the main office immediately.

Although lockers are assigned for student use, they remain the property of the school district. The school maintains ownership and control of all lockers and reserves the right to inspect them at any time to ensure compliance with school policies. Any contraband or illegal items found in lockers will not be treated as personal property and are subject to confiscation. Students in possession of such items will face disciplinary action in accordance with the Code of Student Conduct and may also be subject to legal consequences.

To ensure safety and reduce congestion in hallways and classrooms, the following rules apply to lockers, backpacks, and other bags:

- Hats, coats, hoodies, carrying cases, backpacks, and any other bags or containers must be placed in student lockers upon arrival at school and remain there until the end of the school day.
- Backpacks are not permitted to be carried throughout the day in hallways, classrooms, or the cafeteria. The administration reserves the right to further restrict or prohibit backpacks due to safety concerns or misuse.
- Students are permitted to access their locker as needed during the day to retrieve books, supplies, or other materials with teacher permission.
- A reasonably sized lunch container may be removed from a student's locker immediately before lunch and must be returned to the locker immediately after lunch. Lunch containers are not permitted to be carried throughout the day.

Stolen items specifically prohibited by law, Board Policy or school regulations may be impounded. When there is sufficient evidence to reasonably assume that criminal action may be required, interrogations and searches shall become the responsibility of law enforcement authorities.

Administration has the ability to make changes if vandalism, safety, or behavior issues occur.

FOOD SERVICES/CAFETERIA

The Minersville Area School District participates in the National School Lunch Program and serves nutritious lunches every school day.

During the first week of school, students will be given an application to apply for free or reduced meal prices. Eligible free/reduced lunch students will automatically be credited with free/reduced lunch in the cafeteria system.

Breakfast and lunch will be provided at no cost for all students throughout the entire 2026-2027 school year!

Our cafeteria offers a digital payment system for pre-ordering additional meals or purchasing individual items such as juice drinks, ice cream, or cookies. Cash payments will still be accepted daily. The system works with a scanner unit that accesses the student's ID and account information and deducts payment for items purchased in the cafeteria OR students can enter their Student ID number. All students purchasing food in the cafeteria will need to scan their student ID number under this system regardless of their meal status (paid, free, or reduced), or whether they have money on account or are paying cash. The student's ID number will stay the same throughout the remaining years your child is enrolled in the Minersville Area Schools.

Breakfast is available for students each morning from 8:10 a.m. to 8:45 a.m. Students may enjoy breakfast in the cafeteria, and a convenient breakfast cart is also available in the lobby for students who prefer to grab breakfast on their way to class. Only students eating breakfast are permitted in the cafeteria during this time.

All cafeteria expectations and lunchroom rules are in effect during the breakfast period and will be enforced accordingly. Students may also use this time to add funds to their cafeteria accounts. Throughout the school year, students may have opportunities to participate in extended breakfast periods as part of special events or school initiatives.

** Pricing of meals are mandated by the Equity in School Meal Pricing set by the USDA. Reduced meal prices are set by the government. Adult prices are set by PDE. Forms for free and reduced lunches are sent home at the beginning of the school year. These forms are also available at any time upon request.

Lunch menus are posted throughout the building and through the school website or can be requested!

All students are expected to behave appropriately in the cafeteria.

- Follow the instructions of the aides, teachers, and cafeteria staff at all times while at lunch.
- Clean up their table and floor space, place trash in appropriate receptacles.
- Display good manners towards peers and staff.
- No food is permitted to leave the cafeteria.

Any student who displays inappropriate behavior may be sent to an alternate location, thus losing their cafeteria privileges.

FREEDOM OF EXPRESSION

Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate or serious harm to the welfare of the school or community, encourages unlawful activity or interferes with another individual's rights (PA Title 22, Section 12.9,b).

PROTECTION FROM SEXUAL ABUSE AND HARASSMENT

The law is clear that school districts have a duty to protect students from sexual abuse and harassment. It is the policy of the Minersville Area School District to prohibit improper conduct of whatever kind, including sexual abuse and harassment of students, by school employees, fellow students, and others who come in contact with students during school or through school activities. Students and school employees are encouraged to report any suspected violations of this policy to the guidance office, high school administration or superintendent without fear of retaliation.

Searches and Seizures

The school district recognizes that The Fourth Amendment provides that students have a right "to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures." However, with the passage of the Gun Free Schools Act, the Safe Schools Act, and Act 26 of 1995 that amends the School Code, it is imperative that the school also recognizes its responsibility to protect and maintain the health, welfare, and safety of all students.

Consequently, the school district contends that school lockers and desks belong to the school, and that students are only given permission to use them. It is with this understanding that students should assume no expectation of privacy and realize that searches may be conducted by school officials with or without any suspicion of wrongdoing on the part of the student. Students should be aware that all student desks and lockers may be searched at any time and for any reason, with no qualifications or exceptions.

Student lockers and desks will be inspected from time to time to ensure that they are being properly cared for and that the contents are in no way harmful to the student and other persons in the school building. Any illegal material may be seized. Along with police, drug detection canines may be used to search school grounds.

Students may be asked to empty their pockets, book bags, purses, and other personal articles to search for illegal, controlled, or criminal material. Parents will be contacted and made aware of the reasons for the search. Please review the MASD Board Policy #226 for more information regarding searches.

Flag Salute and The Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his/her country and its flag.

1. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions. The school district is required to notify parents in writing that their child is not reciting the Pledge of Allegiance.
2. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.
3. The Pennsylvania Legislature passed Act 157 of 2002. The law states the following:
4. All supervising officers and teachers in charge of public, private or parochial schools shall cause the Flag of the United States of America to be displayed in every classroom during the hours of each school day and shall provide for the recitation of the pledge of allegiance or the national anthem at the beginning of each school day. Students may decline to recite the pledge of allegiance and may refrain from saluting the flag on the basis of religious conviction or personal belief. The supervising officer of a school subject to the requirements of this subsection shall provide written notification to the parents or guardian of any student who declines to recite the pledge of allegiance or who refrains from saluting the flag.

Safety Drills

Fire drills are conducted monthly throughout the year. Students shall exit the building in an orderly manner, following the fire escape directions posted in each room. The school will also conduct other safety drills including but not limited to, active shooter, lockdown procedures and severe weather drills. These drills will be held in conjunction with local law enforcement. Improper student behavior during drills or actual emergencies will not be tolerated and may be assigned disciplinary consequences.

Tobacco/Electronic Cigarettes/Vaping Policy

Tobacco use or possession by students is prohibited in the school building, on school buses, and on school property leased, owned, or under the control of the Minersville Area School District. Violation of this rule will result in disciplinary action, including the filing of a summons with the District Justice Office charging the student with violation of Section of the Crimes. Tobacco possession includes tobacco of any kind found on a student's person as well as that which is found in a student's locker, book bag, purse, etc.

- For purposes of this handbook, tobacco includes a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, and **electronic cigarettes and vaping devices**. Electronic cigarettes are defined as battery-operated products designed to deliver nicotine, flavor and other chemicals by turning the substances into vapor that is inhaled by the user.
- Student health and safety is of utmost importance. MASD recognizes the need for both disciplinary measures and therapeutic support. In addition to disciplinary consequences which begin with no less than three days of in-school suspension, students may be required to complete a smoking cessation/education course to be provided by the district.
- **First Offense – Level 3 offense consequences (3-5 days ISS/OSS), referral to SAP.**
- **Second Offense – Level 3 consequences, citation with local magistrate, citation with local magistrate**

Family Education Rights and Privacy Act (FERPA) -- School Districts are required to notify parents and students of their rights under the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act, or FERPA, provides certain rights for parents regarding their children's education records.

These rights are:

1. The Right to Inspect and Review Education Records
Parents or eligible students have the right to inspect and review the student's education records within 45 days of the day the Minersville Area School District (MASD) receives a request for access.
Parents or eligible students should submit a written request to the school principal (or appropriate school official) identifying the record(s) they wish to inspect. The school official will arrange access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The Right to Request Amendment of Education Records
Parents or eligible students have the right to request that MASD amend education records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
Requests should be submitted in writing to the school principal (or appropriate school official), clearly identifying the portion of the record to be changed and explaining why it is inaccurate or misleading.
If the request is denied, the parent or eligible student will be notified of the decision and informed of their right to a hearing. Additional information regarding hearing procedures will be provided at that time.
3. The Right to Consent to Disclosure of Personally Identifiable Information

Parents or eligible students have the right to consent to disclosures of personally identifiable information contained in education records, except where FERPA authorizes disclosure without consent.

One exception permits disclosure to school officials who have a legitimate educational interest. A school official may include:

- Administrators, supervisors, teachers, or support staff members (including health, medical, and law enforcement personnel)
- Members of the School Board
- Contractors, consultants, attorneys, auditors, medical professionals, therapists, or other individuals performing services for the District
- Parents or students serving on official committees such as disciplinary or grievance committees
- Individuals assisting school officials in performing their professional duties

A school official has a legitimate educational interest if the information is necessary to fulfill professional responsibilities.

Upon request, the District may also disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The Right to File a Complaint

Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with FERPA requirements.

Complaints may be directed to:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

5. Directory Information

As required by federal law, parental consent is not required for the release of Directory Information. Directory Information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed.

The Minersville Area School District designates the following as Directory Information:

- Student name
- Address
- Telephone Number (excluding unlisted telephone numbers)
- Date of birth
- Place of birth

A parent/guardian or eligible student may notify the District in writing that they do not want Directory Information released without prior consent.

Except for Directory Information, all personally identifiable records directly related to a student shall remain confidential unless the parent/guardian or eligible student authorizes release through a signed consent form.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collections and use of information for marketing purposes, and certain physical exams.

These include the right to:

Consent before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the US Department of Education:

1. Political affiliations or beliefs of the student or student’s parents;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Special Education Notice

Annual Public Notice of Special Education Programs and Services and Gifted Education Programs

Family Education Rights and Privacy Act (FERPA)----

School Districts are required to notify parents and students of their rights under the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act, or FERPA, provides certain rights for parents regarding their children's education records. When a student reaches 18 years of age or attends an institution of postsecondary education at any age, the student becomes an "eligible student," and all rights under FERPA transfer from the parent to the student. This guide provides general information on the rights of eligible students under FERPA. Refer to page 18 for comprehensive guidance on FERPA.

Protection of Pupil Rights Amendment (PPRA)----

School Districts are required to notify parents and students of their rights under the Protection of Pupil Rights Amendment (PPRA). This guidance document reviews parents' rights under the PPRA and outlines the obligations of education officials in implementing the PPRA. The PPRA applies to the programs and activities of a State educational agency (SEA), local educational agency (LEA), or other recipient of funds under any program funded by the U.S. Department of Education. (20 U.S.C. § 1232h, 34 CFR Part 98). Refer to page 19 for comprehensive guidance on PPRA.

INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT (IDEA)

The Minersville Area School District is committed to fostering an inclusive educational environment, ensuring that all students with special needs can fully participate in the educational experience. Pennsylvania schools offer no-cost evaluations and programs to all students with disabilities, aged 3 through 21. The Minersville Area School District, in collaboration with the Schuylkill Intermediate Unit #29, provides a comprehensive range of special education services tailored to the unique needs of each child. We aim to offer free and appropriate public education in the least restrictive environment, in strict adherence to the Individuals with Disabilities Education Act (IDEA) and the Pennsylvania School Code, Chapter 14. If you believe your child could benefit from special education, you can request an evaluation at any time to determine eligibility.

You may contact Ms. Ashley Shappell, Building Principal, Ms. Rochelle Jones, Supervisor of Special Education, or Mrs. Jill Atkinson, Director of Special Education by phone or in writing. We assure you that your child's educational records will be treated with the utmost confidentiality (as outlined in Minersville Area School District Policy No. 207 – Confidential Communications of Students) and will only be accessed by the educational professionals directly involved in your child's education.

Students who are evaluated for special education eligibility will undergo a thorough evaluation and may qualify for a wide range of services, each designed to address specific disability categories:

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

In addition, students who qualify for support and services may also be eligible for related services, including Speech and Language Therapy, Occupational Therapy, Physical Therapy, Vision Support services, Orientation and Mobility Support services, or Social Work services. Identification procedures include screenings for hearing, vision, physical,

and speech and language problems, as well as reviewing student records, including attendance and report cards, and comprehensive educational evaluations performed by a Certified School Psychologist.

The following programs/services are available: Learning Support, Emotional Support, Life Skills Support, Deaf or Hearing-Impaired Support services, Blind or Visually Impaired Support services, Speech and Language Support services, Physical Support, Autistic Support, and Multiple Disabilities Support.

IDEA further requires the provision of FAPE to children with disabilities between the ages of three and the school district's age of beginners, known as "eligible young children". The Schuylkill County Intermediate Unit provides early intervention services and programs to eligible young children in the Minersville Area School District. All children learn and grow at different rates. Children who are developing more slowly than their peers may require Early Intervention Services.

Delays in the following developmental milestones can alert parents to the potential need for Early Intervention Services:

1. Physical Development (ability to move, see, and hear)
2. Language Development (ability to talk or express needs)
3. Social and Emotional Development (ability to relate to others)
4. Self-Help Development (ability to eat, dress, and take care of themselves)
5. Cognitive Development (ability to think and learn)

Parents who believe their young child may not be reaching developmental milestones should contact the Schuylkill Intermediate Unit for screening, evaluation, and referral to appropriate programs and services if needed. Eligible young children are afforded the same rights as school-age children.

Screening and Evaluation Process

The Minersville Area School District employs procedures to help identify children who may qualify for services, including screenings for hearing, vision, speech, and language problems, a review of students' records, parent-teacher referrals, and in-depth, comprehensive educational evaluations. Pre-referral intervention is available, as are Student Assistance Program interventions.

The Minersville Area School District conducts screening for children entering kindergarten. The screening takes place each March/April, before the start of each school year. The screening takes place at the Minersville Early Childhood Center, located in the Llewellyn building. Parents can contact the school district at 570-544-1400 Ext. 4001, for the date and time of the kindergarten screening.

If you believe that your child may be eligible for special education and related services, or gifted education. In that case, screening and evaluation services designed to assess the needs of your child and his/her eligibility are available to you at no cost. You may request screening and evaluation at any time, whether your child is enrolled in the district's public-school program.

Requests for screening and evaluation may be made in writing to your child's building principal or the special education director at the addresses listed below:

Ms. Ashley Shappell, Building Principal

Ms. Rochelle Jones, Supervisor of Special Education

Services for Protected Handicapped Students

The Minersville Area School District must provide services to and may not discriminate against “protected handicapped students” in accordance with Section 504 of the Rehabilitation Act. A protected handicapped student is a student who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. Protected students with disabilities may qualify for special services to ensure equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student. A 504 Plan is developed under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C.A. § 794). It is a written agreement executed by a student's parents and a school official that sets forth the specific related aids, services, or accommodations to be provided to a protected student with a disability. A protected handicapped student is defined in Chapter 15.2 as a student who meets the following conditions:

- (i) Is of an age at which public education is offered in that school district.
- (ii) Has a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the student's school program.
- (iii) Is not eligible as defined by Chapter 14 (relating to special education services and programs)

Gifted Education Services

The Minersville Area School District, in accordance with Chapter 16 of the PA Code (22 Pa. Code §16.32), works to meet its obligation to identify gifted students who require gifted education to reach their potential. These methods include universal screening, analysis of state and local assessment data, teacher/parent input, and standardized screening. The district continually evaluates data to identify gifted learners. The Minersville Area School District utilizes data from several universal screening measures, such as DIBELS (Dynamic Indicators of Basic Literacy Skills), PSSA (Pennsylvania System of School Assessment), the Keystone Exam, and CDT (Classroom Diagnostic Tools) Testing. The results of these assessment measures are evaluated to consider students performing well above grade level, assessing for possible giftedness.

Once a referral is received, if data analysis suggests possible giftedness, the district will request written permission from the parent to complete a gifted screening. The screening process involves collaboration among the psychology department, principal, teacher, and parents to complete a variety of standardized screening measures and gather additional data. Although Chapter 16 Regulations do not mandate a specific timeline for the gifted referral process, the Minersville Area School District will complete the screening within a reasonable timeframe. Additional screening measures include, but are not limited to, the Chuska Acquisition and Retention Scales and the GATES-2: Gifted and Talented Evaluation Scales.

Additionally, input will be obtained from the parent/guardian and multi-disciplinary team members, including teacher(s), administration, special education administration, school psychologist, and other school personnel involved with the child's education. The team will evaluate the screening data and determine if sufficient evidence exists to conclude that the student needs specifically designed instruction in giftedness. If the conclusion is to move forward with a formal evaluation in Gifted, formal permission to evaluate will be issued to the parent. A certified school psychologist completes the gifted assessment. Under Chapter 16, Mental giftedness is defined in the Pennsylvania Gifted Education Guidelines (2014) as “outstanding intellectual and creative ability, the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program.”

The following eligibility criteria (per Chapter 16 regulations) are considered when determining a student’s gifted status:

1. A student may be eligible for gifted education if they have an IQ of 130 or higher and other factors listed below indicate gifted ability.

- a. Standardized achievement test scores (1-2 years above grade level),
- b. The Chuska Acquisition and retention are indicative of mental giftedness.
- c. Consideration of screening measures (i.e., universal screening, state and local assessment data, teacher/parent input, and standardized screening assessments).
- d. Achievement, performance, or expertise in one or more academic areas that demonstrate high accomplishment.
- e. Higher-level thinking skills, learning strengths, and educational needs.
- f. Documented evidence that intervening factors are masking gifted ability.

The multidisciplinary team will recommend whether the student is gifted and needs specially designed instruction. The team will discuss educational placement decisions based on the gifted student's needs by Chapter 16 regulations.

Students can be screened at any grade level to consider their eligibility for giftedness and may be referred for a comprehensive evaluation by a teacher, parent, or guardian. You may contact the building principal for more information regarding the gifted screening process or to request a formal evaluation of giftedness.

CONFIDENTIALITY

Procedural Safeguards

Procedural Safeguards protect the rights of your child who has a disability or is thought to have a disability. Parents of students with a disability will receive a copy of the procedural safeguards upon initial evaluation, annually through the parent email address provided to the district on your child's Focus SIS account, in the event of a due process hearing, or upon parental request. This notice describes the rights and procedures that safeguard students under state and federal law. To obtain an additional copy, visit the district website or contact the district special education office.

Notice of Destruction of Special Education Records

Attention Parents/Guardians, Former Students, Eligible (Adult) Students:

Please request copies of records by June 30th, 2027. Special education records collected by the Minersville Area School District (MASD) related to the identification, evaluation, educational placement, and provision of Special Education in the district must be maintained under state and federal law for seven years after Special Education services have ended for the student. Special Education services end when the student is no longer eligible for services, graduates from their educational program at age 21, or moves out of the district. This notification informs parents/guardians and former students of the Minersville Area School District of the intent to destroy Special Education records of students who are no longer receiving Special Education services, provided they have not received services for at least seven years beyond the age of twenty-one (21). This would include records for individuals whose birth year is 1997 or earlier. These records will be destroyed in accordance with state law unless the parent/guardian or eligible adult student notifies the school district otherwise. After seven years, the records are no longer applicable to the district. Still, they may be helpful to the parent/guardian, or a former student, in applying for Social Security benefits, rehabilitation services, or college entrance. The parent/guardian or eligible adult student may request a copy of the records in writing or in person at the district or special education office.

The Minersville Area School District has procedures to maintain the privacy of your child's education records. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in PA is 21. The Minersville Area School District, using its document titled "Plan for the Collection, Maintenance, and Dissemination of Students' Records," ensures that your child's education record is kept confidential.

Attendance

Absence Procedure

The Minersville Area School District's policy on absenteeism stipulates that a pupil who has been absent from school for any reason must submit a written excuse from his/her parent guardian to the school office within three days upon his/her return. If the student does not submit an excuse within three days of the absence, then the day of the absence will be deemed "unlawful".

A "One Call" will be made when a student is absent or tardy. Parents only need to call the school if there is a discrepancy. Note: Students must have an acceptable WRITTEN note for ALL absences. These notes should be handed in to the homeroom teacher or secretary located in the main office. The principal and her staff determine the acceptability of these notes. An acceptable note must be submitted by the third day after an absence. Students who do not submit a note by that day will be considered unexcused for that date(s).

Parents are asked to notify the school if a student will be absent. Please call 570-544-1400 ext. 4001. When a child is absent from school, the parent or guardian is required to forward a signed absentee note. Please include the child's full name, the dates of absence and the reason for the absence. If the child does not return to school with a note the homeroom teacher will notify the office. If a note is still not received within 3 days after the absence, it will be classified as an "unlawful/unexcused" absence and the truancy policy will commence.

If students have been absent three or more consecutive days or an excessive number of days, they will be required to present a physician's note on the day of return stating the reason for the absence. If an examination is to be made up because of absence, the students must make arrangements with the teacher upon their return to school.

- A. **Excused Absences:** those related to personal illness, death in the family and other exceptionally urgent reasons as listed below:
 - a. Documented appointments with health care professionals
 - b. Documented absence for religious instruction or religious holiday
 - c. Participation in an academic class or school-sponsored activity approved by the principal
 - d. Court appearances (copy of subpoena required)
 - e. Prior approved non-school sponsored educational field trips (**a blue Educational Trip Request Form should be filled out 5 days prior to trip, one per family**)
 - f. Unavoidable emergencies (reviewed by principal)
 - g. Out of school suspension
- B. **Unexcused Absences:** this refers to a student missing all or a significant portion of a school day for a reason(s) that are found by the school to be unacceptable as follows:
 - a. Oversleeping
 - b. Missing the bus

- c. Refusing to come to school
- d. Taking a trip (vacation) without an approved education field trip form by the administration
- e. Failure to return an excuse within three (3) school days following an absence
- f. Failure to provide a doctor's excuse within three (3) school days following an absence when required
- g. Any other circumstances deemed unexcused by the principal

Students who accumulate unexcused absences will be subject to a SAIP (School Attendance Improvement Plan) meeting with school officials to discuss ways of eliminating truancy in the future. Unexcused absences/truancies will also be subject to the issuance of citations and the assignment of appropriate discipline, including detentions and after-school extended detentions. Depending on the nature of the absences, students may receive a zero on all graded assignments/tests for that day. Students required to have official documentation for all future absences must have proper documentation or that student will receive zeros for all graded assignments/tests for that day.

C. **Tardiness:**

The school doors open at 8:25 am and the day begins at 8:50 am.

1. Students will be considered tardy from **8:55 am** to **10:00 am**, and must provide documentation.
2. Students who enter school after **10:01 am**, but before **1:00 pm**, will be considered a ½ day absent
***Students who arrive from a doctor's appointment or leave for an appointment and are out of class for 2 hours or longer are classified as half days.

Any student who enters the building after **1:01 pm**, will be considered absent for a full day.

A CHILD WHO ARRIVES LATE FOR SCHOOL MUST REPORT DIRECTLY TO THE OFFICE WITH A NOTE OF EXPLANATION SIGNED BY A PARENT. *Notes should NOT be sent to the teachers through CLASS DOJO!**

Frequent tardiness may have an adverse effect on a child's progress. Examples of excused tardiness would be an illness, a family emergency, a power failure, or car problems. Oversleeping and parent's work schedules are not an excuse for tardiness.

The principal will use their discretion in determining whether a tardy to school is excused or unexcused. The discipline schedule for incidents of unexcused tardiness to school will be as follows:

- For the **1st & 2nd unexcused tardy**, verbal warning.
- After the **3rd unexcused tardy**, a phone call from the school administrator and documentation.
- For each of the **4th, 5th & 6th unexcused tardy** a **recess detention** will be assigned.

D. **Leaving Early:** A note from the parent/guardian or appointment documentation stating the reason for leaving early must be submitted to the office during homeroom period.

Parents/guardians should refrain from contacting the teachers through EMAIL/Class Dojo for LEAVING EARLY!

E. **Planned Absence Request:**

Students who are going to be absent from school due to a planned trip or vacation must complete a "Planned Absence Request" form in order to have those days marked "excused."

In requesting a vacation absence, the student and family must realize that this increases the likelihood of the student suffering academically. Planned absence forms must be submitted to the school

administration three (3) school days prior to the requested absence. Forms are available in the Elementary School Office or Website.

Vacation absences will not be approved after consideration of the following factors:

- Requested within the first five (5) days of the school year.
- Exceeds five consecutive school days or the student already has been approved for five (5) cumulative educational field trip days for the current school year.
- Testing day for state assessments (PSSA)
- The student's attendance status: - Students absent 10 or more days without an official excuse (doctor's note, death in family etc.) will not be granted an absence request; - If the student's absence totals (without an official excuse) reach or exceed 10 days with the approved vacation, the student will be required to furnish an official excuse (doctor's note) for each additional absence for the remainder of the year;
- Completed forms turned into the school office three (3) school days prior to request.
- These days will be added to the student's cumulative attendance.

Students who attend unapproved trips will be marked as unexcused and will receive a grade of zero for all work/exams the days the student was absent.

1. If approval is given prior to the trip, the student's absence will be listed as excused. If prior approval is not received, the absence will be classified as unexcused/unlawful. Should the student's absence extend beyond the approved time, those days will be classified as unexcused/unlawful.

2. The student is expected to complete all schoolwork that is assigned during the school absence. It will be the student's responsibility to contact teachers and make up any missed assignments.

3. Permission will not be granted for trips/tours during the State or District's standardized testing period

F. **Homebound Instruction:** Students who anticipate a prolonged absence from school may be eligible for homebound or private instruction up to 5 hours per week.

In this situation parents should inform the school, request homebound instruction with a letter to the Superintendent, and arrange to have a physician forward a letter indicating:

1. the diagnosis;
2. the estimated length of time the child should remain at home;
3. the circumstances under which lessons should be taught;
4. maximum hours of instruction the student can tolerate per day and week; and
5. any other restrictions.

Elementary Student Assistance Program (ESAP)

The Elementary Student Assistance program (ESAP) is designed to help students experiencing emotional/behavioral concerns. These concerns may include noticeable changes in behavior or personality, ongoing behaviors that may interfere with academic or social progress, lack of interest in academics/activities, or difficulty with social

interactions.

The ESAP team consists of specially trained staff in a voluntary partnership with families that meet and review options for students. These options may result in a referral to appropriate school or community resources.

Students may be referred to ESAP by school staff or a parent/guardian. Please see the ESAP brochure on the battlinminers.com website under the Elementary Center tab for more details and team members.

Curriculum Materials

Pre-K through 6th grade curriculum maps are available through the Battlin' Miners website.

Special Courses

Students at Llewellyn Early Childhood and Minersville Elementary Center will experience a diverse offering of special courses. Students will take co-curricular courses for one marking period. The special courses offered are as follows:

Physical Education

Music

Health Sciences

STEAM

SMART futures

MESSAGES FROM SCHOOL through FOCUS & Class Dojo

All pertinent information about school from the principal or teacher will be disseminated through FOCUS. Please be sure updated emails and phone numbers are accessible through our system.

The Llewellyn and Minersville EC teachers will communicate about their classrooms through Class Dojo.

SEESAW/GOOGLE CLASSROOM

Each class will have their own individual Google Classroom page. Students are expected to join all of their teachers' Google Classroom. Teachers will provide information at the beginning of the school year with information on how to join. Teachers will use Google Classroom as a way to distribute and post important information regarding materials, resources, assignments, due dates, quizzes/tests.

STUDENT PROGRESS

Parents/guardians are encouraged to access our school's online grading system, Focus, to keep informed of academic progress. Please contact the main office if you need assistance to access Focus.

BI-WEEKLY MARKING PERIOD REPORTS

In order to keep parent/guardian up to date on student progress, mid-marking period reports via Focus to the parent/guardian information on file. Please contact your student's teacher with specific questions regarding academic progress.

REPORT CARDS

Report cards will be issued at the conclusion of each marking period. Report cards will be uploaded to the student's profile on Focus . Parents/guardians and students can access the report card by logging into Focus to see the grade earned in each course and comments about the student's behavior, attitude, and effort. Paper copies of the report card are not printed.

CONFERENCES

All Llewellyn and Elementary Center teachers welcome the opportunity to discuss student performance with parents/guardians at all times. Teacher conferences are scheduled for Thursday, November 5, 2026. You will receive information on scheduling conferences closer to the date. Please contact your child's teacher(s) with any concerns throughout the school year. If you would like to schedule a conference throughout the school year, please contact your child's teacher.

HONOR ROLL

The Minersville Elementary Center recognizes outstanding academic achievement in the classroom. Grades earned in all courses during a marking period are used to determine a student's honor roll standing.

Scholastic achievement in grades 4, 5 and 6 through the honor roll system described below.

- a. *Distinguished Honors* – achieving a grade of 93% or above in every subject, major or minor, and an “S” (Satisfactory) in all subjects using that method of grading
- b. *High Honors* – achieving a grade of 90% or above in every major subject and no lower than 80% in any minor subject, and an “S” (Satisfactory) in all subjects using that method of grading.
- c. *Honors* – achieving a grade of 80% or above in every subject, major or minor, and an “S” (Satisfactory) in all subjects using that method of grading

Note: No grade lower than an 80%, “U” or “Incomplete” in a major or minor subject

PROMOTION/RETENTION

Promotion and retention decisions are based on a student's academic progress and readiness for the next grade level. For complete information regarding promotion and retention procedures, please refer to the District website.

LOST AND FOUND

A Lost and Found area is designated in all school buildings. Please remind your child if he/she has lost something to check in the school office immediately. Each year many unclaimed articles, some of considerable value, are found in and around our schools. Student names should be put on lunchboxes, and book bags, etc.

Personal items of value should not be stored in lockers or brought to school. Money should be kept with students. Items not claimed during the school year will be donated.

FIRE AND EMERGENCY DRILLS

Fire and Emergency Drills will be conducted to ensure students can move out of the building in a safe, orderly, and timely manner. Students should follow the direction/exit route for each classroom. Fire drills will be conducted monthly in both Llewellyn Early Childhood Center and Minersville Elementary Center. All persons within the building must exit during the drill. Emergency drills will be conducted throughout the school year. No talking is permitted during any drill both inside and outside of the building. Students must remain with their class for attendance purposes.

EARLY DISMISSALS

Students are permitted to leave school early for doctor's/dentist's appointments, religious instruction classes, etc. Parents who wish to have their son/daughter dismissed early from school should send an assigned note to the school indicating the date(s) of the appointment, the reason for the request, where the student is going, and the time of the requested early dismissal. The student should bring this note to the office in the morning where he/she will receive an early dismissal permit. When returning to school the student should report to the office. Any student leaving school to report to a doctor's appointment must return to school with a doctor's note verifying that he/she was seen in the office. Students will only be released to individuals who are listed as parent/guardian or emergency contacts who have permission and have photo ID.

***Please send notes to the school office rather than Class Dojo or via teacher email!**

SCHOOL CLOSURES

Every year there are instances when it may become necessary to delay the opening of school, dismiss early or close school for the day due to inclement weather. The district will communicate these schedule changes in a variety of ways including: FOCUS Messaging, Facebook, local tv/radio.

Parents should develop an alternate dismissal plan for children in the event school dismisses early due to weather conditions, power outages or other emergency related conditions. Inform your child's teacher in writing if special instructions are necessary.

Poor road conditions and the delay of buses can affect transportation schedules. Please do not phone the school to ask if a bus is delayed or cancelled. This information is seldom available until the driver completes their run and notifies the school office.

PHILOSOPHY OF DISCIPLINE

The Minersville Area School District realizes the importance of maintaining a proper educational environment. With this objective in mind, the district has created a disciplinary structure to handle any disruptions to this environment. The maintenance of discipline in the schools is essential to an effective learning climate and is the responsibility of the School Board, administrators, teachers, students and parents.

Our elementary discipline philosophy is grounded in meaningful, fair, and developmentally appropriate responses. Discipline is intended to help students understand the impact of their choices, correct inappropriate behavior, repair harm, and develop the skills needed to make better decisions in the future. Our goal is to maintain a safe, respectful learning environment while treating every student with dignity and providing opportunities to learn and grow.

The student has a basic responsibility to conduct themselves in a manner that does not detract from the learning process. He/she must know and understand school regulations, make every effort to uphold them, and recognize that those in authority have the responsibility for maintaining the orderly process of education. The student has the right to expect that the disciplinary action of teachers and Administrators shall be fair, consistent, and appropriate to the offense.

The level of punishment is based on the following factors: the extent of disruption to the educational process, the threat to the safety and welfare of others, and the reoccurrence of the offense. Within our school, as within any community, certain rules, procedures, and standards of conduct are established to guide students through constructive growth into mature adulthood. These rules, procedures, and standards are presented in this document so that students, parents, teachers, and administrators know what is required. Only by working together under clearly stated and consistently enforced regulations, can we maintain a firm but fair disciplinary system.

Level 1 Offense

Minor classroom disruption	Calling out or talking out of turn	Minor dishonesty that does not create a safety concern or significantly harm others
Off-task behavior	Not following classroom routines	Failure to complete an assigned responsibility
Running in the classroom or hallway	Excessive noise	Bringing non-dangerous, distracting items to school
Minor horseplay	Inappropriate use of classroom materials	Minor cafeteria, recess, hallway, bus, or restroom rule violations
Inappropriate use of technology	Leaving an assigned seat or area without permission	Not being prepared for class
Minor misuse of school property	Brief or low-level refusal to follow directions	Unauthorized use of a personal device
Disrespectful tone, gestures, or comments	Teasing or unkind language	Minor dress-code violation
Minor peer conflict	Inappropriate language not directed at another person	

Level 1 Actions

**Teacher, administration, and school staff deem appropriate responses based on student age, behavior severity and repetition.
Level 1 offense will be reflected in FOCUS and be communicated home.*

- Changing the student's seat or location
- Verbal warning
- Related logical consequence
- Repairing, cleaning, or restoring materials or property
- Completing an unfinished responsibility
- Temporary loss of a directly related classroom privilege
- Confiscation of an unauthorized item according to school policy
- Family communication when the behavior is repeated or concerning
- Consultation with the counselor, behavior specialist, MTSS team, or administrator if a pattern develops

An office referral may be appropriate when the behavior becomes persistent despite documented interventions, escalates in severity, causes a significant disruption, or creates a safety concern.

Level 2 Offense

Level 2 offenses are repeated Level 1 behaviors or moderate behaviors that interfere with learning, school operations, or the rights of others. These behaviors are generally addressed by school staff with administrative support when needed.

Repeated Level 1 offenses despite documented interventions	Persistent classroom disruption	Repeated refusal to follow reasonable directions
Repeated dress-code violations	Failure to report to an assigned location or consequence	Repeated bus misconduct that does not create an immediate serious safety risk
Possession of non-dangerous prohibited or distracting items	Repeated misuse of a personal electronic device	Recording or photographing others without permission
Accessing nonapproved websites, applications, or content	Inappropriate or repeated technology use	Cheating or plagiarism
Repeated dishonesty or forgery	Minor theft or possession of another person's property	Minor vandalism or intentional misuse of school property
Repeated hallway, cafeteria, playground, bus, or restroom misconduct	Leaving the classroom or assigned area without permission while remaining on school property	Throwing objects without the intent to cause serious injury
Pushing, shoving, or other low-level physical aggression	Repeated or escalating peer conflict	Minor intimidation or threatening language
Disrespectful or inappropriate language directed toward another person	Inappropriate gestures	Continued disrespect to staff

Level 2 Actions

**Administration deem appropriate responses based on student age, behavior severity and repetition. Level 2 offense will be reflected in FOCUS and be communicated home.*

- Assigned seat, or location temporarily
- Temporary removal from the activity or setting
- Temporary loss of a privilege directly related to the behavior
- Technology or device restriction related to the misuse
- Confiscation of a prohibited item according to school policy
- Repair, restitution, cleanup, or replacement of damaged property
- Completion of missed work or responsibilities

- Family conference
- Counselor, behavior specialist, MTSS, or student-support referral
- Detention or an equivalent supervised consequence
- Temporary placement in an alternate supervised setting
- Administrator warning or formal administrative conference
- Bus seat assignment or temporary transportation restriction, when permitted
- Review of the student's IEP, Section 504 Plan, behavior plan, or other individualized supports when applicable

Level 3 Offense

Repeated Level 2 offenses despite documented interventions and supports	Fighting or significant verbal/physical aggression	Hitting, kicking, biting, scratching, or otherwise intentionally injuring another person
Throwing objects with the intent or potential to cause injury	Bullying/cyberbullying on school-issued devices or harassment or targeted discriminatory behavior	Threatening language or gestures that require a safety assessment
Significant vandalism or intentional property damage	Retaliation against a student who reported a concern	Repeated bus misconduct that creates a significant safety risk
Serious or repeated technology misuse	Serious verbal abuse, profanity, or obscene gestures directed toward another person	Significant or sustained defiance that creates a safety concern or substantially disrupts school
Leaving the school building, grounds, or supervision without permission	Significant disruption of a classroom, activity, or school function	Forgery, falsification, or dishonesty involving a serious school matter
Possession of tobacco, vaping products, alcohol, drugs, or related paraphernalia	Theft or possession of stolen property	Recording, photographing, or sharing content intended to embarrass, threaten, or harm another person
Tampering with safety equipment or activating an alarm without cause		

Act 16 of 1994 amends the Crimes Code to expand the offense of “institutional vandalism” to include carrying aerosol spray-paint cans, broad-tipped indelible markers or similar marking devices into an institution, such as a school building, with the intent to vandalize. Pa. C.S. Section 3304 (a) (4).

* Act 17 of 1994 amends the Crimes Code to define defacing public and private property with spray paint or indelible markers as “criminal mischief.” The Act also provides the court with a community service sentencing option in lieu of jail time for such an offense. Pa. C.S. Section 3307 (a.3).

Level 3 Actions

Administrators will select appropriate responses based on the seriousness of the behavior, student age and development, intent, harm caused, disciplinary history, previous interventions, and applicable individualized plans.

Level 3 offenses will be reflected in FOCUS and be communicated home.

- Temporary removal from a classroom, activity, or school event
- Loss of a privilege directly related to the offense
- Detention or an equivalent supervised consequence
- Restitution, repair, cleanup, or replacement of damaged property
- Review or revision of an existing IEP, Section 504 Plan, or behavior plan
- In-school suspension
- Out-of-school suspension when authorized, necessary, and proportionate
- Temporary or permanent restriction from transportation, activities, technology, or other related privileges, when permitted

Level 3 offenses should receive an individualized response rather than an automatic penalty. If the behavior involves a weapon, serious assault, credible threat of severe harm, arson, drug distribution, or another critical safety concern, it should be addressed as a Level 4 offense under district policy.

*Note: Fighting, disorderly conduct, vandalism, and tobacco violations will result in a Level III disciplinary action and may result in a citation from police. Depending upon the serious nature of the Level III offense, the administration reserves the right to increase the number of days of a suspension for a first offense occurrence.

Level 4 Offenses

Continuation of Level 3 offense	Major physical assault	Major insubordination, rage and hostility, hitting, or threatening behavior toward students, elementary center faculty, staff, or principal
Arson or tampering with fire alarms, extinguishers, or activating a false alarm	Terroristic Threat/Act—including but not limited to; bomb threat, threat of weapons, cyberthreat/attack, kill lists (policy #218.2)	Major vandalism (refer to the Pennsylvania Crimes Code)
Violation of the weapons policy (policy #218.1)	Major incidences of discriminatory behavior ; major racial or homophobic comments/threats	Major computer use violations
Possessions and/or use of drugs and/or alcohol or any unauthorized substance; possession of drug paraphernalia; intent to sell and/or distribute drugs and/or alcohol or any unauthorized	Production/distribution of pornography (including pictures or videos of sexually explicit images)	

substance. This includes school grounds, school buildings, school buses or while participating in or attending an approved school function.		
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*The Federal Gun-Free School Act of 1994 states, “Any student who brings a firearm or weapon to school (as defined in Section 912 of Title 18, United States Code) shall be referred to the criminal justice system.” (Public Law 103-382)

*The definition of “weapon” includes: [a]ny bomb, grenade, machine gun, sawed-off shotgun with a barrel less than 18 inches, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, dagger, knife, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, any stun gun, stun baton, taser or other electronic or electric weapon or other implement for the infliction of serious bodily injury which serves no common lawful purpose, knives, cutting instruments, cutting tools, martial arts devices, nunchaku, firearms, shotguns, rifles, air rifles, BB gun, pellet gun, and pistols, sling shots, explosive devices, chemical agent, and any other tools, instruments, or implements capable of inflicting serious bodily injury, where the intent is to use such a tool, instrument, or implement as a weapon is present. Also included are “look-alikes” of the weapons listed above.

*** See Pennsylvania Department of Education Act 26 of 1995.**

Level 4 Actions

Level IV acts include those which result in violence to another person or their property or which pose a threat to the safety of others in school. These actions are often criminal and are so serious that they require administrative actions, which result in police involvement and in the immediate removal of the student from school.

A first offense (non-alcohol/drug related) may result in a ten-day suspension from school and may further result in a hearing with the School Board, a committee of the School Board or its designee with administrative recommendation for exclusion of the student from school for a longer specified period of time, and/or referral for Virtual Learning (Minersville Virtual Academy) for a determined amount of time.

Violation of the drug and alcohol policies (#227 & #227.1) or related offenses may result in an automatic ten-day suspension, referral to law enforcement, recommendation for expulsion, SAP referral, and referral to the Minersville Virtual Academy.