

S. S. PALMER ELEMENTARY  
SCHOOL

Name \_\_\_\_\_

**PARENT/STUDENT HANDBOOK**

**2014 – 2015**

298 Lafayette Avenue  
Palmerton, PA 18071

610-826-7538

Fax: 610-826-7528

**PALMERTON AREA SCHOOL DISTRICT**

**[www.palmerton.org](http://www.palmerton.org)**

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

**S.S. PALMER ELEMENTARY SCHOOL**  
**STUDENT/PARENT HANDBOOK**  
**TABLE OF CONTENTS**

Student Title Page .....	1
Principal’s Welcome Letter .....	3
School Calendar .....	4
Palmerton Area School District Goals/Mission Statement/Beliefs .....	5
School Hours.....	5
Five Day Scheduling Cycle.....	5
Emergency School Closing.....	5
AlertNow.....	5
Cafeteria Serving Policy for Early Dismissal & Snow Days.....	5
School Activity Policy for Early Dismissal & Snow Days.....	5
School Guidelines for Student Attendance.....	6
Attendance Guidelines for Parents.....	6
Physician’s Excuse Requirement.....	6
Excused Absence.....	6
Unexcused Absence.....	6
Homework Requests.....	6
Doctor & Dental Appointments.....	6
Vacations.....	7
Health.....	7
Medication.....	7
Safety.....	7
Arrival/Drop-Off – Dismissal Pick-Up & Parking.....	7
Dismissal Changes.....	8
Change of Address and/or Telephone Number.....	8
Moving During the Year.....	8
Wednesday Express.....	8
Transportation Guidelines.....	8
District School Bus Regulations.....	8
Student Responsibilities at the Bus Stop.....	8
Student Responsibilities on the Bus.....	8
Student Bus Discipline Plan.....	8
SOAR School-Wide Positive Behavior Support Program.....	9
Articles Prohibited in School.....	9
Profanity.....	9
Signs of Affection.....	9
Pets.....	9
Building Security.....	9
Acceptable Use Policy.....	9
School Cafeteria Program.....	9
Lost & Found.....	10
School Photos.....	10
Insurance.....	10
Textbooks.....	10
Homework Guidelines for Parents.....	10
Elementary Reading Requirement.....	10
Reporting Student Progress.....	10
Conference Requests.....	10
Honor Roll & Principal’s List.....	10
Promotion/Retention.....	10
Teacher Requests.....	11
Highly Qualified Staff Member.....	11
Elementary School Counseling Services.....	11
Achievement Tests.....	11
Inclusion – All Students Can Learn.....	11
Response to Intervention & Instruction (RtII).....	11
Services & Programs for Students with Special Needs.....	11
Notice of Non-Discrimination.....	12
Title I Parent Partnership.....	12
Title I Parental Involvement Policy.....	13
Title I District-Wide Parental Involvement Policy.....	13
Special Areas.....	15
Student Activities.....	15
School/Community Relations/PTO.....	15
Field Trip Chaperones.....	15
PASD Bullying Policy.....	16
PASD Student Dress Policy.....	17
PASD Weapons Policy.....	17
PASD Terroristic Threats/Acts Policy.....	18
PASD Smoking Policy.....	18
PASD Elementary Drug Policy.....	19



## **PALMERTON AREA SCHOOL DISTRICT**

### **S.S. PALMER ELEMENTARY SCHOOL**

298 Lafayette Avenue

Palmerton, Pennsylvania 18071

610-826-7538, Fax 610-826-7528

**Mary A. Brumbach, Principal**

*The Palmerton Area School District community is committed to the success of all students by creating and maintaining a safe and positive environment through a well-planned, challenging, technology-integrated, and continuously evolving curriculum that promotes life-long learning.*

August 2014

Dear Students, Parents and Guardians:

Welcome to Palmerton Area School District and S.S. Palmer Elementary School! We are very excited to be starting another school year!

Our school district's mission statement "We are committed to work together for the success of all students," is the foundation of our belief in how we operate our school. Every student is important to us, and we strongly believe that we are a community of learners, as well as a community committed to each and every student.

Our school handbook is designed to be informative and concise. It contains the beliefs, practices, procedures, and rules that govern what we do. We believe that students are most successful in an environment where there is mutual respect and a sense of responsibility among the entire school community. This is best achieved in a supportive setting where all stakeholders share ownership for the development of positive behavior. All students are expected to follow SOAR, which is our School-Wide Positive Behavior Support Program.

You are an essential part of this process! Please take the time to read this handbook carefully with your child. Our goal is to create a partnership with parents to provide a safe, healthy, and happy learning environment for all students. We ask that you join us in fostering the commitment of "success for all" and support our efforts by becoming an active participant in your child's education.

Please feel free to contact us at anytime, if you have any questions or concerns.

Sincerely,

*Mary A. Brumbach*

Mary A. Brumbach, Principal



# Palmerton Area School District 2014 – 2015 School Calendar

**11-12**  
New Teacher Induction  
**19, 20, 21**  
Teacher In-Service Days  
**25** Students' First Day  
**29** No School

Student Days – 4  
Teacher Days – 7

AUGUST '14						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**1** Labor Day Holiday  
(No School)

Student Days – 21  
Teacher Days – 21

SEPTEMBER '14						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**13** Teacher In-Service Day

Student Days – 22  
Teacher Days – 23

OCTOBER '14						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**24, 25, 26** Parent/Teacher Conferences – Early Dismissal (1/2 day)

**27, 28** Thanksgiving Holiday (No School)

Student Days – 18  
Teacher Days – 18

NOVEMBER '14						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**1** Thanksgiving Holiday (No School)

**23** – 1/2 day  
**24-31** Winter Holiday (No School)

Student Days – 16  
Teacher Days – 16

DECEMBER '14						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**1-2** Winter Holiday (No School)

(1/2/15 Tentative snow make-up day for snow day used prior 12/23, if any)

**19** Martin Luther King, Jr. Holiday- (No School)

Student Days – 19  
Teacher Days – 19

JANUARY '15						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Official Local School District Holidays:  
11/27/14      12/25/14  
1/1/15          2/16/15      4/3/15

**13, 16**  
Presidents' Holiday (No School)\*\*

(2/13 Tentative snow make-up day for snow day used prior 2/1/15, if any)

Student Days – 18  
Teacher Days – 18

FEBRUARY '15						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Student Days – 22  
Teacher Days – 22

MARCH '15						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**2-6** Spring Break (No School)\*\*  
(4/2/15 Tentative snow makeup day for any additional snow day used prior to 3/15)

Student Days – 19  
Teacher Days – 19

APRIL '15						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**1** Teacher In-Service Day

**25** Memorial Day (No School)

Student Days – 19  
Teacher Days – 20

MAY '15						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**1** Students 1/2 day  
**2** Tentative Students' Last Day (1/2 day)  
**3** Tentative Teachers' In-service Day

Student Days – 2  
Teacher Days – 3

JUNE '15						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Parent Teacher Conferences – November 24, 25, 26  
PSSA Testing – April 13– May 1, Make-ups – May 4-8  
Keystone Testing – January 7-21, 2015, May 13-27, 2015;  
In-Service Days – Aug. 19, 20, 21; Oct. 13; May 1, June 3

\*\*Tentative Make-up Days – Jan 2, Feb. 13, April 2

\*\*\* Additional snow makeup days will be added to the end of the year.

Actual Student Days: 180  
Actual Teacher Days: 186

Approved 3/18/14

**PALMERTON AREA SCHOOL DISTRICT**  
**2014 – 2015 DISTRICT GOALS**

**ACADEMIC ACHIEVEMENT**

To continue a plan that sets high standards, raises levels of achievement, and ensures student success.

**POSITIVE BEHAVIOR**

To continue a positive behavior system that sets high standards and encourages an intrinsic motivation for responsible behavior.

**COMMUNICATION**

To continue a plan that encourages communication at the building level as well as across the district.

**PALMERTON AREA SCHOOL DISTRICT MISSION STATEMENT**

“The Palmerton Area School District community is committed to the success of all students by creating and maintaining a safe and positive environment through a well planned, challenging, technology integrated and continuously evolving curriculum that promotes life-long learning.”

**PALMERTON AREA SCHOOL DISTRICT BELIEFS**

1. A well-rounded program needs to consist of a challenging curriculum, quality instruction, and varied co-curricular and curricular activities.
2. Learning is most effective in a safe, orderly, and stimulating environment that offers security, understanding, and genuine guidance in an atmosphere of mutual respect.
3. Excellence in education requires a community commitment to high standards and expectations.
4. Self respect, respect for others, and the appreciation of social and cultural diversity are fundamental to personal growth and global understanding.
5. Each student is unique and needs to be treated as an individual learner with the right to a quality education.
6. Each student needs to render his/her best effort to acquire knowledge and to develop skills to enable him/her to become a successful member of an ever-changing society.
7. Learning is a life-long process, beginning with a family and nurtured and encouraged through a partnership of home, school and community.
8. Effective communication among all stakeholders, including students, faculty, administration, school board, parents, and the community in general, is essential for a quality school system.

**SCHOOL HOURS**

<b>Office Hours</b>	<b>8:00AM– 3:30PM</b>
<b>Kindergarten – AM*</b>	<b>8:30AM–11:15AM</b>
<b>Kindergarten – PM*</b>	<b>12:15PM– 3:00PM</b>
<b>Grades 1-6</b>	<b>8:30AM– 3:00PM</b>

**Early Dismissal** 8:30AM–11:45AM

\*Any time there is a **scheduled** early dismissal, PM Kindergarten students should report for the morning session. Students will be picked up by the same bus that brings them home each day. Be sure to check with the assigned driver regarding the time he/she usually arrives at that stop in the morning. Check the school calendar in order to make arrangements for early dismissal changes. **An unannounced early dismissal may cancel afternoon kindergarten.**

**Two Hour Delay** 10:30AM– 3:00PM

\*If school opening is delayed by two hours in the morning, kindergarten classes will operate on a compressed schedule for that day. **Morning Session – 10:30AM – 12:15PM Afternoon Session – 1:15PM – 3:00PM**

It is very important that **ALL STUDENTS**, kindergarten through grade 6, attend school regularly and be at the bus stop on time. When tardiness is frequent, parents will be called. Because of supervision issues, children walking or being brought to school by parents **should arrive at school no earlier than 8:15 AM each morning**. **Please note that the school doors DO NOT OPEN prior to 8:15AM ever.**

**FIVE-DAY SCHEDULING CYCLE**

Students in grades kindergarten through six will be on a Day 1 – Day 5 scheduling cycle. The first day of school is Day 1; the second day is Day 2, etc. Should unscheduled days off occur, we will continue with the next scheduled number. For instance, if Monday is Day 2 and we have a snow day on Tuesday, Day 3 would be Wednesday or the next day we return to school.

**EMERGENCY SCHOOL CLOSING**

The decision to cancel school is made by the Superintendent of Schools. Cancellation of school sessions due to inclement weather or any other emergency situation is announced by AlertNow and over local radio and television stations:

**Radio:** AM-WYNS 1160, WAEB 790, WKAP 1320, WLSH 1410, WXKW 1470FM – WZZO 95, WLEV 96, WODE 99.9

**Television:** WYOU-22, WNEP-16, WBRE-28, WFMZ-69

**Internet:** [www.palmerton.org](http://www.palmerton.org)

**ALERTNOW**

AlertNow will call parents to notify of any delays or dismissal changes in the normal school day (two hour delay or early dismissal). **Please make sure that you update all contact information on the Emergency Form Update that is sent home at the beginning of the school year and return it to school promptly.** AlertNow may also be used to notify parents of any pending school events, i.e. first day of school, concerts, etc. **It is very important that you listen carefully to the call when you receive it to avoid unnecessary confusion. Parents and students are asked not to call the school or the busing contractor to check/verify school closings, but to stay tuned to all local radio and television stations. The safety of our children and entire staff is always the primary concern when the decision is made to dismiss early, start later, or cancel school.**

In the event of cancellations, the school district may remain open during a regularly scheduled holiday in order to avoid extending the school year through the month of June. This should be kept in mind if you plan to make vacation arrangements over Presidents’ weekend or Spring break.

**CAFETERIA SERVING POLICY FOR EARLY DISMISSAL AND SNOW DAYS**

Early Dismissal before noon – No lunch will be served

Early Dismissal after noon – All students will be served lunch

**Please note that daily menu items may change when unplanned school delays or closures occur.**

**Please keep this in mind when planning for your child’s lunch.**

**SCHOOL ACTIVITY POLICY FOR EARLY DISMISSAL AND SNOW DAYS**

All district activities are canceled on snow days and early dismissal days.

All activities that are not District operated (PTO, scouting, basketball) are canceled on early dismissal and snow days and on any school holidays.

### SCHOOL GUIDELINES FOR STUDENT ATTENDANCE

Student attendance is strongly encouraged and closely monitored. Regular attendance in school has proven to support children in academic achievement. **Please note, that although kindergarten is not mandatory, once a child has been enrolled in kindergarten, attendance is then mandatory.** Attendance will be taken by the classroom teacher each morning. A child who reports to school after 11:15AM will be marked absent for 1/2 day. If a child is absent, the teacher will provide the child with an excuse blank to be completed by the parent/guardian and returned within 3 days after the absence. State law requires a written parental report stating the reason for absence from school. The school nurse, principal, or school secretary may call the home to inquire the reason for the absence if we have not been notified by the parent/guardian. After 3 successive days of absence, a doctor's certificate is required. This is done to fulfill the responsibility of monitoring attendance, as well as opening the lines of communication between the school and home regarding attendance irregularities.

### ATTENDANCE GUIDELINES FOR PARENTS

1. Be responsible for notifying the school each day your child is absent.
2. Don't keep your child home from school for minor ailments.
3. Show an active interest in your child's activities, in and out of school.
4. Encourage your child to develop good personal habits that deal with time schedules for getting to bed, getting up, leaving for school, etc.
5. Be aware of the school attendance policy.
6. Compliment your child on his/her accomplishments. If he/she feels successful, he/she will want to attend school.
7. Refuse to provide/write false excuses for your child.
8. Encourage your child to get involved in clubs and activities to increase his/her interest in school.
9. Discuss your child's school day with him/her.
10. Participate in school activities yourself, such as PTO, parent-teacher conferences, open house and school programs.
11. **PLEASE DO NOT SCHEDULE APPOINTMENTS AND/OR VACATIONS DURING PSSA TESTING:  
English Language Arts Grades 3-6, April 13 - 17; Mathematics Grades 3-6, April 20 - 24; Science Grade 4, April 27-May 1**

### PHYSICIAN'S EXCUSE REQUIREMENT

When a student has accumulated **10 absences, excused and/or illegal**, parents will receive notice regarding the status of the student's attendance and the progressive action that will be taken with additional absences. When a student has accumulated 15 days of absence, parents will be notified and a doctor's excuse will be required for any and all future absences. **Absences without the required doctor's certificate will be regarded as illegal and all the penalties of the compulsory attendance law will be applied.** All absences, whether excused or illegal, are cumulative. If you feel there are extenuating circumstances surrounding your child's irregular attendance, a conference should be arranged with the school principal.

### EXCUSED ABSENCE

School law determines that the following excuses for absences are valid and excusable:

1. Illness
2. Death in immediate family
3. Quarantine
4. Impassable roads
5. **Educational travel with prior approval of the principal. A request should be completed at least one week prior to the educational trip to allow teachers time to gather the necessary assignments.**
6. Approved religious holidays

### UNEXCUSED ABSENCE

Three (3) illegal absences are cause for court action on the part of the school, which may result in fines being imposed. The following excuses will be regarded as unlawful:

1. Shopping trips
2. Oversleeping
3. Car failure
4. Parental business trips
5. Family educational trips/vacations without prior approval of the principal
6. **Personal reasons must be explained to the principal**

The School Laws of Pennsylvania, Section 1333 and 1334, provide that every person having control of or charge over any child of compulsory school age who has been absent three (3) days or their equivalent without lawful excuse, shall be served written notice of such offense and that such illegal absences constitute a summary offense under the Public School Code. If after receipt of official notice of unlawful absence, your child is again unlawfully absent (one-half day or beyond), you will be liable for the fine and costs (as provided in Section 1333) without further notice.

Arrival after 8:30AM – Tardy  
Arrival after 11:15AM – 1/2 day Absence  
Leave before 12:15PM – 1/2 day Absence  
Leave after 12:15PM – Present for the whole day

### **Parents are expected to sign students in at the main office after 8:30AM**

If a parent/guardian signs out a child before 9:10AM, the student will be considered absent for the entire day.

### HOMEWORK REQUESTS

Homework requests will be granted as long as requests are made to the office by 9:00 AM. This will provide teachers with sufficient time to prepare assignments. Assignments and materials will be gathered and sent to the office for parent pick-up after 2:00 PM. A parent or another designated adult may come into the office to pick up the homework. If there is a sibling here at S.S. Palmer Elementary, we will allow siblings to take homework home. If we are to send homework home with your child's friend, please make the proper arrangements with the child and parent before contacting the school. Please note that parents may also access their child's homework by going to the teacher website located under schools on the district website [www.palmerton.org](http://www.palmerton.org)

### DOCTOR AND DENTAL APPOINTMENTS

**Students and parents are discouraged from scheduling appointments during school hours.** If you must remove your child from school during the day, please provide a written request to your child's teacher. **The child will be dismissed through the office and not from the classroom.** Please adhere to this practice for the safety and welfare of your child. Students are encouraged to report back to school and complete their classes for the remainder of the day whenever possible.

**Make sure appointments are not scheduled during PSSA testing times.**

Grades 3 – 6	English Language Arts	April 13 – 17
Grades 3 – 6	Math	April 20 – 24
Grade 4	Science	April 27 – May 1

**VACATIONS**

**Vacations taken during the school year are discouraged.** However, when vacations are planned, parents must request a vacation form from the office **at least one week prior to the departure date.** It is the student's responsibility to obtain all assignments and see that they are completed upon returning to school. The nature and length of the assignments, as well as the make-up of any missed assignments, is at the discretion of the classroom teacher. **Any vacations not pre-approved by the principal will be considered unexcused absences.** Our approach to this aspect of attendance flows directly from our belief in the critical importance of instructional time and the further conviction that loss of such time has negative consequences that teacher or school cannot be expected to fully remedy.

**HEALTH**

We will make every effort necessary to provide a safe, healthy, happy and encouraging environment for each child. In order to do this, we need parent/guardian cooperation. We have implemented well-planned programs to meet the individual child's needs. Our state-mandated health program consists of:

Physical Examination	<ul style="list-style-type: none"> <li>Kindergarten, new first graders, sixth graders and students new to the district who have not had the required exam. A private physician may be chosen</li> </ul>
Scoliosis Check	<ul style="list-style-type: none"> <li>Sixth grade</li> </ul>
Dental Exam	<ul style="list-style-type: none"> <li>K-3 and children new to the district without the required exam. The school dentist or a private dentist may be chosen by the parent/guardian</li> </ul>
Vision Checks	<ul style="list-style-type: none"> <li>Annually for all students</li> </ul>
Hearing Screening	<ul style="list-style-type: none"> <li>K-3, students with hearing difficulty and/or suspected hearing difficulty</li> </ul>
Tuberculosis Testing	<ul style="list-style-type: none"> <li>New entrants as required and any adults working with the children during the school day</li> </ul>

Any child with a suspected problem will receive a referral to be acted upon as soon as possible. Parent/guardian should notify the nurse when the problem is corrected. **The school nurse is available to our students at all times. However, parents will be notified if a student appears to be developing a habit of frequent visitation to the health room without sufficient reason.**

**MEDICATION**

Medications should be given at home whenever possible. However, if it is absolutely necessary that medication be given at school, the following requirements must be met:

- ALL MEDICATION MUST** be in the original prescription container.
- Parent/guardian must bring the medication to the school nurse. No medication should be sent to school with a child.**
- The parent should also provide a written authorization for the medication with the following information:
  - Student's name
  - Date
  - Name and amount of medicine/time for medicine to be taken
  - Listing of any other medications being taken by the child
  - Parent/guardian signature
  - Physician signature, if it is a prescription

**Parents/guardians are asked to complete emergency forms every year. In cases of injury and/or illness, the parents/guardians will be contacted. It is vital that changes in home/work phone numbers and addresses be reported as soon as possible to the school.**

First aid services are provided when accidents or sudden illness may occur at school. Accidents or illnesses that happen at home are **not** to be treated by the school nurse. If a child is too ill to remain in school, the parent/guardian must provide transportation home. In the event that our school nurse requests that your child leave school, please make the necessary arrangements to do so immediately. Your child's health, as well as the health of other children he/she may come in contact with, is our primary concern.

**Please do not send your child if:**

- He/she has a fever (100 degrees or more). Student must be fever free without fever-reducing medication for 24 hours before student may return to school.
- Vomiting and/or diarrhea are occurring.
- A severe head cold, continual runny nose, sore throat, earache or persistent cough exists.
- Any suspicious skin rash, disease of the eye, or contagious disease is present or suspected.
- Lice are present.

Any student who shows signs of a contagious problem such as lice, pink eye, scabies, or questionable rash will be sent home from school. A physician's certificate should accompany the student upon return to school. Students who are returning after lice infestation are required to present a box top from the pediculicide (shampoo used) to the school nurse.

**SAFETY**

- Students are not permitted to ride bicycles to school.
- Weather permitting, students go outside for recess each day; therefore, students should be dressed appropriately for the existing weather conditions.
- Students are expected to go outside for recess, unless a doctor's certificate for health reasons has been received.
- In the interest of safety and in compliance with our district dress code, **flip-flops are not permitted to be worn to school.**
- Children will not be allowed to leave the building with anyone other than the parent, unless written permission to do so is sent to the office **by the custodial parent.**
- Students needing to use the elevator must have a written note from the doctor.**

**PARKSIDE ARRIVAL DROP-OFF – DISMISSAL PICK-UP & PARKING**

<b>AM WALKERS:</b>	<b>Franklin Avenue/Side Door</b>	Parents may park in parking spaces at the front of the school and <b>use the crosswalk to cross the street;</b> or parents may park in the parking lot in the back of the building. <b>You must use the crosswalk to cross Franklin and/or Fourth Streets.</b> Please do not use the bank parking lot for parking.
<b>AM PARENT/CAR DROP-OFF:</b>	<b>Back Parking Lot</b>	
<b>PM K DROP-OFF:</b>	<b>Fourth Street/Front Door</b>	
<b>PARENT PICK-UP K:</b>	<b>Franklin Avenue/Side Door</b>	
<b>PARENT PICK-UP 1:</b>	<b>Fourth Street/Front Door</b>	

**PALMER**

<b>WALKERS:</b>	<b>Third Street ONLY</b>	Students may be dropped off in front of the school on Third St. only. This area is posted as <b>Pick-Up and Drop-Off ONLY.</b> Parents <b>MAY NOT</b> park directly in front of the school. <b>Please do not stop in the middle of the street and drop off your student.</b>
<b>PARENT DROP-OFF:</b>	<b>Third Street ONLY</b> <i>Students may not be dropped off on Lafayette</i>	

Parents, please be aware that the doors open at 8:15AM each school day.  
Students may not enter the school building before 8:15AM, ever.

### DISMISSAL CHANGES

Dismissal arrangements should be made in advance to avoid any confusion for children, teachers and office personnel. If there are changes in the dismissal procedures on any given day, please put the instructions in writing to your child's teacher so that phone calls to the office regarding dismissal changes may be avoided. Any verbal dismissal changes **must be received by the office before 1:00PM** to allow normal school business to occur. Dismissal changes, without written confirmation may result in information not getting to a student in time or incorrect information being passed on to a student.

### CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER

Please notify the school office immediately of any change in a student's address, telephone number, or parents' work numbers. Emergency numbers that enable the school to reach parents/guardians should be continuously updated. It is imperative that the school be able to reach you anytime during the school day.

### MOVING DURING THE YEAR

If you plan to move within the Palmerton Area School District to another address, a moving permit is required. Please call the S.S. Palmer office at 610-826-7538 for more information. In the event of a move out of our district, please notify the office as soon as possible, and return all textbooks, library books, and other school materials to your child's classroom teacher. All outstanding debts (cafeteria, library, etc.) must be settled prior to leaving the district.

### WEDNESDAY EXPRESS

In an effort to keep you informed about your child's progress and important happenings here at school, each child receives a large envelope called the Wednesday Express at S.S. Palmer. Parents should check this envelope every Wednesday, sign the outside and return it to school the next day. This is a requirement for every student. If you do not receive the Wednesday Express, please ask your student for it or contact the classroom teacher. Students at Parkside bring home a folder from their teacher every day and this should be checked daily for important information.

### TRANSPORTATION GUIDELINES

The following rules and regulations are necessary to ensure the maximum safety level for all students of the Palmerton Area School District. Failure to comply with these rules may result in the student being suspended from riding the bus for a period of time, depending on the seriousness of the problems. Continual refusal to comply may result in permanent suspension from riding the school bus. If this occurs, parents are responsible for finding a way for their children to get to school. Absence from school due to bus suspension will be considered an unexcused absence.

**DISTRICT SCHOOL BUS REGULATIONS:** Bus students will be permitted to ride their assigned school bus only. Only in an emergency situation or for educational purposes will a student be transported on another bus to or from an alternate bus stop. If your child, due to an emergency situation or for educational purposes, needs to be transported to or from another bus stop on a bus other than their regularly assigned bus, you must contact the school office in writing and make the arrangements. A bus pass with the appropriate verification will be issued. Students who attempt to board alternate buses without a bus pass from the office **will not be permitted to do so.**

### STUDENT RESPONSIBILITIES AT THE BUS STOP:

1. Be on time, but not earlier than five minutes.
2. Respect the rights of property owners in the area of the bus stop.
3. Form a single line when the bus is approaching. There shall be no pushing, shoving or horse-play at any time.
4. Parents are responsible for the behavior of their children before the bus arrives.
5. Students shall remain in place until the bus comes to a complete stop and the driver gives the signal for safe crossing, at least 10 feet in front of the bus.
6. **All SOAR rules apply at the bus stop.**

### STUDENT RESPONSIBILITIES ON THE BUS:

All students being transported by the Palmerton Area School District shall not:

1. Use any kind of tobacco products.
2. Eat or drink on the bus.
3. Engage in scuffling, fighting or creating a disturbance.
4. Use profane, foul or indecent language.
5. Use the emergency exit unless permitted to do so by the driver.
6. Tamper with the bus or any of its equipment.
7. Regulate windows unless permitted to do so by the driver.
8. Extend any part of their bodies out of the window.
9. Throw any object(s) on the bus or out of the window.
10. Stand or walk when the bus is in motion.
11. Carry hand-held radios or other audio-visual games, etc.
12. Place any article in the aisle or in front of the emergency exit.
13. Carry or use any potentially dangerous object including, but not limited to knives, firearms, matches, lighters, fireworks, water guns, scissors, etc.
14. Litter the floor of the bus or the seats.
15. Transport any animal.
16. Board or disembark at a bus stop other than their designated bus stop unless given written permission by a school official.
17. Behave in a manner that 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.
18. **All SOAR rules apply on the bus.**

### STUDENT BUS DISCIPLINE PLAN

The Palmerton Area School District employs a fair and consistent plan for addressing misconduct on school buses.

#### CONSEQUENCES:

##### **1<sup>ST</sup> OFFENSE**

Driver will bring student into the school office to meet with the principal and discuss the rules of the bus at which time a letter or phone call will be sent/made to the parents. Possible disciplinary action may be given at the first offense depending on the seriousness of the offense.

##### **2<sup>ND</sup> OFFENSE**

A detention or bus suspension will be given, at which time a letter will be sent to the parent stating the consequence of the next offense. If a bus suspension occurs as a result of the current offense, a meeting needs to be scheduled with the parent, principal, student, bus driver and bus contractor to sign a Bus Reinstatement Contract. This contract will state that the next infraction will result in bus riding privileges being revoked for the remainder of the present school term. The student is not permitted to return to the bus until the meeting has been held.

##### **3<sup>RD</sup> OFFENSE**

Bus riding privileges revoked for the remainder of the present school term.

**\*NOTE** – Depending on the severity of the offense, a bus suspension may be issued. A student will be expected to sign a Bus Reinstatement Contract after any bus suspension. Once the reinstatement contract is signed, loss of riding privileges will follow the next offense.

**\*\*Building Administrators "reserve the right" to determine the seriousness of the offense and its consequences\*\***



## SOAR SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT PROGRAM

### Rationale

S.S. Palmer Elementary has implemented a positive behavior support program that is designed to create a culture that emphasizes a sense of unity and pride within our building and community. This program, entitled **SOAR**, aims to teach and encourage positive behavior throughout the school. It is our goal that the **SOAR** program will create a school-wide environment that promotes self-respect, respect for each other, academic success, and pride in our school and community. The **SOAR** acronym stands for the following:

Safety First  
Our Responsibility  
Always Try Your Best  
Respect Yourself and Others

### Behavior Chart

At the beginning of the year, each student brings home a behavior chart that the student and parent must sign and return. This behavior chart outlines the behavioral expectations for your child's specific grade level. At the top, you will see different settings (classroom, bathroom, etc.) and on the left hand side you will see the four behavior expectations. Then, within each box, you will see a few behavioral examples that students are expected to follow. During the first few days of school, students are taught what it means to **SOAR** in each school setting and provided with chances to practice these positive behaviors.

### Positive Reinforcement

A major component of the program is to recognize students and classes demonstrating positive behavior through positive reinforcement. A certain number of tickets will be given daily throughout the building by our staff. Staff will give a ticket to a student who is demonstrating positive **SOAR** behavior. Following the daily announcements, students that received a ticket the previous day, will come to the office for recognition. Parents will be called; students will sign the **SOAR** Celebrity book and place their magnet on the **SOAR** 200 Board, which is located in the main hallway of our school. Once ten in a row has been reached on the board, those students will receive a mystery motivator for their efforts and the magnets will be returned to their owners.

We will continue to use our **Passport to Success** program as well. This program allows staff to acknowledge classes who are collectively demonstrating positive **SOAR** behavior. At the end of the day, classes who earned a passport will be acknowledged on the announcements. When a grade earns a certain number of passports, they will earn a grade-wide activity.

### Consequences

There will be situations where a child may choose to behave in a way that is not positive and causes a disruption to the learning environment. We expect students to make mistakes; it is part of the learning process. However, in the event that a student is continually disruptive to the learning process, his/her teacher will complete a referral form and an authentic consequence appropriate for the student's grade level will be given. For example, if a student says something offensive to another student, he/she may be asked to write an apology letter. Additionally, the student will be asked to complete a behavior reflection that will need to be signed by the parent/guardian and returned. Depending on the severity of the behavior, students may be referred to the principal, and may also be given detention or receive in-school or out-of-school suspension. The goal of this program is to have students accept responsibility for their actions at an early age and understand that there are natural consequences for behaviors that interrupt the learning of others.

### Parent Involvement

This program cannot reach its ultimate goal without your help. Research shows that one of the biggest contributors to a student's success is when parents and the school work together. There will be a brief presentation about **SOAR** at Meet the Teacher Night. In addition, we will be scheduling some **SOAR** Family Nights throughout the year, where you and your child can participate in an activity together. We are firm believers that with your support, we can help your child reach his/her goals, and with this program, we believe they will have the tools to reach, and **SOAR** above those goals. If you have any questions about the **SOAR** program, do not hesitate to call Mr. Palazzo at 610-826-7538 x3001 or the building principal.

## ARTICLES PROHIBITED IN SCHOOL

Students are not to bring to school any articles or equipment that interferes with the learning process or that is hazardous to the safety of themselves or others. This includes but is not limited to laser pointers, iPods, iPads, MP3 players, DS players and all other electronic devices, skateboards, roller blades, water guns, trading cards (Pokemon), collectibles, Boc-u-gons, pogs, yo-yos, etc. **If parents require their child to have a cell phone for contact before and/or after school, the cell phone must be TURNED OFF and kept in child's bookbag or it will be confiscated. Articles that are confiscated will be held in the office for parents to retrieve.** The school is not responsible for any such items should they be lost, stolen or damaged. Defiance of this rule will result in a warning. Further violations will lead to disciplinary action. Students are not to bring any illegal substances to school; i.e. tobacco of any kind, offensive reading material, matches, lighters, look-alike drugs, knives, guns, ammunition, weapons, or imitation weapons. Defiance of this rule will result in suspension and possible legal intervention by the authorities. Aerosol containers of any kind must not be brought into school. Please see the Palmerton Area School District Weapons Policy in the back of this booklet for additional information.

## PROFANITY

Vulgar or profane language will not be tolerated at any time on school grounds. This includes when a student is riding on the bus. Use of such language or gestures will result in disciplinary action. Any student using profanity toward a teacher or threatening a teacher, in written or verbal form may be suspended out of school for three (3) days. Continued offenses of this type may result in a full ten (10) day suspension.

## SIGNS OF AFFECTION

Students are to refrain from public displays of any affection. Violations will result in a warning. Continued violations may result in disciplinary action.

## PETS

Due to student illness, allergies and safety issues, pets and animals will not be allowed in school under any circumstances. If walking to school, parents are requested to keep their pets on the park side of the school.

## BUILDING SECURITY

The entire school community is asked to cooperate regarding our daytime building security system. It has been installed with the safety of everyone in mind. All school doors are locked and the security system is armed. Visitors to the building must approach the front entrance to request admittance. Once in the building, all visitors, parents, and community members must stop at the office, sign in, and receive a visitor's badge. **Parents are not permitted to go directly to any classroom without first signing in at the Main Office and obtaining a Visitor's Badge.** This procedure enables us to monitor who comes into the building, thus ensuring your child's safety. Upon leaving, you must return your Visitor's Badge, sign out and **exit by way of the main entrance. Do not use any of the side exits, as an alarm is tripped and the security company called.**

## ACCEPTABLE USE POLICY

It is the parent/guardian's responsibility to read and understand the Acceptable Use Policy #815, which is posted on the district website at [www.palmerton.org](http://www.palmerton.org). Kindergarten and new students will be given a written copy upon entering school. Written copies are available upon request.

## SCHOOL CAFETERIA PROGRAM

Students have the option to purchase breakfast, which is available from 8:15AM to 8:40AM, or lunch from our cafeteria or bring their own lunches and/or buy juice, white, chocolate, strawberry, or skim milk. Each month a menu is sent home so that families can plan for their children's meals each day. This menu is also available on our district website at [www.palmerton.org](http://www.palmerton.org). We have a lunch payment program, which allows the parent to put money on account for their child's breakfast and/or lunch. The appropriate amount will be deducted each day from your child's account. This enables your child not to have to carry money to school on a daily basis. The following prices will be charged: **Breakfast \$1.15; Lunch \$2.10; Milk 55¢.** For those who qualify, there are free and reduced meal prices available. During the month of August, applications are sent home with your child's class assignment, or may be obtained from the school office at any time during the school year.

### LOST AND FOUND

Please label all students' clothing and possessions to allow us to return lost articles. There is a lost and found bench located in the hallway outside of the main office. Lost and found articles are set out at the end of the year for students to claim. However, many, many items are unclaimed. Money and jewelry items are held by the school secretary until claimed. At the end of each school year, unclaimed articles not able to be used by the health room will be disposed of.

Students shall NOT bring more money to school than is needed for the day. When it is necessary to bring in large amounts of money (fund-raisers, photo day, holiday shop, book fairs, etc.), please place money in a sealed envelope with the child's name and homeroom teacher, and it is then secured in the office safe. **The school is not responsible for any lost money/checks left in desks, book bags, etc.**

### SCHOOL PHOTOS

Individual photographs are taken of children each year, as a service to parents. Photographs are made available at a cost basis and purchase of these pictures is optional. Notices are sent home prior to the date on which pictures will be taken. The composite photo will be available for distribution after all absentees and retakes are processed. **Pictures are scheduled to be taken at S.S. Palmer & Parkside on Friday, September 5, 2014 with retakes on Friday, October 31, 2014. Spring pictures will be taken at S.S. Palmer & Parkside on Thursday, March 12, 2015.**

### INSURANCE

A school-endorsed insurance policy is available. This policy covers medical expenses from accidents that may occur both in school and traveling to and from school. Two plans are available: regular school hour coverage and 24-hour coverage. Announcements concerning this accident policy are made at the beginning of the school year and more information is located on the district website. Families opting to purchase school insurance should send their payment directly to the insurance company.

### TEXTBOOKS

Students are responsible for all textbooks issued to them. Textbooks are to be covered at all times in order to protect them, using Book Sox or paper, **but not sticky paper**. The student's name and grade should be listed on the book cover. Lost or damaged textbooks and/or library books must be paid for at the end of the school year at replacement cost as per Board Policy #224. Students are expected to carry their belongings in a sturdy book bag to/from school.

### HOMEWORK GUIDELINES FOR PARENTS

We strongly believe that homework is an extension of the learning experience found in the classroom setting. It is an integral part of the educational process for children, and as such, should be viewed as a help to students in working independently and improving their ability to organize their work. Homework brings the home and school closer together by allowing parents to participate in their child's school program. Please note that parents may also access their child's daily assignments by going to the teacher website located under schools on the district website [www.palmerton.org](http://www.palmerton.org)

1. Review schoolwork with your child and sign homework assignment book/sheet.
2. Cut down TV time and turn off the radio while your child is studying.
3. Provide an area for your child to study that is away from the center of family activity.
4. Set up a regular study time and help your child organize assignments.
5. Be aware of assignments and talk to teachers to make sure work is being done.
6. Read at the same time your child is studying – sort of a “study hour” for the whole family.
7. Provide educational trips to libraries, museums, local sites, etc.
8. Ask your child questions about what he/she has learned.
9. Set a limit on extracurricular activities on school nights.
10. Support your child while he/she is doing homework by checking-in every now and then to see how things are going.

### ELEMENTARY READING REQUIREMENT

Students in grades 2-6 are required to read at least **10** books each school year. Those books are to consist of 2 biographies, 2 non-fiction, 2 fiction and 4 books of the student's choice. The book report forms may be found on the district website at [www.palmerton.org](http://www.palmerton.org) or are available from your child's teacher. Students are required to complete a form for each of the 10 books read. Parents are asked to sign this form. The number of books read will be listed on the report card to inform parents of their child's progress throughout the year. Students may choose to do the required reading during the summer months prior to the new school year. This option will be up to you and/or your child and the forms may be completed and returned to school during the first week of the new school year. Students receive a coupon when the reading requirement has been completed and are permitted to participate in an end of year assembly.

### REPORTING STUDENT PROGRESS

We are committed to open and continued communication regarding student progress. Parent conferences for kindergarten-sixth grades will be held November 24, 25, 26. Formal report cards are prepared four times a year: November, January, April and June. Parents may check grades on a daily basis through PowerSchool on the district website [www.palmerton.org](http://www.palmerton.org). There are no formal conferences held in the Spring. However, parents are welcome to request a conference with teachers to discuss any concerns.

### CONFERENCE REQUESTS

Sometimes a parent may require additional time to meet with teachers, the school counselor or the principal to discuss their child's progress. Please call or send a note at least one day before an appointment might be scheduled, when an individual conference is desired before, during, or after school. **Unscheduled parent conferences will not be held during the instructional day.** Arrival and dismissal times are not conducive to confidential parent/teacher conferencing. Our teachers are expected to remain in their classrooms, with students, until all buses have been called. Parents are urged to stay informed about all phases of the school program by accepting invitations to visit the classrooms and meet with teachers on occasions such as Meet the Teacher Night, parent conferences, classroom plays and demonstrations, etc.

### HONOR ROLL & PRINCIPAL'S LIST

Listed below are the requirements for students to attain Honor Roll or Principal's List:

**Honor Roll** – students must have all As and Bs in all major subjects and at least a “S” (Satisfactory) in all special areas. If your child receives an “N” or “U” in a special area, he/she will not be eligible for Honor Roll during that Marking Period.

**Principal's List** – students must have all As in all major subjects and at least a “S” (Satisfactory) in all special areas. If your child receives an “N” or “U” in a special area, he/she will not be eligible for Principal's List during that Marking Period.

### PROMOTION/RETENTION

Learning and maturation take place at different rates for every child. Some children need more time to learn basic concepts necessary for success in later grades. For this reason, sometimes the school will recommend retention. Parents need to be aware that:

- The School District has the obligation and right to assign students to appropriate educational settings where they can make their best progress.
- Decisions concerning promotion or retention of children are individual in nature and are made with the combined input as needed, of the teacher, principal, and the school psychologist
- Most children are expected to move through the elementary school program in seven years. When retaining children, grades kindergarten, one and two seem to be ideal times to repeat for the strengthening of skills or for the development of needed maturity. Since most retentions occur in the primary years, only in extreme cases will a child be retained after third grade
- Retention is a school responsibility and we are committed to keeping parents/guardians advised throughout the school year of the true nature of the performance of their child. Contact with the home will be made when the child first shows signs of failing. If the parent desires, a conference can be held with the teacher, counselor and/or principal. Possible retention will be discussed with parents/guardians prior to the end of the school year

### TEACHER REQUESTS

**Parents Please Note:** We will not accept requests for specific teachers for your child’s upcoming school year. Consideration will be given to learning styles and teaching styles when developing class lists for the coming year. Thank you in advance for your understanding in this matter.

### HIGHLY QUALIFIED STAFF MEMBERS

Parents may request information regarding the professional qualifications of their child’s teacher(s) and/or paraprofessional by contacting the building principal with a written request.

### SPECIAL SERVICES

#### ELEMENTARY SCHOOL COUNSELING SERVICES

The guidance and counseling needs of students in grades K-6 in the Palmerton Area School District are well served by a comprehensive counseling program offered at our elementary schools. In the elementary grades, the approach taken by the counseling program involves both the remediation of problems already being experienced by students and, equally important, the prevention of future problems. These two goals are achieved through the following services offered by the elementary school counselor.

1. Classroom guidance lessons cover the following topics:
  - study skills
  - social skills/making friends
  - decision making
  - conflict resolution
  - career exploration
  - self-awareness/self-concept
  - anger/stress management
2. Individual and small group counseling, arranged as needed: (parent permission is required)
  - friendship training
  - academic problems
  - grief
  - social skills
  - anger management
  - management of emotions
  - family issues
  - personal problems
  - coping skills
3. Testing – The following tests are administered routinely by the school counselor and/or the classroom teacher.

#### ACHIEVEMENT TESTS

GRADE(S)	NAME OF TEST
3,4,5,6	PSSA English Language Arts & Math
4	PSSA Science Assessment

- Intelligence Screening Test
  - Testing for Learning Difficulties
- If the situation warrants, parent permission is obtained for psychological and educational evaluations administered by the school district psychologist.
4. Consultation – The School Counselor acts as a consultant to:
    - Parents
    - Teachers
    - Community Agencies
  5. Referral – If the needs of a child cannot be met in school, referrals can be made to others who can offer assistance to students and their families such as:
    - Carbon-Lehigh Intermediate Unit
    - Community Social Service Agencies
    - Mental Health Agencies
    - Medical Facilities

These are just a few of the school counseling services available in our elementary program and parents are urged to contact the school counselor with any concerns. It’s only with input from parents that any school counseling program can be truly successful.

### INCLUSION – ALL CHILDREN CAN LEARN

The goal of the Palmerton Area School District is to create an environment that enables all children to be successful learners. This process is accomplished by determining what works for each child through the collaborative efforts of the school, home and community. We believe that all children belong and learn best with their age appropriate peers. We also believe that it is our responsibility to educate all of our children in an optimal educational environment that addresses academic, social and emotional needs. Children with identified needs will receive additional support through special education teachers and our support team working with the classroom teachers. In this way, all children can benefit while learning to appreciate diversity.

### RESPONSE TO INTERVENTION & INSTRUCTION – RtII

#### **What is Response to Intervention & Instruction?**

- **A Standards Aligned Strategy to Improve Student Achievement** using research based interventions matched to the instructional need and level of the students
- RtII provides all students with standards-aligned concepts and competencies, data-driven instruction and the additional support needed to achieve strong academic results
- Comprehensive, multi-tiered intervention standards-aligned strategy to enable early identification and intervention for students at academic or behavioral risk
- An alternate to the aptitude achievement discrepancy model for the identification of students with learning disabilities
- A data team comprised of the school psychologist, school counselor, school principal, reading specialist and classroom teacher will meet regularly to discuss those students who may be in need of interventions to be successful throughout the school year
- Parents are often requested to participate in the RtII process with the data team

### SERVICES AND PROGRAMS FOR STUDENTS WITH SPECIAL NEEDS

The Palmerton Area School District, either directly or in conjunction with the Carbon-Lehigh Intermediate Unit #21, provides programs and services which may be required by students with special needs. Screening activities for these services are ongoing throughout each school year. These activities are coordinated by the RtII Data Team in each building. The team is comprised of the building principal, school counselor, school psychologist, and teachers. Screening/s conducted by these teams includes a review of health history (including vision and hearing), informal social history, and an informal assessment of academic, social and development progress. Parents who wish to request screening for their child may do so by contacting the principal or school counselor in their child’s building. Special education screening and services are also available at no cost to school district residents attending private schools. Parents may request screening for their children attending private schools by contacting Robert Dailey, Director of Student Services at 610-826-7101. For cases where screening indicates the possibility of a special need, the Director provides a Multidisciplinary Evaluation, with parental consent. Such an evaluation is conducted by the Multidisciplinary Team, which is chaired by the school psychologist and is comprised of the parent, building principal, school counselor, school nurse, teacher, and any specialist needed (such as speech, vision, or hearing therapists). Questions regarding the evaluation process may be directed to Robert Dailey, Director of Student Services at 610-826-7101.

The types of programs and services available to special needs students include:

- Learning Support: for special needs students whose primary identified need is academic learning
- Life Skills Support: for special needs students with a need to focus primarily on independent living skills
- Multiple Disabilities Support: for special needs students with more than one disability
- Gifted Support: for students identified as mentally gifted
- Hearing Impaired Support: services for students identified as in need of hearing support
- Visually Impaired Support: services for students identified as in need of vision support
- Speech Support: services for students with identified needs in the area of speech and language
- Physical Support: for special needs students whose primary need is due to a physical disability

Parents with questions regarding these programs may contact Robert Dailey, Director of Student Services at 610-826-7101. All information and documents regarding your child's involvement with any of these services is confidential.

Parents of preschoolers within Palmerton Area School District may contact Project CONNECT at the Carbon-Lehigh Intermediate Unit #21 directly at 1-800-223-4821 with any concerns about the development of a child in the areas of motor skills, cognitive/early academic skills, social development, self-help skills and speech/language development. Project CONNECT provides screenings, evaluations, classroom instruction, itinerant and consultative services for special needs students from ages 3 to 5. Project CONNECT services are available without charge to children and their families. All information regarding your family and child will be kept confidential.

#### **NOTICE OF NON-DISCRIMINATION**

Palmerton Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs, services, or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights, activities and facilities that are accessible to and useable by handicapped persons, or grievance procedure, contact Debra Demyanovich, Title IX Coordinator, Palmerton Area School District, 680 Fourth Street, Palmerton PA 18071, 610-826-7101.

#### **TITLE I PARENT PARTNERSHIP**

*The S.S. Palmer Elementary School and the parents of the students who attend S.S. Palmer agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for the improved student academic achievement and how the school and parents will build and develop a partnership that will help children achieve the state of Pennsylvania's high standards.*

*This school-parent-student compact is in effect during the school year 2014-2015.*

#### **School Responsibilities**

**The S.S. Palmer Elementary School will:**

- 1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
  - By teaching the Pennsylvania State Standards using research based instructional methods
  - By continued staff development
  - By treating each student with respect while adapting to individual differences and learning styles
- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which individual children's achievement will be discussed.**
  - Those conferences will be held at the conclusion of the first marking period and/or at the request of a parent or teacher.
- 3. Provide parents with reports on their child's progress as needed.** The reports could include:
  - DIBELS (Dynamic Indicators of Basic Early Literacy Skills) progress reports in Grade 2-6)
  - CDT (Classroom Diagnostic Test in Grade 6)
  - Reading Assessments
  - PowerSchool
  - Report Cards
- 4. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:
  - Family Night
  - Meetings and/or phone conferences may be held at a time suitable to both parents and staff
  - Provide information when requested to parents regarding qualifications of child's teacher
- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**
  - Parents are encouraged to volunteer in their child's class and at PTO activities
  - Parents may observe in their child's class upon request and with written approval from necessary administration

#### **Parent Responsibilities**

**We, as parents, will support our children's learning in the following ways:**

1. Monitoring attendance
2. Making sure that homework is completed
3. Monitoring the amount of television watched and technology used
4. Volunteering in the classroom or school activities as schedule allows
5. Participating, as appropriate, in decisions relating to the education of our child/children
6. Promoting positive use of our child's/children's extracurricular time
7. Staying informed about my child's/children's education and communicating with the school by promptly reading all notices from the school and responding as appropriate
8. Serving, to the extent possible, on policy advisory groups
9. Encouraging reading at home

#### **Student Responsibilities**

**I, as a student, will share the responsibility to improve my academic achievement and achieve the State of Pennsylvania's high standards. Specifically, I will:**

1. Do my homework every day and ask for help if I need it
2. Read every day outside of school time
3. Give to my parents or caregiver all notices and information sent from my school every day
4. Always try my best
5. Limit my television time and computer usage
6. Be responsible at home and at school.

## TITLE I – PARENTAL INVOLVEMENT POLICY

**Purpose:** The S. S. Palmer Elementary School recognizes the primary role parents/guardians and family play in the education, welfare and values of their children. The school is committed to the belief that all students can learn and acknowledges that schools and families share a commitment to the educational success of students.

**Definition:** Parental and family involvement shall be defined as an ongoing process that assists parents/guardians and families to meet their basic obligation as a child's first educator, promotes clear two-way dialogue between home and school, and supports parents/guardians as participants in the education of their children at all levels.

**Authority:** The school recognizes that the responsibility for each student's education is shared by the school and the family and acknowledges that schools and families must work as knowledgeable, cooperative partners to effectively educate all students. The school shall support the development, implementation and continuing evaluation of a parental and family involvement program that will involve parents/guardians at all grade levels in a variety of roles.

**Guidelines:**

The S.S. Palmer Elementary School agrees to implement the following statutory requirements:

1. S.S. Palmer Elementary School will put into operation programs, activities, and procedures for the involvement of parents with children in the Title I Reading Program.
  - Parents will be issued an invitation to attend meetings to write, review, and revise the parent involvement policy
  - Parents will participate in the writing, reviewing and revising of the policy
  - While developing and revising the policy, parents will have the opportunity to read, review, and/or make any comments or suggestions for change
2. An annual meeting will be held to inform parents of the school's participation in the Title I program and to explain the requirements of the program and their right to be involved.
3. Parent meetings including parent conferences will be held at different times of the day
4. Title I funds may be used to pay reasonable and necessary expenses associated with parent involvement activities
5. Parents will be involved in the planning, review and improvement of the school's Title I program
  - a. At the annual meeting, Title I improvement will be discussed
  - b. Parents/guardians will be given surveys to complete and provide input at the end of each school year
6. Parents will receive information about the Title I program through Meet the Teacher Night and district website ([www.palmerton.org](http://www.palmerton.org))
7. The school will provide parents with the following:
  - a. Explanation of curriculum at annual meeting
  - b. Opportunity to review curriculum at any Title I school and on the district website ([www.palmerton.org](http://www.palmerton.org))
  - c. Explanation of academic assessments at meetings, conferences, and written reports
  - d. Explanation of proficiency levels students are expected to meet at annual meetings, conferences, and reports
  - e. Explanation of Pennsylvania State Academic Content Standards and student achievement standards
  - f. Explanation of local academic assessments and how to monitor student progress.
8. The school will hold additional parent teacher meetings if requested regarding decisions relating to the education of their children.
9. The school will jointly develop with parents a compact outlining how parents, entire school staff, and students will share in the responsibility for improved student achievement
10. The school will provide materials and training to help parents work with their children to improve student achievement.

## DISTRICT-WIDE TITLE I PARENTAL INVOLVEMENT POLICY

*In support of strengthening student academic achievement, each school district that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy that contains information required by section 1118(a)(2) of the Elementary and Secondary Education Act (ESEA) (district wide parental involvement policy). The policy establishes the LEA's expectations for parental involvement and describes how the LEA will implement a number of specific parental involvement activities, and is incorporated into the LEA's plan submitted to the State educational agency (SEA).*

### **PART I. GENERAL EXPECTATIONS**

**Palmerton Area School District agrees to implement the following statutory requirements:**

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:  
*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*
  - (A) *that parents play an integral role in assisting their child's learning;*
  - (B) *that parents are encouraged to be actively involved in their child's education at school;*
  - (C) *that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
  - (D) *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

### **PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

1. The Palmerton Area School District will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:
  - *District holds an annual parent meeting*
  - *District formed a volunteer committee to review parent compact, School parental policy and district wide policy*
2. The Palmerton Area School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - *Parents will be surveyed after the Family Night, and at the end of the school year to evaluate the program*
  - *Title I staff will be available during Meet the Teacher Night, and Teacher Conferences to discuss program review*

3. The Palmerton Area School District will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
  - *Administrators will budget appropriate funds for activities that support parent involvement*
  - *All members of the school district will be asked to support parent involvement activities*
  - *The district will encourage parents to be participants in the learning experience and school activities of their children*
4. The Palmerton Area School District will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:
  - *Parents of Head Start, IU Early Intervention, and local Pre-Kindergarten will be invited to Family Night*
  - *Visitation and activities focusing on early literacy skills are available upon Head Start teacher request*
  - *The district will communicate with Head Start for joint collaboration*
5. The Palmerton Area School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
  - *The district will have parents complete a Title I survey at the end of the school year. Results from the survey will be analyzed and be shared with administrators and staff. Information from these surveys will be considered to make reasonable changes in next year's program.*
6. The Palmerton Area School District will work to build strong parental involvement, in order to ensure an effective partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:
  - A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --
    - the State's academic content standards,
    - the State's student academic achievement standards,
    - the State and local academic assessments including alternate assessments,
    - the requirements of Part A,
    - how to monitor their child's progress, and
    - how to work with educators:
      - *Parent/Teacher conferences, informal conferences and problem solving meetings are convened throughout the year which help to explain local assessment, such as DIBELS, how to monitor the child's progress, and how to work with the child at home.*
      - *Parents are given results of local assessments as needed.*
      - *Link on the district website to Palmerton Area School District report card.*
      - *Information on assessments is shared at Meet the Teacher Night.*
  - B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
    - *The district will host a Meet the Teacher Night. Title I offers a Family Night to enhance literacy strategies for all students, in public and non-public schools, and pre-kindergarten students*
    - *Free materials are provided to all students and parents to promote literacy at Meet the Teacher Night.*
    - *Parents are offered contact information for all professional staff*
    - *Parents have the ability to access PowerSchool, a secured internet based grade reporting system for 1<sup>st</sup> through 12<sup>th</sup> grade*
    - *Students are given progress updates as needed*
    - *Information is available through the district website to all parents at [www.palmerton.org](http://www.palmerton.org)*
    - *All students are provided with a student handbook*
  - C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
    - *Title I staff meeting*
    - *Parent Teacher Organization meetings*
    - *Administrative team meetings*
    - *Building level staff meeting*
    - *Surveys*
  - D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
    - *Instructional materials given to students for academic use at home*
    - *Meet the Teacher Night provided for families*
    - *Kindergarten orientation prior to the start of school to transition students to kindergarten. Kindergarten teachers meet with Head Start, and IU teachers for transition meetings.*
    - *Information is shared to parents from outside organizations*
  - E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
    - *The district's approved ESL program is willing to assist any ESL family*
    - *School events will be well publicized*
    - *Communication with parents will be encouraged*
    - *Flyers and reminders are sent home to invite parents and children to the Annual Title I Family Night*



**PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

The Palmerton Area School District, under section 1118(e) of the Elementary and Secondary Education Act, exercises its right to include parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training by:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities;
- training parents to enhance the involvement of other parents;
- in order to maximize parental involvement and participation in their children’s education, arranging school meetings at a variety of times,
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request

**PART IV. ADOPTION**

This District wide Parental Involvement Policy has been developed and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by committee involvement.

This policy was adopted by the Palmerton Area School District and will be in effect until 6/30/2015. The school district will distribute this policy to all parents of participating Title I, Part A children.

**SPECIAL AREAS**

<b>Art</b>	• Art is offered to all students in grades K-6. Please provide younger children with an old shirt or smock for art classes
<b>Computer</b>	• Students in grades K-6 will be given an introduction to technology through our library, classroom and computer lab settings. Emphasis is on understanding how to properly use technology, keyboarding, word processing and research use, depending on the grade level
<b>Health</b>	• Health education is offered to students in grades 2-6
<b>Library</b>	• Every student visits the library once a week for library/technology instruction and book exchange. No grade is given. Students are also encouraged to join their local library
<b>Music</b>	• Music is offered to students in grades K-6. Classroom performances are held at certain grade levels. If your child is chosen for a part in his/her classroom performance, we will ask your permission for participation. If your permission is given, there is an expectation that the student will be present for any and all performances
<b>Physical Education</b>	• Physical Education is offered to students in grades K-6. The children should wear or carry sneakers to school on the day of physical education. If a child must be excused from class, a doctor’s note is required. Clothing worn should allow for free and safe movement during physical education activities

**STUDENT ACTIVITIES**

<b>Art Exhibits</b>	• Each year our students participate in a variety of art contests, poster contests and exhibits
<b>Chorus</b>	• Students in grades 4 thru 6 may participate in chorus. Each year chorus concerts are held in the winter and spring. All practices are generally held after school in preparation for these activities. All chorus members are expected to attend and participate in the concerts
<b>Environmental Club</b>	• Students in grades 5 & 6 may participate in this club, whose primary responsibility is coordinating the recycling program at our school
<b>Envirothon</b>	• Selected students in grades 2-6 participate in an annual county-wide competition held at the Carbon County Environmental Center
<b>Sixth Sense Competition</b>	• A team of sixth grade students from S.S. Palmer Elementary School and Towamensing compete with local students in the sixth sense academic competition. This annual competition is held in the spring. Students meet regularly, under the direction of their advisors, to prepare
<b>Yearbook</b>	• Students at S.S. Palmer Elementary School publish an annual yearbook. This yearbook encompasses the many exciting activities and events that take place throughout the school year at Palmer & Parkside. Everyone will be represented in our yearbook through class and individual photos

**SCHOOL – COMMUNITY RELATIONS**

PTO members together with the principal and faculty plan activities and programs for the good of the students, school, and the community. You are invited to become an active member of our organized school association at a cost of \$1.00/year. Notices announcing the activities, as well as monthly meetings, are sent to parents by this organization. All meetings are held on the second Monday of the month. Childcare is provided. PTO is a parent volunteer organization, which has worked tirelessly to raise funds to enrich our school programs. In past years, the PTO has provided our students with field trips, assemblies, AV equipment, the school sign, classroom games, holiday gifts and treats. Parents and grandparents are welcome to join and give their support.

**2014-2015 PTO OFFICERS**

Website: [sspalmersparksideto.org](http://sspalmersparksideto.org)

Nicki Frank	President	<a href="mailto:frank.nicki@yahoo.com">frank.nicki@yahoo.com</a>	610-826-2257
Brigitte White	Vice President	<a href="mailto:brigitte-white@hotmail.com">brigitte-white@hotmail.com</a>	610-577-5368
Magin Gursky	Secretary	<a href="mailto:mommy030509@gmail.com">mommy030509@gmail.com</a>	484-553-6670
Angie Balch	Treasurer	<a href="mailto:angbalch@gmail.com">angbalch@gmail.com</a>	484-357-8169
<b>MEETING DATES @ 7:00PM, Palmer Cafeteria</b>			
September 8		February 9	
October 20**		March 9	
November 10		April 13	
January 12		May 11	

\*\*All meetings are held on the second Monday of the month, except as noted. Child care is provided.

**FIELD TRIP CHAPERONES**

The following are general rules for chaperones on all field trips:

- Smoking is prohibited at all times and in all places
- All discipline concerns should be referred to the classroom teacher
- Never leave your assigned group unattended at any time
- Do not buy treats or souvenirs for your group
- Chaperones must obtain clearances prior to chaperoning a field trip. Clearances will be kept in the school office

Teachers may have additional guidelines for you to follow, depending on the field trip. The classroom teacher will make these guidelines available to you.

**Field Trip Chaperones are selected based on points accumulated through PTO activities.**

**BULLYING**

<b>249. BULLYING</b>	
1. Purpose	The Board strives to provide a safe, positive learning climate for students in the schools of the school district. The Board recognizes that bullying and intimidation have a negative effect on school climate; that students who are intimidated and fearful cannot give their education the single-minded attention they need for success, and that bullying can lead to more serious violence. Therefore, it shall be the policy of the school district to maintain an educational environment in which bullying and harassment, in any form, are not tolerated.
2. Authority SC 1301.1-A Pol. 218.2, 248	The Board prohibits all forms of harassment and bullying of students by all school district students. This policy will deal with issues of bullying. Please see Board Policy No. 218.2 & 248 regarding issues of harassment. The Board encourages students who have been bullied to report promptly such incidents to the designated staff members. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the school district's legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of bullying.
3. Definition SC 1303.1-A	<b>Bullying</b> shall mean an intentional severe, persistent, or pervasive electronic, written, verbal or physical act, or a series of acts directed at another student or students. It has the effect of substantially interfering with a student's education, creating a threatening environment or substantially disrupting the orderly operation of the school. <b>Bullying</b> may occur in a school setting, which shall be defined as in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school. Bullying may also encompass acts that occur outside a school setting if it carries back to school and has the above effects. Examples of bullying include but are not limited to physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.
4. Delegation of Responsibility	Each staff member shall be responsible to maintain an educational environment free from bullying. Staff members who observe or become aware of an act of bullying shall take immediate, appropriate steps to intervene - unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, s/he shall report the bullying to the school principal for further investigation. This investigation may include interviews with students, parents/guardians, and school staff; review of school records; and any other appropriate means of investigation. Each student shall be responsible to respect the rights of their fellow students, to ensure the rights of their fellow students, and to ensure an atmosphere free from all forms of bullying. The Board expects students and parents/guardians who become aware of an act of bullying to report it to a school official for further investigation. Any student who retaliates against another person for reporting bullying may be subject to appropriate disciplinary consequences. Students shall be informed that they may choose to report bullying complaints to school principals, teachers, counselors, nurses, administrators and other instructional and non-instructional staff. If the school principal is the subject of a complaint, the student shall report the complaint directly to the Superintendent or designated administrator.
5. Guidelines  Pol. 218.2, 248  SC 1303.1-A Pol. 218, 233	When a student believes that s/he is being bullied, intimidated or in physical danger, the student should immediately inform the bully that his/her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure. <u>Complaint Procedure</u> 1. A student shall report a complaint of bullying to the school principal or a school district employee, who shall inform the student of his/her rights and of the complaint process. 2. The school principal or designee shall immediately conduct an impartial, thorough and confidential investigation of the alleged bullying behavior, which should include interviewing the bully and the potential victim. Since harassment and bullying are closely related types of behavior, if it is determined that, as per Board Policy No. 218.2 & 248, the student is being harassed rather than bullied, the investigation and other applicable procedures should proceed within the framework of Board Policy No. 218.2 & 248. The school principal or designee shall summarize the investigation as per school procedures, recommending disposition of the complaint. 3. If the investigation results in a substantiated charge of bullying, the school district shall take prompt corrective action to ensure the bullying ceases and will not recur. Such action may include guidance counseling, change of seating, change of class or schedule, other method for separation of the bully and victim, recommending outside of school therapy, detention, suspension or expulsion. A substantiated charge against a school district student shall subject such student to disciplinary action, consistent with the school Code of Conduct and any other applicable Board policies, and may include educational activities; guidance counseling; a parent conference; detention; suspension and/or expulsion; involuntary transfer to another school or class or bus operated by the school district; or other appropriate forms of disciplinary consequence. In addition, the school may recommend the student participate in anger management and other outside of school therapy programs. Depending on the severity of the incident, the school principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement if appropriate; and developing a supervision plan with the parents/guardians. If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the school Code of Conduct.
	<u>Appeal Procedure</u> If the complainant or accused is not satisfied with the school principal's decision, s/he may file a written appeal to the Superintendent. References: School Code – 24 P.S. Sec. 1302-A, 1303.1-A State Board of Education Regulations – 22 PA Code Sec. 23.4 Board Policy – 218, 218.2, 233, 248



**STUDENT DRESS**

<b>221. DRESS AND GROOMING</b>	
1. Purpose Title 22 Sec. 12.11	The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. However, the Board further recognizes its paramount obligation to provide for the health, safety and welfare of the students who attend its schools. The Board also recognizes its responsibility to maintain a positive learning environment in the schools under its jurisdiction and to minimize the opportunity for distraction and/or disruption. The Board believes that a student dress and grooming policy will address many issues related to the health, safety and welfare of students attending its schools and will further aid in the maintenance of a positive learning environment.
2. Authority SC 1317.3 Title 22 Sec. 12.11	The Board has the authority to impose limitations on students' dress in school and to make decisions regarding the students' grooming in school that are consistent with the purpose of the within policy. Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.
3. Delegation of Responsibility	The Superintendent, or his/her designee, shall develop procedures to implement this policy, which may designate the building principal and staff to monitor student dress and grooming in his/her building. The administration and staff shall enforce school rules concerning dress and grooming in accordance with the district's discipline policy. School administrators have the final responsibility for interpretation and enforcement of this policy. School administrators may use their discretion to designate specific days that permit students to wear other types of clothing.
4. Guidelines	<p><b>Applicability</b> Students are expected to maintain certain standards of cleanliness and decency. All students will be subject to this dress and grooming policy. All students must report to school attired in compliance with the provisions of this dress and grooming policy on a daily basis. There is to be no changing of clothes in school or on any school property prior to the beginning of or during the school day, unless it is for physical education, sports teams, extracurricular activities, or as authorized by the building administrator. School officials may impose limitations on student participation in the regular instructional program where there is inappropriate dress or grooming. With the guidance of their parents, students have the responsibility to dress appropriately and to keep themselves, their clothes, and their hair clean. Students should at all times conduct themselves in accordance with the guidelines of this policy. Most importantly, they should, at all times, be obedient, cooperative, respectful, and responsible to the teacher who is the supervisor of their educational program. Students who are disrespectful or defiantly disrupt their own education and that of others will be held accountable for such actions. The following establishes the guidelines:</p> <ol style="list-style-type: none"> <li>1. No hats, caps, hoods, bandanas, do-rags, headbands, sunglasses or gloves are to be worn once you enter the building. Such items are to be placed in lockers until the end of the day. Outerwear may ONLY be worn in the building with principal permission.</li> <li>2. No clothing including accessories and tattoos, shall display lewd, vulgar, obscene or plainly-offensive language or symbols, promote or picture alcoholic beverages, tobacco, illegal drugs or illegal or violent behavior including gang symbols.</li> <li>3. Clothing worn making underwear or bare skin visible between the upper chest and mid thigh is prohibited. Tops must have a minimum of one inch straps. Showing cleavage is not appropriate. (Cleavage is defined as "The separation between a woman's breasts." per The American Heritage Dictionary of the English Language.)</li> <li>4. No footwear with greater than a three inch heel. No flip-flops, thongs, sliders, bedroom slippers, or roller shoes. Footwear meant to be tied must have laces tied.</li> <li>5. No exposed body-piercing jewelry other than in ears. Gauges must be capped. No chains other than those designated as a bracelet or necklace, none of the following: wallet chains, dog collars, or spike bracelets/necklaces. Any jewelry that could be deemed as unsafe or used as a weapon is prohibited.</li> </ol> <p>Exceptions to any of these guidelines may be made for medical or religious reasons and must be referred to the building principal in writing prior to wearing. Parents/Guardians should understand that they may be asked to bring a change of clothing to school for students who are in violation of this policy.</p>

**PASD WEAPONS POLICY**

<b>218.1 POSSESSION OF WEAPONS</b>	
1. Purpose	The Board has made a strong and determined effort to maintain its schools as safe and secure places where students and staff can pursue the educational endeavors our students deserve. The Board is committed to providing the Palmerton Area public schools with the means to maintain a safe climate for all students, staff and visitors. Pennsylvania Crimes Code, 18 PA C.S.A. Section 912 makes it a misdemeanor of the first degree to possess any weapon in the buildings, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly-funded educational institution.
2. Definition	<b>Weapon</b> - Anything readily capable of lethal use or capable of directly or indirectly inflicting bodily injury and possessed, transferred or handled under circumstances not manifestly appropriate for lawful uses which it may have. The term includes a BB gun, pellet gun, and a firearm which is not loaded or lacks a clip or other component to render it immediately operable, or components which can readily be assembled into or used in a weapon. The term shall also include but not be limited to any knife, cutting instrument, cutting tool, razor, ice pick or any explosive item of any kind including ammunition firecrackers, tear gas canisters, or smoke bombs.
3. Authority	No person shall possess, handle or transfer any weapon in any school district building, on its grounds, or in its transportation or at any school activity, event or function held on or off school premises. A person shall be deemed to be in possession of a weapon if such a weapon is located on his/her person or instrumentality of such person including but not limited to locker, desk or transportation. Any person violating this policy, in addition to being subject to other civil or criminal penalties, shall be subject to have the weapon or other items in his/her possession immediately seized. In the sole discretion of the principal or principal designee, any person violating this policy or threatening to use a weapon on another person may be excluded and not be permitted to remain in the school district building, on its grounds, or in its transportation, or at any school activity, event or function held on or off school premises.
4. Delegation of Responsibility 20 U.S.C. Sec. 1400 et seq  SC 1317.2  SC 1303-A	<p>In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act.</p> <p>The Superintendent shall report the discovery of any weapon prohibited by this policy to the student's parents and to local law enforcement officials. The Superintendent shall report all incidents relating to expulsions for possession of a weapon on school grounds to the Department of Education. The Superintendent or a designee shall take the necessary actions to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property. Acts of violence or possession of a weapon on school property in violation of this policy shall be reported to the Office of Safe Schools on the designated form twice per year; as required.</p>

5. Guidelines	Procedures
SC 1317.2	Any person discovering possession, handling or transfer of a weapon or a threat to use a weapon shall immediately notify the principal or designee of the apparent violation. The principal shall conduct a complete investigation, including interviewing witnesses and obtaining written statements, and anecdotal records substantiating or refuting the claim.
SC1317.2 Pol. 233	If a non-student, the principal shall notify civil authorities; if a student, the principal shall notify the parents, the police and the Superintendent of any and all students involved. Any other support agencies may be contacted.
SC 1317.2	Discipline Procedures
PA Code Title 22 Sec. 403.1 20 U.S.C. Sec. 7151 20 U.S.C. Sec. 7114	The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend discipline short of expulsion on a case-by-case basis. Students and staff shall be informed concerning this policy at least annually. An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed. Weapons under the control of law enforcement personnel are permitted.

**PASD TERRORISTIC THREATS/ACTS POLICY**

<b>218.2. TERRORISTIC THREATS/ACTS</b>	
1. Purpose	The Board recognizes the danger that threats and terroristic threats present to the safety and welfare of the district, students, staff and community. The district acknowledges the need for an immediate and effective response to threats and terroristic threats/acts.
2. Definition 18 Pa. C.S.A. Sec. 2706	A <b>terroristic threat</b> shall mean a threat to commit violence or bodily harm or use force with intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. Threats which are terroristic in nature typically include a process of forethought and/or planning, as would be the case with a written threat. Verbal threats can at times be made in haste without terroristic intent.
3. Delegation of Responsibility	By authority and procedure of this policy, the Superintendent and/or designee shall determine the terroristic nature of verbal threats. The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act. The Superintendent directs building principals with district safety administration to review each occurrence and react in compliance with this policy.
4. Authority	No student shall direct toward any school employee, toward any other student, or toward any other person, or the district, in any school building, or on any school premises, or on any school bus, or by any communication media, or while in attendance of a school-sponsored event any language which threatens force, violence or bodily harm, or any sign or act which constitutes a threat of force, violence or bodily harm (terroristic threat).
5. Guidelines	<b>Response Action</b> Upon having evidence that a student has made a terroristic threat toward any other student, or any school employee, or toward any other person, or the district, in any school building, or on any school premises, or on any school bus, or by any communication media, or while in attendance of a school-sponsored event, the administration shall immediately remove the student from the school environment. A verified terroristic threat will result in immediate out-of-school suspension of the student and referral for a psychiatric evaluation as a prerequisite to reinstatement to the school. Further actions will be administered appropriately by the administration. Such actions may include notification to local law enforcement, disciplinary action up to and including expulsion, and in cases where the administration or appropriate local law enforcement or social service agency feels that the offender is of a danger to him/herself, other students, staff or the district, continued psychological/psychiatric services may be mandated.

**SMOKING POLICY**

<b>222. SMOKING</b>	
1. Purpose	Each passing day provides additional scientific and medical research that smoking and secondary smoke from tobacco products is dangerous to the health of the smoker, as well as to the non-smoker. The Surgeon General of the United States has issued warnings that smoking causes lung cancer, heart disease and emphysema. The Commonwealth of Pennsylvania has mandated that every school district and intermediate unit must establish a policy on smoking and the use of tobacco. This policy is intended to protect students, staff and visitors from the health hazards of using tobacco-containing products.
2. Definition	For the purpose of this policy, <b>smoking</b> shall mean uses of all tobacco-containing products including cigars, cigarettes, pipes, chewing tobacco, and snuff.
3. Authority 20 U.S.C. Sec. 7181 et seq Title 22 Sec. 12.3 35 P.S. 1223.5 18 Pa. C.S.A.	The Palmerton Area School District is a smoke-free environment. Smoking is prohibited in all school district related transportation and on school district property. The Board agrees to provide a medically approved smoking cessation program for students in conjunction with the Palmerton Hospital. Students who fail to meet their student responsibilities in the matter of use of tobacco products will be turned over to the District Magistrate for prosecution and possible imposition of sentence under Act 168 of 1988, and will be dealt with through the district discipline code.
4. Delegation of Responsibility	The Superintendent shall develop procedures to implement this policy, including publishing the policy in the usual manner.

**PALMERTON AREA SCHOOL DISTRICT – ELEMENTARY SCHOOLS DRUG POLICY**

227.1 ATTACHMENT 2

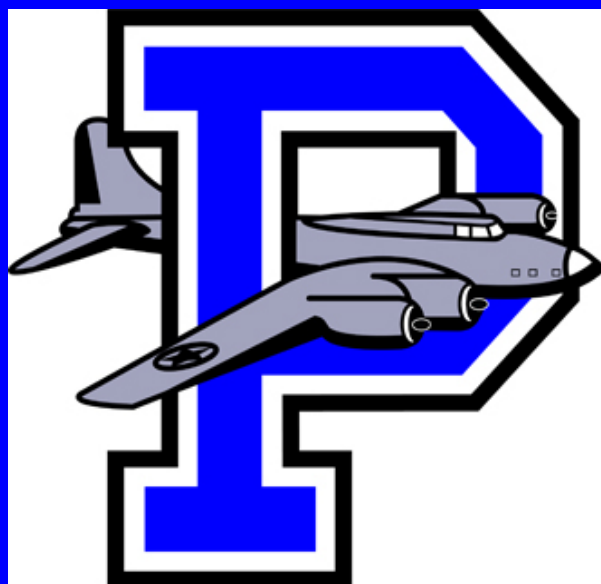
Situational Category	Immediate Action	Investigation	Notification/Parents	Notification/Police	Disposition of Substance	Discipline/Rehabilitation
1. A student is suspected of possible drug use. There is no violation or physical evidence.	The student is informed of available help and encouraged to seek assistance through RtII.	Limited to staff member's contacting the RtII core member (counselor, principal, RtII Teacher). Notify Drug & Alcohol Counselor.	Yes. Share specific behavior/conduct/physical characteristics. Schedule parent conference.	Not applicable.	Not applicable.	None. Discussion with RtII
2. A student shares personal drug use and asks for help.	The student meets with counselor and is encouraged to seek assistance.	Informed staff member immediately contacts RtII, counselor or principal. Notify Drug & Alcohol Counselor.	Yes. Share specific behavior/conduct/physical characteristics; inform parent of student's admission. Schedule parent conference.	Not applicable.	Not applicable.	None. Discussion with RtII Possible D & A evaluation.
3. A student has a medical situation that may be drug-related.	Nurse is summoned immediately. Student is transported to medical facility. Student under adult supervision until parent arrives.	Principal conducts full investigation, which may include search and seizure. Notify Drug & Alcohol Counselor.	Yes. Share specific behavior/conduct/physical characteristics; inform parent of student's involvement. Schedule parent conference.	Not applicable.	Prescription medications may be given to medical personnel.	None. Discussion with RtII, including nurse.
4. A student uses, possesses, or is under the influence of drugs when at school or at school function.  1 <sup>st</sup> Offense	Principal is summoned immediately along with nurse. Reporting staff member completes detailed incident report. Parent summoned to come to school. Student under adult supervision until parent arrives.	Principal conducts full investigation, which may include search and seizure. Notify Drug & Alcohol Counselor.	Yes. Share specific behavior/conduct/physical characteristics; inform parent of student's involvement. Schedule parent conference. Student released under custody of parent pending questioning/investigation by police.	Yes.	Yes. Given to police.	D & A evaluation. Counseling required. 5-day out-of-school suspension, possible expulsion. Return to school based on licensed D & A assessment

Situational Category	Immediate Action	Investigation	Notification/Parents	Notification/Police	Disposition of Substance	Discipline/Rehabilitation
5. A student uses, possesses, or is under the influence of drugs when at school or at school function.  2 <sup>nd</sup> Offense	Principal is summoned immediately along with nurse. Reporting staff member completes detailed incident report. Parent summoned to come to school. Student under adult supervision until parent arrives.	Principal conducts full investigation, which may include search and seizure. Notify Drug & Alcohol Counselor.	Yes. Share specific behavior/conduct/physical characteristics; inform parent of student's involvement. Schedule parent conference. Student released under custody of parent pending questioning/investigation by police.	Yes.	Yes. Given to police.	D & A evaluation. Counseling required. 10-day out-of-school suspension, possible expulsion. Return to school based on licensed D & A assessment.
6. A student uses, possesses, or is under the influence of drugs when at school or at school function.  3 <sup>rd</sup> Offense	Principal is summoned immediately along with nurse. Reporting staff member completes detailed incident report. Parent summoned to come to school. Student under adult supervision until parent arrives.	Principal conducts full investigation, which may include search and seizure. Notify Drug & Alcohol Counselor.	Yes. Share specific behavior/conduct/physical characteristics; inform parent of student's involvement. Schedule parent conference. Student released into custody of parent pending questioning/investigation by police.	Yes.	Yes. Given to police.	D & A evaluation. Counseling required. 10-day out-of-school suspension, possible expulsion. Return to school based on licensed D & A assessment.
7. A student distributes a drug during school or at a school-related activity on or off school property.	Principal is summoned immediately along with nurse. Reporting staff member completes detailed incident report. Parent summoned to come to school. Student under adult supervision until parent arrives.	Principal conducts full investigation, which may include search and seizure. Notify Drug & Alcohol Counselor.	Yes. Share specific behavior/conduct/physical characteristics; inform parent of student's involvement. Schedule parent conference. Student released into custody of parent pending questioning/investigation by police.	Yes.	Yes. Given to police.	D & A evaluation. Counseling required. 10-day out-of-school suspension, possible expulsion. Return to school based on licensed D & A assessment.

**Definition of Term**

**Drugs** – Shall include any alcohol or malt beverage, controlled substance, look-alikes, inhalant, or illegal or abused substance or medication not approved and registered by the health office or any substance which is intended to alter mood.

S O A R



Safety First

Our Responsibility

Always Try Your Best

Respect Yourself and Others