

# Palmyra Area School District



## Elementary Student Handbook 2018-2019

The Palmyra Area School District will not discriminate in its educational programs, activities, or employment practices based on race, color, familial status, age, creed, religion, gender, sexual orientation, ancestry, national origin, handicap/disability, or any other characteristic protected by law. This policy is in accordance with federal and state laws including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Darcy Brenner-Smith, Compliance Officer ([darcy\\_brenner-smith@pasd.us](mailto:darcy_brenner-smith@pasd.us)) and/or Dr. Bernie Kepler Title IX Coordinator ([bernie\\_kepler@pasd.us](mailto:bernie_kepler@pasd.us))

**Palmyra Area School District**  
**Elementary School Contact Information**  
[www.palmyraportal.org](http://www.palmyraportal.org)

**Forge Road Elementary School**

400 South Forge Road  
Palmyra, Pa 17078  
Telephone 838-1331 Opt. 4  
Fax 838-9481  
Principal: Mr. James Hale

**Lingle Avenue Elementary School**

600 S. Lingle Avenue  
Palmyra, Pa 17078  
Telephone 838-1331 Opt. 5  
Fax 838 – 3759  
Principal: Mrs. Rebecca Hoover  
Assistant Principal: Mr. Nate Rackley

**Northside Elementary School**

301 East Spruce Street  
Palmyra, PA 17078  
Telephone 838-1331 Opt. 6  
Fax 838-0253  
Principal: Mr. Bret Applequist

**Pine Street Elementary School**

50 West Pine Street  
Palmyra, PA 17078  
Telephone 838-1331 Opt. 7  
Fax 838-6792

Principal/Director of Elementary Education: Anne Hoover, Ed.D.

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## **ACCEPTABLE USE POLICY FOR TECHNOLOGY**

The Palmyra Area School District supports the use of the Internet and other technological resources in the district's instructional and operational programs in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration.

### **Procedures:**

Palmyra School District reserves the right to log and monitor Internet use, computer network activity, and file server space utilization by district users. Network storage areas may be treated like school lockers. Network administrators, school administrator, and/or faculty may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system responsibly. Users should not expect that files stored on district servers or computers will be private. Palmyra School District reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity. Palmyra School District reserves the right to log and monitor email. Staff will educate students about appropriate online behavior including interacting with others on social networking websites and chat rooms and cyber bullying awareness and response. Students and staff must sign the Responsible Use Agreement in order to have e-mail, Internet access, and access to the network. All signed permission forms will be kept on file.

### **Responsible Use Policy:**

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, professional code of conduct, accepted use network etiquette, and federal and state law. Use of the Internet, e-mail and network technology must be in support of the educational mission and instructional program of the School District. Students and staff bear the burden of responsibility to inquire with administration, the Technology Department, or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in use. With respect to all users, the following are prohibited.

1. Use for inappropriate or illegal purposes and activity.
2. Use for commercial, private advertisement or for profit purposes.
3. Use for lobbying or political purposes.
4. Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, software, or hardware components of a computer or system.
5. Hate mail, harassment, discriminatory remarks, threatening statements and other inflammatory communication.
6. The unauthorized or illegal installation, distribution, reproduction or use of copyrighted software.
7. Use to access, view, or obtain material that is obscene, pornographic or child pornography or is deemed harmful and inappropriate for minors.
8. Use to transmit material likely to be offensive or objectionable to recipients.
9. Impersonation of another user or anonymity. Use to obtain, copy or modify files, passwords, data or information belonging to other users.

10. Intentional obtaining or modifying of e-mail, files, passwords, and data belonging to other users.
11. Loading or use of unauthorized games, programs, files, music or other electronic media.
12. Use to disrupt the work of other persons (the hardware or software of other persons shall not be destroyed, modified or abused in any way).
13. Attempting to circumvent any security system or filter employed by the district, including the use of websites or proxy servers to tunnel around firewalls and filtering software, or utilizing the district network or Internet to circumvent any school policy.
14. Use to upload, create or attempt to create a computer virus.
15. The unauthorized disclosure, use or dissemination of personal information regarding minors.
16. Inappropriate language and profanity.
17. Bullying, cyber bullying, or harassment.
18. Fraudulent copying, communications, or modification or materials in violation of copyright laws.
19. Posting of someone else's intellectual property, including but not limited to text, photographs, and video;  
this includes intellectual property that the user was given permission to use personally, but not publicly.

**Consequences / Disciplinary Action for Inappropriate Use By Students:**

Failure to follow the procedures and prohibitions listed above may result in the loss of the right of access to network resources. Other appropriate student disciplinary procedures may take place including, but not limited to, parent conference, In-School Suspension / Out of School Suspension, and/or other school-related consequences, as needed. The severity of the infraction will determine the appropriate disciplinary action.

### **ARRIVAL AT SCHOOL**

Students who walk to school should leave home so they will have enough time to arrive at school by 8:40 a.m. The instructional day begins at 8:50 a.m. During inclement weather, provisions will be made for students to enter the building when they arrive. Adult supervision for students is provided for bus students beginning at 8:30 a.m. Prior to 8:30 liability for a student's welfare rests with the parents. **Walkers should not arrive prior to 8:30.**

### **ATTENDANCE**

Students who are healthy and active should not miss more than ten days of school during the school year.

1. A parent or guardian should telephone the school by 9:00 AM for Elementary and report an absence. A note from a parent is still required within three days of the student's return to school. If a note is not received within that time frame, the absence will be considered unlawful.
2. A student should report to the office immediately upon returning to school with a signed note stating the reason for the absence. Failure to produce a parental note within three days will cause the absence to be defined as an unexcused absence. Absences caused by religious holidays, student illness or death in the family are excusable. Excuses such as "visiting," "away from home," or "overslept" will not be accepted as excused and will be recorded as such.

3. If a student is absent three or more consecutive days, a doctor's note is required.
  4. Truancy and not reporting to school are serious offenses and will result in fines and/or suspension.
  5. If a student is absent from school, the student may not attend or participate in any extra-curricular activities without principal approval.
  6. Requests for educational trips must be submitted to the office **at least 3 days prior to the day of the trip** and must be submitted on the appropriate trip excusal form, which can be accessed from the School Office. Students are responsible for any missed work.
- No educational trips will be approved during PSSA testing. Refer to district calendar for dates.

### **EXCESSIVE ABSENCES**

A student who is absent (excused and unexcused) in excess of 10 days, without doctor's permission, will receive a letter of notification. This letter informs the parents that future absences will require a doctor's excuse from your family physician. Failure to present a doctor's excuse will result in the absence being recorded unexcused. A student who has accumulated three unexcused days will receive a letter of notification indicating that any further absences being recorded unexcused will result in either of the following:

1. The formulation of a School Attendance Improvement Plan (SAIP).
2. If the student is under the age of 17, the student's parents or guardians will be cited for violation of the compulsory education law.
3. If the student is 17 years of age or older, a parent/student/administrative conference may be held to determine the consequence.

### **TARDINESS TO SCHOOL (Elementary School)**

A student is tardy when not in homeroom by the 8:50 am bell. Students who arrive after 8:50am must report to the office for an admission/tardy slip. Students with excessive tardies may be referred to the building administrator who may take disciplinary action. Tardies will be marked unlawful if not verified, by a parent note, as having reasonable cause. The criterion for determining a reasonable cause for tardiness is the same as the criterion for determining legal absence from school. Tardy minutes may be accumulated and totaled to count as an unlawful absence.

### **EARLY DISMISSALS**

Early dismissals from school are excused for the following reasons:

1. Professional medical services. (A note from the doctor or dentist is required upon a student's return to school.)
2. Personal illness approved by the school nurse or principal.
3. Emergencies/other situations approved by the principal.

### **BULLYING**

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance and is repeated over time. Bullying can include actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding



someone from a group on purpose. If a parent/guardian suspects a child is a target of bullying, they should report the situation to the teacher, school counselor, or principal.

## **BUS INFORMATION**

Our goal is to provide a safe and efficient transportation service for your child. The following information will provide some background and information on the various regulations that we must follow in order to provide transportation services for the students of the Palmyra District. Here are some Frequently Asked Questions with answers regarding transportation:

### **Who determines the number of students permitted on a bus and the distance a student must live from his/her school to be eligible for transportation?**

Busloads as well as walking distances are determined by the Pennsylvania Department of Education. The walking distance is 1.5 miles for elementary students and 2 miles for all other students.

### **How do we provide transportation for children requiring care before and after school at day care centers?**

We provide transportation for students whose day care is officially licensed by the state of Pennsylvania as a center. We provide transportation for students whose day care is in the designated transportation area. Please make sure you check with your daycare to find out if they provide their own transportation or if the district provides transportation.

### **Why can't we provide transportation to different pickup or delivery locations on different busses on different days?**

According to State Law, each student eligible for transportation is permitted one seat on a bus. Providing transportation to and from different locations on different days would require the assignment of multiple seats for those students. Please refer to School Board Policy 810 for clarification and exceptions.

### **What if my child is a designated walker but is assigned to a school more than 1.5 miles from my house?**

Shuttle busses are used to transport students between buildings.

### **May my child ride on a bus he/she is not assigned to in order to go home with a friend?**

No, riding on a bus that your child is not assigned to is not permitted even with a note from a parent.

### **May my child get off at a different stop to visit with a friend?**

No, students are only permitted to get on and off the bus at the assigned bus stop.

### **Bus stop information**

The Palmyra Area School District requires a parent/guardian or designee to meet their child at the assigned bus stop each and every day for kindergarten students or children that have special needs that require adult assistance.

If a parent/guardian or designee fails to meet their child at the assigned bus stop the following steps will be taken:

- Transportation will contact the school and report that no one is at home.
- Transportation will return the child to school and the parent will be responsible in picking the child up.
- Repeated offenses – Parent/Guardian will receive a warning indication that additional offenses will result in termination of transportation.

**Students should be at the bus stop five minutes before regular pick-up time.**

If your student must cross the street to board the bus, cross only in front of the bus. Make sure students never cross behind the bus. When being dropped off, students should not cross until they have been directed to do so by the bus driver. Remind your child of the Danger Zone daily. This is the area around the front and back of the bus where the driver cannot see people.

**Students should always walk and never run to the bus!**

**Changes in Transportation**

The transportation department must approve all permanent changes in transportation. A Transportation Request Form is found on the website and can be obtained at any of the schools' offices. Changes are only granted for moving and permanent childcare arrangements. We are unable to change transportation on a temporary basis. Please provide a five-day advance notice for any changes.

**Transfers/Shuttle Buses**

Students need to be alert to their particular school stop. The condition also exists where some students need to transfer to another bus at one of the schools. This is needed to more effectively utilize buses in terms of school assignments, time on the bus, and the capacity of the bus. Make sure your child is familiar with the school building that they attend and are aware where to get off in the morning. Please make the child aware of where they are to get off after school. It is highly suggested that you take your child on a trial run so they are familiar with where they depart/board the bus. Presently we give bus tags for kindergarten students only. Please make sure this information is correct and that your child wears the tag for several weeks if not the entire year. If you have an older child that may not be certain of the bus information, it would be advised to place a tag on the book bag that he/she could refer to if they become confused.

**Bus Surveillance**

The School District may place and use video cameras, or other recording devices, on school property and on school buses. The images or sounds recorded by the video camera or other recording devices may be used by school authorities to determine whether conduct occurred

which is contrary to the rules of the School District, to determine the extent of such conduct, and to determine the identity or identities of the particular student or students involved in such conduct. The images or sounds recorded by the video camera or other recording devices shall be admissible into evidence at any disciplinary proceeding conducted by the School District. At the discretion of the school authorities, the images or sounds recorded by the video camera or other recording devices may be provided to any appropriate law enforcement agency.

### **BUS RULES AND GUIDELINES**

Your bus driver has the responsibility for the safety of students assigned to his/her bus. The driver can only perform this responsibility with your cooperation and assistance.

Students are expected to follow all safety rules while waiting for buses and riding on buses. Unusual behavior is a distraction and a danger to the safety of everyone. If a student causes a distraction or an unsafe condition, a bus conduct report will be issued. The report informs the parents and the school of an infraction. Each division establishes their own consequences for bus infractions. Continuous problems will result in suspension of bus privileges. For disciplinary questions concerning your child please contact the building administrator where your child attends. For general transportation questions please call 838-3144 ext. 4.

#### **Bus Rules**

- At the discretion of the bus driver, students may be assigned seats on each bus
- While waiting for the bus, keep a safe distance from the highway
- Wait for the bus in a safe orderly manner
- Keep hands and head inside the bus
- Sit in your seat until the bus stops
- Sit facing the front of the bus
- Respect all riders
- Keep the bus clean
- No food or drink on the bus
- No pets or large objects on the bus
- Students are permitted to get on and off the bus at assigned bus stops only

**Parents please review all bus safety rules with your child and reinforce their importance. Your support of the safety rules will increase your child's respect for the bus driver**

Contact information

Karissa Morder & Stacey Houser

Transportation Department (717) 838-3144 Ext. 4

Emergency After Hours 717-821-6620 (until 5:00 PM)

**Students are NOT allowed to ride a bus home that they have not been assigned to ride.**

**Notes from parents are not accepted.**

## **CELL PHONES**

If your child has a cell phone, it must remain in a book bag for the entire school day and be turned off during school hours unless used for instruction. Failure to follow these guidelines will result in the confiscation of the cell phone. The school district will not be responsible for phones that become damaged, lost, or that have been stolen.

## **CHANGE OF ADDRESS OR CONTACT INFORMATION**

Please notify the school immediately should there be a change in home address, home or business phone number, email address, or the emergency contact persons.

## **CHANGE IN STUDENT DISMISSAL**

All students are sent home the usual way (bus students go on their assigned buses, walkers walk home or to the designated destination, day care students go on their scheduled day care van) **unless we get notification from the parent/guardian** stating a change is required. The communication should include change requested and the date the change is to take place. Any change in dismissal should be communicated to the school office as early as possible, but no later than 3pm.

## **CHILD ABUSE REPORTING**

In compliance with the child protection service law, School District Policy states the following:

- a. In the case of child abuse by non-school employees, the school employee has a legal obligation to report the matter immediately. The building principal or designee is required to immediately make a report of the suspected child abuse by telephone to the Department of Public Welfare of the Commonwealth of Pennsylvania and may also make a report to the county agency. Parents are not notified prior to making a report.
- b. School employees have an obligation to report when they have reasonable cause to suspect that a student coming before them in their professional or official capacity is a victim of serious bodily injury, sexual abuse, or exploitation by a school employee. The reporting obligation (a) arises notwithstanding that the information is received by the school employee in confidence and (b) applies to misconduct, which occurred on or off school property. The report is to be made to the Superintendent. The Superintendent must report the matter to law enforcement and police officials.

The records concerning reports of suspected abuse or neglect are confidential. Anyone who permits, assists, or encourages the release of information from records to a person or agency not legally permitted to have access may be guilty of a misdemeanor.

## **CLASSROOM CELEBRATIONS**

Birthday treats such as cupcakes, cakes, or other foods are not permitted. Non-edible class treats for your child's birthday are permitted. Some examples include pencils, stickers, a classroom book, a library book dedicated to your child, a game that students could use during indoor recess, etc. Any classroom celebrations (Christmas, Valentine's Day, etc.) will be under the supervision of the classroom teacher. If food is a part of the celebration, then classroom

teachers will assure any nutritional or allergy guidelines are followed. Please do not send in food unless specifically requested by the classroom teacher.

### **CONTINGENCY PLANS FOR ARRIVING HOME**

In the event your child arrives at home and is not able to gain entrance, please develop a plan with your child for a safe place to stay. Possibly a neighbor, relative or friend could take care of your child until you are able to meet him/her. Situations such as an emergency closing of school, mistakenly going home on the school bus, or a situation where the parent needs to leave home unexpectedly, could necessitate the need for such a plan.

### **CORPORAL PUNISHMENT**

Corporal punishment will not be administered.

### **CRISIS GUIDELINES**

In the event that a child demonstrates aggressive behaviors and/or behaviors that significantly interfere with the learning environment, the following guidelines may be implemented:

1. Staff will work to maintain a safe environment for the student and classmates.
2. The principal will be notified that a student is in crisis.
3. Two adults will remain with the student until he/she is able to maintain non-aggressive behaviors.
4. If aggressive behaviors continue for an extended length of time, parents will be called to assist with the situation and/or remove the child from the school setting.
5. Parents will be notified if their child was in a crisis situation.
6. If the crisis occurs near the end of the school day, the student must demonstrate appropriate behaviors in order to ride home on transportation. If the student has not maintained appropriate behavior, parents will be required to pick their child.

### **CROSSING GUARDS**

The Borough of Palmyra provides adult crossing guards. Parents should insist that their children cross heavily traveled streets at these points. The guards are stationed at: Pine and Railroad, Pine and College, Walnut and Forge, Broad and Grant, Railroad and Spruce, Spruce and Grant, and Locust and Main.

### **CUSTODY AGREEMENTS**

When applicable, please make every effort to ensure the most up to date and accurate custody agreement is kept on file in your child's school office. We will make every effort to help ensure arrival and dismissal for students is as smooth as possible between parents, but the responsibility to know the language and privileges of the agreement lies with the parties involved in the agreement. In lieu of a custody agreement, students can be dismissed with legal guardians that are present at school at the time of dismissal.

## **CYCLE DAYS**

The schedule for cycle days is based on five school days. After the 5th day of school, the cycle returns to day 1. Cycle days do not comply with the regular calendar days. The sequence of the cycle day schedule follows without change and does not miss a day due to in-service days, holidays, or the closing of school due to inclement weather. Please refer to the distributed calendars given throughout the year or check the school website for the cycle day schedule.

## **DISCIPLINE PLAN**

All elementary schools utilize a positive, school-wide behavior plan. These include preventative and responsive approaches that may be effectively implemented with all students in a classroom and intensified to support small groups or a few individual students. Emphasis is on fostering and recognizing expected school behaviors. When necessary, student discipline for violating school rules will be progressive and may include consequences at the discretion of the principal.

## **DRESS CODE**

The school recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The school will not interfere with the right of students and their parents to make decisions regarding their attire and appearance, except when the school determines there is a disruption to the educational process or health/safety concern. If the school determines a child's appearance to be inappropriate, parents will be contacted.

## **DRUG AND ALCOHOL**

The school prohibits the use of drugs and alcohol. The schools, in compliance with Public Law 101-226, acknowledge that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It is, therefore, the policy of this School District that the unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities is strictly prohibited. Students in violation of this policy will be disciplined according to the regulations of the District, which may include expulsion and referral for prosecution.

## **E-MAIL**

The teachers' first responsibility is to the students and they may not have time to check email during the day. Emails will be answered in a timely manner. Please do not email a change of pick-up or a message to relay to your child. Please call the school office with urgent messages.

## **EMERGENCY CLOSING/MODIFIED KINDERGARTEN**

There will be occasions when conditions may require that the schools should be closed, time delayed or dismissal time advanced. This is particularly true in the event of bad weather. At these times, announcements will be made over the following radio and television stations:

WLBR-AM Lebanon 1270  
WHP-AM Harrisburg 580

WLYH-TV Lebanon Channel 15  
WGAL-TV Lancaster Channel 8

WINK-FM Harrisburg 104

WHTM-TV Harrisburg Channel 27

You may also access the PASD website at <http://www.pasd.us>

Parents/Guardians who completed the Swift K-12 System will be notified by telephone. Please refer to the Alert Now Form located on the website. All parents need to sign up for this service.

If there is a 2-hour delay with modified kindergarten announced, the following schedule will be for kindergarten students:

**A.M. kindergarten will be from 10:50 – 12:30**

Morning bus pick-up will be 2 hours behind normal schedule and student drop-off will be one hour later than usual.

**P.M. kindergarten will be from 1:50 – 3:30 (busing starts at 3:20)**

Student pick-up will be one hour behind normal schedule. Students will be dropped off at the normal end of school time.

**Full Day Kindergarten will be in session.**

Students will arrive at 11:00, eat lunch between 12:45-1:45 and be dismissed at 3:30.

In the event of an early school dismissal for inclement weather or any unforeseen emergency, the school encourages parents to work out a plan for childcare ahead of time. If you are at work or unable to be home to meet your child, provisions should be made with a neighbor, relative, or friend to take care of your child.

### **EVACUATION PLAN (T.M.I.)**

In the event of a general emergency at Three Mile Island, our schools shall dismiss immediately and transport students home, except students identified as residing within the ten-mile radius of T.M.I. Students identified as residing within the ten-mile radius of T.M.I. shall be retained at the Forge Road School. Upon notification from the Lebanon County Emergency Management Agency, these students will be transported to the Eastern Lebanon County Middle School. Parents may pick up their student at Forge Road School prior to the Agency's notification. After the students are transported to the Eastern Lebanon County Middle School, the parents are responsible for transporting their student home.

### **GUIDANCE PROGRAM**

The guidance program's main objective is to assist students with their educational development in terms of enhancing personal developmental skills, self-understanding and fostering wholesome learning attitudes. The program provides educationally oriented counseling and educational evaluations. The counseling is offered to students individually or in small group settings for purposes of educational, personal, social or emotional development. If you were to need to speak with a guidance counselor, you can reach them by phone through the school office or by the following emails:

Forge: Lauren McGrady [lauren\\_mcgrady@pasd.us](mailto:lauren_mcgrady@pasd.us)  
Lingle: Erin Hicks [erin\\_hicks@pasd.us](mailto:erin_hicks@pasd.us)

Northside: Jennifer Pascale [jennifer\\_pascale@pasd.us](mailto:jennifer_pascale@pasd.us)  
Pine: Jen Kotay [jennifer\\_kotay@pasd.us](mailto:jennifer_kotay@pasd.us)

## **HARASSMENT**

**SEXUAL HARASSMENT** It is a violation of both school policy and federal laws to sexually harass another person, or for you to be sexually harassed by anyone, student, or adult. Sexual harassment includes, but is not limited to, sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature or based on an individual's gender; graphic or suggestive comments about an individual's dress or body; use of sexually degrading words to describe an individual; jokes, pictures, objects, or graffiti of a sexual nature; or overt sexual conduct that is intended to create, or in fact creates, an intimidating or hostile environment.

If students feel they are being sexually harassed and need help, they must tell an adult that they trust. Any teacher, the guidance counselor, the nurse, or any of the principals will help a student deal with the problem and get the appropriate help.

## **HEAD LICE INFORMATION**

Many schools experience a problem with head lice. Head lice can happen to anyone. It can be treated with a medicated shampoo and by removing the nits.

Your child may be checked periodically at school for lice. This is an effort on behalf of the school to prevent the spread of lice. If you notice your child has lice, please notify the school nurse immediately.

Please help to reinforce good hygiene practices with your child. We ask you to encourage your child not to share personal items such as combs, brushes, hats, scarves, and coats. Please encourage your child to avoid touching classmates' hair.

The following is additional information regarding the facts about transmission and prevention of head lice.

### **WHAT ARE HEAD LICE?**

Head lice are tiny, wingless, grayish-tan insects that live and breed in human hair. The eggs, called nits, are easier to see than the lice themselves and are usually found attached to hair shafts close to the scalp behind the ears and on the back of the head. Nits cannot be washed away like dirt or dandruff; they must be removed with a special comb designed for that purpose. Head lice can only survive for about half a day without a human host and cannot live on family pets.

### **HOW DO THEY SPREAD?**

Head lice can be contagious. They are spread through the sharing of personal items such as combs, brushes, scarves, hats, headphones, sleeping bags, and stuffed animals. To minimize the risk of repeated outbreaks, remind your children not to share these items.



## **HOW ARE THEY DETECTED?**

The first clue that a child has head lice is frequent scratching of the scalp. To check for infestation, carefully examine the hair around the back of the neck and behind the ears. Since head lice shy away from light, you may only see their eggs (nits), small whitish ovals of uniform size attached to the hair shaft.

## **HOW ARE THEY TREATED?**

The most important step in treating a head lice infestation is to treat the person and other exposed family members with a medication to kill the lice. There are several medications on the market and they come in a variety of forms; shampoo, cream rinse, and lotion. Look for a treatment that kills the nits as well as the lice and offers protection from reinfestation. Also wash clothing and bedding worn or used by the infested person in the 2-day period just before treatment is started, according to the guidelines in the *Head Lice Fact Sheet* that your nurse will send home with your child.

## **HEALTH PROGRAM**

The following services are a part of the school health program:

- Physical Examination upon original entry
- Dental Examination upon original entry and in grade 3
- Vision Screening yearly
- Hearing Screening in grades K, 1, 2, and 3

In the event a serious accident happens to your child, an emergency occurs, or if your child would become seriously ill, you will be contacted by the nurse or a designated staff member in the nurse's absence. If you are not available to take the call, a progression of calls may be made in this order until someone is reached: a person you designated on the emergency form, the family physician, another doctor, the emergency room of a hospital.

Keep your child at home if he/she has any of the following symptoms

- Eyes red, itchy or with a discharge
- Persistent cough or thick nasal discharge
- Persistent itching of the scalp (call school nurse before sending to school)
- Sore throat with fever of 100 degrees or more
- Temperature of 100 degrees or higher (Temperature must be 98.6 for 24 hours before returning to school.)
- Vomiting and/or diarrhea.

\* Please call your child's school nurse should you have any questions regarding the elementary division school health program or questions in regards to the Pennsylvania Department of Health guidelines.

## **HOMELESS CHILDREN'S INITIATIVE (MCKINNEY-VENTO ACT)**

McKinney-Vento Homeless Assistance Act was created to aid homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and

adequate nighttime residence. If you believe you may be eligible, please contact the PASD Homeless Liaison or your school counselor to find out what services and supports may be available. PASD Homeless Liaison Lindsay Knepp - lindsay\_knepp@pasd.us 717-838-1331.

## **HOMEWORK**

Homework is a valuable extension of the learning, which takes place in the classroom. The Elementary PTO provides school planners for all 3rd, 4th, and 5th grade students. It is expected that students will write assignments in the planners so that parents may ensure that homework is being completed. **Parents need to check planners nightly.** Take Home Folders are provided for grades K, 1, and 2.

*Timelines for Homework per Grade Level*

*Grade 1 - 15 minutes per evening*

*Grade 2 - 20 minutes per evening*

*Grade 3 - 30 minutes per evening*

*Grade 4 - 40 minutes per evening*

*Grade 5 - 45 minutes per evening*

## **KINDERGARTEN PROGRAM**

In June, all registered kindergarten students will be screened to assess school readiness skills. Screening will last approximately an hour and measure academics and behavior. During this time, parents will also be invited to participate in an information session regarding programming, routines, and expectations. Students registered after the June screening will be invited into the school to complete an abbreviated screening.

We are pleased to be able to offer a full day kindergarten program. Students will need to qualify for this program based off the screening. No parental requests to participate will be honored. Parents of students who qualify will be notified and the details of the program will be explained. The goals of this program are to give students extra support in literacy, math and social skills. All other students will participate in the traditional half-day session of kindergarten.

## **KINDERGARTEN REGISTRATION**

Registration is done online and information can be found on the district website. Please contact Stacey Houser, Central Registration, 838-3144, ext. 3 for any questions.

Although this process is completed online, the following documentation is still required prior to registration being complete: validation of the child's birthdate (birth certificate, hospital certificate, or passport), a copy of the child's immunization record, and 2 proofs of residency. The following may be submitted as proof of residency: driver's license, deed, utility bill, lease agreement, etc.

## **LUNCH PROGRAM**

Our purchase method for the students is a POS (Point of Sale) system. You may send in a check payable to Palmyra Area School District or cash to the cafeteria to credit your child's account. Please include your child's name, account number and teacher's name. At the point of purchasing a meal your child will enter a code to access his/her account. His/her teacher will give the code to your child on the first day of school. For security purposes, your child's picture

will also appear on the screen for identification. At this point your child's account will be debited the total of the sale. POS accounts can be set up and managed at <https://www.ezschooldpay.com/Login.aspx>. More information about school lunches can be found on the district website under food and nutrition services.

If you have any questions or concerns, please feel free to call Maria Kreider, Food Service Director, at (717) 838-1331 ext. 2630.

Parents are welcome to have lunch with their children) at school during their regularly scheduled lunch period. No outside food from restaurants (McDonalds, Pizza Hut, etc.) may be brought into the lunchroom. If you would like to purchase a lunch from our cafeteria, you must either send a note in with your child that morning or call the school office by 9:15 am. Parents/guardians/grandparents/visitors are not allowed outside for recess unless their updated clearances have been submitted to the school office. We respectfully ask that limit your lunch visits. This unstructured time teaches your child(ren) vital, lifelong social skills.

### **MEDICATION**

It is strongly urged that you confer with the doctor to arrange medication time schedules to avoid school hours. School nurses may administer prescribed medications if it is necessary for the medication to be given during school hours.

A consent form included in this handbook must be completed and signed by the parent or guardian authorizing the administration of the medication.

Parents must bring medications to the school nurse's office in a container marked with the name of the student, name and amount of medication, or preferably in a pharmacy labeled bottle. The consent form must be completed and accompany the medication.

Over the counter medications will only be administered as per the School District's Physician's Standing Orders and parental consent. If the over the counter medication is not included on the standing orders you need to have a physician's' order and complete the consent form included in this handbook.

### **MONEY/VALUABLES/ELECTRONIC GAMES**

Students are encouraged not to carry money other than the amount needed for lunch. Valuable articles or possessions should not be brought to school. However, if there is an unusual circumstance, which warrants an item of value to be brought to school, please make arrangements with the classroom teacher. Teachers cannot hold money for students. The School District is not responsible for any lost or damaged items.

### **MUSIC ENSEMBLES**

Instrumental lessons are available for students who are in the fourth and fifth grade. String lessons are available for students who are in fourth, and fifth grade. Students may enter the

program at any time provided a satisfactory arrangement can be made to schedule the lessons. Please don't buy/rent an instrument prior to contacting our music instructors. A qualified music teacher on a cycled basis gives the lessons during the school day. Instruments that do not fit on a child's lap may not be taken on the bus and it is the responsibility of the parent to transport the instrument back and forth from school.

Vocal music focuses upon the development of musical concepts and skills; and emphasizes the pleasure and satisfaction of music. Basic concepts of melody, rhythm, form, notation, interpretation, and various subordinate concepts are developed and highlighted in musical learning experiences. An elementary chorus is available to 4th and 5th graders.

### **OPEN HOUSE AND BACK TO SCHOOL NIGHT**

An Informal Open House is held prior to the first day of classes where students and parents are able to meet the teacher and become familiar with the room location. After a few weeks in school, a Parents' Back to School Night will be held in the evening for parents. This Parents' Back to School Night will provide information from the classroom teacher on school routines and the curriculum for the school year. Please refer to the school calendar for the scheduled date.

### **OUTSIDE RECESS TEMPERATURE GUIDELINES**

Children will have indoor recess when the wind chill factor causes the temperature to be extremely cold. Other factors in determining if recess is inside include the condition of the playground, precipitation, and visibility. The school strongly recommends students dress for the weather and be prepared with coats and outerwear in case of emergency that necessitates going outside.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are scheduled at the end of the first and second trimesters for the purpose of reporting student progress in school. The intent is to increase parents' understanding of the progress their child has made in school; to become more familiar with the school's program, and to plan a course of action suited to the academic needs of the student. Conferences are scheduled online. Information is sent home to students prior to conferences. Please contact the school if you do not have internet access. Parent conferences may occur at any time in the year. Please feel free to schedule additional conferences with the teacher.

### **PARENT-TEACHER ORGANIZATION**

The elementary schools' parent-teacher organization is a parent group encompassing all of the elementary schools. The organization is a service and support group to the schools with the intent to enhance the learning opportunities of the students through various programs. The PTO supports classroom and school activities. Throughout the year the PTO has fundraising promotions to finance the programs and projects of the organization. The PTO has officers who conduct the business of the organization. All parents are welcome to attend PTO meetings listed on the district calendar.

## **PARENT VOLUNTEERS**

Parent volunteers are always welcomed. Specific clearances need to be submitted for various volunteering opportunities. Please contact the school secretary to determine what clearances are needed for your visit, or visit the district website to download the volunteer handbook.

## **PARENTAL REVIEW OF MATERIALS/RIGHT TO KNOW**

School Board Policy ensures that parents have the opportunity to access and review instructional materials and information about the curriculum. This includes academic standards to be achieved, instructional materials, and assessment techniques. Please refer to the School Board Policies in order to follow the guidelines for making the request.

Several of our elementary schools receive Title I federal funding which supports the district's intensive reading support for struggling students. Because we receive this federal funding, we are obligated to inform parents of their right to request the professional qualifications of their children's teacher(s). If you would like to receive specific information about your child's teachers, please contact the principal.

## **PARKING**

The elementary schools have parking lots for your use. The driveways in front of the schools are designated for school buses only. You will be asked to move your car for safety reasons. During inclement weather, the number of students picked up by parents is increased, thus creating a congested, hazardous condition. Please observe all traffic regulations. Students should cross at the intersections. Please follow the traffic guidelines that are communicated to you by each school.

## **PETS ON SCHOOL PROPERTY**

Pets are not allowed on school property during school hours. Visits involving your pet at school need permission from building administrator.

## **PUBLICATIONS**

Throughout the school year the School District may interview and/or take photographs and video of your child. If you do not grant permission for your child to be interviewed, photographed, and/or videotaped, please indicate that on the photo release information form.

## **QUESTIONS**

Please refer to the Whom to Call List that can be accessed on your school's web page:

Forge: [https://www.palmyraportal.org/website/school\\_main.php?schoolid=2761](https://www.palmyraportal.org/website/school_main.php?schoolid=2761)

Lingle: [https://www.palmyraportal.org/website/school\\_main.php?schoolid=8157](https://www.palmyraportal.org/website/school_main.php?schoolid=8157)

Northside: [https://www.palmyraportal.org/website/school\\_main.php?schoolid=8162](https://www.palmyraportal.org/website/school_main.php?schoolid=8162)

Pine: [https://www.palmyraportal.org/website/school\\_main.php?schoolid=2764](https://www.palmyraportal.org/website/school_main.php?schoolid=2764)

## **REPORTING STUDENT PROGRESS**

Your child's progress is reported to you three times during the school year through tri-semester report cards. Parent-teacher conferences also serve to inform you of the progress of your child. Conferences are conducted in November and March or by specific request at any time during the school year. Please look for conference information to be sent home by your child's school. Conference dates can also be found on the district calendar located on the website.

## **ROOM AND SCHOOL ASSIGNMENTS**

In developing room and school assignments, the district will strive to attain, as nearly as possible, the same number of pupils in each classroom of a given grade level. In order to obtain a balance in student numbers per classroom, it may at times be necessary to assign pupils to a different building.

Since the objective of this policy is to maintain the best possible class size for all students in a given grade, so a maximum educational experience can be provided, it is hoped that parents will understand when patterns of student assignments need to be altered. The following guidelines will prevail:

- Students with special needs are assigned to a school where resources are available.
- Students of the same family are accommodated in the same school whenever possible.
- The balance of students is generated with as little student movement as possible.
- New students to the school district are assigned to a school to maintain or achieve the balance of the classrooms.

Please see the "Parent Request for Class Assignment" form in the back of the Handbook.

Additionally, other factors are used to determine balanced classrooms. The staff uses thoughtful consideration so that the best educational experiences are achieved for each student. School and classroom data are an important part of this decision making process.

## **SAFETY AND SECURITY**

Safety of our students is always a concern. Safety and security drills will be conducted throughout the school year. Palmyra Area School District provides training to staff and students regarding responses to school emergencies based on the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) principles.

All visitors to the school grounds must enter the buildings through the designated door located by the office and **register at the office to receive a visitor's tag**. During the school day, these hours are from 8:30 to 4:00. Persons who do not have a tag are not permitted in the building or on school grounds. You may be asked to leave identification while you visit. Failure to adhere to the safety/security measures could result in visitation privileges being denied in the future and/or the involvement of local police.

## **SOLICITATION AND SALES**

Selling any items and/or soliciting business, other than school related sales, is prohibited.

## **SCHOOL PICTURES**

Students will be professionally photographed, individually and group, twice a year (fall/spring). Parents are not obligated to purchase school pictures, however all students will be photographed.

## **SOCIAL WORKER**

The district employs a social worker who is available to assist families with concerns inside and outside of school. Lindsay Knepp can be reached at [lindsay\\_knepp@pasd.us](mailto:lindsay_knepp@pasd.us).

## **STUDENT INSURANCE**

The district makes available, at a nominal cost, an insurance policy covering accidents to students while at school, going to and from school, or while engaging in a school approved activity. It should be made clear that the district is not selling insurance, but provides the opportunity to participate as a service to parents. The purchase of the basic student accident policy, as well as claims arising from covered injuries, will be handled by the insurance company. Claim forms are available through the office.

## **STUDENT RECORDS**

In compliance with federal and state regulations, the school district has a student record policy that has been approved by the Pennsylvania Department of Education. The policy provides for the type of information that is maintained in student records and the means whereby appropriate parties have access to the records of a student. Student records are open for inspection to authorized persons. Therefore, parents or guardians who want to review the records of their child need to contact the building principal to arrange a time and date for the review of the records.

## **SUPPORT SERVICES**

### **GIFTED SUPPORT**

The gifted support program enhances the academic development of students who have been identified as possessing high intellectual ability. A multidisciplinary evaluation takes place to determine a student's participation in the Gifted Support program. An IEP (Individual Educational Plan) is developed for each student. The parental due process (rights, protections, and privileges) procedures are implemented.

The program objectives are to promote decision-making, problem solving, responsibility, social conscience and sensitivity to cultural and aesthetic values. The structure encourages openness, creativity, independence and in-depth learning.

## **HEARING SUPPORT**

The program provides itinerant services to the hearing impaired student. Therapy includes auditory training, speech reading, proper amplification and maintenance of hearing aids, and tutorial help in academic areas. A multidisciplinary evaluation takes place to determine a student's participation in Hearing Support. An IEP (Individual Educational Plan) is developed for each student. The parental due process (rights, protections and privileges) procedures are implemented.

## **LEARNING SUPPORT**

Learning Support is provided for students who are experiencing difficulty in achieving success in the basic instructional program. A multidisciplinary evaluation (MDE) takes place to determine a student's need for participation in Learning Support. An IEP (Individual Educational Plan) is developed for each student. The parental due process (rights, protections and privileges) procedures are implemented prior to administering a psychological evaluation.

## **SPEECH SUPPORT**

The speech and language clinician provides services to all eligible students. Individual and/or group therapy sessions are scheduled with the cooperation of the classroom teacher. Therapy is provided for students with language, articulation, fluency, and voice impairments. A multidisciplinary evaluation takes place to determine a student's eligibility in Speech Support. An IEP (Individual Educational Plan) is developed for each student. The parental due process (rights, protections and privileges) procedures are implemented.

## **VISION SUPPORT**

An I.U. teacher provides services needed by the visually impaired student. The services include: supplying large print and/or Braille books, Braille instruction, appropriate magnifying devices, typewriting instruction, and tutoring the student. In addition, consultations for teachers and parents are provided. A multidisciplinary evaluation takes place to determine a student's participation in Vision Support. An IEP (Individual Educational Plan) is developed for each student. The parental due process (rights, protections and privileges) procedures are implemented.

## **TRANSFERS AND WITHDRAWALS**

If you withdraw your student from school, please call Stacey Houser, Central Registration, 838-3144, ext. 3 for transfer information. Records will be mailed upon request from the new school.

## **TESTING**

Third, Fourth, and Fifth grade students participate in the Pennsylvania System of School Assessment (PSSA) in language arts and math. The results of the assessments are sent home. Fourth grade is also given a PSSA science assessment. *No educational trips will be approved during PSSA testing. Refer to district calendar for those dates.*



## **TIME SCHEDULE**

### Kindergarten

A.M. - 8:50 to 11:30

P.M. - 12:50 to 3:30

### Full Day Kindergarten and Grades 1 - 5

8:40 Students enter the building.

8:50 to 3:30 is the instructional day.

## **WEAPONS POLICY**

(a) Students are prohibited from possessing, carrying, storing or using weapons or dangerous instruments while on school premises, on the way to or from school, and while attending school-sponsored activities.

(b) According to district policy, a weapon is defined as anything readily capable of lethal use or inflicting bodily harm and possessed under circumstances not manifestly appropriate for lawful uses, which it may have. The term "weapon" includes but is not limited to any knife, cutting instrument, cutting tool, nunchuck, club, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting bodily injury. In addition, the term weapon includes a firearm, which is not loaded or lacks a clip or other component to render it immediately operable, and components, which can readily be assembled into a weapon. Any object or device, which resembles a previously defined "weapon", will, for the purpose of this policy, be considered a weapon.

(c) Violations of the policy may result in disciplinary action consistent with due process ranging from suspension to expulsion.

(d) According to Act 26 and district policy, at the time of such violation, out of school suspension will occur for the student. The school district shall expel, for a period of not less than one (1) year, any student who brings a weapon onto any school property and a school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. The Superintendent may recommend discipline short of expulsion on a case-by-case basis. Additionally, at a time of such violation, local police authorities must be notified. Parental or guardian notification shall be made in a timely fashion.