

Mount Pleasant Area School District  
Elementary Student Handbook  
2018-2019



*“A tradition of excellence ensuring success for the future.”*

Dear Parents and Students:

We are happy to welcome you and your family to the Mount Pleasant Area Elementary Schools. Many new and exciting experiences will make the 2018-2019 school year a happy and memorable one for you. Our experienced staff of teachers is dedicated to our mission of moving and engaging every student everyday. We will be working with you and your family to provide the best learning experience for all.

We expect that the partnership between school and home will focus on the abilities and needs of our students to help them experience success in the various aspects of student life including academics, responsibility, and athletics.

This student handbook contains valuable information pertaining to expectations of the entire student body. By carefully reading its contents, you will be more familiar with school policies and procedures related to the daily operation of the school as well as useful information relations to other school programs. Additionally, you will be informed of the policies related to the student code of conduct that details the broad, discretionary authority of the administration. These rules and regulations are designed, in part, to support a safe, orderly, and disciplined environment in school. We are looking forward to another great year with your children. We thank you in advance for your support and involvement in your child's educational experience. We are glad you are here.

Sincerely,

Lance Benteler  
Principal, Ramsay & Rumbaugh Elementary Schools

John P. Campbell  
Principal, Donegal & Norvelt Elementary Schools

## **DIRECTORY OF THE ELEMENTARY STAFF**

Superintendent of Schools- Dr. Timothy Gabauer

Assistant Superintendent of Schools- Mr. Anthony DeMaro

Building & Ground Director, Director of Transportation, & Safety & Security Director- Dr. Ken Williams

Coordinator of Special Education Services- Mrs. Anna Hare

Principals- Mr. Lance Benteler, Ramsay & Rumbaugh Elementary Schools

Mr. John P. Campbell, Donegal & Norvelt Elementary Schools

Guidance Counselors- Mrs. Jessica Kulyk, Donegal & Rumbaugh Elementary Schools

Mrs. Debra Pierce, Norvelt Elementary School

Mrs. Cassie Moorhead, Ramsay Elementary School

Nurse- Mrs. Deb Eutsey, RN, BSN

Secretaries- Mrs. Judy Kitta, Norvelt Elementary School

Miss Kerrie Hysong Ramsay Elementary School

Mrs. Amanda Reese, Rumbaugh Elementary School

Mrs. Joan Shaffer, Donegal Elementary School

The Mount Pleasant Area Board of Education

Mr. John W. Sarnese, President

Mr. Donald K. Seder, Vice President

Mrs. Kimberly A. Grindle, Secretary

Mr. George E. Hare, Treasurer

Mrs. Annette R. Anderson

Mr. Ronald J. Bauer

Mr. Rodney M. Gerhart

Mr. Aaron R. Howard

Mr. Warren L. Leeder

### **Parent-Teacher Organization**

PTO OFFICERS 2018-19 ~ Mount Pleasant Area Elementary Schools PTO

PTO President- Alyson Pohl (Donegal ES), Nicole Stull (Norvelt ES), Crystal Helman (Ramsay & Rumbaugh ES)

Vice-President – Amanda Hamm (Donegal ES), Stacey Botti (Norvelt ES), Erin Hresko (Ramsay & Rumbaugh ES)

Secretary - Deanna Morris (Donegal ES), Penny Neighly (Norvelt ES), Katie Pryor (Ramsay & Rumbaugh ES)

Treasurer- Rhea Stout (Donegal ES), Sarah Porter (Norvelt ES), Crystal Rae (Ramsay & Rum ES)

### **Donegal Elementary Staff List**

<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Email</u></b>	<b><u>Ext.</u></b>
Principal	Mr. John Campbell	jcampbell@mpasd.net	2000
Secretary	Mrs. Shaffer	jshaffer@mpasd.net	2000
Nurse	Mrs. Eachus / Mrs. Eutsey	jeachus@mpasd.net edeutsey@mpasd.net	2800
Head Teacher	Mrs. Puskar	spuskar@mpasd.net	2107
Guidance	Mrs. Kulyk	jkulyk@mpasd.net	2700
Kindergarten	Mrs. Brown	tbrown@mpasd.net	2099
1 <sup>st</sup>	Mrs. Moximchalk	dmozimchalk@mpasd.net	2101
2 <sup>nd</sup>	Mrs. Puskar	spuskar@mpasd.net	2107
2 <sup>nd</sup>	Mrs. Mullin	mmullin@mpasd.net	2112
3 <sup>rd</sup>	Mrs. Stouffer	lstouffer@mpasd.net	2103
3 <sup>rd</sup>	Mrs. Miller	emiller@mpasd.net	2104
4 <sup>th</sup>	Mrs. Buckles	mbuckles@mpasd.net	2106
4 <sup>th</sup>	Mrs. Sterf	asterf@mpasd.net	2102
5 <sup>th</sup>	Mrs. Miller	kmiller@mpasd.net	2111
6 <sup>th</sup>	Mr. Drury	edrury@mpasd.net	2108
Learning Support	Ms. Malara	nmalara@mpasd.net	2122
Learning Support	Mr. Gilner	agilner@mpasd.net	2110
Title 1 Reading	Mrs. Walker	pwalker@mpasd.net	2109
Gym/Health	Mrs. Harrer	jharrer@mpasd.net	2121
Computer Lab	Mrs. Laratonda	jlaratonda@mpasd.net	2105
Library	Mrs. Vogel-Davis	bvogel-davis@mpasd.net	2910
Art	Mrs. Mondock	lmondock@mpasd.net	2124
Music Room	Miss Morgan	emorgan@mpasd.net	2120
Band	Mr. Murphy	tmurphy@mpasd.net	2120
Speech	Mrs. Arrigo	varrigo@mpasd.net	2118
Cafeteria	Mrs. Soflak/Mrs. Miller	doncafe@mpasd.net	2515

### **Ramsay Elementary Staff List**

<b><u>Grade</u></b>	<b><u>Name</u></b>	<b><u>Email</u></b>	<b><u>Ext.</u></b>
Principal	Mr. Lance Benteler	<a href="mailto:lbenteler@mpasd.net">lbenteler@mpasd.net</a>	4000
Secretary	Miss Hysong	<a href="mailto:khysong@mpasd.net">khysong@mpasd.net</a>	4000
Nurse	Mrs. Eutsey	<a href="mailto:deutsey@mpasd.net">deutsey@mpasd.net</a>	4800
Head Teacher	Mrs. Palangio	<a href="mailto:jpalangio@mpasd.net">jpalangio@mpasd.net</a>	4205
Guidance	Mrs. Moorhead	<a href="mailto:cmoorhead@mpasd.net">cmoorhead@mpasd.net</a>	4700
2 <sup>nd</sup>	Mrs. Snyder	<a href="mailto:tsnyder@mpasd.net">tsnyder@mpasd.net</a>	4103
2 <sup>nd</sup>	Mrs. Ludwig	<a href="mailto:kludwig@mpasd.net">kludwig@mpasd.net</a>	4105
2 <sup>nd</sup>	Mrs. Mondock	<a href="mailto:kmondock@mpasd.net">kmondock@mpasd.net</a>	4106
3 <sup>rd</sup>	Mrs. Krinock	<a href="mailto:dkrinock@mpasd.net">dkrinock@mpasd.net</a>	4208

3 <sup>rd</sup>	Mrs. Albright	<a href="mailto:aalbright@mpasd.net">aalbright@mpasd.net</a>	4209
3 <sup>rd</sup>	Mrs. Fabin	<a href="mailto:cfabin@mpasd.net">cfabin@mpasd.net</a>	4210
4 <sup>th</sup>	Mrs. Guzy	<a href="mailto:hguzy@mpasd.net">hguzy@mpasd.net</a>	4203
4 <sup>th</sup>	Mr. Guzy	<a href="mailto:gguzy@mpasd.net">gguzy@mpasd.net</a>	4204
4 <sup>th</sup>	Mrs. Palangio	<a href="mailto:jpalangio@mpasd.net">jpalangio@mpasd.net</a>	4205
5 <sup>th</sup>	Mrs. David	<a href="mailto:mdavid@mpasd.net">mdavid@mpasd.net</a>	4213
5 <sup>th</sup>	Mr. Keller	<a href="mailto:rkeller@mpasd.net">rkeller@mpasd.net</a>	4214
5 <sup>th</sup>	Mrs. Frohlinger	<a href="mailto:kfrohlinger@mpasd.net">kfrohlinger@mpasd.net</a>	4215
6 <sup>th</sup>	Mrs. Fox	<a href="mailto:afox@mpasd.net">afox@mpasd.net</a>	4101
6 <sup>th</sup>	Mrs. Levander	<a href="mailto:elevander@mpasd.net">elevander@mpasd.net</a>	4201
6 <sup>th</sup>	Mrs. Renzi	<a href="mailto:nrenzi@mpasd.net">nrenzi@mpasd.net</a>	4202
Learning Support	Mrs. Aumer	<a href="mailto:maumer@mpasd.net">maumer@mpasd.net</a>	4207
Learning Support	Mrs. Dreistadt	<a href="mailto:kdreistadt@mpasd.net">kdreistadt@mpasd.net</a>	4206
Learning Support	Mrs. Langle	<a href="mailto:llangle@mpasd.net">llangle@mpasd.net</a>	4104
Title 1 Reading	Mrs. Cavalier	<a href="mailto:acavalier@mpasd.net">acavalier@mpasd.net</a>	4212
Gym/Health	Mrs. Solomon	<a href="mailto:jsolomon@mpasd.net">jsolomon@mpasd.net</a>	4117
Computer Lab	Mrs. Laratonda	<a href="mailto:jlaratonda@mpasd.net">jlaratonda@mpasd.net</a>	4211
Library	Mrs. Vogel-Davis	<a href="mailto:bvogel-davis@mpasd.net">bvogel-davis@mpasd.net</a>	4910
Art	Mrs. Mondock	<a href="mailto:lmondock@mpasd.net">lmondock@mpasd.net</a>	4109
Music Room	Miss Morgan	<a href="mailto:emorgan@mpasd.net">emorgan@mpasd.net</a>	4110
Band	Mr. Murphy	<a href="mailto:tmurphy@mpasd.net">tmurphy@mpasd.net</a>	4110
Speech	Miss Fedorski	<a href="mailto:sfedorski@mpasd.net">sfedorski@mpasd.net</a>	4220
Excella Health	Miss Thomas	<a href="mailto:mthomas@mpasd.net">mthomas@mpasd.net</a>	5700
Cafeteria		<a href="mailto:ramcafe@mpasd.net">ramcafe@mpasd.net</a>	4515

### **Rumbaugh Elementary Staff List**

<b><u>Grade</u></b>	<b><u>Name</u></b>	<b><u>Email</u></b>	<b><u>Ext.</u></b>
Principal	Mr. Lance Benteler	<a href="mailto:lbenteler@mpasd.net">lbenteler@mpasd.net</a>	5000
Secretary	Mrs. Reese	<a href="mailto:areese@mpasd.net">areese@mpasd.net</a>	5000
Nurse	Mrs. Eutsey	<a href="mailto:deutsey@mpasd.net">deutsey@mpasd.net</a>	5800
Head Teacher	Mrs. Kaputa	<a href="mailto:jkaputa@mpasd.net">jkaputa@mpasd.net</a>	5133
Guidance	Mrs. Kulyk	<a href="mailto:jkulyk@mpasd.net">jkulyk@mpasd.net</a>	5700
Kindergarten	Mrs. Caletri	<a href="mailto:ecaletri@mpasd.net">ecaletri@mpasd.net</a>	5102
Kindergarten	Mrs. Hickie	<a href="mailto:vhickle@mpasd.net">vhickle@mpasd.net</a>	5119
Kindergarten	Mrs. Stewart	<a href="mailto:mstewart@mpasd.net">mstewart@mpasd.net</a>	5114
Kindergarten	Mrs. Golkosky	<a href="mailto:jgolkosky@mpasd.net">jgolkosky@mpasd.net</a>	5116
1 <sup>st</sup>	Mrs. Porath	<a href="mailto:sporath@mpasd.net">sporath@mpasd.net</a>	5101
1 <sup>st</sup>	Mrs. Ruozzi	<a href="mailto:truozzi@mpasd.net">truozzi@mpasd.net</a>	5115
1 <sup>st</sup>	Mrs. Slavick	<a href="mailto:aslavick@mpasd.net">aslavick@mpasd.net</a>	5117
Learning Support	Mrs. Long	<a href="mailto:rlong@mpasd.net">rlong@mpasd.net</a>	5118
Title 1 Reading	Miss Kaputa	<a href="mailto:jkaputa@mpasd.net">jkaputa@mpasd.net</a>	5133
Gym/Health	Mrs. Solomon	<a href="mailto:jsolomon@mpasd.net">jsolomon@mpasd.net</a>	5104
Computer Lab	Mrs. Laratonda	<a href="mailto:jlaratonda@mpasd.net">jlaratonda@mpasd.net</a>	5120
Library	Mrs. Vogel-Davis	<a href="mailto:bvogel-davis@mpasd.net">bvogel-davis@mpasd.net</a>	5910

Art	Mrs. Mondock	<a href="mailto:lmondock@mpasd.net">lmondock@mpasd.net</a>	5121
Music Room	Miss Morgan	<a href="mailto:emorgan@mpasd.net">emorgan@mpasd.net</a>	5121
Speech	Mrs. Wilson	<a href="mailto:dwilson@mpasd.net">dwilson@mpasd.net</a>	5103
Excella Health	Miss Thomas	<a href="mailto:mthomas@mpasd.net">mthomas@mpasd.net</a>	5700
Cafeteria		<a href="mailto:ramcafe@mpasd.net">ramcafe@mpasd.net</a>	4515

### **Norvelt Elementary School**

<b><u>GRADE</u></b>	<b><u>NAME</u></b>	<b><u>EMAIL</u></b>	<b><u>EXT.</u></b>
Principal	John Campbell	<a href="mailto:jcampbell@mpasd.net">jcampbell@mpasd.net</a>	3580
Secretary	Judy Kitta	<a href="mailto:jkitta@mpasd.net">jkitta@mpasd.net</a>	3000
Elem. Counselor	Debbie Pierce	<a href="mailto:dpierce@mpasd.net">dpierce@mpasd.net</a>	3700
Nurse	Debbie Eutsey/ Brenda Maker	<a href="mailto:deutsey@mpasd.net">deutsey@mpasd.net</a> <a href="mailto:bmakar@mpasd.net">bmakar@mpasd.net</a>	3800 3800
Head Teacher (kdg)	Stacy Ukasik	<a href="mailto:sukasik@mpasd.net">sukasik@mpasd.net</a>	3880
Kindergarten	Chris Smail	<a href="mailto:csmail@mpasd.net">csmail@mpasd.net</a>	3102
1st Grade	Teresa Banks	<a href="mailto:tbanks@mpasd.net">tbanks@mpasd.net</a>	3107
1st Grade	Lisa McKula	<a href="mailto:lmckula@mpasd.net">lmckula@mpasd.net</a>	3109
1st Grade	Angela Hurt	<a href="mailto:ahurt@mpasd.net">ahurt@mpasd.net</a>	3112
2nd Grade	Kim Kabaci	<a href="mailto:kkabaci@mpasd.net">kkabaci@mpasd.net</a>	3108
2nd Grade	Julie Miller	<a href="mailto:jmiller@mpasd.net">jmiller@mpasd.net</a>	3110
2nd Grade	Sherry Mizikar	<a href="mailto:smizikar@mpasd.net">smizikar@mpasd.net</a>	3111
3rd Grade	Kelly Domasky	<a href="mailto:kdomasky@mpasd.net">kdomasky@mpasd.net</a>	3213
3rd Grade	Bethany Black	<a href="mailto:bblack@mpasd.net">bblack@mpasd.net</a>	3215
4th Grade	Susan Mihalko	<a href="mailto:smihalko@mpasd.net">smihalko@mpasd.net</a>	3216
4th Grade	Carol Klejka	<a href="mailto:cklejka@mpasd.net">cklejka@mpasd.net</a>	3218
5th Grade	Tami Burkey	<a href="mailto:tburkey@mpasd.net">tburkey@mpasd.net</a>	3208
5th Grade	Rebecca Kelley	<a href="mailto:rkelly@mpasd.net">rkelly@mpasd.net</a>	3210
5th Grade	Adam Craig	<a href="mailto:acraig@mpasd.net">acraig@mpasd.net</a>	3212
6th Grade	Kim Pavlik	<a href="mailto:kpavlik@mpasd.net">kpavlik@mpasd.net</a>	3201
6th Grade	Brandy Newill	<a href="mailto:bnewill@mpasd.net">bnewill@mpasd.net</a>	3200
Life Skills	Melissa Flock	<a href="mailto:mflock@mpasd.net">mflock@mpasd.net</a>	3100
Life Skills	Francine Brown	<a href="mailto:fbrown@mpasd.net">fbrown@mpasd.net</a>	3113
Learning Support	Alan Gilner	<a href="mailto:agilner@mpasd.net">agilner@mpasd.net</a>	3114
Learning Support	Andrea Iksic	<a href="mailto:aiksic@mpasd.net">aiksic@mpasd.net</a>	3207
Learning Support	Sherry Johnston	<a href="mailto:sjohnston@mpasd.net">sjohnston@mpasd.net</a>	3207
Technology	Jennifer Laratonda	<a href="mailto:jlaratonda@mpasd.net">jlaratonda@mpasd.net</a>	3211
Library	Brenda Vogel-Davis	<a href="mailto:bdavis@mpasd.net">bdavis@mpasd.net</a>	3910
Art	Linda Mondock	<a href="mailto:lmondock@mpasd.net">lmondock@mpasd.net</a>	3001
Music	Emily Morgan	<a href="mailto:emorgan@mpasd.net">emorgan@mpasd.net</a>	3002
Instrumental	Tom Murphy	<a href="mailto:tmurphy@mpasd.net">tmurphy@mpasd.net</a>	3003
Mental Health	Mindy Thomas	<a href="mailto:mthomas@mpasd.net">mthomas@mpasd.net</a>	3004
Phys. Ed.	Jody Harrer	<a href="mailto:jharrer@mpasd.net">jharrer@mpasd.net</a>	3116

Speech	Debbie Wilson	<a href="mailto:dwilson@mpasd.net">dwilson@mpasd.net</a>	3101
Gifted	Michelle Yackovich	<a href="mailto:myackovich@mpasd.net">myackovich@mpasd.net</a>	3203

## **GENERAL INFORMATION**

### **RESPONSIBILITIES OF THE SCHOOL COMMUNITY:**

Discipline is the responsibility of the entire school community. Members of the school community expect the school environment to be safe, organized, and conducive to teaching, learning and living. It is the responsibility of the students, teachers, parents, administrators and the Board of School Directors to provide and maintain such an environment.

### **PARENTS' RESPONSIBILITIES:**

A positive relationship between the home and the school enhances the student's achievement and development. To achieve this relationship parents are expected to:

1. Know all the rules and regulations for student behavior.
2. Be aware of the responsibilities established for their children by school personnel.
3. Teach and provide a model for self-respect, respect for the law, respect for the rules of the school, respect for school personnel and students and respect for public property.
4. Provide a home atmosphere conducive for study.
5. Support prompt and regular school attendance.

### **PARENT RESOURCES:**

In order to help you the parent stay involved with your child's class work, the school district has provided every parent of the Elementary Schools with access to eSchool Home Access Center. This web site provides online grading for our teachers, but more importantly provides every parent with access to their student's grades at any time of day or night. This important tool is only as useful as it is used. The simple login directions and passwords are mailed home within the first couple of weeks of school.

Parents and guardians of our students may have a concern about the school. The best way to reach resolution is to address the concern with the school employee responsible for the issue. When expressing a concern please go by the following protocol:

1. First contact the teacher, coach, or advisor responsible for the classroom or other setting where the situation took place.
2. If you inform an administrator first, you will be directed to the teacher, coach, or advisor where appropriate. If you plan to meet with the teacher, coach, or advisor, a district administrator will attend if you wish.
3. If you do not receive a response or the issue remains unresolved, you may contact the Principal if the matter relates to a teacher or classroom.
4. If a matter is of a serious nature and you believe that it is not appropriate to talk to the school employee responsible, please contact the administrator responsible.

Levels to address concerns:

Level 1 - teacher, coach or advisor

Level 2 - guidance counselor

Level 3 - assistant principal or director of athletics/activities

Level 4 - principal

### **TEACHERS' RESPONSIBILITIES:**

Teachers have the largest proportion of contact hours with students than any other school personnel. Teachers' responsibilities extend beyond content matter instruction to the support and enforcement of school rules and regulations. In order to achieve educational goals, teachers must:

1. Know all the rules and regulations for student behavior.
2. Reinforce the discipline code as it relates to the classroom.
3. Enforce all rules in all areas of the school.
4. Provide an atmosphere of mutual respect and encourage a positive self-image and sense of self-worth for each student.
5. Handle minor student infractions of the discipline code. Report to the principal any student who threatens his own safety or the safety of others or who seriously interferes with the educational process.
6. Develop a cooperative relationship with parents and students.

### **PRINCIPALS' RESPONSIBILITIES:**

Principals assume total responsibility for the orderly operation of the schools. The building principal must:

1. Know all the rules and regulations for student behavior.
2. Support teachers and adult staff in their enforcement of all rules in all areas of the school.
3. Provide a climate of mutual respect with the student body, staff, and community; and assume responsibility for dissemination and enforcement of the discipline code.
4. Be available to teachers, parents and students in order to resolve discipline problems.
5. Provide orientation and in-service programs on student discipline.

### **CENTRAL ADMINISTRATION & BOARD OF SCHOOL DIRECTORS' RESPONSIBILITIES:**

As the educational leaders and policy makers the Board of School Directors and the Central Office Administration must:

1. Maintain an atmosphere of openness and mutual respect.
2. Develop, maintain, and support the implementation of current discipline code.
3. Provide a safe and secure environment for all members of the school community.

### **STUDENTS' RESPONSIBILITIES:**

In accordance with the Commonwealth of Pennsylvania State Board of Education, Title 22, Chapter 12, Regulations on Student Rights and Responsibilities, students of the Mount Pleasant



Area School District are expected to follow the responsibilities listed below.

a) Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

b) No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

c) Students should express their ideas and opinions in a respectful manner.

d) It is the responsibility of the students to conform with the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
2. Volunteer information in manners relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet fair standards of safety and health, and to cause substantial disruption to the educational process.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study at MPASD.
10. Report accurately and not use indecent or obscene language in student newspapers or publications.
11. Not use obscene language in student media or on school premises

### **ADMISSIONS**

New Kindergarten students must be five years of age on or before September 1 of the school year in which they are enrolling. New first grade students must be 6 years of age on or before September 1. Ages must be verified by a birth certificate or record of birth, immunization records must be complete, custody information provided as it applies and proof of residency provided before students are enrolled in school. Parents of elementary students transferring from other schools should contact the district office to ensure they register at the proper school.

### **CHANGE OF ADDRESS OR TELEPHONE**

It is VERY IMPORTANT, for emergency and administrative reasons, that every student maintains an up-to-date address record at the school office. Notify the school immediately if you have a change of address, phone number, or other emergency information that changes during the school year.

### **EMERGENCY INFORMATION**

In case of an emergency, each student is required to have the following information on file in the school office:

- 1) Parent(s) or guardian(s) name(s).
- 2) Complete and up-to-date address and physical location of address.
- 3) Up-to-date home telephone number and parent's work telephone number for each parent/guardian (cell phone if possible).
- 4) Emergency telephone number of a friend or relative who is close enough to the school and has transportation to respond in an emergency, if parents/guardians cannot be reached.
- 5) Physician's name and telephone number.
- 6) Medical alert information. Information will remain confidential and will be shared with staff only on a need to know basis.

Emergency cards are provided at the beginning of each school year. Parents are required to complete and return these cards to the school by the third day of school

### **PLAN OF ACTION**

Parents should have a PLAN OF ACTION should there be an emergency, early dismissal or the child arrives home before you. This action should be forwarded to the homeroom teacher and reviewed with your child throughout the year.

### **WITHDRAWALS**

The school should be notified in advance if a student is moving throughout the school year. This allows teachers and staff to summarize the student's progress and prepare the student's file to be forwarded to his/her next school of enrollment.

### **ATTENDANCE**

Regular school attendance is required by law. Pennsylvania Compulsory Attendance Law 13.1327 mandates students of compulsory school age to attend school. Compulsory school age means a student must continue schooling through age 17 or graduation from a regularly accredited high school, whichever comes first.

The Mt. Pleasant Area Board of Education requires school-aged students enroll in a school of this district and attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Moreover, research shows a direct correlation between school attendance and academic success.

There must be an accounting of ALL absences.

### **KEY DEFINITIONS FOR ATTENDANCE:**

The following definitions are provided to help assist in understanding the policies and procedures established by the Board of School Directors.

**Compulsory School Age:** The period of a child's life from the time the child's parents elect to have the child enter school as a "beginner", which shall not be later than eight (8) years of age,

until the age of 17 years. A “beginner” is a child who enters a school district’s lowest elementary school grade. Kindergarten is considered the lowest elementary grade at MPASD.

**Half Day Absence:** For purposes of truancy prosecution, illegal tardy minutes and/or illegal minutes missed at other times of the school day (i.e. class cuts), when added together, may constitute the equivalent of one half illegal day of absence from school. NOTE: 165 unexcused minutes constitute the equivalent of one half of one illegal day of absence.

**Full Day Absence:** Non-attendance of the school day or students who arrive after one (1) P.M. will be charged with a full day absence. For purposes of truancy prosecution, illegal tardy minutes and/or illegal minutes missed at other times of the school day (i.e. class cuts), when added together, may constitute the equivalent of an illegal day of absence from school. NOTE: 330 unexcused minutes constitute the equivalent of one illegal day of absence.

**Tardiness:** Absence of a student at the time of a given class and/or when school begins. Students who miss more than 10 minutes of class will be defined as a class cut and face disciplinary consequences. Examples of tardies: lawful/excused – court hearing or physician excuse (must provide documentation) unlawful/unexcused – missed bus, slept in, alarm did not go off, stuck in traffic and/or car troubles

**Truancy:** The failure of a child and his/her parents or legal guardians to comply with the compulsory school attendance laws set forth in the Pennsylvania Public School Code.

**Unexcused Absence:** Any absence that is not due to one of the reasons for excused absences or an excuse is not turned in within three (3) days of the students returned to school after an absence.

**Unlawful Absence:** The unexcused absence of a student under 17 years of age.

**Excused Absence:** Attendance is required of all enrolled students during the days that school is in session. A student’s absence is excused if due to one of the following reasons:

1. Illness/quarantine—must be verified by written excuse from parent/guardian
2. Health care visits including doctor visits, dental appointments, counseling or therapy- must be verified by written excuse from parent/guardian
3. Quarantine
4. Recovery from accident
5. Required court attendance—verified by court official
6. Death in the Family—must be verified by written excuse from parent/guardian
7. Observance of a major Religious Holiday or religious instruction--must be verified by written excuse from parent/guardian
8. Severe weather/Impassable roads—must be verified by written excuse from parent/guardian
9. Family education tours and trips – further detail set forth below

Absences for reasons not listed above, not approved by the principal, and not verified by written excuse from the parent/guardian and/or appropriate physician or court official will be recorded as unexcused. Absences for portions of the day, i.e. early dismissals and tardiness, will be considered on a cumulative basis and may be translated equivalent days of absence.

**Unlawful Absences/Truancy:** An absence for which acceptable evidence, as indicated above, is lacking (i.e. truancy - absence without parental knowledge, illegal employment during school, child overslept, was visiting away from home, missed bus, hunting, etc.)

Illegal Absence: The child is under the age of (17) years.

The Mount Pleasant Area District will not trigger a formal response to unlawful absences until the district has exhausted all efforts to work collaboratively with the parent/guardian to address the truancy of the student and until the student has three unlawful absences over the course of the school year. The district recognizes that it is a critical part of a child's support system and will take every opportunity to assist the child and their family.

1. First Unlawful Absence The parent/guardian receives a notice of unlawful absence from the Mt. Pleasant Area School District. The legal penalties established by law for such violation of compulsory attendance requirements shall be attached to the notice. In addition to stating such legal punishments, the name of a school contact person shall be included. Parents will then be able to contact a specific person to request assistance in resolving the child's identified truant behavior.

2. Second Unlawful Absence The parent/guardian shall receive a second notice of unlawful absence from the Mt. Pleasant Area School District. Such notice will have the legal penalties established by law for violation for such compulsory attendance requirements as well as the name and telephone number of a school contact person. The school district shall make another offer of assistance to the parent

3. Third Unlawful Absence The parent/guardian shall receive a third notice of unlawful absence by certified mail providing "Official notice of the child's illegal absence". Attached to this notice will be penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian, including information that three days after giving such notice, the student or parent/guardian who again violates the compulsory attendance requirements shall be liable without further notice.

The Mount Pleasant Area School District shall coordinate a school/ family conference to discuss the cause of the child's truancy and develop a mutually agreed upon Student Attendance Improvement Conference (SAIC) to resolve the identified truant behavior. Such issues to be reviewed at the school/family conference include, but not limited to, appropriateness of the child's educational environment, current academic difficulties, physical or behavioral health issues, and family concerns. At the conclusion of such conference, all parties shall sign a

comprehensive SAIC that is agreed to by the school representative, the child, and the parents/guardians. The plan could include but not be limited to accessing academic and social/health supports from school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that may include rewards and consequences.

**Family Education Tours & Trips:** Mount Pleasant Area School District (MPASD) encourages all families to plan and take vacations during times in which the school is closed in order for students to maximize academic achievement in the classroom. However, due to work requirements, families may need to take a vacation during a specific time of year. If this occurs, MPASD needs the parent or guardian to submit the following items: (1) A completed vacation approval form- located in the main office (2) Documentation from an educational institution convention that verifies attendance. Written notification should be received three (3) days prior to such absences. A maximum of five (5) days per school year will be allowed for vacation. However, the district holds the right to limit the number of excused vacation days. The school district will not excuse any vacation days over the maximum 10 day excusable absences. Schoolwork missed will be given to the student when he/she returns to school. The student must have the missed work completed and returned in accordance to the make-up policy in section 3C.

**Return to School after Absence Procedures:** Upon returning to school after an absence, the student must ALWAYS present a written excuse to their 1st period/homeroom teacher within three (3) school days of their return. If the excuse is not turned in within the three (3) school day period, the absence will be unexcused/illegal. The responsibility for providing the excuse rests upon the student and parent/guardian, not upon the school district. In order for a medical excuse to be valid, it must be submitted within three (3) school days upon the student's return.

**Procedure for Writing Excuses:** The following information MUST be included on the written excuse: 1. Student's full name 2. Grade level 3. Specific date of absence 4. Specific reason for absence 5. Parent/guardian signature

**Right To Make Up Work:** Students have the right to make up all class work missed due to suspension or excused absences. However, class work, including tests, quizzes, papers, and assignments, cannot be made up for unexcused absences. This policy also applies to unexcused absences caused by cutting class and unexcused early dismissals or tardiness. Students who are unexpectedly absent are responsible for all work missed and must initiate the request with the teacher on the FIRST day back to school. Teachers will be required to articulate specific timelines for the make-up work to be completed. Teacher discretion is permitted in all cases and specifically with respect to tests and long-term projects. In general, however, make-up time should be one (1) day for each day missed. Students are responsible to communicate with the teacher prior to any planned absences.

**Early Dismissal From School:** Due to the difficulty in arranging appointments with various health care services, students may find it necessary to leave school for a portion of the school day to keep such appointments. Please note that if a student is released from school before 11:00 A.M. and does not return to school, the student will receive a full day absence, and an excuse must be provided. If a student is released after 11:00 A.M. and does not return to school, the student will receive a 1/2 day absence and an excuse is required. This policy is in effect for both early dismissals and early releases from the nurse's office.

### **SCHOOL CANCELLATION, EARLY DISMISSAL, OR DELAY SCHOOL MESSENGER**

**SERVICE:** Cancellation or delay of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The administration is aware of the hardship which can be caused by an abrupt cancellation; therefore, school will not be canceled unless a significant safety risk exists. Delays and cancellations will be sent by school messenger service. Parents may sign up to receive this free service at the beginning of the school year. It is important that you share a plan of action with your child for such situations. Review this information with the child periodically. This information should include: what the child should do in the event of an unexpected early dismissal, cancellations and other emergencies, where the child should go (for example- neighbor, friend, grandma), if they are to call someone, and also inform the school via the teacher and office. At this point a note could be made on the emergency office card. Parents should listen to Channel 2 (KDKA-TV), Channel 4 (WTAE-TV), Channel 11 (WPXI-TV), or MP Channel 39. Notification of scheduled early dismissals will be reported in the Principal's Newsletter and/or monthly calendar each month.

### **Healthy/Active Kids Learn Better**

“You can't educate a child who isn't healthy, and you can't keep a child healthy who isn't educated.” Jocelyn Elders

### **Be There!**

Help your child develop healthy attendance behaviors. When students miss too many days of school, they fall behind the struggle to keep up with their classmates. Whether the days missed are due to illness, truancy or for any other reason, the end result for the student is the same – learning time is lost. Children and adolescents will get sick at times and may need to stay at home, but we want to work with you to help minimize the number of days your student misses school.

### **Missed Days Add Up Quickly!**

- Just a few missed days add up to several school weeks missed in a year.
- Both excused and unexcused absences can make it more difficult for your child to keep up with other students, especially in math and reading.
- Children chronically absent in kindergarten and 1st grade are much less likely to read at grade level by the end of third grade. This can have an effect on school performance in middle school, high school and beyond.

## Work with Your Child and Your School

- As the parent, be strong with your child and don't let your child stay home when it is not necessary. This will help your child succeed.
- If your child has a chronic disease, make sure that the school staff is aware of the disease so the staff can assist your child if he or she becomes ill. Information about your child's chronic disease should be noted on the school emergency or health information card.
- Keep an open line of communication with the school staff and teachers. The more the school knows about your child's health, the better prepared everyone will be to work together for your child.

### Helpful Ideas:

- Make appointments with the doctor or dentist in the late afternoon so your child misses as little school as possible.
- If your child must miss school, make sure you get his or her homework assignments and follow up to see if the work is completed and turned in.
- Call the school as soon as you know your child will be absent and tell school staff why your child will be out and for how long.
- Be prepared to get a doctor's note when requested by school personnel

## **ELECTRONIC DEVICE POLICY**

The Board prohibits possession of laser pointers and attachments, by students on school grounds, on buses and other vehicles provided by the district, and at school-sponsored activities. The Board allows possession of cellular telephones under the conditions outlined in School Board Policy 237. Cellular Telephones 1) Students may have cellular phones in their possession at school but they must be turned off during the school day and in backpack or locker. 2) Students may not use their cell phone in the school building during normal school hours. 3) If a student carries a cell phone, it is restricted to personal use before or after school. 4) The privilege of carrying a cell phone may be revoked if the phone becomes a disruption to the learning environment or the student misuses the cell phone during the school day.

A personally owned electronic device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images.

Educational purposes include classroom activities; career development; communication with experts; homework; and research. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of substantial disruption of the academic environment;

personal attacks, including prejudicial or discriminatory attacks; harassment or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is told to stop sending communications, that student must cease the activity immediately.

Use of a personally owned electronic device during school hours or at school-sponsored events is a privilege, not a right. Students shall not use any personally owned electronic device that in any way disrupts or detracts from the educational environment. Violations of this policy by a student may result in disciplinary action including but not limited to confiscation of the device, banning the student from bringing personally owned electronic devices to school or criminal prosecution, if applicable.

All district students shall review and sign a statement of acceptance of this policy and associated technology policies and procedures before students will be permitted to use any school and/or personally owned electronic devices.

Personally owned electronic devices must access the Internet via the district's content-filtered wireless network, and not through 3G, 4G or other content service providers.

Students may not utilize any technology at school or at school-sponsored events to harass, threaten, demean, humiliate, intimidate or embarrass their classmates or others in a manner which results in substantial disruption or detracts from the educational environment.

Students are not permitted to take, store, disseminate, transfer, view, or share obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means. Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

Students shall not use cellular phones or other personally owned electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

The district reserves the right to monitor, inspect and/or review a personally owned electronic device when there is reasonable suspicion that a violation of Board policy has occurred.

The district will educate all students about network etiquette and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response



## **ELEMENTARY PROGRAMS**

Academics are the top priority in the elementary schools. The classroom teacher is the key individual in the student's educational program. He or she is responsible for teaching the Language Arts (i.e., Reading, Writing, English, and Spelling), Mathematics, and the Social Sciences (i.e., Science, Health and Social Studies). The areas of Reading, Writing, (integrated throughout all the curriculum), and Mathematics are emphasized throughout the elementary years. High expectations are set for students and all student are supported..

### **SPECIAL PROGRAMS**

**ART:** The elementary art program is a multifaceted program designed to provide experiences for children, which promote individual creativity and allow students to examine the aesthetic merit and quality of many forms of human expression. Students are encouraged to explore the full depth of their potentiality and interests through a variety of activities and projects. All students in the elementary school have formal art classes with the art teacher. In addition to our itinerant art classes, classroom teachers throughout the school year direct additional art projects.

**LIBRARY:** Each elementary school in MPASD has a working and operational library. The number of volumes in these libraries now totals over 25,000. Books and reference materials must either be returned within one week or renewed for an additional week. At the close of each school year, students will be notified in advance as to the date when all library materials are due. Students are fully responsible for all materials that are scanned through the library computer system in their name. The library is open on a regularly scheduled basis, and it is supervised by the librarian. Library classes are held for grades K-6. They are held for the purpose of library instruction, as well as for the enjoyment of the materials and books. Students may use the library to borrow books for recreational reading or to do reference work for special projects. There is no fine for overdue books, but students are charged for lost or damaged books. The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. A variety of audio-visual materials is available through the library for teacher use in the classroom.

**MUSIC:** All students at our schools have formal music classes with the music teacher. The music program provides opportunities for children to develop music skills and have a better understanding and enjoyment of music. The basic elements of music are presented to students through various experiences involving singing, listening, movement, vocal expression, and music reading. Besides general music instruction, instrumental music instruction is offered to students in grade 5. Band and Chorus are options available for all students in grade 5. Third grade students are afforded the opportunity to learn to play the song flute.

**PHYSICAL EDUCATION:** Physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. School personnel attempt to create an atmosphere for the development of leadership, sportsmanship and congeniality through our physical education

program. Students in grades K-6 have formal physical education classes. Adaptive physical education classes are provided for students with special needs. All students should wear tennis shoes and play clothes appropriate for physical activity on gym days.

**SUPPORT SERVICES / PROGRAMS:** In addition to basic classroom instruction, a number of supportive services and special programs are available to assist students/teachers and meet individual student needs. Guidance services are directed toward the identification of the student's intellectual, physical, social, and emotional characteristics, early diagnosis of learning problems, and assisting teachers/parents to understand children and to work with them more effectively.

**SPECIAL EDUCATION SERVICES:** MPASD offers special education services to students with disabilities through a variety of service delivery options. These services include academic support classes including gifted support, learning support, autism support, and life skills support. Additionally, services are available for students with hearing or vision impairments, speech and language impairments, physical disabilities, and multiple handicaps. On-going comprehensive screening is done within all of Mount Pleasant Area elementary and secondary buildings to locate children who have a specific need for special education programs. If parents feel their child is in need of special programming, they should discuss the child's needs with the classroom teacher, guidance counselor, or building principal. All interaction will be confidential and comply with the Family Educational Rights and Privacy Act of 1974.

MPASD provides a full range of special education services made available to all students who are eligible under the Pennsylvania School Code Chapters 14 and 16.

Mount Pleasant Area Elementary Schools have instituted an Elementary Student Assistance Program (ESAP) that provides school personnel and parents with interventions and support services designed to meet students' social and behavioral needs. The ESAP team is comprised of trained school personnel that work to prevent student problems through promotion of personal wellness in all students. This voluntary program is designed to help students succeed in school and overcome barriers to learning

#### **EMERGENCIES & NURSE'S STATION**

The nurse's office is located near the elementary offices. The school nurse is available on a rotating schedule. In case of an emergency, a child will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only and the parents will be contacted. If parents are not available, the child will be taken to the nearest hospital via ambulance service. However, the school is not obligated for medical expenses incurred because of accidents that happen in school. Parents are encouraged to purchase the school insurance, offered at the beginning of the school year, if they do not already have coverage for their children.

If health services are needed (except for emergencies) students are to:

1. Report first to class to obtain a pass. Students are not permitted to report to the health suite between classes.
2. Report to the main office if the nurse is not available.
3. Wait for a consultation with the nurse.
4. Students will be required to sign in and out of the nurse's office.
5. Necessity to send a student home will be determined by the nurse or an administrator.
6. A pass to return to class will be issued by the nurse or office staff.

**MEDICATION:** Guidelines for sending medication to school Supervision of medication use is vitally important in order to avoid the misuse of drugs. Therefore, all medications will be taken in the presence of the school nurse.

**LONG - TERM MEDICATION:** To be taken daily (i.e. Attention Deficit Disorder, seizure, diabetic medication)

**SHORT - TERM MEDICATION:** To be taken as needed (i.e. headache, asthma, pain, and insulin coverage medication)

If your child has to bring medication to school, whether long term or short term, the following requirements are essential for the safety of your child:

1. A "Physician's Authorization of Medication for a Student at School" form must be completed and signed by the parent/guardian and prescribing physician. This form must be submitted to the school nurse before medication can be administered.
2. Must be in the original container.
3. The prescription must be current.
4. The prescription must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
5. No more than one week of medication should be sent at one time, unless otherwise specified by school personnel.
6. Refrigeration is available.
7. Inhalers for asthma may be carried by students provided the required forms have been completed and the student has demonstrated correct use. Required forms include: "Physician's Authorization of Medication for a Student at School" and "Asthma Inhalers at School".
8. Forms must be renewed yearly and are available at the office.

**NOTE: In order to avoid the misuse of drugs, prescription and over-the-counter medication CANNOT be brought to school by the student at any time. It must be delivered to the school nurse by parent/guardian or responsible adult.**

**INSECT AND BEE STING ALLERGIES:** It is the responsibility of the parent/guardian to notify the school nurse, in writing, if a child is subject to an allergic reaction from a bee or other insect bite, and provide (Epi-Pen) and/or Benadryl to be given in the event of a reaction. Specific instructions for administration of the medication must be provided in writing by the physician on the required form secured at the nurse's office.

**EPI-PEN ADMINISTRATION:** In the case of severe allergic reaction (anaphylaxis) with symptoms of flushing, apprehension, syncope, tachycardia, rash, itching, swelling, and respiratory difficulty including wheezing and/or shortness of breath, the School Nurse or her designee may administer Epi-Pen. Dosage is determined by student weight. An ambulance will be called immediately. Emergency care must be activated at the onset of a severe allergic reaction.

### **FOOD SERVICES**

MPASD is serviced by Nutrition Group LLC. If parents have any questions or concerns regarding food service items, they should contact Heather Emde, Food Service Director at 724-547-4100 ext 1080. Breakfast is available to elementary students from 8:30 AM – 8:45 AM. Breakfast is not served on two-hour delay days. Lunches are served by grade level, in half-hour sessions. Nutritious meals are prepared in accordance with National School Lunch Program Regulations along with optional menu choices. School meals are prepared by trained cooks certified in Serv-Safe working in cooperation with the food service director. Students are encouraged to participate in the school meals program to ensure they are prepared to learn. If students bring lunches from home, milk or juice is available for purchase from the cafeteria. Students who choose to pack a lunch even though they receive free or reduced meals must pay a la carte prices for milk or juice.

**FREE AND REDUCED MEAL APPLICATIONS:** Families with access to a computer with internet are to apply for free or reduced price school meals online. The link for the program to apply for meals can be found at [www.mpasd.net](http://www.mpasd.net) and click on Menus at the right, then Overview. You will need your child's PIN or Student I.D. number to apply online. The PIN ID is the Student ID Number given to you by the school. This will stay with your child throughout their education at MPASD. Families who do not have access to a computer with internet may call the Food Service Department at 724-547-4100 to request a paper application. All families are encouraged to complete the online application online, if possible. Families who apply online via the new link do NOT have to fill out an online or a paper application. Families who are also notified that they are Directly Certified should not fill out a paper application

**SCHOOL MENU:** The daily menu for our school breakfast/lunch is determined by our food service director in accordance with governmental regulations using the requirements for nutritious meals. Portion sizes are set by U.S.D.A.. The menu is sent to each home monthly and is also available on the web at [www.mpasd.net](http://www.mpasd.net). Parents are reminded to read the menu sheets that are sent home each month.

**LUNCH CHARGING POLICY:** NO ELEMENTARY STUDENT WILL EVER BE DENIED A LUNCH. A la carte items are not permitted to be charged by any student at any time.

- 1) These meals will include any meal on the menu.
- 2) Notices of low or deficit balances will be sent to parents/guardians at regular intervals as needed.

4) No a la carte items will be sold to a child who has a negative balance without first paying off the negative balance amount.

**STUDENT LUNCH ACCOUNTS:** Each school cafeteria in MPASD is computerized. Students eating in the cafeteria have access to their own cafeteria account by use of a personalized PIN # beginning at grade 2 through grade 12. Parents of students in all grades may make prepayments to their lunch account to pay for the school meals and other food purchases. Prepayments are accepted by cash, check, and online payments are also accepted at [www.myschoolbucks.com](http://www.myschoolbucks.com). Parents may sign up to make online payments or view their child's cafeteria activity through the school website on the Food Service section of the website. Parents are encouraged to prepay for meals as this helps speed up the lunch line giving the student more time to eat, reduces the need for the child to carry cash daily and results in less chance of cash being lost or stolen. Prepaying is more convenient for the parents, too, since they do not have to remember to send lunch money daily. Parents may also call the cafeteria in their child's school at any time and request their child's account balance or an account printout or to place limits on the daily food and meal purchases

**SPECIAL DIETS:** MPASD & Nutrition Group will work within USDA guidelines to assist families of children with special diets or allergies. A Fluid Milk Substitution Form may be filled out by the parent or medical authority and returned if your child(ren) has a milk intolerance or non-life-threatening allergy and you wish to request one of the available milk substitutions with breakfast or lunch (Lactaid or Soy Milk). Due to USDA regulations, we are no longer permitted to substitute juice or water for milk unless there is a case of medically recognized disability. If your child has a more serious condition that is identified as a disability (such as food allergy which may result in anaphylaxis or celiac disease), a separate Medical Statement must be completed and signed by a physician identifying the disabling condition, and must provide both a detailed diet prescription and food substitutions requested from the attending physician. Both the Fluid Milk Substitution and medical Statement forms are available on the school district website and may be found under Food Service.

**STUDENT DEBTS:** If a student has incurred outstanding debts (i.e., for unpaid cafeteria meals, lost or damaged books, PTA, Fundraisers, etc.), the obligation must be cleared as soon as possible. This outstanding debt, if not cleared by the end of the year, will follow the student as they advance through each year.. Food service may add a service charge to unpaid lunch balances if the balances are not resolved in a timely manner. Checks will still be accepted by our food service department as long as you are in good standing; otherwise this department will be on a money order or cash basis.

### **MCKINNEY VENTO and HOMELESS STUDENT SUPPORT**

Pennsylvania's Education for Children and Youth Experiencing Homelessness Program was established to make sure homeless youth have access to a free and appropriate public education while removing barriers that homeless children face. Its goal is to have the educational process continue as uninterrupted as possible while the children are in homeless

situations. If you are experiencing homelessness, please contact the District Homeless Liaison, Mrs. Cassie Moorehead at 724-547-4100 ext. 4700.

### **HOMEBOUND INSTRUCTION**

A child who, due to serious illness or injury, is unable to attend school for an extended period of time (6 weeks or longer), may receive home instruction by a qualified tutor at no cost to the parent. In order to receive this instruction, the parents must request it from the district administration office. Accompanying the request must be a physician's note stating: 1. The reason for the extended absence. 2. The expected duration of the absence. 3. A statement by the doctor that homebound instruction is desirable.

### **READING IMPROVEMENT PROGRAM**

Title I Reading Improvement Program are schoolwide reading programs designed to reinforce the critical core reading skills for all students. The program's main objectives are to: 1. Build upon the student's strengths 2. Improve the student's weaknesses 3. Develop a positive attitude toward reading.

### **ACADEMIC PROGRESS**

It is the intention of the Mount Pleasant Area School District to ensure high quality learning for all students. MPASD is committed to providing each of its students with both support and enhancement of its curriculum. This program is called I/E or Intervention and Enrichment. All elementary schools in the MPASD employ the I/E program and provide time for teachers and students to work together beyond classroom instruction during the school day. Each student's needs are identified through a number of instructional strategies that include assessments, classroom observations and homework. In this way, students are given prescriptive instruction that is designed to support a student in the process of mastering a concept or is designed to enrich that student's understanding of a concept for which that student has already demonstrated proficiency.

**REPORT CARDS:** Report cards are issued following the completion of each nine-week grading period. Please review your child's progress carefully and contact the school if you have questions regarding grades. Interim report forms (progress reports) will be sent to students who are earning deficient grades at the mid-point of the nine-week period.

**MARKING SYSTEM** - The numerical value for grades may be computed as follows:

90% TO 100% A

80% TO 89% B

70% TO 79% C

60% TO 69% D

0% TO 59% F

**PARENT-TEACHER CONFERENCES:** Parent-teacher conferences are held every year in the elementary grades. The first conference is held during the 1st 9 weeks of school. Conferences help implement plans to work together which help the student have a successful school year. Parents are encouraged to contact the teacher whenever there is a need to inform the school about possible problems or concerns. Working together can only help increase the chances for a bright future for the students of our district!

**TESTING SERVICE:** The Mount Pleasant Area School District uses various assessments and testing programs to monitor student progress and provide information to continually improve the instructional program to best meet the needs of each student.

- All first graders will take the OLSAT test in the fall.
- All third, fourth, fifth, and sixth graders are required to take the Pennsylvania System of School Assessment (PSSA) tests in the spring. These tests cover Math, and English/Language Arts. In addition, students in Grade 4 will be tested in Science.
- DIBELS – Grades Kindergarten to Grade 2
- Psychological testing services are also used at times to help further evaluate an individual student's placement and needs.

## **CLASSROOM POLICIES**

**TEXTBOOKS/SUPPLIES:** The school provides textbooks and basic paper/pencil supplies. If a book is lost, misused, or damaged beyond reasonable wear, the student will be charged for the book's replacement. Parents are requested to provide a backpack or bookbag for the transport of schoolwork and materials to and from home.

**HOMEWORK:** We believe that homework at MPASD is one of many utilized activities to integrate the efforts of school and home as a means of extending the physical, intellectual, emotional, aesthetic, social and moral growth of every child. We also believe that homework (independent work) reinforces school learning. Furthermore, it provides practice and expands application of knowledge and skills. Accordingly, each student can better explore academic career needs and leisure time needs that will enrich his/her life as well as the lives of those around him/her.

### II. Purposes

1. To promote good study habits (work ethic).
2. To develop self-direction and responsibility for working independently.
3. To aid in mastery of skills.
4. To promote creativity.
5. To act as a stimulant towards new learning.
6. To reinforce knowledge.
7. To keep parents informed regarding skill and content being taught in the classroom.

Each teacher shall have the responsibility of:

1. Challenging the ability and interest of the students.
2. Attempting to limit homework to the timelines suggested herein.
3. Explaining thoroughly all homework assignments.
4. Evaluating and return all homework. (Homework will be considered as part of the student's grade each marking period.)
5. Assigning homework at the independent or review level. Teachers will use discretion when assigning homework over holiday and weekends (some assignments need this additional time, i.e., research book reports, creative writing etc.).

Each parent/guardian shall have the responsibility of:

1. Assisting the student in planning when to do homework given the family's nightly schedule.
2. Providing a consistent time and place suitable for completing assignments.
3. Signing assignments, agendas, or tests when requested.
4. Communicating with the teacher regarding any homework or academic concerns.
5. Communicating with the teacher with respect to the reason for incomplete homework assignments. Teacher discretion will prevail in the acceptance of the reason. Frequency and type of reason are factors to be weighed by the teacher.
6. Please consult the calendar and your child's schedule, see that the child is dressed appropriately and have materials for class whether the day calls for art, gym, music, band, chorus, etc.

Each student shall have the responsibility of:

1. Taking home assignments clearly written down.
2. Being responsible to return completed work on time.
3. Arranging your answers as directed by your teacher.
4. Being neat and accurate.
5. Reading books you like at home.
6. Collecting materials that will help you in school - paper, pencils, notebooks, magazine pictures, or other special requests by your teacher.
7. Being prepared and dressed for the day whether your class schedule calls for gym, art, music, band, chorus, etc.
8. Getting their parent/guardian to sign their agenda prior to the start of the school day (grades 3 to 5)

Incomplete assignments must be made up in a time period established by the teacher.

Suggested Timelines for Homework:

Kindergarten: 15 minutes

Grades 1-2: 15-30 minutes

Grades 3-4: 20-40 minutes

Grades 5-6: 40-60 minutes



\*Suggested timelines will vary due to differing learning rates and abilities between students. Also, students not able to or willing to complete work in school will require more time to complete work at home. If you suspect that this may be the case please consult the teacher. The failure of the assigned homework to comply with one or more of the guidelines or general philosophy set forth above SHALL NOT constitute a defense for a student's failure to completely, properly, and timely complete the assignment. When making future assignments the teacher should consider the guidelines and philosophy. Parents are reminded that the times stated for assigned tasks may vary for individuals, since children learn and work at different rates of speed. Also, long-range projects may require work on weekends (if students are unable to complete their work during the week). Children should be encouraged to use their time wisely throughout the week, to avoid unnecessary pressure of homework assignments on the weekends.

**STUDY SKILLS:** A parent can help his/her child be aware of skills and techniques, which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

### **PARTIES / TREATS**

Parties may be held each school term at the discretion of each elementary principal. Treats, refreshments, and activities will be provided by homeroom parents in cooperation with the classroom teachers and/or the PTO. Homeroom parents are reminded that siblings are not to be brought to the parties. Please consider this policy when volunteering to help with the school parties. Since the students will receive treats and refreshments on party days, additional treats should not be sent to school at these times. If your child has a birthday on a party day, or you would like to treat his/her class, please send your treat to school on a day other than a party day. Additional food on these days is often wasted, and it is difficult for teachers to explain why certain classrooms receive extra treats. Birthday treats may be brought to school. However, these treats will be distributed to students at the discretion of the classroom teacher. If you are planning a birthday party for your child outside of school and wish to send invitations in for his/her classmates, please note that you must send invitations for all students, all boys or all girls.

In order to improve our children's health and wellness, here is a compiled list of healthy snack choices that would be appropriate for holiday and birthday parties. By promoting good nutrition within the district, our students will have the opportunity to lead a healthier life.

\*Due to several student allergies, please do not send anything containing peanuts or any other nuts.

Low-fat dip and vegetables – carrots, celery, cucumbers, broccoli, tomatoes  
Fresh fruit – apples, oranges, bananas, grapes, melon  
Dried fruit – apricots, apple chips, banana chips, raisins  
Fruit cups  
String cheese  
Sugar free pudding cups  
Cheese-filled crackers  
Sugar free popsicles 1  
100% juice boxes  
Sugar free Jello cups  
Frozen yogurt  
Pretzels  
Bottles of water  
Ginger snaps  
Granola bars  
Vanilla wafers  
Popcorn  
Low-fat mini muffins  
Bagel chips  
Animal crackers  
Chex Mix  
Teddy Grahams  
Pita chips  
Graham crackers  
Baked potato chips  
Goldfish crackers  
Baked cheese puffs  
Low-fat Ritz crackers

## **DISCIPLINE**

**NOTE TO STUDENTS:** Donegal/Norvelt/Ramsay/Rumbaugh is your school, and you share in the responsibility to make it a better place to learn. The behavior expected from you at school is a combination of common courtesy and safety considerations. School can be a pleasant place to learn if all students work together. Students are expected to treat all adults at school with respect and courtesy, no matter their position or role.

### **General Rules for Students:**

1. Come to school regularly and on time.
2. Complete all assignments on time.
3. Come prepared for class.
4. Make up work missed during absences.
5. Avoid using disrespectful words or actions.

6. Be polite and kind to other children and adults.
7. Talk and walk in school in a manner appropriate for a school activity.
8. Treat the property of others with care.
9. Reserve running and throwing actions for the gym class or outside recess period.
10. Treat others as you would like to be treated.

There are several types of conduct which are never permissible at school. These include: 1) Pushing, fighting, spitting on, or striking other students, 2) Defiance of school staff, 3) The use of profanity, 4) Possession of weapons or other dangerous objects, 5) Theft, 6) Possession or use of any controlled substance, including alcohol and tobacco.

A severe infraction usually results in a school suspension or involvement of law enforcement officials

**CHEATING:** Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, disciplinary action will be taken by school personnel. Parents will be notified of any major offenses that occur.

**FOOD / GUM / CANDY:** Students are not permitted to chew gum while in school for health and custodial reasons. Treats including ice cream, soda, and candy are to be eaten during lunch or as approved by the classroom teacher.

**FIGHTING:** The School Board recognizes that every student shall have the opportunity to attend school reasonably protected from bodily harm from other students. The building principal shall have the power to file a summary (non-traffic) citation before the district magistrate for disorderly conduct.

**LITTER POLICY:** Our school grounds are attractive when kept free of litter. If you are visiting the school, or if you are a student, please put litter in its place

**SEXUAL HARASSMENT:** MPASD is committed to maintaining an educational environment for all its students which is free from any type of sexual harassment by staff, employees, or other students of the district. Students who feel victimized or threatened by sexual harassment of any form or nature should report it immediately to the building principal, counselor, nurse, or teacher of their choice.

**SMOKE & TOBACCO USAGE:** All buildings in MPASD are tobacco free zones. No one, at any time, may smoke or use tobacco in any of the buildings. Consult the Discipline Code as students who use tobacco will be suspended and charges may be filed with the magistrate's office.

**VANDALISM:** Our school and school equipment are public property. Willfully damaging or destroying this property is cause for immediate disciplinary action, which may include

suspension. The school requires that damage caused by vandalism be paid for by the individual(s) who cause the damage.

**WEAPONS:** Possession of any weapon, including a pocket knife, will result in an out-of-school suspension as a minimum sanction. Students who bring a weapon to school may face prosecution and permanent expulsion from school. This guideline is in accordance with the Safe Schools Act.

## **DISCIPLINE**

Discipline is the framework for the development of the proper atmosphere for learning. The following information should provide students and parents with an understanding of the expected behavior and conduct of students.

**BEHAVIORAL EXPECTATIONS:** At Donegal/Norvelt/Ramsay Elementary Schools the primary purpose of the daily schedule is to conduct the business of education. The school provides many opportunities for students to achieve success and to advance their educational goals. It is imperative the climate of the school be conducive to such ends. Therefore, the development of self-discipline and responsibility is encouraged and nurtured. A discipline code has been developed to establish guidelines for student conduct while they are in school, out of school, on a school bus, and/or attending school functions.

**PHILOSOPHY:** MPASD is committed to promoting a safe, healthy, and inviting environment: one that fosters respect, caring, and responsibility. Disciplinary consequences are designed to change inappropriate behavior, encourage more effective habits of conduct, and promote the development of self-discipline. In order to preserve a healthy, inviting school climate, which allows each student the opportunity to achieve his/her maximum potential, all individuals will be expected to adhere to this philosophy or lose the privilege to remain in the school setting.

**DISCIPLINARY POLICIES:** The school administrator or head teacher has the responsibility for taking action based on knowledge of the facts of the incident and the needs of the involved parties. The following list of minimum and maximum disciplinary actions does not imply or require a progression of increasing severity. Some of the violations are criminal offenses and, if so, appropriate legal authorities would need to be informed. Students may also be disciplined for activities off of school property and not during school-sponsored activities if school administrators have a reasonable belief that the health and/or safety of the student or others in school may be in danger, or that school operations or activities may be disrupted.

## **DEFINITIONS**

**1. Probation:** trial period for a pupil to change undesirable behavior and still remain in the school. The assignment of after school detention and/or loss of privileges may be a condition of the probation.

**2. Detention:**

a. Detention will be held after school under the supervision of a supervising teacher and/or the Principal.

b. Students will be given a minimum of one day's notice of the detention.

c. Parents will be responsible for providing transportation.

**3. Suspension of Privileges:** Students and parents will be notified of the suspension of school privileges, the reason such action is necessary, and the conditions necessary to remove the suspension. During a period of suspended privileges, students will not be issued hall passes from class, study halls or homeroom. They may not participate in any school sponsored field trip, activity, sport or sport practice.

**4. Suspension of Bus Privileges:** Students are provided free bus transportation to and from school. If at any time during bus transport (this includes time at bus stop, boarding and exiting) a student acts in a manner so as to endanger, harm, harass or otherwise interfere with the safe transport of himself/herself and/or others, the student may have his/her privileges suspended. Parents will be notified of the reason for the length of the suspension. During that period of time the parents are responsible for the transportation of their child to and from school.

**5. Out of School Suspension:** Out of school suspension will be issued when a student has committed a serious infraction or accumulations of multiple less-serious infractions have occurred. Suspension may be for a period of one to ten days. It is a serious penalty, during which a student is not permitted to attend classes, be in the building or on school grounds, and participate in any school-sponsored activity or sport. Parents will be notified and the suspension will start when designated by the administration. Students under suspension have the right to make-up all work missed and will have the time of suspension plus one day to do so. If school is cancelled, the student will serve the suspension on the next day that school is in session.

**6. Expulsion:** Expulsion means the exclusion from school for an extended period of time beyond the limits of out-of-school suspension and may be a permanent expulsion from the school rolls. Expulsion may be recommended by elementary school administration; however, it can only be authorized through school board action.

**7. Referral to Civil Authorities or Police:** In the event of serious offenses committed by students the administration may refer the incidents to civil authorities or police for appropriate action. The parent or guardian will be responsible for fines and court costs to the extent provided by the laws of the Commonwealth of Pennsylvania.

**8. Due Process:** School personnel have a responsibility to see that due process is practiced and that the rights of all members of the school community are preserved. A student has the right to fair treatment and to be made aware of the charges against him/her. He/she must be given an opportunity to respond to the charges.

**9. Informal Hearings:** When a suspension exceeds three days the student and parent shall be given the opportunity for an informal hearing to meet the proper school official(s) to explain the event for which the student is being suspended.

**10. Formal Hearings:** When a student is considered for expulsion a formal hearing before the School Board, a duly authorized committee or a hearing examiner must be conducted.

**11. Searches:** School lockers are the property of the school district not of the student and as such are subject to search at any time. Administrators are permitted to conduct a search of a student if there is reasonable cause to believe that he/she has possession of an item, which

constitutes a violation of the law or a school rule. Students will be asked to relinquish cigarettes/lighters when there is a suspicion of smoking on school property. If law enforcement officials conduct the search a third party must be present. Trained canines may be used to sniff inanimate objects on school property. These searches may take place without additional notice.

### **Discipline Code Level System under School Board Policy 218**

**LEVEL 1:** Misconduct involved behavior on the part of the student, which impede orderly classroom procedures or interferes with the orderly operation of the school. An individual staff member usually handles these misbehaviors, but sometimes behaviors require the intervention of other school support personnel.

**General Procedures:** The staff member who is supervising the student or who observes the misbehavior should intervene and establish contact via email or phone call to parent/guardian.

Repeated misbehavior requires a parent-teacher conference or a conference with the administrator and/or counselor. The staff member should maintain a proper and accurate record of the offense.

**\*\*Examples:** Inappropriate apparel, failure to complete assignments, tardiness to class, horseplay, running in hall, littering, minor classroom disturbance

**\*\*Disciplinary Actions:** Verbal reprimand, special assignment, withdrawal of privileges, teacher/parent conference, detention, behavioral contract, student conference, parent letter, special seating

**LEVEL 2:** Misconduct involves behavior of frequency or seriousness, which tends to disrupt the learning climate of the school. These infractions which usually result from continuation of Level I misbehaviors require the intervention of personnel on the administrative level because the Level I disciplinary response has failed to correct the situation. Also, included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but require corrective action on the part of administrative personnel.

**General Procedures:** The student is referred to the administration for appropriate disciplinary action, using a referral form. The administrator investigates the infraction and meets with staff when appropriate. The administrator meets with the student and/or teacher and decides the most appropriate disciplinary action. The teacher is informed of the administrative disciplinary action. The administrator should maintain a proper and accurate record of the offense.

**\*\*Examples:** Unmodified Level 1 behavior, school tardiness, cutting class, gambling, bus disturbance, use of laser pointer, forged notes or excuses, bus disturbance, failure to identify oneself when asked, insubordination, abusive language, abuse of hall pass, obscene language, gesture, or materials, throwing food or other object

**\*\*Disciplinary Actions:** Student/principal conference, phone call to parents, parent/principal conference, suspension, detention, behavioral contract, referral to outside agency, schedule change, social probation, loss of bus privilege, citation to magistrate

**LEVEL 3:** Misconduct involves acts directed against persons or property, and which may have consequence serious enough to endanger the health or safety of others in the school. These

acts might be considered criminal, but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures, which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students. Those acts, which are criminal or illegal, are automatically referred to the appropriate law enforcement office.

General Procedures: The student is referred to the administration for appropriate disciplinary action, using a referral form. The administrator investigates the infraction and meets with staff when appropriate. The administrator meets with the student and confers with the parent about the misconduct and disciplinary action. The teacher is informed, when appropriate, of the administrative disciplinary action. The administrator should maintain a proper and accurate record of the offense. Restitution of property and damages is required, where appropriate.

\*\*Examples: Unmodified Level1 or Level2 behaviors, fighting, vandalism, intimidation, indecent exposure, physical/verbal abuse of staff/student, stealing

\*\*Disciplinary Actions: Removal from class, suspension, mandatory parent/staff conference, referral to outside agency, citation to magistrate, criminal charges, social probation, indefinite loss of bus privileges, restitution

LEVEL 4: Misconduct involves acts which result in violence to another person or property or which may pose a direct threat to the safety of others in school. These acts are clearly criminal and are so serious that they always require administrative actions, which result in the immediate removal of the student from school, the intervention of law enforcement authorities and possible action by the Board of School Directors.

General Procedures: The student is referred to the administration for appropriate disciplinary action, using a referral form. The administrator investigates the infraction and meets with staff when appropriate. The administrator meets with the student and confers with the parent about the misconduct and disciplinary action. School officials contact law enforcement agency and assist in the prosecuting the offender. The teacher is informed, when appropriate, of the administrative disciplinary action. The administrator should maintain a proper and accurate record of the offense. Restitution of property and damages is required, where appropriate. A complete and accurate report is submitted to the Superintendent for possible Board action.

\*\*Examples: Unmodified Level 3 behavior, extortion, bomb threat, weapon violation, assault/battery, inciting a riot, drug/alcohol violation, arson, false alarm, possession or use of firecrackers, reckless driving, any conduct contrary to the criminal code

\*\*Disciplinary Actions: Expulsion, alternative education, parental hearing, criminal charges, restitution

### **DISCIPLINARY ACTIONS**

Appropriate disciplinary action will be taken if students fail to observe the rules/regulations of the elementary school. The action taken will depend upon the severity of the infraction and surrounding circumstances. The following actions are examples of actions, which may be taken at the discretion, and judgment of the teacher and/or principal:

1. Verbal reprimand
2. Detention after school

3. Loss of recess
4. Written and/or verbal apology
5. Loss of privileges (i.e., exclusion from assemblies, special activities, or class trips)
6. Written or telephoned report to parents from principal, teacher, or student
7. Suspension

**SUSPENSION / EXPULSION:** Suspensions from school are given by the principal for severe infractions of school rules and policies. If your child is suspended, you may be required to speak with the principal before reinstatement can take place. Expulsion is an extreme measure, which may occur after a formal hearing before the Superintendent and Board of School Directors.

**BUS CONDUCT:** Riding a school bus is a privilege. Bus privileges can be revoked if students are not cooperative with the bus drivers. Rules/regulations for bus conduct are put into effect in order to insure the safety of children.

The following rules have been established in order to ensure the safety of all students who ride the buses:

1. Exercise caution, good manners and consideration for other people.
2. Obey the driver. His or her first concern is for your safety.
3. Video cameras with sound are on the buses for safety.
4. Use only the bus and bus stop assigned. Students will not be permitted to ride different buses unless a note signed by a parent or guardian is submitted to the teacher in advance and the permission of the principal or his designee is granted. This permission will be granted on a limited basis since the bus capacity number must remain below the total bus capacity designated by the law for each school bus. The capacity number varies depending upon the seating capacity of the bus. If a student is going home with another student both parties need to submit a note signed by parents/guardians granting permission.
5. Waiting for the Bus -
  - ✓ Be at your stop five minutes ahead of time.
  - ✓ Stay a safe distance from the road.
  - ✓ When the bus approaches, get in line.
  - ✓ Stay clear of the bus until it has come to a complete stop.
  - ✓ Let smaller children board first.
  - ✓ Your bus driver has a schedule to keep. If you are not at the bus stop, he or she cannot wait for you.
6. Getting On and Off the Bus -
  - ✓ Always use the handrail
  - ✓ Go up or down the steps one at a time.
  - ✓ Don't push or crowd others.
  - ✓ Go directly to your seat. The bus will not move until all passengers are seated.
  - ✓ Regulations do not permit passengers to stand in a moving school bus.
  - ✓ Orderly behavior is required at the bus stop.
  - ✓ Students shall sit where assigned by the driver.



- ✓ Remain seated, facing front, when the bus is in motion.
  - ✓ Talk, quietly and make no unnecessary noise.
  - ✓ Do not talk to the driver unless it is necessary.
  - ✓ Windows shall be opened only with the permission of the driver.
7. Students must refrain from placing arms or head or any part of the body out of the window.
  8. Do not litter the inside of the bus or throw anything out the window.
  9. Tampering with or destroying bus equipment is a very serious infraction and will be treated as such with revocation of the student's bus privileges.
  10. Pets are not permitted on the bus.
  11. The use or possession of tobacco in any form is forbidden.
  12. Eating or drinking on the bus is prohibited.
  13. Profane language, shoving, fighting, throwing things of any kind, etc., while waiting for the bus or while a passenger on the bus is strictly prohibited.
  14. The emergency door at the rear of the bus is to be opened only on the orders of the bus driver or in an extreme emergency.
  15. Any request for bus schedule changes must be made through the District Office.
  16. Standard seating in a school bus (66 passenger or 72 passenger) requires three students to a seat at full capacity.
  17. Remain seated in your assigned seat until the bus has come to a complete stop at its destination or your bus stop.
  18. During the first week of school, all eligible students should ride on the buses.
  19. It is understood that students are permitted to bring the necessary "tools of their trade" and school projects (when not excessively large). Students must not take undue advantage of this and must at all times keep aisles and entrance clear so as to not obstruct traffic. Books and parcels are to be held on passengers' laps.
  20. After you leave the bus, go directly to your assigned place or home. You must bring a note from your parents, to be given to the school administrator, any time you are to get off the bus at a stop other than your own.
  21. Demonstrate good citizenship by cooperating with your bus driver so that your parents and school officials can depend upon the safe transportation to and from school. It is everyone's responsibility.
  22. These regulations apply to activity buses, as well as to regular buses.

### **BUS DISCIPLINARY ACTIONS**

- A. First Offense - (3 day bus suspension) The bus conduct report will be sent home with the student for a parent signature. The parents' cooperation will be asked in correcting the student's behavior so that a second offense will not occur.
- B. Second Offense - (5 day bus suspension) The bus conduct report will be sent home for a parent signature. Cooperation will again be asked in correcting the student's behavior so that a third offense will not occur.
- C. Third Offense - This misconduct may result in indefinite suspension of all school privileges.

**BUS ROUTES / OPERATING POLICIES:** Bus routes and stops are established prior to the beginning of each school year. Safety, economy, efficiency, and allocation of resources are some of the considerations that must be evaluated in determining bus operation policies.

Parents who have questions concerning bus routes, time schedules, or bus stops should contact FIRST STUDENT at 724-547-5443. Any changes in bus routes or stops must be approved by MPASD Director of Transportation @ 724-547-4100. Behavioral problems on school bus should be directed to principal.

Primary level students (kindergarten and first grade) if there is no parent / guardian at the bus stop the student will NOT be allowed off the bus. The student may be taken to the bus garage and they will need to be picked up at that location. Whoever picks them up at the bus garage must have photo identification to show bus company personnel. Primary age students can be entrusted to the care of older elementary siblings and permitted to leave the bus.

**RECESS POLICIES:** Weather permitting, students in most grade levels have recess every day. Decisions to have outside recess during the cold weather depend upon the temperature and the wind chill factor. Shorter outside times may be scheduled on very cold days. Always dress your child for outside recess. Students will have supervised free time in the classroom on days when inclement weather prevents outside recess. Quiet games and talking with friends, etc. are permitted by the teachers in charge. Only students with medical excuses or on detention will be allowed to remain in the building during scheduled outside breaks. School staff will supervise indoor and outdoor recess periods.

The following rules apply to outdoor recess:

- \*Treat others courteously. \*Use playground equipment properly.
- \*Do not throw objects (i.e., rocks or snowballs) at others.
- \*Do not fight, push or play rough (i.e., tackle football) on the playground.

**ELECTRONIC DEVICES:** Gaming devices and other electronics should not be brought to school. The school assumes no responsibility for items brought to school that may be lost or stolen.

### **DRESS CODE**

Students generally conduct themselves in a manner similar to the way, in which they dress and groom. They should wear clothing appropriate for a school setting. The following guidelines are being made available for your information. This might be some assistance as you purchase your child's school clothes. Students are expected to come to school in a manner that is accepted as being in good taste. Hats or sunglasses are not to be worn while in the school building. Bare midriff shirts and blouses, scarves worn as bandanas around the forehead, spandex, and clothing with suggestive drug, alcohol or profane references are not permitted. Sleeveless

shirts or shirts with straps are not permitted. Shorts of a fingertip length or longer are permitted. Trousers must ride at the waistline and not drag under shoes. Platform shoes and high heels need to be avoided for the child's safety. Gym shoes are needed for gym classes. Wallet chains, dog chains, and the like are not permitted.

### **EMERGENCY DRILLS**

The school staff, teachers, and administrators are well prepared for a variety of emergency situations. Parents should feel confident concerning all emergency procedures at the school.

**FIRE DRILLS:** Fire drills are conducted once each month in compliance with Pennsylvania School Law. Escape plans are posted in each classroom. Each class has an escape route to an outside area a safe distance from the building. Children are directed to these designated areas as fast as possible in a safe, quiet, and orderly manner.

**EMERGENCY WEATHER DRILLS:** Emergency drills may be conducted during the school year. During these drills, each classroom goes to a designated area within the building. All children sit or kneel with heads covered and faces down and away from windows.

**THREATS TO SCHOOL:** Threats to school are extremely rare occurrences. Nevertheless, the school is prepared for this type of emergency. Immediate evacuation of the building and notification of authorities are the standard procedures. School administrators will work with MPASD Police and the local authorities in all threats.

### **FIELD TRIPS**

Field trips to places of interest are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. Sometimes a small amount of money may be requested from each student to help defray trip costs.

### **HOMEROOM ASSIGNMENTS**

A range of abilities, a balance between boys and girls, and a balance in the overall number of students in each homeroom determine homeroom assignments. Also, students may be cross-grouped within the grade level. This means that students may receive instruction from a teacher other than their homeroom teacher. Therefore, because of the educational/organizational pattern, it is not always possible to honor homeroom requests.

### **SCHOOL VISITATION**

All parents/visitors must report directly to the elementary office to pick up their child(ren) for appointments, to deliver birthday treats, etc. At no time should parents report directly to a classroom. In order to minimize classroom interruptions, children will be called to the office for

you. Parents/guardians must sign out children who need to leave the building during school hours. This precaution is necessary to insure the safety of your children.

An open house, parent-teacher conferences, school programs, and classroom visitations are a few options available to parents to acquaint them with the school facility and the instructional program. If parents/guardians want to visit the classroom, they should contact the elementary principal. A pass will be issued whenever possible. The elementary principal reserves the right to deny a visitor's pass as he deems necessary.

### **TELEPHONE**

The office telephone is a business telephone and is not to be used by students, except in an emergency. It will not be used by students during the instructional day without permission from their teacher, the secretary, or the elementary principal.

### **TOBACCO**

The Board prohibits tobacco and nicotine use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district as outlined in School Board Policy 222.

The Board prohibits tobacco use and possession by students at school-sponsored activities that are held off school property.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy

### **VALUABLES**

School personnel cannot be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If circumstances make it necessary for a student to bring money (i.e., lunch money) or other important possessions to school, students are responsible for these items.

### **LOST AND FOUND**

All clothing found in the school is placed in containers located near the office and gymnasium at elementary schools. Students may claim them after proper identification. Unclaimed items are given to a local charity shortly after the last day of each school term.

### **INSURANCE**

Student accident insurance will be offered at the beginning of each school year. The cost is minimal compared to the potential cost of medical care, and parents are encouraged to

investigate the service. Please note that this school insurance provides limited coverage. The school is not obligated to pay medical expenses for accidents that occur at school.

### **PARENT-TEACHER ORGANIZATION**

MPASD has three (Donegal, Norvelt, & Ramsay) highly involved organizations that are focused on improving our schools and providing assemblies and additional activities for our students. PTO is a non-profit organization; therefore, fund raising is necessary throughout the school year to provide the means to support these programs. All parents are urged to become members and actively participate. Meetings are scheduled throughout the year. Advance notice of the meeting date and time are sent home to all parents in the elementary school. Current PTO Officers are listed in the front of the handbook.

PTO fundraiser policy: PTO runs several fundraisers throughout the year to help raise funds for school programs, school incentives, teacher expenses and more. PTO does not accept cash. PTO will only accept personal checks or money orders. If cash is sent into the school the student is responsible if it is lost or misplaced. PTO will not replace or reimburse cash that is lost.

### **PARENT VOLUNTEERS**

In today's education realm, parental involvement plays an important role. Involving parents as school volunteers helps both the staff and children to better realize their goals of educational achievement. School volunteers can offer a valuable gift to professional educators, children, and office staff - the gift of time. In working with children, some qualities that volunteers should bring to school are affection, tolerance, and a sense of humor and the ability to maintain confidentiality. Parent volunteers are required to have clearances to chaperone field trips.

### **RETENTION**

A student may be retained by failing two or more major course subjects or by failing one major subject and a total of one credit or more "minor" subjects. If such information is needed, and prior to student registration for same, please contact the Principal or Guidance Counselor for appropriate details. A student will not be retained more than two years in the same grade.

### **REQUESTS FOR SCHOOL WORK WHEN CHILD IS ABSENT**

Parents requesting school work for absent children should do so by 10:00 a.m., work will be available at 3:00 p.m. for pick-up. We cannot guarantee that work will be available on the same day when a call is received after 10:00 a.m.

### **SCHOOL PICTURES**

Individual student pictures will be taken sometime near the beginning of the school year, usually in October. A make-up day for absentees occurs at a later date. The purchase of student pictures is optional. Yearbooks may either be included or may be purchased separately from picture packages.

## **SUBSTITUTE TEACHERS**

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers is when the regular teacher is ill or engaged in professional training. Students are expected to be extra courteous to substitute teachers.

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MOUNT PLEASANT AREA SCHOOL DISTRICT (MPASD) Compliance Policy Statement Title VI, Title IX, Section 504, A.D.A. and Age Discrimination In compliance with the following statutes and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Educational Amendments of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans With Disabilities Act of 1990 (ADA) and the Age Discrimination Act of 1975 (ACT), MPASD does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its admissions, educational programs, activities, or employment practices. The district commits itself to take whatever remedial action is necessary to rectify proven instances of discrimination where Title VI, Title IX, Section 504, ADA, and ACT are applicable. Inquiries concerning Title IX and Section 504 may be referred to the Mr. Anthony DeMaro, Title IX and Section 504 Coordinator for the Mount Pleasant Area School District, whose office is located at district office.

**COMPLAINT OF SEX DISCRIMINATION OR HARASSMENT AND ALL OTHER FORMS OF UNLAWFUL HARASSMENT AND DISCRIMINATION:** MPASD has a Title IX Grievance Procedure applicable to complaints of Sex Discrimination or Harassment and all other forms of unlawful harassment or unlawful discrimination in its educational programs, activities, or employment practices prohibiting discrimination or harassment, including those based on race, color, national origin, sex, age, disability, religion, ancestry, and familial status. A complaint by or on behalf of a student should initially be filed with the building principal for the school where the student attends. Note: If the complaint is against the principal, contact Mr. Anthony DeMaro, MPASD Assistant Superintendent.

The grievance (complaint) procedure is included in the MPASD Policy Book, Unlawful Harassment and Unlawful Discrimination. A copy of the policy and a Form Complaint and a list of persons with whom to initiate a complaint or appeal may be obtained from the office of any school district principal or the offices of the Title IX Coordinator or Mr. Anthony DeMaro, MPASD Assistant Superintendent.

**District Permission Slip – Educational Trips**

Throughout your child’s educational experience several educational opportunities may arise within the school district which requires your child to leave the school grounds. Some examples of these trips are Donegal Zoo, Junior High Orientation, community field trips and so on. We are required to have a permission slip for these trips even though they are with the district.

These trips sometime occur with little notice, so to minimize much of the confusion we’ve had in the past, we would like to have your permission now for these upcoming events. We will always inform you of these trips ahead of time so that if you do not wish to have your child participate you may then make special arrangements.

**Please complete, sign, and date the permission below and return to school with your child tomorrow! District Permission Slip Please return to your child’s teacher.**

\_\_\_\_\_ has my permission to attend the educational trips within the school district during the 2018-2019 school year.

\_\_\_\_\_ Parent’s Signature \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Web Page / Photo Permission Slip**

In addition to the field trip information above we also have many photo opportunities for your child to participate in whether in our local area papers and/or on our web pages at MPASD. We like the community to know about these fun events, awards, and etc. and hope that your son or daughter will be able to be included in these events. Please complete, sign, and date the permission below. Web Page & Photo Permission Slip 2018-2019

[ ] I give my son/daughter permission for their name and picture to be used on the MPASD Web Page and Local Area Newspapers.

[ ] I do not give my son/daughter permission for their name and and picture to be used on the MPASD Web Page and Local Area Newspapers.

\_\_\_\_\_ Parent's Signature \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Student Handbook Acknowledgement**

I, the undersigned, acknowledge and understand the information as stated above and in the Mount Pleasant Area School District Code of Student Behavior. I agree to abide by these rules and regulations. Furthermore, I acknowledge that it is my responsibility to be familiar with and read the Student Handbook and School Board Policies which is found online at the school district website at [www.mpasd.net](http://www.mpasd.net). Failure or refusal to sign this form does not exclude or exempt my child from abiding by the rules and regulations of MPASD as adopted by the Board of School Directors.

Student's Name (Please Print) \_\_\_\_\_

\_\_\_\_\_ Parent's Signature \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_