

Mars Area Elementary School

We Are ars!

Motivated Accountable Respectful Safe

Parent Handbook 2018-2019

Mars Area Elementary School
549 Route 228
Mars, Pennsylvania 16046

724-625-3161

Mars Area School District Web Site:

www.marsk12.org

Mr. Todd Lape
Principal

FORWARD

This handbook will provide you with the information you need to help your child be successful in the Mars Area Elementary School.

Parents and teachers – the home and the school are partners in the education of your son or daughter. It has been shown that the higher the parent interest in the education of his or her child, the better the child will learn.

All stake holders in our school want your child to be successful and will work with you toward that end.

Todd Lape
Principal

Address

Mars Area Elementary School
549 Route 228
Mars, PA 16046
(724) 625-3161
Fax (724) 625-3499

Email

Staff can also be reached through email.

The format is

“first initial last name@marsk12.org”
all lowercase and no spaces.

Visit our web site at:
www.marsk12.org

Student's School Day 9:00 to 3:20



Welcome!

On behalf of the teachers and staff, we would like to welcome students and parents to the Mars Area Elementary School. You will find our building to be open and inviting, organized, and situated in a way that makes it very easy for students and parents to find their way around. Additionally, we are very proud of the nurturing, caring, and challenging climate and culture we have created here at the Elementary School.

Our building houses our 2nd, 3rd and 4th grade students and teachers and offers us the most superior of learning environments for delivering our curriculum. Our teachers are dedicated to seeing that each and every student's needs are met through the use of best practices and an overall desire to advance student achievement. Our teachers' passion for their craft and commitment to excellence are our greatest assets here at the Elementary School.

We look forward to working with and serving the larger school community. The Mars Area Elementary School welcomes you and your family and wishes students and parents all the best for another school year.

RESPONSIBILITIES

Student Responsibilities

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

Parent Responsibilities

- ✓ Send your child to school regularly and on time
- ✓ Monitor homework and encourage best efforts
- ✓ Attend school functions and conferences
- ✓ Encourage and model respect for school personnel, your child's peers, and school property

Please prohibit students from bringing extra money, toys/gadgets, expensive valuables. Electronic devices (i.e., cell phones, iPods, gaming devices, laser pens, etc.) or things that may cause disruption or injury are not permitted in school. Do not bring gum, candy or other food items that are not a part of your daily lunch.

COMMUNICATIONS/PUBLICATIONS

Assignment Books	Students are expected to use their assignment books primarily as an organizational tool. Teachers may also choose to write notes home to parents when necessary. Please check your child's assignment books regularly.
Weekly Wrap-ups	Each student will be sent home with their own individual envelope, which may include completed work, homework, communications or letters home to parents, etc.
Monthly Newsletter	Newsletter from the Principal <u>will be emailed to parents</u> each month detailing upcoming events for the next month.
District Website	Please visit the Elementary School's page on the MASD website www.marsk12.org for announcements and updates.



CITIZENSHIP

Conduct on School Buses

Bus students are expected to abide by the bus regulations adopted by the Board of Education. Students who do not comply with the regulation could have their riding privileges suspended.

Other Transportation

Students should ride their assigned buses at all times. **No bus passes will be issued.**

Care of School Property

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who damage property accidentally may be responsible for paying for the damage. Damage of a malicious nature will be considered a very serious matter and must be repaired at the expense of the student at fault.

Acceptable Use of Computer Networks/Internet (MASD Policy 757)

All users of Computer Networks/Internet will be required to read the District Acceptable Use Policy and have a signed permission slip filed with the school.

CAFETERIA

Mars Area School District offers daily breakfast and lunch in every school. Lunch prices for the 2018-2019 school year are \$2.80 for elementary students. The cost for breakfast is \$1.00 for all students. The a la carte milk price is \$0.60.



The District participates in the National School Lunch Program which offers discounted or free meals to eligible families. Reduced price is \$0.30 for breakfast and \$0.40 for lunch. The lunch application is available on the school district's website at www.marsk12.org and on the state's

website at www.compass.state.pa.us. The compass website automatically sends the completed application to the school district. If you will need an application sent to you please contact Kris Barr at 724-625-1518, ext. 1510 or email at kbarr@marsk12.org and an application will be sent home with your youngest child.

HEALTH SERVICES



Students who are ill should stay home. Students who become ill in school should report to the nurse after reporting to their class. The nurse will decide what should be done. Students may not leave school because of illness without authorization. The Elementary School releases all sick children through the nurse's office or main office. You must notify the office if someone other than you (the parent or guardian) is picking up your child.

Physical Examination

The Pennsylvania School Health Code mandates the following examinations:

Hearing Test	K or 1, 2, 3, 7 and 11 th Grades
Vision Test	Annually, all levels
Dental Exam	K or 1, 3, and 7 th Grades
Scoliosis Screen	6, 7, and 8 th Grades
Height & Weight	Annually, all levels
Physical Exam	K or 1, 6, and 11 th Grades

Medications

Any student needing medications, including Advil or Tylenol, must fill out a medication permission form. These forms can be obtained from the school nurse. The physician will need to complete and sign the form, and a parent/guardian must also sign the form. When complete, turn medication form and medication (in the original bottle) in to the nurse. There are no exceptions for medicine to be given without doctor's orders. This is the law and school policy. ***If a child is to be excluded from physical education class, a note from a parent is required.***



Immunization Laws

To ensure the health of students, the Pennsylvania School Health Law requires that each child have proof of the required immunizations before entering school. If you have any questions regarding immunizations, please contact the school nurse, Julie Cunningham at 724-625-3161 or jcunningham@marsk12.org

(The regulations allow for exemptions from immunizations for medical or religious reasons.)

IMPORTANT INFORMATION

Student Accident Insurance

Student accident insurance may be purchased for your child at the beginning of the 2018 - 2019 school year. An application can be obtained by contacting the Business Office at 724-625-1518, ext. 1510.

Change of Address

Please inform the Main Office if you have a change of address or phone number. You will be required to provide proof of residence (i.e., Mortgage Agreement, Utility bill) within twenty (20) days of the move.

Parent Conferences

Parents are able to schedule conferences with the teacher by email or by calling and leaving a message for the teacher(s). "Walk-ins" or immediate requests will not be honored in order to prevent classroom interruptions and to allow teachers time to prepare for conferencing.

Withdrawing from School

If you are leaving the Mars Area School District, a parent and/or guardian must contact the School's Main Office and the Guidance Counselor to let them know what the student's last day will be. A withdrawal form must be completed to withdraw your student. A parent/guardian signature is required on the withdrawal form.

Use of Student Photos

Photographs of Mars Area students may be taken periodically throughout the school year for use in district publications including, but not limited to, the District's Annual Activities & Information Calendar; electronic newsletters (The eCommunicator, Guidance/Nurse's Office eNewsletter), and in publications made available via the district's website, www.marsk12.org. Photos may also be used by newspapers and local media outlets. Students may or may not be identified by name.

The Mars Area School District provides opportunities for reporters or photographers to interview and/or photograph students. A staff member is always present. **If you prefer that your child not be interviewed or photographed for publicity purposes, please notify your child's building principal in writing prior to September 30 of the corresponding school year.**

Dropping Off Materials or Lunches

In a case where a parent needs to drop off a student's lunch (homework, books, etc.). Please deliver all books, lunches, etc. to the MAIN OFFICE. **Please label items clearly.**

Gum Chewing

Gum chewing is not allowed. Careless disposal of gum in drinking fountains, on furniture and floors presents cleaning and sanitation problems.

Emergency Closing of School

The Superintendent shall have the authority to close or delay the start of school when it is in the best interest of the pupils and school district. Reasons include, but are not limited to: inclement weather, epidemics, and transportation failures.

The emergency school closing will be posted at www.marsk12.org and announced on local radio and television stations as soon as possible after the decision is made. You are urged to listen to these stations. Please **DO NOT call the school or its personnel.**

Emergency Calls

You will be contacted by telephone by our Emergency Calling System in the event of an emergency school closing or delay.

ARRIVAL & DISMISSAL PROCEDURES

Parents Dropping Off Students

Please do not drop your child off before 8:35 a.m. There is no supervision provided before this time. The student drop off area is located via Doc's Way. You will need to enter Doc's Way from Three Degree Road. Parents will pull up to the drop off area and have your child exit the car by themselves. If parents want to walk their children to the front door, they will need to park in the parking lot and walk to the front entrance of the building.

Students Arriving Late to School

If your child is arriving late (not able to report to homeroom by 9:00a.m.), forward a note to the teacher and have your child report to the office BEFORE going to the classroom.

Picking Up Students for Early Dismissals

Please send a note to school with your child on or before the day of the early dismissal. Please report to the main office when you arrive. All children leaving before 3:20 p.m. must be signed out at the main office.

- Please note: Children will **not** be called down to the office between 3:00 p.m. – 3:20 p.m.

Picking Up Your Child at the End of the Day

- If you are picking up your child at the **end** of the school day, you must send a note to school in the morning with your child. Plan to arrive at the school between 3:15 p.m. – 3:20 p.m. for pickup. Please line-up on the ramp outside of the cafeteria. **All** students being picked up will be released to the cafeteria to meet their designated adult. You will be asked to sign out your child before leaving the cafeteria.
- Send a note to the teacher identifying the person (and their relationship to the child) who is securing the child. Please do not rely on children to provide the information. Remember that your child's safety is important!
- **Note: Telephone arrangements for pick up should be avoided and used for emergency situations only.**

Bus Transportation

Students are expected to ride their assigned bus each and every day. No bus passes will be issued to ride another bus for any reason.

If you have any specific questions regarding busing issues, please contact Jane Roth, Mars Area School District Transportation Director, at 724-625-1518, ext. 1502 or A.J. Myers Bus Garage at 724-625-2032.

GRADING POLICY

(MASD Policy 721)

Report cards are issued every nine (9) weeks as indicated on the school calendar. Grades are to be formulated by the following percentages:

A+ = 100%	B - = 80-82%	D+ = 67-69%
A = 93-99%	C+ = 77-79%	D = 63-66%
A - = 90-92%	C = 73-76%	D - = 60-62%
B+ = 87-89%	C - = 70-72%	F = 59% or less
B = 83-86%		

An "incomplete" shall be given to any student who has not completed assignments during a grading period. Time given for make-up work will be determined by length of time absent, i.e. three days absent-three days minimum to make-up work or maximum of two weeks from the date report cards are distributed. Failure to comply will result in an "F" grade for the work assignment not completed.

If a student is absent from school (excused and/or unexcused) in excess of 20 school days in an academic year, the student could fail all classes due to poor attendance.

SCHOOLGY

SCHOOLGY was introduced during the 17-18 school year. It is an Internet-based communication tool for parents and teachers. Communication with parents is specific to their student's achievement and provides detailed information on current grade averages, assignments, homework, missing assignments, teacher comments, attendance, lesson plans, classroom activities and more.

The information is coming straight from the teacher's grade book and lesson planner so it is always the most current and accurate information available. If the teacher has it, the parent has it. If you need to secure a User ID and password please contact the school's main office.

STUDENT DRESS POLICY

MASD Policy 756

The school district will not interfere with the rights of students and their parents to make decisions regarding their appearance, except when their choices affect the educational program of the schools, or the health and safety of themselves and/or others.

Students are required to show proper attention to personal cleanliness. School officials may impose limitations on student participation in their regular instructional program where there is evidence that a lack of cleanliness constitutes a health hazard.

Any emerging trend, which is not addressed below, will be evaluated by the administration based upon the following guidelines:

Disciplinary Actions:

1. Length of dresses/skirts – no shorter than fingertip length
2. Length of culottes/shorts (boys/girls) – no shorter than fingertip length
3. Dresses, skirts, pants or shorts made of stretch material such as Spandex – not permitted
4. Pants (boys/girls) with slashes/holes – not permitted
5. Pajama/lounge pants (boys/girls) – not permitted
6. Tank tops (boys/girls) with thin straps – not permitted
7. Sleeveless shirts (boys/girls) with large armholes – not permitted
8. Fish net shirts (boys/girls) – not permitted unless proper material is worn underneath
9. Shirts/tops that are low cut, see-through, bare the shoulder or midriff, and cut-off shirts (boys/girls) – not permitted
10. Students are not permitted to wear tops (shirts, sweaters, t-shirts, etc.) that expose the midriff or back while sitting, standing, walking or bending.
11. Thin, shower-like flip-flops and shower-like footwear (boys/girls) – not permitted
12. Hats/Bandanas (boys/girls) – not permitted
13. Sunglasses (boys/girls) – not permitted
14. Decorative chains that could be used as weapons – not permitted
15. T-shirts with lettering, symbols, and pictures (boys/girls) that are obscene, display sexual innuendoes, swear words, gore, death symbols, guns or knives, satanic symbols and lettering, or advertise alcohol, cigarettes, or drugs – not permitted
16. Heelies – footwear with any type of wheels are prohibited
17. Educational distractions will be determined by the administration and dealt with individually.

Any time a student violates the dress policy, they will be instructed to report to office, and he/she will remain removed from the rest of the student body until proper adjustments have been made to inappropriate clothing (i.e., change of clothes, turn shirt inside out).

ATTENDANCE POLICY

MASD Policy 204

Excused Absences

The compulsory attendance law requires a child of compulsory age to be in attendance at school, unless absent for an approved reason, and charges the parent of the child with the responsibility for such attendance.

Valid written excuses must be received within three (3) days of a student's return to school or the absence will be considered unexcused/illegal. Below is an example of a valid excuse. If any of the information below is not included on the excuse, it will not be considered valid.

<u>Student's full name</u>	<u>Date of Absence(s)</u>
<u>Reason for Absence</u>	
<u> </u>	
<u> </u>	
<u>Parent's Signature</u>	

In general, absences for the following reasons would be excused:

- a) Illness or recovery from an accident (extended/recurring absences will require a doctor's excuse upon return to school)
- b) Quarantine of the home
- c) Death in the family
- d) Court appearance
- e) Family emergency (unavoidable)
- f) School related events

1. A pupil may be excused for a portion of the school day for medical or dental appointments that cannot be arranged after school hours. Parents are encouraged to arrange appointments outside of school hours.

-Verification of the visit will be needed upon return to school within three days or the absence will be declared unexcused.

2. A pupil may be excused from school for observance of recognized religious holidays by particular religious groups in accordance with policies of the Board.

When a student has been absent a total of ten (10) days, excluding medical, approved vacation, and religious absences, during the regular school year, a referral to the student's guidance counselor will be made. The parent will be notified in writing informing them of excessive absences.

After a student has accumulated a total of twenty (20) days of absences, excluding medical, approved vacation, and religious absences, for the current school year, parents shall be notified that the school district will review the continued attendance of said student. Medical documentation for all absences beyond the level of twenty (20) days will be required if said absences are to be declared legal. Otherwise, failure of all coursework due to attendance may result.

Unexcused and Unlawful Absences

“Unexcused absence” is the absence of a pupil due to parental neglect, illegal employment, or truancy, “Unlawful absence” is unexcused absence for all pupils.

The mere fact that a parent has sent a written excuse does not necessarily mean the absence is “excused”. Such reasons as “visiting”, “away from home”, “had to go shopping”, “had to get a haircut”, “overslept”, or “missed the bus” (when it is reasonably on schedule) should never be considered an excused absence.

The school will impose the following penalties on students for unexcused or unlawful absences:

1. First Offense (three (3) days of unexcused absence)
 - a. Parents will be notified
 - b. Class work or tests given on the day of illegal absence cannot be made up. The grade for the day will be “0”.
2. Second Offense (four (4) and five (5) days of unexcused absence)
 - a. All factors under first offense will apply
 - b. After all parents have been notified, a fourth and/or fifth day of unexcused absence will result in beginning the county mandated Truancy Elimination Program which could result in filing a Truancy Citation with the District Magistrate.

Vacations/Educational Trips

Students participating in educational trips during the school term, not sponsored by the school, must be determined by the principal to serve an educational purpose. The following conditions will prevail for parents and students requesting permission for such a tour:

1. Educational tours will be considered for approval if the principal determines that such tour will be educationally significant to the student. In order for the principal to make such a determination, the parent/guardian shall provide a completed Vacation/Educational Trip Form to the Main Office at least one (1) week prior to the trip, which includes:
 - a. Days to be missed, not exceeding ten (10) consecutive school days
 - b. Destination of the trip
 - c. Reason the trip could not be taken on days when school is not in session
 - d. Justification as to how the trip is educational
(The one-week notification period may be waived by the building principal if he/she has determined the request could not have been made prior to two or more weeks.)
2. When more than one child in the family will be taking the trip, the request must be approved by each building principal.
3. Students are not to be excused for more than two (2) educational trips within one year, with time off school cumulating to not more than ten (10) school days.
4. Refusal of such requests will be made if the building principal feels that the trip is not adequately educational to warrant an absence from school.

Tardiness



The Mars Area School District policy concerning tardiness is as follows:

A student is counted tardy if he/she is not in homeroom by 9:00 a.m. The tardy student must report to the Main Office to check in and receive a pass from the office. Students who do not have a legal excuse for being late will be tardy unexcused.

If a student arrives after 9:00 a.m., they will be marked Tardy and must sign in at the office and produce a note upon arrival. Students arriving without a note will be marked Tardy Unexcused. If a student arrives after 12:00 p.m., they will be marked absent half-day (excused with a valid note, or unexcused without a note).

For further information on the above attendance policy please refer to the Mars Area School District Policy No. 204.

Volunteer Policy

Mars Area School Board has approved changes to the District's volunteer policy #916. For more information about Mars Area School District's Policy #916 Volunteers or to view the policy in its entirety, visit www.marsk12.org.

Homework Procedures

When your child is absent, the following homework procedures are to be followed.

1. You pick up his/her homework at the school office between 3:00 p.m. and 4:00 p.m. if we receive your request by **11:00 a.m.** Any homework request after 11:00 a.m. will not be available until the following day at 3:00 p.m.
 2. The school follows your instructions on the Homework Buddy Form about how your child's homework will be transported and arrives home. If you complete the Homework Buddy Form, you **DO NOT** need to call the school. **The teacher handles your child's homework automatically as you indicated on the form.**
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**MARS AREA ELEMENTARY SCHOOL
2018 – 2019
Faculty and Staff**

<u>Office</u>	<u>Extension</u>	<u>Room #</u>
Todd Lape, Principal		
Judy Bippus, Secretary	2102	
Sonia Luich, Secretary	2101	

Grade 2

Mrs. D. Gaydos	2213	C020
Mrs. T. Coleman	2220	B016
Mrs. B. Lindsay	2223	B015
Mrs. A. Morello	2228	B011
Miss N. Kolson	2234	C012
Mrs. S. Park	2229	C018
Mrs. K. Schiffhauer	2235	B012
Mr. J. Sinchak	2238	C011
Mrs. A. Wagner	2240	B013
Mrs. J. Kozak	2239	C019
Mrs. K. Haney	2271	C015

Grade 3

Mrs. T. Jones	2231	B129
Mrs. C. Richards	2265	C128
Mrs. J. Semler	2216	B125
Mr. J. Hartzell	2203	B105
Mrs. C. McCoy	2212	B010
Mrs. J. McClelland	2224	B118
Mrs. M. McGroarty	2225	B127
Mr. M. McMonigal	2226	B103
Mrs. S. Sondej	2264	C126
Mrs. K. Thomas	2243	B122

Grade 4

Miss A. DiLorenzo	2236	B120
Mrs. L. Beggs	2201	B111
Miss S. Graff	2227	B113
Mrs. N. Davidson	2206	C120
Mr. B. Felicetti	2209	C118
Mr. M. Fugh	2211	B109
Mrs. C. Petrini	2230	C107
Mrs. J. Renner	2232	C105
Mrs. P. Summers	2222	B115
Mrs. J. Waters	2237	C109

Mr. B. Fox	2205	P.E. / Health
Mrs. S. Weinheimer	2204	Art
Mrs. C. Peters	2221	Reading Support
Mr. E. Banachoski	2215	Learning Support
Mrs. E. Mazzant	2267	Gifted/Learning Support
Mrs. J. Cunningham	2104	Nurse
Mrs. S. Brydon	2214	Music
Mrs. K. Goodzinski	2106	Library
Mrs. D. Kravets	2266	Learning Support
Miss K. Kokal	2270	Learning Support
Ms. A. Wilson	2261	Guidance Counselor
Mrs. K. Kolder	2217	Learning Support
Mrs. A. Whorf	2208	Gifted Support
Mrs. K. Misiura	2200	Reading Support
Mrs. C. Hinrichsen	2262	STEAM
Mrs. C. Churilla	2262	STEAM



MARS AREA ELEMENTARY SCHOOL Promoting Healthy Choices for Children

The Mars Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The school district is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience.

We know that students often like to celebrate their birthdays at school. If you prefer **NOT** to have a child's birthday celebrated, simply inform the classroom teacher. To celebrate your child's birthday at the Mars Area Elementary School:

Become a member of the Mars Area Elementary Birthday Book Club!

- Purchase your child's favorite book or contact Mrs. Goodzinski, Mars Area Elementary Librarian, at 724-625-3161 for book suggestions for the Mars Area Elementary library.
- A Birthday Label indicating the child's name will be placed in the front of each Birthday Club Book.

Snack/Treats

No whole class edible or inedible snacks or treats are permitted into the Mars Area Elementary School for any reason. **No exceptions.** If a student brings a snack or treat to pass out to the class, he/she will not be permitted to do so. The snack or treat will be send home with your child.

ADDITIONAL IMPORTANT INFORMATION

Title IX

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

Drugs/Alcohol

The foundation of the Mars Area School District Drug/Alcohol Policy is the belief that students and the entire school community benefit educationally, socially, and personally when the entire student body is free of all types of chemical dependency.

Notification of Rights under FERPA

The Family Educational rights & Privacy Act (FERPA) affords parents and students over age 18 ("eligible students") certain rights with respect to the students' education records. They are:

1. The right to inspect and review the student's education record within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The

principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Mars Area School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures or personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee such as disciplinary or grievance committee, or assisting another school official in performing his or her task.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which the student seeks or intends to enroll. (Note: FERPA requires a school to make a reasonable attempt to notify the student of the record request unless it states in its annual notification that it intends to forward records upon request.)

School records are always open and available to parents, and ONLY to school officials who have legitimate "need to know" information about a child. Parents seeking to review a record should make an appointment with their child's counselor or special educator. If requesting a copy of your child's record, it is best to put it in writing and submit requests for cumulative records (report cards, attendance, etc.) to the principal and requests for confidential records (IEP's, psychological assessments, etc.) to the Office of Special Education. By law the District must furnish these copies within 45 days.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office; U. S. Department of Education; 400 Maryland Ave.; SW, Washington D.C. 20202-4605.

School Health Services and Your Child

Mars Area School District provides the following health services to promote student wellness and reduce health barriers that may influence a student's educational program:

- Implementation of health plans for students with specific health needs.
- Collaboration with parents, school staff and community health agencies.

- Health assessments including health and development history, screenings and evaluations related to growth, vision, hearing, and scoliosis.
- Monitoring and evaluation of communicable and nuisance diseases.
- Implementation of state health and immunization laws.

Special Education

The Special Education Program of the Mars Area School District provides a free, appropriate public education to exceptional students according to state and federal mandates.

English Language Learners (ELL) Programs for LEP and Immigrant Students

The Mars Area School District develops and provides a planned educational program for each student with **Limited English Proficiency**. These programs enable students to meet academic standards and success in school. Each program will include:

1. Standards-based English as a Second Language instruction at the appropriate proficiency level.
2. Content area instruction aligned with academic standards and adapted to meet the needs of the student; and
3. Assessment processes that reflect academic standards and instruction.

Harassment and Bullying

The Mars Area School District is committed to maintaining an educational and work environment for all of its students, employees, volunteers, and visitors, which is free from any type of harassment and bullying.

Terroristic Threats

The Mars Area School District recognizes the danger that terroristic threats and acts by students present to the safety and welfare of District students, staff, and community. The Mars Area School District recognizes the need for an immediate and effective response to a situation involving such a threat or act.

Weapons

The General Assembly of the Commonwealth of Pennsylvania enacted Act 26 in June 1995. The Act provides for a one (1) year expulsion for possession of a weapon on school property. No student is to possess any form of a weapon on school property, including “look-a-like” and/or toy weapons.

Homeless

Under NCLB (No Child Left Behind ACT), Subtitle B – Education for Homeless Children and Youths – Public Law 107-110, every school district must identify a person serving in the capacity of “liaison” in charge of making sure students who are homeless can enroll and gain access to appropriate educational services in order to succeed in school. To speak to the Homeless Liaison, contact Mr. Dale Sleva at (724) 625-1581.

Homeless McKinney-Vento Act

You may qualify for certain rights and protections under the federal McKinney-Vento Act.

If you live in any of the following situations:

- Doubled up with other people due to loss of housing or economic hardship.

- A shelter.
- A motel or campground due to the lack of an alternative adequate accommodation.
- A car, park, abandoned building, bus or train station.

As an eligible student you have the right to:

- Receive a free, appropriate public education
- Enroll in school immediately, even if lacking documents normally required for enrollment
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school or continue attending your school of origin (the school you attended when permanently housed or the school in which you were last enrolled), if that is your preference and is feasible.

If the school district believes that the school selected is not in your best interest, the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.

- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your needs as a student.

Staff Qualifications

Under NCLB (No Child Left Behind ACT), now Every Student Succeeds Act, parents have a right to review the professional qualifications of their child’s teacher(s). Parents who would like to receive specific information about their child’s teacher or paraprofessional, may contact their School Principal.

Parent Involvement

The Mars Area School District will work with its schools to ensure that the required school-level parental involvement policies, programs, activities, and procedures meet the requirements of section 1118 of the Elementary and Secondary Education Act (ESEA). Through planned and meaningful consultation with parents of participating children, the school compact will outline how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards.

Educational Records, Directory Information, & Personally Identifiable Information

Educational Records consist of information directly related to a student that is maintained by an educational agency. Personally Identifiable information includes the student’s name, the name of the parent or other family members, a personal identifier or a list of personal characteristics that would make the student’s identity easily traceable. Educational Records and Personally Identifiable information cannot be disclosed or released without written parental consent or if a student is over age 18, student consent. Certain information, called “Directory Information,” can be released without consent. Directory Information means information contained in an education record of a student, which would not generally be considered harmful or an invasion of privacy if disclosed.

The School District has designated the following a Directory Information: student’s name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Written parental consent is necessary for disclosure of information and educational records, unless the

student is transferring between school districts. Cumulative and confidential records may be transferred between districts without parental authorization. The consent must:

1. Specify the record that may be disclosed.
2. State the purpose of the disclosure.
3. Identify the parties to whom the disclosure may be made.

Furthermore, Mars Area School District maintains a written record of disclosure for Parents to inspect in case information has been released. Any parent or student that objects to the disclosure of said information must file a written objection on or before October 1, 2018, to Mars Area School District 545 Route 228, Mars PA 16046.