



Elementary School Handbook

Elementary Schools

[Alburtis Elementary School](#)

[Jefferson Elementary School](#)

[Lincoln Elementary School](#)

[Macungie Elementary School](#)

[Shoemaker Elementary School](#)

[Wescosville Elementary School](#)

[Willow Lane Elementary School](#)

Table of Contents

District Mission	4
District Vision	4
School Hours	4
Before and After School Care	4
School Calendar	4
District Calendar	4
Student/Teacher Calendar	4
Elementary School Specific Calendar (place link here to applicable school calendar	4
Arrival and Dismissal	4
School Closures	5
Attendance	5
Birthdays/Invitations to Home Parties	7
Bullying/Cyberbullying	8
Busing	9
Classroom Concerns	11
Dress Code	11
Drills	12
Electronic Devices	12
Field Trips	12
Food Services	13
Classroom Celebrations	14
Health Room and Health Policies	14
Homework	16
Instructional Expectations	16
Lost and Found	17
Movies	17
PTC/PTO	17
Recess	17

Report Cards/Conferences	18
Social Media	18
Student Assistance Program	18
Student Educational Trips and Vacations	20
Student Responsibilities	21
School Board Policies	21
Non-Discrimination Policy:	21
Child Abuse/Mandated Reporter:	22
Prohibition of Improper Conduct/Student Complaint Process:	22
Title IX:	22
Smoking on School Grounds:	22
Weapons:	23
Integrated Pest Management:	23
School Pictures	24
Specials/Co-curriculars	24
Staff Contact Information	25
Student Records	25
School-wide Positive Behavior Support (SWPBIS)	26
Progressive Discipline Plan	27
Technology/Acceptable Use Policy	29
EPSD District Devices	29
Visitors/Volunteers	30

District Mission

The East Penn School District will provide a learning environment in which students become effective problem solvers, critical thinkers, collaborators, and communicators.

District Vision

The East Penn School District will empower students to maximize their individual potential and become lifelong learners and contributors to a global society.

School Hours

Monday - Friday 9:00am - 3:20pm

Before and After School Care

- Active Learning Center - 610-966-2234
- Creation Play Station - 610-966-7744
- Horizon of Learning - 610-965-9050
- Premier Child Care - 610-967-9767
- Bethel Bible Fellowship - 610-965-2682

School Calendar

- [District Calendar](#)
- [Student/Teacher Calendar](#)
- <https://www.eastpennsd.org/jefferson/calendar/>

Arrival and Dismissal

When arriving, please follow the signs posted and any directions provided by staff members present. For the safety of everyone involved, only students may exit vehicles, and they must open and close their own car doors. Additionally, please wait for any vehicles in front of you to depart before pulling forward, and never drive around other vehicles.

- **ARRIVAL:**
 - Doors open at 8:45 A.M. every day for arrival.

- ***Students coming in for breakfast can enter the building as early as 8:40 A.M.***
 - PERKIOMEN ALLEY WILL BE CLOSED DURING ARRIVAL TIME.
 - Student Drop-off: If you are driving your child to school, please utilize our student drop-off zone in our back parking lot off of North Street behind the school.
 - Student Drop-off will begin at 8:45 A.M. daily.
- **DISMISSAL:**
 - Dismissal will begin immediately after our end of the day announcements at 3:20 P.M. daily.
 - Walkers will exit out the back of the building via the back doors and/or gymnasium exit doors. Parents picking up their child to walk home should congregate on the basketball court.
 - If you are picking up your child via car, please utilize our pick-up zone located in the back parking lot off of North Street behind the school.

School Closures

When extreme weather conditions, emergency situations, or other extenuating circumstances exist, schools may be closed, starting times delayed, and/or early dismissals may be necessary. The decision for closings and for late starts will be communicated to parents via all-call system and broadcast on radio station WAEB (AM 790) and on television – Channel 69, by 6:30AM. Early dismissals will be broadcast on these stations also. Please do not call the district or building administration.

Please make sure that the “Early Dismissal Emergency Plan” has been completed accurately and is on file at school so that we know how to dismiss your child if there is an early dismissal. School personnel will not be making individual phone calls.

You may log onto www.wfmz.com/stormcenter for dismissal information.

[Click HERE to sign up for school closing/delay/early dismissal text messages from WFMZ.](#)

Attendance

Attendance will be taken daily for all students. Upon a student's return to school from an absence, the guardian must submit a written or emailed excuse to the school's main office. The excuse should include the student's name, date(s) of absence, and reason(s) for absence. Absence emails can be sent to [Jefferson Elementary] rarnold@eastpennsd.org.

With **SafeArrival**, you can report your child out the day of a sick absence. Plus, if you know your child will be out of school ahead of time, you can preschedule the absence using any of these three methods:

1. Using your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.com>). The first time you use the app, select **Sign Up** to create your account using an email address we have on file for you. Select **Attendance** then **Report an Absence**.
2. Login to PowerSchool. Select **School Messenger**, then **Attendance**, and select **Report an Absence**. [Please read the directions on Activating and Reporting an Absence in SchoolMessenger Account found here.](#)
3. Call the toll-free number **(833) 306-2461 select option 3** to report an absence using the automated phone system

These options are available 24 hours a day, 7 days a week. Future absences can be reported at any time. Day of absences, for instance for illness, should be reported as early in the morning as possible the day of the absence. You can of course still call or email your student's school to report an absence.

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. After your child accumulates 3 unexcused absences, they are considered truant.

Truant - having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.

When truant, a notice shall be sent to the legal guardian and any parent's mailing address on file with the school and not precluded from receiving the information by court order. The notice will include a description of the consequences if the student becomes habitually truant. The notice may include the offer of a School Attendance Improvement Conference.

School Attendance Improvement Conference (SAIC):

The purpose of the School Attendance Improvement Conference (SAIC) is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

If a student is habitually truant, it may lead to a referral to the local children and youth agency and/or a citation with the appropriate magisterial district judge.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

Refer to the "Student Educational Trips and Vacations" part of this document for information about absences related to vacations during the school year.

Birthdays/Invitations to Home Parties

We invite your child to celebrate his/her birthday with their classmates. Simple non-edible treats are perfect for the Elementary school children. Items such as bubbles, pencils, and stickers are recommended.

To avoid hurt feelings and being excluded, invitations to home parties delivered at school should be extended to all children in the class.

Bullying/Cyberbullying

Bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, bullying by district students is strictly prohibited.

Definitions:

Bullying - an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school setting.

School setting - in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Students who believe they or others have been bullied should promptly report such incidents to the building principal or designee. A guardian may report complaints of bullying on behalf of the student.

Students are encouraged to put the complaint in writing.

Verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventive action be taken when allegations are substantiated.

Retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

District staff shall ensure that the bullying policy and administrative regulations are reviewed annually with students.

This policy shall be accessible in every classroom. The policy shall be posted on the school websites.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Student Discipline Code, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement authorities.

Busing

The East Penn School District provides transportation to and from school for kindergarten and elementary students residing one and one-half miles or more and secondary students residing two miles or more by the nearest public highway from the school in which the students are lawfully enrolled and to which transportation is authorized or required. Exceptions to the distance limitations are made only for those students residing in areas where road or traffic conditions constitute a hazard to the safety of the child when so certified by the Department of Transportation.

It is the responsibility of all bus drivers to obey all traffic laws and regulations. Of particular concern is ensuring that all school buses, loaded or unloaded, stop at all railroad crossings designated by appropriate signs, signals, or markers. The East Penn School District requests that any violations of traffic laws and regulations by a bus driver be reported to the Director of Operations.

Riding the school bus is a privilege. More than 8000 students are transported daily by the district. Safety is a shared goal of the school district and our transporter. In

order to achieve our goal of having all students transported safely to and from school in a timely manner, it is necessary for all students to adhere to the rules listed below.

Each student will:

- Stay in his/her seat, facing front while the bus is in motion, unless otherwise directed by the driver.
- Keep head, hands, and feet inside the bus and to themselves;
- Refrain from eating, drinking, smoking, littering or using any type of illegal substance on the bus;
- Refrain from any horseplay, excessive noise or vulgar language;
- Follow all directions given by the driver;
- Only transport items such as backpacks, projects, instruments, sports bags that can be held on their lap during the bus ride.
- Refrain from using iPads unless there is prior administrative permission.

The school bus driver is in complete charge of the bus and students, and the driver has the authority to discipline students for minor infractions of the rules.

The bus driver may:

- Load the school bus from back to front for management purposes, if necessary;
- Give a verbal reprimand;
- Change or assign the seat arrangement of students;
- Pull the bus to the side of the road or return a bus to the school, if necessary, in order to achieve appropriate student behavior;
- Request school administrators' assistance, when necessary;
- Complete a written bus misconduct report to be submitted to the building administration in cases of repeated offenses or major infractions of the bus rules.

Upon receiving a written bus misconduct report, the school administrator(s) may:

- Have the ability to assign seats to students for disciplinary reasons;
- Determine the punishment/consequences;
- Notify the parent/guardian of bus incident, either by telephone and/or in writing with any assigned consequences;
- Deny bus riding privileges for up to 5 school days for serious and/or repeat offenses;
- Suspend a student's bus riding privilege for the remainder of the school year whenever warranted by extreme inappropriate behavior or numerous repeat offenses on the part of the student. (This may occur on a first offense.)

The school administration works cooperatively with the bus drivers and our transporter to assure safe school transportation for all students. With the assistance and cooperation of our students, parents, school bus drivers and administrators, we look forward to a successful, uneventful school year related to school transportation.

SPECIAL NOTE: The district requires, in advance, a signed note from a parent or guardian to the principal if a request is made for a student to use a bus route or a bus

stop other than the one assigned. This request must then be agreed to by the principal and transporter. Consideration for approval will be given in *emergency situations only*.

In order to have the district schools open as many days as possible, there have been alternate weather emergency stops established for the developments within East Penn School District. The decision to close school due to the weather is based on the ability of our buses to transport students safely to school and home again at the end of the day. In some instances, the major arteries may be open and allow for safe passage, but the developments located within the school district may not have the necessary clearance for buses to traverse the roads safely. Please refer to your district calendar for the listing and note the Snow Emergency stop for your particular development and current bus stop. These stops will only be used in severe weather conditions. An announcement will be made via local stations that WEATHER EMERGENCY stops will be in effect.

Bus Video/Audio Recording Purpose:

The use of audio and video recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles. Authority: The Board authorizes the use of video and audio recording on school buses (11 or more passengers) and school vehicles (no more than 10 passengers) for disciplinary and security purposes. The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.

Classroom Concerns

The best person to talk to about your child's academic progress, classroom behavior or daily concerns is the classroom teacher. You can contact the teacher easily by sending a note, email or telephone.

Although most situations can be dealt with effectively by the parent, teacher and child, sometimes other people need to be included such as the guidance counselor, school principal, school psychologist, nurse, or instructional specialist teacher.

Dress Code

Every day is an active day for your child. Children might be painting, using glue, cooking, etc. We sit on the floor every day to work and play. Children will also go outside and use the playground equipment. Please be sure that your child is dressed for these active days and dressed appropriately for the weather. Children should be able to manage their clothing independently.

All students must wear shirts or tops that extend to and cover the midsection of the body.

Sleeveless shirts may be worn; however, they must be modest in design and must not expose undergarments.

- Shoulders and arm openings must not reveal undergarments. No tube tops or halter tops are permitted. No sheer fabrics are permitted.
- Underwear must be covered and not exposed.
- Logos or wording that relates to alcohol or other drugs (i.e. tobacco, marijuana) is not permitted on clothing.
- Flip-flops and loose-fitting sandals create safety issues on the stairs and on the playground; therefore, they are not recommended.
- No hats or bandanas are permitted in school except on designated school spirit days.
- Students may not wear chains suspended from clothing.
- Body and face paint are inappropriate except on designated school spirit days.

Attire that the administration considers to be a distraction to others' learning will not be permitted. Students who dress inappropriately will be sent to the main office where parents will be contacted and asked to bring appropriate clothing for them.

Drills

Various drills will be held approximately once a month throughout the school year. These drills are mandated by state law and are important to the safety and welfare of all people in the building.

Electronic Devices

As defined by board policy, **electronic devices** are all devices that can take photographs; record, play or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; or provide a wireless, unfiltered connection to the Internet.

Students are not permitted to use cell phones during the elementary school instructional day unless authorized by the teacher and principal. Other than wearing a smart watch, students are not permitted to use the smart watch during the elementary school instructional day unless authorized by the teacher and principal.

- If a student possesses a cell phone, the device must be stored in the student's backpack at all times and turned off.

- Students are prohibited at all times from using camera phones or any recording device to photograph, capture an image of or video or audio record another student or staff member on school grounds without the individual's knowledge and expressed consent.

Schools are not responsible for lost, stolen, or damaged personal electronic devices. School district personnel will not provide technical support for the student's personal device.

Field Trips

- All field trips must be directly aligned to the approved curriculum.
- All school rules apply on a field trip.
- [Chaperones must have all clearances on file in the district office. Click HERE for clearance information.](#)

Food Services

The East Penn School District serves nutritious meals every school day.

[Please click HERE to view the breakfast and lunch menus.](#)

*Breakfast will once again be FREE for ALL students.

*Lunch will be FREE for all students who QUALIFY for free or reduced lunch. [Apply here to see if you qualify.](#) Paid lunch will still be available for all students who do not qualify for free or reduced lunch.

Each student is issued a student ID card that includes the student's number (PIN) and photo.

School Café

East Penn School District is proud to offer SchoolCafé, a safe and secure way for parents to make online payments to their children's cafeteria accounts. School Café is the place to go for completing Free and Reduced Meal Applications. If you have not received a Notification of Approval for Free Meals – Direct Certification in the mail by late summer, you may complete an application by using the School Café website. No computer? No problem! You can apply using your smartphone with the mobile-friendly website or download the app.

[Please click here for more information.](#)

Any excess money left in your student's account will be rolled over in his or her account for the following year.

If a student is eligible for free or reduced meals the computer will read the student's I.D. card, act as if the student has cash in the account and will not ask for money. For the reduced students, it will recognize the student is to be charged the reduced meal price and deduct it from the student's cash balance. The cashier will not necessarily know that the student is eligible for free or reduced meals.

Apply for free or reduced meal status: www.paschoolmeals.com.

Classroom Celebrations

All classroom celebrations that involve food items must follow the district's wellness policy. All classrooms in EPSD are nut free. Classroom celebrations should be designed so they include all students and do not make students feel excluded.

Rewards and Incentives:

Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).

Classroom Parties and Celebrations:

Foods/beverages should only be brought in when requested for scheduled parties.

Classroom parties shall offer a minimal amount of foods (maximum 2-3 items) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and will provide the following:

- i. Fresh fruits/vegetables; and
- ii. Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk or nonfat milk.

When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.

Health Room and Health Policies

The East Penn School District has established the following guidelines for sickness. If a student becomes ill, he/she should stay home until fully recovered. Please do not send your child to school if any of the following symptoms are present:

1. Temperature of 100.4 degrees or higher
2. Vomiting
3. Diarrhea
4. Severe coughing
5. Suspicious skin rash
6. Influenza-like Illness: Any student exhibiting signs and symptoms of influenza will be sent home from school. This includes $T > 100.4^{\circ}\text{F}$, cough, sore throat, body aches, headache, chills, fatigue.

If your child becomes ill in school, the health room staff will decide if he or she should be sent home. If your child is too ill to stay in school or if an injury is serious enough, we will call you to come to the school office/health room to take your child home or for further medical care.

A doctor's release is required before a student returns to school in cases of prolonged absence due to injury or illness. Please consult with your child's school nurse before your child returns to school after a prolonged illness or injury that has required medical care.

Keep your child home until his or her fever is below 100.4 degrees F for 24 hours without the use of fever reducing medication. Returning to school too soon may slow the recovery process and expose others unnecessarily to a contagious illness. Complex situations will be assessed on a case-by-case basis in conjunction with the parent, school administrator, school nurse, student's health care provider, and the chief school physician.

No child, absent or excluded from school by reason of one of the diseases listed below, shall return to school before the specified time has expired.

- Chicken Pox/Shingles ~ 5 days from appearance of first crop of vesicles or when lesions are dry and crusted over. (Shingles- exclude only if rash is weeping and cannot be covered.)
- Conjunctivitis (pink eye) ~ 24 hours after initiation of treatment
- German Measles ~ 7 days after onset of rash
- Measles ~ 5 days from onset of rash
- Mumps ~ 5 days after onset of swelling
- Norovirus ~ No vomiting/diarrhea for 48 hours
- Scarlet Fever ~ 7 days from onset or 24 hours after initiation of appropriate antibiotics

- Strep Throat ~ 24 hours after initiation of appropriate antibiotics
- Pertussis ~ After 5 days of appropriate antibiotic therapy

PROCEDURES REGARDING DISPENSING OF MEDICATION:

Medication, both prescribed and over-the-counter, may not be brought to school unless absolutely necessary. If it is crucial for your child to take medication during the school day, please use these guidelines:

1. Students are NOT permitted to possess prescription medication or over-the-counter medication at any time during the school day or at school activities/functions.
2. Students are permitted to carry asthma inhalers or Epi-Pens with written authorization from the authorized prescriber, the parent/guardian, and the school nurse.
3. An adult must deliver and pick up the medication.
4. Medications may only be dispensed by a Certified School Nurse or licensed health room nurse.
5. All medication must come to school in the original container.
6. Medication prescribed by an authorized health care practitioner must be accompanied by an Authorization for Medication or equivalent form signed by the parent and the prescriber.
7. A prescriber's authorization is not required for administration of commonly used over-the-counter medications approved by the school physician (examples: Tylenol, Ibuprofen, and Benadryl). Contact the school nurse if you are unsure if your child's over the counter medication is on the approved list.
8. Medication will NOT be given to a student having a recent traumatic injury unless previously assessed by a health care provider and written permission from an authorized prescriber and a parent/guardian is submitted.

MEDICATION ON SCHOOL SPONSORED FIELD TRIPS:

For any student requiring medication on a school-sponsored field trip, it is the parent/guardian's responsibility to contact the teacher and/or the school nurse to plan for proper administration of medication on the trip. Medication will not automatically be available in these circumstances.

**ANY MEDICATION THAT IS NOT BROUGHT TO SCHOOL BY A PARENT/ADULT AND LABELED AS DESCRIBED ABOVE CANNOT BE ADMINISTERED.*

Immunizations:

The Superintendent shall: annually review the State standard for immunization of pupils and direct the responsible district personnel accordingly: inform parents and guardians of children prior to their entry to school for the first time of the requirements of immunization, the requisite proof of immunization, the exemption available for religious or medical reasons and the means by which such exemptions may be claimed; and investigate and recommend to the Board such district-sponsored programs of immunization as may from time to time be warranted by circumstances and the health of the school community. Any such program is subject to Board approval and should be conducted in cooperation with local health agencies.

Homelessness

Programs, supports, and services are available to students/families experiencing homelessness. Students/Families should be referred to Daniel Brown, Home & School Visitor/Homeless Liaison at 610-965-8300, or Dr. Thomas Mirabella, Director of Student Services at 610-966-8372.

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (subsequently renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. On December 10, 2015, the Every Student Succeeds Act (ESSA) was enacted, amending McKinney-Vento.

Information can be found in East Penn School District Board Policy #251: Homeless Students at <https://go.boarddocs.com/pa/epen/Board.nsf/Public#>

Homework

There may be times when the teacher will ask that students practice a skill at home. Purposes of this type of activity/homework include the extension and reinforcement of learning and the development of personal responsibilities and independent thinking. Though homework is a valuable learning activity and is reviewed in class, homework at the elementary level is not a graded activity. Homework also helps to strengthen the home/school connection.

Instructional Expectations

Please refer to the [Office of Teaching and Learning](#) for specific information regarding curriculum, activities, and resources for each grade level and course.

Lost and Found

Students who find lost articles are asked to take them to the school office. Periodically all lost and found articles will be displayed in a central location where they can be claimed. At the end of the school year, remaining items will be donated to a local charity.

Movies

Movie clips may be used for educational purposes. The District will follow all laws and policies regarding movies in school. [Common Sense Media](#) is a great resource for parents to check out reviews, ratings and child appropriateness for all digital content.

PTC/PTO

It is the purpose of the PTO to offer academic, cultural and recreational enhancements to the children of each elementary school. The PTO also supports and appreciates a cooperative relationship between the staff and parents of the East Penn School District.

All parents and teachers are members of the PTO and are encouraged and welcome to attend. Every effort is made to adhere to the schedule once the dates are set, however, should a change become necessary, notice will be sent home to parents.

- <https://jeffersonepsd.ch2v.com/index.asp?PageID=0>
- <https://www.facebook.com/JeffersonEPSD>

Recess

Students go outside for recess. Please dress your children according to the weather. We will encourage students to include others in group games and activities. Students are not permitted to exclude other students from organized games, such as soccer, kickball, etc.

GENERAL RULES:

- No throwing mulch.
- At the end of recess, line up with classroom as designated by the teachers and aides.
- Keep hands to yourself when using the equipment.
- Share the equipment. Take turns on the equipment—one person at a time.
- Use slides from top to bottom. Ride the slide on your bottom and feet first.
- Use the monkey bars one student at a time. If someone is on the monkey bars, walk around them in order to avoid being kicked.

Report Cards/Conferences

Report cards are generated three times throughout the school year and can be viewed on the Powerschool portal. Report cards are printed and distributed to the student to take home.

Formal parent/teacher conferences are scheduled in the fall and spring each year. Additional parent conferences can be scheduled throughout the school year at either parent or teacher request. Please feel free to contact the school if you have any questions about your child's academic progress.

Social Media

FACEBOOK:

<https://www.facebook.com/Jefferson-Elementary-School-263578627367227>

TWITTER: <https://twitter.com/EPSDJefferson>

INSTAGRAM: <https://www.instagram.com/epsdjefferson/>

Student Assistance Program

SAP is a state-mandated program designed to help parents and students remove barriers to learning and school success so that students can achieve, remain in school and advance.

The heart of the program is a professionally trained team, including school staff and community support from drug and alcohol and mental health agencies. SAP Team members are trained to identify problems, determine if the concern lies within the responsibility of the school and to make recommendations to assist both the parent and student. If the problem lies beyond the scope of the school, the SAP Team will assist the parent and student so they may access services in the community. In other words, we are here for you!

Some Common Reasons For Referral Are:

- A Change In Friends Or Student Behavior
- Drop In Grades
- Conversations About Drugs, Alcohol Or Destructive Decisions
- Withdrawal From Friends And Activities
- Comments About Problems At Home
- Signs Of Anxiety And Depression

Remember, Anyone May Make A Referral!

WHAT PARENTS/GUARDIANS NEED TO KNOW:

1. What service does the Students Assistance Program (SAP) provide?

The primary goal of SAP is to help students overcome barriers in order that they may achieve, remain in school and advance.

2. Why do we need a Student Assistance Program?

Our students live in a complex and often challenging world filled with many stressful situations that may contribute to a variety of problems.

Helping parents and students identify healthy solutions and support systems to reduce the negative barriers to learning may be the primary function of the SAP Team. The process is based upon state guidelines, professional standards, policies and procedures adopted by the local school board and has been in effect since 1988. Over a million referrals have been made since the beginning of the Student Assistance.

According to the National Center for Education Statistics, every 29 seconds, another student gives up on school, resulting in more than one million dropouts per year. SAP is here to assist long before the student terminates his/her education prior to earning a diploma.

3. Why might a parent seek out help from the Student Assistance Program?

A parent may notice a dramatic change in behavior, a drop in grades, withdrawal from typical activities or engagement with family, increased emotionality such as sadness, irritability, anger, difficulties coping with family or personal stressors, problems getting a child to school, frequent physical complaints of not feeling well that don't appear related to any medical condition, unresolved or complicated patterns of grief, or concerns with substance abuse just to name a few.

4. Who can make a referral?

Anyone can refer a student to SAP when they are concerned about them for some of the reasons already shared. The students themselves can even go directly to the SAP Team to ask for help. Referrals can be made anonymously. The SAP Team contacts the parent for permission to proceed with the Student Assistance process and if declined, the process ends.

5. How is confidentiality and privacy maintained?

Parents need to know that professionals on the SAP Team are trained and certified by the state prior to being able to serve on the team. Team members may include school nurse, teachers, guidance counselors, administrators, social workers and the

psychologist. They understand the sensitive nature of the information they receive and the need for it to be handled in a confidential, nonjudgmental and caring manner. In addition, parents are encouraged to actively participate in SAP and permission is required for the child to receive services through the Student Assistance Program.

6. What if my child is referred, what will the Student Assistance Team do?

The SAP Team gathers objective data about the student's performance in school from school personnel who interact with the child, as well as information from the parent. If someone other than the parent refers the child, a member of the SAP Team will call the parent to discuss the referral and SAP with him or her. The data is reviewed and the team develops a plan that includes strategies to remove potential barriers to the student's academic or personal success. This may include in-school or community based services and activities. The SAP Team does not diagnose, but instead works with the child's strengths and links the child to appropriate, available supports. If parent permission is received, the team will also continue to monitor the student's progress throughout the school year and communicate with the parent as needed. Involvement of the parents in all phases of the program underscores the parents' role and responsibility in the decision-making process affecting their child's education and is key to the successful resolution of problems.

7. How does a parent find out more about the Student Assistance Program?

Parents are welcome to contact any member of the SAP team. Parents can also find additional information and helpful articles on the PA Network for Student Assistant Services ([link below](#)).

8. What SAP is not:

- It is not related to discipline or punitive consequences.
- It does not diagnose.
- It is not special education.

[Click HERE for the PA Network for Student Assistant Services.](#)

Student Educational Trips and Vacations

Regulations of the State of Pennsylvania provide that, upon written request from the parents/guardians of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip not sponsored by the school when the trip is evaluated by the Superintendent as educational and if the adult supervision is acceptable to both the Superintendent and the pupil's parent/guardians. In the East Penn School District the building principal has been designated by the Superintendent to make the initial decision, based on the

information provided. In order to clarify such absences, the following procedure for non-school educational trips/tour is established:

1. The proper [Vacation/Extended Absence Request Form](#) available in each building and online must be submitted to the principal a minimum of three (3) school days prior to the trip (except in an emergency). Parents/guardians will be notified in any case in which the request is denied.
2. Requests will be approved only if it can be determined that such trip/tour is of educational value to the student.
3. If more than one child in a family will be taking the trip/tour, one request may be submitted for all children. If separate schools are involved a copy will be sent to the additional schools for approval.
4. No more than ten (10) days per student will be approved in any school year. (Special requests with unusual circumstances or exceptional opportunities for learning should be discussed personally with the building principal well in advance of requested dates for absence.)
5. Satisfactory academic achievement will be considered in the approval of such a request.
6. All schoolwork missed during the trip/tour must be made up at the initiation of the student immediately upon returning to school.
7. Unless there are unusual or emergency circumstances, such requests may not be approved during the district's standardized testing period or the state's testing periods.

Student Responsibilities

1. Move through the building in an orderly manner.
2. Respect the rights and property of all people.
3. Use all school facilities, equipment, and materials properly.
4. Respect all staff members and follow their directions.
5. Arrive at school on time.
6. Maintain proper attitudes and work habits and complete academic work in accordance with teacher directions and expectations.
7. Know and follow all school rules and regulations.

School Board Policies

Non-Discrimination Policy:

The East Penn School District is an equal opportunity education institution and will not discriminate in its educational programs activities or employment practices on the basis of race, color, national origin, sex, age, religion, ancestry, disability, union membership or other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX Section 504 and Americans with Disabilities Act.

For information regarding 1)civil rights, 2)grievance procedure, 3)services, activities and facilities that are accessible to and useable by disabled persons, or 4) employee

or participant complaints of harassment or discrimination, contact Compliance Officer at (610) 966-8330.

The Federal Drug-Free Workplace Act requires that the workplace be totally free of the illegal use of drugs and requires that we issue the following statement to you: No one is allowed to use, make, sell, distribute or have in their possession any illegal drugs. Any violation of the Act will lead to severe disciplinary action, which will normally include/dismissal.

Child Abuse/Mandated Reporter:

School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:

1. The school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.
2. The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.
3. A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.
4. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that s/he has committed child abuse.

Prohibition of Improper Conduct/Student Complaint Process:

Title IX:

Students, parents/guardians, and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation are encouraged to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

Smoking on School Grounds:

The Board prohibits possession, use, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

Weapons:

Possessing or bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school is strictly prohibited.

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

Integrated Pest Management:

The district's Integrated Pest Management (IPM) plan incorporates a licensed applicator applying pesticides and herbicides to our fields. We strive to complete these applications on the weekends while students are not on district property. Parents/Guardians, on behalf of the students enrolled in the district, may register for prior notification of applications of specific pesticides. To receive notification, you must do the following:

- Register through the Pennsylvania Department of Agriculture by completing the Registry of Pesticide Hypersensitivity Individuals Application.
- Contact the East Penn School District Facilities Department, 800 Pine Street, Emmaus, PA 18049 via a signed letter indicating your child's name, address, phone number, and the school your child attends. Please include your email address if you would like to be notified electronically. The Pennsylvania Department of Agriculture's registry is published twice a year with the application available online at:

[hypersensitivity registration](#)

[Pesticide Hypersensitivity Registry Information](#)

See links to specific policies below:

[Controlled Substances/Paraphenalia](#)

[Tobacco and Vaping Products](#)

[Student Discipline](#)

[Weapons](#)

[Terroristic Threats](#)

[Discrimination/Title IX Sexual Harassment Affecting Students](#)

School Pictures

Individual student pictures will be taken during the fall. Prior to the scheduled date of picture taking, a pamphlet providing picture details will be sent home with your child. Group photos may be scheduled in the spring. To exclude your child from photos that may be included in local newspapers or on our school website, please indicate this on the form that is distributed by office staff at the beginning of the school year.

Specials/Co-curriculars

LIBRARY:

Students will be visiting the Library each week for a forty-minute class and also to borrow a library book. Books are due back the following week on the assigned Library day. It is extremely important to instill a sense of responsibility in your child. While it is your child's responsibility to return their books each week, you should help them remember to take care of their books and return them on their assigned day.

HEALTH/WELLNESS/FITNESS:

Students have 'gym' one day a week for forty minutes. On gym day, comfortable clothing such as shorts and sweatpants are appropriate. Sneakers with non-skid rubber soles must be worn in order to participate. If your child needs to be excused from gym, please send a note from his/her doctor.

ART:

Students have art one day a week for forty minutes. Please be sure to have your child wear appropriate clothing. Remember, students may be using paint, clay, and other messy materials.

MUSIC:

Students have music one day a week for forty minutes

Staff Contact Information

Main Office: 610-965-1645

Student Records

In compliance with the Federal Family Education Rights and Privacy Act (FERPA) of 1974, as amended, the Board of Education has adopted a policy of Administrative Regulations for the Collection, Maintenance and Dissemination of Student Records. Copies of Policy 216 and administrative regulations are available to parents and eligible students in the offices of principals and secondary school counselors. A portion of the federal legislation stipulates that parents and students shall be informed annually of their rights under FERPA. The parent/guardian of a student or an eligible student has the right to inspect, review and receive copies, free of charge, of the education records of the student by personally requesting the record from the elementary principals or the secondary school counselors as appropriate.

The District maintains education records, which include personally identifiable information (name, parents, address, birth date); achievement, intelligence and aptitude test scores; scholastic records (grades); honors and activities; and health information. Education records of elementary school students are maintained in the school office of elementary schools. Secondary school counselors are responsible for the education records of secondary school students and maintain them in their offices. A complete list of persons who are authorized to have access to student records is available in each principal's office and the guidance offices. Information from the education records of a student may not be disclosed without prior written consent of the parent/guardian of the student or the eligible (18 years of age of attending a post-secondary educational institution) student unless the disclosure is:

1. To other school officials, including teachers, within the district who have legitimate educational interest.
2. To officials of another school or school system in which the student seeks or intends to enroll.
3. Directory information such as student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous school attendance by the student.
4. Other authorities stipulated in FERPA.

NOTE: The parent/guardian of the student or the eligible student has the right to refuse

disclosure of any or all of the categories of directory information. The student's principal shall be informed in writing before November 1 of each school year that certain information is not to be designated as directory information.

A written record of the disclosure of personally identifiable information from the education records of a student will be maintained by each principal or school counselor. The parent/guardian of the student or the eligible student has the right to seek that record. The parent/guardian of the student or an eligible student has the right to seek the correction of education records of the student through a request to amend the records or a hearing. A written statement of disagreement with the information entered on the record may be placed in the education records of a student by parent/guardian of the student or an eligible student.

The parent/guardian of the student or an eligible student has the right to forward, in writing, complaints concerning alleged failure by school district personnel to comply with the requirements of the Rights and Privacy Act to the Office of Health, Education, and Welfare. FERPA Officer, Room 4511, Witzer Building, Washington, DC 20202.

School-wide Positive Behavior Support (SWPBIS)

To ensure a safe, positive classroom environment, classroom teachers will use a variety of behavioral interventions including:

- Clearly posting and defining classroom and school-wide behavioral expectations.
- Teaching, role-playing, and regularly practicing all classroom procedures and routines.
- Quietly redirecting students and holding private conversations away from others.
- Refraining from engaging in an argument or power struggle with students.
- Acknowledging students who are demonstrating appropriate behaviors.
- Analyzing the reasons why a student is not complying with behavioral expectations, including: determining the motivation, evaluating environmental factors, and documenting behavior patterns.
- Collaborating with administration, colleagues and parents to develop behavioral intervention plans. These plans will be regularly monitored and evaluated for effectiveness.
- Utilizing a variety of consequences including: loss of privileges, etc.

Progressive Discipline Plan

[EPSD K-12 Code of Conduct](#)

Level 1 Behavior Infractions include, but are not limited to:

- Inappropriate language (cursing)
- Non-compliance
- Dress code violation
- Minor class disruption (excessive talking)
- Lying/cheating
- Inappropriate use of school property or materials
- Cell phone violations

Level 1 behavior infractions will be handled by the classroom teacher in accordance with their classroom discipline plan.

If undesirable behavior persists the following actions may occur:

1. Conference with the student.
2. Call the parent/guardian to discuss and inform.
3. Document the behavior and discuss the situation with the guidance counselor and/or administrator.

Other behavioral consequences and interventions could include:

1. Parent/Teacher conference with the building principal
2. Student behavioral intervention plan

Level 2 Behavior Infractions include, but are not limited to:

- Abusive/ Inappropriate language toward a staff member
- Fighting
- Major pushing and shoving
- Escalating disrespect/insubordination
- Continued or escalating classroom disruptions/tantrums
- Disruptive verbal altercation between students
- Theft
- Habitual discipline

Possible consequences and interventions could include:

- Loss of Privileges
- Required Parent Conference
- In-class behavioral supports
- Possible detention

- Possible suspension

Level 2 behavior infractions or students reaching a habitual discipline level will receive an immediate referral to the office to conference with an administrator. An administrator will contact the parent/guardian to discuss the incident.

Level 3 Behavior Infractions include, but are not limited to:

- Bullying/Threats
- Alcohol/drugs/tobacco
- Immoral conduct
- Vandalism/Tagging
- Arson
- Weapons (police are contacted with all weapon violations)

Students committing Level 3 behavior infractions will be immediately sent to the office with a referral and the parent/guardian will be contacted by administration. Level 3 infractions require an immediate parent conference, suspension of privileges or from school for a specific period of time and/or possible expulsion hearing.

Weapons are defined in Section 1317.2 of the *Public School Code of 1949*, as amended, and shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury. Any student who is determined to have brought a weapon onto any school property, any school-sponsored activity or any public conveyance providing transportation to a school or a school sponsored activity will be expelled for a period of not less than one (1) year. (Section 1317.2). Notwithstanding the forgoing, the superintendent may recommend discipline short of expulsion on a case-by-case basis.

The school superintendent shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school-sponsored activities or public conveyances providing transportation to a school or school- sponsored activity. Reports shall include all information as required by the School Code.

Other possible consequences and interventions could include a Behavior Intervention Plan.

Technology/Acceptable Use Policy

Teachers have the responsibility to provide clear guidelines, direction and supervision of student use. All data are then property of the district and there is no expectation of privacy. Any user who receives threatening or unwelcome communications is expected to immediately inform the teacher or administrator. Access to the computing facilities and resources is a privilege and unauthorized or illegal use will cancel the privilege and will result in appropriate disciplinary action. Users will be responsible for any cost to restore intentional or vandalized devices. Users are prohibited from using the computer or device to access or transmit obscene or pornographic material. Users must assure that all software and hardware foreign to the district system is virus-free. The Superintendent shall develop procedures, which will require parental approval for student use of the Internet.

EPSD District Devices

Suspected vandalism or intentional damage will be evaluated by a team of technicians including the Director of Technology.

- Financial restitution may be sought for negligent or intentional damage.
 - **Negligent damage** may include loss or misuse of accessories (charger), spilling a drink on the device causing it to malfunction, or exposing it to extreme temperatures.
 - Instances of **intentional damage** include: vandalism, tampering with the device to cause malfunction, attempts to repair the device that may cause malfunction, or any other intentional damage, which may correspond with an office referral

One (1) **accidental damage** repair will be covered per lease/life cycle of the device (iPad).

- A Help Desk ticket must be entered to notify the Technology Department of damage to the device, cover, cable, or charger.
- Students who return damaged devices will be invoiced for the depreciated cost and/or lost/missing items if there is no record of a ticket; this includes students who leave the district due to graduation or relocation.
 - **Depreciation costs** will be billed to students if the device is considered to be a “total loss” and is damaged beyond repair.
 - **Depreciation value** will be determined by consulting with vendors who purchase used equipment and will be published on an annual basis.

If a device is reported lost, stolen or missing, the following actions will be taken to recover the device:

- The student should report the device missing to a staff member (principal) at their assigned school who will then notify the Technology Department.
- Geo-location services on the device may be activated, and the device will be placed in lost mode or disabled to prevent others from using the device.

- A police report for theft will nullify the cost of replacement for the school and/or student.

To verify what each child has received at the start of the year, asset and peripheral inventory will be taken and maintained at each school.

- Example: iPad, cover, cable, and charger
 - Any notes regarding damage or missing items should be noted.
- This form should reside at the school with the building teacher or in the principal's office and can be used as a comparative point of reference upon the completion of materials at the end of the school year.
- **If a student receives a non-functioning component, it should be reported immediately as a Help Desk ticket so that it can be replaced.**

The district does not offer optional insurance as iPads; district-issued devices are a means of delivering instruction to students.

Visitors/Volunteers

The Board welcomes and encourages visits to the schools by parents/guardians, adult residents, and other interested parties. However, the Board is also sensitive to the fact that such visits may potentially be disruptive to the education process; therefore, visitors must sign in and receive permission from the office to visit a classroom. Upon arrival at the school, visitors must register at the main office, where they must provide any required information or identification to protect the health and safety of students, staff and the school community, as well as receive a visitor's badge and instructions. Upon departure, visitors must sign out.

The Superintendent/Designee and/or building principal is/are authorized to prohibit the entry of any person to a school building based upon the following guidelines:

1. All volunteers/ visitors must submit a notarized affidavit or FBI clearance prior to serving in the building as well as criminal record check and child abuse clearances on file in the human resources office.
2. All prospective visitors should contact the building principal in advance to make appropriate arrangements.
3. Upon arrival at the building, all visitors are to immediately report to the office and register their presence.
4. All staff members shall require that all visitors register at the school office and have authorization to be present.
5. If an emergency requires that a visitor meet with a student, the student shall be called to the office, and in the presence of the principal or designee, meet with the visitor. No visitor may confer with a student in school without the approval of the principal or designee.