Annville-Cleona ElementarySchools
Parent/Student Handbook
2025-2026



District Vision

Engage. Inspire. Empower.

Mission Statement

Foster an environment that encourages student success by challenging them to become contributing, productive citizens in society.

Shared Values

Promote a culture that supports:

- *Students First*
- *Inclusion and equality through a safe and caring school environment*
- *Active involvement, collaboration, and partnership with the community*
- *Relationships committed to integrity, honesty, and responsibility*

Annville-Cleona School District
Administration

Dr. Krista M. Antonis, Superintendent - kantonis@acschools.org
Mrs. Danielle Heisler, Assistant to the Superintendent - dheisler@acschools.org
Mr. Steven Ritter, Director of Business - sritter@acschools.org
Mrs. Carolyn Richards, Director of Student Services - crichards@acschools.org
Mr. Nathan Byler, Director of Technology - nbyler@acschools.org
Mr. Keith Kemmerling, Network Administrator - kkemmerling@acschools.org
Mr. Jason Hill, Director of Buildings and Grounds - jhill@acschools.org
Mr. Joshua Monk, Assistant Director of Buildings and Grounds - jmonk@acschools.org
Dr. Bonnie Sypolt, Cleona Elementary Principal - bsypolt@acschools.org
Mrs. Rebecca Hoover, Annville Elementary Principal/Supervisor of Elementary Education - rhoover@aschools.org
Mr. Kevin Brindle, High School Principal - kbrindle@acschools.org
Mrs. Amanda Kenneff, Middle School Principal/High School Associate Principal - akenneff@aschools.org
Mr. Thomas Long, Athletic Director/Asst. Principal/Community Relations Liaison - tlong@acschools.org

Elementary Administrative Assistants

Cleona Elementary
Mrs. Leslie Light - llight@acschools.org
Mrs. Christine MacDonald - cmacdonald@acschools.org

Annville Elementary
Mrs. Angel Slabach - aslabach@acschools.org
Mrs. April Miller - amiller@acschools.org

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

For information regarding civil rights or grievance procedures, contact Mrs. Danielle Heisler, Title IX, and Section 504 Coordinator, Mrs. Carolyn Richards, at 520 South White Oak Street, Annville, PA 17003 (717-867-7600). For information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact Dr. Krista M. Antonis at 717-867-7600.

School Board Policies are available online at: www.acschools.org

Annville-Cleona Elementary Schools
Parent/Student Handbook
Table of Contents

Absences and Attendance	3
Arrival and Dismissal	5
Homelessness Student Resources	7
Emergency/Inclement Weather & Procedures	8
Medical Information	9
Cafeteria/Lunch	11
Child Custody Policy	12
Computer Usage	12
Discipline/School Rules	14
Elementary Specials	31
Elevator Usage	32
Permission Slips	32
Food, Drink, Gum	32
Homework	33
Make-up Work	33
Lost and Found	34
Parent Visitation	34
Permission to Photograph	34
School Pictures	34
Student Records	35
Students' Rights and Responsibilities	35

ABSENCES AND ATTENDANCE SCHOOL HOURS

Cleona Elementary School - 717-867-7640
Grades K - 2……8:50 A.M.-3:20 P.M.
Doors open at 8:15 A.M.

Annville Elementary School - 717-867-7620
Grades 3 - 6……8:50 A.M.-3:20 P.M.
Doors open at 8:15 A.M.

Linked here is the District Calendar 2025-2026

Attendance Policy

School attendance is vital to a successful school experience. Every absence should be for a justifiable reason. The Commonwealth of Pennsylvania School Law defines the regulations for school attendance. In administering the regulations, the following guidelines are used in our elementary schools:

A. Absences from school - Students who return to school after an absence will, immediately upon their return, be required to provide a written statement from the parent or guardian explaining the cause of absence. Please obtain a doctor's note any time you go to the doctor for a sick/dental visit. Notes can be emailed to the attendance secretary at ce_attendance@acschools.org and/or ae_attendance@acschools.org. Notes can also be faxed to the attendance secretary at Annville or Cleona Elementary Schools. If a note is not submitted within three days of the student's return the day(s) will be coded as unexcused.

B. A doctor's note may be required for absence due to illness, for three or more consecutive days, or for a shorter period if requested by the school based on prior excessive absences. Parents are urged to secure a doctor's excuse for any absence if such a visit has been made.

C. EXCUSED ABSENCE includes the absence of a student for any one of the following reasons: illness or quarantine of the student, death in the immediate family, approved educational trips, required court dates, exceptionally urgent reasons (these do not include work at home or babysitting of younger siblings). Please note: Arrangements are expected to be made for siblings to attend school in the event a sister or brother has a doctor's appointment. Siblings may not stay home or attend an appointment that is not scheduled for them in lieu of attending school.

D. UNEXCUSED ABSENCE is the absence of a student for any reason other than those classified above, and the term "exceptionally urgent reasons" shall be strictly construed. After six days of unexcused absence by students under seventeen years of age, a legal notice is served to the parents. Additional unexcused absences will be considered illegal, and the school district will institute proceedings against parents under 24 P.S. Section 13-1327a for violation of the Commonwealth's compulsory school attendance laws. If found guilty, parents and their students will be responsible for payment of the fine, which can be in excess of $300.00 per day.

E. After a student has accumulated 10 absences (parent note and/or family trip) a ten-day letter will be sent indicating that all future absences will require a doctor's excuse in order to be coded as an excused absence. Any absences, other than a doctor's excuse, after the 10-day letter has been sent, will be coded as unexcused.

F. After three days of unexcused absence a letter will be sent indicating that the child is considered truant and that the seventh day of unexcused absence will be coded as illegal, the child will be considered habitually truant, and the parent may receive a citation. A student attendance improvement plan (SAIP) meeting will be scheduled with the parent after six days of unexcused absence to assist with ensuring the student's regular attendance at school.

Excuse Slips - When your child returns to school after being absent, please remember that either a doctor's note or a parent note must be submitted or emailed to the office. **On the note, please include the following information: child's first and last name, child's grade level, date of absence and reason for absence.** You will receive a phone call and email on the day of the student's absence in order to notify you of the absence from school. This is to help ensure the safety of your child in their arrival to school each day.

Tardy - An elementary student is considered tardy if he/she enters the homeroom between 8:50 A.M. and 10:00 A.M. Students who are tardy must report to the main office for a tardy slip, which is taken to the homeroom. Unexcused tardy minutes accumulate towards illegal half and full day absences. **If an elementary student arrives after 10:00 AM the time absent will be considered a 1/2-day absence. Students arriving after 12:00 PM will be considered a half day absence plus minutes.**

Educational Trips - If you plan to take your child on an educational trip during the school year, please adhere to the established guidelines that appear in the Elementary Student Handbook. Please complete the appropriate form linked here at least five (5) days prior to the proposed absence so that appropriate time is given to process your request and inform teachers. You can download a trip form from the ACSD Website at www.acschools.org. Go to ACSD Homepage and click on the Student Services tab, Forms, and Request for Educational Trip Absence. Complete the form and send it to school with your child. If you do not have access, please call the school office, and request a form to be sent home with your child. The form can also be completed and emailed to the attendance secretary. Trips will be considered unexcused absences if the guidelines are not followed. Parents are responsible for seeing that the child completes necessary work in a timely fashion.

Every day of school is important for your child's development. Please call Annville or Cleona Elementary if you need any assistance with attendance questions. By working together, we can help all students be successful.

Linked here is Board Policy No. 204

Arrival and Dismissal

In order to provide a safe environment for our students, we ask that everyone adhere to the established guidelines regarding arrival and dismissal procedures. Your understanding and cooperation with these procedures is greatly appreciated.

Parents are asked to refrain from using the bus loops during arrival (8:00 – 9:00 A.M.) and dismissal (2:45 - 3:45 P.M.) times. District transportation vehicles use the BUS LOOPS during these times.

Students arriving at their building of attendance should plan their arrival between 8:15 - 8:40 A.M. A warning bell rings at 8:40 A.M., and the attendance bell rings at 8:50 A.M. Students are considered tardy if not present in their classroom at 8:50 A.M.

If a student is late (arrives after 8:50 AM), they must report directly to the office and check in with the building secretary. The parent/guardian must provide a note explaining the reason for the tardy to the school secretary upon arrival.

If parents/guardians are changing your child's normal routine (i.e., picking up your child rather than having him/her ride the bus), please contact the office in writing in advance and review the procedures with your child.

Parents/Guardians should arrange for non-urgent dental and medical appointments during non- school hours. If your child needs to be dismissed from school early because of an appointment, a written request from the parent/guardian is required and should be given to the office. Elementary students will not be called to the office or dismissed by the classroom teacher until parent/guardian has arrived in the office and signed the student out. Students will only be released from school to parent/guardian or adult named in a note signed by the parent/guardian. All adults will be asked to show ID before the student is released to them. Students are expected to return to school from their appointment with a signed appointment slip from the doctor.

Cleona Elementary School

Please click on the link below for detailed arrival and dismissal procedures at Cleona Elementary School.

Linked here are the Cleona Elementary Arrival and Dismissal Procedures

All walkers and students being dropped off in the AM should use the northwest doors (by the 1st grade wing). The doors will open at 8:15 AM. The front doors are reserved for bus students only.

Students utilizing district transportation in the AM to go to another building should arrive

no earlier than 8:15 AM.

Below is the procedure for dismissing students at the end of the day. This procedure will help ensure that all children are going with the correct adults at the end of the day.

Students at the walker doors will be dismissed to the legal guardian or custodial parent only. You will be asked to provide identification to verify your identity and you will need to sign the signature sheet.

If someone other than the custodial parent or legal guardian is going to pick your child up, you as the custodial parent or legal guardian, must write a **dated** note telling us who is picking up your child. This information will be compiled in the office and provided to the aide at the Walker Door as well as the classroom teacher. When this person picks up your child, they will be asked to show ID to confirm identity. Your student can be released to those individuals placed on the emergency contact list in PowerSchool.

Please make every effort to send the above note in the morning. It is very hard to assure all students are going where they need to if your child does not bring in a note. If you find you forgot the note or there is an emergency and you will not be able to pick up your child, we will follow this procedure:

First, call the school office to inform us of the emergency. Students without a note will be sent to the office at the end of the day to wait. The person picking up must come into the office. If it is the parent or guardian picking up, they will be asked to sign a note saying they are taking the student and provide ID.

If the person picking up is not the parent or guardian, we will not release the student until we contact the parent or guardian. Once the office confirms with the parent, the adult picking up will be asked to sign a note saying they are taking the student and provide ID.

Annville Elementary and Secondary students are permitted to pick their sibling from Cleona Elementary. Cleona Elementary office staff must be notified of the sibling pick-up. Since these students are enrolled in the district they do not have to provide ID to pick up their sibling. Students being dismissed with siblings will typically be dismissed first. They will be dismissed from the second grade walker door.

At the end of the day, students must use the playgrounds with guardian supervision. Students should not be left on the playground without supervision.

Thank you for your cooperation with these procedures. Please understand your child's safety is very important to all of us. If you have any questions or concerns, please do not hesitate to call the school at 867-7640.

Annville Elementary School

Linked here are the Annville Elementary Arrival and Dismissal Procedures

The front doors are reserved for bus students only. No students will be allowed to enter the parking lot area or be dropped off by a parent in front of the school during arrival/dismissal, due to the danger of crossing in front of buses. Parents of students being transported to Cleona are to refrain from putting their child on their designated bus. Our school staff will see that they are taken to their bus each day after entering Annville Elementary.

Students utilizing district transportation from Annville Elementary in the AM to get to Cleona Elementary should arrive no earlier than 8:15 AM.

At the end of the day, students must leave the school premises and check in at home before returning to use the playgrounds. This will ensure that parents know their children have arrived home safely. Students may not return back to the playgrounds prior to 4:00 to ensure that dismissal has safely concluded.

The safety of our students is our utmost concern. These guidelines help us to maintain a safe student environment. We appreciate your cooperation.

Homeless Student Resources (McKinney-Vento Act 42)

The Annville-Cleona School District believes that homeless youth should have access to free and appropriate public education and wishes to limit the barriers that homeless children may face. Our goal is to have the educational process continue as uninterrupted as possible while children are in homeless situations.

Homeless students are defined as individuals lacking a fixed, regular, and nighttime residence, which include students living under the following conditions:

1. Sharing the housing of other persons due to loss of housing or economic hardship.

2. Living in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations.

3. Living in emergency, transitional, or domestic violence shelters.

4. Abandoned in hospitals.

5. Living in public or private places not designated for or ordinarily used as regular sleeping accommodation for human beings.

6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.

7. Living as migratory children in conditions described in the previous examples. 8. Living as run-away children.

9. Being abandoned or forced out of homes by parents/guardians or caretakers.

10. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

Should you have any questions, please contact the ACSD Homeless Liaison, Mrs. Carolyn Richards, at crichards@acschools.org or 717-867-7600 or the school social worker Serena Gergenti, at sgergenti@acschools.org, 717-867-7620.

EMERGENCY/INCLEMENT WEATHER PROCEDURES

DELAYED SCHOOL OPENING:

Should there be an occasion when weather or some other emergency necessitates a delayed opening of school the following procedures will be used:

1. Notice of a delayed school opening will be announced over local radio and television stations, using the School Messenger automated calling system, and on the district's website.
2. The announcement that "the opening of Annville-Cleona will be delayed two hours" indicates that the school staff and all students (both transported and walkers) are to arrive at school two hours later than the usual time. On such a day, afternoon dismissal will occur at the regular time.
3. Grades K-6 will have the following schedule:

   Doors Open 10:15 A.M.
   Warning Bell 10:40 A.M.
   Attendance Bell 10:50 A.M.
   Dismissal 3:20 P.M.

EARLY DISMISSAL FROM SCHOOL:

Should there be an occasion when weather or some other emergency necessitates an early dismissal from school, the following guidelines will be followed:

1. Notice of an early dismissal from school will be announced over local radio and television stations, using the School Messenger automated calling system, and on the district's website.

2. The announcement that "the Annville-Cleona School District will have a one hour early dismissal" indicates that your child's dismissal time will be one hour earlier than normal, and

that he/she could be arriving home one hour early. The actual time of arrival may vary due to weather conditions. Please be patient and allow for additional time when waiting for student drop-off by district transportation.

3. Students who ride a bus will be taken to their regular designated bus stops.

4. If parents or guardians are not at home at the time of an early dismissal, they are responsible to make provisions for the care of their children with friends or neighbors. **It is best to have a plan in place prior to an early dismissal.**

AFTER SCHOOL ACTIVITY CANCELLATIONS:

In the event of an early dismissal, or if schools are closed due to inclement weather, or any other emergency, it is the normal procedure to cancel all evening activities. There may occasionally be an exception to this rule, however, it is safe to assume that after school activities will be canceled.

MEDICAL INFORMATION

Health Care

Each school has a health suite staffed full time by a professional nurse, either a certified school nurse or school nurse assistant. The nurse provides initial evaluation and care to students who become ill or injured while in school. Knowledgeable in many of the health concerns of children and youth, the nurse is available to students for health education and counseling. They also serve as a health resource person by working directly with classroom teachers.

Parents are urged to report any health problem to the nurse. Information shared is considered confidential. The nurse in consultation with the parent(s) may share certain information with appropriate staff members as deemed necessary for the health and safety of the student.

Annual Screenings

School nurses are mandated by the PA Department of Health to provide the following health screenings. Every student is weighed, measured, and screened for visual acuity once each year. All students in kindergarten, grades one, two, three, seven, and eleven are given a hearing test. Students in other grades who are known to have a hearing loss or show evidence of hearing difficulty will be tested. Students who demonstrate vision or hearing problems are referred for further follow-up. All sixth and seventh grade students are screened for scoliosis. Parents are notified if a curvature of the spine is detected.

Required Medical and Dental Examinations

A medical examination is required by the PA Department of Health for all students upon original entry to school (kindergarten or upon enrollment), as well as sixth grade, and

eleventh grade. Physical examination forms are provided to families by the school.

Parents are encouraged to have the physical done by their family physician because he/she is familiar with the student's medical history. Students not examined by their own family physician will be examined by the school appointed physician. Parents will be invited to be present during the examination.

A dental health evaluation is required for all students upon original entry to school (kindergarten or first grade), third grade, and seventh grade. Parents are encouraged to have the dental examination done by their family dentist. A letter with a dental form is sent home to parents. Students not examined by the family dentist will be examined by the school dentist. If dental care is indicated, the parents will receive a referral note to take to the family dentist.

Body Mass Index

Current school health regulations require that a school nurse conduct height and weight measurements of students annually and that every effort be made to determine the pattern of growth for each child. The revised procedures include the requirement to use height and weight to calculate Body Mass Index (BMI). BMI is a "weight for stature" index that can be used to help determine whether a student is within a normal growth pattern, overweight or at risk for being either overweight or underweight. BMI is simply a screening tool, like vision or hearing screenings, and is meant to be helpful, not hurtful. Parents will be notified of screening results.

Communicable Diseases

The policy for recommended length of absence for specific diseases and infectious conditions is as follows:

1. Acute conjunctivitis (pink eye): 24 hours from the institution of appropriate therapy or when determined to be noninfectious by the child's physician.

2. Chickenpox: Six days from the last crop of vesicles.

3. Impetigo: 24 hours after medication has been started.

4. Head lice: Until judged nontransferable by the school nurse or the child's physician.

5. Streptococcal throat infection: 24 hours after the appropriate medication has been started.

Children showing symptoms of a communicable disease or condition transmissible to others (sore throat, red eyes with drainage, head lice, etc.) are not permitted to attend school and will be excluded. The child may return to school when the school nurse is

satisfied that the condition is no longer communicable, or the child presents a note of recovery or non- infectiousness from his/her physician.

Asthma Inhaler Possession / Self Administration

Please refer to: **Board Policy No. 201.1**

Linked here is Board Policy No. 210.1

Cafeteria/Lunch

Students in grades Kindergarten through two will utilize an ID holder to store their individual student number card. This is what they will use to scan into their account for lunch. It will be stored in each teacher's classroom and provided to them at the start of each lunch period.

Students in grades three through six will utilize their individual student number for lunch. You are encouraged to assist your child with learning their pin in the event they do not have their badge. School staff can assist your child with their pin during the first few weeks of school in the event the pin is forgotten.

All students will be able to access the cafeteria for breakfast and lunch each day. Students are supervised by school personnel while eating lunch/breakfast in the cafeteria. Students are expected to follow the Dutchmen Way in the cafeteria, as they would in all school environments. Failure to follow these expectations may result in consequences that promote the safety and wellbeing of all students.

Cost of Meals:

Elementary Student Lunch	$2.50
Adult Lunch	$4.00
Milk (if separate)	$0.50
Elementary Student Breakfast	$1.45

If you require a free or reduced lunch form, please contact school office and a form will be sent home with your child.

The POS (Point of Sale) automated payment system is used in our cafeterias. **Payment for school lunches -** Information can be found on the website under Student Services. Go to Food Services, on the left is SchoolCafe. It is suggested that you make deposits into your child's account by check or cash in a clearly marked, sealed envelope. You will be notified when your child's account is carrying a debt. This account can only be used for the purchase of food and drink from our cafeteria. If you wish to restrict what your child can purchase at the cafeteria, please call the office to request a "Lunch Only" expenditure

form.

Lunch menus are provided to students on a monthly basis by the contracted food service department. They are posted and we print one only if a family requests one.

"Lunch at School" Guidelines

Welcome and thank you for visiting your child for lunch! To better serve students and parents, we have developed the following "Lunch at School" guidelines. Please take a moment to read over the guidelines below:

Parents must contact the school office prior to arriving for lunch. Parents should submit a note or call the school office before the beginning of the school day so that staff will expect your visit and so that your lunch choice can be added to the school lunch count if you will be purchasing a school lunch. School lunches for adults are $4.00. Prior notification of your visit will also allow us to update you on any lunch schedule changes for the day that could affect your visit. It will also allow us to accommodate the time you arrive depending on any schedule changes. Because of limited space in our cafeterias, a limit may be placed on the number of parents we are able to welcome for lunch. Please notify the office by 9:30 a.m.

Individuals other than parents or guardians will not be permitted to eat lunch at school without permission in advance. Permission must be communicated to the school office by the parent or guardian in writing and on a visit-by-visit basis. The school office will not attempt to contact parents the day of a lunch visit for approval for individuals without prior permission. Non-custodial parents must have written permission in advance from the custodial parents in order to visit school for lunch.

Parents may not take pictures or record video during the lunch period. Some students do not have permission to be photographed at school. Also, pictures from within school may only be utilized for school sponsored media or publications. This guideline will prevent unauthorized pictures of students from appearing online (Facebook, etc.) without parent permission. If pictures or video are taken you may be asked to move to a separate table with your child. Please respect the privacy of our students and their families. We encourage families to follow the same technology practices as our students (phones silenced and away while in the building).

Parents must limit their visit during lunch to the school lunchroom. Parents will be asked to wait in the lobby or office until their child's scheduled lunchtime. To limit disruptions to the classroom environment, parents may not visit the classroom prior to lunch or follow students back to class after the end of the lunch period. If parents would like to arrange a visit to the classroom during school hours, that should be done in advance by contacting the school office.

Child Custody Policy

If child custody arrangements are part of your family structure, you need to be aware of our policies in this area.

1. All custody orders must be addressed directly to Annville-Cleona School District and a copy should be provided to your child's school.
2. In the absence of a custody order, the school assumes shared custody, which allows both parents to be involved in their child's education.
3. Both parents, regardless of custody arrangements, have access to their child's records unless a court order specifically prohibits access.
4. The parent of record is the parent with whom the child resides.
5. The parent of record must live in the Annville-Cleona School District.
6. Enforcement of custody orders is a police responsibility, not one for the school.

Computer Usage

ACCEPTABLE USE OF TECHNOLOGY RESOURCES
Linked here is Board Policy No. 815

PERSONAL ELECTRONIC COMMUNICATION DEVICES
Linked here is Board Policy No. 237

PARENT/STUDENT ONE-TO-ONE AGREEMENT
Parent/Student One-to-One Agreement

Student Device Insurance

The electronic devices provided to the students in the Annville-Cleona School District are costly pieces of equipment that require students to follow usage guidelines and to use caution in handling the equipment.

The insurance premium is paid for by the District. There is no annual fee for the device to be covered. The following guidelines apply to the insurance program

- Each student is entitled to ONE free insurance claim for the LIFE of the device. Typically, the devices are replaced every three years, but this may vary.
- Any claims not covered by the above one-time free claim are subject to a $60 deductible.
- The deductible may increase by $20 per claim after each claim for the life of the device.

The insurance policy covers accidental damage. **The only exclusions are dishonest, fraudulent, intentional, negligent, or criminal acts,** which would result in the complete repair and/or replacement to be paid by the student/family.

Any damage caused deliberately will be classified as vandalism. Students/families will be billed for repairs caused by vandalism, and disciplinary action will be pursued, if applicable. If the laptop is misplaced, lost, or stolen, the student/family must notify the school immediately and file a police report.

Students using computers in the Annville-Cleona Elementary Schools must adhere to the following regulations:

1. Will not abuse or misuse any of the computer equipment in any way.

2. Will use only the software designated for student use by the teacher.

3. Will use only software approved for use and licensed to Annville-Cleona Elementary Schools and will not bring in any other software.

4. Will not attempt to steal passwords or access menus, programs, or files not designated for student use.

5. Will not alter the system software or setup on any computer.

6. Will not tamper with or alter any files belonging to another individual.

7. Will not print more than two copies of any document without permission from a teacher.

8. Understand that teacher computers and network servers are off limits to students.

9. Understand that game software, which is on the computer, may only be used at times indicated by the teacher.

10. Understand that violation of any of these rules will result in appropriate disciplinary action, which may include but is not limited to detention, removal from class, suspension and payment of damages, loss of computer privileges.

11. Will follow all guidelines and procedures outlined in the Acceptable Use Policy and Personal Electronic Communication Devices policy.

Discipline/School Rules

It is the responsibility of the entire school community to create and maintain an atmosphere that provides the best culture for teaching, learning, and living. We also believe that it is the right of every student in our school to work in an academic environment that is conducive to his/her achieving academic success. In order to meet these needs and rights, we cannot tolerate students who, through disruptive and disrespectful behavior, deny others a positive academic and school experience. A school wide positive behavior program has been developed and is utilized to teach basic behavioral expectations, reinforce positive behavior, and protect the rights of students.

<u>"THE DUTCHMEN WAY" POSITIVE BEHAVIOR SUPPORT PROGRAM:</u>

The Dutchmen Way is a set of three expectations for students to meet in all environments in our schools. Students are expected to be: responsible, respectful, and ready to learn. The expectations are explicitly taught to students several times throughout the year to ensure student understanding. These lessons also provide a common language for all students, staff, and parents as a reference. Students are encouraged to follow the expected behaviors through positive reinforcement. Opportunities for positive reinforcement will be provided frequently through a variety of recognition opportunities, activities, and assemblies at

Annville and Cleona Elementary Schools.

Some behaviors result in automatic office referrals. These include but are not limited to fighting, possession of weapons, threatening, stealing, and bullying. In most cases students are provided multiple opportunities to correct their behavior prior to receiving consequences. Please refer to the Annville-Cleona School District Code of Conduct below for detailed information related to discipline.

Annville Cleona School District

Code of Conduct

Purpose:

The Code of Conduct is a document used to help provide a stable and conducive learning environment for all students. Actions that impose this environment, teaching, or the free exchange of ideas will be addressed. While the following document is extensive it is not exhausted. The Code of Conduct does not encompass all actions that could be deemed detrimental and prohibited. This document simply serves as a framework in which discipline is categorized into four levels of severity.

Definition of Offenses

Offenses include but are not limited to:

ASSAULT Physical contact that results in or attempts to cause bodily injury.

BULLYING Bullying means 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, which is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.

2. Creation of a threatening environment.

3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another member of the school community by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blog).

Linked here is Board Policy No. 249

BUS CONDUCT

The bus drivers are in complete control of the bus they operate and are charged with the safety and discipline of the occupants of the bus. Students **must** abide by the rules and regulations of the driver concerning their conduct on the bus.

The use of bus transportation to and from school is a **privilege, not a right**. If the conduct of a student while riding a bus is such that it jeopardizes the safety of others or is otherwise undesirable, this privilege may be denied. In these circumstances, it becomes the responsibility of the guardian/s to ensure transportation to and from school.

The door-to-door provision in the Pennsylvania School Code grants school district jurisdictions over student behaviors while students are traveling to and from school, including, but not limited to walking to and from and standing at or near the bus stop.

BUS RULES:

1. Follow the directions of the bus driver.

2. Remain in your seat at all times.

3. Keep all objects and body parts inside the bus and to yourself. A fine can be levied by the police for things thrown out the window.

4. Refrain from eating, drinking, smoking, or use of tobacco products. Keep the inside of the bus clean.

5. Use a quiet voice.

6. The use of appropriate language and gestures are expected. Swearing and rude gestures are prohibited.

7. Live animals, radios, electronics, toy weapons, fireworks, and other similar items that may divert rider or driver attention are not permitted on the bus.

CONSEQUENCES:

The severity of the offense will dictate the consequences. Because students have had previous experiences with proper bus conduct, the consequences for our secondary students are more severe.

Elementary Consequences:

1st Offense: Driver Intervention.

2nd Offense: Bus Conduct Report to administration resulting in student conference and parent contact.

3rd Offense: Bus Conduct Report with "detention" time and/or restorative conference with the student.

4th Offense: Bus Conduct Report with suspension from transportation for a 1–3-day period and/or restorative conference with the student.

5th Offense: Suspension of transportation privileges for remainder of school year: reinstatement requires an administrative conference.

Prior history of bus conduct and severity of the incident will determine if an alternate approach is appropriate.

PRIOR TO LOADING:

1. Be on time at the designated school bus stop. Arrive five minutes before the bus is due.
2. Wait for your bus in a safe place, well off the roadway, on the side of the street on which your bus stop is assigned.
3. Respect the property rights of people who reside at or near the bus stop.
4. Do not get into private vehicles with strangers. All Annville-Cleona School District vehicles are clearly identified.
6. Wait until the bus comes to a complete stop before attempting to enter the bus.
7. Enter the bus in an orderly manner and take your seat.

AFTER LEAVING THE BUS:

1. When necessary, cross the road at least ten feet in front of the bus, but only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety and comfort of one another.
3. Be alert to the stop sign, safety lights, and caution signals from the driver.
4. Go directly to your school building in the morning. Go directly home after school.

NOTICE *– Audio and/or video recording devices are utilized by the school district on school property and on school buses.*

TRANSPORTATION/VIDEO SURVEILLANCE

Linked here is Board Policy No. 709.1

CAMPUS CONDUCT

Skateboarding, rollerblading, roller-skating, and similar activities are not permitted on the school campus.

CHEATING AND PLAGIARISM

Cheating is defined as the use of unauthorized resources in the completion of formal, informal, minor, major, formative, or subjective assessments or assignments. Plagiarism is

defined as the presentation of another's intellectual material as one's own. As such, the following is not permitted:

- ❑ Using cheat sheets or crib notes during tests or quizzes
- ❑ Copying tests or quiz answers or homework
- ❑ Passing answers, questions, or test information to other students
- ❑ Submitting unoriginal written work such as previously written term papers or book reports
- ❑ Helping a fellow student to do any of the above

Consequences of cheating are as follows:

- ❑ Completion of alternate assignment
- ❑ Notification of parent(s)/guardian(s)
- ❑ Appropriate disciplinary consequences (possible suspension)

CLASS CUTTING

Students have the responsibility to inform their teachers if it is necessary to leave class. Failure to do so is considered a class cut. For this purpose, "class" shall be defined as any scheduled activity during the school day, including recess, lunch, and assemblies.

DISRESPECT

Disrespect can be directed either toward a school district employee or another student and would include, but not be limited to, abusive language, obscene language or gestures, sarcasm, and threats (verbal assault).
Disrespect has a devastating effect on the learning climate of a school and will not be tolerated. Students are expected to interact with both school employees and other students in a courteous and respectful manner.

DISRUPTION

No student has the right to interfere with the education of fellow students. The teachers and administration will not tolerate distracting others or any hindrance to the instructional progress of the classroom. A lack of responsible behavior on the part of a student could result in removal from class and/or detention or suspension. The student must report to the office if directed by school staff. Failure to do so will be regarded as insubordination and increase the disciplinary consequence.

DRESS

Our dress code applies to both male and female students. Students' clothing shall not offend the accepted standards of decency of the community, disrupt the educational process of the school, call undue attention to the individual, or jeopardize the safety of the student or his/her classmates. For more information regarding restrictions on student dress, please see Board Policy 221.

Specifics Include:

1. Minimally, a student's body from armpit to armpit, extending down to below their buttocks, should be covered at all times. Due to the wide variety of clothing styles, the administration may declare an outfit that meets the above standards inappropriate.

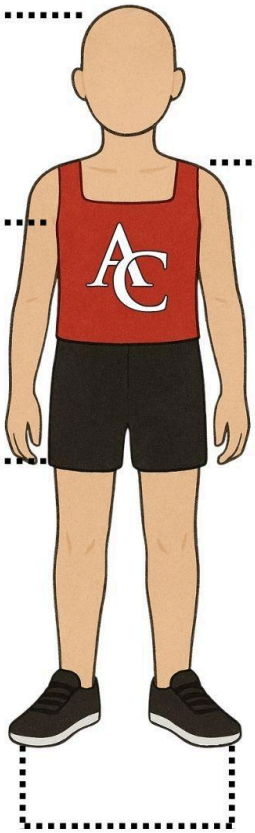
2. Clothing, jewelry, or backpacks that display words or pictures, anything promoting alcohol, drugs, tobacco products, gang participation, violence, conduct of a sexual nature, or inappropriate/obscene language or message will not be worn. Tattoos that contain the above items must be covered. This includes phonetically spelled or intentionally misspelled words.
3. Students are not permitted to wear any shirts without straps. See-through garments are also not acceptable. Sleeveless tops with large arm openings that expose ribs or undergarments are prohibited.
4. Students participating in physical education classes or extracurricular activities must wear the clothing specified by the physical education department or the director/advisor of the extracurricular activity. The Physical Education Dress Code for the Secondary Building can be found here.
5. All students must wear sneakers, shoes, or sandals at all times. Students may not wear inline skate shoes while in school.
6. Students shall not wear hats or head coverings, including bandanas. Exceptions will be made for documented religious practices.
7. Jackets, coats, cloaks, gloves, or any garments perceived as primarily outdoor wear shall not be worn inside the school building.
8. Sunglasses may not be worn inside the school building.
9. Clothing with large holes or shreds that violate length or coverage requirements may not be worn.
10. Appropriate undergarments are to be properly worn at all times. Undergarments may not be worn outside regular clothing or be visible.
11. Chains that can be removed from clothing are prohibited.
12. Any clothing or accessory that depicts slogans or pictures/symbols that could possibly be degrading or threatening to any group shall not be worn.
13. Students not abiding by this dress code will be required to change into an appropriate outfit, utilizing the items on hand at school. Failure to comply with the dress code may result in disciplinary action.
14. The faculty and administration have the right to question a student's dress and take necessary action if an item is not specifically covered above.

Annville-Cleona School District
Dress Code

Hats, hoods, and head coverings (except for religious reasons) will not be permitted.

All tops must have straps with at least a two-inch width. Undergarments may not be visible.

The area from armpit to armpit, extending down past the student's buttocks (modest length when standing or bending), must be covered at all times.



Appropriate footwear must be worn for all educational settings (sneakers for recess, closed-toed shoes for shops and labs, etc.)

Please note:

- Clothing and accessories may not depict anything that is prohibited by the school (drugs, alcohol, weapons, threatening language, etc.).
- The faculty and administration have the right to question a student's dress and take necessary action.
- Students not abiding by this dress code will be required to change into appropriate attire. Repeated infractions or failure to comply may result in disciplinary action.

DRUGS, ALCOHOL, AND ASSOCIATED ITEMS

POLICY STATEMENT: The school board recognizes that substance abuse is a community problem. The school board is committed to the general principles of education, prevention, intervention, and law enforcement in responding to this community issue. This policy is intended to discourage and prevent alcohol and drug use by students and to provide guidelines for an appropriate and effective response to any instances of alcohol or drug use by students. While engaged in any school related activity or conduct, a student shall not be under the influence of, possess, or use alcohol or drugs, or aid, arrange for or participate in the distribution or sale of alcohol or drugs, as defined in School Board Policy No. 227. School related activity or conduct is defined as activities or conduct, which occur on school property, during school functions regardless of location, or while traveling to or from a school activity.

Definitions - For the purpose of administering this policy, the following definitions shall apply:

❑ **Controlled Substance** - any substance listed as illegal or controlled under current applicable Federal or State laws. The term "controlled substance" includes any substance, which is represented to be, or which is thought to be a controlled substance.

❑ **Non-prescription Drugs** - substances commercially packaged and sold over the counter in retail stores or distributed by mail, which either contain drugs of any type or purport to produce drug-like effects, including synthetic drugs.

❑ **Prescription Drugs** - substances obtainable only by prescription from a physician.

❑ **Paraphernalia** - tools or equipment (including communication devices) whose function is to aid a user in preparing for consumption, consuming, or selling or distributing any type of unauthorized substance.

❑ **Possession** - keeping or carrying in hands, pockets, wallets, purses, or anywhere about the body. Including within lockers or automobiles; or in books, papers, or any other medium or container, which a student may carry or transport.

❑ **Distribution** - giving, selling, or passing to another person on school property, on school buses, or on the way to or from school.

❑ **Possession with Intent to Distribute** - possession of any quantity of unauthorized substance, which could not reasonably or safely be consumed within the school day. Example: Possession of more than four tablets of a nonprescription drug, for which the recommended dosage is "two tablets every four hours."

❑ **Misrepresentation** - any attempt to distribute a substance which has been inaccurately described or implied to the receiver as a controlled substance or has been implied to have a value other than its actual value.

❑ **Unauthorized Substance** – this includes, but is not limited to, products containing

alcohol, tobacco, anabolic

steroids not to include HGH (human growth hormone), controlled substances, paraphernalia, prescription and non-prescription drugs and materials known to cause drug-like effects.

❑ **Use (of an unauthorized substance)** - either the actual use during school, or being under the influence during school, or being under the influence during school hours or at school-sponsored activities after school hours, or use prior to arrival at school, which evidences itself by strong odor or any unusual behavior.

1. As an exception to this policy, the use of medication will be permitted under the following conditions:

- Parent must bring a note indicating their approval for the use of medication. The note must be delivered to the school nurse, or other person designated by the administration, upon entry to school property. See Board Policy #210 for procedure.
- The medication must be taken in the presence of the School Nurse, or another person designated by an administrator.
- The medication must be clearly identified. Unidentifiable liquids, pills or capsules will not be analyzed and treated as unauthorized substances.
- No form of stimulant or depressant will be permitted without specific written authorization from a physician.
- In those cases where the student is participating in an after-school activity, the term "nurse" will be interpreted to mean the faculty advisor, sponsor, coach, or athletic trainer.

2. School employees are hereby authorized:

- To conduct routine searches of all student lockers, cubbies, desks, etc.
- To conduct thorough searches of students, as defined below, in any case of reasonably suspected possession of unauthorized substances.
- To instruct students, at any time or place, to empty the contents of their pockets and/or reveal other areas with clothing, wallets, purses, etc. where the student may be suspected of keeping unauthorized substances.

(2a) If a student fails to do so, the parent(s) shall be called to assist and/or permit a search.

(2b) If parent(s) refuse, or can't be contacted, the police shall be called to conduct the search.

- To confiscate any unauthorized substances or material of questionable purpose.

3. Offenses / Penalties:

- All violations of this policy shall be reported as required by law.
- The School Board authorized the administration to exercise the privilege to waive the penalties of this policy and give a one-time warning to the student in such cases where a prescription drug is brought to school and then taken without supervision by the school nurse or his/her designee.
- Any violation away from school authority reported to district personnel may result in notification to parent(s) and police.

ELECTRONIC IMAGES, PHOTOGRAPHS, AND AUDIO/VIDEO RECORDINGS

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

The Board also prohibits audio or video recordings during the school day, and dissemination of such recordings of any student or staff member without their permission. This policy does not prohibit audio or video recordings during extracurricular events. *Linked here is Board Policy No. 237*

FIGHTING

Mutual exchange of physical contact that results in or attempts to cause bodily injury.

HARASSMENT

Harassment is defined as: unwelcome words, gestures, and actions which tend to annoy, alarm, and/or verbally abuse another person. These may include, but are not limited to, such practices as:

1. Making a telephone call without the purpose of legitimate communication.
2. Insults, taunts, or challenges to another in a manner likely to provoke a violent or disorderly response.
3. Spreading rumors (unsubstantiated statements), with the intent of causing emotional turmoil.
4. Making repeated communications anonymously, or in offensively coarse language.
5. Subjecting another to annoying touching.
6. Engaging in any other course of alarming conduct serving no legitimate purpose.

If you believe that you are being harassed, ask the person to stop, and then tell a teacher, guidance counselor, school nurse, or administrator.

Do not respond to the harassment as this may encourage the aggressor to continue the harassing behavior. If the harassment does not stop, file a formal complaint with the principal. Your allegation of harassment will be investigated by the administration who will take appropriate remedial action. Filing false reports to the administration will result in disciplinary action.

The school district may only respond to actions that occur on school property or at school sponsored events. However, students may come to school negatively impacted by outside events or circumstances. Using electronic or social media to harass and/or bully, even off campus and outside of school hours, which results the disruption of the mission of the school can be addressed by the school. The administration is concerned with harassment that occurs in the community. The administration will work with agencies and services

available in the community to minimize this behavior.

INAPPROPRIATE LANGUAGE AND GESTURES

Obscene, vulgar, racist, or abusive language and gestures will not be tolerated. Racial and ethnic intimidation is particularly serious and will be dealt with via school and legal consequences, including suspension and prosecution.

INSUBORDINATION

Insubordination can be defined as refusing to follow a reasonable directive of a school district employee acting within the scope of his/her authority. Failure to follow the directives of staff members will result in disciplinary action, and depending on the nature of the offense, could range from detention to a formal hearing before the board of education for purposes of expulsion.

LEAVING THE BUILDING WITHOUT PERMISSION

At no time are students permitted to leave the building and/or school property without written parent permission and administrative approval. Students who leave the building or campus without written permission will be disciplined. In addition, class cutting, and truancy penalties may apply.

PERSONAL ELECTRONIC DEVICES

Radios, iPods, mp3 players, CD players, headsets, cellular phones, iPads, Kindles, or electronic devices of any kind are not permitted to be used, except as allowed by a teacher. The school is in no way responsible for any theft. Such devices must be turned off and secured out of sight during school hours, except at the discretion of a staff member. Messages/calls received by students from guardians subject students to consequences. Guardians requiring contact with their students are encouraged to contact the office so that important messages can be delivered without disrupting the educational environment. Telephone pagers are not permitted on school property, including school buses. Pagers are illegal on public school property in Pennsylvania and will be confiscated and not returned.

Linked here is Board Policy No. 815

PHYSICAL ALTERCATION

Minor Physical Contact that does not result in or have the intent to cause serious injury.

PUBLIC DISPLAY OF AFFECTION (PDA)

Intimate displays of affection are inappropriate in a school setting. Aside from holding hands, all other forms of physical contact are not permitted. Disregard for this regulation

will result in disciplinary action and parental contact.

SEXUAL HARASSMENT

It is the policy of the Annville-Cleona School District to maintain a focus of learning and working environment that is free from sexual harassment. Sexual harassment substantially interferes with an individual's academic performance and creates an intimidating, hostile, offensive educational environment. If you are being sexually harassed, you should tell the offender to stop, then notify the school administration immediately.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature, when made by any member of the school staff to a student, by any student to another student, or by any student to any staff members. Sexual harassment may include, but is not limited to the following:

❑ Pressure for sexual activity.

❑ Repeated remarks to a person, with sexual or demeaning implications.

❑ Unwelcome touching, pinching, patting, or brushing against.

❑ Suggesting or demanding sexual involvement either implied or explicit, especially in connection with a student's grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate all allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a student in the Annville-Cleona School District shall subject that student to disciplinary action, which may include suspension or expulsion. The police will be notified, and charges may be filed. Filing false reports to the administration will result in disciplinary action.

TOBACCO and VAPING RELATED PRODUCTS

The Annville-Cleona School District will comply with the School Tobacco Control Act.

❑ Tobacco use and/or possession by students at any time are prohibited in school buildings, on school buses, on school property, or any school sanctioned event (on or off school property). This includes times during which students are riding in automobiles, and/or participating in school activities after school hours. Banned items include cigarettes, electronic cigarettes, vaping devices, cigars, pipes, smokeless tobacco in any form, and any lighted smoking equipment.

❑ Any student who violates this policy shall be subject to discipline, which may include suspension or expulsion. In addition, a student who violates this policy shall be subject to prosecution and shall, upon conviction, be sentenced to pay a maximum fine of $50 plus court costs.

Linked here is Board Policy No. 222

VANDALISM-Destruction of School Property

Vandalism is not only a malicious and senseless activity but a costly one as well. We encourage students to take care of their school and its material as each of us has to share the cost of repair or replacement. Students found guilty of vandalism will be required to make restitution and may be subject to suspension, police involvement, or a formal hearing before the board of education.

WEAPONS

POLICY STATEMENT: Weapons have no place in the schools. This policy is intended to prohibit possessing, carrying, storing, or using weapons or dangerous instruments while on school property or while present at any school function or activity.

Linked here is Board Policy 218.1

1. All persons are prohibited from possessing, carrying, storing, or using weapons or dangerous instruments while on school property, on the way to or from school, and while present at any school function or activity. This policy is applicable to all persons, including school directors, employees, students, contractors, visitors, etc., except that this policy shall not apply to duly authorized police personnel or any person who has received from the Superintendent specific written exemption from this policy.

2. The definition of a weapon includes but is not limited to:

- Any object or instrument which is commonly considered to be a weapon or dangerous instrument, or any object or instrument which is in fact used to effect threats, intimidation, harassment, extortion, or injury to a person or property.
- Any firearm loaded or unloaded, from which a shot can be discharged by gunpowder or compressed air, including the unassembled components of a firearm.
- Any knife, cutting instrument, cutting tool, or similar object.
- Explosives and incendiary devices, including fireworks and the like, as well as any noxious substance, such as mace.
- Any facsimile designed to look like a real weapon.

3. The Pennsylvania Crimes Code lists possession of a weapon in the school environment as a misdemeanor of the first class. Therefore, the administration shall report all violations under the weapons policy to the local police agency.

4. The administration or designee shall report all violations under the weapons policy to the Department of Education.

5. Subject to any applicable due process procedures, any student who violates this policy shall be expelled for a period of not less than one year. The superintendent may on a case-by-case basis recommend lesser disciplinary action.

6. To deter the possession of weapons on school district property, the school district may

conduct reasonable searches for and seizures of weapons by using hand-held or other metal detectors. Such searches shall be performed in a random, non-discriminatory manner except when there is a reasonable suspicion that weapons are present. If the metal detector activates after all metal objects have been removed, the individual will be taken to a room out of view from other individuals and the person will be subject to a "pat down" search. A "pat down" search conducted by at least two school personnel of the same sex as the student shall be limited to feeling the outer clothing for the purpose of discovering only items which may have activated the metal detector. Staff and students failing to cooperate with school district personnel in the performance of weapons searches shall be subject to disciplinary action.

7. Exceptions

- Any weapon, which is required for use as part of a course of study or a lawful supervised school activity, shall be given to the teacher of that class/activity immediately upon the student's arrival at school provided that prior permission by the building principal or designee has been granted at least one day in advance.
- When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment may not exceed the expulsion period.

Annville-Cleona School District

Code of Conduct

Infraction Levels

Level I

Minor Infractions

Description:

Level I- These infractions can either be handled by teachers directly or by an administrator. These offenses are considered minor offenses that interfere with the orderly classroom procedure or orderly operation of the school.

Level I Examples	*Discipline Options*
Classroom, Cafeteria, Hallway	Warnings/Personal Talk
or Assembly Disruptions	In-School Conference/Parent Contact
Classroom Tardiness	Lunch Detention

Disrespect to Staff or Students	Loss of Privileges
Inappropriate Display of Affection	Seat Change
Dress Code Violation Detention	
Misuse/or Abuse of School Materials (No Damage)	
Violation of Classroom Procedures and Rules	
Minor violation of the AUP	
Dangerous/Destructive Behavior	

Level II

Infractions

Description:

Level II- These infractions will likely result in an office referral. These are misbehaviors that disrupt the learning environment of the school but do not directly affect the health and safety of others. Level II infractions may require the intervention of an administrator.

Level II Examples	*Discipline Options*
Unmodified or accumulated Level I infractions	Any combination of level 1 options
Violation of AUP	Administrative Detention
Violation of Personal Electronic Devices	
Leaving Classroom Without Permission	
Possession of Lighter/Matches	
Skipping Class	
Disrespect to Staff or Students	
Severely Disruptive Classroom Behavior	
Safety Violations	
Insubordination	

Level III

Infractions

Description:

Level III- Infractions are considered a major school offense. These acts might be considered criminal, but most frequently can be handled by the disciplinary process in the school. However, direct violation of the PA Crimes Code committed within the school will be reported to the police.

Level III Examples	*Discipline Options*
Unmodified or accumulated Level II infractions	In School Suspension (ISS)
Theft	Out of School Suspension (OSS)
Leaving School	Referral to Law Enforcement
Bullying	Administrative Hearing
Inappropriate language and gestures	
Tobacco/Vaping	
Violation of AUP/Personal Electronic Devices	
Indecent, Inappropriate, or Intimidating Conduct	
Granting Entry of Individuals into the School Building	
Destruction of School Property	
Physical Altercation	
Sexual Contact	
Harassment	

Level IV

Infractions

Description:

Level IV- Infractions will result in a suspension of up to ten days. A readmission conference with a building administrator will be required before returning to their regular education classroom. The school administrator may request additional exclusion for students during which alternative educational placements can be examined. Students may be required to meet additional conditions before they are readmitted. These infractions may be reviewed by the Superintendent to determine if the student should be recommended to the School Board for expulsion.

Level IV Examples	*Discipline Options*
Unmodified or accumulated Level III infractions	Administrative Hearing
Vandalism	In School Suspension (ISS)
Explosive Device/Imitations	Out of School Suspension (OSS)
Fighting	Referral to Law Enforcement
Arson	Expulsion
Bomb threats/ False Fire Alarms	
Violation of Weapons Policy	
Assault	
Racial/Ethnic or Religious Intimidation	
Sexual Harassment	
Violation of District Drug and Alcohol Policy	
Other Criminal Acts	

Procedures:

Staff members can take immediate action if he or she is supervising the student and observes the inappropriate behavior.

The staff member may choose to involve the parent depending on the severity and/or frequency of the behavior.

The staff member can choose to submit a discipline referral to the office and work directly with the student/parent. The staff member may also choose to work with the student/parent and provide consequences appropriate to the behavior.

The Staff member may contact administration depending on the severity and/or frequency of the behavior. If an administrator is contacted about the situation the teacher may be asked to provide a discipline referral or a brief written statement. The administrator meets with the student and/or teacher to establish the most appropriate response.

Parents/guardians may be notified of the student's behavior and the school's response to it.

School officials may contact law enforcement agencies and will assist in prosecuting the offender.

DISCIPLINARY CONSEQUENCES

Formal Discipline Consequences

1. Bus Suspension is assigned to students exhibiting unruly, dangerous, or consistently poor behavior while riding or waiting to ride (bus stop) school transportation. While serving a bus suspension, transportation to and from school is the responsibility of the student, as school attendance is still required.

2. Expulsion of a student may be for a period of time as determined by the Board of School Directors. Expulsion may result after a formal expulsion hearing and authorization by the Board of School Directors.

3. Formal Detention is held from 3:20 PM to 4:00 PM.

4. In-School Suspension is held as necessary as determined by school administration. Students assigned to ISS spend the entire school day isolated from the general student body. Teachers will provide work for their students in the ISS environment.

5. Out-of-School Suspension is assigned to students exhibiting the most serious and/or disruptive behavior. While suspended from school, students may not trespass onto school property or attend school or extracurricular functions, which includes attending athletic events as a spectator. Students suspended from school are informed in person and in writing as to the length of the suspension.

DUE PROCESS

A student that is suspended from school beyond three (3) days of school has a right to an informal due process hearing. The purpose of the informal hearing is to provide communication between the appropriate school officials, the parents, and the student to discuss circumstances surrounding the events for which the student is being suspended. At the meeting, the student is given the opportunity to show why the suspension should not be continued, and the school official is required to summarize the evidence and administrative findings. The parents are encouraged to meet and discuss ways in which future events may be avoided.

The following due process requirements will be observed:

1. The parent/guardian and student will be notified in writing of the reason for the suspension.

2. The administration will work with the parent/guardian to schedule the informal hearing to take place on the third day of the suspension.

3. The parents have the right to question any witnesses that are present at the hearing.

4. The student has the right to speak and produce witnesses on his/her behalf.

SEARCH/SEIZURE

Administrators are hereby authorized to:

❑ Conduct routine searches of student lockers, desks, and vehicles on school property.

❑ Conduct thorough searches of students, in the presence of a witness, in any case of reasonably suspected possession of unauthorized substances.

❑ To instruct students, at any time or place, to empty the contents of their pockets and/or reveal other areas with clothing, wallets, purses, etc. where the student may be suspected of keeping unauthorized substances.

❑ If a student fails to do so, the parent(s) shall be called to assist and/or permit a search.

❑ If parent(s) refuse, or can't be contacted, the police shall be called to conduct the search.

❑ Confiscate any unauthorized substances or materials of questionable purpose.

ELEMENTARY SPECIALS

Elementary Art

All students in Kindergarten through sixth grade receive art instruction as a regular portion of their curriculum. Art instruction focuses on art understanding, art skills, and art appreciation.

Elementary Library

All students in kindergarten through sixth grade receive library instruction as a regular portion of their curriculum. Library books are checked out for a period of two weeks. Books are checked out with a computer system in compliance with federal and state laws. Materials considered overdue when not returned by the due date may result in an "overdue penalty". Students may not check out any additional materials until overdue materials are returned or paid for. If a student cannot find a book, he/she is given four weeks until it is considered lost, after which the book must be paid for at the replacement cost. If library materials are damaged, complete payment must be made within four weeks of the due date. If a book is found and returned to school in good condition by the end of the same school year, a refund will be made. Refunds will not be given for books found after the last day of school.

Elementary Music

All students in Kindergarten through sixth grade receive music instruction as a regular portion of their curriculum. Music instruction focuses on music skills, as well as musical appreciation.

Students in grades 4, 5, and 6 are able to participate in the elementary instrumental program. The grade 4 Beginner Band, 5th Grade Band, and 6th Grade Band perform at many events during the school year. Students earn merit badges as they progress with their instrument of choice. Each band meets for one session a week throughout the school year; however, Beginner Band gets underway mid-year.

Elementary Physical Education

All students in Kindergarten through sixth grade receive physical education instruction as a regular portion of their curriculum. Due to the nature of the activity in the physical education program, we ask your cooperation in dressing your child appropriately for his/her participation. This includes shoes/sneakers appropriate for physical activity.

Excuses: If any children are to be excused from participating in PE class for one day, a written excuse from a parent will be accepted. For any extended or recurring period of time, a doctor's excuse must be submitted.

Elementary STEAM

All students in Kindergarten through sixth grade will receive instruction in STEAM related concepts as a part of the regular curriculum. The purpose of STEAM is to integrate Science, Technology, Engineering, the Arts and Math concepts into hands-on creative activities that extend learning from classroom experiences to real world application.

Elementary Dutchmen Way

Dutchmen Way will be a new class added for all students in kindergarten through sixth grade. This class will be taught by our elementary social worker, school counselors, the school resource officer, school nurses, principals, and school psychologists. This course will cover topics including college and career readiness, executive functioning (flexible thinking, organization, planning/prioritizing, self-monitoring), problem-solving, building healthy relationships, fostering confidence and a positive self-image, identifying emotions/emotional regulation, as well as many other topics. These lessons would have typically been taught during class time by the school educators listed above. Building these lessons into each cycle rotation helps to ensure that instructional time in each of our classrooms is content-focused.

Elementary School Counseling

Elementary school counseling services are provided for every child within the Annville-Cleona School District. The program is organized around the rapid growth and special needs of elementary children. The elementary counselors help students through counseling techniques that encourage growth in attitudes, motivation, and better self-concept.

The elementary school counseling program involves students, parents, and teachers. Programs are utilized to help the district meet the needs of students. In order to contact the elementary school counselors, please contact the main office at each respective building.

ELEVATOR USAGE

Annville Elementary is equipped with an elevator to assist persons that cannot use stairs. Annville Elementary staff will use discretion determining when students injured at school or arriving at school injured need elevator usage. When students require use of the school elevator, a staff member is assigned to that student's schedule to assist and supervise the use of the elevator as needed. For extended use of the school elevator, a doctor's note indicating a need and duration of use for the elevator is required.

PERMISSION SLIPS

Written permission is necessary for children to participate in any activity (walking or riding) during the school year, which would necessitate him/her leaving school grounds. Please return these permission slips in a timely manner. Any student that does not have a parent/guardian signed slip will not be permitted to attend the activity.

FOOD, DRINK AND GUM

Specific locations in each school building are designated for the consumption of food and drink. The school cafeteria is the main area designated during school hours. Other locations, including classrooms, may be approved by the building principal as areas designated for consumption. Students are not permitted to chew gum or eat candy during the school day without permission. Glass containers are not permitted. In addition, students are asked to dispose of all trash properly.

Due to the increased numbers of students with severe food allergies and controlled diets, we will no longer be able to accept food items from **any outside source** for classroom treats. When a treat comes into school, it is very difficult to control student exposure to ingredients that are harmful. The restriction was put in place for the health and safety of all our students. Students are treated at times by the school or teacher with a food item. This is done with the utmost care and consideration of each and every possible medical condition.

HOMEWORK

Homework is considered a fundamental part of the learning process for students in the Annville-Cleona School District. Homework assignments should be related in a meaningful way to the classroom instruction and should be reasonable in time requirements.

A minimum of homework should be assigned in the primary grades with increased amounts, as necessary, up through the grades.

The purpose of homework assignments should be clearly understood by the student. The teacher shall be responsible for both carefully planning assignments and for clearly presenting them to the student. The homework standards should take into consideration individual differences of students, normal home resources, and the time impact on students.

- Homework should be assigned with a definite purpose and reason.
- Homework may be given to reinforce a learning experience or concept developed in school.
- Homework may not be used as a punishment.
- Homework should be carefully reviewed by the teacher and the student following completion of the work.
- Homework assignments should be readily completed with resource materials the students normally possess, or which are easily available.

MAKE-UP WORK

Upon returning to school from an excused or unexcused absence, students are expected to meet with their respective teacher(s) and plan completion of the assignments missed during the period of absence. The following time guidelines shall be observed when scheduling deadline dates for completion of make-up work.

Days Absent	Make-up Period
1-2 Days	1-2 Days
3-5 Days	3-5 Days

*More than 5 days, reflective of time missed

LOST AND FOUND

Parents are urged to contact the building office if their child has lost anything (clothing, jewelry, etc.) since many children cannot identify their own articles. Coats, sweatshirts, boots, and sweaters should be marked, especially for the younger children. Lost and Found articles not claimed by the children are donated to Goodwill or some other charity organization halfway through the school year and one week after the close of the school year.

PARENT VISITATION

The administration and faculty of the Annville-Cleona School District wish to encourage cooperation between home and school. In order to make your visit more worthwhile to you and to us, we ask that you follow this procedure:

- Please schedule your visit at least one day in advance through a phone call to the principal.
- If you desire a conference regarding your child, outside of annual parent teacher conferences, an appointment can be scheduled by contacting the classroom teacher. Classes will not be interrupted for this purpose.
- Upon arriving for your visit please have identification and sign in through the red box.
- Classroom visits are limited to 1 hour per month to avoid disruption of the learning process.

PERMISSION TO PHOTOGRAPH

The staff and teachers of the Annville-Cleona School District use pictures to document school events and happenings throughout the school year. On occasion, these pictures could be included in the district newsletter or on the district website. Some major school events may include coverage by local media. If you **DO NOT** wish for your child's picture to appear in any media outside of school, please contact the school office for a "Do Not Photograph" form or write a letter to the building principal expressing your wish for your child's photograph not to be used or published.

SCHOOL PICTURES

Individual and group pictures are taken each year in the elementary buildings. Individual pictures are scheduled for the fall and individual and group pictures in the spring. For school records, each child will have his/her picture taken whether or not the picture is purchased. The dates for the pictures are listed on the school district calendar once they are established with the photography company. Please note, your child's photograph will still appear in the yearbook unless requested otherwise.

STUDENT RECORDS

Federal regulations give both biological parents the right to access their child's education records unless there is a court order, state statute, or legally binding document specifically prohibiting access. Where guardianship is an issue, or where the parents are separated or divorced, the school district requests notice and verification of any court order denying either parent access to the record. For further explanation of the records kept and your right to inspect, review, copy and request correction, please contact the district office.

STUDENT RIGHTS AND RESPONSIBILITIES

<u>FREE EDUCATION AND ATTENDANCE RIGHT:</u>

All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools. Although transportation is provided, it is not a right. Parents or guardians of all children that have enrolled in kindergarten through age 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused.

RESPONSIBILITY:

(Reprinted directly from Chapter 12, Section 12.2 of the Pennsylvania Administrative Code.) Student responsibilities include regular school attendance, conscientious effort in classroom work, and compliance with school rules and regulations. Most of all, students share a responsibility with the administration and faculty 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 responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner. It is the responsibility of the student to comply with the following:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
- Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time at all classes and other school functions.
- Make-up work when absent from school.
- Pursue and attempt to satisfactorily complete the courses of students prescribed by Commonwealth and Annville-Cleona School District authorities.
- Report accurately and not use indecent or obscene language in student newspapers and publications.

CARE OF SCHOOL PROPERTY:

The education of children represents a large investment of money provided by the nation's citizens. Every time someone mishandles a book, carves on a desk, writes on a wall, breaks a window, destroys equipment, or damages materials, some of this investment is wasted. Any student responsible for these actions will be held responsible for repair or replacement. Any student deliberately damaging school property shall have the necessary repairs made or be assessed a sum sufficient to pay for the damages and also will be subject to disciplinary action.

FREEDOM OF EXPRESSION:

The right of public-school students to freedom of speech was affirmed by the United States Supreme Court in the case of Tinker vs. Des Moines Community School District, 282 U.S. 503 (1969). Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.