



Mount Penn Primary Center
Mount Penn Elementary School

STUDENT/PARENT HANDBOOK
23-24 SY

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WELCOME

The administration and staff would like to take this opportunity to WELCOME you to the Mt. Penn Primary and Elementary Center of the Antietam School District. The information in this handbook is intended as a method of communicating to students and parents regarding general information, expectations, procedures, Board policies and regulations. Any information in this handbook is subject to unilateral revision or elimination without notice. To view all Board Policies in their entirety, please visit our [district website](#).

The Mt. Penn Primary & Elementary Centers have excellent teachers committed to providing our students with a quality education in a child-centered environment. The best education possible for your child may be attained through the cooperative efforts of the staff and supportive parents. Our community working together will provide a lifetime of success for our students.

MISSION STATEMENT

Empowering all Students, Celebrating our Community, Inspiring Lifelong Growth

ANTIETAM'S COMMITMENT

A community partnership pledged to lifetime achievement



POLICY OF NONDISCRIMINATION

The Antietam School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, age, sex, handicap, or Veteran status in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights, grievance procedures, services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Superintendent's Office, Antietam School District, 100 Antietam Road, Reading, PA 19606, (610) 779-0554.

ANTIETAM SCHOOL DISTRICT BOARD OF DIRECTORS

Michael Roberts, President
Michael Gierula, Vice President
Kimberly Alarcon
Rebecca DiSarro
Christopher Faro
Michael Gierula
Geneia Kromer
Kyla Ramsey
Lorraine Storms
Charles Weldele

SCHOOL DISTRICT ADMINISTRATION

Dr. Heidi Rochlin
Superintendent

Dr. Felice Stern
Secondary Principal

Mr. Zach Williams
HS Assistant Principal

Mrs. Kelly Landherr
Mt. Penn Elementary Center Principal

Mrs. Amanda Munson
K-6 Assistant Principal

Mrs. Nicole Schieck
Mt. Penn Primary Center Principal

Mrs. Tracy Detwiler
Business Manager

Mrs. Becky Kohr
Director of Pupil Services

Mrs. Staci Fink
Supervisor of Student Services

Mr. Ken Bonkoski
Supervisor of Buildings and Grounds

Mr. Anthony DiSarro
Supervisor of Technology

CONTACT INFORMATION

Superintendent's Office.....	610-779-0554	FAX 610-779-4424
Business Office.....	610-779-2606	FAX 610-779-4424
Transportation.....	610 370-2898 x1222	
Antietam High School Office....	610-779-3545	FAX 610-779-0378
100 Antietam Road		
Mt. Penn Elementary Center....	610-779-3547	FAX 610-779-6937
2310 Cumberland Avenue		
Mt. Penn Elementary at Albright....	610-439-9249	
Mt. Penn Primary Center.....	610-370-2898	FAX 610-370-2981
201 N. 25th Street		

CONTACTING TEACHERS AT SCHOOL

Phone calls will be answered by the main office. Messages will be left for teachers during instructional hours and they will return your call at their earliest possible convenience. Teachers are generally available for phone calls in the morning when they are not instructing students, between 7:45 AM and 8:15 AM. Emergency messages for students will be handled by the main office staff. Email is the most direct way to reach teachers at other times.

CONTACTING STUDENTS AT SCHOOL

Phone calls will be answered by the main office and emergency messages will be delivered to students.

VOICEMAIL

Our voicemail system is in use prior to 7:30 AM and after 4:00 PM for your convenience. Please leave your message including your child's name, grade and teacher, by listening to the instructions, and the appropriate person will respond to your call.

WEBSITE

To access our district website, log on to: www.antietamsd.org and locate your child's building for menus, email addresses, activity dates, and other important information.

ABSENCES

EXCUSED ABSENCES

The principal or the designee may excuse an absence from school for the following reasons: Pupil illness, quarantine, death in the immediate family, religious holidays, educational leave (advance request is required). Absences not listed above shall be unexcused.

LATE ARRIVALS

Punctuality sets the tone for the school day. Students who are constantly late disrupt the instructional program and quickly fall behind in school. Students entering the building after the late bell (8:30 MPEC, 8:30 MPPC- doors will be closed) must be accompanied by their parent(s)/guardian(s) (whomever brought the student) and sign in late at the front office. All tardy minutes will accumulate towards unexcused absences. If a student reaches 195 minutes that will equate to a half day of an unexcused absence and if a student reaches 390 minutes that will equate to a full day of an unexcused absence.

EARLY DISMISSAL (6th Grade Only)

6th grade students learning off site may not be picked up early without a pre-approved doctor's note after 2:00 PM.

UNEXCUSED/UNLAWFUL ABSENCES

Unexcused absences are trancies and are subject to disciplinary actions. An absence will be coded as unexcused if:

- The absence from school does not qualify as excused
- The proper notes explaining student absence are not provided (see section: Excuse Notes)
- The absence results from parental neglect

The following are some, but not all, examples of unexcused/unlawful absences:

- Failure to present a written excuse for an absence within three school days of the student's return to school
- Absence from school beyond three days without a valid medical note
- Missing the bus
- Oversleeping
- Automobile failure
- Failure of parent(s)/guardian(s) to arrange childcare
- Inclement weather

The Antietam School District will take legal action against parents or guardians of children who are of compulsory school age (6 years of age to 18) and are unlawfully absent from school. Unexcused/unlawful absences will be handled according to the Pennsylvania School Law, Section 1333, and Antietam School District Disciplinary Code.

HALF DAY ABSENCES

Students are marked ½ day absent if they miss more than 90 minutes of any school day. Since ½ day unexcused/unlawful absences are considered trancies, they will be added to the student's total number of days truant; therefore, the student and parent(s)/guardian(s) are subject to citations once the student accumulates three days of unlawful absence.

EDUCATIONAL LEAVE

Educational Leave absences may be requested by parent(s)/guardian(s), with a maximum of five (5) school days in any one school year. Educational Leave forms must be submitted to the principal 5 days prior to the trip and must have a direct educational value.

- Before educational travel is approved the student's attendance, academic progress, and discipline history will be reviewed. Educational travel requests may be denied based on the above criteria and at the discretion of the principal.
- If parent(s)/guardian(s) remove a student from school for an activity that was not pre-approved, the day(s) in question will be coded as truant/unexcused. The student and parent(s)/guardian(s) may be subject to citations and/or fines for truancy.
- If parent(s)/guardian(s) take more than five (5) approved educational leave days, the remainder of the days will be coded as unexcused.

Absences and When you will be contacted for Truancy

<p>*Unexcused Absence- student not in school & no note provided or any non-medical absence beyond 10 days. MaST Schools are required by law to report all unexcused absences directly to the PA Department of Education.</p> <p>*Medically Excused- student not in school & a licensed physician note is provided regarding the specified dates of absence.</p> <p>*Truant- a student subject to compulsory school laws having three (3) or more school days of unexcused absence during the current school year. Absences are accumulated and do not need to be consecutive.</p>	
ALL ABSENCES	<ul style="list-style-type: none"> • An absence note is expected upon return and required within three days of returning to school.
3 CONSECUTIVE ABSENCES	<ul style="list-style-type: none"> • The Attendance Officer will call home if school has not been notified of the reason for the student absence, via the call out line listed above. • Attendance Officer may offer parents the opportunity to attend an Attendance Improvement Conference.
3 UNEXCUSED ABSENCES	<ul style="list-style-type: none"> • At three unexcused absences, the PA Department of Education considers the student "truant." • A letter will be sent to the student's home to review the school attendance policy and state laws within 10 school days of the third unexcused absence. This letter will describe the consequences that will follow if the student becomes habitually truant in the future. • Attendance Officer may offer parents the opportunity to attend an Attendance Improvement Conference.
6 UNEXCUSED ABSENCES OR ANY ABSENCES BEYOND 10 WITHOUT A DOCTOR'S NOTE	<ul style="list-style-type: none"> • At six unexcused absences, the PA Department of Education considers the student "habitually truant." • A home visit may be conducted. • A second (or third) Student Attendance Improvement Conference, which may include the counselor, teacher(s), and administration, will be held to review and update the student's Attendance Improvement Plan. • An IEP meeting may be held for students with an individualized education plan. • A SAP referral, a DHS referral and/or A Truancy Collaborative Referral may be made.

ATTENDANCE

Regular school attendance has a direct impact on student academic achievement. The School Board, administrators, and faculty consider regular class presence to be an important indicator of student proficiency in the subjects being studied.

The compulsory school age in Pennsylvania was recently changed. These changes will go into effect beginning with the 2020-2021 school year and will require all students to attend school no later than age 6 and until age 18 or graduation, whichever occurs first.

ABSENCE PROCEDURE

For the purpose of safety and accountability, we ask that on each day your child is absent you call the school before 8:15 AM. You may leave a message on the School attendance Line 610-314-7719 (Primary Press #1, Elementary Press #2) or email the main office:

- MPPC
 - MPPCATTENDANCE@ANTIETAMSD.ORG
- MPEC
 - MPECATTENDANCE@ANTIETAMSD.ORG

If the office staff does not receive a call or email, you will receive an “alert” at the phone number and email listed on Skyward to verify that your child is accounted for.

EXCUSE NOTES

When a child is absent, a note (written or emailed to the building secretary) from the parent must accompany him/her upon return to school or within 3 days of absence.

A medical note* is also required for any of the following:

- When your child returns to school after being absent with a communicable disease or broken bone
- When your child is absent for three or more consecutive days, to verify that they are medically able to return to school
- When your child is absent ten or more days in a year, to properly excuse all further absences
- When your child is late more than five times over the course of a semester of illness-related reason, to properly excuse their tardiness
- When your child must be late, absent for a full day or leave early for a medical/dental appointment

*Please note: To be accepted as valid, the medical note must be signed by one of the following:

- * MD, Medical Doctor *DO, Doctor of Osteopathy *PA, Physician’s Assistant
- * DPT, Doctor of Physical Therapy *CRNP, Certified Registered Nurse Practitioner
- * Psychologist * DDS or DMD, Dentist

ACADEMIC SUPPORT PROGRAMS

ELL (English Language Learners)

This is an assistance program for our students who have limited English proficiency. Students who need help are immersed in literacy programs that allow success in reading, conversation, and all areas of the curriculum.

SCHOOL COUNSELING SERVICES

Our guidance program offers many and varied services to students, teachers, and parents. The school counselor conducts services, which are an integral part of the total school program. The goal of the school counselor is to help children realize their greatest potential. The program also includes preventative and developmental classroom activities in all grade levels.

Parent(s)/Guardian(s) of children with physical, social, emotional, or environmental concerns should contact the school counselor.

- MPPC- Mr. Tim Recke
 - Email: trecke@antietamsd.org
 - Phone: 610-370-2898 ext. 1200
- MPEC- Miss Stephanie Scheirer
 - Email: sscheirer@antietamsd.org
 - Phone: 610-779-3547 ext. 2117

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Our multi-tiered system of support provides additional support for all students, either through enrichment, additional practice, or remediation. Through frequent data analysis, students may be grouped for additional instruction in literacy and/or math to support their individualized needs.

TITLE I

Federal Programs, including Title I, are intended to provide supplemental help to those students with academic difficulties. The elementary and primary school provides Title I services through reading and instructional intervention programs.

STUDENT ASSISTANCE PROGRAM TEAM (SAP)

Our Student Assistance Program team is available to help students at-risk of failure due to academic, emotional and behavioral issues. The SAP process evaluates student learning and suggests modification which can be implemented in the classroom or counseling to assure positive success. If you would like SAP services, please call the school and ask for the school counselor.

SPECIAL EDUCATION SERVICES

Children of school age who have been identified with a disability that requires specially designed instruction will be provided with an Individualized Education Program (IEP) that dictates the supplementary aids and services required to meet their unique needs in accordance with federal and state guidelines. The following are disabilities identified by the individuals with Disabilities Education Act:

Autism	Deaf-Blindness	Deafness
Emotional Disturbance	Hearing Impairment	Intellectual Disability
Multiple Disabilities	Orthopedic Impairment	Traumatic Brain Injury
Specific Learning Disability	Speech or Language Impairment	Other Health Impairment
Visual Impairment (incl. Blindness)		

Students identified as gifted and in need of specially designed instruction will also be provided with an individualized education program (GIEP).

Students identified with a disability that requires adaptation or accommodation but does not require specially designed instruction will be provided with a Chapter 15 Service Agreement, in accordance with state and federal guidelines.

For more information on programs provided for students with exceptionalities or questions about special education services and rights, please contact the Director of Student Services, Mrs. Becky Kohr at 610-779-0544. The Special Education Office is located at the Mount Penn Primary Center.

HOMELESS YOUTH POLICY

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Antietam School District believes that homeless and unaccompanied youth should have access to free and appropriate public education and wishes to remove the barriers that homeless and unaccompanied youth may face. Our goal is to have the educational process continue as uninterrupted as possible while children are in homeless and unaccompanied youth situations. All homeless and unaccompanied students are entitled to and should be advised of their rights.

If a teacher or staff member has knowledge of a student in a homeless or unaccompanied youth situation, they should notify the administrator or school counselor immediately. The administrator or school counselor will connect with the family to ensure that the youth's needs are being met. The administrator or school counselor will connect the family with our District Liaison, Jennifer Reeves. The parent(s)/guardian(s) can also contact the administrator, school counselor, or directly contact the District Liaison.

Additional information can be found in District Policy No. 251, Homeless Students, as well as on the PA Department of Education website. Please visit [the PA Department of Education](#).

Jennifer Reeves is the district Homeless Liaison and her contact is 610-779-0554 option 1

ARRIVAL & DEPARTURE

MPPC	MPEC
Office Opens 7:45	Office Opens 7:40
Teachers Arrive 7:50	Teachers Arrive 7:45
Students Enter 8:20	Students Enter 8:15
Day Begins 8:30	Day Begins 8:20
Day Ends 3:15	Day Ends 3:10

STUDENT ARRIVAL PROCEDURES

Mt. Penn Primary (K-3) Arrival Procedures

Any Students Eating Breakfast	Any student eating breakfast should enter the doors on Endlich Ave at 8:00 AM.
Bus/Day Care Vans	Buses and vans will arrive at the doors on Endlich Ave. and students will remain in the gym until dismissed to the classrooms at 8:20.
Walkers Kinder	If you plan to walk with your kindergarten student to the building, students will enter the building at 8:20 through the middle door (with steps) on Filbert Ave. Parents will not be permitted to drive and park near the school and walk up the door. This is only for students who will be walking from home with their parents.
Walkers 1st,2nd,	If you plan to walk with your student to the building, students will enter the building at 8:20 through the upper door on Filbert Ave. Parents will not be permitted to drive

3rd grade	and park near the school and walk up the door. This is only for students who will be walking from home with their parents.
Car Riders	<p>We will be utilizing the U-Shaped driveway in front of the building. Parents must remain in their cars while waiting and dropping off students. The line will form on Filbert Ave. Please enter the line/U-Shaped driveway from Filbert. If you arrive at the intersection of Filbert and 25th, please go around the block and join the back of the line. We will begin letting children in the building at 8:20.</p> <p>** It will be helpful if the child is seated behind the passenger seat so they can easily exit the car from the right side. Helping your child learn how to buckle and unbuckle on their own, will also keep the line moving.</p>

Mt. Penn Elementary (Grades 4-6) Arrival procedures

Doors open at 8:15 AM for students. A parent/guardian must remain on campus to supervise their child until 8:15 AM. Our school day starts at 8:15 AM. There is no supervision prior to 8:15 AM.

- Students arriving by bus must remain in the cafeteria until they are sent to class at 8:15 AM.
- Students that walk to school must be supervised by a parent/guardian until 8:15 AM when the school doors open or plan for your child to leave the home so they arrive as close to 8:15 AM as possible. Children may not congregate outside the building prior to 8:15 AM unsupervised.
- Students that are dropped off (by car) may arrive starting at 8:15 AM. Please do not arrive at the building prior to 8:10 AM in your car. We may not block 23rd Street. **If you drive your child to school and arrive before 8:15 AM you must wait in the car with your child. The late bell rings at 8:30 AM.**
- Walkers and car riders may arrive for breakfast starting at 8:15 AM. Breakfast will not be served after 8:30 AM. Students should enter cafe doors off Cumberland for breakfast.
- The cafeteria doors will open at 8:00 AM for breakfast for 6th grade students and 8:15 AM for 4th and 5th grade students.
- **6th Grade students arriving after 9:00 AM must be transported by parent/guardian to Albright. Late arrivals to Albright will be admitted after 10:00 AM on campus at the classroom.**

Reminders:

- Parking/Standing/Stopping is prohibited in the bus zone on Cumberland Ave at the Elementary Center.
- The MPEC playground is only supervised during recess and approved school activities. **The playground is closed during arrival and dismissal.**
- Students entering after 8:30 AM will be marked tardy (late). If your child is late for school, they must be accompanied by an adult to the front office.

STUDENT DEPARTURE PROCEDURES

Mt. Penn Primary (K-3) Dismissal Procedures

Bus/Day Care Vans	Busses and vans will dismiss at the doors on Endlich Ave.
Walkers Kinder	Students in Kindergarten that are walking home with a parent will leave the building through the middle door (with steps) on Filbert Ave. Parents will not be permitted to drive and park near the school and walk up the door. This is only for students who will be walking from home with their parents.
Walkers 1st-2nd Grade	Students in 1st or 2nd grade that are walking home with a parent will leave the building through the upper door on Filbert Ave. Parents will not be permitted to drive and park near the school and walk up the door. This is only for students who will be walking from home with their parents.
Walkers 3rd Grade	Students in 3rd grade will be permitted to walk home on their own if the guardian(s) have given permission. They will be dismissed out the rear of the building on Endlich.
Car Riders	We will be utilizing the U-Shaped driveway in front of the building. Parents must remain in their cars while waiting to pick up students. The line will form on Filbert Ave. Please enter the line/U-Shaped driveway from Filbert. If you arrive at the intersection of Filbert and 25th, please go around the block and join the back of the line. ** Each family will be assigned a number. (Students will receive backpack tags and car tags on the first day of school.) The parents will be given a tag with the number to hang from the rearview mirror. The student will have the number on their back pack tag. Helping your child learn how to buckle and unbuckle on their own, will help to keep the line moving.

Mt. Penn Elementary (4-6) Dismissal Procedures

- Run 1 Bus students will depart at 2:45 PM from the cafeteria. Run 2 immediately follows the completion of run 1.
- Walkers will exit from the door that they enter in the morning at 2:55 PM.
- Students must exit the school property immediately. They should plan to meet siblings at a location determined by the family.
- Students for **Parent Pick** up will exit the building to meet parents at the **Car Rider Line starting at 3:00 PM.**
 - 4th & 5th grade will exit from from Cumberland Ave (front of the building)
 - 6th grade will depart from Albright at 3:10 PM. Students assigned to a bus will be transported home as scheduled, walkers & car riders will be dropped off at MPEC.

- **Please do not exit your vehicle in the Car Rider Line. Students may only enter vehicles that are in the pick up line on the school side. It is important that we keep all children safe. We will not be monitoring Car Riders at any location other than in front of MPEC. If you have designated your child as a car rider, we will escort your child to the car on Cumberland Ave. All other students that walk to cars off school property are considered walkers.**

DISCIPLINE INFORMATION

PHILOSOPHY/INFORMATION

It is our philosophy that appropriate school behavior is necessary for a positive atmosphere where learning and growing can take place. Students are expected to behave at all times in a manner that brings praise and respect to themselves, classmates, parents, their school and community.

Students, teachers, and parents share the responsibility of maintaining a safe climate that promotes and encourages learning. Discipline should begin at home at an early age in order to be practiced at school and then reinforced in the home environment throughout the child's school years.

Students have a right to know and understand the guidelines for expected behavior and be assured that all guidelines are consistent throughout the school. Students should recognize that they would lose their rights when their actions infringe on the rights, needs, or property of others.

Responsible behavior is an integral part of Antietam's commitment: a community partnership pledged to lifetime achievement.

CORPORAL PUNISHMENT

The Board of School Directors and the Antietam School District does not sanction corporal punishment as a form of discipline by school employees; however, teachers and school authorities may use reasonable force under any of the following circumstances:

- To quell a disturbance
- To obtain possession of weapons or other dangerous objects
- For the purpose of self-defense
- For the protection of person or property

BULLYING/HARASSMENT/DISCRIMINATION

(Defined as disturbing, annoying, threatening, or tormenting others repeatedly which affects their mental state)

Our school should be a safe haven for all persons entitled to enter. The Antietam School District will not tolerate any form of bullying, discrimination, prejudice, harassment, or any other form of

treatment of its students, staff, and third parties that threatens the safe, comfortable environment of education. Any person found to be violating the personal freedom of another in the school will be dealt with according to the law, our behavioral code and district policies. Complaints of bullying, harassment, or discrimination of any kind should be reported to the school principal at which time all complaints will be investigated. This is in compliance with Title IX regulations and PA School Code of Conduct.

PBIS (Positive Behavior Interventions and Supports)

The Mt. Penn Primary and Elementary Center staff use a behavior system called Positive Behavior Interventions and Supports (PBIS). This system provides many opportunities for students to be rewarded for displaying positive behaviors. The goal of PBIS is to provide an opportunity for all students to achieve academic and behavioral success.

MPPC & MPEC School Theme: 3R's (Expectations for all areas of the building displayed, practiced, and modeled)

Students at Mount Penn Primary and Elementary Center will be:

- Respectful
- Responsible
- Ready to Learn

PBIS is based on a team approach with all staff in the building sharing an active role. Positive Behavior Support is an evidence based approach that has shown great success with improving behavior. Below are some suggestions of things you can do to help support PBIS at home:

- Become familiar with our school rules and review them with your child often
- Ask your child about his/her day and specifically ask about event where the student earned tickets
- Celebrate your child's successes
- Always encourage your child to do his/her best every day
- Make a connection between rules at home and rules at school

DISCIPLINE CODE - LEVEL I

The following misbehaviors, which are infractions of school rules, require immediate intervention by the respective staff member who observes the misbehavior.

Misbehaviors include but are not limited to:

- Not following established dress code as per student handbook
- Cheating, lying, and theft
- Harassment/Bullying/Cyber Bullying affecting students and or the school environment
- (see pg. 15 for [Harassment/Bullying definition](#))
- Horseplay and scuffling
- Minor classroom disruptions
- Cell phone violation
- Defacing school property (will be corrected by student)
- Running in school

- Throwing objects
- Violation of classroom procedures, established by the teacher
- Use of obscene/inappropriate language or gestures
- Inappropriate behavior in restrooms hallways, cafeteria, or playground
- Violation of transportation policy
- Inappropriate items brought to school
- Other misbehaviors applicable to school rules

Disciplinary Options/Responses Level I	Procedures to be followed
Document warning	Principal notified and meets with student and/or staff member to decide appropriate response
Loss of recess or special privileges	Staff member/teacher notified of principals' response/action
Parent and/or counselor and/or principal notification	Parent notified by teacher and/or principal of the misbehavior and possible disciplinary action
Administrative detention	Documentation using Discipline Form
Supervised detention during or after school	
MTSS/SAP request for assistance and/or notification	
Clean, repair, or replace damage as needed	
Confiscate non-instructional items as needed	

DISCIPLINE CODE - LEVEL II

The following misbehaviors, which are infractions of school rules, require immediate intervention by the respective staff member who observes the behavior.

Misbehaviors include but are not limited to:

- Repeated violations of misbehaviors of Level I
- Flagrant disrespect of school personnel in word/gesture
- Falsification of records/excuses
- Misbehavior at a school sponsored activity
- Possession of obscene/inappropriate materials
- Dissemination/sales of unauthorized materials
- Fighting
- Violation of Transportation Policy
- Vandalism
- Other misbehaviors applicable to school rules

Disciplinary Options/Responses Level II	Procedures to be followed
Administrative Conference	Principal notified and meets with student and/or staff member to decide appropriate response
Remove from extra-curricular activities	Staff member/teacher notified or principal's response/action
Parent conference	Parent notified by teacher and/or principal of the misbehavior and possible disciplinary action
In or out of school suspensions	Documentation using Discipline Form
Student required to replace, repairs or make restitution	
Referral to an outside agency	
Temporary removal from the situation	
School Counselor referral	
MTSS/SAP referral	
Confiscation of inappropriate objects (possible notification of authorities)	

DISCIPLINE CODE - LEVEL III

The following misbehaviors, which are infractions of the school rules, require immediate intervention by the respective staff member who observes the misbehavior.

Misbehaviors include but are not limited to:

- **Repeated violations of misbehaviors listed in Level I or Level II**
- Assault on students and/or staff
- Possession, transfer, and use of weapon or explosive device
- Arson or bomb threat
- Possession, use, or distribution of alcohol, tobacco, or drugs and related paraphernalia
- Indecent exposure of lewd behavior
- Unauthorized pulling of fire alarms
- Violation of Transportation Policy
- Other misbehaviors applicable to school rules

Disciplinary Options/Responses - Level III	Procedures to be followed
Administrative Conference	Principal notified and meets with student and/or staff member to decide appropriate response
In or out of school suspension	Staff member/teacher notified of principal's response/action
Restitution of damage, repairs, or theft	Parent notified by teacher and/or principal of the misbehavior and possible disciplinary action
Superintendent notified	Administrator contacts law enforcement official(s)
Hearing held at the Superintendent's level	
Referral to outside agency	
Charges filed with the District Magistrate and the police notified	

DRESS CODE

Student dress and overall appearance should foster a positive and productive school environment and should reflect pride in one's self as well as in our school. Student dress and appearance is a shared responsibility of the home and the school. The following principles, procedure and guidelines will be in effect at all times with appropriate exceptions made on specifically designated school-wide special occasions.

We, the ASD Community, believe that:

- All students should be able to dress comfortably for school without fear of unnecessary discipline or body shaming
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression
- Teachers should be able to focus on teaching students without the additional burden of dress code enforcement
- Students should not face unnecessary barriers to school attendance
- Students and administration will collaborate together in the spirit of creating a dress code that is acceptable to all parties

Students Cannot Wear:

- Violent language or images
- Images or language depicting, advertising or advocating the use of tobacco, drugs or alcohol (or any illegal item, activity or controlled substance)
- Any depiction of hate speech, profanity, pornography, nudity or sexual acts
- Images or language that creates a hostile or intimidating environment based on any protected class
- Visible underwear (when standing or sitting)
- Bathing suits
- Shirts with "Spaghetti Straps"
- Shirts that are excessively low cut in the front, or that are cropped excessively as to expose the ribcage
- Hats, helmets, hoods or headgear of any kind (except as a religious observance).
 - Please note: This guideline is included due to traditional practices, out of respect for the flag, and to ensure the safety and security of all students.
- Chains that attach to, or hang from clothing, or are overly large as to pose a safety hazard
- Spikes or studs
- Backless shoes

Guidelines:

- Shorts, pants, dresses, and skirts must be an appropriate length, covering all private parts as well as the upper thigh
- Fabric covering all private parts must not be see-through

- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist
- Specialized courses may require specialized attire, such as sports uniforms, closed toe shoes or safety gear
- Sunglasses may be worn into the building, but may not be worn throughout the school day

NOTE: Administration reserves the right to deem any form of dress inappropriate or make exceptions as needed.

ELEMENTARY TESTING PROGRAM

PROGRESS MONITORING & TESTING

In accordance with the recommendations of the Superintendent of Schools, the Board of School Directors has approved a district-wide testing program designed to provide information concerning the proficiency of all children on standardized tests of academic achievement and aptitude.

The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. They are also an invaluable aid to your child's teachers and counselor in diagnosing individual strengths and weaknesses in order to provide your child with necessary and more effective individualized instruction. During this school year, as noted in the school calendar, the following tests may be administered to your child.

GRADE	NAME OF TEST	PURPOSE
3-6	PSSA Math/Reading	To determine school achievement in reading and math using State Department of Education standardized tests.
4	PSSA Science	To determine school achievement in Science using State Department of Education standardized tests
3-6	STAR (Reading)	To determine Literacy development and predict individual success and areas of need
K-6	F & P	A diagnostic reading assessment to assist in determining the student's instructional reading level for students who are identified as not performing at grade level standards. 3-6 Administered as needed.

TESTING FOR INDIVIDUAL NEEDS

ENRICHMENT IDENTIFICATION

Students who have been identified by teachers or parents as potentially requiring gifted services may be administered the S.A.G.E. and/or the Woodcock Johnson Test of Academic Achievement as part of the screening process.

Parents would be notified prior to testing and would be provided with the results of the test. After screening, the team would determine whether a full multidisciplinary evaluation is warranted. If so, the Permission to Evaluate would be sent to the parent(s) or guardian(s). Parent(s) or guardian(s) may also initiate a full multidisciplinary evaluation by submitting that request in writing. Subsequently, the Permission to Evaluate would be issued to the parent(s) or guardian(s) listing the recommended evaluation procedures. The Permission to Evaluate must be received prior to beginning a full multidisciplinary evaluation.

MTSS

Reading and math assessments (DIBELS/STAR) are given to every child three times per year to provide a benchmark of their progress. Using this data, and other information, children experiencing reading difficulties may work with a reading specialist during our school day or be regrouped for support in areas identified through benchmark testing.

OTHER

Various related and appropriate tests may be given as needed or required to measure a student's ability for placement purposes or assessment of progress. Your child's scores on these tests will be checked carefully and maintained in his/her school record as long as he/she attends school in the Antietam School District. Should you wish to examine your child's record file at any time, you may arrange to do so by making an appointment with the building principal.

EXTRA-CURRICULAR ACTIVITIES (MPEC Grades 4-5-6)

INTRAMURAL PROGRAM - SPORTS

Intramurals at Mt. Penn Elementary will be offered to students in grades 4-5-6 with boys on Tuesdays and girls on Thursdays from 3:15 to 4:30 PM. The activities of volleyball, floor hockey, basketball and softball will be offered at different times throughout the school year for those who would like to participate. Permission slips will be available at the gymnasium before the activity begins. Information on these activities will be sent home with the students. There is no charge for these activities, but proof of insurance is required and transportation home is to be provided by the parent.

CRAFT CLUB

Craft club operates on Wednesdays from 3:15-4:15 PM throughout the year. Students will be provided with materials to create different types of crafts that they can take home. There is no cost for the activity, but permission slips are required. More information regarding the craft club will be sent home with the students before the activity begins.

BAND

Our school Bands, Beginner and Advanced, practice before school from 7:40-8:20 AM. Students are given the opportunity to sign up at the beginning of each school year in grades 4-5-6.

CHORUS/VOCAL GROUPS

Our school vocal groups will be practicing during the school day while our Chorus rehearses before school on Monday and Wednesday from 7:40-8:20 AM. More information will be sent home at the beginning of the school year.

HEALTH INFORMATION

MEDICAL RESPONSIBILITIES - PERTINENT FACTS

- When a child becomes sick in school it is the parent's responsibility to transport the child home or arrange for transport home.
- First aid in the school is limited to emergency treatment only. The nurse will not redress wounds.
- NO diagnosis will be made by school personnel.

DOCTOR/DENTIST APPOINTMENTS

We encourage you to schedule medical/dental appointments around the school hours, however, we realize that some offices have strict hours and this is not always possible. If you must pick your child up prior to 3:00 PM, send a note to the child's teacher that morning. When you come in for your child, please report to the office and we will call him/her to the office when you arrive.

HEALTH INFORMATION FORM/EMERGENCY CONTACTS

At the beginning of the school year, you must complete a health Information form which contains your contact information, and return it to the school. If any changes are made regarding the information (i.e. phone numbers, emergency contact, work phone number etc.), please notify the school office immediately. We rely on this information to be accurate should we need to contact you during the school day.

EXCLUSION FROM SCHOOL

- "Pink Eye"- (contagious conjunctivitis) Signs & Symptoms: Redness in the white of the eye(s), itchy, burning eyes, blurred vision, thick yellow discharge that crusts over the eyelashes especially after sleep, white or greenish discharge from the eye. NOT ALL RED EYES ARE "PINK EYE". Allergies have similar responses, are short lived and require no antibiotic treatment. Pink Eye, when diagnosed by a doctor, requires medication to render the child "no longer contagious". A doctor's note is required for re-entry to school.
- Under the provisions of Act P.L 1510 and regulations by the Department of health, your child may be temporarily excluded from school because of symptoms suggestive of a communicable disease or condition transmissible to others. For the welfare of your child and the safety of others, it is necessary to consult your physician before your child may return to school. Some contagious conditions may include but are not limited to: Chicken Pox, Scabies, Ringworm, Measles and Whooping cough. A doctor's note is required for reentry to school.

MEDICATION/PRESCRIPTION DRUGS - ADMINISTRATION

Parents must bring in all prescription medications with signed orders from the physician. No prescription or Over the Counter (OTC) medication may be kept with a student either in the back pack or at their desk. Only the nurse may administer medications. DO NOT SEND MEDICATION TO SCHOOL WITH YOUR CHILD.

- All medication(s) - whether prescription or OTC - must be in the original package. Prescription medication must be in the original pharmacy bottle with the original label.

No medication, either prescription or OTC, will be administered without written doctor's order and parent permission.

- We can give your child Tylenol, Ibuprofen, TUMS, Chloraseptic, and Benadryl, supplied by the school, when deemed necessary. You must give your consent for this on the yearly Health Information Form.
- Students requiring the use of an inhaler during school hours need a signed doctor's order and parent permission on file with the school nurse. The student, if deemed capable by the judgment of the doctor, parent/guardian and school nurse, may carry and use the inhaler as prescribed. The student will need to inform the nurse after each use for documentation purposes.
- A nebulizer is available in the health room for students requiring inhalation treatments during school hours. Each student must supply his/her own tubing/set-up and medication. Please contact the nurse in the event your child needs breathing treatments during school hours.
- Medication administration during a school field or after-school activity can be arranged in advance by filling out the appropriate section of the Field Trip Permission form. Written doctor's orders and parent permission to administer is required.

PHYSICAL EXAMS

Physical exams are required upon entry into school, Kindergarten/1st grade, 6th and 11th grade. Paperwork from a physical exam performed by a healthcare provider should be given to the nurse by September 15 of the current school year. If proof of a physical exam is not on file with the nurse, an exam with the school doctor will be made available to the student during school hours.

DENTAL EXAMS

Dental exams are required upon entry into school, Kindergarten/1st grade, 3rd and 7th grade. Paperwork from a dental exam performed by your dental provider should be given to the nurse by September 15th of the current school year. If proof of a dental exam is not on file with the nurse, an exam with the school dentist will be made available to the student during school hours.

HEALTHFUL HINTS

- Encourage good eating habits, eating something for breakfast is a good way to start the day. Pack healthy snacks and check the school lunch menu every day.
- Encourage good hygiene habits. It's best for a parent to discuss things like the use of deodorant and other personal hygiene needs with their child.
- Help prevent the spread of head lice by routinely checking your child's head and teach them not to share hats, combs, brushes, etc.
- If your child is not feeling well, check their temperature with a thermometer. If their temperature is above 100°, keep them home.

Students should not come to school with:

- A temperature over 100°. Children must be fever free for 24 hours, without the use of fever reducing medication, before returning to school. While in school, children who have a temperature of 100.4° or greater will be sent home promptly.
- Vomiting and/or diarrhea. They may return when they are free from vomiting/diarrhea for at least 12 hours.
- Any severe cough or breathing difficulty.
- Any new complaint which requires a physician's evaluation. The school nurse cannot make a diagnosis.

IMMUNIZATION REQUIREMENTS

At the beginning of the school year, for attendance in grades K-6, children need proof of the following immunizations:

- 4 doses DTaP, one dose on or after the 4th birthday
- 4 doses Polio (IPV), one dose on or after 4th birthday
- 3 doses Hepatitis B
- 2 doses MMR
- 2 doses Varicella (Chicken Pox) or evidence of immunity

Anytime immunizations are updated, please provide the nurse with a copy.

A letter of exemption stating Religious/Philosophical reasons is permitted for any of the above immunizations.

** A child may be excluded from school if the immunizations have not been received within the provisional period of 5 days from the first day of school. This does not apply to those with a valid exemption letter on file.

CONTACTING SCHOOL NURSE

Please report student absences to the office no later than 9:00 AM on a school day. If a student has any symptoms related to COVID-19, please call and ask to speak with the school nurse. Additionally, if any family members are in quarantine or exhibiting symptoms of COVID-19, contact the office and ask to speak to the school nurse.

COVID-19 Symptoms List

Persistent Cough	Loss of Smell	Chills	Nausea or Vomiting
Shortness of Breath	Loss of Taste	Headache	Diarrhea
Difficulty Breathing	Fever	Sore Throat	Fatigue

HOMEWORK

Homework is an integral part of a child's educational process and should be used to reinforce skills taught, individual initiative, self-discipline, responsibility, and independence. Homework must also be viewed as a cooperative link between the school and the home. Check with your child's teacher at OPEN HOUSE for grade level awareness.

ELEMENTARY CENTER HOMEWORK POLICY:

- All homework is to be completed for the next day
- If homework is forgotten, it is to be completed for the next day and submitted to teacher
- Homework not brought in the next day may result in the loss of recess to complete the missing work
- A teacher will make contact to the parent if they remove recess due to missing work

HOMEWORK REQUESTS DURING ABSENCES

Homework may be obtained on a day of absence by calling the school office prior to 10:00 AM with pick up after 3:00 PM. Another student or sibling may also carry homework home by picking it up from the office or classroom at 3:00 PM.

LIBRARY POLICY

Borrowing books from MPPC/MPEC Library is free, but students are responsible for the care of the library books in his/her possession. There is no charge for checking out books unless a title is lost or damaged.

- If a book is damaged, a repair fee ranging from \$1.00-\$5.00 will be assessed by the librarian based on the amount of damage and total value of the book.
- If a book is lost or damaged beyond repair the entire replacement cost of the book may be charged to the student.
- A student must return the previous book or books in order to receive others. Parent contact will be made and documented by the school librarian prior to a student losing book borrowing privileges.

MEAL ACCOUNT

MEAL PRICES 2023-2024 - All students will have access to 1 free breakfast and 1 free lunch.

	LUNCH	BREAKFAST
MPPC/MPEC Students	\$2.80	\$1.55
Adults	\$4.25	\$2.50

STUDENT MEAL ACCOUNTS

As a convenience, so that students do not need to carry cash, we have a computerized Point of Sale meal account system that allows the parent/guardian/student to deposit the amount of your choice into the cafeteria account. This is done by dropping an envelope clearly marked with the student's FULL name and amount enclosed, in the "DROP BOX" in the cafeteria at MPEC or the lunch money "DROP BOX" in the office at MPPC before 8:25 AM. You may also use the "E-Funds for Schools" direct deposit on-line payment system, using a checking account or credit card, through Skyward Family Access. In addition, negative balance notifications will go out daily if there is an active email address on file with the school. Students will use their ID card for all transactions, including the purchase of their meal or milk.

STUDENT I.D. CARDS

Students must have their ID Cards whether paying cash or using their account for meals. Lost cards will be replaced at a cost of \$5.00 each. Students must have an ID Card to purchase meals and access library books.

CAFETERIA CHARGING POLICY

Charged Meals and Collection Procedures: Parent(s)/Guardian(s) are responsible for ensuring that students have the appropriate form of exchange to pay for their meal. Policy #808 "Food Service" is available on the district website and outlines meal charging procedures and guidelines.

FREE AND REDUCED MEAL PROGRAM

Through a federal program, free and reduced breakfast and lunch are available for our students.

MILK/MEAL SUBSTITUTIONS

Due to the fact that the district receives subsidies for milk to accompany the school meal, soymilk is offered as a substitute but only with a doctor's note. If a child has been determined by a doctor to have a food allergy or to be handicapped and the handicap would prevent the child from eating the regular school meal, a Physician's Statement, listing any acceptable substitutions must be completed by the physician and submitted to the school nurse.

PARENT MEAL VISITS/LEAVING THE BUILDING FOR MEALS

From time to time, parents enjoy having meals with their children. In order to eat meals with your child the parent(s)/guardian(s) must have approved clearances and make prior arrangements with the office staff as well as sending a note to the teacher informing us of your arrival. You may also take your child out during their lunch period with permission.

PARENT COMMUNICATION & COMMUNITY

PARENT-TEACHER LEAGUE (PTL)

The PTL provides fun and educational experiences for your child(ren). Our swim program, color day T-shirts, Monthly Family Fun Nights, assembly programs, \$5.00 per student towards class field trips, school equipment, library books, and the Book Fair are just some of the activities and events they provide. Please consider joining this great organization and attending their monthly meetings. The cost for a family membership is \$5.00.

PARENT-TEACHER CONFERENCES

Teachers will hold conferences with all student's parents/guardians in November. Report cards will be handed to the parent and reviewed at this conference. Conferences will be held in March on a limited basis when a conference is requested by the classroom teacher or parent/guardian, but teachers will not meet with all parents unless a request is made. Report cards will be sent home via the children to those parents who are not scheduled for a March conference.

PARENT NIGHT (OPEN HOUSE)

Our Primary and Elementary Center teachers will host a Parent/Guardian Open House Night to formally present their educational programs, expectations, requirements and procedures for their respective grade levels. The information presented should assure a positive school year for our students and their parents. Parental involvement and understanding of our programs are important to student success. Our Parent/Guardian Open House Night is for parents/guardians only and is not designed to discuss your child's progress. If you wish to discuss your child's progress please call the respective school for an appointment.

PARENTS IN OUR SCHOOLS

All parents/guardians and visitors to our schools must ring the doorbell, show ID, and report to the office upon entering the building. If you are staying in the building, you will be required to be scanned through the RAPTOR system (see below). Parents/Guardians just dropping off or picking up items will only be asked to sign in.

- Parents/Guardians are not permitted in classrooms during instructional hours. Please leave all student materials in the office (MPPC) or vestibule (MPEC) and the teacher or student will be notified of their availability.
- Conferences or appointments must be scheduled in advance through the main office. Teachers are generally not available for conferences during instructional hours. Email is the most direct way to reach teachers at other times.

CLEARANCES

According to state regulations, all prospective volunteers who have *direct contact with children will need the following clearances:

- Report of Criminal History from the PA State Police (<https://epatch.state.pa.us>)

- Child Abuse history Clearance (www.compass.state.pa.us/CWIS)

Both clearances can be processed online and there is no charge. Clearances must be renewed every 60 months. Paper copies of the clearance forms are also available on the Antietam School District website. (*This includes in-school parties, classroom activities, lunch with your child, assisting in the classroom, and all field trips.)

RAPTOR VISITOR MANAGEMENT SYSTEM

The Antietam School District uses the RAPTOR Visitor Management System in all of our schools to strengthen campus safety for our students and faculty. The RAPTOR system assists us in screening visitors, contractors, and volunteers in our school and provides us with a safer environment for our students and staff. Upon entering, you will be asked to present an ID such as a driver's license, which will be scanned into the system. The RAPTOR system will check to ensure that registered sexual offenders are NOT entering our school campuses without our knowledge. You will be given a badge with your identity, date, and purpose of visit. You will be required to return the badge to the office when you leave the building.

RECESS

Most classes hold a recess outside each day. Please ensure that your child is dressed appropriately for the weather. It is assumed that a child well enough to be in school will participate outdoors. If for some reason your child is to remain indoors, a note must be written to explain the circumstances. A note from a family physician will be required if the request is for more than three (3) days or is requested frequently.

MPEC Recess Guidelines:

This is our guideline when determining outdoor recess: (FEELS LIKE TEMP):

- Feels like 25 degrees and above (considers wind chill factor) – Outdoor recess 15-20 minutes
- Feels like 16 – 25 degrees (considers wind chill factor) – Abbreviated
- Outdoor Recess to 10 minutes and/or indoor recess.
- Feels like 15 degrees or below (considers wind chill factor) – Indoor Recess.

REPORT CARDS

Report Cards will be issued to parents three (3) times per year in grades K-6.

1. At Parent-Teacher Conferences in November (if conference is not attended, report card will not be issued)
2. Sent home via student in March
3. Sent home via student in June

Report cards are issued to the parent of residence as listed on our school record. If the Non-Resident parent wishes to have a copy of the report card it can either be picked up in the school office or a self-addressed, stamped envelope can be sent to the school for the mailing of the report card. This procedure also applies to any school correspondence the Non-Resident parent wishes to receive.

TRANSPORTATION INFORMATION

TRANSPORTATION BEHAVIOR REGULATIONS

- As a passenger, students have a responsibility to conduct themselves in an acceptable manner and to obey the bus/van driver. Safety for everyone will be realized only when each student understands that his/her safety depends on the conduct of him/herself and everyone else on the vehicle.
- Student responsibilities are as follows:
 - Report to the bus/van stop at least five minutes ahead of time scheduled because unless the rider is in sight, the driver will not wait
 - Stand in an orderly and safe manner away from traffic lanes while waiting for the bus/van
 - Respect the property rights of people who live at or near the bus/van stop
 - Board the bus/van only when the vehicle has stopped and cross the road only when the driver signals you to cross
 - **Sit** in your assigned seat on the bus/van and **remain seated** until it is time to get off
 - Keep your hands inside the bus/van at all times and only open windows with the driver's permission
 - Recognize that the school bus/van driver has the same authority on the bus/van as the teacher has in the classroom
 - Place books, book bag, or meal boxes on your lap
 - Avoid eating or throwing trash on the bus/van
 - Keep glass jars or blunt objects off the bus/van
 - Pets may not be transported on the school bus/van
 - Music listening devices should be done with individual headphones/earbuds and at a volume level adjusted for the listener only
 - After leaving the bus. Cross the road at least ten feet in front of the bus but only after looking to be sure there is no traffic coming from either direction

- Always enter/exit the bus/van in an orderly manner. PLEASE do not push or shove
- Do not play around the bus/van. Do not reach under the bus/van. Do not walk behind the bus/ van. Do not stop on the roadway while crossing.
- Walk home directly from/to your bus/van stop immediately. Do not talk to or go with strangers.

TRANSPORTATION DISCIPLINE PROCEDURES

The following is the Antietam School Board Policy concerning school bus discipline and the suggested punishment for respective inappropriate behavior. Please review these consequences for misbehavior with your child along with the School Bus Rules and Regulations enclosed. Thank you for your cooperation.

Student behavior while waiting for the school bus or while riding the bus must be appropriate to assure the safety of all students.

Students who have committed acts of misbehavior are subject to the following penalties:

- Pushing hitting, shouting, tripping, littering, profane language, insulting the driver, eating or drinking, opening windows against drivers orders, throwing objects out window, arms or heads out of windows, refusing to identify him/herself to the bus driver, or other similar offenses deemed by the principal to merit the following penalties:
 - **First Offense** - A warning and parent notification will take place.
 - **Second Offense** - Suspension of riding privileges for one (1) day.
 - **Third Offense** - Suspension of riding privileges for three (3) days.
 - *Additional offenses may result in further suspension of privileges.
 - **Fourth Offense** - Suspension of riding privileges will be determined at a meeting with parent, administration, and bus vendor.
- Fighting, smoking, damaging the bus, opening exit doors, or other similar offenses deemed by the principal to merit the following consequences:
 - **First Offense** - Suspension of riding privileges for five (3) days.
 - **Second Offense** - Suspension of riding privileges for thirty (5) days.
 - **Third Offense** - Suspension of riding privileges for thirty (30) days (Review case after 10 days).

Names of students and the nature of the misconduct shall be reported by the bus driver. Acts of misbehavior which occur during the morning trip shall be reported upon arrival at school the same day that the alleged misbehavior occurred. Alleged misconduct occurring during the afternoon bus trip will be reported the following morning. Every effort will be made to effect disciplinary procedure within a 24-hour period. However, a student brought to school by school bus shall be returned home by bus prior to the beginning of any suspension of his/her riding

privileges. The principal shall notify the parents of the nature of the misconduct and of any disciplinary action which has been taken.

We do not allow non-authorized students to ride buses for convenience's sake. Neither do we allow students to ride anything other than their assigned buses. If a child should miss the bus or a walking student oversleeps, we expect that the child be brought to school (by the parent/guardian/designated driver) since he/she will only miss a portion of the school day. Keeping a child home for these reasons is considered an **unexcused absence**.

BUS/VAN EVACUATION DRILLS

School bus/van evacuation drills are held periodically so that pupils know exactly what to do in case of an emergency. The riders are to cooperate fully with the bus/van driver and any assigned help. Absolute silence must be observed.

MISCELLANEOUS ITEMS

BICYCLES/SKATEBOARDS/SKATES (WHEELS)

In keeping with the policy of not allowing bicycles at the school because of the hazardous traffic conditions that exist, we are not allowing skateboards or skates to be brought to school either. If a child brings a bicycle, skates, scooter or a skateboard to school, the item(s) will be confiscated and a call to the parent will be made to come in to pick it up. By working together, we can prevent an injury, save a child's life, or prevent any traumatic experience that could occur.

CELL PHONES AND EAR BUDS (MPEC)

Cellular phones and ear buds may be brought to school but must be turned off when entering the building. While in the building they must be placed in a backpack for the school day. The school district is not responsible for the loss, theft, damage, or vandalism to student cell phones or other electronic devices that students choose to bring with them to school. Students are strongly encouraged to keep these items stored away and safe. Phones or other devices (airpods) that are visible during the school day will be confiscated

- 1. 1st offense: confiscated and returned at the end of the day**
- 2. 2nd offense: confiscated and returned at the end of the day, school disciplinary action**
- 3. 3rd offense: confiscated and parent will need to pick up the item, school disciplinary action**
- 4. All future offenses will result in documentation and parental pick up; school disciplinary action**

CHEWING GUM

Chewing gum is not allowed in the building as a prevention from finding it on floors, carpets, desks, chairs, and personal items to name a few.

STUDENT INFORMATION & PHOTO RELEASE

If the district does not receive written notice, we will assume you are giving permission to the Antietam School District to use your child's photo and name. **This form must be completed every school year.**

SMOKING POLICY

Tobacco use by students, employees, and the general public is prohibited in school buildings, on school buses, on school trips and on school property. Suspensions and/or citations will be issued by school administrators or police.

INTEGRATED PEST MANAGEMENT PROGRAM

The Antietam School District participates in an Integrated Pest Control Management Program. Parents have a right to request notification anytime we have treatment done at the schools by submitting their request in writing to the Superintendent's Office at 100 Antietam Road, Reading 19606.

CLOSINGS

If it becomes necessary to close school due to snow or any unforeseen circumstances, the announcement will be made as early as possible on the following local radio, TV stations and the District's Alert System:

District Alert System

WRAW

WEEU

WRFY

Channel 69

Automate message to phones/email as listed

1340 AM

830 AM

102.5 FM

9- Berks Cable; Channel 69 App

- Please do not call us for this information; it is imperative that school's phone lines be kept open
- Make sure your child knows where to go in the event of a cancellation, especially on an early closing during the school day. Your 'Family Early Dismissal Plan' should contain this information.

WITHDRAWALS

When moving from the district, it is necessary to notify the school office so they may prepare the student's file, including health records, to forward to his/her school of enrollment. All records will be forwarded to the new school once student enrollment is confirmed.