



Mount Penn Primary Center
Mount Penn Elementary School

STUDENT/PARENT HANDBOOK
2020-2021

(updated February 22, 2021)

Hybrid Learning Insert - See Addendum on page 38

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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 has been prepared to answer your questions concerning the operation and procedures regarding our school when we return to in-school instruction. If we have overlooked a question that you would like to have answered, please call the school so we may help you. If you have questions about our Remote LEarning/Virtual plan, please contact Mrs. Landherr or Mrs. Bleacher for assistance.

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 person, contact the Superintendent's Office, Antietam School District, 100 Antietam Road, Reading, PA 19606, (610) 779-0554.

ANTIETAM SCHOOL DISTRICT BOARD OF DIRECTORS

James Glendening, President
Charles Weldele, Vice President
Lawrence O-Boyle, Treasurer
Kimberly Alarcon
Christopher Faro
Michael Gierula
Kyla Ramsey
Michael Roberts
Ann E. Sellers

SCHOOL DISTRICT ADMINISTRATION

Mrs. Tracy Detwiler
Acting Superintendent

Dr. Felice Stern
Secondary Principal

Mr. Tim Matlack
Assistant Secondary Principal

Mrs. Kelly Landherr
Mt. Penn Elementary Center Principal

Mrs. Michele Bleacher
Mt. Penn Primary Center Principal

Mrs. Tracy Detwiler
Business Manager

Mrs. Becky Kohr
Director of Student Services

Mr. Zach Williams
Antietam Virtual Academy and Athletic Director

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 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.

VOICE MAIL

Our voice mail 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 his/her 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 (8:25 MPEC, 8:30 MPPC- doors will be closed) must be accompanied by their parents/guardian (whomever brought the student) and sign in late at the front office.

UNEXCUSED/UNLAWFUL ABSENCES

Unexcused absences are trancies and are subject to disciplinary actions. And 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 parents/guardians 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 parents/guardians are subject to citations once the student accumulates three days of unlawful absence.

EDUCATIONAL LEAVE

Educational Leave absences may be requested by parents/guardians, 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 parents/guardians 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 parents/guardians may be subject to citations and/or fines for truancy.
- If parents/guardians take more than five (5) approved educational leave days, the remainder of the days will be coded as unexcused.

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 effort is to help children realize their greatest potential. The program also includes preventative and developmental classroom activities in all grade levels. Parents of children with physical, social, emotional, or environmental concerns affecting their children should contact the school counselor.

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 emotionality, behavioral problems, and drug and/or alcohol concerns. The teaming 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 Antietam middle/Senior High School.

HOMELESS YOUTH POLICY

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (renames 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, staff member, or administrator has knowledge of a student in a homeless or unaccompanied youth situation, they should notify the district homeless liaison, who will connect with the family to ensure that the family/s/unaccompanied youth’s needs are being met.

Additional information can be found in District Policy No. 251, Homeless Students.

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 safety of and concern for all our students we ask that on each day your child is absent you call the school before 8:25 AM. You may leave a message on the school answering machine or email the main office (MPEC-Vikki Kauffman, vkauffman@antietamsd.org), MPPC-Lori Kreisher, lkreisher@antietamsd.org) before school begins. 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

ARRIVAL & DEPARTURE

MPPC	MPEC
Office Opens 7:45	Office Opens 7:30
Teachers Arrive 7:50	Teachers Arrive 7:45
Students Enter 8:20	Students Enter 8:15
Day Begins 8:30	Day Begins 8:25
Day Ends 3:15	Day Ends 3:15

HELPFUL TIPS FOR HOME

- Children should get themselves out of bed. Even a six-year old can have an alarm clock.
- Help your children develop the habit of planning their clothes the night before. Some children enjoy “making a person” on their bedroom floor - laying out everything they’ll wear.
- Set up a place near the front door where everyone can leave hats, coats, and school book bags.
- When kids don’t do their part, let them face the results. If Mom or Dad is always willing to drive to school with a forgotten notebook or gym bag, kids don’t learn responsibility.

STUDENT ARRIVAL PROCEDURES

Mt. Penn Primary (K-2) Arrival Procedures

- Students must arrive 8:00 AM for breakfast
- Doors open for students at 8:20 AM
- All students must be supervised by an adult prior to 8:20 AM. There is no supervision prior to 8:20 AM

Mt. Penn Elementary (Grades 3-6) Arrival procedures

Students may not be dropped off or left unattended prior to 8:15 AM. A parent/guardian must remain on campus to supervise their child. 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 as 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. There is no supervision prior to 8:15 AM. **If you drive your child to school and arrive before 8:15 AM you must wait in the car with your child.**
- Walkers and car riders may arrive for breakfast starting at 8:05 AM.

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. At dismissal, students must leave the school premises. They are NOT allowed to play on the playground unsupervised. The playground is not supervised before or after school.
- Students will be marked late if they are not in their classroom by the bell (8:25 MPEC; 8:30 MPPC). If your child is late for school, they must be accompanied by an adult (parent/guardian/driver) to the front office.

STUDENT DEPARTURE PROCEDURES

Mt. Penn Primary (K-2) Dismissal Procedures

- Bus students will depart from the **back** of the building on Endlich Ave, starting at 3:00 PM.
- Kindergarten Students will exit the front of the building through the double doors and down the steps at 3:10 PM.
- First Grade and Second Grade students will exit the building at 3:15 PM through the doors they entered in the morning.

Mt. Penn Elementary (3-6) Dismissal Procedures

- Run 1 Bus students will depart at 2:55 PM from the cafeteria.
- Walkers will exit from various locations to spread out and socially distance) at 3:00 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** at 3:05 PM
 - 3rd grade will exit from front door - Cumberland Avenue
 - 4th grade will exit from side door by cafe - Cumberland Avenue
 - 5th grade will exit from back of the building - Grant Avenue
 - 6th grade will exit from side door - Beech Street
 - **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.**

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 for 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.

SWEBBS (SCHOOL-WIDE EFFECTIVE BEHAVIOR SUPPORT)

The Mt. Penn Primary/Elementary Center staff uses a positive behavioral system called School Wide Effective Behavior Support. (SWEBBS) This system provides many opportunities for students to be rewarded for displaying positive behaviors. The goal of SWEBBS is to provide an opportunity for all students to achieve academic and behavioral success.

MPPC School Theme: B.E.S.T.

- Be kind
- Everyone keeps hand, feet and objects to self
- Stop, Look and Listen to the speaker
- Talk, Walk and Work quietly

MPEC School Theme: PRIDE

- Prepare yourself for learning
- Remain calm and quiet when moving from place to place
- Individuals keep hands, feet and object to self
- Directions will be followed the first time
- Encourage kindness in words and actions

SWEBBS 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 SWEBBS 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
- Loud noise
- 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 bought 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
Meal in restricted area	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
Reprimand from principal	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 teach 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
Parent 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	

CAFETERIA RULES & MANNERS

- Walk- no running while entering, getting in line, or exiting
- Talk with your friends, but no yelling or screaming to others
- While waiting in line no pushing or shoving for safety reasons
- Always have respect for those in charge in the kitchen or cafeteria
- Make sure you have your meal money in the morning and your ID card in the cafeteria
- Everyone should make an effort to get along with each other at all times
- Remain in your seat, get up to get your food, and throw away your trash **ONLY WHEN TOLD**
- Make sure all trash is placed in proper containers before leaving your table
- Do not leave the cafeteria unless a staff member has given you permission

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.

APPROPRIATE

The following are examples of appropriate dress guidelines:

- The length of all shorts, skirts and dresses must be fingertip length.
- Shirts and tops must cover undergarments, the midriff/lower back, and shoulders with at least a three finger width strap, and be able to be tucked into the pants, skirt, or shorts. Judgment on low cut tops will be made by the administration.
- Holes in pants must be below the fingertip length rule as described above and may not be larger than a fist.
- Pants are to be secured at the waist.
- Sandals, open-toed shoes, or other footwear that attach to the foot with a type of strap are acceptable. Footwear must be securely attached to the foot for safety reasons.

INAPPROPRIATE

The following are examples of inappropriate dress or conditions under which dress is not appropriate:

- Pajamas may not be worn in school except for special days as announced.
- Hats and bandannas may not be worn in school without permission by the administration.
- Clothing and accessories that have messages, pictures or inferences referencing drugs/ethnic/racial, harassment, tobacco, alcohol, violence, suicide, gangs, profanity, and any other message deemed inappropriate by the administration are not permitted.
- Undergarments may not be seen through or extending outside of clothing.
- No clothing or footwear, including cleats, that can cause damage to property, may be worn.
- Flip Flops are not to be worn in school.
- Coats/jackets and sunglasses may be worn into the building, but may not be worn throughout the school day.
- Chains, spikes, and other similar items, may not be worn in the school building.
- Clothing or accessories that are the source of disruption to the educational environment may be deemed inappropriate by the administration.

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

MASK POLICY

As per the Pa Department of Health mandate, and until this mandate is revised, all staff members and students must wear a face covering over their nose and mouth while in school. All face coverings in accordance with this rule must meet the standards set forth in the dress code for school appropriateness. No references to matters of inappropriate language, violence, sexuality, or controlled substances will be permitted.

Students who refuse to wear a mask will be removed from class after one warning. Parents will be contacted; Students will receive a disciplinary referral on skyward. The district reserves the right to place students in 100% virtual learning for continual non-compliance of wearing a mask.

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 Math	PSSA Math/Reading	To determine school achievement in reading and math using State Department of Education standardized tests.
3, 4 & 6	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
3-6	CDT (Reading & Math)	To determine math development and predict individual success and area 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
K-2	DIBELS	A reading & math screener/assessment to assist in determining student's reading and math development

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 or guardian. Parents or guardians may also initiate a full multidisciplinary evaluation by submitting that request in writing. Subsequently, the Permission to Evaluate would be issued to the parent or guardian 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 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 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, including Girls Ensemble and Boys Barbershop, 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, 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 o antibiotic treatment. Pink Eye, when diagnosed by a doctor, requires medication to rener 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. Ome contagious conditions may include but are not limited to: Chicken Pox, Scabies, Ringworm, Measles and Whooping cough. A doctor's note is required tor 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 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 judgement 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 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 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.

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:

HOMEWORK POLICY - 5th and 6th GRADE

- All homework is to be completed for the next day
- If homework is forgotten, it is to be completed for the next day
- Homework not brought in the next day will result in a lost recess
- Homework not returned by the second day will result in receiving a detention notice
- Detention is served on the second day in the office from 3:00-3:40 PM and continue each day until the work is completed

HOMEWORK REQUESTS DURING ABSENCES

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

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 will be charged to the student
- A student must return the previous book or books in order to receive others.
- Any student having an overdue book or unpaid fine will not be allowed to check out other books until the overdue book is returned or the fine paid in full.
- Any student who has overdue books will not be issued a hard copy of his/her report card.

MEAL ACCOUNT

FOR THE 2020 - 2021 School Year, LUNCH IS FREE FOR ALL STUDENTS and BREAKFAST WILL BE PROVIDED AT THE GRAB AND GO

MEAL PRICES 2020-2021

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

Reduced Rate

\$0.40

\$0.30

Milk (same price for either meal) (white) \$0.60 (flavored) \$0.60

* In accordance with USDA regulations, for 2020-2021, milk will be either low fat or skim.

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 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. To receive free or reduced meal prices parents must complete an online application which is found in the Skyward Family Access OR you can apply online through COMPASS on our website. Applications may be submitted during the school year as needed.

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. This allows our cafeteria staff to be prepared. **Please note that we do not allow soda or energy drinks at school.** 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 in November. Report cards will be handed to the parent and reviewed at this conference. Conferences will be held in April on a limited basis when a conference is requested by the classroom teacher or parent, 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 an April 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 is important to student success. Our Parent/Guardian Open House Night is for parents 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 just dropping off or picking up items will only be asked to sign in.

- Parents are not permitted in classrooms during instructional hours. Please leave all student materials in the office 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. The system will also check for any cutoday or PFA orders that we have on file. Please make sure that we have the most recent legal documents that pertain to your child. 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.

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.
- Avoid loud talking and confusion; do not distract the driver's attention while he/she is driving.
- 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 driver's orders, 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 parents will be notified.
 - Second Offense - Suspension of riding privileges for three (3) days.
 - Third Offense - Suspension of riding privileges for seven (7) days.
 - *Additional offenses may result in further suspension of privileges.
- Fighting, smoking, damaging the bus, throwing objects in the bus or out of, throwing objects out of the windows opening exit doors, or other similar offenses deemed by the principal to merit the following consequences:
 - First Offense - Suspension of riding privileges for three (3) days
 - Second Offense - Suspension of riding privileges for thirty (30) days (Review case after 10 days)
 - Third offense - Suspension of riding privileges for the remainder of the year. (Review case after thirty (30) 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 insist 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 helps. 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

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 in the closet of the day. Those with phones who do not follow the rules will have the phone(s) confiscated and only a parent may pick them up in the school office.

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.

HOLIDAY GIFT GIVING

Our guideline concerning holiday gift giving stipulates that gifts will not be exchanged student-to-student, teacher-to-student, and/or student-to-teacher in our classrooms. This guideline has been established to alleviate inequity concerns and/or disappointments on the part of our students and parents. Any gifts given to teachers will be returned to the respective

student. We expect that you will honor this guideline to prevent any uncomfortable situations. Thank you for your cooperation and consideration.

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	Automate message to phones/email as listed
WRAW	1340 AM
WEEU	830 AM
WRFY	102.5 FM
Channel 69	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.

2020-2021 HYBRID LEARNING INSERT

DAILY ATTENDANCE

Daily attendance in school is a requirement of the Pennsylvania Department of Education. Regardless of learning modality (in-person, hybrid, or virtual), students are required to be in attendance. Staff members will take live attendance daily in homeroom/morning meeting. Students who have chosen to attend the hybrid schedule will be required to be present on their cohort days. If they attempt to attend virtually on a day that they should be in-person, they will be marked absent. A parent or guardian will be required to submit a note within 3 days excusing them for illness in order to change the unexcused absence. A doctor's note or school prescribed COVID quarantine will be required for a hybrid student to attend school virtually.

Please note that if you are planning educational travel during the school year, the educational travel request form has been revised to include the current Pennsylvania mandates for out-of-state travel.

DISCIPLINE

All applicable discipline codes remain in effect for hybrid and virtual students. If a student is disruptive during a virtual class meeting, the teacher will remove that student from the session. That student will be required to review any and all material from the class and complete any work asynchronously in order to receive credit. A district representative will also contact parents/guardians to notify them that the student was removed from the virtual session and the behavior that led to the removal. Continued interruptions to virtual meetings will be met with progressive disciplinary measures as necessary.

WEARING A MASK

All individuals are required to wear a mask on school property in order to mitigate any possible transmission of COVID-19. This will be monitored during school hours and district events. Any inappropriate content on a mask is a violation of the dress code and will be handled as such in the discipline code.

If a student consistently refuses to wear a mask appropriately, covering the nose and mouth, he or she will be required to move into a fully virtual instruction mode to ensure the health and safety of everyone in the building. If a student is in the building and refuses to wear a mask properly, he or she will be placed in a supervised but separate setting until a parent comes to pick them up.

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