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SCHUYLKILL HAVEN AREA ELEMENTARY CENTER
2026– 2027 SCHOOL CALENDAR

Monday, August 24- **In-Service – Teachers Only**

Monday, August 24 – **Open House – 5:00 – 7:00 P.M.**

Tuesday, August 25 - **In-Service – Teachers Only**

Thursday, August 27 – **First Day of School**

Friday, September 4 – **12:00 pm Dismissal**

Monday, September 7- **LABOR DAY – School is closed.**

Tuesday, September 8 – **Classes Resume**

Thursday, September 10- Elementary Student Pictures

Monday – Friday, October 5-9 "Fire Prevention Week"

Monday, October 12 – **In Service Day-Teachers Only** – **8:00 – 1:00**

Tuesday, October 13 – **Classes Resume**

Monday-Friday, October 19 - 23- "National School Bus Safety Week"

Thursday, October 22 - "R & J Bus Safety Program" (grades K-4)

Friday, October 30 - End first marking period

Monday-Friday, October 26 – October 30 - "Red Ribbon Week"

Thursday, October 29 – Picture Retake Day

Friday, October 30- Autumn Activities

Tuesday, November 24 - Parent-Teacher Conferences – 1:15 – 5:15 P.M.

Tuesday, November 24 - **Early Dismissal - 12:00 P.M.**

Wednesday, November 25 - **Early Dismissal - 12:00 P.M.**

Thursday - Monday, Nov. 26 – 30 - **THANKSGIVING RECESS - School is closed.**

Tuesday, December 1 - **Classes Resume**

Wednesday, December 23 - **Early Dismissal - 12:00 P.M.**

Thursday, December 24 – Friday, January 1 - **Winter Holidays - School is closed.**

Monday,, January 4– **Classes Resume**

Friday, January 15– End of 2nd Marking Period

Friday, January 15 – 90th Day of School

Monday, January 18 – **School Closed** (Snow Make-up Day)

Monday-Friday, February 1-5– "School Counselor Week"

Friday, February 12 - Valentine's activities

Monday, February 15– **PRESIDENT'S DAY – School Closed** (Snow Make-up Day)

Tuesday, February 16 – **Classes Resume**

Monday – Friday, March 1 – March 5- ""Read Across America" Activities

Tuesday, March 23 – End third marking period

Monday-Friday, March 8-12 – Kindergarten Screening

Wednesday-Tuesday , March 24 -30 – Spring Holiday – **School is Closed**

Wednesday, March 31– **Classes Resume**

Wednesday, April 21 – "Administrative Professionals Day"

Friday, April 23 - **Early Dismissal - 12:00 P.M.**

Monday-Friday, April 26 -30 – PSSA Testing – Grades 3 & 4 – ELA

Monday-Friday, May 3– May 7 - PSSA Testing – Grades 3 & 4 – MATH

Monday - Friday, May 3- 7- "Teacher Appreciation Week"

Wednesday, May 12- Kindergarten Screening

Monday, May 31 **-- Memorial Day (observed) No School**

Tuesday, June 1 – **Early Dismissal – 12:00 P.M.**

Wednesday, June 2 – **Early Dismissal/ Last Day of School– 10:30 A.M.; Teachers – 1:00 PM – End of 4th Marking period**

BOARD OF SCHOOL DIRECTORS

Scott Jacoby – President

Diana M. McGoey – Vice President

Crystal McGarry –Secretary

Sandy Hess– Assistant Secretary

Albert Evans – Solicitor

Carissa Bercher – Treasurer (non-voting member)

Dion Fessler

Melissa Strauch

Donald “Bud” Runkle

Julie Wisner

Gregory Woll

ADMINISTRATION

Dr. Shawn Fitzpatrick – Superintendent

Mr. Ty Wartman – High School Principal

Mr. Dennis Siket – Assistant High School Principal

Mrs. Mikki McGinty – Middle School Principal

Mr. Joseph Delluso – Elementary Center Principal

Mr. Matthew Buletza – Director of Learning Innovation

Mr. Ken Rossi– Director of Special Education

Mrs. Tara Lutz – Director of Data and Compliance

FACULTY

Kindergarten
Mrs. Kelsey Faust
Mrs. Marissa LaScala
Mrs. Gina Smith
Mrs. Katelyn Savitsky

Grade 1
Mrs. Leslie Gipe
Mrs. Jill Lenhart
Mrs. Lauren Poletti
Mr. Nicholas Reichert

Grade 2
Mrs. Lisa Hartz
Mrs. Kelly Hummel
Mrs. Michelle Ulsh
Mrs. Lisa Walcott

Grade 3
Mrs. Melissa Klinger
Mrs. Heather Oswald
Mrs. Rachel Reichert
Mrs. Kimberly Wurster

Grade 4
Mrs. Leah Adams
Mrs. Justine Colella
Mrs. Maggi Fessler
Mrs. Elizabeth Good

Learning Support
Mrs. Brooke Kerschner
Mrs. Nicole Lorish
Miss Christie Miller
Mrs. Kimberly Ulsh
Mrs. Constance Schropp

Art
Ms. Andrea Darlington

Physical Education
Mr. Ryan Herber

Remedial Reading/Math
Mrs. Francine Bensinger
Mrs. Jessica Fryer
Mrs. Kaytelyn Delenick

Gifted
Mrs. Courtney Schock

Instructional Intervention Team
Mrs. Ginene Heffner

Autistic Support
Mrs. Pamela Scully
Mrs. Isabella Zvorsky

Emotional Support
Mrs. Amanda Miller

Life Skills
Ms. Rebecca Evans

School Counselor
Mrs. Amy Ketner

Speech Therapy
Mrs. Daphne Christiansen
Mrs. Laura Rice
Mrs. Mindy Whitaker

Occupational Therapy
Mrs. Hope Bubeck
Ms. Mikaela Soubik

School Nurse
Mrs. Tina Luckenbill

Music
Mrs. Corrine Houtz

School Psychologist
Mrs. Sarah Fridirici

BELL SCHEDULE

8:00 - 8:20 A.M.	Breakfast (Grab and Go)
8:00 A.M.	Teachers Report to Rooms and Duties
8:25 A.M.	Opening Exercises
8:30 A.M.	Instructional Time Begins
11:20 - 11:50 A.M.	2nd Grade Lunch
11:40 –12:10 P.M.	4th Grade Lunch
12:00 - 12:30 P.M.	3rd Grade Lunch
12:15 – 12:45 P.M.	1st Grade Lunch
12:35 - 1:05 P.M.	Kindergarten Lunch

*A twenty minute recess period will either precede or follow each lunch.

2:40 P.M.	Special Classes End
3:15 P.M.	Busses Dismissed
3:15 P.M.	Parent Pick-up
3:30 P.M.	End of Teacher Day

5 DAY (Weekday Cycle)

Schuylkill Haven Area Elementary Center will be operating on a five-day weekday cycle. Specials will be scheduled consistently corresponding with the day of the week. If there is a holiday, school closure, or unexpected cancellation the special for that missed day is not rescheduled and the next school day continues with its regularly assigned special. The Cycle Day schedule allows students to have all of their special subjects, such as art, music, book exchange, physical education, and STEM, on a regular schedule throughout the year. We will remind students on a daily basis what Cycle Day it is. Teachers will also help remind parents and students through weekly correspondence.

ARRIVAL/DISMISSAL AT SCHOOL

1. All bus students will enter and leave the building at the entrance adjacent to the high school parking lot. (West side of building)
2. All students who walk to school or who are transported by their parent or guardian will use the main entrance adjacent to the elementary school parking lot.

During morning Drop-off:

- Parents should remain in their vehicle as students are dropped off.
- Please do not park in numbered or visitor spots in the front of the school building.
- Visitor spaces are available in the parking lot between the elementary and high school if you would like to park and walk your student to the front entrance.

During afternoon Pick-up:

- Cars should line-up on the outer traffic loop.

- Please maintain a close, yet safe distance from the vehicle in front of you. This will help limit the number of vehicles on Main Street at the end of the line.
- Do not skip spaces in front of vehicles that are already in line, or pull out until the vehicle in front of you has their child and is pulling out.

CLOSING OF SCHOOL – SNOW DAYS

When weather conditions or other emergencies occur to prevent the opening of school, announcements will be made over the Pottsville radio stations, WPPA (1360) and WPAM (1450). Announcements will also be made on television stations WBRE (28), WGAL (8), WNEP (16), and WYOU (22). Closures and delays will also be announced on the building Facebook page and the apptegy system.

EARLY DISMISSAL – SNOW DAYS

Early dismissals will be announced on the building Facebook page and through the apptegy system.

Please inform your child's teacher in writing if you want your child to go to a location other than home on any early dismissal day.

As a precaution, please inform your children where they should report in the event that we have to close school early during inclement weather. A little preplanning helps ease children's fear and tensions as well as your own.

SCHEDULED EARLY DISMISSAL – 12:00 P.M.

When a 12:00 p.m. early dismissal is scheduled, Bus **and** parent-pick-up students will begin being dismissed at 12:00 pm.

APPTEGY PROGRAM

In our efforts to improve communications between parents and school, the Schuylkill Haven Area School District has instituted a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by Apptegy and specializes in school-to-parent communications. Schuylkill Haven Area School District will continue to report school closings and school delays due to snow or weather via radio and TV stations and will use this system as an overlay to the public announcements.

ELEMENTARY TEST SCHEDULE

Parents are strongly urged to avoid scheduling vacations and/or doctor appointments during scheduled testing dates.

Grade 3 & 4	PSSA ELA	April 26-30
Grade 3 & 4	PSSA Math	May 3 - 7
Grade 3 & 4	Test Make-up Dates	May 10 - 14

INTO READING

As the elementary center continues to assess evolve curriculum to best meet the needs of our students, during the 2026-2027 school year, homerooms in grades kindergarten-4th grade will fully implement Houghton Mifflin Harcourt's "Into Reading" Program. This comprehensive English language arts program provides explicit, systematic instruction across all strands of literacy—reading, vocabulary, English language development, foundational skills, and writing—all based on trusted research and recommendations from the International Literacy Association.

WRITING PROGRAM

Step Up to Writing is an organizational program that teaches explicit writing strategies within the writing process (pre-writing, drafting, revising, editing, final copy, proofreading, sharing) to help students organize their thinking and their writing which will allow the student to develop and compose an organized, clear, and coherent composition. This program will emphasize the three main types of writings – informative/explanatory, argumentative, and narrative writing.

MATH PROGRAM

The elementary math program incorporates the *McGraw Hill "Everyday Mathematics"* series. The *"Everyday Mathematics"* series is an innovative approach to elementary math. It allows the students to interact with their text and digital components in multiple ways throughout the learning process. Student will experience a conceptual understanding of math. In addition, students will be able to model, reason, and be productive in real-world problem solving inquiries.

WIN TIME

All Schuylkill Haven Elementary students will incorporate "WIN" time into their school day. This 45 minute "What-I-Need" block of time is designed to provide students with instruction tailored to his or her needs. During this time we utilize a homogenous group approach to remediate, enrich, or further enhance the curriculum. When students return to school, initial benchmark assessments will occur to gauge your child's individual needs. WIN time groups will be created using this initial data. The groups will be flexible and may change as student needs change throughout the year.

ENRICHMENT PROGRAM

The elementary center offers an enrichment program for students that have been identified for participation in the program. This program is offered in addition to the regular curriculum. Activities have been developed that correlate with the regular curriculum while challenging the students. Selection of the various activities is made through a cooperative effort of student, parent and teaching staff. Questions concerning the enrichment program should be directed to Mrs. Courtney Schock, Enrichment Coordinator, at the following telephone number: 570-385-6731.

COMPUTER/ STEM INSTRUCTION

Scheduled grade levels will receive computer/ STEM instruction during one marking period during the school year. This rotation will occur during week day cycle of the assigned marking period. The goals of these classes will differ for each grade level in an effort to meet the student's needs.

INSTRUMENTAL LESSONS

Instrumental lessons are available to fourth grade students. This is an extra curricular activity, therefore, interested students must maintain satisfactory levels of academic performance. The minimum standard requires at least a "C" grade average in all subjects and a "satisfactory" grade in conduct.

Guidance Counselor

Our counselor is Mrs. Amy Ketner. She is here to help students and parents in a variety of ways. Our guidance counselor will work with students in the following settings:

1. Small group discussion on special topics.
2. Individual counseling sessions.
3. Whole class guidance instruction.

Students who experience social, personal, or academic problems will be worked with by the counselor. Parents may call the guidance counselor at 570-385-6731 ext. 402 to set up appointments, make referrals, etc.

We practice a developmental approach to guidance which means we believe in the concept that counseling should be continuous and preventive rather than corrective and remedial. A further explanation follows:

THE ROLE OF THE School Counselor

The elementary counselor's function in the school environment can be defined by three C's: counseling, consulting, and coordinating.

Counseling - provide counseling for students with special needs and therapy for serious problems or difficulties, as well as provide counseling for parents and teachers.

Consulting - act as a consultant for teachers, parents, administrators, and other professionals in regards to student achievement and test interpretation, among other things.

Coordinating - assist in program planning, student placement and coordinate referrals to the psychologist and other community agencies.

WHAT IS DEVELOPMENTAL GUIDANCE?

Developmental Guidance is a concept which views guidance as preventive and continuous, rather than corrective and remedial. It is concerned with all children, not just those who need specialized help. It also attempts to help children adjust to and pass through the physical, social, emotional, and developmental changes that occur during the elementary school years as smoothly as possible.

Some objectives of Developmental Guidance:

1. To help students to understand and accept oneself by recognizing one's assets as well as one's limitations and developing an ability to evaluate oneself realistically.
2. To help students develop mature and acceptable social relationships.
3. To help students develop a healthy attitude about independence and responsibility.
4. To help students meet and adjust to the developmental needs that arise during the different changing stages of development.
5. To help students understand the value and role of work in life.
6. To help students understand their need to belong and their need to identify.
7. To help students develop problem solving and decision making skills.
8. To help students to develop skills for treating others with respect verbally, physically and electronically (Bullying prevention).
9. To help students replace aggressive behaviors with socially, appropriate behaviors.

BUSSING

Bus drivers have a tremendous responsibility when transporting pupils to and from school. It is imperative that the driver insures the safety of up to 72 pupils on our busy, crowded roads and highways. When riding on the bus, pupils must respect the bus driver's regulations and authority. Pupils who are guilty of insubordination or misconduct on the buses will be denied transportation.

SCHOOL BUS POLICY

Disruptive conduct on school buses endangers the lives of all people on the bus. Disruptive behavior could result in injury or death in the event of an accident. The board of directors issued the following policy for all students who do not behave properly.

Penalties for Violation

First Offense - Warning to student, copy of violation sent home.
Second Offense - Parent conference required. Notification sent to parents. Detention.
Third Offense - Removal from bus for a period to be determined. Suspension considered. Parent contact required. Parent responsible to see that student gets to school.
Other Offenses - Hearing required. Possible permanent removal of bus privileges.

SCHOOL BUS SECURITY

In order to enhance security during the transportation of students to and from school and extracurricular activities and sporting events, school buses may be equipped with devices for recording both video and audio. Such recordings may be used to discipline students for improper conduct, and may be turned over to police or other law enforcement authorities to determine if criminal prosecution is appropriate where such conduct is believed to violate the criminal laws of Pennsylvania.

ELECTRONIC DEVICE POLICY

The Electronic Device Policy discusses the possession or use of electronic devices by students during the school day, on school property, on buses and other vehicles provided by the district, and at school-sponsored activities.

The policy prohibits:

- the possession of laser pointers and attachments and telephone paging devices/beepers,
- the use of personal communication devices by students,
- the use of cellular telephones that have the capability to take photographs or record audio or video, and
- the possession and use by students of any device that provides for a wireless, unfiltered connection to the internet.

The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student. Exceptions to the policy can only be made for health, safety or emergency reasons with prior approval of the building principal. Violations of this policy by a student shall result in disciplinary action and may result in the confiscation of the electronic device.

STUDENT'S PERSONAL PROPERTY

All students are required to secure their own personal property including money to keep it safe from theft and/or loss. The school is not liable for lost or stolen property of students. In addition, students may not bring any items to school which may be construed as distraction to the educational process. If a student or parent is unsure whether or not a particular item is allowed in school, they should contact the office.

Some examples of items not permitted:

·Beepers/pagers	·Cell phones	·Laser points
·Electronic games	·Matches/lighters	·Trading cards

This is by no means a complete list of items not permitted in school. The school reserves the right to add items to this list as it becomes necessary.

1ST OFFENSE Item confiscated until end of school day.
2ND OFFENSE Parent must personally come to school to pick item up. Detention.

3+ OFFENSES Item confiscated until end of school year. One (1) day In-School Suspension.

FIELD TRIPS

Field trips are scheduled throughout the school year. To participate in a field trip, pupils must present a parental consent form. These forms are made available by the school and are sent home prior to such trips. Field trips are extra-curricular therefore students may be denied due to disciplinary violations and/or poor academic performance.

REPORT CARDS

Report cards are distributed four times during the school year to students in grades K – 4. The report card is designed to provide a written report of each child's progress.

A description of the grade marks is given on the report card. The following scale shall be utilized in determining letter grades and + or - grades in grades 1-4 (Kindergarten does not use percentage grades).

A = 93 - 100	D = 69 - 75
B = 84 - 92	F = 0 - 68
C = 76 - 83	

Percentage grades will be used to evaluate the following subject areas in grades 1-4:

Reading	Math	
Language	Science	(Fourth Grade Only)
Spelling	Social Studies	(Fourth Grade Only)

Letter symbols will be used to evaluate all other areas. The following symbols may be used (grades 1-4):

O	S-
S+	U
S	

Subject areas that receive letter symbols are:

Social Studies*	Health	Physical Education
Science*	Handwriting	Conduct
Art	Music	
*Grades 1-3		

POWER SCHOOL

Parents and guardians now have the ability to more effectively communicate with their child's teacher through the implementation of a student information system called PowerSchool. It is designed to share information between parents, students, and teachers regarding student grades and attendance. Students and parents will be able to view grades and future assignments in order to work together for the students' academic success. Email notification is available for parents as an option.

Usernames and passwords will be distributed the first few days of school to First Grade and new

students. Kindergarten does not participate in PowerSchool. PowerSchool can be accessed by visiting the school district webpage at www.shasd.org. and by clicking on the PowerSchool link.

STUDENTS OF THE MARKING PERIOD

In an effort to reward excellence, the staff of the Elementary Center will be naming "Students of the Marking Period" in kindergarten through fourth grades. All children are encouraged to strive for their very best and educators are asked to evaluate their performance. The "Students of the Marking Period" program places teachers in the position of having to, as objectively as possible, assess students' character, behavior and academic growth. The "Students of the Marking Period" are chosen by using a much broader scope of educational assessment.

DEFICIENCY REPORT

We will continue the use of a form titled "Deficiency Report" during the year for students in first through fourth grades. A "Deficiency Report" will be issued at the midpoint of grading periods 1-4 for any student who is in jeopardy of failing a subject for the grading period. This will be completed for each subject in question. This report is being added to our communication chain to keep you better informed. The "Deficiency Report" should arouse concern and heighten the need for corrective action.

PROMOTION AND RETENTION POLICY

PROMOTION

Students will be promoted to the next grade when promotion requirements have been met (please review grade-level requirements which follow). Promotion is the goal for all students, and, it represents the regular progression through the elementary curriculum.

KINDERGARTEN - When, in the opinion of the Instructional Intervention Team, the student has not shown satisfactory progress to ensure readiness for first grade, the parents or guardian of the child will be consulted regarding promotion. The criteria that shall be included in evaluating the student's readiness for first grade shall be:

1. Mastery of pre-reading skills
    a. alphabet recognition
    b. auditory discrimination
    c. visual discrimination
    d. ability to listen with understanding
2. Attention span
3. Age and social development
4. Number readiness
5. Previous retention
6. Fine motor skills
7. Standardized test score

RETENTION

It is recognized that physical, social, and academic growth of children will vary. Individual assessment of a child who is at risk of retention is the only means by which the most appropriate placement may be determined. The Instructional Intervention Team (IIT) will convene on behalf of the at-risk student.

In an effort to provide objectivity and clarity, minimal levels of performance must be established to ensure desirable resolve.

GRADE ONE

A student in first grade will be promoted based on the following:

- Student attains a grade average of "C" or better in reading and math. The grades will be averaged using all reporting periods (all four marking periods).

OR

- The Instructional Intervention Team (IIT) recommends that the student be promoted.

A student in first grade will be retained based on the following:

- Student's grade average is "D" or lower in reading or math. The grades will be averaged using all reporting periods (all four marking periods).

OR

- The Instructional Intervention Team (IIT) recommends that the student be retained.

GRADE TWO

A student in second grade will be promoted based on the following:

- Student attains a final grade average of "C" or better in reading and math.

The grades will be averaged using all reporting periods (all four marking periods).

OR

- The Instructional Intervention Team (IIT) recommends that the student be promoted.

A student in second grade will be retained based on the following:

- Student's final grade average is "D" or lower in reading or math. The grades will be averaged using all reporting periods (all four marking periods).

OR

- The Instructional Intervention Team (IIT) recommends that the student be retained.

GRADES THREE AND FOUR

A student in third or fourth grade will be promoted based on the following:

- Student attains a final grade average of "D" or better in reading and math. The grades will be averaged using all reporting periods (all four marking periods).

OR

- The Instructional Intervention Team (IIT) recommend that the student be promoted.

A student in third or fourth grade will be retained based on the following:

- Student's final grade average is an "F" in reading or math. The grades will be averaged using all reporting periods (all four marking periods).

OR

- The Instructional Intervention Team (IIT) recommends that the student be retained.

ADDITIONAL INFORMATION:

- No child will be retained more than twice in the elementary grades, K through 4. No child will be retained more than once within a grade level, K through 4.
- Student Assignment - A student may be "assigned" to the next grade level upon the recommendation of the Instructional Intervention Team (IIT).

This team will study and weigh the following factors:

1. Chronological age.
2. Physical and social maturity.
3. Achievement and attendance record.
4. Support services rendered.
5. Number of times retained.
6. Consideration of achievement and ability
7. Consideration of special education services.

Notice to Parents - Parents/guardians will be contacted after the conclusion of the 3rd marking period; a conference will be requested should retention be a consideration. Parents will again be

contacted during the last marking period. If a conference cannot be scheduled, parents/guardians will be notified by mail as to the district's intent of retaining their child.

ACADEMIC PROGRESS REPORTS - Grades 1-4

The Elementary Center currently uses "Academic Progress Reports" as one means of communicating the academic progress of your child. This may be issued at anytime throughout a grading period. Positive as well as negative information may be reported on this form. We want you to be an informed parent and ask for your continued support in helping your child take his/her "First Steps to Excellence".

FLEXIBLE INSTRUCTIONAL DAY

The Schuylkill Haven Area Elementary Center has the ability to use up to 5 flexible instructional days in a school year. These days would be at the discretion of the Superintendent of Schools. Students who choose to not complete the assigned work can be subject to discipline (poor grades, unexcused absence).

TITLE I SERVICES

Title I is a program sponsored by the federal government which provides money for both remedial reading and mathematics at the Elementary Center. Both remedial programs provide valuable intensive and small group instruction for those students who qualify. In accordance with the legislative requirements, the Schuylkill Haven Area School District has developed a Parent Involvement Policy, Parent-School Compact, and a Local Complaint Resolution Process, all of which can be found on the Schuylkill Haven Area School District website. If you have any questions or concerns, please contact Mrs. Ginene Heffner, Title I Liaison, or Mr. Joseph Delluso, Federal Programs Coordinator for information regarding Title I.

Complaint Resolution Process for NCLB Programs – Title I

Schuylkill Haven Area School District
701 East Main Street
Schuylkill Haven, PA. 17972-4300

Introduction

The No Child Left Behind Act of 2001 (NCLB) legislation requires Local Education Agencies (LEAs) to adopt written procedures for "receiving and resolving any complaint alleging violations of the law in administration of programs." In accordance with this legislative requirement, the Schuylkill Haven Area School District has adopted the following procedures.

Definition

A "complaint" is a written, signed statement filed by an individual or an organization. It must include:

a. A statement that PDE or a Local Educational Agency has violated a requirement of federal statue or regulations which apply to programs under the No Child Left Behind Act.
b. The facts on which the statement is based.
c. Information on any discussions, meetings, or correspondence with PDE or the LEA regarding the complaint.

Local Complaint Procedures

1) ***Referral*** – Complaints against the Schuylkill Haven Area School District will be received in writing by the Schuylkill Haven Elementary School Principal.
2) ***Acknowledgement*** – The Elementary Principal will acknowledge receipt of the complaint in writing.
3) ***Investigation*** - The Elementary Principal will thoroughly investigate the complaint and attempt to resolve the complaint informally. If an informal resolution satisfactory to the complainant is reached, no further investigation or action by the District is required. If the problem cannot be informally resolved, it will be referred to the Federal Programs Coordinator.
4) ***Opportunity to Present Evidence*** – The Federal Programs Coordinator may, in his or her discretion, provide for the complainant and/or the complainant's representative to present evidence. Such a presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.
5) ***Report and Recommended Resolution*** – Once the Federal Programs Coordinator has finished further investigation and taking of evidence, he or she will prepare a final report with a recommendation for resolving the complaint. The final report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution, and the reasons for the recommendation. The Federal Programs Coordinator will issue the report to the complainant, complainants, representative, Superintendent, and Elementary Principal.
6) ***Right to Appeal*** – In appropriate cases, the complainant may appeal from the recommended resolution to the Secretary of the Education of the Commonwealth.
7) ***Follow-Up*** – The Federal Programs Coordinator will insure that the resolution of the complaint is implemented.
8) ***Time Limit*** – The period between Schuylkill Haven Area School District's receipt of a complaint and its resolution shall not exceed sixty (60) calendar days.

Entire Complaint Resolution Process is located on the District Website.

Filing a Complaint
Complaints should be addressed as follows:

Mr. Joseph Delluso
Principal/ Federal Programs Coordinator
Schuylkill Haven Area Elementary Center
701 East Main Street
Schuylkill Haven, PA. 17972-1433

Susan McCrone
Division Chief
Division of Federal Programs
Pennsylvania Dept. of Education
333 Market Street, 7th Floor
Harrisburg, PA. 17126-0333

Parent Right to Know

Parent Right to Know Information as Required by The Elementary and Secondary Education Act (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

Dear Parent(s)/Legal Guardian(s):

Your child attends the Schuylkill Haven Elementary Center, which receives Federal Title 1 Funds to assist your students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Schuylkill Haven Elementary Center, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title 1 school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching.
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's credentials.

The Every Students Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
    - subject matter tested,
    - purpose of the test,
    - source of the requirement (if applicable),
    - amount of time it takes students to complete the test, and

- time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. Than commitment includes making sure that all of our teachers and paraprofessional meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Mr. Joseph Delluso at Schuylkill Haven Elementary Center at 570-385-6731 or email me at dellusoj@shasd.org

EDUCATIONAL PROGRAMS AND SERVICES FOR STUDENTS WITH SPECIAL NEEDS INCLUDING GIFTED

The Schuylkill Haven Area School District, in conjunction with Schuylkill Intermediate Unit 29, provides a free appropriate public education to students identified with special education needs. Some indications that your child may be a child with a disability in order to meet the first part of the two-part definition are:

◊ Exhibition of an emotional disturbance over a long period of time which affects your child's ability to learn,
◊ Consistent problems in getting along with others,
◊ Difficulty communicating,
◊ Lack of interest or ability in age-appropriate activities,
◊ Resistance to change,
◊ Difficulty seeing or hearing that interferes with the ability to communicate,
◊ Health problems that affect educational performance including attention problems,
◊ Difficulty performing tasks that require reading, writing, or mathematics.

The comprehensive programs and services provided include the following, all at no cost to the parent or guardian.

1. Identification procedures which include screenings as well as in-depth, comprehensive educational evaluations.
2. Provision of Individual Education Plans, (IEP), based on a student's eligibility, which are designed to yield meaningful educational benefit and progress for the individual student within the school's curriculum.
3. Related services, such as occupational and physical therapy, based on an identified need in order for the student to make meaningful progress in his/her individual education plan.
4. Related aids, services or accommodations for students identified as "Protected Handicapped" in order for them to participate in and obtain benefits from the school's educational program.
5. Preschool programs and services for children, ages 3 through 5, which include screening evaluations, programs, related services, parent consultation and referral to community agencies.

Anyone with questions regarding programs and/or services for eligible students with special needs or thought to be exceptional students may contact Mr. Ken Rossi, 570-385-6705 ext. 207.

SCHOOL WIDE BEHAVIOR PLAN

Students at Schuylkill Haven Area Elementary Center will participate in a school wide behavior plan called "HERO". We teach, reinforce and reward students who are HELPFUL, give their best EFFORT, are RESPECTFUL and ON-TASK. All students are responsible for their choices and the "HERO"

program will hold them accountable.

Positive behavior will be reinforced with HERO points which allow students to visit the school store. Students who go above and beyond HERO behaviors may get rewarded with a HERO cape. Consequently, if students do not exhibit HERO behaviors, they will be held accountable through any one of the following: clip downs on the behavior chart, think sheets, office discipline referrals and/or attending a behavior clinic.

For additional information on the school wide behavior program, contact your child's teacher.

CONDUCT GRADING CRITERIA

In order to maintain consistency between behavioral expectations and the Elementary Center PBIS initiative, and to promote positive student actions, all students will receive a quarterly conduct grade aligned with the behavior chart. Criteria for this grade will be as follows:

O = 96%-100% of the marking period on purple or pink.
S+ = 92% - 95% of the marking period on purple or pink.
S = 84% - 91% of the marking period on green or above.
S- = 74% - 83% of the marking period on green or above.
N = 0% - 73% of the marking period on green or above.

CAFETERIA GUIDELINES

Cafeteria guidelines share common principles outlined in the HERO program. It is imperative that students obey the cafeteria rules and school guidelines for their own health and safety during the lunch period. The cafeteria is a place where students are permitted to eat, talk freely, and relax. Disruptive conduct infringes upon the rights of other students. The Schuylkill Haven Area Elementary Center is committed to providing a safe and secure environment for all students.

To best provide this, we have developed a set of rules designed to meet the needs of several hundred students at one time. We must adhere to rules for the safety of all our students.

1. Students will keep their hands, feet and objects to themselves.

2. Students will walk at all times in the cafeteria.

3. Students are expected to sit next to the person they are next to in line.

4. Unsatisfactory table manners will not be tolerated. The student will receive one warning; if the action continues, the pupil will be removed from the group and sit by himself or herself.

Unacceptable table manners may include, but are not limited to, the following:

a. purposely making a mess on your tray
b. inappropriately mixing of food to make a scene
c. inappropriately touching of other student's food or tray
d. inappropriate noises or gestures

5. Noise will be kept at a reasonable level.

6. If additional condiments/napkins/silverware are needed, a cafeteria supervisor will get it for you unless directed otherwise.

7. Students will be expected to keep the cafeteria floor and table free of paper, garbage, etc. Students will be expected to clean up after themselves.

8. Students are expected to follow the directions of all cafeteria supervisors. The cafeteria supervisors are the adults in charge of the cafeteria and have been given the authority to issue disciplinary procedures if necessary:

First Offense - Warning
Second Offense – Loss of playground privileges for 1 day
Third Offense - Loss of playground privileges for 2 days
Fourth Offense – Referral to principal.

PRINCIPAL'S DISCIPLINE

When a student is referred to the Principal as part of the teacher's classroom discipline plan or the school wide plan for inappropriate behavior, the student may receive any of the following consequences, depending on the circumstances and severity.

1. Verbal reprimand and explanation of possible future consequences
2. Parental contact
3. Counseling sessions with guidance department
4. Loss of privileges or activities
5. Restricted interaction with peer
6. Restitution (repair or replace items)
7. Lunch detention
8. After school detention
9. In-school suspension
10. Out-of-school suspension.
11. Expulsion

DETENTION

Detention may be assigned to a student for unexcused tardiness, not completing assignments and violations of the Discipline Policy.

Detention will be served following the dismissal of school (Monday to Friday) for a designated period of time (usually one hour) under the supervision of a member of the professional staff. Students assigned detention will be notified at least one (1) day in advance of the date when they are to serve detention. Parents will be notified either by phone or mail. Students are to make arrangements for transportation home.

If a student is present on the assigned day of detention and fails to report to the assigned detention, he or she will be assigned an additional detention. Forgetfulness is not an excuse for missing detention.

Appointments, practices and other after-school activities are not valid excuses for missing detention.

If a student is absent on the assigned day of detention, he or she will make up the detention on the next scheduled detention date. If a student continues to be absent on an assigned detention day, he or she will be assigned in-school suspension.

Students may not leave their assigned seat for any reason during detention. They are to use the lavatory and secure any books or supplies they need before reporting for detention.

Students must work on school assignments during detention. Those students without assignments will copy the discipline section of the student handbook.

Students are not permitted to talk, eat, drink, sleep, listen to music, or play games during detention.

ADMISSION TO SCHOOL

Children who become five (5) years of age before September 1 may enter kindergarten at the beginning of the term in August. Children who become six (6) years of age before September 1 may enter first grade at the beginning of the term in August. Announcements concerning registration are made in the spring. Parents are notified as to the time and place of screening. The child's proof of age, proof of residency, Home Language Survey, Immigrant Status Form, Computer Authorization Form, Emergency Evacuation Form and immunization record must be presented at the time of screening or when enrolling.

COMPULSORY ATTENDANCE

A child who is entered in school by the parents, which shall be no later than the age of six (6) years, until the age of eighteen (18), is subject to the regular compulsory school attendance laws.

ATTENDANCE

Elementary staff has established a goal to improve overall student attendance at the Elementary Center. The Pennsylvania School Code places the primary responsibility of insuring good student attendance with the parent. School personnel are charged with the duty of monitoring and enforcing compulsory school attendance laws. The elementary population at Schuylkill Haven Area, as a whole, has an excellent attendance pattern. On the other hand, some individuals do have irregular school attendance and/or frequent tardiness. Unlawful absences and tardiness will be taken seriously and prosecuted if necessary. We ask for your cooperation in advance so that negative consequences can be avoided and every child can experience an optimal chance for success.

The following guidelines shall be adhered to for reporting student absences:

1. A student is to bring a written excuse, stating the reason for his/her absence, the day he/she returns to school.
2. Three consecutive absences require a note from a doctor.
3. If an excuse is not provided by the third day, an attendance referral notice will be given to the parents.
4. Excuses such as helping at home, oversleeping, visiting friends, etc., are unexcused reasons for missing school and are to be declared unexcused or illegal.
5. Any student whose absence is declared unexcused or illegal may be placed on school detention by the principal. Failure to serve the detention will result in an additional detention. Students and parents are to read the disciplinary actions for illegal absences and the late to school policy.
6. A doctor's note is required if a student intends on attending an extra curricular activity the same day he/she is absent from school.

Suggestion!! Secure a statement from your doctor on your first visit stating the illness and when your child may return to school.

EXCESSIVE ABSENCES

Once a student accumulates 10 total absences during the school year, he or she may be declared excessively absent. Written notification will be sent home.

Once a student is declared to be excessively absent, he or she will be required to provide a doctor's note for any future absence. Written notification will be sent home. Any absence not covered by a doctor's note will be listed as illegal/ unexcused.

Any illegal/unexcused absence will be acted upon as listed under the Unexcused/Unlawful Absence section in the student handbook.

UNEXCUSED/UNLAWFUL ABSENCE

If a student is declared illegally absent for any reason, the following policy shall apply:

PENALTIES FOR VIOLATION

First Offense	First offense notice sent home, letter stating policy included.
Second Offense	Second offense notice sent home, letter stating policy included. Phone call from Truancy Officer.
Third Offense	Warning letter from the Superintendent of Schools. Phone call from Principal.
Fourth Offense	District Magistrate contacted. Citation sent to parent/student, fine issued. Schuylkill County Children and Youth notified. Conference required with elementary center administration.
Fifth Offense, plus	Second fine sent home. Conference required with elementary center administration. Schuylkill County Children and Youth notified. Disciplinary infractions will occur.

LATE TO SCHOOL

On-time attendance is very important. Poor weather conditions, personal health problems and extreme family emergencies are the only legal excuses for a student reporting late to school. Students must turn in a written excuse for the lateness within one (1) day of being late to school. Students that accumulate ten (10) total tardies will be declared excessively tardy and must provide a doctor's note for any future lateness within one (1) day of returning to school. Because of the importance of student punctuality, the following action will be taken if a student reports late:

PENALTIES FOR VIOLATION

First Offense	Warning to student with a copy of this policy given to him or her.
Second Offense	Warning letter sent home.
Third Offense	Warning letter sent home to parent, conference will be scheduled with parent and student.
Fourth Offense	Written notification sent to parent. Disciplinary actions may occur.
Fifth Offense	Written notification sent to parent. Student is classified as truant. Disciplinary actions may occur.
Sixth Offense	Written notification sent to parent. District Magistrate contacted. Truancy Citation sent to parent; fine issued. Schuylkill County Children and Youth will be notified. Disciplinary actions may occur.
Seventh Offense	Written notification sent to parent; continuation of citations. Informal
Subsequent offenses	hearing with elementary principal. Disciplinary actions may occur.

Children Experiencing Homelessness Have The Right to a Stable Education.

Schuylkill Haven Area School District is committed to ensuring that all students experiencing homelessness have the opportunity to succeed in school. We believe that homeless youth should have access to free and appropriate public education and desires to limit the barriers that homeless students may face. Our goal is to have the educational process continue as uninterrupted as possible while children are in homeless situations. Homeless students are defined as individuals lacking a fixed, regular, and nighttime residence. Please visit our website at https://www.shasd.org/page/homeless-student-resources for more information or contacting the district's homeless liaison.

PHONE CONNECTION

In an effort to better insure that you and the school have confirmation of your child's whereabouts, we are asking parents/guardians to call the school between 7:30 and 9:30 A.M. when your child is going to be absent from school. When you call please give your name, your child's name, your child's teacher, and the reason for the absence. If we haven't heard from you by 9:30 A.M. we will attempt to reach you through our Apptegy Program which will call your home to confirm the absence.

This measure is being taken to help insure the security of your child(ren).

HOMEWORK

The Schuylkill Haven Area School District encourages the practice of assigned homework procedures as an integral part of the student's total educational development. Homework should be an extension of the classroom activity. Its purpose is to extend, reinforce and further develop on an individual basis those concepts, skills and understandings initiated in the classroom. It is the student's responsibility to complete assignments on time.

HOMEWORK POLICY

The Schuylkill Haven Area School district encourages the practice of assigned homework procedures

as an integral part of the student's total educational development. The professional staff member of the district possesses the expertise in child development to realize the potential advantages of independent preparation and self discipline.

The acquisition of good study habits should be a highly desirable trait necessary to any student for success in adult life. These study skills should be developed in any subject area. It would be a sincere desire on the part of each faculty member to emphasize homework assignments as an extension of the classroom activity.

Typically, the type of homework assignment would vary as the child matures and progresses through the various levels of a school system. Therefore, the district policy will vary from time to time depending upon the level of his educational life. For instance, elementary children, grades K through 4, will experience different types of assignments than a high school student. In these situations expectations of different levels will be identified.

HOMEWORK PHILOSOPHY

Homework is an out of class assignment which may be completed within any free time the child may be granted in school or in the home. It should be considered a learning activity which teaches a student to work independently, practice good study habits and self discipline, organize his time and thus reinforce his knowledge. The purpose of homework is to extend, reinforce and further develop on an individual basis those concepts, skills and understandings initiated in the classroom.

EDUCATIONAL OBJECTIVES

HOMEWORK IS ASSIGNED,

1. To encourage creative and critical thinking;
2. To reinforce facts and concepts which have been learned;
3. To broaden various subject interest areas through research and project activity;
4. To strengthen skills through daily practice;
5. To aid the teacher in assessing the child's understanding of the subject;
6. To encourage the student to better organize materials and budget time wisely;
7. To develop responsibility.

EDUCATIONAL RESPONSIBILITIES

STUDENTS:

1. To complete all assignments on time;
2. To prepare and present materials as directed;
3. To be prepared to make up any work as directed;
4. To consult the teacher for aid regarding his understanding or comprehension of assignment or material.

TEACHERS:

1. To assess the value and practicality of the assignment so that a real purpose has been achieved;
2. To vary the amount and types of homework; to provide for many kinds of learning;
3. To assign a reasonable amount of time from the class period for purposes of explanation or clarification of direction;
4. To make provisions for group and individual differences in planning homework assignments.

PARENTS:

1. To provide a good study environment which includes a suitable study area with the necessary materials;

2. To maintain a positive attitude towards school and the student's teacher, with the realization that misunderstandings can be solved by mutual conference of both teacher and parent;
3. To become aware of the student's assignments and his fulfillment of them in a responsible, neat, orderly fashion;
4. To give encouragement and support toward the student's efforts - but avoiding the temptation of doing the work for the student.

Parents can be asked to sign a form that aids the teacher in problem evaluation of homework.

TIME FREQUENCY:

Homework should be assigned on a regular and reasonable basis depending on the specific subject area and the discretion of the teacher. Long term assignments, requiring more than two weeks to complete, should be limited to one per marking period by the same subject area teacher.

COUNSELING:

The role of the guidance counselor is imperative to the success of any home-work policy. In her relationship of understanding with all groups, she must be utilized as a coordinator of teacher expectations and student responsibility. Her office should also possess necessary information as to student performance and ability. The counselor should be aware of specialized help to meet the student's needs.

SUMMARY:

The schools of Schuylkill Haven Area School District regard the assignment of homework as a mutual effort involving all the talents of each individual within the district. It is an effort of responsibility, resulting in increased skill and development of outstanding children.

PLAGIARISM POLICY

Plagiarize is defined as: to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source.

Intransitive Senses: to commit literary theft: present as new and original an idea or product derived from an existing source.

Students may not plagiarize the words of another by using them in a creation to which they take credit for as being their own work. Whenever words or ideas are utilized from another's work, they must be properly credited and cited.

Teachers will closely review student work and will notify the child, parent, and principal whenever plagiarism is suspected.

Consequences are as follows:

First Offense - Student shall receive a zero for the assignment.
Second Offense - (in the same subject area) Student shall receive a zero for the marking period.
Third Offense - (in the same subject area) Student shall fail said course for the academic year.

PARENT-TEACHER CONFERENCES

It is acknowledged that much more value can be derived from a parent-teacher conference, centered on the individual child, than can possibly be attained through the issuance of several formal report

cards. Parent-teacher conferences, either parent initiated or teacher initiated, are strongly encouraged so there may develop a better understanding between the home and school. Please call 570-385-6731 if you desire a conference.

VISITATIONS TO SCHOOL

Parents are cordially invited to visit school. It is hoped parents can find time to visit during the school year. A better education can result from close cooperation between the home and the school. Visitations to school may be arranged by contacting the child's teacher in advance of the visit.

All visitors should enter and exit the building using the front entrance. Visitors are also required to check in and out of the office. These procedures are in place to make our school a safe place for your child(ren). Staff have been instructed to question any unfamiliar person; please do not take offense.

Please make sure you have your driver's license with you in order to sign in. Thank you in advance for your cooperation.

PLAYGROUND SUPERVISION POLICY

School playgrounds are supervised by school personnel only. Parents are not permitted on the playgrounds to watch or supervise their children.

PROCEDURES FOR PARENT-TEACHER COMMUNICATIONS AND RESOLUTION OF ISSUES

The Schuylkill Haven Area School District recognizes that, from time to time, concerns, problems and issues arise relative to school and class functions, that parents desire to communicate or resolve with district staff members.

To meet this on-going need, the following policy statement is provided in order to expedite the process and to clarify procedures for parents. The guiding principle in this process is the need to resolve the problem or concern at the lowest level of the organization structure - that is - as close to the source of the matter as possible.

The individual professional employee is, in most cases, the initial starting point for such communications. Contact should be made by the parent with the individual teacher. A parent-teacher conference should be arranged by both parties. It should be noted that, in similar fashion, the teacher may initiate the conference if a need arises at the classroom level. A Parent Conference Report Form is provided to record officially the specifics of the problem and follow-up details. Copies of the report shall be submitted to the immediate supervisor (principal).

If satisfactory resolution is not reached at this initial conference, the parent may request a supervisory meeting. A follow-up Conference Form shall be provided to the parent in order to initiate this follow-up meeting. All involved individuals shall be included at this conference at the discretion of the principal.

The chain-of-command process shall continue with provisions made for follow-up with the Superintendent of Schools and the Student Affairs Committee of the Board of School Directors. The decision of the Board shall be final in all cases.

It should be noted that Guidance Counselors are available at all levels and are available for the communication process at its early stages. Parents are urged to use this service whenever necessary.

CHILD PROTECTIVE SERVICES LAW

It is the policy of the Schuylkill Haven Area School District to maintain a student learning environment free from serious bodily injury, sexual abuse and sexual exploitation. Any employee of the

Schuylkill Haven Area School District shall be required to report any school employee when there is "reasonable cause to suspect" that a student is a victim of serious bodily injury or sexual abuse or sexual exploitation.

Effective July 1, 1996, the superintendent shall require each applicant for employment to submit an official clearance statement issued within the preceding year by the Department of Public Welfare. No applicant may be hired who is named as the perpetrator of a founded report or is named as an individual responsible for injury or abuse in a founded report for school employee.

BREAKFAST PROGRAM

The Schuylkill Haven Area School District operates a breakfast program. It is available to children who wish to participate from 8:00– 8:20 A.M. A typical elementary breakfast consists of cereal, milk, bread, juice. Hot meals will be served at least two days per week.

Breakfast will be served, free of charge, for all students.

Breakfast will not be served on days which are delayed due to weather.

LUNCH PURCHASING PROCEDURE

School Lunch will be offered for every student, free of charge, during the 2026-2027 school year.

EDUCATIONAL TRIPS - VACATIONS

Parents that are planning to take their child on an educational trip during the school term are requested to notify the Elementary Principal in writing prior to the trip. The written notification should include the date(s) of the trip, destination, and nature of the trip. The child's teacher shall also be notified in order that arrangements can be made for class assignments. Forms may be picked up in the office. Students may be granted up to 5 excused days per school year for educational field trip purposes. Students will be responsible for all missed schoolwork during the time of their educational field trip.

Educational trips are not to be taken during standardized testing.

FINANCIAL AND OTHER OBLIGATIONS IN GENERAL

Students must meet financial and other obligations to receive a report card. Report Cards are held in the office until the day after the obligations are met. Other obligations include but are not limited to:

1. Overdue library books.
2. Money owed for lost books (text and library).
3. Items lent to the student by the school.
4. Lunch/breakfast debt.

LIBRARY BOOKS AND TEXTBOOKS/WORKBOOKS

Pupils are held responsible for loss or damage of any books. When books are lost, pupils shall report the loss to the subject teacher and the principal, pay for the books and secure other ones. If the lost book is found, the money will be refunded to the pupil.

The following policy shall be used to determine the cost of lost books:

Library Books - Actual Replacement Cost
Textbooks (1-3 years old) - Actual Replacement Cost for New book
Textbooks (4 yrs. or older) - Actual Replacement Cost per Used book Catalogue
If not available, 60% of cost for new book replacement.

DRESS CODE

The Schuylkill Haven Area School District encourages its students to wear clothing that is clean, neat and of appropriate length for an academic environment. All students are expected to exercise good taste and judgment in compliance with State Board of Education Regulations, Student Rights and responsibilities, Section 12:11.

The following types of clothing are banned:

- Vulgar, offensive messages. Clothing that is offensive to staff and fellow students. Clothing that contains messages that are vulgar, offensive, obscene or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.
- Clothing that presents a safety hazard. **Students may not wear any apparel that could pose a threat to the health, safety, or welfare of the school community. No chains, spiked or choke collars may be worn or carried at any time; this includes wallet chains, etc.**
- Clothing that is a health hazard to the individual student and the general student population.
- Hats, caps, bandannas and similar headwear are not to be worn in district buildings except for medical or religious purposes **with administrative approval**.
- Sexual message or innuendoes.
- Drug or alcohol paraphernalia.
- Advertisements for alcohol or cigarettes.
- Racially or ethnically offensive messages.
- Harassment aimed at any group or individual.
- Brief and/or revealing clothing. Students must recognize that brief and/or revealing clothing is not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear tank tops, halter tops, garments with spaghetti straps or strapless garments. Garments that are "see-through", cut low, or expose one's midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. **Skirts and shorts must not be shorter than the student's fingertips when his/her arms are held at his/her side.**
- Undergarments must not be visible.
- Sagging Pants. Students shall not wear pants **or shorts** that when fastened sag or fit below the waist. All pants **and shorts** must fit around the waist and be properly fastened.
- Excessive length **or baggy clothing (includes but is not limited to trench coats) is not permitted. Unless there are heating problems, all jackets/coats must be kept in lockers and**

not worn during the school day.

Elementary Center:

- **Students should not come to school with hair coloring or color spray of a fluorescent or non-typical color in their hair.**
- **Shoes should be safe and appropriate for an active child. Flip flops, slippers, backless shoes and Heelies or other sneakers with wheels are not permitted.**

PENALTIES FOR VIOLATION

First offense - Warning. Student must change into something appropriate, either brought from home by a parent or guardian or provided by the school. Parents are notified that student is in violation of the dress code.

Second offense - **Student must change into something appropriate, either brought from home by a parent or guardian or provided by the school. Parents are notified that student is in violation of the dress code. One hour of detention will be assigned.**

Third offense - Student must change into something appropriate, either brought from home by a parent or guardian or provided by the school. Parents are notified that student is in violation of the dress code. ½ day in-school suspension will be assigned..

Fourth offense - Student must change into something appropriate, either brought from home by a parent or guardian or provided by the school. Parents are notified that student is in violation of the dress code. 1 day in-school suspension will be assigned.

Fifth offense - Informal hearing, alternative education considered as an option.

FIRE DRILLS

Each month during the school term a fire drill is conducted in compliance with the Public School Code. A schedule of evacuation procedures has been developed with each teacher directing the pupils in leaving the building.

PUPIL WITHDRAWAL

Parents of pupils who are moving from the district shall notify the Elementary Office in advance of the move to fill out withdrawal forms. Information required will be new address, the name of the school which the pupil will attend, and the last date of attendance in the Schuylkill Haven Area School District.

CHANGE OF ADDRESS

It is extremely important that the school office be notified promptly if any change of address should occur, regardless as to how short a distance it may be from the original address. Please give this information promptly to the Elementary office 570-385-6731. Parents will need to sign a change of address form and proof of new residency will also be needed.

PARENT PARKING POLICY

All parents are urged to park their vehicles in the side elementary school parking lot adjacent to the high school parking lot. This policy should be followed whenever you are leaving your vehicle to enter the school for an extended period of time. Numbered parking spaces in the front lot are designated for handicapped drivers and Schuylkill Haven Area Elementary staff only.

We are asking that you do not park at the curb in front of the Elementary Center in the morning between 7:15 a.m. - 8:15 a.m. and in the afternoon between 2:15 p.m. – 3:15 p.m. if dropping or picking up your child during the school day.

PARENTS AND VISITORS

All parents and visitors must use the front entrance and register in the office when entering the building. Parents will remain in the office waiting area for their child or the teacher if they wish to have a conference with the teacher. For those parents going within the building will be issued a visitor badge and his/her driver's license will be held in the office until departure.

STUDENT ENTRANCES AND EXITS

1. All bus students will enter and leave the building at the entrance adjacent to the high school parking lot. (West side of building)
2. WALKERS/PARENT TRANSPORTATION
   All students who walk to school or who are transported by their parents will use the main entrance adjacent to the elementary school parking lot.

STUDENT TRANSPORTATION - AFTER SCHOOL

When it becomes necessary for a student to leave school at dismissal using a different means of transportation than they normally use, a written note must be forwarded to the teacher informing him/her of the date and means of transportation to be used. If using school provided transportation, students must use the transportation assigned to them. **Students will be required to utilize their regular means of transportation unless written notice is received by the teacher.**

RELEASE OF PUPILS

Pupils will be released during the school day only to parents or guardians. A note from the parent or guardian shall be sent to the child's teacher before the absence notifying the teacher of the date, time, and reason for the release from school. Doctor and dental appointments should be scheduled around school hours whenever possible. When it becomes necessary to schedule dental and doctor appointments during school, please notify the teacher when the student will miss class. It is necessary for an adult to pick up students at school for such appointments.

TRANSPORTATION POLICY – SCHUYLKILL HAVEN AREA SCHOOL DISTRICT

Schuylkill Haven Area will assign students to a bus prior to the beginning of the school year. This bus assignment is based upon the student's home address. If you as a parent or guardian need alternate transportation for your child other than home, your request must be submitted in writing to the office no later than the last Friday of July. Transportation may be provided, upon approval, to one alternate location such as a daycare or babysitter, but no "on occasion" requests will be approved. Alternate location changes shall be for one location only, five days a week, AM and/or PM on an established bus route. If you have an emergency and alternate arrangements need to be made for your child on a particular day, you must send a signed and dated note to the office at the appropriate school building. Final determination as to what is an emergency will be made by school personnel. Any alternate drop off point must be at an established bus stop.

Students will be assigned to a bus and will remain on that bus throughout the year. Parents are responsible for making necessary arrangements for periodic babysitting or visits to family or friends. Students will not be dropped off at any location other than their assigned bus stop. If your family moves within the district during the school year, then, and only then, will a bus transfer request be

accepted. This arrangement is needed due to the limited seating on our buses and to ensure the safety of the children. It will also avoid confusion about what bus the child is riding on a daily basis.

Parents/guardians who want their children to walk to and from school or plan to drive their children to and from school must notify the school in writing. Due to the location of our schools, most students are entitled to bus transportation. Without written notification, teachers assume students are bus riders. Also, if someone other than a parent/guardian is picking up a child, the parent/guardian must notify the school in writing and date the request.

SPECIAL REQUESTS FOR ALTERNATE TRANSPORTATION

Many requests are received daily asking that students be permitted to ride on a bus other than their assigned bus. We have attempted to satisfy requests in the past, however, the increase of these demands creates a situation whereby some buses reach full capacity. Each bus has legal limits regarding the number of individuals who may be seated. Special requests for alternate transportation must be limited to emergencies only.

We ask for the cooperation of all parents in an attempt to prevent any bus from becoming overcrowded. Please understand that your request is one of many being received daily. Also, the safety of all children cannot be compromised. Requests for alternate transportation must be minimized and should only be made when absolutely necessary. Effective immediately, you are asked to adhere to the following:

- **Special requests must be made prior to 2:00 p.m.**
- No student should ever be placed on a bus without prior approval from the school office.
- Please limit special requests to emergency or extreme hardship situations.
- Submit requests at least **two days in advance.**

We apologize for any inconvenience this may cause, however, your child's safety is a priority. Please contact the school office should an emergency arise; we will make arrangements to transport any student in these situations. We thank you in advance for your consideration.

PARTIES IN SCHOOL

The following guideline shall be observed in reference to parties in school:

Birthdays - Parties are limited to recess periods at the option of the classroom teacher. Invitations can only be distributed in school if there is an invitation for each child in their classroom. Addresses cannot be provided.

Halloween - A party will be held at the discretion of the teacher. * Light refreshments may be served at the option of the classroom teacher.

Christmas - A party will be held on the last full school day preceding the Christmas vacation. Light refreshments may be served at the option of the teacher. There will be no student gift exchange.

Valentine's Day - An exchange of valentines shall be held with light refreshments served at the teacher's option. The party will be on Valentine's Day unless another designated date is announced by the Elementary Principal.

- **Our Student Wellness Policy encourages healthy snacks.**

NUTRITION, FOOD ALLERGIES AND CLASSROOM TREATS

The Schuylkill Haven Area School District is committed to helping our children grow strong and healthy. **Nutritious snacks** are welcome for the purpose of celebrating birthdays and other special occasions. Please discuss with your child's teacher before sending items that contain any nuts or oils made from nuts, such as peanuts. We have several children within our school who are highly allergic to nuts and merely being in close proximity will trigger an anaphylactic reaction.

STUDENT WELLNESS POLICY

Beginning on July 1, 2006, the Schuylkill Haven Area School District adopted its Student Wellness Policy. Through nutrition education and physical education and activity, we hope to help our students foster lifelong habits of healthy eating and physical activity. The policy is available via the district website (www.shasd.org). If you have any questions regarding the Student Wellness Policy, please contact Mr. Matthew Buletza, Director of Curriculum and Innovation.

HOLIDAY VACATION DATES

Please refer to the calendar located in the booklet for school vacation dates. Holiday early dismissal times will be announced through Apptegy or memo.

LOST AND FOUND

Many items of clothing, sports and personal school equipment are placed in our lost and found box located in each building. Please check with the school if your child is missing items.

CARE OF SCHOOL BOOKS AND PROPERTY

Books as well as other school supplies are furnished for use of the pupils at public expense. Pupils are responsible for the loss or damage of books and school property. When a book is lost, the pupil's teacher should be notified **IMMEDIATELY**, the book paid for and another one secured. If the lost book is later found, the money will be refunded upon return of the second book. The cost of books can be secured from the Elementary Principal.

SEEKING ADDITIONAL INFORMATION

The administration and staff is ready at all times to assist in matters pertaining to school business. Parents and students should feel free to call upon the administration or staff members if they have any school problems. (570-385-6731)

A.I.D.S. INSTRUCTION

The Pennsylvania Department of Education has mandated that children at the elementary level receive instruction on the topic of A.I.D.S. In our school system, students, grades one through four, will receive this instruction which will be incorporated into our health curriculum. Parents are allowed to read the planned course of study by making an appointment with the elementary principal. Also, any parent, who wishes his/her child excluded from this instruction, must state this in writing to the elementary principal.

SCHOOL NURSE

The school nurse will be happy to meet with you to discuss any health problems involving your child. Please call the school to arrange a conference at 570-385-6734 ext. 403.

ILLNESS DURING SCHOOL

If your child is taken ill or is injured at school he will receive first aid only and parents will be called to take the child home. Transportation of ill children is a family responsibility.

If your child is sent home because of a fever of 100° or higher, he/she will not be allowed to return to school until they are fever free without the aid of medicine for 24 hours.

Please be sure your Emergency Care Form is accurate and up to date so we may contact you in the event of an emergency.

COMMUNICABLE AND CONTAGIOUS INFECTIONS

Please keep your child at home when he/she is ill. Notify the school if your child develops a communicable disease or contagious infection.

If upon examination by the family physician it is found that this child does not have a communicable disease or condition transmissible to others the pupil may be authorized immediately to return to school provided a physician has completed the appropriate certificate.

Should diagnosis establish the existence of a communicable disease or condition transmissible to others, your child shall be restricted to his own premises for duration of exclusion period stated below. The child will be readmitted to school upon receipt of physician's certification of recovery. (Exceptions – German measles, mumps and chicken pox – no physician's certificate needed).

Communicable Infectious or Contagious Conditions	**Minimum Period of Exclusion From School (Restricted to Premises)**	**Physician's Certificate**
Diphtheria	2 weeks from the onset or until appropriate negative culture tests.	Required
Measles	4 days from the onset of rash.	Required
Mumps	9 days from the onset or until subsidence of swelling	Not Required
Whopping Cough (Pertussis)	3 weeks from the onset or 5 days from institution of appropriate antimicrobial therapy.	Required
German Measles (Rubella)	4 days from the onset of rash	Not Required
Chickenpox	5 days from the appearance of the first crop of vesicles, or when all the lesions have dried and crusted, whichever is sooner.	Not Required
Respiratory Streptococcal Infections including Scarlet Fever	At least 10 days from the onset if no physician is in attendance or 24 hours after institution of appropriate anti-microbial therapy.	Required
Infectious Conjunctivitis (Pink Eye)	Until judged not infective; that is, without a discharge.	Required
Impetigo Contagiosa	24 hours after the institution of appropriate treatment.	Required
Ringworm	The person shall be allowed to return to school, child care or other group setting immediately after the first treatment, if body lesions are covered. Neither scalp nor body lesions that are dried need to be covered.	Required
Head Lice (Pediculosis Capitis)	The person shall be allowed to return to either the school, child care or other group setting immediately after first treatment. The person shall be reexamined for infestation by the school nurse, or other health care practitioner, 7 days posttreatment.	Not Required

Body Lice (Pediculosis Corpora)	After completion of appropriate treatment.	Required
Scabies	after completion of appropriate treatment.	Required
Trachoma	24 hours after institution of appropriate treatment.	Required
Tuberculosis	Following a minimum of 2 weeks adequate chemotherapy and 3 consecutive negative morning sputum smears, if obtainable. In addition, a note from the attending physician that the person is noncommunicable shall be submitted prior to readmission.	Required
Neisseria meningitides	Until judged noninfective after a course of rifampin or other drug which is effective against the nasopharyngeal carriage state of this disease, or until otherwise shown to be noninfective.	Required

IMMUNIZATION REQUIREMENTS

Pennsylvania state law requires that all children receive the following basic immunizations before entering school for the first time:

DIPHTHERIA	4 doses of diphtheria* (1 dose on or after the 4th birthday)
TETANUS	4 doses of tetanus* (1 dose on or after the 4th birthday)
POLIO	3 doses of polio
MEASLES	2 doses of measles**
MUMPS	2 doses of mumps**
RUBELLA	1 dose of Rubella (German measles)**
HEPATITIS B	3 doses of hepatitis B
CHICKENPOX	2 doses of varicella (chickenpox) or history of disease

* Usually given as DTP or DTaP or DT or Td

** Usually given as MMR

Medical and religious exemptions are allowed.

CONCUSSIONS

Should your child suffer concussion-like symptoms or be diagnosed with a concussion by medical personnel please contact the nurse's office immediately so proper steps can be followed to ensure your child is cared for properly and is safe during school hours.

HEALTH SERVICES

The Pennsylvania School Health Act stipulates that "medical examinations shall be provided for all children on original entry into school (kindergarten or grade 1) in the 6th grade and in the 11th grade."

- Dental examinations shall be provided for all children upon original entry into school (kindergarten or grade 1) in the 3rd grade and in the 7th grade.
- Parents may have the required examinations conducted by their private physician and dentist, and are urged to do so, as this provides continuity in the child's care. Private examinations

must be recorded on a form provided by the school nurse.
- All children receive an annual vision screening test.
- All pupils in kindergarten, grades one, two, three, seven and eleven receive a hearing screening test. Any pupil, in any grade, who is known to have a hearing loss receives a hearing test each year.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Schuylkill Haven Area School District recognizes the need to protect the confidentiality of personally identifiable information in the educational records of students in accordance with federal and state law. The Family Educational Rights and Privacy Act (FERPA), is a Federal law that protects the privacy of student education records. This law protects the confidentiality of student educational records by limiting their disclosure.

FERPA affords parents and students eighteen years of age and older certain rights with respect to the student's educational records. These rights are summarized as follows:

The right to inspect and review the student's educational records within 45 days of the date that the District receives a request for access.

Parents should submit a written request to the school principal identifying the record(s) that they wish to inspect. The principal will make arrangements for access and notify the parents of the time and place where the records may be inspected. Parents have the right to request copies of the records and the District may charge a reasonable copying fee as long as it does not prevent the parents from exercising their right to inspect and review their child's records.

The right to request the amendment of the student's educational records that the parents believe are inaccurate, misleading or violate the privacy or other rights of the child. Parents may request that the District amend a record by writing to the school principal, clearly identifying the part of the record they would like to change, and specifying why the change is warranted. The District will notify the parents in writing of the decision and advise them of their right to a hearing regarding their request for the amendment. Additional information regarding the hearing procedures will be provided to the parents upon notification of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law authorize disclosure without consent.

The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. Complaints may be made by contacting the Family Policy Compliance Office at the following address:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

For more information see also the District's Student Records Policy (216). Additional information regarding student records, including access request information, is available by calling the District at 570-385-6705.

ENFORCEMENT OF RESIDENTIAL STATUS AND DUE PROCESS RIGHTS

The district has the responsibility and right to use legal means available to assure that students enrolled in the district's schools are legal residents meeting the standards of residency cited in this policy. The district may utilize standard investigation procedures including home visits, verification of

information with third parties, social agencies, schools and governmental organizations and agencies. The district recognizes that access to public education is a basic property right which persons cannot be denied without due process.

In cases where non-residency is suspected, parents and guardians shall be guaranteed the following due process rights:

Notice of the specific charges;
The right to an informal hearing:
The right to retain legal counsel;
The right to be presented with the names of witnesses against them and copies of their statements;
The right to have such witnesses appear in person and answer questions or be ross-examined;
The right to testify and present witnesses on their behalf;
The right to waive the hearing.

NONDISCRIMINATION POLICY

The Schuylkill Haven Area School District is an equal opportunity educational institution that does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, gender, sexual orientation, handicap/disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Mr. Matthew Buletza, Compliance Coordinator, Schuylkill Haven Area School District, 501 East Main Street, Schuylkill Haven, PA. 17972. Contact email:buletzam@shasd.org

INTEGRATED PEST MANAGEMENT (IPM)

The Schuylkill Haven Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic product when possible. Applications will be made only after normal school hours. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification you must be placed on the school notification registry. If you would like to be placed on the registry, please notify the district in writing to the attention of Dr. Shawn Fitzpatrick, Superintendent, 501 East Main Street, Schuylkill Haven, PA. 17972. Please include your email address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem (ex. stinging insects), notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products, self-containerized baits placed in area not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

Each year the district will prepare a new notification registry.

If you have any questions, please contact Mr. Ken Albitz, IPM Coordinator at 570-385-6729.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) NOTIFICATION

The Schuylkill Haven area School district is committed to maintaining a safe and healthy learning and working environment for all students and employees in our school. As a result of improved methods of medical research, we have an increasing awareness of the presence of substances in our environment that may be dangerous to our health. Certain materials known generally as "asbestos" have been identified as being among those substances. While materials containing asbestos were used for many years as insulation and fire-retardants in the construction of schools and other buildings, without the knowledge of the danger by the school district and other consumers, we now know that exposure to and inhalation of, asbestos fibers that are released into the air may pose a hazard to the health of our students and employees.

In response to these concerns, the district has taken the necessary actions to address the issue, and to comply with all federal, state and local laws relating to the presence of asbestos. All known friable (flaking) asbestos has been removed from all of the district's buildings. Of the options available to deal with the presence of friable asbestos, removal was clearly the safest and only permanent solution to the problem. The district decided to remove the friable asbestos in compliance with the Environmental Protection Agency's 1982 Friable Asbestos-Containing Materials in Schools; Identification and Notification Rule. Implementation of the management plan has been in operation since 1986. Since then, the high school and middle school buildings were completely renovated. The elementary center, built in 1990-91, never contained any asbestos type materials.

The asbestos management plan for our building include: this notification, the inspection and assessment report, educating and training our employees, a set of plans and procedures designed to minimize the disturbance of the asbestos-containing materials, and plans for regular surveillance of the asbestos-containing materials, and plans for regular surveillance of the asbestos-containing materials. A copy of the asbestos management plan is available for your inspection at the Administration Office, 501 East Main Street, Schuylkill Haven, PA 17972. Mr. Ken Albitz is the Asbestos Program Manager and all inquiries regarding the plan should be directed to him (570-385-6729).

Commonwealth of Pennsylvania
STATE BOARD OF EDUCATION
APPENDIX B

Regulations of the
State Board of Education of Pennsylvania

CHAPTER 12 - STUDENTS

(Approved September 13, 1974; Section 12.31 and 12.32 approved July 14, 1974 and amended July 15, 1977; Chapter amended March 10,1983 - effective February 18, 1984)

STUDENT RIGHTS AND RESPONSIBILITIES

Section 12.1 Free education and attendance.
12.2 Student responsibilities.
12.3 School rules.
12.4 Discrimination.
12.5 Corporal punishment.
12.6 Exclusions from school.
12.7 Exclusion from classes-in-school suspension.
12.8 Hearings.
12.9 Freedom of expression.
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12.11 Hair and dress.
12.12 Confidential communications.
12.13 (Reserved).
12.14 Searches.
12.15 (Reserved)

PUPIL RECORDS

12.31 General requirements.
12.32 Elements of the plan.
12.33 Guidelines.

12.1 Free education and attendance

(a) All persons residing in this Commonwealth between the ages of 6 and 21 years and entitled to a free and full education in the Commonwealth's public schools.

(b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools nor from extracurricular activities because of being married or pregnant.

12.2 Student responsibilities

(a) Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, all students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

(b) No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

(c) Students should express their ideas and opinions in a respectful manner.

(d) It is the responsibility of the students to conform to the following:

(1) Be aware of all rules and regulations for students behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.

(2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
(3) Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
(4) Assist the school staff in operating a safe school for all students enrolled therein.
(5) Comply with Commonwealth and local laws.
(6) Exercise proper care when using public facilities and equipment.
(7) Attend school daily and on time at all classes and other school functions.
(8) Make up work when absent from school.
(9) Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
(10) Report accurately and not use indecent or obscene language in student newspapers or publications.

12.3 School rules.

(a) The school board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited: it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated in the statutes of this Commonwealth, or which may reasonable be implied or necessary for the orderly operation of the school.

(b) School boards may not make rules which are arbitrary, capricious or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

(c) Each board of school directors shall adopt a code of student conduct which shall include policies governing student discipline and a listing of student rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed in each school library.

12.4 Discrimination

Consistent with the Pennsylvania Human Relations Act (43 P.S. 951-963), no student shall be denied assess of a free and full public education on account of race, religion, sex, national origin, or handicap.

12.5 Corporal punishment

In order to present uniform direction on regarding corporal punishment, the following is adopted as district policy for the guidance of all employees of the Schuylkill Haven Area School District.

1. Corporal punishment, namely physically punishing a student for an offense, may not be administered by employees.
2. However, reasonable force may be used by teachers and school authorities under any of the following circumstances:

a. To quell a disturbance.
b. To obtain possession of weapons or other dangerous objects.
c. For the purpose of self-defense.
d. For the protection of persons or property.

12.6 Exclusions from school

(a) The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting exceptional students shall be governed by 22 Pa. Code 13.62 and 341.91 (relating to right to education and disciplinary exclusions of certain handicapped students from special education placement).

(b) Exclusion from school may take the form of suspension or expulsion.

(1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.

(i) Suspensions may be given by the principal or person in charge of the public school.

(ii) No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

(iii) The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.

(iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in 12.8(c) (relating to hearings).

(v) Suspensions may not be made to run consecutively beyond the 10 school day period.

(vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the board of school directors.

(2) Expulsion is exclusion from school by the board of education for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under 12.8 (relating to hearings).

(c) During the period prior to the hearing and decision of the board of school directors in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (D).

(d) If it is determined after an informal hearing that a student's safety, morals or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more then 10 school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.

(e) Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.

(1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's superintendent.

(2) If the parents or guardian are unable to provide for the required education, they must within 30 days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If 30 days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must re-contact the parent and, pending the parents' or guardian's provision of such education, the district must make some provision for the student's education or proceed under paragraph (3) or do both.

(3) If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act (42 Pa. C.S. 6301-6308), to ensure that the child will receive a proper education. See 12.1(b) (relating to free education and attendance).

12.7 Exclusion from classes — in-school suspension.

(a) No student may receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.

(b) Communication to the parents or guardian shall follow the suspension action taken by the school.

(c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in 12.8 (relating to hearings).

(d) The student's school district has the responsibility to make some provision for the student's education during the period of the in-school suspension.

12.8 Hearings

(a) Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

(b) A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or a duty committee of the board, or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.

(1) The following due process requirements are to be observed with regard to the formal hearing:
   (i) Notification of the charges shall be sent to the student's parents and/or student's guardian by certified mail.
   (ii) Sufficient notice of the time and place of the hearing must be given.
   (iii) The hearing shall be held in private unless the student or parent requests a public hearing.
   (iv) The student has the right to be represented by counsel.
   (v) The student has the right to request to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
   (vi) The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
   (vii) The student has the right to testify and present witnesses on his own behalf.
   (viii) A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
   (ix) The proceeding must be held with all reasonable speed.

(2) Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.

(c) The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

(1) The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
(2) The following due process requirements are to be observed in regard to the informal hearing:
   (i) Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
   (ii) Sufficient notice of the time and place of the informal hearing given.
   (iii) A student has the right to question any witness present at the hearing.
   (iv) A student has the right of student to speak and produce witnesses on his own behalf.
   (v) The district shall offer to hold the informal hearing within the first 5 days of the suspension.

12.9 Freedom of expression

(a) The right of public school students to freedom of speech was affirmed by the United States Supreme court in Tinker v. Des Moines Community School District, 393 U.S. 503 (1969).

(b) Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.

(c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

(1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.

(2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

(d) Identification of the individual student or at least one responsible person in a student group may be required on any posted or distributed materials.

(e) School officials may require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property.

(f) Bulletin boards shall conform to the following:

(1) School authorities may restrict the use of certain bulletin boards.

(2) Bulletin board space shall be provided for the use of students and student organizations.

(3) School officials may require that notices or other communications be officially dated before posting, and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

(g) School newspapers and publications shall conform to the following:

(1) Students have a right and are as free as editors of other news papers to report the news and to editorialize within the provisions in paragraphs (4) and (5).

(2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.

(3) School officials may not censor or restrict material simply because it is critical of the school or its administration.

(4) Prior approval procedures regarding copy for school newspapers shall identify the individual to whom the material is to be submitted and shall establish a limitation on the time required to make decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

(5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non staff members shall be developed and distributed to all students.

(h) The wearing of buttons, badges, or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).

(i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

(1) A proper time and place set for distribution is one which would give the students the opportunity to reach fellow students.

(2) The place of such activity may be restricted to permit the normal flow of traffic

within the school and at exterior doors.

(j) School officials should adopt and publish guidelines for student use of school facilities and equipment.

(k) The constitutional right of freedom of speech guarantees the freedom of public school students to publish materials on their own.

(1) The school has no responsibility to assist students or to provide facilities in the publishing of such materials.
(2) The students themselves have sole responsibility for any statements published.
(3) Approval procedures must be followed prior to distribution or display of materials on school property. See subsection (i).

12.10 Flag Salute and the Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his country and its flag.

(1) Students recite the Pledge of Allegiance every morning during opening exercises.
(2) Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.

12.11 Hair and dress

(a) Students have the right to govern the length or style of their hair including facial hair. Any limitation of this right shall include evidence that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard. Where length or style of the presents a problem some types of covering should be considered.

(b) School officials may not impose limitations on dress unless the attire causes the disruption of the educational process or constitutes a health or safety hazard.

(c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extra-curricular activities, or other situations where special attire may be required to insure the health or safety of the student.

(d) Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

12.12 Confidential communications

(a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa. C.S. 5945 (relating to confidential communications to school personnel).

(b) Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

12.13 (Reserved).

12.14 Searches

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search students shall be notifies and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning.

12.15 (Reserved)

PUPIL RECORDS

12.31 General requirements

(a) The governing board of every school district, intermediate unit and area vocational-technical school shall adopt a plan for the collection, maintenance and dissemination of pupil records and submit the same to the Department for approval.

(b) Copies of the approved plan shall be maintained by the local educational agencies and updated as required by changes in State or Federal law. Copies of the updated plan shall be submitted to the Department only upon the request of the Secretary.

12.32 Elements of the plan

(a) The plan for pupil records shall conform to 12.33 (relating to guidelines), except that a school district may modify 12.33 with the approval of the Secretary, to conform with local policy.

(b) The plan shall establish policies on pupil records consistent with the minimum requirements of the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and in 34 C.F.R. Part 99 (relating to privacy rights of parents and students).

(c) Please be notified that parents/legal educational guardians may give permission to school personnel to give access to the child's records to a third party who has legitimate educational interest. Request/releases of information may be obtained by contacting a school guidance counselor or a school principal. The form must be properly completed, adhere to the district student records policy, dated and signed.

12.33 Guidelines

(a) The full text of the Guidelines for the Collection, Maintenance, and Dissemination of Pupil Records appears at 4 Pa. B.

(b) Portions of Guidelines for the Collection, Maintenance, and Dissemination of Pupil records are attached hereto as Exhibit A and made a part of this regulation.

DRUG, ALCOHOL AND SUBSTANCE ABUSE POLICY FOR STUDENTS

This policy is an effort by the Schuylkill Haven Area School District to respond effectively to the potential and current use of alcohol and drugs by members of the student body.

A fundamental concern of the Schuylkill Haven Area School District is the emancipation of all its students from the threat which drugs and alcohol pose to their present and future well-being. This concern goes beyond merely enforcing standards of conduct while students are in attendance at school or are engaged in school activities. It extends to initiating and supporting efforts to deal with the causes of drug and alcohol abuse.

The school district will work through the K-12 curriculum, classroom activities, the Student Assistance Team, county human service agencies, faculty effort, and written disciplinary procedures to prevent and intervene in the abuse of controlled substances by members of the school population.

The Schuylkill Haven Board of Education endorses and encourages participation by school personnel in progress of drug and alcohol prevention, including counseling and assisting students and parents.

SCHOOL GUIDELINES

These guidelines have been created as one part of the Alcohol and Drug Policy. They are intended to provide a consistent means for effectively responding to alcohol and drug related situations that may occur at school or at school sponsored events. They have been written with due consideration for the legal rights and responsibilities of administrators, faculty, students, and parents who may find themselves involved in such situations. All standard medical and emergency procedures shall be followed. In such instances, the student shall not be left alone, the school nurse shall be summoned immediately, and if necessary additional medical help will be secured.

The guidelines are divided according to situations that may occur at school or at school sponsored events.

1. Suspicion

Any situation wherein a student demonstrates obvious symptoms of possible drug and/or alcohol use (stagger, smell of alcohol, slurred speech, dazed appearance, incoherence, inability to respond) shall be handled as a health problem and a potential emergency.

IMMEDIATE ACTION: All standard health and first aid procedures shall be followed. The student shall not be left alone. The school nurse shall be summoned immediately. If the student must be taken to a medical facility he/she will be accompanied by the principal or authorized delegate.

INVESTIGATION: If alcohol or drug use is indicated, the principal or authorized delegate shall be responsible for all necessary investigation. This investigation may include a search, according to policy, of the student's locker and removal of apparent drug substances. The administrator will request that the student empty his/her pockets or purse and volunteer all drug substances.

NOTIFICATION OF PARENT: Parents will be immediately notified of the incident as a health problem or medical emergency and will include a description of the situation and symptoms.

CONFIDENTIALITY Maintaining the confidentiality of such situations particularly the knowledge that drugs are involved shall be the responsibility of all parties involved. Such information shall be limited to the initial parties who are in knowledge of the situation and may only be extended to medical personnel, school officials, IIT personnel.

DISPOSITION OF SUBSTANCE: All substances discovered at the emergency scene or subsequently uncovered may be turned over by the school principal or authorized delegate to medical personnel or police authorities for identification and aid in the treatment of the emergency.

DISCIPLINE: Following an informal administrative hearing the student may be suspended up to ten days. The student may be referred to the IST/SAP Team. The student shall be required to have an appointment with one of the school district's designated counselors. Recommendation for further disciplinary action, counseling or outside referral shall be made by the chosen counselor - subject the approval of the school administration.

NOTIFICATION OF POLICE: Police will be notified if necessary by school officials.

2. Possession

The student is caught with alcohol or drugs (amount typical for personal use) for the first time.

IMMEDIATE ACTION: The teacher will summon an administrator or escort the student to an administrator's office.

INVESTIGATION: The administrator will request that the student empty his/her pockets or purse and volunteer all drug substances. The student's locker will be searched according to policy.

NOTIFICATION OF PARENT: The parent will be contacted immediately, the situation described, and a conference arranged.

CONFIDENTIALITY: Information will be limited to the student, SAP, IST, principal, disciplinarian, Superintendent, and parent.

DISPOSITION OF SUBSTANCE: Substances will be sealed, documented, and turned over to the police or identification agency with request for analysis. The student's name will be withheld at this time.

DISCIPLINE: Following an informal administrative hearing, the student will be suspended up to ten days. The student will be referred to the IST/SAP Team. The student will also be required to see an appropriate drug counselor regarding the incident for a period of time to be determined by the drug counselor. The student will be informed of the option of requesting a hearing before the Board of Education.

NOTIFICATION OF POLICE: Contact will be limited to the transfer of confiscated substances at this time.

3. Defiant Possession

The student is caught for the first time with alcohol or drugs, but is uncooperative (will not turn over the substance, responds with arrogance).

IMMEDIATE ACTION: The teacher will summon an administrator or escort the student to an administrator's office.

INVESTIGATION: The administrator will request that the student empty his/her pockets or purse and volunteer all drug substances. The student's locker will be searched according to policy.

NOTIFICATION OF PARENT: The parent will be contacted immediately, and the situation described completely. The parent will be informed of the possibility of police involvement.

CONFIDENTIALITY: Information will be limited to the student, teacher, SAP, IST, parent, and if necessary police.

DISPOSITION OF SUBSTANCE: Substances will be sealed, documented, and turned over to the police or identification agency with request for analysis. The substances may be used as a basis and evidence for legal proceedings.

DISCIPLINE: Following an informal hearing, the student will be suspended for a period of up to ten days. The student may be referred to the IST/SAP Team. A formal hearing by the Board of Education may be warranted to determine the possible term of expulsion and/or potential conditions of return. The student will also be required to see an appropriate drug counselor regarding the incident for a period of time to be determined by the drug counselor.

NOTIFICATION OF POLICE: Police will be notified as soon as necessary to carry out searches or investigation when the student refuses to cooperate.

4. Repeated Possession

A student is caught again in possession of a drug substance.

IMMEDIATE ACTION: The teacher will summon the administrator or escort the student to an administrator's office.

INVESTIGATION: The administrator will request that the student empty his/her pockets or purse and volunteer all drug substances. The student's locker will be searched according to policy.

NOTIFICATION OF PARENT: The parent will be contacted immediately and the situation

described. They will be informed the police will be called in.

CONFIDENTIALITY: Information will be limited to the student, teacher, SAP, IST, and parent.

DISPOSITION OF SUBSTANCE: Substances will be sealed, documented, and turned over to the police or identification agency with request for analysis. The student's name will be withheld at this time.

DISCIPLINE: Following an informal hearing, the student will be suspended for a period of up to ten days. A formal hearing by the Board of Education may be warranted to determine the possible term of expulsion and/or potential conditions of return. The student will also be required to see an appropriate drug counselor regarding the incident for a period of time to be determined by the drug counselor.

NOTIFICATION OF POLICE: Police will be involved.

5. Possession with intent to sell or distribute:

A student is caught with drugs or alcohol, indicating the intention to sell or distribute.

IMMEDIATE ACTION: The teacher will summon an administrator or escort the student to an administrator's office.

INVESTIGATION: The administrator will request that the student empty his/her pockets or purse and volunteer all drug substances. The student's locker will be searched according to policy. Police will be called in to possibly assist in the investigation.

NOTIFICATION OF PARENT: The parent will be contacted immediately and the situation described. They will be informed that the police will be called in.

CONFIDENTIALITY: Information will be limited to the student, teacher, SAP, IST, parent and police.

DISPOSITION OF SUBSTANCE: Substances will be sealed, documented, and turned over to the police or identification agency as potential evidence.

DISCIPLINE: Following an informal hearing, the student will be suspended up to ten days. A formal hearing by the Board of Education may be warranted to determine the possible term of expulsion and/or potential conditions of return. The student will also be required to see an appropriate drug counselor regarding the incident for a period of time to be determined by the drug counselor.

NOTIFICATION OF POLICE: Police will be involved.

6. Possible Use Referral

In situations where drug and/or alcohol use by a student is of concern - however, there is no evidence of violation of law or school regulations. Any response should be intended to help the student resolve the difficulty.

a. A student may contact a teacher regarding the drug use of another student
b. A student may be suspected of using drugs, but there is no clear evidence or obvious behavior drug use.
c. A student may volunteer information about personal drug use.

IMMEDIATE ACTION: the student should be informed of his/her right to information and counseling. A referral should be made. Discussion should regard student behavior or performance.

INVESTIGATION: In most cases, investigation is limited to discussion with the student. A teacher may contact the school or a counselor.

NOTIFICATION OF PARENT: Parents should be contacted in extreme cases of suspected drug use, even though there is no evidence. This contact will center on the student's actual behavior, not suspicion.

CONFIDENTIALITY; Information will be limited to staff members involved, student, IST and SAP. In extreme cases, the principal may be informed.

DISPOSITION OF SUBSTANCE: Not applicable.

DISCIPLINE: Not mandated, referral may be attempted.

NOTIFICATION OF POLICE: Not applicable.

WEAPONS AND DANGEROUS INSTRUMENTS POLICY

DANGEROUS WEAPONS IN THE SCHOOLS

Students have the right to obtain an education in a safe, healthy, danger-free environment.

School personnel have the right to work in a safe, healthy, danger-free environment.

In order for the Schuylkill Haven Area School District to continue to provide as safe a school environment as possible, the following Weapons and Dangerous Instruments Policy will be enforced by the school administration.

Weapons and replicas of weapons are forbidden in any school building, on school grounds, in any school vehicle or at any school sponsored activity.

"Dangerous weapon" means any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Weapons shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons. For the purpose of this policy, "Firearms" are defined per the United States Code, Title 18, Sections 921 and 14601, Gun Free Schools Act of 1994.

Any loaded or unloaded firearm or dangerous weapons possessed on or about a person while on district property is subject to seizure or forfeiture.

"Replicas of weapons" means any object, instrument or devise which a person reasonably believes to be a weapon and which causes the person observing it to experience fear of physical injury.

"School grounds" mean all school buildings, school property, school buses or any premises, grounds or vehicles used for official school activities or purposes.

"School sponsored activity" means any activity directly related to either the curriculum or to the extracurricular activities such as walking or otherwise traveling from home to school or from school to school or to any event at another school or traveling to any other school related event at a non-school site.

Incidents of students possessing weapons will be reported to the student's parents and may be reported to the police. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way.

Weapons under the control of law enforcement personnel are permitted. The Superintendent may authorize other persons to possess weapons in school buildings. The Superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

DISCIPLINARY OPTIONS AND RESPONSES

FIRST OFFENSE: The student may receive up to a ten (10) day out of school suspension or a school board hearing to consider permanent expulsion from school (See Discipline Policy, Level V).

SECOND OFFENSE: The second offense will result in a ten (10) day out of school suspension and a school board hearing to consider permanent expulsion from school (See Discipline Policy, Level V).

GUN-FREE SCHOOLS ACT OF 1994

United States Code, Title 18, Sections 921 and 14601

As used in this policy, the term "FIREARM" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device.

Such term does not include an antique firearm.

The term "DESTRUCTIVE DEVICE" means any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce mine or device similar to any of the devices described in the preceding clauses.

FIREARMS VIOLATION-DISIPLINARY RESPONSE

A student who violates the Gun Free Schools Act of 1994 will be expelled from school for a period of not less than one calendar year.

A student who brings a firearm to school will be referred to the police and the criminal justice or juvenile justice system.

The expulsion penalty applies not just to school buildings but to any school setting.

The Superintendent of Schools has the power to modify the expulsion requirements on a case by case basis.

SEXUAL HARASSMENT POLICY FOR STUDENTS

I. SEXUAL HARASSMENT PROHIBITED

It is the policy of the Schuylkill Haven Area School District to maintain a working and learning environment free from sexual harassment. Sexual harassment is hereby prohibited. Any student in the District who engages in conduct which constitutes sexual harassment as defined in this policy shall be subject to discipline up to and including expulsion. Any student in the District who is subjected to sexual harassment by the District employees, agents, or students, or by others in the course of his or her attendance at school, shall have the right to file a complaint under this policy.

II. DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination prohibited by Titles VII and IX of the Civil Rights Act of 1964, as amended, and the Pennsylvania Human Relations Act. The following behavior constitutes prohibited sexual harassment for purposes of this policy:

1. unwelcome sexual advances; or

2. requests for sexual favors; or
3. other unwelcome verbal or physical conduct of a sexual nature, which the actor knows or should know is unwelcome.

where

1. submission to such conduct is explicitly or implicitly required of the recipient; or
2. submission to or rejection of such conduct is used as the basis of school or work related decisions affecting the recipient; or
3. such conduct has the purpose or effect of unreasonably interfering with the recipient's work or school performance or of creating an intimidating, hostile, or offensive working or learning environment. The determination of the purpose or effect of such conduct shall be based upon all relevant factors, including but not limited to, the nature of the conduct, the intent of the actor, the reaction of the recipient, and the reasonable belief of the recipient and the actor as to such purpose or effect.

III. CONSEQUENCES OF VIOLATION OF POLICY

Any student in this District who is found to have engaged in conduct constituting sexual harassment may be subject to discipline up to and including expulsion. In addition, any student found to have violated this policy may be required to participate in educational activities related to sexual harassment as part of any discipline imposed. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of the individual case, considering the following factors among others:

severity of the misconduct;
pervasiveness or persistence of the misconduct;
effect on the victim or victims;
intent of the perpetrator.

IV. COMPLAINT PROCEDURE

A. Each building principal shall designate one individual to receive sexual harassment complaints from staff and students in that building. Each school year, staff and secondary students shall be notified of the identity of the designated individual, and shall be informed that the said individual is available to receive sexual harassment complaints; answer questions concerning sexual harassment, and assist in resolving problems within the building which may involve sexual harassment. Guidance Counselors have been designated to receive student complaints. Student complaints may be lodged with other appropriate individuals in the district including, but not limited to, teachers, nurses, or administrators. Sexual harassment complaint forms shall be made available in each school office for individuals who would prefer to file such complaints in writing.

B. Students shall also be informed that they may lodge sexual harassment complaints with other appropriate individuals in the district, including teachers, counselors, nurses, or administrators. All sexual harassment complaints so lodged shall be promptly and thoroughly investigated.

C. Complaints involving student-to-student sexual harassment which are lodged at the classroom or building level may be resolved informally. If an informal resolution satisfactory to the complainant and/or complainant's parents is reached, no further investigation or action by the District is required. If the problem cannot be informally resolved, it should be referred to the District Sexual Harassment Liaison for investigation as set forth below.

D. All other complaints shall be referred to the Sexual Harassment Liaison, who shall immediately initiate an investigation which shall include, but not be limited to, the

following:

1. interview of complainant
2. interview of accused
3. interview of any other persons with personal knowledge of the allegations of the complaint.

All employees involved in conducting such an investigation shall maintain strict confidentiality of all information obtained during the course of such investigation, and shall only reveal or disclose such information:

1. as part of any oral or written reports or disciplinary proceedings in accordance with this policy or other applicable school policies;
2. to union or legal representatives of the actor or recipient, the parents of a student actor or recipient, and legal counsel for the school district;
3. the police or other governmental authorities or agencies that are actively involved in a criminal or civil investigation or proceeding; and
4. as may be otherwise required by law or order of court.

V. DISPOSITION OF COMPLAINT

A. In all cases investigated by the District Sexual Harassment Liaison, the results of the investigation shall be reported in writing to the Superintendent, the building principal, and the staff member to whom the complaint was initially made. Such report shall include a conclusion and a summary of facts upon which such conclusion is based, and a recommendation as to remediation, if appropriate.

B. If the Sexual Harassment Liaison concludes that unlawful sexual harassment has occurred, the Superintendent and/or building principal shall determine appropriate remediation and/or discipline. Any disciplinary action shall be subject to limitations of the School Code, State Board regulations and other applicable law, and any applicable collective bargaining agreement.

C. If the Sexual Harassment Liaison concludes that no unlawful sexual harassment has occurred, the Superintendent and building principal shall be so notified. Under no circumstances shall any record of a complaint which is found to be without basis be placed in an accused's student record or released to any person other than the accused, the Superintendent, the building principal, ant the staff member to whom the complaint was originally made, without consent of the accused, except by order of court.

D. If the investigation is inconclusive, the Liaison shall so state in his or her report.
The Superintendent and /or the building principal may, in his or her discretion, require non-disciplinary educational activities to be conducted as a result of an inconclusive investigation. Under no circumstances shall an accused or a complainant be disciplined based upon an inconclusive investigation.

E. If the Sexual Harassment Liaison concludes that the accused is not guilty of unlawful sexual harassment, and that the complaint was lodged in bad faith, then the Superintendent and/or the building principal may impose appropriate discipline on the complainant, subject to limitations of law. In addition, if the Sexual Harassment Liaison concludes that the accused retaliated against the complainant in any way because of the complaint, then the Superintendent and/or the building principal may impose appropriate discipline on the accused, subject to limitations of law.

DISCIPLINE POLICY

Discipline is a vital and integral part of the educational process. Recognizing that the school and home need to work together to develop self-discipline within students, the Board of Directors of the Schuylkill Haven Area School District have adopted guidelines to develop more

responsible student behavior.

Five levels of misbehavior have been identified. Level I misbehaviors are the least serious while Level V misbehaviors represents the most serious acts of misbehavior. The policy specifies each level of misbehavior, examples of the level of misbehavior, procedures to be followed at each level, and the disciplinary options/responses appropriate for each level.

LEVEL I

Potential behavior patterns as viewed by the faculty.

EXAMPLES

Changes in: grades, dress, attitudes (social and educational), inappropriate social conduct, etc.

PROCEDURES

There is immediate attention by the staff member who is supervising the student or who observes the potential behavior patterns. It is recommended that anecdotal records be maintained by the teacher.

DISCIPLINARY OPTIONS AND RESPONSES

Recommend a conference with staff member and guidance for an informal discussion.

LEVEL II

Minor misbehavior on the part of the student which impedes orderly school procedures, or interferes with the orderly operation of the school or school functions.

These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

EXAMPLES:

Classroom disturbance *NOTE*: Would cover locker areas, cafeteria, field trips, etc., under disturbance of sorts.

General disturbance, halls, locker rooms, field trips, athletic fields, rest rooms.

Classroom tardiness.

Offensive language, showing lack of respect.

Non-defiant failure to complete assignments or carry out directions.

Littering.

PROCEDURES

There is immediate intervention by the staff member who is supervising the student or who observes misbehavior.

Repeated misbehavior requires a conference with a counselor (staff member) and/or administrator.

Written documentation of the incident or offense is to be submitted by the staff member.

A proper and accurate record of the offenses and disciplinary action is maintained by the administration.

DISCIPLINARY OPTIONS AND RESPONSES

Parental contact

Verbal reprimand

Special assignment (submitted by faculty)

Behavior contract

Counseling

Detention

Withdrawal of privileges (library, gym, assemblies, extracurricular activities, etc.)

LEVEL III

Misbehavior whose frequency or seriousness tend to disrupt the learning climate of the school. These infractions, which usually result from the continuation of LEVEL II misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL II disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

EXAMPLES

Continuation of unmodified LEVEL II misbehavior
School Tardiness
Truancy
Using forged notes or excuses
Disruptive classroom behavior
Cheating & lying
Cutting class
Defiant failure to complete assignments or carry out directions
Plagiarism (Parent Notification, Zero for Assignment, 1 Day of I.S.S.)

PROCEDURES

The student is referred to the administrator for appropriate disciplinary action. Written documentation of the incident or offense is provided by the staff member.
The administrator meets with the student and/or teacher and affects the most appropriate response.
The teacher is informed of the administrator's action.
A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.
A parental conference is held.

DISCIPLINARY OPTIONS AND RESPONSES

Continuation of options of LEVEL II (at administration level)
Absentee Policy
Defined School Code Policy (RE: School Laws)
School Policy
Automatic Suspension
Two in-school suspensions
School Policy (In-school suspension)
Students found guilty of second or third offense cheating shall be barred from any academic honors bestowed by the school such as inclusion in the National Honor Society, honor banquets, or other academic awards.
Flagrant or blatant first offense cheating shall also result in the loss of academic honors bestowed by the school.

LEVEL IV

Acts directed against persons or property but whose consequences do not seriously endanger the

health or safety of the student or others in the school.
These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school.
Corrective measures which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interests of all students.

EXAMPLES

Continuation of unmodified LEVEL III misbehaviors
Smoking
Fighting
Threats (Verbal)
HarassmentContinued disruptive behavior (students with multiple offenses)
Inappropriate use of the internet on school computers

PROCEDURES

The administration initiates disciplinary action by investing the infraction and conferring with staff on the extent of the consequences. Written documentation of the offense or incident is provided by the staff member.

A proper and accurate record of the offenses and disciplinary actions is maintained by the administrator.
There is a restitution of any property and damage.
The student is offered an informal hearing with the school administration if required by state law.

DISCIPLINARY OPTIONS AND RESPONSES

Continuation of options of LEVEL III (at administration level)
Homebound instruction
Temporary out-of-school suspension (3 days)
Full out-of-school suspension (10 days)
Loss of extra curricular activities/graduation activities

LEVEL V

Acts which result in violence to another's person or property or which pose a direct threat to the safety of the student or to others in the school.
These acts are so serious that they always require administrative actions which result in the immediate removal of the student from school, the possible intervention of law enforcement authorities and action by the board of school directors.

EXAMPLES

Continued disruptive behavior (students with multiple offenses)
Unmodified LEVEL IV misconduct
Extortion
Bomb threat
Furnishing/possession/use/transfer of dangerous weapons
Assault/battery
Vandalism
Theft/possession/sale of stolen property, class sale items, etc.
Arson

Furnishing/selling/use/possession of unauthorized substances
Threats (physical)
Furnishing/selling/possession/using alcoholic beverages

PROCEDURES
The administrator verifies the offense, confers with the staff involved and meets with student. Written documentation of the offense or incident is provided by the staff member.

There is immediate and complete restitution of any property and damages.
Law enforcement officials are contacted as per legal requirements.
The student is immediately removed from the school environment. Parents are notified.
A complete and accurate report is submitted to the superintendent for board action.
The student is offered an informal hearing with the school administration.
The student is offered a full due process hearing before the board if required by state law.

DISCIPLINARY OPTIONS AND RESPONSES

Full out-of-school suspension (10 days)
Long term suspension balance of school year
Expulsion (permanent)
Alternative schools
Loss of extracurricular activities/graduation related activities
Other board action which results in appropriate placement

POSSESSION
To knowingly have any unauthorized substances, weapon, etc. on ones person or in ones locker, property, wallet, purse, etc.

CORPORAL PUNISHMENT

In order to present uniform direction on regarding corporal punishment, the following is adopted as district policy for the guidance of all employees of the Schuylkill Haven Area School District.

1. Corporal punishment, namely physically punishing a student for an offense, may not be administered by employees.
2. However, reasonable force may be used by teachers and school authorities under any of the following circumstances:
   a. To quell a disturbance.
   b. To obtain possession of weapons or other dangerous objects.
   c. For the purpose of self-defense.
   d. For the protection of persons or property.

COMPUTER, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS SYSTEM AND INFORMATION POLICY

ACCEPTABLE USE POLICY

The Acceptable Use Policy can be found on the district website.

Student and parents are strongly encouraged to read the policy. Any questions should be addressed to the district's technology coordinator, or the building principal.

Students and parents who do not agree to adhere to the policy by signing the CIS Acknowledgment and Consent Form are not permitted to use any district computers or electronics data storage and retrieval systems, no access the district network.

Violators of the Acceptable Use Policy are subject to the School District's Discipline Code and could be subject to local, state and federal recourse.

LOCKER SEARCH POLICY

1. PURPOSE

The Board acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers for such storage.

2. AUTHORITY

All lockers are and shall remain the property of the school district. Students are encouraged to keep their assigned lockers closed and locked against incursion by other students, but no student may use a locker as a depository for a substance or object which is prohibited by law or district regulations or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

Title 22, Section 12.14 The Board reserves the right to authorize its employees to inspect a student's locker when such employee has reason to believe that the locker is improperly used for storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the schools.

3. DELEGATION OF RESPONSIBILITY

The Superintendent shall develop procedures to implement this policy which shall require:

All requests or suggestions for the search of a student's locker shall be directed to the school building principal.

Prior to a locker search, the student shall be notified, if possible.

The principal or representative shall be present whenever a student locker is inspected.

The principal shall open a student's locker for inspection on the request of a law enforcement officer on presentation of a duly authorized search warrant or when probable cause exist.

The principal shall be responsible for the safe-keeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker.

The principal shall be responsible for the prompt recording in writing of each locker inspection which record shall include the reasons for the search, persons present, objects found and their disposition.

Title 22, Section 12.14 Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker create an emergency, the principal may open the locker as soon as it is necessary to do so to discharge properly his/her duty to protect the persons and property in the school.

LOCKERS/LOCKER SEARCH

Each student will be assigned a locker. All books, papers, general supplies, and coats may be kept in the locker. ***Students must keep the school issued combination lock on their lockers to secure personal belongings. The school is not responsible for items which are lost or stolen. Students are not to give out their locker combination to any other individuals.*** Students will be charged for the loss and/or damage of books and school property if lost or stolen. Articles are not to be pasted or attached to the inside of lockers or locker doors. All lockers must be kept clean and will be periodically inspected. All lockers are and shall remain the property of the school district. As such, students shall have no expectation of privacy in their lockers.

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare, and safety of students in the school, student lockers may be searched without prior notification.

PA Code Title 22 Section 12.14

TERRORISTIC THREATS/ACTS

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

Terroristic threat - shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic act - shall mean an offense against property or involving danger to another person.

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

The Superintendent shall be responsible for developing administrative procedures to implement this policy.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal shall immediately suspend the student. (Suspended students may be required to submit to a psychological or psychiatric evaluation by a certified psychologist or psychiatrist of their choice to insure that the suspended student is not a danger to themselves or others.) The school will require a signed, written report from the psychologist or psychiatrist before the suspended student is permitted to return to school.
2. The building principal shall promptly report the incident to the Superintendent.
3. Based on further investigation, the Superintendent and/or Building Principal shall report the student to law enforcement officials.
4. The Superintendent may recommend expulsion of the student to the Board.
   A. If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.
   B. If a student is expelled for making terroristic threats or committing terroristic acts, upon return to school, the student shall be subject to random searches.

In the case of exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow Board policy.

HAZING

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district

and are prohibited at all times.

For purposes of this policy **hazing** is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board.

Endanger the physical health shall include but not be limited to any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled substance; or other forced physical activity that could adversely affect the physical health or safety of the individual.

Endanger the mental health shall include any activity, that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

The Board directs that no administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

The district shall annually inform students, parents, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of distribution of written policy, publication in handbooks, presentation at an assembly, verbal instructions by the coach or sponsor at the start of the season or program.

HAZING COMPLAINT PROCEDURE

1. When a student believes that s/he has been subject to hazing, the student shall promptly report the incident, orally or in writing, to the building principal.
2. The principal shall conduct a timely impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removing from the activity.

HEALTH PROBLEMS

Teachers noticing any health or medical problems with students should report this information to the nurse as soon as possible. Students that become ill should be sent to the nurse's office or the main office when the school nurse or health room technician is unavailable.

STUDENT ACCIDENT REPORT PROCEDURE

If a student receives an injury of a nature requiring medical care, an accident report form is to be completed and returned to the nurse. Students injured in intramural and inter-scholastic sports will have a school insurance accident report completed by the appropriate coach or teacher.

UNIFORM GUIDELINES FOR THE ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

The Schuylkill Haven Area School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.

Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures must be followed. The district policy for administration of medication by school health personnel is based on Pennsylvania State Law as well as administrative guidelines issued by the Pennsylvania Department of Health and Education.

For Prescription and Non-Prescription (Over the Counter) Medications:

1. The physician (Medical Doctor, Doctor of Osteopathy, Dentist, Physician Assistant or Nurse Practitioner) must complete the request for administration of medication form. Forms are available from the school nurse. No medication will be administered until form is completed and on file in the nurse's office. This includes prescription and over the counter medicine (Tylenol, cold tablets, cough syrup, etc.). Medication orders may be faxed directly to school from the physician's office.
2. The parents must sign the parent/guardian consent section on the form.
3. Any medication to be given during school hours must be delivered directly to the school nurse or health room technician by the parent or responsible adult. The medication must be brought to school in the original pharmaceutically dispensed and properly labeled container. When an adult other than the parent/guardian delivers medication to the school, the container should be placed in a sealed envelope with the student's name. It should be delivered to the health office upon the student's arrival at school and the parent or guardian assumes full responsibility for any medication sent to school. A refrigerator is available if necessary.

4. If the medication is changes, a new written order from the physician, CRNP, or PA is needed.
5. All medication is to be maintained and administered in the school health room. No medications are to be kept in the classroom. No student is to carry medication, prescription or non-prescription, with them in school; exceptions are inhaler medications or medication for life-threatening conditions, provided the necessary requirements are met. Students with an asthma inhaler, EpiPen or Insulin may keep the medication with them to self administer only if the prescribing physician, CRNP, or PA determines it is a medical necessity and completes a Self-Administration of Medication authorization form. These forms are available form the school nurse.
6. In grades K-4 individualized plans will be made for the administration of medication by the school nurse. Students in grades 5 through 12 will be responsible for reporting to the nurse's office at the time the medication is to be given. The school nurse will inform appropriate teachers of medication schedules.
7. Except in truly emergency situations (Asthma Inhalers or EpiPens), teachers my not administer individually prescribed medications.
8. The legal standards for administration of medication remain constant for field trips. Be advised that it is a violation of the Pharmacy Act for a school nurse to pour or repackage medication for a teacher or other person to administer. School nurses do not accompany students on field trips. Please contact the school nurse well before the field trip. Options are listed on the Field Trip Permission Form.
9. Medications arriving in baggies or envelopes, etc. will not be accepted or administered.
10. It shall be the responsibility of the parent to pick up their children's medication by the end of the school year. (prescription & non-prescription).
11. Weather delay often disrupts the student's medication time at home. The school dose must be adjusted accordingly. Please call the health office if the medication dose needs to be adjusted.

12. For each new school year, you must submit a new medication order from the Physician, CRNP, or PA.

SHASD Medication Administration Consent & Licensed Prescriber Order
For Prescription & Non-Prescription ("Over-The-Counter") Medication

Student Name: _____ Date/Time: _____

School: _____ Teacher/Grade: _____

In accordance with school policy, medication(s) should be given at home before and/or after school. However, when this is not possible, prior to receiving the medication at school, **each student** must provide the school nurse with a *Medication Administration Consent* form signed by the student's parent/guardian and a *Medication Order* from a licensed prescriber. All medications must be in an original prescription bottle/container from a pharmacy.

Parent/Guardian Consent:
I give my permission for my child, _____, to receive the following medication ordered by a licensed prescriber during the school day. I understand that the medications will be given by school health personnel according to my child's licensed prescriber's directions. We hereby release the Schuylkill Haven Area School District and its employees from and all liability for damages our child may suffer as a result of the request.

Parent/Guardian signature: _____Date: _____

Parent/Guardian name printed: _____ Phone: _____

Medication Delivery:
Parent/Guardian Signature or Designated Adult Delivering Medication: _____

_____ _____ _____
Date Time Amount of Medication Delivered

Signature of School Health Personnel Receiving the Medication: _____

Licensed Prescriber Medication Order:

Patient's Name: _____ Date: _____

Diagnosis: _____

Name of Medication: _____

Route and Dosage: _____

Time of Administration: _____

Directions: _____

Possible Side Effects or Contraindications: _____

Discontinuation Date: _____

Allergies: _____

Other Medications That Student Is Current Taking: _____

Licensed Prescriber Signature: _____

Licensed Prescriber Name Printed: _____ Phone: _____

Fax Numbers
Elementary Center 385-6742

Middle School 385-6743

Schuylkill Haven Area School District
Health Services
Authorization for Administration of Inhaled Asthma Medication
(Use a separate authorization form for each medication)

School: _____
Student's Name: (First/M/Last) _____

Sex: (please circle) Female Male Birthdate: ____/____/____

FOR COMPLETION BY PHYSICIAN, NURSE PRACTITIONER, OR PHYSICIAN'S ASSISTANT:
Physician's Name: _____
Telephone Number: _____ Fax Number: _____
Emergency Contact Number: _____
Diagnosis: _____
Name of Medicine: _____
Form: _____ Dose: _____

Is the child knowledgeable about his/her asthma medication? ☐ Yes ☐ No
Has the child demonstrated the proper technique in administering medication? ☐ Yes ☐ No
Medicine is administered daily. Time: _____ ☐ Yes ☐ No
Medicine is administered when needed. Indications: _____
_____
If needed, how soon can administration of medicine be repeated? _____
The medication cannot be repeated more than _____
Side effects: _____
_____
Comments: _____
_____

( ) I have instructed _____ in the proper way to use his/her inhaled asthma medications. It is my professional opinion that he/she should be allowed to carry and use this inhaled medication by him/herself.
( ) It is my professional opinion that _____ should not be allowed to carry and use this inhaled medication by him/herself.

Physician Signature/Date: _____

FOR COMPLETION BY PARENT/GUARDIAN:
Mother's Name: _____
Father's Name: _____
Mother's Work Telephone: _____ Father's Work Telephone: _____
Home Telephone: _____ Cell Phone #: _____ Emergency #: _____

Is the child authorized to carry and self-administer inhaled asthma medication? ☐ Yes ☐ No

As the parent of the above named student, I ask that assistance be provided to my child in taking the medicine(s) indicated above at school by authorized staff. If self-medicating is allowed or if no authorized staff member is available, I ask that my child be permitted to self-medicate as authorized by myself and my physician. Authorization is hereby granted to release this information to appropriate school personnel and classroom teachers. I hereby release the Schuylkill Haven Area School District and all its employees from any and all liability for damages my child may suffer as a result of the request, I acknowledge that the School District bears no responsibility for ensuring that the medication is taken.

Parent/Guardian Signature & Date: _____

DEPARTMENT OF HEALTH

Edward G. Rendell, Governor
Calvin B. Johnson, M.D., M.P.H., Secretary of Health

Asthma Action Plan

(To be completed by Doctor/Nurse)

Return Color Copy To The School Nurse

PHILADELPHIA ALLIES AGAINST ASTHMA
Giving Children Freedom to Breathe

Name _____ Birth Date _____ Effective Date _____

School _____ Parent/Guardian _____ Parent's Phone _____

Doctor/Nurse's Name _____ Doctor/Nurse's Office Phone _____

Emergency Contact After Parent _____ Contact Phone _____

Asthma Severity: ☐ Mild Intermittent ☐ Mild Persistent ☐ Moderate Persistent ☐ Severe Persistent

Asthma Triggers: ☐ Colds ☐ Exercise ☐ Animals ☐ Dust ☐ Smoke ☐ Food ☐ Weather ☐ Other: _____

TAKE THESE MEDICINES EVERY DAY

Child feels good:
- Breathing is good
- No cough or wheeze
- Can work/play
- Sleeps all night



Peak flow in this area:
_____ to _____

MEDICINE:	HOW MUCH:	WHEN TO TAKE IT:

Green

20 MINUTES BEFORE EXCEPTION USE THIS MEDICINE:

IF NOT FEELING WELL

TAKE EVERYDAY MEDICINES AND (ADD) THESE RESCUE MEDICINES

Child has *any* of these:
- Cough
- Wheeze
- Tight Chest



Peak flow in this area:
_____ to _____

MEDICINE:	HOW MUCH:	WHEN TO TAKE IT:

Yellow

Call your doctor/nurse's office if the symptoms don't improve in 2 days OR if the flare lasts for longer than ___ days. After _____ days go back to GREEN ZONE and take everyday medications as instructed.

IF FEELING VERY SICK CALL THE DOCTOR OR NURSE NOW! TAKE THESE MEDICINES

Child has *any* of these:
- Medicine is not helping
- Breathing is hard and fast
- Lips and fingernails are blue
- Can't walk or talk well



Peak flow below:

MEDICINE:	HOW MUCH:	WHEN TO TAKE IT:

Red

IF UNABLE TO CONTACT YOUR DOCTOR OR NURSE:
Call 911 or go to the nearest emergency room and bring this form with you!

I give permission to the doctor, nurse, health plan, and other health care providers to share information about my child's asthma to help improve the health of my child.

_____
Parent/Guardian Signature Date

Adapted from the NYC Childhood Asthma Initiative

Adapted forms

HUMAN SERVICES RESOURCE DIRECTORY

Schuylkill Health Counseling Center

502 South 2nd Street
St. Clair, PA. 17970
570-622-5898

To provide individual, family and group counseling for drug and alcoholic dependent individuals and their family members as well as after-care treatment programs.

Pennsylvania Department of Health

1 Norwegian Plaza
Pottsville, PA. 17901
570-621-3112

To provide clinic services, conduct follow-up for reportable communicable diseases and home visits for teaching and health education.

Sexual Assault Resource and Counseling Center (SARCC)

17 Westwood Centre
Pottsville, PA 17901
570-628-2965

To provide supportive services to victims of sexual assault and their families and to increase public awareness about these crimes through community education and services including crisis intervention.

Pathways Community Services

221 Mahantongo Street
Pottsville, PA 17901
570-622-6417

United Cerebral Palsy

Agricultural Park
Pottsville, PA 17901
570-622-7836

Schuylkill County Society for Crippled Children

121 North Progress Avenue
Suite 300
Pottsville, PA. 17901
570-628-0877

Catholic Charities Diocese of Allentown

13 Wood Road
Pottsville, PA 17901
570-628-0466

To provide family, group and individual counseling services to residents of the Schuylkill County area.

Schuylkill County Mental Health/Mental Retardation Program

108 Claude A. Lord Blvd.
2nd Floor
Pottsville, PA. 17901
570-621-2890

To provide services for all mental health/mental retardation needy clients in Schuylkill County.

Access Services Inc.

340 South Liberty Street
Orwigsburg, PA 17961
580-366-5096
To provide individual, family and group counseling for children and adults.

Redco

16-18 South Centre Street
Pottsville, PA 17901
570-628-5234
To provide individual, family and group counseling for children and adults.

Schuylkill County Children & Youth Services

410 North Centre Street
Pottsville, PA 17901
570-628-1050 or 800-722-8341
To provide services to youth in Schuylkill County identified at risk including counseling, foster care and group home facilities.

Juvenile Probation Department

Schuylkill County Courthouse
Pottsville, PA 17901
570-628-1245
To supervise youth on probation and parole and to perform a variety of related services which aid in the rehabilitation of offenders.

Big Brothers/Big Sisters of Schuylkill County

91 South Progress Avenue
Pottsville, PA 17901
570-622-0174
To provide supportive one-to-one relationships to youth who reside in Schuylkill County and have been identified as having a need for this type of relationship.

Student Assistance Program (SAP)

Child and Family Support Services
2276 West Market Street
Pottsville, PA. 17901
570-622-9860

Educational Programs

Schuylkill Haven Area School District

Elementary Center	570-385-6731
Middle School	570-385-6709
High School	570-385-6717

Schuylkill Intermediate Unit #29 - Special Education.

Maple Avenue Campus
P. O Box 130
Marlin, PA 17951 - 0130
570-544-4737 or 570-544-9131

Guidance Services

Schuylkill Haven Area School District

Elementary Center

Mrs. Amy Ketner, Guidance Counselor 570-385-6731 ext.402
Mrs. Kayla Padilla, School Nurse 570-385 -6731 ext. 403
Mrs. Tina Luckenbill, Health Technician 570-385-6731 ext.403

Middle School

Mr. Tyler Dean, Guidance Counselor 570-385 – 6711 ext. 303
Mrs. Kayla Padilla, School Nurse 570-385 – 6709 ext. 306
Mrs. Rebeka Noecker, Health Technician 570-385-6709 ext. 306

High School

Mrs. Melissa Yoder, Guidance Counselor 570-385-6717 ext. 106
Mrs. Kayla Padilla, School Nurse 570-385 -6717 ext. 1102