

Parent/ Student Resource Handbook

Mr. Christopher Dormer
Superintendent

Jason W. Smith
Principal

NORRISTOWN AREA SCHOOL DISTRICT

Office of the Principal
Paul V. Fly Elementary School
2920 Potshop Road
Norristown, PA 19403

Jason W. Smith, Principal

Dear Parents/Guardians:

Welcome to Paul V. Fly Elementary School. The staff at Paul V. Fly Elementary School is very excited about another year of learning and discovery! We are committed to creating a safe, supportive and nurturing environment where your children will thrive and achieve success. Our school and its programs are designed to meet the needs of students in kindergarten through grade four. We offer a curriculum tailored to fit the needs of each child through differentiated instruction and a variety of programs.

Our staff has been selected to guide the academic as well as personal and social growth of your child. We are all committed to ensuring that students have a challenging and positive learning experience, every day. We encourage parents to participate in all aspects of school life. Please feel free to contact teachers, our guidance counselor, lead teacher, secretary, or myself to assist you in meeting the individual needs of your child. There are various opportunities for parental involvement through volunteering, school wide programs and events, chaperoning on class trips and more.

The mission of the Paul V. Fly Elementary School is to provide our diverse student body an education in a supportive, safe environment that promotes character education, self-discipline, high levels of motivation and excellence in learning. We want our students to evolve into problem solvers who actively seek out answers to the questions they hold. This will be accomplished by providing dynamic educational programs in partnership with parents and our diverse community. We will strive to provide a safe and enriched academic environment, which fosters respect, responsibility, individual initiative, and creativity.

This handbook seeks to provide you with information about the policies, programs and activities affecting your child during their elementary years. Let it be a reference throughout the school year for questions and concerns.

I am looking forward to working with all of you to ensure that your child receives the best education possible while having an enjoyable social experience. Our hope is to develop a true love of learning within each student.

Sincerely,

Jason W. Smith,
Principal

NORRISTOWN AREA SCHOOL DISTRICT

Paul V. Fly Elementary School
2920 Potshop Road
Norristown, PA 19403

Paul V. Fly

Parent Faculty Club

Hello and welcome to the new school year!

As a parent/guardian of a PVF student, you are an integral part of our Parent Faculty Club. What is the PFC? The Parent Faculty Club is a group of parents/guardians of Paul Fly students who volunteer their time and skills to raise funds for the school and plan wonderful events for the students throughout the year. It is a great way to be involved in your child's school and academic journey! The PFC, Principal, and teacher reps meet the first Thursday of every month at 6:30pm in the school library to provide updates on district happenings and upcoming events. If you cannot attend the meeting, you can stay informed by reading our monthly newsletter, the FLYer, liking our Facebook page (Parents of Paul Fly Elementary) and utilizing resources posted on the school's website.

Throughout the school year, there are numerous opportunities to participate in fun events that serve a dual purpose. Events like Spirit Nights not only benefit our school financially, but also serve as a means for the families of our students to meet in a social setting. Busy schedules make getting to know the other parents of your children's friends a daunting task. Parents of school-age children can benefit greatly from networking with other parents as our children grow during these formative years.

As a parent/guardian at our school, you are automatically a member; everyone is welcome! All fundraisers are 100% voluntary. There are no minimum participation requirements. We strive to coordinate different types of events throughout the year to ensure that everyone has an opportunity to participate in events of their liking and that accommodate their schedules. As parents, we are our child's first teachers. We must continue to set a positive example for the children to follow. Encourage them to achieve success by promoting a healthy lifestyle and positive academic skills. Communication is key! Talk daily about what is happening both in and out of school. Stay informed. If you have any questions or concerns throughout the year, follow up with your child's teacher. If you require the assistance of the PFC for a specific matter, please feel free to email us at paulvflypfc@gmail.com. Let us know how the executive board can serve you to ensure the best possible educational experience for you and your child.

Together we can make this an outstanding school year for your child and every child that attends Paul V. Fly Elementary School. On behalf of your entire PFC, we thank you in advance for your support of our school!

Paul V. Fly PFC

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We at Paul V. Fly Elementary School are committed to the adherence to the policies outlined in this Handbook because we are committed to providing you with the program and opportunities outlined in the Handbook. We want Paul V. Fly Elementary School to be the best it can be, and we want you to be a part of it. Please keep this Handbook in a safe place at home so that students, parents/guardians can refer to it throughout the year.

The Norristown Area School District will not discriminate on the basis of race, color, age, creed, religion, sex, gender, sexual orientation, ancestry, national origin, genetic information or disability/handi-cap in its programs, activities and employment and contracting practices. Inquiries regarding the District's nondiscrimination and harassment policies should be directed to the attention of the Title IX Coordinator, 610-630-5000, 401 North Whitehall Road, Norristown, Pa 19401.

PROBLEM SOLVING LOCATOR

- ❑ **Attendance**……....Secretary
- ❑ **Busing/ Car Rider/ Walker**……...Secretary
- ❑ **Discipline Problems** (in school or on bus) ……Lead Teacher
- ❑ **Emergency**……...……...Any Staff Member
- ❑ **Before & After School Childcare Center** ……...……484-686-6126
  - o It Takes A Village Childcare Center
- ❑ **Health/ First Aid/ Illness**……...Nurse
- ❑ **Homework, Classwork, or Grade Questions**……..Classroom Teacher
- ❑ **Infinite Campus Help**……NASD Data Department
  - o nasddata@nasd.k12.pa.us
- ❑ **Lost Items**……..……Lost & Found
- ❑ **Breakfast & Lunch Program**…….……...Cafeteria Manager
- ❑ **Personal Problems, Peer Relations**…….....Counselor
- ❑ **Suggestions or Ideas**……...Principal
- ❑ **Transfer, Withdrawal or Change of Address**……...NASD Registrar (610-630-5016)
- ❑ **Any other School-related Problem**……Main Office
  - o 610-630-0380

STAFF LIST & E-MAIL ADDRESSES

All Paul V. Fly staff members have email addresses for the district. Here is a listing of the usernames of all staff members at the time of the printing of this handbook PVF Staff List & Email Directory. Most of the usernames are the staff member's first initial and last name, but there are a few exceptions. Each staff member's username is attached to the "_____**@nasd.k12.pa.us**" ending of an e-mail address. For example, Mr. Smith's e-mail address is jasmith@nasd.k12.pa.us Please note that some incoming emails from accounts such as yahoo are blocked by the Norristown Area School District server. If you do not receive a phone call or return email within two days, please call the school because it is likely that your e-mail or voicemail was not received.

PROGRAM DESCRIPTION

Our learning program is a combination of Academic and Special Area education designed to provide you with both the basic skills and exploratory experiences necessary for your successful future development.

A current list of specific courses can be found on the NASD website:

ACADEMIC	SPECIAL AREA
Reading	Art
Mathematics	Health (K, 2nd, 3rd)
Science	General Music
Social Studies	Physical Education
Communications	Library

ADDRESSES\PHONE CHANGES

If either your address or phone number changes through the year, please update it on Infinite Campus or notify our school secretary and/or the NASD Family Support Center (610-630-5001). This is very important in case of an emergency. Current contact information must be on file at all times. Please notify the school immediately with any changes.

ARRIVAL\ DISMISSAL PROCEDURES (Pick up and Drop off of Pupils)

ARRIVAL: The instructional day begins at 9:05 AM and ends at 3:20 PM. Dismissal begins at 3:20 PM. Children who walk or are driven by car should not report to school until **8:47 AM** because supervision for children is not available until then.

Upon arrival, students will go directly to their homeroom. Breakfast will be provided in the classroom. Please follow the car rider line to the drop off points, marked in yellow on the sidewalk. Parents are to remain in the vehicle; children must exit the vehicle on the passenger side. ***Children should be taught how to buckle & unbuckle themselves so parents can remain in the vehicle***.

If parents need more time to unload in the car rider parking lot they can park their car in the parking spots along the ball field and cautiously walk their child to the car rider sidewalk. Make sure to walk next to the tree barriers while escorting your child. Do not drive onto the playground at any time! **Students are not to be dropped off in the front of the school** as this is where the bus lines are formed and buses drop off and pick up students. ***The FRONT of the school is strictly for school bus use only***.

Bus loading and unloading areas are “off limits” before and after school. Students are reminded to be alert and follow the instructions of the teachers on car and bus duty.

DISMISSAL: Do not enter the car-rider lot until after 2:45 PM. Dismissal begins at 3:20 and is run in a very efficient manner with regard to walkers and bus students. **Car riders must display the School Pick Up Tag** on their rearview mirror with their child's name. If you do not have a School Pick Up Tag you will be asked to present a photo id and we will need to confirm with the main office. You can sign up to get a car rider tag by clicking on the link: Car Rider Tag

Walkers and car riders are dismissed first. If parents are walking to pick up students, they should wait outside in the back of the building, where the car riders are picked up. ***If there is any change in your child's normal dismissal routine***, **please notify the office before 2:30** p.m. if you are planning to pick up your child. **Any pick-ups after 3:00 p.m. will need to wait in the car rider line**. If there is any change in your child's normal dismissal routine, **we need a note stating the change and all pertinent information.** We will not take the child's word as to any changes other than those that have been directed by a parent or guardian in writing. If your child is visiting another's home, a note needs to be written by both **the receiving and sending parent** as to the arrangements that should be made and verifying that both parents are in agreement. Please note that students may **ONLY** ride the bus to which they are assigned.

★ ***CAR RIDER PROCEDURES & Map (p. 22 & 23)***

ATTENDANCE

The school day begins at **9:05 AM**. **Children arriving after 9:05 are to report to the office window with their parent/guardian** to be signed in. When your child is ill, please call the office at 610-630-0380 and report your child's absence. You can also record absences electronically on the Infinite Campus app. Upon your child's return to school, please send them in with a doctor's note or a parent absence note **within 3 days of the illness**. Otherwise, your child will be marked unexcused absent. After 3 days of unexcused absences or truancy, a SAIP plan will be required with the School Counselor. This process is a State Law. Students receive the full benefit of classroom instruction only when they attend on a regular and consistent basis. We request that students only be kept home when it is necessary for medical reasons, and that medical appointments are scheduled after school if at all possible.

BULLYING\ CYBER BULLYING

The NASD School Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, causes a substantial disruption of the orderly operation of the schools, and may lead to more serious violence. Therefore the Board prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts that are **repeated** and directed at another student or students, which occurs in a school setting and/or outside a school setting.

Bullying can take many forms and can include many different behaviors consisting of, but not limited to, harassment, intimidation, humiliation, ridicule, defamation or threat of incitement to violence. Bullying, as defined in this policy (No. 249), includes **cyber bullying**.

School setting means in the school, on school grounds, in school vehicles, using district equipment/technology, at a designated bus stop, traveling to or from school or at an activity sponsored, supervised or sanctioned by the school.

BUS TRANSPORTATION\ SAFETY

Transportation is provided for elementary students living at least 1 and ½ miles away from the school. You will receive a bus notice from the First Student transportation department a week prior to school starting. If you do not, please call **transportation at 610-630-5022 or 610-630-5051 or the main number at 610-630-5000. Make sure that you download the transportation app using these instructions** . You can set up an account by accessing the FirstView 1.0 app. The District Code is (E7U2O) **PLEASE BE AWARE THAT THE TIMES CHANGE FOR THE FIRST TWO WEEKS OF SCHOOL AS NEW CHILDREN ARE ADDED TO THE BUS ROUTE**. Please stay at the bus stop at the end of the day for at least twenty minutes past the arrival time. It is a good idea to have a cell phone with you at the bus stop, in case the bus is delayed**. FOR ALL KINDERGARTEN STUDENTS, SOMEONE MUST BE AT THE BUS STOP AT THE END OF THE DAY TO RECEIVE YOUR CHILD. IF NOT, THE BUS WILL RETURN YOUR CHILD TO SCHOOL.**.

Bus Safety Rules: These rules can be viewed in video format on the PVF website.

1. Be at the assigned bus stop 10 minutes prior to the scheduled pick up/drop off time.
2. **Listen to your bus driver the 1st time.**
3. **Enter & Exit the bus safely.**
4. **Use kind language & appropriate noise level.**
5. **Stay seated until the bus stops at your bus stop and the door opens.**
6. **Keep all body parts & objects to yourself. No fighting.**
7. **Keep all body parts & objects inside the bus.**
8. **No eating or drinking – keep the bus clean.**
9. **Take care of the bus – free from damage.**
10. **Do not touch the emergency door or windows.**
11. **Wait at the bus stop in an orderly manner.**

Act 65 UNAUTHORIZED SCHOOL BUS ENTRIES

A person who enters a school bus without prior authorization of the driver or a school official with intent to commit a crime or disrupt or interfere with the driver or a person who enters a school bus without prior authorization of the driver or a school official who refuses to disembark after being ordered to do so by the driver commits a misdemeanor of the third degree.

CARE OF BOOKS/CHROMEBOOKS/CHARGERS

Students are issued textbooks/ library books/Chromebooks and other equipment for their use. It is expected that all books and equipment be cared for in a responsible manner. **Lost, stolen, or damaged books, Chromebooks and equipment must be replaced by the student who was originally issued the material/technology**. The cost will be the actual replacement cost of the item.

CELL PHONES/ELECTRONIC DEVICES

Students are not permitted to use cell phones during the elementary school instructional day.
• If a student possesses a cell phone, the device must be stored in the student's backpack at all times and turned off.
• Students are prohibited at all times from using camera phones or any videotaping device to photograph, capture an image of or videotape another student or staff member on school grounds (bus included).

COMMUNICATION

Please make sure you provide the school with the most up to date email address, phone number, emergency contact, and home address. Notify us immediately if any of this information changes. The primary mode of communication from the school will be through email. Please make sure to check your email each **Wednesday** for any school updates. Also, be sure to check the Principal Updates on the school website. Click here

The office is open from 8:00 a.m. to 4:00 p.m. on school days. Our phone number is 610-630-0380. Messages for teachers will be taken by the secretary and an effort will be made to return the call by the end of the next school day. Also, all teachers may be reached by email. Click on the link for the list of email addresses of the Paul V. Fly staff; PVF Staff List & Email Directory.. ***If you have transportation concerns please call 610-630-5020 or 610-630-5051.***

CONFERENCE SCHEDULE

Fall Parent/Teacher Conference
November 25, 2025 – Students attend school half day. Conferences are held between 4:30-8:00 PM.
November 26, 2025 – No school for students. Conferences are held between 8:20-11:50 AM.
Spring Parent/Teacher Conference
March 26, 2026 – Students attend school half day. Conferences are held between 12:50-3:50 PM.
March 27, 2026 – Students attend school half day. Conferences are held between 12:50-3:50 PM.

CONTACTS AND RESOURCES TO KNOW

Paul Fly Office	(610) 630-0380
Before & After School Care	(484) 686-6126

Transportation	(610) 994-7777 or (610) 630-2020
Food Services	(610) 630-5023 or 5124
School Closing Number	304
District Website	www.nasd.k12.pa.us
District Administration	(610) 630-5000

CUSTODY\ COURT ORDERS

If you have a current court order in effect regarding the physical or legal custody of your child who attends Paul Fly Elementary, the school **must** have an updated/current copy on file in the office. Click here to access NASD's Custodial Letter

COUNSELING SERVICES

The services of a school psychologist/ counselor are available to all students at the Elementary School and may be of help with concerns such as:

- Adjustment to school
- Development of success study habits
- Social/ personal family adjustment
- Interpretation of ability/ achievement levels
- Information
- Peer pressure

The school counselor is available to meet with parents/ guardians and serve as coordinator of services between school and outside agencies. Parents/ guardians are encouraged to notify the counselor if their child is receiving services from an outside agency.

Parents/ guardians are encouraged to contact the Paul V. Fly Elementary School counselor, any time between 8:30 a.m. and 3:30 p.m. at *610-630-0380* to get information or to schedule a conference.

DRESS CODE

GOAL: To establish guidelines for appropriate student attire that will be conducive to a sound educational environment and consistent with the academic goals of the school. That attire shall not be disruptive to the learning process or present a safety hazard to the wearer or other students. Shirts with inappropriate language/images, or any reference to drugs, alcohol, or violent acts are not considered appropriate school attire.

PHYSICAL EDUCATION REQUIREMENTS

- Students are required to wear proper attire for physical education classes that allows for maximum physical participation and the safety of the child while engaging in vigorous activity.
- For our purposes sneakers (aka tennis shoes) are defined as a sport shoe made of canvas, nylon, leather or suede usually worn for athletic purposes, play or sports participation. The

sneakers may be any color, but must have either tie lace and/or Velcro straps. Slip-ons or rubber soled shoes will not be allowed. The sneakers should provide support for the ankle and sides of the foot. The appropriateness and safety of all items worn in physical education classes will be determined by the instructor.

EARLY PICK UP & EARLY DISMISSAL

Early Pick-Up: Parents must sign out their child in the Main Office. The office staff will then call the child down for dismissal. Please send in a note with the **child's full name, teachers, name, date and time of pick-up**. No child will be called to the office until the parent/guardian has signed them out and custody has been confirmed by the office staff. **For safety & security reasons ALL individuals signing a student out must present ID.**

School or Inclement Weather Closing: In the event of a school emergency or inclement weather, the parent/guardian will receive a Connect Ed. announcement sent directly to the phone numbers on file and it will be posted on the district website (www.nasd.k12.pa.us). Please be aware that anyone who you may need to pick up in case of emergency **must be listed** on the Emergency Information Card and present ID.

Half Day Early Dismissal: Early Dismissal for half days is scheduled several times each school year. Students attending elementary school will be dismissed at 12:20 p.m. on those days. Information will be sent home prior to half days and will be published on the school district's calendar as well as on the district's website: District Calendar.

EMERGENCY CONTACT

It is absolutely necessary that we know how to contact a parent/guardian or someone designated to be responsible for the student at all times. For many reasons, parents/guardians frequently cannot be reached at home. Please make sure that all contact information and emergency contacts are updated in our Infinite Campus system. If you have a change of contact information, please notify the Main Office promptly.

FERPA ~ FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Norristown Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. Click here to access the entire letter: FERPA LETTER

PARENTS CLUB (PFC)

Paul V. Fly Elementary School is supported by a fine Parents Club. All parents and guardians, by nature of your enrollment here are members of the Club. We encourage all parents/guardians to participate in the Paul V. Fly Parents Club.

The PFC typically meets once a month at **6:30PM** in the school Library (2nd Floor – use main stairs at entrance). We meet to discuss planned events within our school as well as to determine the best ways to promote the relationship between home and school.

Informational sessions are incorporated into each PFC meeting. Please join us to learn about the curriculum and programs at PVF. Please check the school website calendar for a list of meetings. Please note that the schedule may change due to unforeseen circumstances.

PARENT COMPACT

Paul V. Fly Elementary School is a Title 1 school. The Paul V. Fly School staff, families, and students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the entire school staff, parents, and students share responsibility and work together to improve student academic achievement and to help all students achieve high academic standards. The compact will outline agreed upon roles and responsibilities that we, as partners, will carry out to support student success in school and in life.

REPORT CARD & REPORTING ACADEMIC SUCCESS

The purpose of the report is to provide information about your child's progress toward achieving Norristown Area School District's expectations while acknowledging effort and providing direction for further growth. We recognize that strong partnerships between home and school are a critical part of your child's education. Being well informed allows you to better support your child's continued progress. Active involvement and ongoing communication will help ensure success as we work together to help your child meet rigorous expectations.

Your child's work and learning behaviors will be evaluated using the following numeric indicators:

4-	The student exceeds grade level expectations	O-	Outstanding
3-	The student meets grade level expectations	S-	Satisfactory
2-	The student is approaching expectations	N-	Needs improvement
1-	The student is working below expectations	NA-	Not Assessed this Marking Period

Parents/guardians will be informed of academic progress in the following ways:

1. Report Cards - every twelve weeks. (Trimester schedule)
2. Phone Calls & Emails - when appropriate and possible.
3. Most teachers return graded papers and/or tests (some to be signed and returned) and ALL teachers tell students what their grades are.

STUDENT BIRTHDAY CELEBRATIONS

Paul V. Fly Elementary School recognizes that birthdays are a special day for our students. We must also ensure that birthday recognitions do not disrupt the learning process. Additionally, Paul V. Fly Elementary School adheres to the Norristown Area School District (NASD) wellness policy

that recognizes the importance of wellness, good nutrition and an active lifestyle in the overall health of our students. The school and our staff are responsible for positively influencing student beliefs and habits in these areas.

****Per the district Wellness Policy - Food and beverages shall not be permitted for individual student birthday celebrations. Non-food options will be permitted.****

If you would like to have a short class birthday acknowledgement for your child, please speak with your child's teacher in advance. These birthday recognitions are short and limited to the classroom community.

The school will not permit bouquets of balloons and other celebratory decorations to be sent to the classrooms. These can be distracting to students' learning.

Birthday party invitations are NOT to be distributed at school unless ALL students in the class are invited to the birthday party. Students are NOT allowed to pass out invitations to a "select few" in their class. Invitation must be passed out to all or parents will need to send out such invitations via the U.S. Mail system, or deliver them in person to the invited child outside of school.

STUDENT MEDICATION NEEDS

The major responsibility for administering medication rests with the student's legal parent or guardian. It is recommended that all medications BE TAKEN AT HOME; such as, at breakfast, after school, dinner time and at bedtime. This allows for one, two, three, or four doses of any drug such as antibiotics, cough and cold medicines and nasal sprays.

No medication is to be sent to school unless it is prescribed by a physician for acute illness, chronic condition, or emergency use. **Medications will be given to a student in school only when these items are provided to the school nurse.**

1. Physician's order stating name of student, name of medication to be given, amount, time, route, and the diagnosis.
2. Medication must have the current prescription label on the container. Any changes to the medication regimen require a physician's note.
3. Parent/Guardian note giving approval for the medication to be given. A one week supply is adequate. **For the safety of all children, parents must ensure the safe delivery of medication(s) to the school.**

***Students are not permitted to carry prescription(s) on their person.** The school reserves the right to check with parents/guardians for confirmation of any student medication needs. **Nursing Forms**

STUDENT SERVICES

1. **Lead Teacher.** While one of the chief duties of the Lead Teacher is to resolve discipline problems, they are also a good person to seek out to help you solve other kinds of problems as well. You are encouraged to do so.

2. **School Counselor.** The services of a school counselor are available to all students at the Elementary School and may be of help with concerns such as:
    - Adjustment to elementary school
    - Development of successful study habits
    - Social/personal family adjustment
    - Interpretation of ability/achievement levels
    - Career information
    - Peer pressure
    - Gifted Testing
3. **Nurse**. Our school nurse serves many purposes at Paul Fly. She provides necessary first aid, implements a health and screening program and oversees the use of medication at school. She provides students and staff with pertinent information about relevant issues. Students too sick to be in school should stay home.
4. **School Pictures**. Each fall & spring students will have the opportunity to purchase individual pictures. Purchase is strictly voluntary but all students are required to have the photograph taken so that it may be available for school records, school IDs and the yearbook.
6. **Yearbook.** The yearbook is an attractive collection of student photographs and candid group shots of school activities.
7. **Lost and Found.** Items of value such as glasses, jewelry, keys and money will be situated with the building secretary. All other items including books will be placed on the lost and found table in the cafeteria.
8. **Cafeteria.** All students at Paul V. Fly Elementary School receive a FREE lunch and breakfast. Students will each be issued their own **Lunch Ticket** and cafeteria account. Students must scan their ID at the cashier station to access their account. This number is an access code number that you will have through high school and should be kept confidential. All students will have an account in the Food Service Department.

TESTING INFORMATION

Pennsylvania System of School Assessment (PSSA). The PSSA test will be administered **to 3rd and 4th grade students in early spring (Reading, Math, & Science)**. The purposes of the statewide assessment component of the Pennsylvania System of School Assessment include:

1. Determining the degree to which school programs enable students to achieve and exceed appropriate student learning outcomes and
2. Providing results to school districts for consideration in the development of strategic plans.
3. **PSSA testing window** (students in grades 3 & 4)
    a. English Language Arts is April 21-23, 2026
    b. Mathematics is April 27-28, 2026
    c. Test administration is scheduled to begin at 9:30 on testing days
    d. Please avoid these dates when planning to miss school where possible.

TITLE I- IMPROVING ACADEMIC ACHIEVEMENT

The purpose of title 1 is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments. This is accomplished by —

1. Ensuring that high-quality academic assessments, accountability systems, teacher preparation and training, curriculum, and instructional materials are aligned with challenging State academic standards so that students, teachers, parents, and administrators can measure progress against common expectations for student academic achievement.
2. Meeting the educational needs of all children (limited English proficient children, migratory children, children with disabilities, Indian children, neglected or delinquent children, and young children in need of reading assistance
3. Closing the achievement gap between high- and low-performing children, especially the achievement gaps between minority and nonminority students, and between disadvantaged children and their more advantaged peers
4. Holding schools, local educational agencies, and States accountable for improving the academic achievement of all students
5. Distributing and targeting resources
    a. Improving and strengthening accountability, teaching, and learning by using state assessment systems designed to ensure that students are meeting challenging state academic achievement and content standards and increasing achievement overall.
    b. Providing greater decision-making authority and flexibility to schools and teachers in exchange for greater responsibility for student performance
    c. Providing children an enriched and accelerated educational program, including the use of school wide programs or additional services that increase the amount and quality of instructional time
    d. Promoting school wide reform and ensuring the access of children to effective, scientifically based instructional strategies and challenging academic content
    e. Significantly elevating the quality of instruction by providing staff with substantial opportunities for professional development.
    f. Coordinating services under all parts of this title with each other, with other educational services, and, to the extent feasible, with other agencies providing services to youth, children, and families and affording parents' substantial and meaningful opportunities to participate in the education of their children.

Parent & Community Engagement Opportunities
We are excited to host monthly workshops on a variety of topics.We are committed to ensuring that our families and school community have the most current information and opportunities to connect and interact with each other. Our team will share information about curriculum, assessment, programs and many other tools of learning . These events will all take place on site at Paul Fly, and at other school locations as well as virtually. We hope you can join us as we learn together this school year! Please be on the lookout for a school flyer detailing these special events!

Parent Right to Know Letter
This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child. Click here to access this information: Parent Right to Know Letter

VISITORS AND BUILDING ACCESS

For security reasons, the elementary school's doors are locked during the instructional day. Visitors may enter our school via the front **right-side** lobby door. Our secretary will assist you. All guests are asked to state their purpose, sign in, have a background check (via LobbyGuard) and wear a visitor's pass while in the building.

Front Drop off & Pick Up - For safety & security reasons, parents, guardians, and visitors are **asked to not park directly in front of the building** (driveway) when dropping off or picking up during the school day. Please use the Visitor Parking spots in the front parking lot. The front driveway will only be used for buses and emergency vehicles. **We will continue to use the car-rider loop for AM & PM drop off and pick up. Car-rider drop off is from 8:47 - 9:05 AM & pick up is from 3:20 - 3:45 PM.**

VOLUNTEERS

Our goal in the NASD is to provide students with a high quality instructional program in an environment that ensures their safety and welfare. As individuals who work with students in a variety of areas, your cooperation is needed and expected, as student safety is paramount in every aspect of our District. Consistent with the stipulations of Board Policy 916, volunteers are expected to comply with the following: "District policies and administrative regulations regarding child abuse identification and reporting. All volunteers and coaches who have recurring or direct contact with students are expected to provide child abuse clearance checks consistent with the district Child/Student Abuse Policy and Act 126**." All volunteers are required to review the guidelines outlined in the Paul V. Fly volunteer handbook and sign the volunteer compact.**

If you want to volunteer you must have all of your clearances to do so. The good news is that you can complete them for FREE!
How to obtain your clearances:

***For more information or if you are unsure of the process please click on the School Volunteer FAQs link:**

- ***Criminal Record Check*** It is easiest to go to the Pennsylvania Access To Criminal History (PATCH) website and apply for the criminal record check online with the Pennsylvania State Police at: https://epatch.pa.gov/home.

- ***PA Child Abuse History Clearance*** **Please go to the PA Department of Public Welfare – Child Welfare Information Solution (CWIS) website at https://www.compass.state.pa.us/CWIS in order to apply online. You will need to create an account and then fill out the application.**

- **Volunteer Disclosure Form** - if you have resided in the Commonwealth of Pennsylvania for the entirety of the previous 10 years. Click here: **Volunteer Disclosure Form**

- ***FBI Fingerprinting*** **–** ***Complete*** if you have **NOT** resided in the Commonwealth of Pennsylvania for the entirety of the previous 10 years. **(Once on the IndentoGo site, please be sure to enter Service Code: 1KG6Y3.)**

CAR RIDER PROCEDURES

Car Rider Tag - Please make sure that you display your car rider tag when picking up your child. Car Rider Tags will be distributed at kindergarten orientation and during the first week of school. You can also sign up for a car rider tag by using this link. Car Rider Tag. **Once you complete the form please follow up with our building secretary.**

Car Rider Procedures: 8:47 - 9:05 AM

Car Rider Tag - Please make sure that you display your car rider tag when picking up your child. Car Rider Tags will be distributed at kindergarten orientation and during the first week of school.

Our car line "Drop-off Zone" is secured with cones to prevent cars from passing other cars while they are dropping off or picking up their child. It is imperative that if you are using our carline your child is able to get in and out of the car on the ***passenger side without assistance****.* ***If you need extra time while dropping off your child or if your child needs assistance, you will be able to park along the ballfield and walk your child to the drop-off platform.*** *Our goal is to ensure a safe arrival and dismissal process. We anticipate some delays while families become familiar with this new process.*

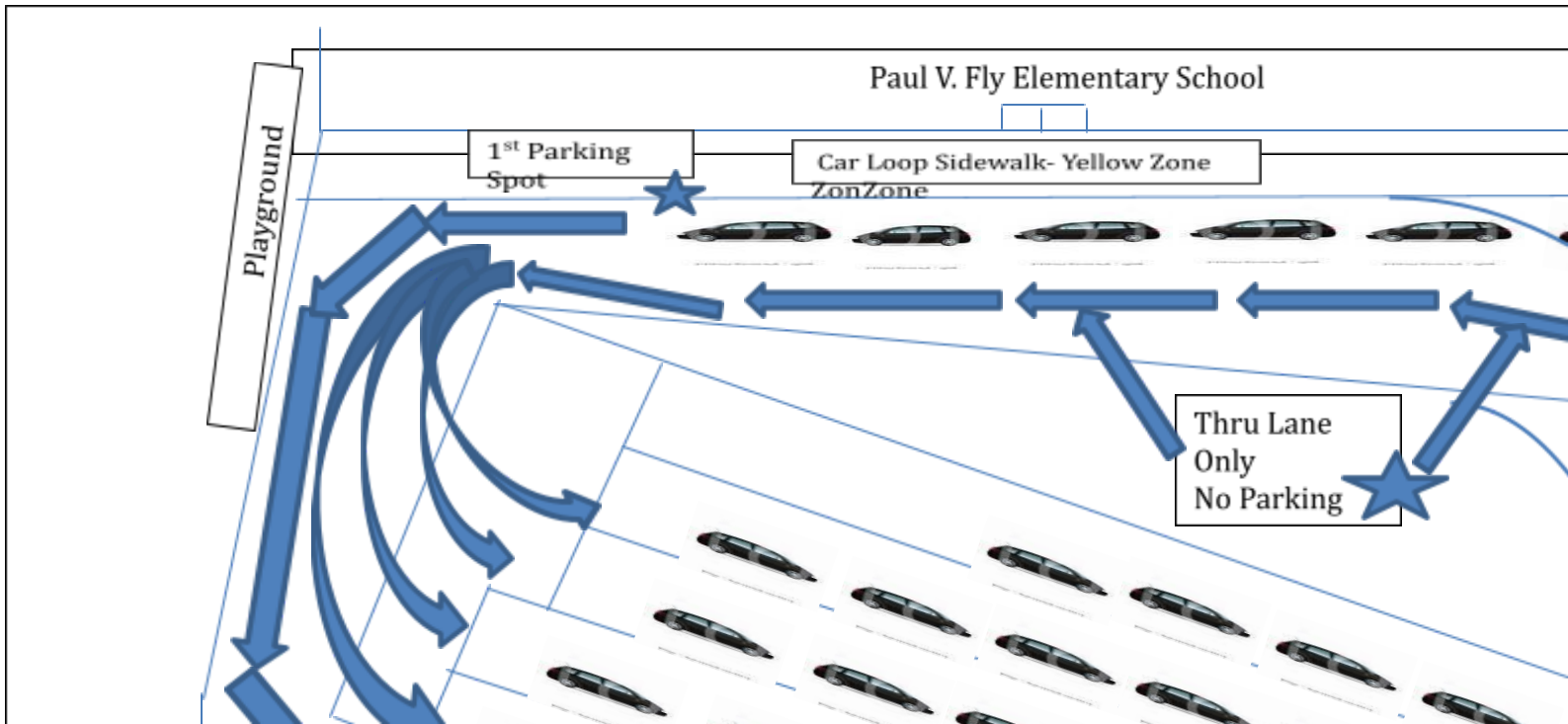
To ensure safe car rider morning drop-off procedures, please be reminded of the following:
Drop off begins at 8:47 AM.

- Please pull up to the **"yellow" zone before your child exits the car**.
- Please teach your child to unbuckle themselves and open the car door independently.
- Students should exit the car on the passenger side and go directly to the sidewalk to enter the building.
- When exiting the car rider loop, please maintain a safe speed and be aware of students and other cars.
- Students should not wait on the carline/platform until staff arrive.
- The car line gate closes at 9:05. Anyone arriving after 9:05 must sign their child in at the main office.

When picking children up in the afternoon: Pick Up begins around 3:20.

- Make sure your car rider tag is displayed (**Car's rear view mirror**) with your child/ren's name ~ bold and neatly written **if you have a second tag**.
- Follow lane assignments
- Please pull up in line and your child will walk to your car
- You do not need to get out of your car
- Please teach your child to buckle their seatbelt themselves.
- Students are dismissed when their car is in the "yellow" zone
- Please enter and exit the car rider lot in a safe manner.
- If you have any questions about the car rider procedures, please speak with one of the teachers on duty.

****If your child needs assistance getting buckled, please pull around to the parking spots by the baseball fields after picking up your child.**.



NORRISTOWN AREA SCHOOL DISTRICT ~ CORE VALUES

THE CORE VALUES PROMOTED BY THE NORRISTOWN AREA SCHOOL DISTRICT AFFECT OUR STUDENTS AND THEIR FAMILIES, OUR STAFF, AND THE COMMUNITY. THESE VALUES PROVIDE A FOUNDATION THAT GUIDES OUR ACTIONS

- **Student achievement is our number one priority and is the main purpose for our existence.**
  ** All students are capable of meeting and exceeding rigorous standards and becoming skilled, knowledgeable, responsible, and productive citizens in the real world.*
  ** We will be a school system that uniformly holds all students accountable for meeting high expectations that build on their strengths. We will be a school system that uniformly supports all students in meeting these high expectations.*
- **Parent and family engagement is critical to the success of students.**
  ** Parents and family members share responsibility, accountability, and credit for student success.*
  ** We will actively support the involvement of parents and families as partners in the success of students.*
- **Our schools are part of the larger community.**
  ** We will support the community as part of an expanded learning environment for all students. We recognize that learning takes place in school, at home, and in the wider community.*
  ** We value the community's involvement as partners in the education of all students. We will work to build a culture and the necessary leadership to sustain achievement, trust, and collaboration.*
- **Diversity is a valued strength to be affirmed and celebrated.**
  ** We will recognize and value differences and provide various learning experiences in our schools. We will value equity by providing all students with fair treatment, appropriate and adequate resources, and the opportunity to receive a high-quality education.*
  ** We will not tolerate discriminatory practices.*
- **Our actions will be characterized by trust, respect, fairness, truth, and transparency.**
  ** We will be open and honest in our interface with students, staff, parents, families, and the wider community. We will report progress and challenges on a regular basis.*
  ** We will take to heart collaboration, inclusiveness, partnerships, and cooperation in our planning and execution of the district's achievement agenda.*
- **We are committed to safe and supportive environments that are physically, intellectually, and emotionally conducive to teaching and learning.**
  ** We will do all that we can to ensure that staff and students are safe, both in and around our school buildings.*
  ** We will enforce policies related to bullying and disruptive behaviors.*
- **Our staff is a valued asset and critical to student learning.**
  ** We will recognize and celebrate the skills, energy, enthusiasm, effectiveness, and intellect that staff bring to the work of the district.*
  ** We will invest in professional learning in order to ensure the growth, improvement, and accountability of staff.*
- **We are committed to maintaining financial stability and accountability.**
  ** We will honor our role as stewards of the public's resources and manage them in ways that maintain and improve public credibility and trust.*

** We will ensure that our communications and decision making processes help stakeholders to be engaged and well-informed.*

NORRISTOWN AREA SCHOOL DISTRICT - CODE OF DISCIPLINE - ELEMENTARY SCHOOLS

The Pennsylvania Public School Code of 1949 (as revised) specifically charges the School Boards of the Commonwealth to establish reasonable rules governing the conduct and discipline of all pupils under the supervision of the school district.

The Discipline Code of the Norristown Area School District is designed to meet that charge and to assist students, parents, teachers, administrators, the Board of School Directors, community agencies, including the police, and the community at large, establish and maintain an environment which is personally safe, fosters an atmosphere of mutual trust and respect, and allows all students to develop to their fullest potential.

This Elementary Discipline Code has the authority as to conduct and behavior over all students at the elementary level, during such time as they are under the supervision of the School District, including the time required in going to and from their homes, and including conduct and behavior of students while under the supervision of the School District at school sponsored events, exercises, games, and programs.

The Discipline Code of the Norristown Area School District is reviewed annually by a District Discipline Committee authorized by the Board of School Directors, and the revised Code is disseminated to the parents/guardians and students at the beginning of each school year.

POSITIVE STUDENT BEHAVIORS

The best form of discipline is self- discipline. Students who exhibit the positive behaviors listed below will experience success throughout their school years and have no need for the other aspects of the Discipline Code.

- Respect the rights of other students and treat them with courtesy and respect.
- Treat all school employees (support staff, teachers, and administrators) and volunteers and student teachers with courtesy and respect, and recognize that while in school the school employees assume the role of the parent.
- Obey all school rules and regulations and encourage others to do the same.
- Accept responsibility for the care and cleanliness of school property and encourage others to do the same.
- Attend school regularly, be on time for school and classes, complete all assignments, and always do their best.
- Communicate problems and concerns to the appropriate school adults (e.g., teachers, teachers' assistants, counselors, administrators, bus drivers, parents, etc.) in a timely manner.

SCHOOL DISTRICT'S COMMITMENT

The Norristown Area School District makes the following commitment to our students and parents/guardians:

- Treat all students and parents/guardians with courtesy and respect.
- Communicate problems and concerns to the home in a timely manner.
- Utilize the expertise of pupil services specialists for advice, counseling and rehabilitative measures as necessary for all students.
- Treat discipline issues in an individual manner.
- Establish and maintain a safe and positive learning environment for all.
- Enforce the Code of Discipline in a fair and equitable manner.
- Take all measures necessary to comply with Federal, State, and Local laws to protect all children.
- Strive to help each student succeed academically, behaviorally, and socially.

NORRISTOWN AREA SCHOOL DISTRICT - CODE OF DISCIPLINE - ELEMENTARY SCHOOLS

The PA Code of Conduct of 1949 (as revised) specifically charges the School Boards of the Commonwealth to establish reasonable rules to govern the conduct and discipline of all pupils under the supervision of the school district.

The Norristown Area School District **Code of Conduct** is designed to meet this charge by supporting students, parents, teachers, administrators, the School Board of Directors, community agencies (including police), the community at large and establishing and maintaining a safe environment which fosters mutual trust and respect. This shall allow students to develop to their full potential in a safe environment.

The Elementary Code of Conduct has authority regarding conduct and behavior over all students at the elementary level during such time they are under the supervision of the School District. This includes the time required in transport to and from their homes, school sponsored events, exercises, games or programs.

The District Discipline Committee authorized by the Board of Directors reviews the Code of Conduct annually and the updated code is disseminated to the parents/guardians at the beginning of each school year.

SCHOOL DISTRICT COMMITMENT

The Norristown Area School District makes the following commitment to our students, parents and guardians.

- Treat all parents / guardians and students with respect.

Level 1: Building Cafeteria Playground	**Level 1: Interventions**
100 Speak and act respectfully. Be courteous and use appropriate language at all times. 101 Follow directions by adults/staff in charge at all times 102 Keep hands, feet and objects to yourself 103 Respect all supplies, materials, school equipment and share when appropriate 104 Respect and contribute to a positive learning environment 105 Students will follow the districts Acceptable Use Policy for Network, Internet and Computers 106 Student will use manners and appropriate voice levels at all times 107 Students will keep open food in assigned areas 108 Students will remain in assigned areas in all settings 109 Students will not share food in assigned areas 110 Student will not enter a room without a teacher present 111 Students will act appropriately during assigned consequences	100 – Parent Contact by either telephone, email, letter or written letter of apology 101 – Administrative and/or Guidance Counselor consultation (Restorative Practices) 102 – Alternative placement 103 – Parent/Guardian conference 104 – Loss of privilege (*recess, school event, reward field trip, etc.)

112 Excessive level 100 infractions	

The district is committed to maintaining a safe environment in all schools. To this end and in compliance with state and local laws, certain behaviors that endanger others or which reflect ongoing patterns of misbehavior are deemed serious and will **result in immediate consequences.**

Level 2: Serious Offenses	**Level 2 Consequences / Interventions**
200 Fighting 201 Fighting with sustained injury or property damage 202 Unprovoked attack on another student 203 Threatening or forceful action with intent to intimidate 204 Deliberate theft or pattern of stealing 205 Deliberate attack on employee 206 Vandalism (will additionally result in repair and/or restitution) 207 False fire alarm (must be reported to local fire authorities) 208 Terrorist threats made by students 209 Violating the districts Acceptable Use Policy for Networks, Internet and Computers 210 Students will not intimidate, bully (based on race, ethnicity, religion, gender, sexual orientation, disability, etc. – refer to district policy) 211 Students will not harass another student; this includes sexual harrassment	0200 –Parent conference 0201 – Alternative placement with assigned conflict resolution 0201 A - Repair of damage or replacement of property 0201 B - Referral to appropriate personnel (counselor, pupil services, C-SAP, etc.) 0201 C – parent visitation in class 0202 – 1-3 Day ISS 0203 – 1-3 Day OSS 0204 – 4-6 Day OSS

Level 3: Criminal Offenses	**Level 3 Consequences / Penalties**
300 Possession of weapons including firearms (loaded or unloaded) and/or any objects used as a weapon 301 Possession of explosive and/or facsimile regardless of intent on school property 302 Possession, use, sale, or distribution of legal or illegal controlled substance 303 Sexual assault / sexual related offenses **Plus any violation of PA Crimes Code and/or any Safe Schools reportable offenses**	0300 – 1- 3 Days OSS & Referral to appropriate law enforcement agency 0301– 4-5 Days OSS & Referral to appropriate law enforcement agency 0302 – 10 Day OSS / Expulsion / Referral to appropriate law enforcement agency

Bus Rules	**CONSEQUENCES**
RULES	1ST - WARNING / PARENT CONTACT

B 100 Remain seated at all times. B 101 Use only the assigned bus stop. B 102 Keep the bus clean -do not eat, drink or litter. B 103 Do not touch the emergency door or window. B 104 All body parts must remain inside the bus	2ND - 2ND WARNING OR 1 DAY BUS SUSPENSION 3RD - 2 DAY BUS SUSPENSION 4TH - 3 DAY BUS SUSPENSION 5TH - 4 DAY BUS SUSPENSION CONTINUED - PERMANENT REMOVAL FROM BUS FOLLOWING HEARING

- Communicate concerns to the home in a timely manner.
- Utilize the expertise and support of the pupil service personnel for guidance, counseling and rehabilitative measures as needed for all students.
- Address discipline issues in an individual manner.
- Ensure a safe and positive learning environment for all students.
- Enforce the Code of Conduct in a fair and equitable manner.
- Comply with all Federal, State and Local mandates and laws to protect all children.
- Strive to support each child in succeeding academically, socially and behaviorally.

STUDENT COMMITMENT

Students in the Norristown Area School District will be held to the following expectations:

- Students will treat peers, staff, teachers, administrators and volunteers courteously and respectfully. Parents will support and promote respectful behaviors.
- Students will attend school regularly. While there, obey all school rules and regulations and complete assignments. Parents will ensure that students attend school regularly and on time and will support the learning process.
- Students will come to school prepared and ready to learn. Parents will ensure that students do their best and will help them to do so.
- Students will accept responsibility for the care and cleanliness of school property. Parents will acknowledge and assume responsibility for the student's behavior and agree to assume financial responsibility should restitution need to occur.
- Students will report problems and concerns to the appropriate school adults in a timely manner. Parents will do likewise.

PARENT / GUARDIAN COMMITMENT

The Norristown Area School District holds the following expectations of the parents/guardians:

- Treat all school district employees with respect and impart this upon their children.
- Support their children in putting forth their best effort and support them in doing so.
- Ensure their children treat fellow student with the utmost respect.

- Accept responsibility for the misdeeds of their children, including financial responsibility through restitution if appropriate.
- Communicate concerns with appropriate school employees in a timely fashion
- Ensure their children understand and engage in appropriate school behavior.
- Ensure that attendance and punctuality are a priority.

INFRACTIONS AND CONSEQUENCES

LAW ENFORCEMENT OFFICIALS

The following procedures will govern the interactions between students under the supervision of the School District and the police.

NOTIFICATION OF PARENTS

1 Parent notification will be attempted by school officials prior to police questioning a student who is a witness in an investigation.

2 Police officials will make parental contact when custodial detention, arrest, or search (by the police) is required.

REQUESTS FOR POLICE ACTION

1. School officials will request police action in instances when the following offenses are alleged to have been committed. Police officials will pursue steps to authorize arrest and / or detention of a student, as they deem appropriate.
    - Possession of a weapon (300)
    - Possession of a firearm (300)
    - Possession of an explosive device (301)
    - Possession, use, sale, or distribution of a controlled substance (302)
2. An incident report will be completed and forwarded to the appropriate police department and the Superintendent in all cases.

DUE PROCESS

Student involved in disciplinary actions, which warrant suspension, shall be subject to the following due process procedures:

EXCLUSIONS / SUSPENSIONS / EXPULSIONS

Hearings

A. Education is a statutory right and all students must be afforded due process if they are to be excluded from school. In a case involving possible expulsion, the student is entitled to a formal hearing.

B. A formal hearing is required ion all expulsion acts. This hearing may be held before the School Board of Directors or a duly sworn authorized Committee of the Board, or a qualified examiner appointed by the board. In the event a committee or examining board conducts the hearing, a majority vote is required by the School Board to expel a student.

1. The following due process requirements must be met with regard to a formal hearing.

a. Notification of charges must be sent to parent / guardian of student by certified mail.
b. At least 3 day's notice of the time and location of the hearing must be given.
c. The hearing shall be private unless the parents / guardians request a public hearing.
d. The student has the right to be represented by counsel.
e. The student has the right to be presented with witness names and statements from witnesses that are against the student.
f. The student has there right request that any such witnesses appear in person and answer questions to be cross-examined.
g. The student has the right to testify and present witnesses on his or her own behalf.
h. A record of the hearing must be kept; by audio or stenographer. The student is entitled at his or request and expense to a copy of the transcript. A copy shall be provided at no cost if the student is economically disadvantaged.
i. The proceedings shall be held within 15 school days of the notification of charges, unless mutually agreed upon by both parties.

2. When the student disagrees with the result of the hearing, recourse is available in the appropriate Court of the Commonwealth. If it is alleged that a constitutional issues in involved, the student may file a claim for relief in the appropriate federal district court.

C. Informal hearings. The purpose of an informal hearings to enable the student to meet with the appropriate school officials to explain the circumstances surrounding the incident for which the student is being suspended or 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, which can avoid future offenses.

The following due process requirements are to be observed I regard to the informal hearing:

a. Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
b. Sufficient notice of the time and location of the informal hearing shall be given.
c. The student has the right to question any witness present at the hearing.
d. The student has the right to speak and produce witnesses on his or her own behalf.
e. The District shall offer to hold the informal hearing within the first 5 school days of the suspension.

Exclusion from Class (In School Suspension)

A. Students must be informed of the reason for an in school suspension and be afforded the opportunity to respond before the suspension is implemented.
B. Communication to parents or guardians must follow an in school suspension.

C. In the event an in school, suspension exceeds 10 days, an informal hearing must be held with the school principal or designee prior to the 11th day.
D. The School District has the responsibility to make provisions for the students' education during in school suspension.

Exclusions from School

A. Exclusion from a school may take the form of suspension or expulsion.
    a. Suspension
        i. The principal or designee of the school shall give suspension.
        ii. No student shall be suspended until they have been informed of the reason for the suspension and given an opportunity to respond. Prior notice need not be given when the health, welfare and safety of the school is threatened.
        iii. The parents and Superintendent of the District shall be notified in writing when a student is suspended.
        iv. When suspension exceeds 3 days, the student and parent shall be given the opportunity for an informal hearing consistent with requirement in 12.8 ©.
        v. Suspensions may not run consecutively beyond a ten school-day period
        vi. Students shall have the responsibility to make up work that is missed while on a suspension.

B. During the School Board of Directors' hearing period in an expulsion case, the student shall be placed in his or her normal class except as set forth in subsection (C).
C. If a student's presence is deemed to constitute a threat to the health, welfare or safety of others, he or she may be excluded from school during the hearing period, not to exceed 10 days. Any student so excluded shall be provided alternative education, which may include home study. Every effort will be made to conduct the hearing during the suspension period.
D. Students under the age of 17 are subject to compulsory school attendance las even though expelled and must be provided an education.
    a. The initial responsibility to provide the education lies with the parents / guardians. This can be accomplished through placement in another school, tutoring or correspondence study or other educational programs approved by the district Superintendent.
    b. The School District has the responsibility to secure an educational provision for the student if the parent presents in writing (within 30 days) the inability to secure an approved educational program.
    c. If the educational program is not complied with, the School District may take action in accordance with Chapter 63 the provisions of the Juvenile Act to ensure that the child will receive a proper education (42 Pa C.S. No. 6301-6308

McKinney-Vento Homeless Assistance Act

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), NASD is attempting to identify all children within the district that may be experiencing homelessness, including unaccompanied homeless youth.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals: Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations; Living in emergency or transitional shelters; Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings; Living in substandard housing (no running water or working utilities, infestations, etc.).

NASD attempts to identify homeless students during the initial enrollment process and on an ongoing basis in a timely manner. If a student or family has indicated they are homeless, or if a staff member has reasonable suspicion that a student or family is homeless, they are required to alert the Homeless Liaison. All procedures in place are designed to ensure this identification does not create or exacerbate educational barriers. NASD partners and builds relationships with community organizations in order to best serve and gather readily available resources for homeless families. This includes but is not limited to shelters, housing agencies, donation agencies, and food pantries.

Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless. To the extent feasible, and in accordance with the student's best interest, a homeless student is entitled to continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is residing. If a student is unaccompanied by a parent/guardian, the NASD Homeless Liaison will consider the views of the students in determining where they will be enrolled. The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to NASD policies. The Homeless Liaison will assist the parent/guardian in obtaining records, and will refer students and families for appropriate medical or dental care if necessary. Homeless families are not required to provide proof of address, and will receive school transportation even when the family might be temporarily residing outside of NASD. NASD will partner with neighboring school districts to ensure that transportation is set up in a timely manner.

Homeless students shall be provided services comparable to those offered to other NASD students including but not limited to: programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, and students with disabilities. Homeless families will also have access to all parent involvement activities and initiatives. All students in NASD receive free breakfast and lunch regardless of homeless status.

Placement/Dispute/Complaints:

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent/guardian/student will be provided with a written explanation of the school's decision on the dispute, including the right to appeal. The parent/guardian/student will be referred to the Homeless Liaison who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied student, the Homeless Liaison shall ensure that the student is immediately enrolled in school pending resolution of the dispute. If disputes or complaints on noncompliance arise regarding the education of homeless students, the following steps may be taken:

- -The person filing the complaint shall first contact the NASD Homeless Liaison.

- -If Step 1 is not successful or is not possible under the circumstances, contact should be made with the Pennsylvania Department of Education (PDE).
- -Individual cases may be referred to PDE's Office of Chief Counsel and the Office of the Deputy Secretary for Elementary and Secondary Education, as needed, by the State Homeless Coordinator.
- -PDE will deliver a response within fifteen (15) business days of the receipt of the complaint. -The complaint may arrive in the form of a copy of the school/district letter or on the Dispute Letter Form if given directly to a Liaison of the Homeless Initiative.

If you believe your child(ren) may qualify for this service, please contact the NASD Homeless Liaison, Catherine Kelly at 610-630-5149 or cakelly@nasd.k12.pa.us If your living situation changes during the school year, and you and your children become homeless, please be sure to contact the school. We will work with you so that your child(ren)'s education is disrupted as little as possible.