PITTSTON AREA
MARTIN F. QUINN
PRIMARY CENTER
HANDBOOK

2026-2027 SCHOOL YEAR



“THE SCHOOL WHERE MINDS GROW”

MISSION STATEMENT

Engage, Inspire, Challenge, Educational Excellence!

The mission of the Pittston Area School District is to foster educational excellence for all students in an engaging, inspiring, and challenging environment to become successful, responsible citizens in today's society.

The purpose of our schools is to:

- **Provide a high quality education for all students.**
- **Satisfy all students' individual needs, abilities, and learning styles.**
- **Encourage collaboration between school and community.**
- **Maintain a safe, nurturing, and successful environment.**
- **Foster student success for college and/or career work readiness.**
- **Promote digital citizenship in a competitive global society.**

Dear Parents and Students,

This handbook was prepared for the parents/guardian of the children attending The Martin F. Quinn Pittston Area Primary Center. We hope it is helpful to you and answers any questions about our school. Please review it carefully with your child and keep it as a reference.

If you have any questions regarding your child, inform your child's teacher or the Guidance Counselor. If you still have concerns, contact the principals office.

We wish all of our students a safe and successful school year.

Sincerely,

Mr. Arthur J. Savokinas
Principal

Mrs. Tiffany Ferentino
Assistant Principal

WELCOME

A school should be warm, caring place where boys and girls feel comfortable about learning. We are anxious to promote good understanding between school and home.

The Martin F. Quinn Primary Center will strive to:

- Provide a safe, healthy, encouraging environment in which each child can learn to his/her potential;
- Provide the best programs possible, carefully planned and ever changing to meet the needs of each child;
- Provide instruction which incorporates a variety of teaching techniques, relevant learning experiences and materials to promote the maximum development of the individual, a formation of a positive self-concept and the recognition and appreciation of individual differences.
- Help each student acquire self-discipline and commitment to meet personal responsibilities in education, family life and society.

What we expect from you the parent/guardian:

- Your encouragement and support of school objectives;
- Your help in exercising fair discipline, impressing upon your child the importance of following all school rules and regulations.
- Your cooperation with your child's teacher in attending conferences.

MARTIN F QUINN PRIMARY CENTER
210 Rock Street, Hughestown, PA 18640
Phone 570-654-2415 Ext 4
STAFF 2026-2027

Mr. Arthur Savokinas, Principal
Mrs. Linda Farruggia, Administrative Assistant
Mrs. Tiffany Ferentino, Assistant Elementary Principal
Ms. Maria Burns, Administrative Assistant-

KINDERGARTEN	FIRST GRADE	SECOND GRADE
Mrs. Chantelle Antal	Ms. Jodi Boylan	Ms. Lauren Parente
Mrs. Karen Brombacher	Mrs. Lynn DiGregorio	Mrs. Tamara Chesneak
Ms. Lauren Chromey	Mrs. Teri Flynn	Mrs. Kim Hughes
Miss Kaylee Copp	Miss Noelle Imbrogno	Mrs. Jodi Eike
Ms. Lisa Gubitoso	Mrs. Kristine Klem	Ms. Mecadon
Mrs. Aryanna Davis	Mrs. Susan Lampman	Ms. Jordan Ralston
Mrs. Inez Kugler	Ms. Sydney Hornlein	Ms. Morgan Marinos
Mr. Ryan Lombardo	Mrs. Alyssa McKearnan	Mrs. Lauren McGuire
Mrs. Teresa Luvender	Ms. Kathy Ann Richards	Mrs. Krista Melvin
Mrs. Renee Shotwell		

ITINERANT LEARNING SUPPORT:
KINDERGARTEN & 1ST: Mr. Ken Bryden **2nd Grade:** Ms. Mia Synder
Supplemental/Gifted - Mrs. Danielle LoPresto

LIFE SKILLS	AUTISTIC SUPPORT	AUTISTIC SUPPORT
Mrs. Andrea Walski	Mrs. Christina LoPresto	Mrs. Shelby Ranieli

RELATED ARTS		TITLE
Ms. Julia Evans	**ART**	Mrs. Angela Chaump (Second Grade)
Mrs. Angela Nicoletti	**LIBRARY**	Mrs. Bruno (First Grade)
Mr. Shawn McDermott	**GYM**	Mrs. Tina Rava (Kindergarten)
Mr. Robert Naples	**MUSIC**	**Guidance** – Ms. Stacy Spigarelli
Mrs. Coleen Reza	**COMPUTER**	**Nurse -** Ms. Donna Kravelk
		Speech – Mrs. Kathleen Kugler-Ignatovich

SCHOOL ARRIVAL

Children who are driven to school should arrive between 8:23 A.M. and 8:50 A.M.. The school doors are opened for student entry at 8:23A.M.. Breakfast service begins at 8:40 and ends at 9:10 A.M.. Students should be in their assigned classroom and prepared to start the school day by 8:53 A.M

TARDINESS

Any child arriving in school after 9:00 A.M. must report to the school office and will be marked tardy. Consequences for tardiness will be strictly followed.

Children should go directly home after school is dismissed. School dismissal is at 3:00 P.M. for children being picked-up, bussing dismissal will begin at 3:10. Parents transporting their children must be prompt. We cannot have supervision beyond 3:40 P.M.

PHOTO ID REQUIRED

Photo is ID required with any visit to the building or sign out of a student. Again, it is not advisable to make appointments during the school day. Should a child be in school, and have to leave for a short appointment and then return to school, the parent/guardian must come to school to sign the student out. The child may leave school and then return immediately following the appointment. Students who have doctor's appointments shall not be marked absent if the student is les that half day absent and presents a verification from the appointment by a doctor or dentists to the time and date of the appointment. If the appointment extends longer than half a day, the student will then be marked absent.

Should a child have excessive absences or late arrivals, parent will be notified of the concern. Should the pattern of excessive absences or late arrivals continue, our attendance office will be notifies to take further action.

If the child is absent, the teacher will provide the child with an excuse blank to be completed by the parent and returned to school the following day. A parental excuse is required for every absence. In cases of irregular attendance or lengthy illness, a doctor's excuse will be required.

Our goal this year is to ensure that every student attends school regularly at the Primary Center. Being present at school has a huge impact on a student's academic success starting in Kindergarten and continuing through high school. Even as children grow older and independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and in life.

We realize some absences are unavoidable due to health problems or other circumstances. But, we also know that when students miss too much school – regardless of their reason – it can cause them to fall behind academically. Your child is less likely to succeed if he or she is chronically absent – which means missing 18 or more days over the course of the entire school year. Research shows:

- Children chronically absent in Kindergarten and 1st Grade are much less likely to read at grade level by the end of 3rd Grade.
- By 6th Grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By 9th Grade good attendance can predict graduation rate even better that 8th Grade test scores.

ATTENDANCE POLICY

The Pennsylvania School Code, Section 1327, a student and his/her parents or guardian(s) are responsible for the maintenance of a good attendance record. Parents are legally responsible for their child's lack of attendance. Unexcused absences may result in fines or a hearing in front of a judge. In extreme cases, parents may receive jail sentences or large fines because of their non-compliance with attendance laws and policies. Parents or guardian(s) who suspect their child is not in school are encouraged to phone or personally go to the school to check on their child's attendance.

School attendance is one of the most important issues facing schools in America. Student absenteeism costs taxpayers billions of dollars each year in lost revenue and greater loss in human potential. Furthermore, students who are frequently absent from school are more likely to become involved in illegal or antisocial behaviors that lead to less productive and less fulfilling lives. The Pittston Area School District rules and regulations on attendance are set to encourage every student to attend school on a regular basis.

The purpose of this policy is to set forth the general conditions for attendance in the Pittston Area School District in order that each student derives the most from our school program. Good classroom attendance is not only appropriate for the individual but also affects the teaming process/atmosphere of the entire class and therefore the school. Success in school is directly related with being in the classroom discussion and doing the assigned work on a regular basis. There is no way to duplicate the classroom experience or the impact of a teacher with respect to learning after a student has been absent. Students enrolled in the Pittston Area School District will be subject to the following policy and procedures regarding school attendance.

Students who miss 30 classes sessions in a full year or 15 class sessions in all minor courses because of unexcused absences from a particular class will receive an automatic failure in such course. Also, students who have 7 unexcused absences from a class in any given marking period, will automatically fail that marking period. **This includes classes missed for tardiness and excessive lates. Students participating in school sponsored activities are responsible for making up all missed work in a timely manner.**
The maximum grade a student can earn from a failure because of attendance is a 65. Appeals to the automatic failure may be made when data showing justifiable reason(s) for absences or evidence of extenuating circumstances is presented.

The following procedures have been set to assist in achieving our goal of regular school attendance:

1. If a student is going to be absent from school for any reason, the student's parent or guardian should call the school before 8:30 a.m.
2. The day following his/her absence, the student must present his/her homeroom teacher with the standard district excusal form which explains the reason of absence. The student's parent, guardian, or physician must sign the standard district excusal form. **Also, students are responsible for showing physician's excuses to their subject area teachers. If excuses are not presented within three days, the absences will be recorded as unexcused and/or unlawful.**

3. A letter is sent via the U.S. Mail to the parents on the 3rd unexcused absence from school. Letter notifies parents of compulsory attendance laws and that a student attendance improvement plan (SAIP) may be put in place if unexcused absences continue.
4. A second letter will be sent via the U.S. Mail to parent on the 6th unexcused absence from school. The letter notifies the parents that a student attendance improvement plan (SAIP) must be completed if one has not already been completed.
5. Unlawful absences beyond six (6) may result in court proceedings before the local magisterial district judge.
6. It is the student's responsibility to get assignments and complete make-up work for absences within the time limits (3 days allotted for each day missed). Tests missed because of absences will be made up the next school day or on the date arranged by the teacher. A plan will be put in place by the guidance counselors/principals and teachers for students who have extended absences.

7. The administration realizes it is difficult to schedule medical and dental appointments, but we request that appointments are to be made so the student misses as little school time as possible. All medical and dental appointments should be scheduled for after school hours. In the event a student must leave school early or must report late, a request must be submitted to the principal's office at least 24 hours in advance. **Any student who is excused for a doctor/dentist appointment must return to school with a note to certify the appointment was kept.**
8. No student is to leave school grounds for any reason during the school day without written permission from the principal or from the asst. principal. All students who leave during the day must sign out of the office. If the student is returning to school, he/she must enter through the main doors and notify the main office that he/she has returned to school. Failure to follow this procedure may result in disciplinary action.
9. If a student is going to be absent for an extended period of time, the parent must notify the school so class work can be made up.
10. Students will on only be allowed ten (10) parental excuses for the entire school year. Once a student exceeds ten parental excuses, every subsequent parental excuse will be marked as unexcused. Any student who exhibits a consistent pattern of absence may be required at any time, to present a doctor's excuse for each continued absence. A doctor's excuse must include the date and time of the appointment and clearly state the dates that a student should be considered excused. General statements like "until further notice" or "the student may be absent on occasion for the illness" cannot be accepted.
11. Students age eighteen (18) and older place themselves in jeopardy of being taken off the rolls as a student of the Pittston Area School District if absent for ten (10) consecutive days for an unexcused reason. P.A. Code Section 1327 of 1949.

The following terms are listed for the purpose of the efficient operation of the Pittston Area Senior High School:

Excused absence — The following reasons only constitute lawful and excused absence:
(1) personal illness or injury which makes the student physically unable to attend school: (2) death of an immediate family member: (3) quarantine: (4) impassable roads, (5) participation under subpoena as a witness in a court proceeding; (6) observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval of the principal; or (7) participation in a valid educational opportunity with prior approval of the principal.

Unexcused absence — This refers to any absence for which the district has determined there are no extenuating circumstances. The following reasons for missing school will be considered un-excused: a) transportation problems. b) missing the bus, c) oversleeping. d) non-family vacation, e) shopping, f) skipping school, g) hair appointments h) babysitting i) any other act deemed by the principal to be a non—extenuating circumstance.

School related activities — The following school related activities will **not** be counted as absences from either class or school: **field trips sponsored by the school, school—initiated and scheduled activities, or athletic events requiring early dismissal from school**. Assignments missed for these reasons must be completed by the students in order to receive credit for the work. Teachers will

establish reasonable deadlines for the students to make up their work. The student is responsible for attaining assignments and completing them within the specific time period.

Suspension — A student who continues to exhibit poor behavior will be placed on in-school suspension or out-of-school suspension. Days of suspension are not included in the attendance plan. However, students have the responsibility to arrange to make up assignments and tests with his/her teachers upon returning to school.

Family Vacation — Approval and verification of family planned vacations during the school year must be pre-approved by school administration. The days missed will not be included as an unexcused day. It is the responsibility of the student to pre-arrange assignments and due dates with his/her teacher.

Withdrawal for Nonattendance — The district may initiate withdrawal of a student for nonattendance under the following conditions:

1. The student has been absent 10 consecutive school days and has failed to contact the school.
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

Appeals — We recognize that some absences are unavoidable and commend students who work hard to make up the work they have missed because of difficult circumstances. Our intent with the appeals process is to invite parents and students who have extenuating circumstances to appeal the attendance policy. Appeals to the automatic failure may be made when data showing evidence of justifiable circumstances is presented. Such data would include but are not limited to doctor's excuses. Excuse appeals will only be accepted within 10 days after the marking period or at the discretion of the principal or assistant principal. The following is the attendance appeals process:

1. Parents or students may appeal the student's attendance record. The appeal must be made in writing and initiated by the parent or student. The appeal hearing will only address attendance from the immediate prior quarter. In order to consider any change in the attendance coding, the administration must be presented with clear and overwhelming evidence that the excuse is in compliance with Pennsylvania School Code.
2. If a student is in attendance less than the required number of days and has been notified by the school that he/she has been denied credit for the marking period of the school year, the parent(s) or guardian(s) may appeal in writing first to the assistant principal of the school.
3. The assistant principal will contact the parent(s) or guardian(s) to provide notice of the date, time, and place for a meeting with the attendance review committee. The committee will consist of an administrator, 3 teachers, and a guidance counselor.
4. At the meeting, the parent(s) or guardian(s) are to present the extenuating circumstances for the extensive absences of the student.

The recommendation of the Attendance Review Committee shall be rendered and sent in writing to the parent(s) or guardian(s) within three school days after the review of the appeal.

Notification Calls — Parent(s) or guardian(s) will receive automated phone calls from the high school notifying them that their child is absent from school.

Failure to Comply with the Pennsylvania School Code regarding attendance:

Unexcused Absences	Excused Absences
• Students have 3 school days to turn in excuse for absence from school. Students are reminded each morning by homeroom teacher. • Absence is marked **"Unexcused"** on the 4th school day after return from absence. Letter sent home to parents on the third unexcused absence. • A letter is sent via the mail to the parents on the 3rd unexcused absence from school. Letter notifies parents of Compulsory Attendance Laws and that a student attendance improvement plan (SAIP) may be put in place if unexcused absences continue. • A second letter is sent via the mail to parent on the sixth (6) unexcused absence from school. The letter notifies the parents that a student attendance improvement plan (SAIP) must be completed if one has not already been completed • A student attendance improvement plan (SAIP) will be conducted with school personnel and parents after a student has accumulated six (6) unexcused absences. If a parent is not present, the SAIP will still be conducted. • Unlawful absences beyond six (6) may result in court proceedings before the local magisterial district judge.	• Absences from school with proper parental excuses that are turned in on time are considered "Excused" absences. • Parental excuses cannot be accepted after **ten** total absences. It is the parent's responsibility to monitor their child's attendance. • Once a student reaches ten parental excused absences, all subsequent parental excuses will be recorded as unexcused – written excuse (U-WE). All subsequent excuses will require a doctor's note.

Unexcused Tardies	
• Students arriving to school after 9:20 A.M. without a signed note from a parent or medical professional explaining the lateness will be considered "**Unexcused Tardy**". • Students will receive a "**warning**" for the first three (3) times they are Unexcused Tardy to school. Students will receive a notice detailing the amount of tardies every time they arrive late to school. • Students will receive a **detention** on the fourth and subsequent unexcused tardiness to school. A detention letter will be given to the student explaining the detention date and reason for detention.	Excused Tardies • A student who arrives late to school and has turned in a note from a Doctor or legal professional within three days of the tardy will be marked as "Excused Tardy". • Parental excuses for tardiness may be considered "Excused Tardy" by school administrator.

SAMPLE ATTENDANCE LETTER – THREE-DAY ABSENCE

Pittston Area High School
5 Stout Street
Pittston PA 18640

OFFICIAL NOTICE OF CHILD'S ILLEGAL ABSENCE

Dear:

This letter is to officially notify you that __student name___ has been absent from school without a lawful excuse (PLEASE SEE BELOW). These absences are unlawful; therefore, constitute a violation of the compulsory attendance provision of the Pennsylvania Public School Code (24 P.S. 13-1327). This section states that when a child has been absent for three (3) days, or their equivalent without a lawful excuse, the district shall serve the parent or guardian with this written notice. If your child accumulates additional unlawful absences, he/she will be considered habitually truant after six (6) unexcused absences. The parent and/or child may be subject to the penalties stated below as per Pennsylvania law.

Section 1333 in the Pennsylvania School Code for specific penalties for violation of compulsory attendance requirements for both you and your child.

(1) sentenced to pay a fine for the benefit of the school that is responsible for the truancy proceedings in an amount not exceeding three hundred dollars ($300) together with court costs except that, in the case of a second offense, the maximum fine for a person in parental relation may be a higher amount within their ability to pay not exceeding five hundred dollars ($500) together with court costs and, in the case of a third or subsequent offense, the maximum fine for a person in parental relation may be a higher amount within their ability to pay not exceeding seven hundred and fifty dollars ($750) together with court costs;
(2) sentenced to perform community service; or
(3) required to complete an appropriate course or program designed to improve school attendance which has been approved by the president judge of the judicial district.

Since your child has reached three (3) unexcused absences, you may participate in a school-family conference to develop a student attendance improvement plan (SAIP) for your child. Student attendance conferences are scheduled every Wednesday at 9:00 AM in the main office of your child's school. Please call the main office to confirm your attendance.

Your child's regular attendance at school is your responsibility. If the student is 18 years of age, he/she is responsible.

SAMPLE ATTENDANCE LETTER – SIX-DAY ABSENCE

Pittston Area High School
5 Stout Street
Pittston PA 18640

OFFICIAL NOTICE OF CHILD'S ILLEGAL ABSENCE

Dear:

According to state law, this letter is to officially notify you that **student name** has been absent from school without a lawful excuse (PLEASE SEE DATES BELOW). You child has accumulated six (6) unlawful absences from school. You are required to participate in a student attendance improvement plan (SAIP) conference in the main office of the school in which your child attends.

SAIP conferences are held at 9:00 A.M. on Wednesdays in the main office. Please call the main office of your child's school to confirm attendance. Failure to attend will result in court proceedings in front of the local magisterial judge. You may invite anyone to the conference that you feel will help you with improving the attendance of your child.

The main office phone numbers of each school building are listed below:

High School Main Office - 570-654-2415 ext. 2115
Middle School Main Office - 570-654-2415 ext. 2026
Intermediate Center Main Office – 570-654-2415 ext. 4020
Primary Center Main Office - 570-654-2415 ext. 5001

Your child's regular attendance at school is your responsibility. If the student is 18 years of age, he/she is responsible.

Sincerely,

Standard District Excusal Form: The form below is the only excuse that will be accepted for excuses. No other form or piece of paper will be accepted. If the excuse is medical, please attach medical note to this form.

Pittston Area School District

Excuse for Absence or Tardiness

REGULAR ATTENDANCE IS ESSENTIAL TO SUCCESS

_____was ☐ Tardy ☐ Absent from school

(student name)

(Date(s)

The state law requires an explanation from the parent in each case of absence or tardiness. The reason for this absence/tardiness was:

_____illness _____medical-dentist

_____medical-doctor _____family vacation

_____other_____

Date_____ Signature of Parent/Guardian_____

This excuse must be kept on file for the inspection of school officials. This form is the only form that will be accepted for excuses. No other form or piece of paper will be accepted. If the excuse is medical, please attach note to this form.

STUDENT ATTENDANCE IMPROVEMENT PLAN

The school will offer and implement a Student Attendance Improvement Plan (SAIP) if a student is truant, habitually truant or has excessive absences. Loss of instructional time, as a result of truancy, will make it more difficult for student to reach their academic potential. Letters such as excessive absence and first offense will be mailed home to ensure the parent/guardian is properly informed of the student's attendance record.

A SAIP plan will be initiated and consequences will be discussed with the student and parent/guardian.

School law determines that the following reasons for absences are valid and excusable:

- Illness
- Death in the Immediate Family
- Quarantine
- Exceptional urgent reasons such that affect the child
- Family Vacation – Approval and Verification by the Principal.

An unexcused absence for a student is considered an illegal absence. Such reasons for absence as "visiting", "overslept", or "had to go to the store" are counted as unexcused.

The responsibility for making up work missed during absences rests with the student and the family.

SCHOOL CLOSING

We ask your assistance by discussing with your child a variety of situations which could arise due to an unexpected school closing. For example:

- What does your child do if school is closed after you have gone to work?

- Do you have a buddy system in place so your child may go to a classmate's or neighbor's home?

- What does your child do if the bus does not arrive at the bus stop on time?

Developing answers for these and other questions will help your child to overcome a difficult situation.

Please complete early dismissal forms sent home from your child's school to allow us to know your child's destination on those days.

Should it be necessary to close school, start late, or dismiss early because of inclement weather, or other emergency conditions, an announcement will be made over local radio/TV stations as well as through our School Messenger automated communication system and the school website.

STUDENT BEHAVIOR

Good behavior and discipline are more than keeping order; the ultimate goal is to help students develop self-control, self-respect, and respect for property and people around them. The rules, regulations, and policies concerning student behavior are made with the intention of insuring that all students shall be afforded an opportunity to an education without interruptions. Students who continually misbehave and are chronic disruptions to the educational process may face suspension, expulsion or alternative education. It is each student's and parent's responsibility to be familiar with the rules, regulations and policies. Circumstances may occur in which the Administration may deem necessary to modify some of its procedures and policies stated in the handbook in order to provide a more practical and workable elementary school.

RESPECT ALL ADULTS

Stop, look, and listen to the adult speaking to you.
Follow directions given.
Wait quietly for your turn to speak.
No name-calling.

GETTING ALONG WITH OTHERS

Keep hands and feet to yourself.
No pushing; no shoving.
No hitting; no kicking; no spitting.
No name calling - Speak politely to others.

RESPECT PROPERTY OF OTHERS

Keep areas neat and clean

Walls	Desk	Bathroom	Cafeteria
Floors	Classrooms	Buses	playground

Keep hands off other's property (no stealing).
No defacing school property.
Ask permission to use or to take something.

PASD Dress Code

The intent of this policy is to ensure that our students dress appropriately, are not disruptive to the educational process, and do not compromise the safety and security of our school. While requiring a specific type of clothing, it is not our purpose to interfere with student decisions or freedom of expression. However, the safety of all students, the security of the building, and the environment in which our students learn must be the foremost objectives of our school. The district reserves the right to amend the dress code at any time during the school year. If you are in doubt as to whether clothing will be acceptable for school attire, please check these lists:

YES: When dressing for school, wear this:

- Clothing including both a shirt with pants, shorts or skirt, or the equivalent and shoes.
- Clothing that is clean and neat in appearance
- Clothing that promotes a positive, safe, and productive learning environment
- Clothes that allow students to focus on learning and promote a positive self-image

NO: When dressing for school, do not wear these:

- Clothing with obscene language and/or pictures
- Clothing which advertises or advocates the use of drugs, alcohol or tobacco or makes reference to gangs, including bandannas and tattoos
- Pajamas, slippers, slipper boots, or bedroom attire
- Flip flops, sandals, slides, or shoes without a back

SPEAK APPROPRIATELY

Take turns talking.
Listen to the person speaking.
Use soft, quiet voices.
No shouting, screaming, yelling, cursing, gesturing.

OUTSIDE THE CLASSROOM

Passes are required whenever a child is out of the classroom.
Book bags/backpacks must be stored in child's homeroom during school day.
Two pupils in lavatory.
Walk on the right hand side of the hall.
Walk one behind the other (single file) with class.
Keep hands and feet to yourself.
Speak quietly.

FOLLOW CLASSROOM RULES

Teachers will have classroom rules on display in each room.

- Follow directions.
- Keep hands, feet, and objects to yourself.
- Do not leave room without permission or a hall pass.
- No swearing, teasing, yelling or screaming.

BEHAVIOR MODIFICATIONS

1. VERBAL WARNING
2. RESTRICTED MOVEMENT
    A) Lunch will be eaten at a separate table
    B) Time out/isolation
    C) Loss of activities/ loss of class trips.
3. AFTER SCHOOL DETENTION IS HELD AT THE DISCRETION OF THE CLASSROOM TEACHER.
4. PARENTAL CONFERENCE
    A) Notified by phone
    B) Letter to parents will be sent home with child
    C) Extreme discipline cases and/or behavioral problems: parents will be summoned to come to school and take their child home.

SUSPENSION

A student may be suspended from school for major offenses such as school violence, theft, tobacco, alcohol or drug related, vandalizing school

property, or in any other situation where the principal considers the child's behavior to be a threat to others or inappropriate for a school situation.

A Parent will be notified of the suspension in writing as to the number of days the child will be unable to attend school. Parent must accompany child back to school on date of return.

EXPULSION

A student may be expelled from school for any offense that endangers the safety and welfare of other students of staff members. Students violating the school district weapons, drug and safety policies may be referred for expulsion. Refer to the Pittston Area School District Handbook for additional information.

Extreme student discipline cases and or behavioral problems: parents will be immediately notified and summoned to the Primary Center. Where students will be excluded from school via suspension.

ELECTRONIC EQUIPMENT

It is against the Pennsylvania School Code for students to bring beepers, personal pagers and cellular phones of any kind into the school building. Additionally, Walkman radios, computer games, cameras, tape recorders and CD players are not permitted in the building. Such items will be confiscated by the administration and held for parents to pick up. In addition the school district is not responsible for lost, damages or stolen equipment.

GUIDANCE COUNSELOR

A guidance counselor is available to the pupils for various counseling needs. All standardized testing is also administered through the guidance office. The guidance office also helps to coordinate the Children's Service Program that is run in the Primary Center.

CHILDREN'S SERVICE CENTER
SCHOOL BASED SUPPORTIVE SERVICES PROGRAM

This program is designed to serve children who need assistance to participate in the academic process. The program's intent is to help these children maintain themselves in their current academic placement and enable the children to maximize participation in the school program.

The staff is from the Children's Service Center, and they will work with the school personnel in the best interest of your child.

STUDENT RIGHTS AND RESPONSIBILITIES

All individuals living in our society are governed by rules which save to smooth the process of working together in order to reach certain goals. Pittston Area guarantees the student's right to an education and the teacher's right to teach without any unwarranted interferences by a student.

In no way can a student's actions be disruptive to the process of education or endanger the health and safety of others. Administrators, teachers, and counselors have the responsibility of regulating student's behavior so as to maintain the order necessary for teaming to take place and to protect the rights of other students.

It is the responsibility of the students to be aware of all school rules and regulations for the student behavior and conduct themselves accordingly. This also applies to all state and local laws. Students should assume that until a rule is waived, altered, or repeated, it is in full effect.

SCHOOL GUIDELINES ON STUDENT BEHAVIOR

In accordance with the Pennsylvania School Code, the school board has the authority to adopt reasonable and necessary rules governing the conduct of its students in order to carry out the orderly operation of the school. All students are expected to adhere to the following guidelines:

The Primary Center has implemented the STAR a school wide positive program. This is a researched based program that positively reinforces appropriate behaviors in schools.

PUPIL RECORD'S POLICY

The Board of Education has adopted a pupil record's policy. The policy's functions allow (1) school authorities to gather

information necessary to facilitate its educational responsibility; (2) assure the student, parent, and/or legal guardian's right to privacy. Copies of the record policy are in each building and the district office.

In accordance with the pupil record's policy, the Board of Education has approved a testing program designed to provide information concerning the proficiency of all children in the district on standardized tests of academic achievement, ability and aptitude.

In accordance with these guidelines, parents will be notified of the name of the test, grade, the approximate time and purpose of the test by hand-carried notices if their child is in a class that is being tested. Notifications of tests are also to be made through news media.

STUDENT ASSESSMENT AND EVALUATION PROGRAM

In our school there is a regular program of standardized achievement tests administered during the school year to obtain information on student performance.
These are as follows:

Reading Rangers, Acadience, STAR, and I Ready Math

Results of these standardized tests are kept in the guidance offices and a parent copy will be sent home.

Parents will be notified of tests dates and grades to be tested.

HOMEWORK/PARENT INVOLVEMENT

A child's education is enhanced when home and school work together. It is important that your attitude toward education is positive and encouraging.

Homework is a constructive tool in the teaching/learning process and is an aid to reinforce the learning that takes place in the classroom.

Homework assignments have these important purposes:

1. To reinforce that which was learned in the classroom. Homework should help the student assimilate, practice, and apply concepts which have been taught under the direction of the teacher.
2. To develop a sense of self-discipline, personal responsibility, and independent thinking.
3. Homework helps students develop independent work habits.
4. Homework provides the parents and opportunity to evaluate their child's progress.

Parents are encouraged to cooperate with the school in making homework effective by:

Parents will provide suitable study conditions for good concentration and establish a specific homework time.

1. Parents will help the child with drill exercises such as (A) math facts (B) spelling list (C) vocabulary list
2. Parents will remember that the assignments are designed for the child and not the parent.
3. Parents will limit after school activities to allow time for both homework and family time.

4. Parents will encourage the child to take notes concerning homework assignments and communicate any concerns regarding the amount or type of homework assigned with the child's teacher.
5. Parents will check and review completed homework assignments.

RELATED ART CLASSES

Library – Library is offered to all students K-5. Please have children return books promptly on scheduled library days.

Art – Art is offered to all student K-5. Please provide your child with an old shirt for art class.

Computers – Computer classes are offered to students K-5.

Music – Music is offered to all students K-5.

Physical Education – offered to all students K-5.

The children should wear or carry sneakers on the day they have gym. If a child must be excused from gym class, a note is needed from a doctor.

PROGRESS REPORTS

Progress reports are issued every nine weeks. The grading system is explained on the report. In addition to letter grades, the report also indicates the child's behavior and work habits.

Attendance is also indicated on the report.

PROMOTION/RETENTION

At the end of the school year, most children will advance to the next school grade. However, since learning and maturation take place at different rates for children, some children need more time to learn basic concepts necessary for success in later grades. For this reason, some children may be required to repeat a grade.

If it seems likely that a student will be retained, the parent will be notified during the year, as per board policy.

The decision to retain the child shall be that which is in the best interest of the child.

Parents will be notified at the end of the second marking period if their child is in danger of being retained.

TEACHER AVAILABILITY/CONFERENCES

Parent/Teacher conferences are scheduled to give you an opportunity to discuss your child's progress directly with the teacher. At the conferences after the first marking period, parents are expected to obtain their child's progress report from the homeroom teacher. Parents will be notified of the dates and times.

We encourage you to contact your child's teacher with any questions or concerns. Please feel free to send a note to school with your child or call the office. If you call, the school secretary will take your message and forward it to your child's teacher who will contact you as soon as possible.

ANTI – BULLYING

Pittston Area School District recognizes that bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school-sponsored events and/or activities whether occurring on or off campus.

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student(s) that has the intent and effect of:

- Physically harming a student (e.g., hitting, kicking, and spitting, pushing, and invading one's personal space in an aggressive manner).
- Damaging, extorting or taking a student's personal property.
- Placing a student in reasonable fear of physical harm.
- Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment engaging in social exclusion, extortion, intimidation, and ridicule.
- Cyber-bullying: forms of verbal and psychological bullying may also occur on the internet through e-mail, instant messaging, or personal profile websites such as my-space.
- Creating or intimidating or hostile environment that substantially interferes with a student's educational opportunities.
- Creating verbal statements or written remarks that are taunting, malicious, threatening or sexual.

The district expects employees who observe or become aware of an act of bullying or extortion to take immediate, appropriate steps to intervene. If an employee believes that his/her intervention has not resolved the matter, or if the bullying or extortion persists, s/he shall report the bullying or extortion to the school principal for further investigation.

The school district strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, building principal or other school employees supervising school-sponsored activities. Parents/Guardians may contact the building principal to report acts of bullying.

Consequences for students who are found to have bullied others may include counseling, a parent/guardian conference, detention, suspension, expulsion, a loss of school privileges and/or exclusion from school-sponsored activities.

SCHOOL PROPERTY

Property belonging to the school district is purchased with federal, state, and local taxes. Money used to repair damaged property will add to the amount needed for general maintenance. Students can help to keep this amount at a minimum by their care and cooperation.

All books issued to the student should be kept covered and free from writing or other damage. Students should not write on or scratch desk surfaces. Stickers should not be placed on the desks.

Lavatories are cleaned each school day. Students using these facilities should maintain their cleanliness for health and sanitary reasons. Paper towels, litter, etc. must not be left in sinks or on floors. There should be no writing on walls or doors.

To keep our school grounds an attractive part of the community, students should not walk on the grass or damage the flowers or bushes.

Any student who has caused damage to a book, equipment, locker, uniforms or other school property will be charged for its repair or replacement.

ASSEMBLIES/PROGRAMS

Students should enter the cafeteria quietly and occupy the seats in their assigned rows. It is important for each student to extend courtesy and attention to the participants involved in the presentation of the assembly program.

All Primary Center First Grade students will have the opportunity to perform in an assembly this year. Your student will receive notice of the date of his/her assembly. In addition to the First Grade Assemblies, Kindergarten will hold a graduation ceremony at the end of May.

CAFETERIA

- Students have the option of purchasing lunch from the cafeteria or bringing their own lunch and buying milk or juice. Students may not bring beverages into the school in glass bottles.

- For those who qualify, there are free and reduced meals. Application for these meals are sent home during the first week of school or may be obtained from the school office at any time during the school year. Meal application are also on the Pittston Area website

- Students are expected to exhibit good manners and courtesy both while waiting in the cafeteria line and while eating lunch. Unruly conduct, shouting, or rowdiness will not be tolerated.

- All food or drink must be consumed inside the cafeteria.

- Upon the conclusion of lunch, each student is responsible for clearing his or her area of trays, dishes, and utensils.

Trash must be disposed of properly in the large containers and the cafeteria dishes piled carefully in the dishwashing window.

- No student may leave the school grounds during the lunch period. Students must remain in the cafeteria until dismissed. Students may use the lavatories in this area only.

- Although brown bag lunches are allowed, food brought in from fast food chains is not allowed.

An orderly cafeteria is essential. Children are expected to obey the following rules:

- Talk quietly and always show respect and obey the lunchtime supervisors and cafeteria workers.
- Stand in line in an orderly fashion.
- Watch your manners and practice neatness while eating.
- Eat the food you purchase. Keep the food on your tray. Never handle other children's food.
- Remain in your seats until the supervisors dismiss the class.
- Clean your eating area. Throw paper away. Return trays and utensils to their proper places.
- Students are not permitted to leave the lunchroom until dismissed by the supervisors or cafeteria workers.
- When dismissed, move quietly through the halls.

A charge balance at any one time on paid lunches are placed with Nutrition Group at a maximum equal to that of three lunches (5.55). As the balance "on account" is paid off, the charge policy will be available to repeat itself to the student.

Students and/or parents will be notified via letter if a charge exists on the student's account.

If a child has an excess of three meals charged to his/her account, the child will be provided with an alternate lunch consisting of a sandwich, fruit, vegetable and milk.

Parents/students may pre-pay on their child's lunch account at any time. We do suggest pre-payments are in the form of a check. Please include your child's/student's name on the check. Pre-payments are also available via Paypams.com. For more information visit metzculinary.com

STUDENT TRANSPORTATION AND SCHOOL BUS

If there is a need to alter the routine transportation arrangements of your child, please contact the school office prior to 2:30 P.M. so that arrangements can be made effectively.

School bus transportation is a privilege. District students riding school buses must adhere to school district busing regulations which are established with our bus contractor to ensure pupil safety. We urge you to discuss the following situations with your child and instruct his/her to follow the bus driver's directions at all times.
Possible threats to safety:

- Shouting or otherwise making continuing noise on the bus thus creating a distraction for the driver
- Moving about within the bus while the bus is in motion after having been warned of the danger
- Defacing or damaging the bus

- Insolent or otherwise unseemly behavior to the driver or other person
- Fighting on bus
- Causing a disturbance by teasing, threatening or insulting
- Throwing or shooting objects in the bus or out the bus windows
- Unacceptable language
- Other, not specified

BUS REGULATIONS

Maintaining good order on school buses requires the cooperation of pupils, parents, principals, teachers and bus drivers. Therefore, in order to insure the safety of our bus students, the following policies have been adopted by the Pittston Area Board of Education:

1. The bus driver has the right to assign permanent seats.
2. Students will not be permitted to leave their seats or to get on or off the bus while it is in motion.
3. Students must pass in front of the bus to cross the highway.
4. Students will not be permitted to leave the bus except at his/her regular stop without permission from the Principal or Asst. Principal. Bus drivers have been instructed not to allow students to get off the buses without permission.
5. Safety drills, including the use of the emergency door of the bus, will be conducted at least once a year under the supervision of the administrations.
6. No animals, firearms, explosives, or anything else of a dangerous or objectionable nature will be transported on the school buses.
7. Students must stand by the roadway while waiting for the bus.

8. Students will not be allowed to board a bus on a steep grade, or on a blind curve, or on the crest of a hill.
9. Upon boarding the bus, students must be seated immediately.
10. Students shall remain seated until the bus has come to a complete stop.
11. THE USE OF TOBACCO IS FORBIDDEN IN THE SCHOOL BUILDING, ON SCHOOL BUSES OR ON SCHOOL PROPERTY.
12. While the bus is in route to or from school, the bus driver is the sole authority.
13. While getting on or off the bus, students must wait their turn.
14. STUDENTS SHOULD ARRIVE AT ASSIGNED BUS STOPS TEN (10) MINUTES EARLY. IN THE EVENT THE BUS IS LATE, AND/OR THE WEATHER IS INCLEMENT, STUDENTS SHOULD REMAIN AT LEAST THIRTY (30) MINUTES BEFORE RETURNING HOME. IN GOOD WEATHER, STUDENTS SHOULD WAIT INDEFINITELY FOR THE RELIEF BUS, WHICH WILL BE DISPATCHED TO PICK THEM UP.
15. No food or beverages are to be consumed on the buses.

If students choose not to follow bus regulations, the school may take the following action:

- Students warned, parents informed
- Assigned seating on the bus
- Transportation privileges suspended for 1-5 days (Parent/Guardian will be informed of a suspension of bus privileges and are notified of their responsibility to provide transportation for their child to/from school during the suspension)
- Removal from bus for remainder of year. Parents are responsible for transporting students. Parents informed.
- School suspension necessary. Parent conference requested.

The driver has complete authority over student passengers and commands the same respect as a teacher in the classroom. Drivers are authorized to assign students to specific seats when necessary.

VIOLATION OF REGULATIONS

Violations of these rules shall be reported by the bus driver on forms provided to the principal or building coordinator of the school that the student attends. The principal will discuss the violation with the student and notify the parents or guardian concerning the violation. The child and/or parent will be financially responsible for any damages to the interior or exterior of the bus, if the child in identifiable.

The principal has the authority to notify parents in writing that the student will not be permitted to ride the bus for a stated period of time. During this period, the parent or guardian will be responsible for providing transportation to and from school.

PENALTIES FOR DAMAGING BUS COMPANY PROPERTY

1. Guilty students must make full restitution to the bus company.
2. Guilty students will forfeit their right to ride the bus for a period of 45 school days.
3. Guilty students will be prosecuted by the bus company.

BUS CHANGES

Students are expected to ride the bus that is assigned to them at the start of the year. Students must get on and off their bus at their assigned stops. The bus drivers are not permitted to make changes in bus stops or to reassign students to other buses. Written approval

must be obtained from the director of transportation before a bus driver will allow the student to change buses or an assigned stop.

If it is necessary for a student to temporarily change stops or ride another bus than assigned, parents must contact the school office through a written request stating the reason for the change.

If a child is a car rider and does not have a bus assignment, they may not ride a school bus.

When a student is not going home on the regularly assigned bus, parents should notify the office in writing. All students will be sent on their regular bus even though a student may verbally indicate that they are being picked up at school.

Mr. James O'Brien is the Director of Transportation for the district. Any changes in addresses or bus stops should be immediately directed to his office at 570-654-2415 ext. 2205.

DIMSISSAL POLICY DURING THE SCHOOL DAY REMINDER

The early release of students causes disruption to the academic performance of all students and creates safety and security concerns. To ensure the daily operation of the Primary Center dismissal time runs smoothly and safely, NO students will be released after 2:30 pm on a regular school day and 12:15 pm on a Early Release Day. If a parent/guardian arrives after this designated time, they will have to wait until the normal dismissal time (3:00 pm on a regular school day and 12:45 pm on Early Release Day) to get their child. In the event of an emergency, the building Principal may allow an exception based on extenuating circumstances. Parents/Guardians that must take their children out early for an appointment or obligation are simply required to do so by 2:30 pm on a regular school day and 12:15 pm on a early release day.

MOVING DURING THE YEAR

If you plan to move from the school district or to another address within the district, please contact the appropriate school office. If there are any changes concerning your telephone numbers or emergency contacts, please notify the appropriate school office. In the event of a move, please return all textbooks and other school materials to your child's classroom teacher.

SCHOOL NURSE

The school nurses are on duty during the regular school day.

Please keep the following rules and general information in mind when considering your child's health and the school:

- When your child is diagnosed as having a communicable disease (such as measles or mumps), he/she must remain at home for the required length of time specified by the PA Department of Health.

- Whenever possible, parents should administer medication to children at home. However, when this is not possible, parents must notify the school nurse with a note authorizing school personnel to give medication. All medication must be clearly labeled. The label must have the child's name, name of medication, time medication must be given, dosage and doctor's name.

- Parents/Guardian should bring the medication to the school, no student shall bring their own medication, this includes over the counter and prescription drugs.

- If a child is too ill to remain in school, the parent/guardian is responsible for his/her transportation home.

- If a pupil is injured or becomes ill while at school, the parent/guardian will be contacted.

- It is responsibility of parents (not school personnel) to fill out insurance forms.

All of the above procedures are in accordance with the school district policy on medication.

CHILDREN'S POSSESSIONS

Please mark your child's name on jackets or coats, books, and other possessions. This will eliminate confusion with articles of clothing belonging to other students which are similar to your child's. This procedure will also help to locate the owner of lost articles. Lost items can be claimed in the office.

Children should carry a school backpack so books can be protected and so loose papers will not be lost. Students shall not bring items of value to school without the principal's permission.

Students shall not bring more money to school than is needed for the day.

Students should not bring toys to school unless permission is given by the teacher.

Items not allowed in school are radios, CD's, trading cards, handheld games, cell phones, etc. The district cannot claim any responsibility for lost, broken, or damaged items brought to school.

FIELD TRIPS

During the school year there will be times when the classroom teachers feel that a field trip will be of some value to reinforce the

regular classroom activities. Most of these trips are paid through the generosity of the P.T.O.)

Prior to each trip you will receive a permission slip and a letter explaining the nature of the trip. The permission slip must be signed and returned to the school before your child will be permitted to go on the trip. Reminder: Field trips are not required. Participation is not a right and may be denied to any student who has demonstrated disregard for the school rules, (and/or has shown a poor work ethic).

PARENT TEACHER ORGANIZATION (PTO)

The Pittston Area PTO's exist to promote the welfare of our children. They sponsor many educational opportunities for our youngsters, family programs and donate gifts to our schools.

Parents are encouraged to join, participate in the activities and financially support the PTO in your area.

SPECIAL SERVICES

Guidance services: The school counselor is available for individual counseling for students, parents and staff upon request or referral.

Guidance activities are provided for classrooms throughout the year. These group activities are designed to help students to:

- Develop a sense of personal worth and healthy self-concept;
- Learn how to solve problems;
- Increase their ability to define, and deal with feelings, particularly the negative feelings;
- Make intelligent choices; and
- Clarify their own values.

The guidance counselor is also available for consultation with parents regarding test results, learning problems, referral for psychological services, behavior problems, etc.

PRO Pediatric Services: The PRO ABA SERVICES provides highly trained and certified educational and therapeutic staff to public and private educational entities. Through a vigorous recruiting process, PRO selects the most qualified candidates to help students participate and learn in their educational environment and meet their educational goals.

You will find members of our PRO Pediatrics and PRO ABA team working within Pittston Area School District. Members of PRO ABA Services are working directly with students through their insurance plans. We also have members of our PRO Pediatric Services team working with educators, therapeutic staff and students in various roles throughout the district settings.

One of the very important services that Pittston Area School District offers to its students is Social Work Support. PRO Pediatric Services has 3 Licensed Social Workers embedded in their system to help individuals, groups and families to prevent and cope with the problems that they face in their everyday lives. Social Workers help with mental, behavioral and emotional challenges that present themselves.

HOMEBOUND INSTRUCTION

Homebound instruction is provided for pupils who are unable to attend school in accordance with the rules and regulations set forth by the Pennsylvania Department of Public Instruction. If this service is needed, please contact your child's guidance counselor to complete the appropriate paperwork.

PHOTOGRAPHS AND VIDEO TAPING FOR INSTRUCTION

Photographs, audio recording and/or video recording for public relations is used within the curriculum to enhance educational out comes. Please sign public relations permission form and return to child's teacher. If there are any questions regarding videotaping in a school setting, please contact the principal's office.

SCHOOL PICTURES

Individual pictures will be taken during the school year. Information will be sent home on the specific date so you can prepare your children for the pictures.

FIRE DRILLS AND CRISIS PLANNING

Fire drills are extremely important and required by law. Rules of behavior during fire drills are:

- At any given signal move quickly and quietly in the manner you were taught.
- Always walk, keeping your hands to yourself.
- Do not talk! You must be able to hear any directions being given. Your life may depend upon them.
- Never push, run, or crowd.

The District has always implemented a Crisis Planning in the event of the non-fire related emergencies occur during the school day. Teachers are provided a copy of the plan and trained how to respond to these types of situations.

Students are requested to follow the directives of the teacher or school employee in the event the crisis plan is activated.

If there is an emergency incident, parents will be notified as soon as possible and as to what action to take. Parents are asked NOT to report to the school until the situation has been resolved and the district has notified parents as to what steps to take regarding the situation.

What is PBIS?

"PBIS" is short for Positive Behavioral Intervention and Supports. PBIS is used interchangeably with SWPBS, which is short for "School-Wide Positive Behavior Supports."

PBIS means that teachers, administrators, counselors, and support staff are going to take responsibility to teach students positive behavior expectations to…

- help each child develop self-discipline.
- create connections between home and school
- develop good citizens
- maintain a safe learning environment
- recognize positive attributes of students

PBIS means that students will know exactly what is expected of them. Students who show self-control, take responsibility, have a positive attitude, and are respectful will be recognized and rewarded in a variety of ways.

ARRIVAL AND DISMISSAL TIMES FULL DAY

8:23 CAR AND WALKING STUDENTS BEGIN ARRIVING.
8:40 BREAKFAST BEGINS
8:53 STUDENTS REPORT TO HOMEROOM BUS STUDENTS BEGIN ARRIVING
9:10 BREAKFAST CLOSES
9:23 FIRST PERIOD AND RELATED ARTS BEGIN

STUDENT DISMISSAL

3:00 VANS
3:00 CAR STUDENTS DISMISS
3:10 STUDENTS WILL START TO BE DISMISSED FROM THE CLASSROOMS AS BUSES ARRIVE
BUSES
3:30 ALL BUSES DISMISSED

2 HOUR DELAY ARRIVAL AND DISMISSAL TIMES

10:23 - CAR AND WALKING STUDENTS BEGIN ARRIVING.
STUDENTS REPORT TO THE CAFETERIA
10:40 - HOMEROOM BEGINS
11:05 - FIRST PERIOD AND RELATED ARTS BEGIN
DISMISSAL IS AT THE REGULAR TIME. (SEE ABOVE)

ACT 80 DAY - STUDENT DISMISSAL

12:45 VANS
12:45 CAR AND WALKING STUDENTS
1:00 BUS DISMISSAL BEGINS

SEXUAL HARASSMENT

It is the policy of the Pittston Area School District to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below.

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when
2. Submission to or rejection of such conduct be an individual is used as a basis for academic or employment decisions affecting that individual, or when
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating and intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- repeated remarks to a person, with Sexual or demanding implications;
- Unwelcome touching;
- suggesting or demanding sexual Involvement accompanied by implied or explicit threats concerning one's grades, jobs, etc.

Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to his/her immediate supervisor, building principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status; nor will it affect future employment, grades or work assignments.

The rights to confidentiality, both of the complaint and of the accused, will be respected consistently with the district's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective actions when this conduct has occurred.

A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with the student discipline code.

PITTSTON AREA SCHOOL DISTRICT
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Pittston Area School District
Engage, Inspire, Challenge... Educational Excellence!

Pittston Area Martin F. Quinn Primary Center Title I Compact Revised August 2026

The Martin F. Quinn Primary Center, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) as reauthorized under the Every Student Succeeds Act (ESSA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2025-2026.

School Responsibilities

The Martin F. Quinn Primary Center (MFQPC) of the Pittston Area School District will:

1.Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows:

- MFQPC has a highly qualified reading specialist and a Title I Resource Teacher in the Title I positions with many years of elementary experience, assuring all students access to quality learning experiences appropriate to their development.
- The Title I staff conducts classes in small groups.
- MFQPC follows both the in-class and pull out models for delivery of instruction. • Each child is treated with dignity and respect.
- Instruction utilizes research based materials and methods.

2.Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:

November 24, 2025, 1-4 pm and November 25, 2025, 4:30-7 pm
February 3, 2026, 1-4 pm and February 4, 2026, 4:30-7 pm

3.Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

- Title I staff will provide parents with a report of Acadience screening assessment at the beginning of the school year, January assessment, and the end of the year assessment. A cover letter will detail contact information for the Title I staff.

4.Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

- An annual Meet the Teacher night will be held during the second week of school. Parents will learn about all aspects of our Schoolwide Title I Program. The Title I staff will provide an informational table in the lobby of the school and be available to meet individually with parents after the group meeting.
- Title I staff will also be available during Parent Teacher Conferences at the dates listed in section two. Parents have an opportunity to meet to address concerns and obtain additional resources to use at home.
- The Title I staff has a dedicated page on the district's website listing their contact information.
- The Title I staff is available before and after school hours for phone calls and scheduled meetings with families.

5.Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities as follows:

- Parents may volunteer to work as a room parent in their child's classroom.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Making sure that my child attends school regularly, is on time, and is prepared to learn.
- Making sure that homework is completed.
- Creating a home atmosphere that supports learning.
- Reading to or with my child for twenty minutes a day, five days a week.
- Encouraging my child to demonstrate respect for school personnel, classmates, and school property.

Student Responsibilities

I promise to do my best in school by:

- Coming to school on time.
- Paying attention to my teachers and family.
- Doing my homework.
- Practicing reading my word list daily.
- Letting my family help me practice at home.
- Giving my family my VIP folder each day.
- Asking my family to read to or with me for 15/20 minutes a day.
- Giving my teacher notes from my family

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Martin F. Quinn Primary Center
Title I
School- Parent Compact 2026-2027
Please sign this page only. Keep the compact as a reference.

Teacher Name (Please Print)

_____

Student Name (Please Print)

_____

Parent Signature

_____