

Lincoln Elementary School Parent Student Handbook



LINCOLN ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK

2017-2018

TABLE OF CONTENTS

[SCHOOL INFORMATION.](#)

[LINCOLN STAFF](#)

[SCHOOL CALENDAR](#)

[SCHOOL HOURS](#)

Full Day Kindergarten and Grades 1-5

Half Day Kindergarten

Condensed Half Day Kindergarten/Conference Week

[BEFORE AND AFTER SCHOOL CARE](#)

[SCHOOL CLOSINGS](#)

[MODIFIED SCHEDULE FOR DELAYED STARTS](#)

[DROP-OFF AND PICK-UP PROCEDURES.](#)

[STUDENT ATTENDANCE](#)

[Requirements](#)

[Request for Excused Absence /Educational Trip / Vacation](#)

[Withdrawal/Transfer](#)

[HEALTH PROCEDURES](#)

[Procedures Regarding Dispensing of Medication](#)

[Illness/Injury](#)

[Return to School after Communicable Disease](#)

[Immunization](#)

[Procedures in School Health Room](#)

[Emergency Cards](#)

[Reporting Changes to Personal Information](#)

[Questions, Concerns](#)

[STUDENT RESPONSIBILITIES](#)

[School-Wide Positive Behavior Support](#)

Discipline Form

[DRESS GUIDELINES](#)

[ELECTRONIC DEVICES](#)

[LINCOLN PARENT TEACHER ORGANIZATION \(PTO\)](#)

[VISITORS](#)

[VOLUNTEERS](#)

[REPORT CARDS/PARENT CONFERENCES](#)

[LOST ITEMS](#)

[SCHOOL PICTURES](#)

[FIELD TRIPS](#)

[BIKES, SCOOTERS, SKATEBOARDS, ETC.](#)

[BIRTHDAY PARTY INVITATIONS](#)

[STUDENT BIRTHDAY CELEBRATIONS](#)

[FOOD SERVICES PROGRAM](#)

School Lunch Program

Breakfast Express Program

Cafeteria Computerized Debit Accounting System

[BUSING](#)

Bus Safety and Discipline

Bus Rules of Conduct

Kindergarten Bus Procedures

Snow Emergency Bus Stops

Bus Contact Information

[DISTRICT POLICY SUMMARIES](#)

Non-Discrimination

Bullying

Acceptable Use for Computer, Network, and Internet Resources

Child Abuse

Smoking

Smoking and/or Tobacco Use (Students)

Drug Awareness (Students)

Prohibition of Improper Conduct/Student Complaint Process

HIV Infection

Weapons

Students' Records Regulations

Integrated Pest Management



Lincoln Elementary School

**233 Seem Street
Emmaus, Pennsylvania 18049**

Phone: 610-965-1636

FAX: 610-965-1569

<http://www.eastpennsd.org/lincoln/>

Principal

Mrs. Lynn Brinckman

lbrinckman@eastpennsd.org

Administrative Assistant

Mrs. Lisa Lechmanik

llechmanik@eastpennsd.org

LINCOLN STAFF

Position:	Name:	Room/Location
Principal	Mrs. Lynn Brinckman	Office
Administrative Assistant	Mrs. Lisa Lechmanik	Office
Kindergarten	Mrs. Megan Behr	102
	Mrs. Karen Gennaro	103
First Grade	Mrs. Melanie Hirsch	104
	Mrs. Katie Mast/Mrs. Ruth Pepe	105
	Mrs. Alexis Williams	211
Second Grade	Mr. Jonathan Chase	208
	Mrs. Alma Ritter/ Mrs. Theresa Vogel	209
	Mrs. Rebecca Champion	210
Third Grade	Mr. Douglas Barndt	201
	Mrs. Carrie Nawarynski	202
	Ms. Heather Repko	203
Fourth Grade	Mrs. Karen Brion	302
	Mrs. Tina Sopko	303
	Mr. Bryan Svencer	304
Fifth Grade	Mr. Pete Verile	301
	Mrs. Brandi Blose	305
	Mrs. Holly Pethick	306
Learning Support	Mrs. Eileen Crompton	204
	Mrs. Debra Kaplan	205
	Miss Marissa Weidner	206
Instructional Support (IST)	Mrs. Alexa Bernd	First Floor
Gifted Support	Mrs. Nicole Wukitch	Library
ELL Support	Mrs. Diane Tintle	First Floor
Art	Miss Kirsty Comer	Art Room
Health and Wellness	Mrs. Kathy Kline	AP Room
Music	Mrs. Caroline Campbell	Music Room
Library	Mrs. Michele Capehart	Library
Guidance Counselor	Mrs. Amanda Hemberger	207
Speech Therapist	Mrs. Cheryl Trujillo	Third Floor
School Psychologist	Ms. Lori Rose	Second Floor
School Nurse	Ms. Ann Johnson	Health Room
Health Room Nurse	Mrs. Sherri Vogt	Health Room
Academic Support-Coordinator	Dr. Tricia Gutman	First Floor
Administrative Assistant	Mrs. Debra Diefenderfer	First Floor

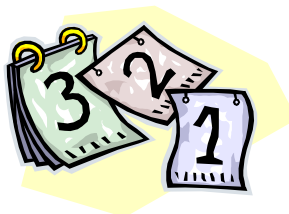
Position:	Name:	Room/Location
Academic Support Instructors	Mrs. Randi Haberbosch	Library Classroom
	Ms. Kendall Madeja	Production Room
	Mrs. Cynthia Merlo	Production Room
	Mrs. Sarah Murphy	Production Room
	Mrs. Kathleen Rainford	Production Room
Custodial Staff	Mr. David Cope	
	Mr. Brian Madzarac	
	Mr. Scott Berry	
Instructional/Staff Assistants	Mrs. Cynthia Bogert	Grade 5
	Mrs. Nancy Connor	Library/Cafeteria/PG
	Mrs. Sharon Ewing	Grades 2/3
		Grade 2
	Mrs. Jennifer Halcisak	Cafeteria/PG
	Mrs. Karine Henseler	Cafeteria/PG
	Mrs. Connie Knerr-Rambo	Grade 3
	Mrs. Christine Kauffman	Grades 3/4
	Mrs. Farida Khaku	Cafeteria/PG
	Mrs. Kim Kotch	Grades 3/4
	Mrs. Rosemarie Manley	Grades 4/5
	Mrs. Debra McGinnis	Office
	Mrs. Kathy Norton	Grades K, 1/2
	Mrs. Susan Paulsen	Cafeteria/PG



[Table of Contents](#)

Lincoln School Calendar 2016-2017

August	28	First Day for Students	February	6	PTO Meeting, 3:30 PM
				16-19	President's Holiday School Closed
September	1	Labor Day Holiday- School Closed			
	5	PTO Meeting, 6:30 PM	March	6	PTO Meeting, 6:30 PM
	13	Meet the Teacher, 6 PM		9	Professional Development Day, No School for Students
	13	Picture Day		22	K Registration Week
	22	Early Dismissal, 1 PM		16	Early Dismissal, 1 PM
October	7	PTO Meeting, 3:30 PM		23	PTO Bingo Night, 7-8:30PM
	9	Professional Development Day- No School for Students		29-30	Spring Holiday- School Closed
	10	Professional Development Day- No School for Students	April	2	Spring Holiday- School Closed
	18	Picture Retakes		3	PTO Meeting, 3:30 PM
	27	Fall Parade, 2 PM		9-13	PSSA English & Language Arts
				16-20	PSSA Math
				23-26	PSSA Science, Gr. 4
November	1	PTO Meeting, 6:30 PM		23-27	Parent/Teacher Conferences 1:00 Dismissal for All Students
	14,15	K Parent/Teacher Conferences 1:00 Dismissal for Half Day Students		27&30	K Parent/Teacher Conferences 1:00 Dismissal for Half Day Students
	16-21	Parent/Teacher Conferences 1:00 Dismissal for All Students			
	22	12:00 Dismissal, No PM K	May	1	PTO Meeting, 6:30 PM
	23-27	Thanksgiving Holiday- School Closed		4	Early Dismissal, 1 PM
				8	Gr. 5 Orientation at LMMS
December	2	Paws Place, 9 AM - 12 PM		9	Spring Choral Concert, 7 PM
	5	PTO Meeting, 3:30 PM		11	Spring Festival, 4-7 PM
	13	Winter Choral Concert, 7 PM		28	Memorial Day Holiday School Closed
	22-29	Winter Holiday School Closed		31	Open House, 6-7:30 PM
			June	5	PTO Meeting, 3:30 PM
January	1	Winter Holiday School Closed		11	Last Day for Students
	2	PTO Meeting, 6:30 PM			
	15	Martin Luther King, Jr. Holiday School Closed			
	26	Early Dismissal, 1 PM			



This calendar is subject to change

[Table of Contents](#)

ELEMENTARY SCHOOL HOURS

Opening and Closing School Hours (Grades 1 - 5)		9:00 AM - 3:20 PM
Kindergarten Hours-	Morning	9:00 AM - 11:45 AM
	Afternoon	12:35 PM - 3:20 PM
Condensed K Hours (conference week)	Morning	9:00 AM - 10:30 AM
	Afternoon	11:35 AM - 1:00 PM

Students may enter the building at 8:45 AM. There is no adult supervision for students prior to 8:45 AM.

[Table of Contents](#)

BEFORE AND AFTER SCHOOL CARE

Lehigh Valley Child Care provides onsite before and after school daycare services for students attending Lincoln Elementary School. Hours of service are: Before school- 7:00 AM - 8:45 AM; after school- 3:20 PM - 6:00 PM. For additional information and fee schedule please contact Ms. Kristina Adams at 610-820-5333, ext. 217.

[Table of Contents](#)

SCHOOL CLOSINGS

When extreme weather conditions exist, school may be closed or start times may be delayed. This decision will be made and broadcast on radio station WAEB (AM 790), B104 (FM 104.1) and on television via Channel 69 by 6:30 AM. The information is also available on the Internet at www.wfmz.com, and on the district website at www.eastpennsd.org. Additionally, if you have entered your contact information in Edulink (previously AlertNow) you will receive a phone call at your designated phone number(s).

Please do not call district or building administration for this information.

[Table of Contents](#)

MODIFIED SCHEDULE FOR DELAYED STARTS

1. One hour delay:

School begins one hour later for a 10:00 AM start. AM Kindergarten begins one hour later as well. AM Kindergarten students report to bus stops or school buildings one hour later. PM sessions follow regular schedule.

2. Two hour delay:

School begins two hours later for an 11:00 AM start. AM Kindergarten begins two hours later as well. AM Kindergarten students report to bus stops or school buildings two hours later. Dismissal for AM kindergarten on these days will be at 12:45 PM. ONE HOUR LATER THAN USUAL.

PM Kindergarten students report to bus stops one hour later or school buildings at 1:35 PM. Dismissal will remain at the regular time of 3:20 PM.

Kindergarten Morning Session: 11:00 AM - 12:45 PM

Kindergarten Afternoon Session: 1:35 PM - 3:30 PM

One Hour Delay

Opening and Closing (Grades 1-5)
Kindergarten Hours

Morning
Afternoon

10:00 AM-3:20 PM
10:00 AM -11:45 PM
No change

Two Hour Delay

Opening and Closing (Grades 1-5)
Kindergarten Hours

Morning
Afternoon

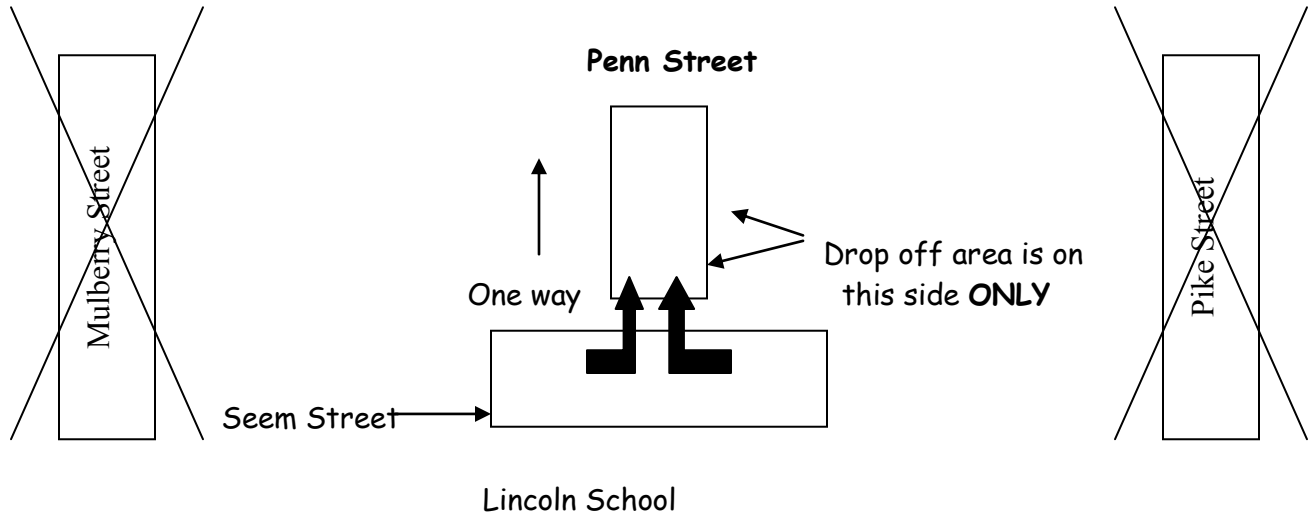
11:00 AM-3:20 PM
11:00AM-12:45 PM
1:35 PM - 3:20 PM

[Table of Contents](#)



STUDENT DROP-OFF/PICK UP PROCEDURE

- Children should not arrive at school before 8:45 AM, as there will be no supervision until that time.
- Please pick-up and drop-off your children on Penn Street between Seem and Elm streets. The map below illustrates the procedure.



- A crossing guard will be stationed at the intersection of Penn and Seem to escort children safely across the street. Please have the children cross with the crossing guard.
- For the safety of the children, DO NOT drop-off or pick-up students on Pike or Mulberry Streets (the alley ways on both sides of the school).
- The front of the school is reserved for school bus traffic ONLY during pick up and drop off times. PLEASE DO NOT DROP YOUR CHILD OFF IN THAT AREA, OR ALLOW YOUR CHILD TO GET OUT OF THE CAR IN THE CENTER OF THE STREET!
- If you arrive later than 9:00 AM or 12:35 PM for kindergarten, you must enter the building with your child and sign him/her in at the office.
- If your child is going to be picked up early because of scheduled appointments, please send a note to school with information about the date, time, and person coming for the child.
- "Change in pick-up" notes must be sent to school with your child on the day of pick-up, otherwise children will be sent home on their regular bus or dismissed in their usual manner. You may also call the office before the end of the day to inform the school secretary of a child's pick-up, however, prior notice is preferred and appreciated.
- Please share this information with relatives or friends who may be dropping off or picking up your child.

[Table of Contents](#)

STUDENT ATTENDANCE REQUIREMENT

- A. Students have the responsibility to comply with the attendance procedures of the school they are attending. In addition to those regulations established by the Board of Education and the School Code.
- B. For your child's safety, parents are asked to call the school office if their child is going to be absent from school. Additionally, the District's automated calling system will call the parent/guardian of every student marked absent each day. If you receive the automated call and your child is NOT absent, please call our office immediately. **Please remember that parents are also required to submit a written explanation for the legal absence of their child within three school days from the date of child's return to school. If no note is received, the absence is UNLAWFUL.** The absence must be for a legal reason according to the law.
- C. Legal absences include, but are not limited to, illness of student, quarantine, physical or mental incapacity, death in the immediate family, court summons, violent weather, school-related work, observances of a religious holiday by bona fide religious groups, religious instructions, or State emergency.
- D. The responsibility for making up work missed during legal absences rests with the student.
- E. Written notification may be sent to parents of a student who has been absent for ten days. Absenteeism beyond ten days may require a doctor's excuse. After any 20 school days of absence, a parental conference will be held. After any 30 school days of absence, the parents of the absent student may be scheduled to meet with the Superintendent or designee, and the student may forfeit all credit for courses taken that year, depending upon the number of days absent and the course grade.
- F. Illegal absences for students under 17 are those due to truancy, parental negligence and unlawful employment. By Pennsylvania Law, the parents of a student who has accumulated three illegal (**UNLAWFUL**) absences and is within the compulsory age limits are to be served a **first offense legal notice**. Any subsequent illegal absence then makes the parents liable for a fine.
- G. Chronic truancy will be referred to the proper agency for further legal action or, after all reasonable avenues have been explored, expulsion may be initiated.
- H. In extenuating circumstances, homebound instruction may be provided.

[Table of Contents](#)



REQUEST FOR EXCUSED ABSENCE/EDUCATIONAL TRIP/VACATION

The East Penn Board of School Directors has established a policy for requesting excused absences for educational trips/tours and vacations during the time that school is in session. Please note the procedures and conditions below:

- A properly completed request form must be submitted to the Principal(s) a minimum of five (5) school days prior to the trip (except in an emergency). Parents/Guardians will be notified if the request is approved or denied.
- Request forms are available in each school office and [here](#). One (1) request for an absence must be completed for each student and submitted to the building Principal(s).
- Approval of each request will be based on previous attendance records, previous requests, academic performance, and anticipated educational value of the activity.
- Unless there are unusual or emergency circumstances, such requests will not be approved the first ten (10) school days of the year, during semester examination periods at the secondary level, during the district's standardized testing period or the state's testing periods.
- No more than ten (10) school days per student will be approved for educational trip requests in any school year. Special requests with unusual circumstances or exceptional opportunities for learning should be discussed personally with the building Principal well in advance of the requested dates for absence.
- Students are responsible to secure and complete all classroom assignments during the period of absence.
- If the student's absence extends beyond the approved time, such days will be classified as unlawful and/or unexcused.

[Table of Contents](#)

WITHDRAWAL/TRANSFER

If you are planning to move, please fill out a relocation/withdrawal form available from our office or [here](#). Please give a copy of the completed form to our office so we can provide you with a transfer card. Our office will forward the appropriate papers to the new school after you register your child there.

If you plan to move within the school district, notify the building Principal as soon as possible.

[Table of Contents](#)

PROCEDURES REGARDING DISPENSING OF MEDICATION

Medication, both prescribed and over-the-counter, may not be brought to school unless absolutely necessary. If it is crucial for your child to take medication during the school day, please use these guidelines:

1. **Students are NOT permitted to possess prescription medication or over-the-counter medication at any time during the school day or at school activities/functions.**
2. Students are permitted to carry asthma inhalers or Epi-Pens with written authorization from the authorized prescriber, the parent/guardian, and the school nurse.
3. An adult must deliver and pick up the medication.
4. Medications may only be dispensed by a school nurse or licensed health room nurse.
5. All medication must come to school in the original container.
6. Medication prescribed by an authorized health care practitioner must be accompanied by an [Authorization for Medication](#) or equivalent form signed by the parent and the prescriber.
7. A prescriber's authorization is not required for administration of commonly used over-the-counter medications approved by the school physician (examples: Tylenol, Ibuprofen, and Benadryl). Contact the school nurse if you are unsure if your child's over the counter medication is on the approved list.
8. Medication will NOT be given to a student having a recent traumatic injury unless previously assessed by a health care provider and written permission from an authorized prescriber and a parent/guardian is submitted.

MEDICATION ON SCHOOL SPONSORED FIELD TRIPS

For any student requiring medication on a school-sponsored field trip, it is the parent/guardian's responsibility to contact the teacher and/or the school nurse to plan for proper administration of medication on the trip. Medication will not automatically be available in these circumstances.

ANY MEDICATION THAT IS NOT BROUGHT TO SCHOOL BY A PARENT/ADULT AND LABELED AS DESCRIBED ABOVE CANNOT BE ADMINISTERED.

[Table of Contents](#)

AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS

The following student must receive the medication listed below during school hours in order to maintain sufficient health to participate in the school program.

Name of Student: _____

School: _____ Grade: _____

Name of Medication: _____

Route and Dosage: _____

Time of administration: _____

Duration: _____ Start Date: _____ End Date: _____

Reason for Administration: _____

Allergies: _____

Possible Side Effects: _____

FOR INHALER
This student is able to self-administer and carry his/her inhaler at all times. ___ Yes ___ No

FOR EPI-PEN
This student is able to carry and self-administer his/her Epi-pen ___ Yes ___ No

Any medication given in school must be accompanied by the completed medication form (or equivalent). A prescriber's authorization is not required for administration of commonly used over-the-counter medications approved by the school physician. Contact the school nurse if you are unsure if your child's medication is on the approved list.

All medications must be brought to school by the parent / guardian in the originally prescribed container and must be given to the nurse / principal or authorized representative.

We/I hereby release, discharge and hold harmless the East Penn School District, its agents and employees from any and all liability and claim whatsoever for the administration of the above medication to our / my child should there develop a reaction from the medication.

We/I have read and agree to the above policy:

Signature of Physician: _____ Date: _____

Signature of Parent /Guardian: _____ Date: _____

District Fax Numbers:			
Alburtis	610-966-9619	Macungie	610-966-7583
EHS	610-966-8449	Shoemaker	610-965-2977
Eyer Middle	610-966-9649	Wescosville	610-395-6354
Jefferson	610-966-8349	Willow Lane	484-519-3310
Lincoln	610-965-1569	Student Services	610-965-1628
LMMS	610-398-4385		

SS - Rev. 06-2011

ILLNESS / INJURY

The East Penn School District has established the following guidelines for sickness. If a student becomes ill, he/she should stay home until fully recovered. Please do not send your child to school if any of the following symptoms are present:

1. Temperature of 100 degrees or higher
2. Vomiting
3. Diarrhea
4. Severe coughing
5. Suspicious skin rash
6. Influenza-like Illness: Any student exhibiting signs and symptoms of influenza will be sent home from school. This includes T>100°F, cough, sore throat, body aches, headache, chills, fatigue

If your child becomes ill in school, the health room staff will decide if he or she should be sent home. If your child is too ill to stay in school or if an injury is serious enough, we will call you to come to the school office/health room to take your child home or for further medical care.

[Table of Contents](#)

RETURN TO SCHOOL AFTER COMMUNICABLE DISEASE:

A doctor's release is required before a student returns to school in cases of prolonged absence due to injury or illness. Please consult with your child's school nurse before your child returns to school after a prolonged illness or injury that has required medical care.

Keep your child home until his or her fever is below 100 degrees F for 24 hours without use of fever reducing medication. Returning to school too soon may slow the recovery process and expose others unnecessarily to contagious illness.

Complex situations will be assessed on a case-by-case basis in conjunction with the parent, school administrator, school nurse, student's health care provider, and the chief school physician.

No child, absent or excluded from school by reason of one of the diseases listed below, shall return to school before the specified time has expired.

- Chicken Pox/Shingles ~ 5 days from appearance of first crop of vesicles or when lesions are dry and crusted over. (Shingles- exclude only if rash is weeping and cannot be covered)
- Conjunctivitis (pink eye) ~ 24 hours after initiation of treatment
- German Measles ~ 7 days after onset of rash
- Measles ~ 5 days from onset of rash
- Mumps ~ 5 days after onset of swelling
- Norovirus ~ No vomiting/diarrhea for 48 hours
- Scarlet Fever ~ 7 days from onset or 24 hours after initiation of appropriate antibiotics
- Strep Throat ~ 24 hours after initiation of appropriate antibiotics
- Pertussis ~ After 5 days of appropriate antibiotic therapy

[Table of Contents](#)

IMMUNIZATION

The Superintendent shall: annually review the State standard for immunization of pupils and direct the responsible district personnel accordingly: inform parents and guardians of children prior to their entry to school for the first time of the requirements of immunization, the requisite proof of immunization, the exemption available for religious or medical reasons and the means by which such exemptions may be claimed; and investigate and recommend to the Board such district-sponsored programs of immunization as may from time to time be warranted by circumstances and the health of the school community. Any such program is subject to Board approval and should be conducted in cooperation with local health agencies.

[Table of Contents](#)

PROCEDURES IN SCHOOL HEALTH ROOM

The East Penn School District has a set of Standing Orders from the Chief School Physician directing treatment of students who visit the health room. A copy of these Standing Orders is displayed in each health room and is available to parents.

[Table of Contents](#)



EMERGENCY CARDS/EMERGENCY INFORMATION FORMS

During the first week of the school year, your child will receive an Emergency Card and an Emergency Information Form from her/his teacher. This card and the emergency forms must be kept up-to-date throughout the year. Please make certain that you contact the office when there is a change in address, telephone number, emergency contact, or parental status.

[Table of Contents](#)

ADDRESS, PHONE, OR TRANSPORTATION CHANGES

Please call the Lincoln School office at (610) 965-1636 to report any changes in your address, telephone number or school Emergency Card information. Also please log into your [Home Access](#) account to make the changes to home, and guardian, phone numbers. Any changes in your child's transportation arrangements should also be reported to the school office.

[Table of Contents](#)

QUESTIONS OR CONCERNS?

If you have a question or concern please contact the people listed below:

Classroom concerns (academic or behavioral): Contact the classroom teacher via a note, email, or by leaving a message on the teacher's voice mail.

Other school-related concerns: Contact Mrs. Lynn Brinckman, Lincoln School Principal, at (610) 965-1636, by note or e-mail at lbrinckman@eastpennsd.org

In the event that additional specialized help may be needed to assist you or your child, the Principal, Guidance Counselor or other specialist may become involved

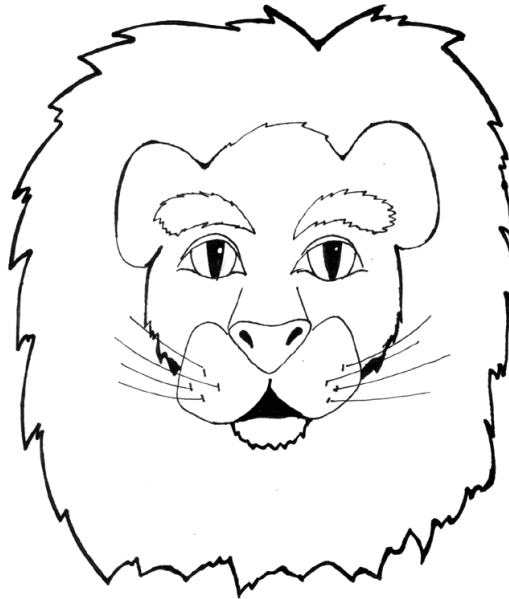
[Table of Contents](#)

STUDENT RESPONSIBILITIES

LINCOLN LION'S PRIDE RESPONSIBILITIES

- A. Student responsibilities include regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- B. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- C. It is the responsibility of the students to conform to the following:
 - 1. Be aware of all rules and regulations for student behavior, and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - 2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - 3. Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the education processes.
 - 4. Assist the school staff in operating a safe school for all students enrolled therein.
 - 5. Comply with Commonwealth and local laws.
 - 6. Exercise proper care when using public facilities and equipment.
 - 7. Attend school daily and be on time at all classes and other school functions.
 - 8. Make up work when absent from school.

[Table of Contents](#)



School-Wide Positive Behavior Support (SWPBS)

SWPBS is a team-based approach to teach, monitor, and support appropriate school behavior for all students. SWPBS has a focus on preventing problem behavior of all students at the school-wide, classroom, non-classroom, and individual levels.

The mission of Lincoln School-Wide Positive Behavior Support is to create and sustain an environment that fosters the behavioral and academic success of all students by increasing pro-social behaviors across all aspects of the students' day.

Our "Pawsitive Steps" Are:

- ❖ Be Responsible
- ❖ Be Respectful
- ❖ Be Safe

The Key Components of SWPBS are:

- Emphasis on positive climate.
- Proactive and preventative.
- Relies on research-based behavioral and instructional principals.
- Recognizes and builds upon the strengths of our school.
- Focuses on the critical link between instruction and desired student behavioral outcomes.
- Data-driven decision making is key to the design and sustainability of the behavior plan.

Behavior Referrals

If necessary any school staff member or bus driver may initiate a Behavior Referral Form for students who are not following the "Pawsitive Steps."

The staff member initiating (filing) the Behavior Referral Form

1. Student's first and last name
2. Date, time, location of problem behavior
3. Teachers' name
4. Grade
5. Own name as referring staff
6. Minor or Major problem behavior (refer to SWPBS definitions)
7. Possible motivation

Unless the infraction involves a major problem behavior, the person filing the Behavior Referral Form gives the completed form to the child's teacher as soon as possible after the infraction.

If the conduct involves a major problem behavior, the Principal will be contacted immediately.

The child's teacher will maintain all minor problem Behavior Referral Forms, determine consequences, and contact parents. Three minor problem behaviors in a two week period equal a major problem behavior that will be referred to the Principal along with copies of the three discipline referral forms.

[Table of Contents](#)

**Lincoln Elementary School
Behavior Referral 2016~2017**

Name: _____ **Location:** Classroom Field Trip
Date: _____ **Time:** _____ Cafeteria Bathroom
Hallway Arrival/Dismissal
Homeroom Teacher: _____ Bus Stop Assembly
Grade: K 1 2 3 4 5 Bus Playground
Referring Staff Member: _____ Bus Loading Other _____

All minors are filed with the classroom teacher. Any three minor behaviors within a two-week period equal a major. All majors require administrator consequence, parent contact, and signature.

Minor Problem Behavior	Major problem behavior	Possible Motivation
Inappropriate Language Physical Contact (non-serious/purposeful) Defiance/Disrespect /Non-Compliance Disruption Dress Code Violation Property Misuse Technology Violation Forgery Theft (minor items) Leaving Assigned Area *Other _____	Abusive Language Fighting/Physical Aggression Defiance/Disrespect/ Noncompliance/ Insubordination Disruption Harassment/Bullying Dress Code Violation Property Destruction Technology Violation Forgery Theft Leaving Assigned Area Inappropriate Display of Affection Lying/Cheating Use/Possession of Weapons Other _____	Avoid Adult Avoid Peer(s) Avoid Task/Activity Obtain Adult Attention Obtain Items/Activities Obtain Peer Attention Don't know Other _____

Description of Behavior:

Teacher Action	Administrative Decision
<input type="checkbox"/> Classroom Behavior Plan <input type="checkbox"/> Conference with Student (required) <input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Contact with Parent (required) Phone: _____ Email/Note: _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Follow-up Agreement/Contract	<input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Individualized Instruction <input type="checkbox"/> Time in Office <input type="checkbox"/> Bus Suspension <input type="checkbox"/> Conference with Student <input type="checkbox"/> Parent Contact <input type="checkbox"/> Restitution <input type="checkbox"/> In-School Suspension (___ hours/days) <input type="checkbox"/> Out of School Suspension (___ days) <input type="checkbox"/> Follow-up Agreement/Contract

Others involved in incident: Other Unknown Substitute Teacher Staff Peers None

Other comments: _____

Parent Signature: _____ **Date:** _____
 I would like to talk to the student's teacher. I would like to talk to the principal.

Minor Problem Behavior/ Definitions

Inappropriate Language	Student engages in low intensity instance of inappropriate language.
Physical Contact	Student engages in non-serious, inappropriate, yet purposeful physical contact (e.g., bumping).
Defiance/Disrespect/ Non-Compliance	Student engages in brief or low-intensity failure to respond to adult requests.
Disruption	Student engages in low-intensity, but inappropriate disruption.
Dress Code Violation	Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district.
Property Misuse	Student engages in low-intensity misuse of property.
Technology Violation	Student engages in non-serious but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/ computer.
Forgery	Student has signed a person's name without that person's permission.
Leaving Assigned Area	Student is in an area outside of an assigned area as defined by teacher or other adult, but is still on school property.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories.
Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property that is lower in monetary value. (Example: eraser, pencil)

Major Problem Behavior /Definition

Abusive Language	Verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Fighting/Physical Aggression	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Defiance/Disrespect/ Non-Compliance/ Insubordination	Refusal to follow directions, talking back, and/or socially rude interactions.
Disruption	Behavior causing an interruption in a class or activity (e.g., sustained loud talk, yelling, or screaming, making noise with materials; horseplay or roughhousing; sustained out-of-seat behavior).
Harassment/Bullying	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes (e.g., negative comments based on race, religion, gender, age, and/or national origin, sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters).
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.
Property Destruction	Student participates in an activity that results in destruction or disfigurement of property.
Technology Violation	Student engages in serious inappropriate (as defined by school) use of cell phone, pager, music/video player, camera, and/or computer.
Forgery	Student has signed a person's name without that person's permission.
Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property that higher in monetary value. (Example: electronics, clothing)
Leaving Assigned Area	Student is in an area that is outside of school boundaries, as defined by school (e.g., off of school property).
Inappropriate Display of Affection	Student engages in inappropriate (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult, either consensual or non-consensual.
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.
Use/Possession of Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.
Other Behavior	Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.

Revised 7.25.16

[Table of Contents](#)

LINCOLN DRESS GUIDELINES

Students are expected to dress in a manner that is appropriate for a school setting. Lincoln Elementary is an air-conditioned environment and for the comfort and safety of our students, we have the following guidelines:

- Students must wear shirts that extend to and cover the midsection of the body.
- Shirts must have sleeves or straps at least one inch wide (no string tops).
- Shorts should extend at least one half the way down the student's thigh area.
- Clothing should NOT contain a logo or wording that relates to drug, alcohol, or tobacco products or language that is inappropriate for elementary school.
- Hats, headscarves, or bandanas are not permitted (except for religious purposes).
- Students should not wear chains suspended from their belts or pants, nor should they wear jewelry with sharp projections.
- Students must wear safe, supportive footwear; students are moving around during the school day, sometimes going up and down stairs and playing outside at recess; students should not wear flip-flops or sandals without adequate strapping.

Parents will be telephoned and responsible for bringing appropriate clothing if their children come to school inappropriately dressed.

[Table of Contents](#)

ELECTRONIC DEVICES

Students should not have any of the following electronic devices with them during the school day: portable music players, video games, and cellular phones. The only exception is the Bring Your Own Device (BYOD) initiative. If students need to transport a cellular phone to school for a specific purpose, the phone must remain off the entire school day and should be stored in the student's school bag. Lincoln School shall not be liable for the loss, damage, or misuse of any electronic device brought to school by a student.

[Table of Contents](#)



PARENT TEACHER ORGANIZATION (PTO)

Lincoln Parent Teacher Organization (PTO) has the following objectives: to promote the welfare of Lincoln School children; to improve the relationship between home and school so that parents and teachers may cooperate effectively in the education of the children; to develop among educators, parents, and the community such united efforts as will secure for every child the highest advantages in physical, mental, and intellectual development; to support the educational activities of the school by the provision of funds raised through family-appropriate activities. Meetings will be held in the Lincoln School library unless otherwise noted. All parents and teachers are members of the PTO and are encouraged and welcomed to attend all meetings.

[Table of Contents](#)

VISITORS

All visitors must report to the Office Entrance of Lincoln Elementary School. To gain access to the building, ring the bell to the right-hand side of the door and wait for the door to be unlocked by office personnel. A "visitor badge" will be given after signing in. **Under NO CIRCUMSTANCES may a parent go to a classroom without an approved "visitor badge" or before registering in the office.**

[Table of Contents](#)



VOLUNTEERS

The East Penn School District is pleased you are considering volunteering your time to assist the staff and students of the district. As per School Board policy 916 on Volunteers, there are 3 categories of volunteers.

1. **Occasional Volunteer**- an individual who works directly under the supervision and direction of the teacher or administrator employed by the district and does not provide direct services to students or have unsupervised contact with students. Examples include individuals who help manage, officiate, or perform functions ancillary to an athletic event or extracurricular activity, such as general PTO functions, books fairs, concert/performance ushers, etc.
2. **Program Volunteer**- an individual who works under the general direction and supervision of a teacher or administrator employed by the district and provides direct services to students and who may, from time to time, have or may reasonably be expected to have unsupervised contact with students. Examples include: tutors; field trip chaperones; counselors or providers of health-related services to students; etc.
3. **Volunteer Coach/Sponsor**- an individual who works under the general direction and supervision of a coach or student activity sponsor employed by the district and directly supervises or instructs students engaged in the activity and who may, from time to time, have or may reasonably be expected to have unsupervised contact with students. Examples include: volunteer coaches of an athletic team; volunteer athletic trainers or equipment managers; choreographers; musicians and others who provide instruction to students in the marching band or school-related performances; etc.

For those individuals who are interested in being an **Occasional Volunteer**, you are required to have a notarized Volunteer Affidavit on file with building(s) in which you will be volunteering. For those that wish to be a **Program Volunteer** or Volunteer **Coach/Sponsor**, you are required to submit a Pennsylvania Criminal History Report (Act 34) and a Child Abuse History Clearance (Act 151) in addition to the notarized Volunteer Affidavit to the Personnel Office located at 800 Pine Street in Emmaus.

[Table of Contents](#)

REPORT CARDS/PARENT CONFERENCES

Student report cards are available four times a school year through [Home Access \(HAC\)](#). Formal parent/teacher conferences are scheduled at the end of the first and third marking period. Additional parent conferences can be scheduled throughout the school year at either parent or teacher request. Please feel free to contact the school if you have any questions about your child's progress.

[Table of Contents](#)



LOST ITEMS

Students who find lost articles are asked to take them to the school office. Students may also report to the school administrative assistant to claim a lost article. Lost and found articles will be displayed at school functions throughout the year to be claimed by their rightful owner. At the end of the school year, any unclaimed articles will be donated to a local charity.

[Table of Contents](#)

SCHOOL PICTURES

Individual pictures, class group pictures, and the whole school picture will be taken within the first few months after school begins. Prior to the scheduled "picture day," a pamphlet providing picture details will be sent home with your child. Parents are NOT obligated to purchase pictures.

[Table of Contents](#)

FIELD TRIPS

Field trips are encouraged and offer an educational experience to enhance the curriculum being taught at each particular grade level. Individual teachers will determine the destinations and educational objectives to be met with each trip. Before each field trip, parents will be notified of the details and be required to complete a permission slip. **Your child will not be able to participate in the field trip without a signed permission slip.**

[Table of Contents](#)

BIKES, SCOOTERS, SKATEBOARDS, ETC.

Students should leave bikes, scooters, skateboards and portable CD players at home. The roads and sidewalks near the school are quite congested during the times that students are coming to and from school. Therefore, bikes, scooters and skateboards pose safety hazards for students. We also do not have bike or scooter storage space at school. We encourage students to play and to socialize at recess time and thus do not want them using personal CD players during recess.

[Table of Contents](#)

BIRTHDAY PARTY INVITATIONS

We ask that birthday and other party invitations not be distributed in school **unless the entire class is invited** or **unless all of the boys or all of the girls are invited**. Inviting only certain children in a class is potentially hurtful to those who may not be asked, and is counter to our school's attempt to build an inclusive environment.

[Table of Contents](#)

IN SCHOOL BIRTHDAY CELEBRATIONS

Birthdays ~ Due to the increase in food sensitivity and allergies, we no longer allow food birthday treats in our classrooms at Lincoln. Knowing how important birthdays are to our students, we will continue to recognize student birthdays on our morning announcements and provide each child with a personalized card. Further, if you are interested, you may send in non-edible "treats" for your child's class on his or her birthday.

Celebrations ~ Other classroom celebrations' dates and healthy food items will be arranged at the discretion of each classroom teacher. Please pay close attention to communication from your child's teacher regarding those special events.

[Table of Contents](#)

SCHOOL LUNCH PROGRAM

The East Penn School District serves nutritious meals every school day. School lunch cost is \$2.40 (\$2.75 on Domino Pizza Day) with a choice of white or chocolate milk. If you choose to buy milk only, the cost for all types is \$.55.

If you are interested in applying for free/reduced meals, please log on to www.paschoolmeals.com and complete an application. If you do not have internet access you may request a paper copy from the Lincoln School office. Students qualifying for reduced-price meals will pay \$.40.

[Table of Contents](#)



BREAKFAST EXPRESS PROGRAM

A daily school breakfast program is offered to all Grade 1 - 5 and to Full Day Kindergarten students each morning from 8:45 - 9:00 AM. Upon arrival at school, students should report to their classroom and check in with their teacher before proceeding to the cafeteria. Breakfast Express selections may include, but are not limited to; cold cereal, bread, vitamin and mineral enriched breakfast buns, and milk.

Students may use cash or their SNAP cafeteria debit cards to pay for breakfast express meals. The complete price for breakfast is \$1.15. Students qualifying for reduced-price meals will pay \$.30, and there is no charge for students who qualify for free meals. If you are interested in applying for free/reduced meals, please log on to www.paschoolmeals.com and complete an application. If you do not have Internet access you may request a paper copy from the Lincoln School office.

[Table of Contents](#)

CAFETERIA COMPUTERIZED DEBIT ACCOUNTING SYSTEM

Each student is issued an ID card that includes the student's number (PIN) and photo. Students must present their photo ID cards to the cashier when making a school lunch or ala carte purchase (milk, snacks, etc.). All students must use their card when making a "cash only" purchase or when using money from their account.

The "debit" system works in the following manner:

1. A check or cash is deposited into the students account via the Lincoln School cafeteria. Students should give their homeroom teacher the payment at the beginning of the day so it will be sent to the office for deposit into the student's cafeteria account. **When writing a check, please make it payable to the EAST PENN SCHOOL DISTRICT CAFETERIA FUND (EPSD CAFETERIA FUND), NOT LINCOLN ELEMENTARY SCHOOL.**
2. Each time the student purchases a school breakfast, lunch, or ala-carte item using money that has been deposited into their account, the cost will be deducted from the account without any exchange of money.
3. Students who receive a free or reduced lunch will follow the same procedures as outlined above. Their automatic debits will be made at the free or reduced lunch rate.

4. Any student that accumulates a negative balance in their cafeteria account will receive a negative balance letter. Payment is required within one week from receiving the letter.
5. Parents/Guardians of students withdrawing from the East Penn School District, with a balance of \$5.00 or more, will be issued a check for their child's account balance within one (1) month of receiving a copy of the withdrawal form.

Check out the East Penn School District web site <http://www.eastpennsd.org> and click on "Food Services" for the monthly menu and other Food Service information.

[Table of Contents](#)

BUSING

The East Penn School District provides transportation for Kindergarten and elementary students residing one and one-half miles or more and for secondary students residing two miles or more by the nearest public highway from the school in which the students are lawfully enrolled and to which transportation is authorized or required. Exceptions to the distance limitations are made only for those students residing in areas where road or traffic conditions constitute a hazard to the safety of the child when so certified by the Department of Transportation.

[Table of Contents](#)



BUS SAFETY AND DISCIPLINE

It is the responsibility of all bus drivers to obey all traffic laws and regulations. Of particular concern is ensuring that all school buses, loaded or unloaded, stop at all railroad crossings designated by appropriate signs, signals, or markers. The East Penn School District requests that any violations of traffic laws and regulations by a bus driver be reported to Student Transportation of America (STA) @ 610-421-6039.

[Table of Contents](#)

BUS RULES OF CONDUCT

Riding the school bus is a privilege. More than 6000 students are transported daily by the district. Safety is our shared goal. Any conduct on the part of students that distracts the driver reduces the safety level and will be dealt with severely.

The driver is in complete charge of the bus and students and has the authority to discipline students for less-than-serious infractions. For serious infractions, the driver will immediately report the incident to the proper school administrator who will determine the consequence, which usually follows these progressive disciplines:

- A. First Offense - student will be warned by the school administrator and the parents will be notified in writing and/or by telephone.
- B. Second Offense - in normal cases, the school administrator will deny bus privileges for five (5) school days. The parents will be notified in writing and/or by telephone.
- C. Third Offense - punishment, including total loss of riding privileges, will be determined by the school administrator and the transporter. The parents will be notified in writing and/or by telephone.

The following rules must be followed by all students:

- 1. No eating, drinking or smoking is permitted on the bus.
- 2. No horseplay, excessive noise or vulgar language is permitted.
- 3. Students must be seated, facing the front, at all times until the destination is reached and the bus has come to a complete stop.
- 4. Papers and other materials are to be kept off the floor. Littering will not be tolerated.
- 5. Students may not block the aisle or emergency door with any properties.
- 6. Students may neither extend arms or heads out of the bus windows, nor throw any objects inside or out of the bus.
- 7. Students may not regulate windows unless given permission by the driver.
- 8. Water pistols or similar devices are forbidden on the bus and will be confiscated.
- 9. Students willfully damaging the bus will be held liable for the cost of the repairs.
- 10. Students are to be at the bus stop 5 - 10 minutes early and are to behave properly while waiting.
- 11. Students may not carry any objects on the bus (instruments, sports bags, backpacks, etc.) that cannot be held on their lap.
- 12. Other rules deemed reasonable by the driver.

SPECIAL NOTE: The district requires, in advance, a signed note from a parent or guardian to the Principal if a request is made for a student to use a bus route or a bus stop other than the one assigned. This request must then be agreed to by the Principal and transporter. Consideration for approval will be given in emergency situations only.

[Table of Contents](#)

KINDERGARTEN/FIRST GRADE BUS PROCEDURES

In the event that an adult is not at a bus stop to meet a Kindergarten or Grade 1 student when returning home from school, students will be returned to Lincoln Elementary School and our office will attempt to contact the child's parents.

[Table of Contents](#)

SNOW EMERGENCY BUS STOPS

In order to have the district schools open, as many days as possible, there have been alternate snow emergency stops established for the developments within East Penn School District. The decision to close school due to the weather is based on the ability of our buses to transport students safely to school and home again at the end of the day. In some instances, the major arteries may be open and allow for safe passage, but the developments located within the school district may not have the necessary clearance for buses to traverse the roads safely. Please refer to your district calendar for the listing and note

the Snow Emergency Stop for your particular development and current bus stop. These stops will only be used in severe weather conditions. An announcement will be made via local stations, and you will receive a call on your designated phone number(s) through EduLink (previously Alert Now) that SNOW EMERGENCY stops will be in effect.

[Table of Contents](#)

BUS CONTACT INFORMATION

Any comments or requests concerning transportation should be addressed to Nina Evans, at the East Penn Administrative Offices, 800 Pine Street, Emmaus, PA 18049. Telephone 484-519-3210.

DISTRICT POLICY SUMMARIES

NON-DISCRIMINATION POLICY

The East Penn School District is an equal opportunity educational institution and will not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, sex, age, religion, ancestry, disability, union membership, or other legally protected classification. This policy mandates a formal complaint process, for more information click [here](#).

[Table of Contents](#)

BULLYING

The East Penn School District Board of Directors is committed to providing a safe and 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, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students. For more information click [here](#).

Bullying means an intentional electronic, written, verbal or physical act or series of acts:

1. Directed at another student or students;
2. Which occurs in a school setting that is severe, persistent or pervasive; and
3. That has the effect of doing any of the following as determined by the administration of the East Penn School District:

- a. Substantially interfering with a student's education.
- b. Creating a threatening school environment.
- c. Substantially disrupting the orderly operation of the school.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised, or sanctioned by the school.

Bullying is also prohibited even where the act or acts occur outside of a school setting where it is directed at another student or students and is severe, persistent, or pervasive, and is then brought into a school setting or accessed at a school setting provided that it has the effect of doing any of the following as determined by the administration of the school district:

1. Substantially interfering with a student's education
2. Creating a threatening school environment
3. Substantially disrupting the orderly operation of the school

Complaint Procedure

1. Any student who believes that he/she may be the victim of any bullying shall promptly report the incident to his/her teacher, principal, counselor or district administrator. The complaint may be issued by the student or on behalf of the student by his/her parent/legal guardian.
2. Any staff member who receives such complaint shall immediately refer the matter to the building principal for a prompt investigation and appropriate action.
3. Any student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:
 - a. Counseling within the school
 - b. Parental conference
 - c. Loss of school privileges
 - d. Transfer to another school building, classroom, or school bus
 - e. Exclusion from school-sponsored activities
 - f. Detention
 - g. Suspension
 - h. Expulsion

- i. Counseling/Therapy outside of school
- j. Referral to law enforcement officials

Dissemination

1. This policy shall be made available on the East Penn School District web site and in every classroom.
2. This policy shall be posted at a prominent location within each school building.
3. This policy shall be reviewed with students within ninety (90) days of its adoption and thereafter at least once each school year.
4. This policy shall be included in the Code of Student Conduct and provided annually to students.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in, and reporting incidents of bullying.

The Superintendent or designee shall review this policy every three (3) years and recommend necessary revisions to the Board, to comply with the reporting requirements of the Office of Safe Schools.

[Table of Contents](#)

ACCEPTABLE USE FOR COMPUTER, NETWORK, AND INTERNET RESOURCES

Teachers have the responsibility to provide clear guidelines, direction, and supervision of student use. Access to the school district's computing facilities, network, electronic communications, informational systems, and other technology resources is a privilege, not a right. Technology resources, user accounts, and information are the property of the school district, which reserves the right to access any user accounts at any time to ensure compliance with this policy and to deny access to prevent unauthorized, inappropriate, or illegal activity or use, and may revoke those privileges and/or administer appropriate disciplinary action. Users will be responsible for any cost to restore a vandalized system. Users are prohibited from using the computer to access or transmit obscene or pornographic material. Users personal technology devices brought onto the school district's property or that are present at school district events or connected to the school district's network or containing school district or student data, or school district procured software programs may also be inspected and/or accessed to ensure compliance with this policy. All users are required to sign and agree to the District's Acceptable Use Policy and Internet Access Acknowledgement for more information click [here](#)

[Table of Contents](#)

CHILD ABUSE

The Board directs the Superintendent to develop procedures which will ensure compliance with the statutory requirements for the identification and reporting of instances of suspected child abuse. These guidelines were issued in February, 1998 and are to be reviewed on an on-going basis. For more information click [here](#).

[Table of Contents](#)

SMOKING AND/OR TOBACCO USE (STUDENTS)

Any student possessing or using tobacco on school property commits a criminal offense and shall, upon conviction, be sentenced to pay a fine of not more than \$50 plus court costs.

[Table of Contents](#)

DRUG AWARENESS (STUDENTS)

Students under the influence or involved in the possession and/or use distribution, and/or intent of distribution of any controlled substance, alcohol, drug, drug paraphernalia or counterfeit drug shall be temporarily suspended immediately. Other significant consequences will also result. Zero tolerance, for more information click [here](#).

[Table of Contents](#)

PROHIBITION OF IMPROPER CONDUCT/STUDENT COMPLAINT PROCESS

All students shall enjoy an educational environment free from all forms of intimidation, hostility, offensive behavior, sexual harassment, and discrimination, referred to either individually or collectively as "improper conduct." Improper conduct will not be tolerated. The policy outlines a student complaint procedure and the investigatory requirements, for more information click [here](#).

[Table of Contents](#)

HIV INFECTION

All employees shall follow infection control precautions at all times. Employees shall notify the building principal of all incidents of exposure to bodily fluids. Anonymity of infected employees or students shall be of highest priority per Federal and State statutes, for more information click [here](#).

[Table of Contents](#)

WEAPONS POLICY

The Board prohibits possession of weapons and replicas of weapons in any school district building, on school property, at any school sponsored activity, and in any public conveyance providing transportation to school or a school sponsored activity. Zero tolerance, for more information click [here](#).

[Table of Contents](#)

STUDENTS' RECORDS REGULATIONS

In compliance with the Federal Family Education Rights and Privacy Act (FERPA) of 1974, as amended, the Board of Education has adopted a policy of Administrative Regulations for the Collection, Maintenance, and Dissemination of Student Records. Copies of Policy 216 and administrative regulations are available to parents and eligible students in the offices of Principals and secondary school counselors. A portion of the federal legislation stipulates that parents and students shall be informed annually of their rights under FERPA. For more information click [here](#)

The parent/guardian of student or an eligible student has the right to inspect, review, and receive copies, free of charge, of the education records of the student by personally requesting the record from the elementary Principals or the secondary school counselors as appropriate.

The District maintains education records, which include personally identifiable information (name, parents, address, birth date); achievement, intelligence and aptitude test scores; scholastic records (grades); honors and activities; and health information. Education records of elementary school students are maintained in the school office of elementary schools. Secondary school counselors are responsible for the education records of secondary school students and maintain them in their offices. A complete list of persons who are authorized to have access to student records is available in each Principal's office and the guidance offices.

Information from the education records of a student may not be disclosed without prior written consent of the parent/guardian of the student or the eligible (18 years of age or attending a post-secondary educational institution) student unless the disclosure is:

1. To other school officials, including teachers, within the district who have legitimate education interest.
2. To officials of another school or school system in which the student seeks or intends to enroll.
3. Directory information such as student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards receive and the most recent previous school attendance by the student.
4. Other authorities stipulated in FERPA.

NOTE: The parent/guardian of the student or the eligible student has the right to refuse disclosure of any or all of the categories of directory information. The student's Principals shall be informed in writing before November 1 of each school year that certain information is not to be designated as directory information.

A written record of the disclosure of personally identifiable information from the education records of a student will be maintained by each Principal or school counselor. The parent/guardian of the student or the eligible student has the right to seek that record.

The parent/guardian of the student or an eligible student has the right to seek the correction of education records of the student through a request to amend the records or a hearing. A written statement of disagreement with the information entered on the record may be placed in the education records of a student by parent/guardian of the student or an eligible student.

The parent/guardian of the student or an eligible student has the right to forward, in writing, complaints concerning alleged failure by school district personnel to comply with the requirements of the Rights and Privacy Act to the Office of Health, Education, and Welfare. FERPA Officer, Room 4511, Witzer Building, Washington, DC 20202.

FOR INFORMATION REGARDING SCHOOL POLICIES AND PROCEDURES, CONTACT DR. THOMAS MIRABELLA AT THE ADMINISTRATION OFFICE, 610-966-8372.

[Table of Contents](#)

INTEGRATED PEST MANAGEMENT

East Penn School District

Administrative Offices
800 Pine Street
Emmaus, PA 18049
610-966-8300

From: Steven Onushco; Facilities Director

Re: Integrated Pest Management

The district's Integrated Pest Management (IPM) plan incorporates a licensed applicator applying pesticides and herbicides to our fields. We strive to complete these applications on weekends while students are not on district property.

Parents/guardians, on behalf of students enrolled in the district, may register for prior notification of applications of specific pesticides. To receive notification, you must do the following:

- Register through the Pennsylvania Department of Agriculture by completing the Registry of Pesticide Hypersensitivity Individuals Application.
- Contact the East Penn School District Facilities Department, 800 Pine Street, Emmaus, PA 18049 via a signed letter indicating your child's name, address, home phone number, and the school your child attends. Please include your email address if you would like to be notified electronically.

The Pennsylvania Department of Agriculture's registry is published twice per a year with the application available online at:

<http://www.agriculture.pa.gov/Protect/PlantIndustry/PesticideCART/Documents/Pesticide%20Hypersensitivity%20Application%20Form.pdf>

"Building Foundations for Lifetime Learning"
E.O.E.

[Table of Contents](#)