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SHOEMAKER

**ELEMENTARY  
SCHOOL**

**Parent/Student Handbook**

**2017-18**



**Shoemaker Elementary School  
4068 N. Fairview Street  
Macungie, PA 18062**

**Phone (610) 965-1626  
Fax (610) 965-2977**

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

**Principal  
Mrs. Jacqueline Vogel**

**School Mascot: Mustang  
School Colors: Blue and White**

## **EAST PENN SCHOOL DISTRICT VISION STATEMENT**

The East Penn School District will empower students to maximize their individual potential and become lifelong learners and contributors to a global society.

## **EAST PENN SCHOOL DISTRICT MISSION STATEMENT**

The East Penn School District will provide a learning environment in which students become problem solvers, collaborators and critical thinkers.

## **STAFF ASSIGNMENTS**

<b>Position</b>	<b>Name</b>	<b>Room</b>
<b>Principal</b>	<b>Mrs. Vogel</b>	<b>Office</b>
<b>Adm. Assistant</b>	<b>Mrs. Gledhill</b>	<b>Office</b>
<b>Adm. Assistant</b>	<b>Mrs. Kosalko</b>	<b>Office</b>
<b>Adm. Assistant</b>	<b>Mrs. Erdman</b>	<b>Library</b>
	<b>Mrs. Williams</b>	<b>ESL, K1</b>
<b>Kindergarten -</b>	<b>Mrs. Caraballo</b>	<b>K2</b>
	<b>Miss Lindsay</b>	<b>K3</b>
<b>First Grade</b>	<b>Mrs. Olver</b>	<b>11</b>
	<b>Mrs. Arnold</b>	<b>12</b>
	<b>Mrs. Husser, LS</b>	<b>14</b>
	<b>Mrs. Alfano</b>	<b>15</b>
	<b>Mrs. Fritz</b>	<b>16</b>
<b>Second Grade</b>	<b>Ms. Tomasello</b>	<b>21</b>
	<b>Mrs. Glick</b>	<b>22</b>
	<b>Mrs. Frey, ES</b>	<b>23</b>
	<b>Ms. Arnold</b>	<b>24</b>
	<b>Mrs. Schneck</b>	<b>25</b>
	<b>Ms. Finnegan</b>	<b>26</b>
<b>Third Grade</b>	<b>Mrs. Hoffman</b>	<b>31</b>
	<b>Mrs. Faisetty</b>	<b>32</b>
	<b>Ms. Welhaf, ES</b>	<b>33</b>
	<b>Mrs. Knauss (Ms. Peake)</b>	<b>34</b>
	<b>Ms. Gogel</b>	<b>35</b>
	<b>Mrs. Hillanbrand</b>	<b>36</b>
<b>Fourth Grade</b>	<b>Mrs. Exaros</b>	<b>41</b>
	<b>Mrs. McGlone</b>	<b>42</b>
	<b>Mr. Phillips, Gifted</b>	<b>43</b>
	<b>Mrs. Shreck</b>	<b>44</b>
	<b>Mrs. Cleff</b>	<b>45</b>
	<b>Miss Kling</b>	<b>46</b>
<b>Fifth Grade</b>	<b>Ms. Miksits</b>	<b>51</b>
	<b>Mrs. McDonald</b>	<b>52</b>
	<b>Mr. Trexler, LS</b>	<b>53</b>
	<b>Mrs. Beky</b>	<b>54</b>
	<b>Mr. Hurd</b>	<b>55</b>
	<b>Mrs. Theis</b>	<b>56</b>
<b>Special Education</b>	<b>Mrs. Frey</b>	<b>23</b>
	<b>Mrs. Husser</b>	<b>14</b>
	<b>Ms. Welhaf</b>	<b>33</b>
	<b>Mr. Trexler</b>	<b>53</b>
<b>Instructional Support Teacher</b>	<b>Mrs. Konjoian</b>	
<b>Psychologist</b>	<b>Mrs. Valentine</b>	
<b>Home Visitor (District)</b>	<b>Mrs. Matamoros</b>	

**Academic Support Assistants**

Mrs. Frey  
Mrs. Elston  
Mrs. Maake  
Mrs. Mombourquette

Art  
Gym  
Gym  
Library  
Music  
Strings  
Band  
Band/Strings  
Speech/Language  
Gifted  
Guidance  
ESL  
Nurse

Mr. Shreck  
Mr. Burrell  
Mrs. Moyer  
Mrs. Mang  
Mrs. Graziano  
Mr. Williams  
Mrs. Cooke  
Mrs. Sarro  
Mrs. Beitler  
Mr. Phillips  
Mrs. Ringer  
Mrs. Williams  
Mrs. Freiwald

Art  
Gym  
Gym  
Library  
Music  
Strings  
Band  
Band/Strings  
Speech  
Gifted  
Guidance  
ESL  
Health

**Custodial**

Mr. Gallagher, Head Custodian  
Mr. Fegely, Days  
Mr. Wetzel, Night Foreman  
Mr. Marsteller, Nights  
Mr. Palmer, Nights

**Aides**

Mrs. DiPietro  
Ms. Rafeld  
Mrs. Weslowski  
Mrs. Dunleavy  
Mrs. Kleckner

Mrs. Gudonis  
Mrs. Knerr-Rambo  
Mrs. Shoemaker  
Mrs. Norton  
Mrs. Ferrel

Ms. Katie Hall

Mrs. Riley  
Mrs. Harrington  
Mrs. Khaku  
Mrs. Luhman  
Mrs. Mitchell  
Mrs. Kehm  
Mrs. Oehmke  
Mrs. Shoff  
Mrs. Kucinski  
Mrs. Meadows  
Mrs. Wolle-Eck

**STUDENT RESPONSIBILITIES**

1. Move through the building in an orderly manner.
2. Respect the rights and property of all people.
3. Use all school facilities, equipment, and materials properly.
4. Respect all staff members and follow their directions.

5. Arrive at school on time.
6. Maintain proper dress and a clean, neat appearance.
7. Maintain proper attitudes and work habits and complete academic work in accordance with teacher directions and expectations.
8. Become familiar with and follow all school rules and regulations.

### **ANONYMOUS STUDENT TIP LINE**

Anyone who believes a student could endanger another person or him/her should call and leave a message on the voice mail at (610) 966-8400.

### **ATTENDANCE** **EAST PENN SCHOOL DISTRICT** **STUDENT ATTENDANCE POLICY**

- 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. Parents are 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. E-mail format will not be accepted as a written explanation. Failure on the parent's part to provide said explanation does not in itself qualify the absence as excused. 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, approved educational trips, observances of a religious holiday by bona fide religious groups, religious instruction or a State emergency.
- D. The responsibility for making up work missed during legal absences rests with the student.
- E. Absenteeism beyond 20 school days requires a doctor's excuse. After a student accumulates 20 school days of absence, a parental conference may be held. After a student accumulates 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 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. Upon written parental request, a student may be excused during school hours to obtain professional health care or therapy by a licensed practitioner if the service cannot be received outside of school hours.
- I. In extenuating circumstances, homebound instruction may be provided.
- J. Students may be excused to participate in a non-school sponsored educational tour or trip if the student's parents submit a written request for the excusal on the district trip request form prior to the trip. Forms must be submitted at least 5 days

prior to the trip. No more than 10 school days per student will be approved for educational trips or tours during one school year.

### **REQUEST FOR EXCUSED ABSENCE**

(For educational trip or tour not sponsored by school)

Regulations of the State of Pennsylvania provide that, upon written request from the parents/guardians of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip not sponsored by the school when the trip is evaluated by the Superintendent as educational and if the adult supervision is acceptable to both the Superintendent and the pupil's parent/guardians. In the East Penn School District the building principal has been designated by Superintendent to make the initial decision, based on the information provided.

In order to clarify such absences, the following procedure for non-school educational trips/tour is established:

1. The proper form available in each building must be submitted to the principal a minimum of **five (5) school days prior to the trip** (except in an emergency). Parents/guardians will be notified in any case in which the request is denied.
2. Requests will be approved only if it can be determined that such trip/tour is of **educational value** to the student.
3. Unless there are unusual or emergency circumstances, such requests will **NOT be approved for the first ten (10) school days of the year or during the district's standardized testing period or the state's testing periods.**
4. If more than one child in a family will be taking the trip/tour, a separate request for each child shall be made to each child's principal.
5. **No more than ten (10) 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 requested dates for absence.)
6. Satisfactory academic achievement will be considered in the approval of such a request.
7. All schoolwork missed during the trip/tour must be made up at the initiation of the student immediately upon returning to school.

**Please note:** Pennsylvania developed the PA Accountability Plan in compliance with the federal, *No Child Left Behind Law*, as a way to improve schools and students achievement. Schools are evaluated on achievement using the PSSA, participation in these tests, and on daily attendance. Thus student attendance during the testing period is very important to us. Please note that **"requests for vocational trips" during the standardized testing period will not be approved by the school administration.**

### **BUSING**

The East Penn School District provides transportation to and from school for kindergarten and elementary students residing one and one-half miles or more and 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.



## **BUS SAFETY**

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 the Director of Operations.

## **ADMINISTRATIVE GUIDELINES FOR SCHOOL BUS DISCIPLINE**

Riding the school bus is a privilege. More than 8000 students are transported daily by the district. Safety is a shared goal of the school district and our transporter. In order to achieve our goal of having all students transported safely to and from school in a timely manner, it is necessary for all students to adhere to the rules listed below.

### **Each student will:**

- Stay in his/her seat, facing front while the bus is in motion, unless otherwise directed by the driver.
- Keep head, hands, and feet inside the bus and to themselves;
- Refrain from eating, drinking, smoking, littering or using any type of illegal substance on the bus;
- Refrain from any horseplay, excessive noise or vulgar language;
- Follow all directions given by the driver;
- Only transport items such as backpacks, projects, instruments, sports bags that can be held on their lap during the bus ride.
- The school bus driver is in complete charge of the bus and students, and the driver has the authority to discipline students for minor infractions of the rules.

### **The bus driver may:**

- Load the school bus from back to front for management purposes, if necessary;
- Give a verbal reprimand;
- Change or assign the seat arrangement of students;
- Pull the bus to the side of the road or return a bus to the school, if necessary, in order to achieve appropriate student behavior;
- Request school administrators' assistance, when necessary;
- Complete a written bus misconduct report to be submitted to the building administration in cases of repeated offenses or major infractions of the bus rules.

### **Upon receiving a written bus misconduct report, the school administrator(s) may:**

- Have the ability to assign seats to students for disciplinary reasons;
- Determine the punishment/consequences;
- Notify the parent/guardian of bus incident, either by telephone and/or in writing with any assigned consequences;
- Deny bus riding privileges for up to 5 school days for serious and/or repeat offenses;

- Suspend a student's bus riding privilege for the remainder of the school year whenever warranted by extreme inappropriate behavior or numerous repeat offenses on the part of the student. (This may occur on a first offense.)

**The school administration works cooperatively with the bus drivers and our transporter to assure safe school transportation for all students. With the assistance and cooperation of our students, parents, school bus drivers and administrators, we look forward to a successful, uneventful school year related to school transportation.**

**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.

### **SNOW EMERGENCY BUS STOPS**

In order to have the district schools open as many days as possible, there have been alternate weather 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 that WEATHER EMERGENCY stops will be in effect.

Any comments or requests concerning transportation should be addressed to Director of Operations at the East Penn Administrative Offices, 800 Pine Street, Emmaus, PA 18049 - Telephone (610) 966-8308.

### **CLASSROOM CONCERNS**

The best person to talk to about your child's academic progress, classroom behavior or daily concerns is the classroom teacher. You can contact the teacher easily by sending a note, email or telephone, (610) 965-1626.

Although most situations can be dealt with effectively by the parent, teacher and child, sometimes other people need to be included such as the guidance counselor, school principal, school psychologist, nurse, or IST Teacher.

### **DRESS CODE POLICY**

All students must wear shirts or tops that extend to and cover the midsection of the body. Sleeveless shirts may be worn; however, they must be modest in design and must not expose undergarments. Tank tops must have straps that are at least one inch wide, and the straps must cover undergarments. Shoulders and arm openings must not reveal undergarments. No tube tops or halter tops are permitted. No sheer fabrics are permitted.

- Shorts must extend at least half-way down the thigh.

- Shorts or pants with words or printed messages across the seat are not permitted.
- Underwear must be covered and not exposed.
- Logos or wording that relates to alcohol or other drugs (i.e. tobacco, marijuana) is not permitted on clothing.
- Flip-flops and loose-fitting sandals create safety issues on the stairs and on the playground; therefore, they are not recommended.
- No hats or bandanas are permitted in school.
- Students may not wear chains suspended from clothing.
- Body and face paint are inappropriate except on designated school spirit days.
- Attire that the administration considers to be a distraction to others' learning will not be permitted.
- Students who dress inappropriately will be sent to the main office where parents will be contacted and asked to bring appropriate clothing for them.

### **ELECTRONICS**

Students are not permitted to bring electronic devices to school. Students may have cell phones but they must be turned off and stored in their back packs at all times.

### **EMERGENCY INFORMATION**

Make certain that you contact the main office with any phone or address changes. If you are moving, please contact the office for the proper paperwork and forms necessary to complete.

### **FIELD TRIPS**

Defined in EPSD policy #21

Clarification of a field trip – any activity that is:

- outside your building
- within the instructional school day
- needs funding for the fee or transportation

An activity is not considered a field trip if:

- it is attendance for a competition or other culminating activity  
(e.g. Field Day; Kid-to-Kid; District Chorus; Science Fair)

- it is within school district facilities for curriculum and instructional purposes or for transitional purposes

### **Guidelines:**

- All field trips must be directly aligned to the approved curriculum.
- Field trips must be handicap accessible for consideration. Building administration is responsible to determine equitable participation for all students.
- Procedures for field trips must be consistent throughout the district.
- The field trip application must be forwarded to the school health room. (The new forms are available in the office.)
- There should be no more than 3 field trips per grade level, K-8.
- All school rules apply on a field trip.
- All teachers will take a copy of the permission slips with them on the field trip. Originals shall remain in the principal/activity office.
- Chaperones cannot be alone with students. **They must be in the presence of a school employee on all field trips and activities unless they have all required clearances.**

### **Field Trip Procedures:**

1. Acquire details of the field trip being considered (location, day of trip, times, nature of trip, distance, expense).
2. Contact the office concerning the availability of a school bus, if it is needed for the trip. The office will make the arrangements with STA, our new bus company, Student Transportation of America, Inc., (610) 421-6039.
3. Complete a field trip request form and submit it to the principal for approval at least three weeks prior to the date of the trip. The forms are new and can be found in the office.
4. Distribute student permission slips, these are also new and will be completed by the office. No student will be permitted to go on a field trip unless the parent/guardian has signed a permission slip. All permission slips must be kept by the classroom teacher for a period of one week following the trip.
5. Arrange for chaperones, if necessary.
6. Notify any special area teacher whose schedule may be affected by the field trip.
7. Notify the cafeteria if the field trip will have children away from the district during the scheduled lunch period. The office will help with the ordering of bagged lunches.
8. Teachers must return to the school either before or at the exact time indicated on the field trip form.
9. STA buses must return to school no later than 2:00 PM.

## **FIRE & LOCKDOWN DRILLS**

Various drills will be held approximately once a month throughout the school year. These drills are mandated by state law and are important to the safety and welfare of all people in the building.

## **HEALTH**

### **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. A parent/adult MUST personally deliver and pick up the medication and he/she must bring the medication to the school nurse, health room aide or building administrator or secretary. Medications will only be dispensed by a school nurse or health room aide. In the absence of the school nurse or health room aide, medications will be dispensed by the parent, principal or other trained personnel as assigned by the building principal.
3. Medication MUST come to school in the originally prescribed container. This includes inhalers for allergies/asthma and medication for use in Pulmo-aide machines (available in each health room).
4. Medication MUST be accompanied by an "Authorization for Medication" release form signed by the parent and the doctor, including instructions on administration and side effects of the medication. Verbal authorization is unacceptable.
5. It is the student's responsibility to go to the office or health room for the medication.
6. If it is necessary for your child to take over-the-counter medication during the school day, you must follow the same instructions except for the doctor's authorization.

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

## **COMMUNICABLE DISEASES**

**The following regulations for the duration of exclusion from school will be strictly enforced:**

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

**Chicken Pox/Shingles:** 5 days from last crop of vesicles or when lesions are dry and crusted over

**Conjunctivitis (pink eye):** 24 hours after initiation of treatment

**German Measles:** 7 days from onset or when rash is gone; temp. is normal

**Measles:** 5 days from onset rash

**Mumps:** 5 days after onset or of swelling

**Scarlet Fever:** 7 days from onset or 1 day after appropriate antibiotics

**Whooping Cough:** 4 weeks from onset or 7 days after antibiotics

**Norovirus:** No vomiting/diarrhea for 48 hours

**Strep Throat:** 1 day after initiation of appropriate antibiotics

**Pertussis:** After 5 days of appropriate antibiotics

A doctor's release is required before a child returns to school in cases of: Scabies, Impetigo, and prolonged absence due to injury or illness.

### **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.

### **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.

## **HOMEWORK**

### **East Penn School District Homework Guidelines**

#### **Introduction**

**We believe that homework is a valuable component of the total learning process. Consistent, conscientious attention to homework assignment should be a priority for East Penn School District teachers, students and parents.**

Therefore, the East Penn School District has developed homework guidelines that are designed to...

1. Identify the purposes of homework and define different types of homework that may be assigned.
2. Provide consistency in assigning and administering homework.
3. Outline the roles and responsibilities of teachers, students and parents in assigning and completing homework.

### **Definition, Purposes and Benefits of Homework**

Homework is defined as any out-of-class study of tasks that are assigned as extensions of classroom work. Different types of homework may be given depending on the purposes set by the teacher. The types of homework assigned are related to a student's grade level, the major topics being studied in class and individual student need. Often, all students enrolled in a class will receive the same homework. It is possible, however, that not everyone in a class will always receive the same homework. Some assignments may be directed to meet the specific skill levels and/or needs of individual students.

Several types of homework are listed and described below:

- Preparation – Preparation homework is assigned to help prepare students for upcoming instruction by providing requisite background information. It should not be assigned for skills assessment.
- Practice - Practice homework is assigned to reinforce basic skills and concepts learned in class.
- Extension – Extension homework is assigned to have students apply and analyze previously learned information and/or information presented in class.
- Creative – Creative homework is assigned to have students think critically about an issue and to engage in problem solving by integrating and applying acquired skills/knowledge.

In addition to the specific benefits students acquire from the types of homework described above, there are other collateral benefits from completing homework assignments. These benefits include...

1. Developing students' independent work habits and organizational skills.
2. Developing students' responsibilities for completing work on time.
3. Providing a vehicle for parents to become familiar with their child's class work and to gauge how well their child understands material that has been presented.
4. Serving as a catalyst for informal discussions at home about what is being learned in school.

EPSD policy reference: Policy no. 130

### **Homework Roles and Responsibilities**

In order for students to receive the maximum benefits from completing assigned homework, teachers, students and parents must assume important roles and responsibilities. The major Roles and Responsibilities of teachers, parents, and students are listed below.

### **Teacher's Roles and Responsibilities**

1. Know and understand the East Penn School District's Homework Guidelines.
2. Plan homework that is consistent with the needs and abilities of students.
3. Inform students of homework expectations and make certain that students understand the assignments given.
4. Make certain that students are able to access materials and other resources for completing homework assignments.
5. Assign for reinforcement or for instructional purposes, not for disciplinary reasons.
6. Work with colleagues to ensure that homework expectations are reasonable with regard to the total amount required of students who may be assigned work from several teachers.  
(Note: A general guideline for total average time spent per night on homework for all subjects is the student's grade level times 10 minutes. Students enrolled in Honors and/or Advanced Placement courses may spend more time on homework than this average.)
7. Return any collected homework to students within a reasonable time period, and offer written or verbal feedback on the accuracy/quality of the students' work.
8. Homework given at the elementary level will not be graded. Report Card grades must reflect the student's grasp of the content and/or skills presented as demonstrated in the classroom. Teachers in grades 2-5 can note student performance on homework by marking the appropriate performance level under Skills for Successful Learners on the Report Card.
9. Promptly notify parents of a student whose homework is habitually late, missing, incomplete and/or consistently reflects a lack of understanding of the work required.  
Note: Failure to do homework is not to be considered "student misconduct" as defined by discipline codes in the secondary schools.

### **Students' Roles and Responsibilities**

1. Know and understand the East Penn School District's Homework Guidelines and the teacher's specific homework expectations and procedures.
2. Record/remember homework assignments.
3. Ask the teacher for further direction/clarification if the homework assignment is not initially understood.
4. Establish a consistent time and place to complete homework assignments.
5. Obtain the necessary materials and other resources to complete homework assignments.



6. Complete and check homework to the best of one's ability. Completing homework is an individual student's responsibility unless otherwise directed by the teacher. Thus, students are expected to do their own homework.
7. Submit homework on time.
8. Arrange with the teacher to make up required assignments that may be missed due to absence or other reasons.

### **Parent's Roles and Responsibilities**

1. Know and understand the East Penn School District's Homework Guidelines.
2. Support the school's efforts to teach students the value of doing homework and of developing responsible, regular study habits.
3. Assist your child in arranging a regular time and place for completing homework.
4. Take an interest in your child's assignments and the topics being studied, but only give help that enables your child to clarify misunderstandings. Students should usually do homework with as little adult/peer assistance as possible. Some homework assignments may require peer interaction.
5. Monitor the amount of time your child spends on homework. Notify your child's teacher(s) regarding any problems with time, difficulty or progress.

### **Summary**

In summary, the East Penn School District staff views "homework" as an important, cooperative endeavor that requires the participation of teachers, students and parents – each with distinct roles and responsibilities. We encourage these parties to communicate with one another and to work together, thus ensuring that homework is a meaningful part of the learning process for all students.

Homework to be completed beyond the normal school day in the elementary school should gradually increase ten minutes per grade level. For example:

Grade 1 x 10 = 10 minutes

Grade 2 x 10 = 20 minutes

Grade 3 x 10 = 30 minutes

### **HOMEWORK FOR ABSENT STUDENTS**

Whenever students are absent from school and a request is made for homework, the following guidelines should be followed:

1. Teachers should be notified by noon that homework will be picked up for the absent child that day.
2. Teachers should not expect students to complete every missed assignment during an absence. It's the teacher's responsibility to ensure that the student has an understanding of the concepts missed upon his/her return.

## **LOST OR DESTROYED MATERIAL**

In the event that texts, library books, calculators, etc. are lost or destroyed, payment from the child's parent/caregiver will be required.

## **LOST AND FOUND ITEMS**

Students who find lost articles are asked to take them to the school office. Periodically all lost and found articles will be displayed in the vicinity of the school cafeteria where they can be claimed. At the end of the school year, remaining items will be donated to a local charity.

## **PARENT/ TEACHER ORGANIZATION**

It is the purpose of the PTO to offer academic, cultural and recreational enhancements to the children of Shoemaker Elementary School. The PTO also supports and appreciates a cooperative relationship between the staff and parents of Shoemaker.

A copy of the by-laws is available upon request from the Shoemaker School office, as well as, a copy of the PTO budget and updated PTO meeting minutes. Meetings will be held monthly at the Shoemaker School. All parents and teachers are members of the PTO and are encouraged and welcome to attend. Every effort is made to adhere to the schedule once the dates are set, however, should a change become necessary, notice will be sent home to parents.

## **PTO OFFICERS**

President	<a href="mailto:shoepresident@gmail.com">shoepresident@gmail.com</a>	Mrs. M. Calder	610-349-9197
Vice President	<a href="mailto:shoevicepresident@gmail.com">shoevicepresident@gmail.com</a>	Mrs. D. Prosser	610-530-9065
Secretary	<a href="mailto:shoeseecretary@gmail.com">shoeseecretary@gmail.com</a>	Mrs. M. Mecouch	610-928-7191
Treasurer	<a href="mailto:shoetreasurer@gmail.com">shoetreasurer@gmail.com</a>	Mrs. K. Gruber	610-428-6273

## **RECESS**

Students go outside for recess. Please dress your children according to the weather.

Students are not permitted to exclude other students from organized games, such as soccer, kickball, etc.

## **REPORT CARDS/PARENT CONFERENCES**

Student report cards are sent home four times throughout the school year. Formal parent/teacher conferences are scheduled at the end of the first and third marking periods. 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 academic progress.

## **SCHOOL CLOSINGS FOR INCLEMENT WEATHER**

When extreme weather conditions exist, schools may be closed, starting times delayed, and/or early dismissals may be necessary. The decision for closings and for late starts will be made and broadcast on radio station WAEB (AM 790) and on television – Channel 69 by 6:30 AM. Early dismissals will be broadcast on these stations also. **lease do not call the district or building administration.**

Please make sure that the “**Early Dismissal Emergency Plan**” has been completed accurately and is on file at school so that we know how to dismiss your child if there is an early dismissal. **School personnel will not be making phone calls.**

You may log onto [wfmz.com/stormcenter](http://wfmz.com/stormcenter) for dismissal information go to personal list and there you can create a free account for having any closings or early dismissals sent to you by email, pager or cell phone.

### **SCHOOL HOURS - SHOEMAKER ELEMENTARY**

Opening and Closing School Hours (Grades 1-5).....9:00AM – 3:20 PM  
Kindergarten Hours AM Session-9:00 AM – 11:45 AM and 12:35 PM – 3:20 PM -PM Session

**\*\* Children not taking bus transportation should not arrive at school more than fifteen minutes before the session begins.** Children should go directly home after school is dismissed. When other arrangements are made by the parents, **a note of explanation must be sent to the child’s teacher.**

East Penn is committed to providing for individual difference in learners and is using team approaches to meet this goal. **Please drop off and pick-up students in the designated area or park in the visitor parking lot and walk your child in or from the building.**

**If you arrive later than 9:00 AM, 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.

**\*\*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. Please bear in mind that the end of the day is very hectic, prior notice and a note will be needed.**

### **SCHOOL LUNCH PROGRAM**

The East Penn School District serves nutritious meals every school day. School lunch cost is \$2.40 with a choice of white or chocolate milk. Domino Pizza Day lunch is \$2.75. If you choose to buy only milk the cost is \$.55. If a child is unable to drink milk, a note from the doctor must be brought to school and the child will then be allowed to purchase juice. Breakfast is \$1.15, and a variety of ala carte items ranging from \$.50 to \$1.45 are also sold. For a full ala carte list please see the East Penn Website.

Each student is issued a “Student I.D. Card” that includes the student’s number (PIN) and photo. Each student is **REQUIRED** to present their Photo I.D. Card to the cashier when they are making a school lunch or ala carte purchase, whether they are full-price, reduced, or free.

**Lunch times:** 1<sup>st</sup> grade-11:35-12:05 p.m., 2<sup>nd</sup> -11:10-11:40 a.m., 3<sup>rd</sup>-12:15-12:45 p.m., 4<sup>th</sup>-11:45-12:15 p.m., and 5<sup>th</sup> grade-12:35-1:05 p.m. Elementary school students will receive their photo I.D. cards each day from their classroom teacher.

How do I deposit money into my student's account? Students are encouraged to bring a **check made payable to "EAST PENN SCHOOL DISTRICT CAFETERIA FUND."**

**Remember to put your child's name in the memo part of your check.**

Cash is acceptable attached with a note including child's name, room number, and teacher's name, but checks are preferred. Deposits are given to their teacher and are then forwarded to the office for the cafeteria. Your cancelled check will serve as your receipt.

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.

Parent/Guardians of students withdrawing from the East Penn School District will be issued a check for their child's account balance within one month upon receiving a copy of the withdrawal form.

Any excess monies left in your student's account will be rolled over in their account for the following year.

If a student is eligible for free or reduced meals the computer will read the student's I.D. card, act as if the student has cash in the account and will not ask for money. For the reduced students, it will recognize the student is to be charged the reduced meal price and deduct it from the student's cash balance. The cashier will not necessarily know that the student is eligible for free or reduced meals.

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. Also check the newest website, [www.paschoolmeals.com](http://www.paschoolmeals.com)!

## **SCHOOL PICTURES**

Individual student pictures will be taken during the fall. Prior to the scheduled date of picture taking, a pamphlet providing picture details will be sent home with your child. Group photos will be scheduled in the spring.

If you would like your child to be excluded from photos that may be included in local newspapers or on our school website, please indicate this on the form that is distributed by office staff at the beginning of the school year.

## **SNOW MAKE UP DAYS PER 2017/2018 CALENDAR**

**The order of snow make up days is as follows: 2/16/18, 3/29/18, and 4/2/18. Any additional days will be added to the end of school, 6/12/18, 6/13/18, 6/14/18, and 6/15/18.**

## **TESTING**

Each year the East Penn School District administers achievement tests, aptitude and vocational interest inventories and state mandated health examinations. For a comprehensive list of tests administered to the students of East Penn School District, please see the section “District Testing Program” in the school calendar or website.

**No vacation request will be granted during testing periods.**

## **VISITORS**

To gain access to the building, ring “buzzer” located at the front entrance of Shoemaker School. All visitors must report to the school office. A “visitor badge” will be supplied after signing in. Under **NO CIRCUMSTANCES** may a parent visit a classroom without signing in, receiving permission from the office, and wearing the badge.

The Board welcomes visits to the schools by parents, adult residents and other interested parties. However, the Board is also sensitive to the fact that such visits may potentially be disruptive to the education process.

The Superintendent and/or building principal are authorized to prohibit the entry of any person to a school building in accordance with the following guidelines:

1. All prospective visitors should contact the building principal in advance to make appropriate arrangements.
2. Upon arrival at the building, all visitors are to immediately report to the office and register their presence.
3. All staff members shall require that all visitors register at the school office and have authorization to be present.
4. If an emergency requires that a visitor meet with a student, the student shall be called to the office, and in the presence of the principal or designee, meet with the visitor. No visitor may confer with a student in school without the approval of the principal or designee.

## **SHOEMAKER PLAYGROUND EQUIPMENT RULES**

**GENERAL RULES - sneakers are required for Physical Education classes and on the playground. Sneakers with wheels are not allowed.**

**Share the equipment!**

## **WITHDRAWALS/TRANSFERS**

If you are planning to move, contact the school office so that the appropriate documents may be forwarded to the new district. A transfer card and a copy of immunizations will be issued by our district to be presented to the school upon registration.

If you plan to move within the school district, notify the office personnel as soon as possible.

## **POLICIES**

### **NON-DISCRIMINATION POLICY**

The East Penn School District is an equal opportunity education 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. Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX Section 504 and Americans with Disabilities Act.

For information regarding 1)civil rights, 2)grievance procedure, 3)services, activities and facilities that are accessible to and useable by disabled persons, or 4) employee or participant complaints of harassment or discrimination, contact Compliance Officer at (610) 966-8330.

The Federal Drug-Free Workplace Act requires that the workplace be totally free of the illegal use of drugs and requires that we issue the following statement to you: No one is allowed to use, make, sell, distribute or have in their possession any illegal drugs. Any violation of the Act will lead to severe disciplinary action, which will normally include/dismissal.

### **ACCEPTABLE USE FOR COMPUTER, NETWORK, AND INTERNET RESOURCES**

Teachers have the responsibility to provide clear guidelines, direction and supervision of student use. All data are then property of the district and there is no expectation of privacy. Any user who receives threatening or unwelcome communications is expected to immediately inform the teacher or administrator. Access to the computing facilities and resources is a privilege and unauthorized or illegal use will cancel the privilege and will result in 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 must assure that all software and hardware foreign to the district system is virus-free. The Superintendent shall develop procedures, which will require parental approval for student use of the Internet. The Acceptable Use Policy and Internet Access (Board Policy #138) can be reviewed online at <http://www.eastpennk12.pa.us/tech/aup.pdf>.

### **CORPORAL PUNISHMENT**

The Board forbids the use of corporal punishment as a means of disciplining students. No disciplinary action should exceed in degree the seriousness of the offense and under no circumstances shall a student be punished in such a manner as to cause bodily injury. However, reasonable force may be used to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, or for the protection of persons or property. Each school may develop and implement appropriate discipline procedures and guidelines, which are consistent with Pennsylvania Student Rights and Responsibilities. The complete policy on corporal punishment is available in the administration offices.

## **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.

## **DISTRICT SMOKING POLICY**

According to PA Act 168 of 1998, tobacco use by students, employees and visitors is prohibited in school buildings, school buses and on school property owned by, or under the control of a school. Tobacco possession by students is also prohibited.

## **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 or no more than \$50 plus court costs.

## **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 temporally suspended immediately. Other significant consequences will also result, ZERO tolerance.

## **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.

## **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.

## **WEAPONS POLICY**

The Board recognizes that all students have the right to be educated in a safe environment; all employees have a right to work in a safe environment; and the community has the right to expect a safe school environment. This policy applies to students only. Furthermore, the Board recognizes that the possession of weapons, facsimiles or look a likes on school premises threatens the safety of the entire school community.

For the purpose of this policy the definition of a weapon shall include but not be limited to any knife, cutting instrument, cutting tool, num-chuck stick, gun, firearm, shotgun, rifle, explosive device, or any other tool, instrument or implement capable of inflicting serious bodily injury, and any and all facsimiles or look alike of same. Notwithstanding this definition, the administration shall retain the right to determine whether an object is a weapon.

It is the Board's policy to prevent and prohibit the possession, transmission, handling or use of any weapon, facsimile or look alike on school property, at school sponsored events, and in school vehicles or private vehicles on school grounds by any student, employee or other person whatever. Weapons, facsimiles or look a likes may be carried into schools for demonstration, education or other lawful purposes, after students, faculty, or staff have obtained the necessary permits from the building principal.

Upon discovery by any person or employee of the district of any weapon on school grounds, at school sponsored events, or in school vehicles or private vehicles on school grounds, the person or persons responsible for the weapons, facsimiles and look a likes shall immediately be referred to the police authorities with the appropriate jurisdiction; the central office administration and the parents/legal guardians shall be notified.

Any and all violations of this policy involving possession, transfer, handling and/or use of gun, firearms, shotgun, rifle, whether working or not, loaded or unloaded, including all facsimiles or look a likes, will result in immediate full suspension of the violator. The violator will be referred to the Board for further disciplinary action, up to and including expulsion, in accordance with the procedures delineated by the Student Rights and Responsibilities and the East Penn School District Code of Conduct.

### **STUDENTS' RECORDS REGULATIONS**

In compliance with the Federal Family Education Rights and Privacy Act (FEFRA) 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.

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, birthdate); 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 of 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 received 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 principal 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.

### **VOLUNTEER INFORMATION**

**Any interested persons looking to submit clearances for volunteering within the school, please contact the human resources department at (610) 966-8331.**

**FOR MORE INFORMATION REGARDING SCHOOL POLICIES AND PROCEDURES, CONTACT THE PERSONNEL OFFICE AT (610) 966-8331.**