

Alburtis Elementary School
222 West Third Street
Alburtis, Pennsylvania 18011

Phone 610-965-1633
www.eastpennsd.org
Alburtis Elementary School Link

Principal
Mrs. Cheryl A. Scalzo



School Mascot: Albert the Eagle
School Colors: Green and yellow

EAST PENN SCHOOL DISTRICT MISSION STATEMENT

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

EAST PENN SCHOOL DISTRICT VISION STATEMENT

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

ALBURTIS ELEMENTARY SCHOOL SOARS:

- **Strive for Excellence**
- **Own Our Behavior**
- **Act Responsibly**
- **Respect Others**



Staff Assignments:

Position	Name	Room
Principal	Mrs. Cheryl A. Scalzo	escalzo@eastpennsd.org
Adm. Assistant	Mrs. Bonnie Reinert	breinert@eastpennsd.org

Grade	Teacher	Room Number	Email Address
Kindergarten Full day	Mrs. Mary Anne Stella	103	mstella@eastpennsd.org
Kindergarten Half Day	Mrs. Francine Confer	101	fconfer@eastpennsd.org
1 st Grade	Mrs. Pamela Briody	108	pbriody@eastpennsd.org
1 st Grade	Mrs. Gail Cannon	107	gcannon@eastpennsd.org
1 st Grade	Mrs. Rosanne Lauchnor	110	rlauchnor@eastpennsd.org
2 nd Grade	Mr. Sean Nolan	209	snolan@eastpennsd.org
2 nd Grade	Mrs. Susan Sterkenburg	207	ssterkenburg@eastpennsd.org
2 nd Grade	Mrs. Laura Kline	208	lkline@eastpennsd.org
3 rd Grade	Mrs. Jamie Horn	206	jhorn@eastpennsd.org
3 rd Grade	Mrs. Kendra Bergman	204	kbergman@eastpennsd.org
4 th Grade	Mrs. Abigail Hoosier	311	ahoosier@eastpennsd.org
4 th Grade	Mrs. Jessica Mauro	308	jmauro@eastpennsd.org
4 th Grade	Mrs. Kiera	309	kwerner@eastpennsd.org

	Werner		
5th Grade	Mrs. Lisa Fritz	306	<u>lefritz@eastpennsd.org</u>
5th Grade	Mrs. Amanda Huebner	304	<u>ahuebner@eastpennsd.org</u>
5th Grade	Miss Kristen Epsaro	305	<u>kepsaro@eastpennsd.org</u>
K-5 Learning Support	Ms. Barbara DeAngelo	302	<u>bdeangelo@eastpennsd.org</u>
Instructional Support Teacher	Mrs. Courtney Ridley	Office	<u>cridley@eastpennsd.org</u>
Art Teacher	Mrs. Jill Schrader & Mrs. Bonnie Bosco	109	<u>jschrader@eastpennsd.org</u> <u>bbosco@eastpennsd.org</u>

Health Wellness Fitness	Mr. Justin Reiss	Gym	<u>jreiss@eastpennsd.org</u>
Music Teacher(s)	Mrs. Julie Becker & Mrs. Allison Lewis	102	<u>jbecker@eastpennsd.org</u> <u>alewis@eastpennsd.org</u>
Librarian(s)	Mrs. Megan Sly-Schueck & Ms. Susan Wirtz	Library	<u>mschueck@eastpennsd.org</u> <u>swirtz@eastpennsd.org</u>
Instrumental Music	Mrs. Lori Cooke	102	<u>lcooke@eastpennsd.org</u>
Speech & Language	Mrs. Angela Kuntz	2	<u>akuntz@eastpennsd.org</u>
ESL	Mrs. Beth Fair	301	<u>bfair@eastpennsd.org</u>
Gifted	Mr. Justin Phillips	303	<u>jphillips@eastpennsd.org</u>
Guidance Counselor	Mr. Marc Dobbs	Guidance Office	<u>mdobbs@eastpennsd.org</u>
School Psychologist	Mrs. Andrea Lerch		<u>alerch@eastpennsd.org</u>
Nurse	Mrs. Terri Hildebrand & Mrs. Susan Breidenger	Nurse	<u>thildebrand@eastpennsd.org</u> <u>sbreidenger@eastpennsd.org</u>
Custodial	Mr. Dennis		<u>dglase@eastpennsd.org</u>

	Glase & Mr. Ken Stofanak & Mr. Nate Yoder		kstofanak@eastpennsd.org nyoder@eastpennsd.org
Instructional Assistants	Mrs. Miller Miss Miller Ms. Rodriguez Ms. Zdrojesky		
Remedial Assistants	Mrs. Kender Mrs. Kohler Mrs. Carter Ms. Peracchia Mrs. Marks		

ALBURTIS ELEMENTARY SCHOOL HOURS:

1/2 Day Kindergarten

Monday- Friday- 9:00 AM – 11:45 AM

Monday- Friday- 12: 35 PM- 3:20 PM

Grades 1-5

Monday-Friday-9:00 AM-3:20 PM

AM Kindergartners and grade 1-5 students not taking bus transportation should not arrive at school prior to 8:45 AM. PM Kindergartners should not arrive prior to 12:35 PM. 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.

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, 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 and prior notice is appreciated.

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.

BIRTHDAYS:

We invite your child to celebrate his/her birthday with their classmates. **Simple non-edible treats** are perfect for the Elementary school children. Items such as bubbles, pencils and stickers are recommended.

NOTE: Per the district's wellness policies edible treats are strongly discouraged.

BOOK CLUBS:

Throughout the year, the teachers may send home book club order sheets. Individual teachers will provide further instruction for this *optional* activity.

CLOTHING:

Every day is an active day for your child. They might be painting, using glue, cooking, etc. We sit on the floor everyday to work and play. Your child will also be going outside and using the playground equipment. Please be sure that your child is dressed for these active days and dressed appropriately for the weather. Children should be able to manage their clothing independently.

INVITATIONS TO HOME PARTIES:

To avoid hurt feelings and being excluded, we ask that invitations to home parties delivered at school be extended to: *all* children in the class **OR all** of the boys in the class if they are invited to an all boy party **OR all** of the girls in the class if they are invited to an all girl party. Please use U.S. Mail if not all children are invited. Thank you for your help with this!

LABELING:

Please make sure that your child's name is on ALL of their possessions. It is easy for clothing to get mixed up since many mittens, hats, boots, jackets, sweaters, etc. look the same.

SCHOOL BAGS:

Your child should bring a labeled school bag to class each day. The back pack should be large enough to hold a snack and a two-pocket folder, which is used for bringing home important notes and homework. The folder, which we will provide, should be placed and remain inside your child's back pack. We will help teach your child to be responsible for emptying their folder at school. Please help your child when they come home from school with this very important responsibility by reminding them to check their folder every day. If you have a note or paper for the teacher or school, ***give the note to your child and watch them place it in the folder.*** This will help them to remember that it is there.

LUNCH:

Teachers will escort their groups to lunch. After the designated lunch/recess period, teachers will meet their students on the playground (or in their classrooms after indoor recess) and escort students back to the classroom.

Staff assistants will be present during both lunch periods to aid and assist students as well as assure student safety.

- 1st Lunch 11:30 AM- 11:55 AM- Full Day Kindergarten
- 1st Lunch 11:50 PM- 12:55 PM- Grades 1, 2 5
- 2nd Lunch 12:15 PM- 12:40PM- Grade 5
- 2nd Lunch 12:35 PM- 1:00 PM- Grades3 & 4

Lunch prices are:	Student Lunch-	\$2.40
	Student Domino Pizza Lunch-	\$2.75
	Student reduced lunch-	\$.40
	Milk-	\$.55

BREAKFAST

Breakfast will be served in the Multi-Purpose room daily from 8:40 AM-8:55 AM. A staff assistant will be present during breakfast to aid and assist students as well as to assure student safety.

Breakfast prices are:	Student Breakfast-	\$1.15
	Reduced Breakfast-	\$.30

LIBRARY:

Students will be visiting the Library each week for a forty minute class (Kindergarten will have a 30 minute class) and also to borrow a library book. Books are due back the following week on the assigned Library day. It is extremely important to instill a sense of responsibility in your child. While it is your child's responsibility to return their books

each week, you should help them remember to take care of their books and return them on their assigned day.

HEALTH/WELLNESS/FITNESS:

Students have 'gym' one day a week for forty minutes (30 minutes for Kindergarten students). On gym day, comfortable clothing such as shorts and sweatpants are appropriate. Sneakers with non-skid rubber soles must be worn in order to participate. If your child needs to be excused from gym, please send a note from his/her doctor.

ART:

Students have art one day a week for forty minutes. Please be sure to have your child wear appropriate clothing. Remember, students may be using paint, clay and other messy materials.

MUSIC:

Students have music one day a week for forty minutes (30 minutes for Kindergarten students).

VISITORS:

When you visit the school for any reason, you must buzz in at the main entrance unless otherwise instructed via posted signs. You must sign in and out at the office ***for each visit to the classrooms*** – even if you are walking your child to class or helping your child drop items off to the teacher. You will be given a visitor's badge. Please wear this badge at all times when you are in the building. Staff and students are trained to look for badges. Student safety is our priority!

The Board welcomes and encourages 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 therefore, parents must sign in and receive permission from the office to visit a classroom.

The Superintendent and/or building principal is/are authorized to prohibit the entry of any person to a school building based upon the following guidelines:

1. All volunteers/ visitors at Albutis Elementary must submit a notarized affidavit prior to serving in the building.
2. All prospective visitors should contact the building principal in advance to make appropriate arrangements.

3. Upon arrival at the building, all visitors are to immediately report to the office and register their presence.
4. All staff members shall require that all visitors register at the school office and have authorization to be present.
5. 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.

Volunteers

Updated Information Due to Recent Changes to Act 153 Pertaining to Volunteers:

If you were previously approved as a volunteer and your clearances are older than 60 months, you have until July 1, 2016 to obtain updated clearances. Therefore, you will remain on the District's Volunteer Listing for the 2015-2016 school year. All volunteers are now required to obtain new clearances every 60 months.

To be included on the listing, volunteers are responsible for providing clearances, Pennsylvania Criminal History Record (Act 34) and the Child Abuse History Clearance (Act 151), to the Human Resources Office, and are required to sign the Volunteer Affidavit. PLEASE NOTE: if you have not been a resident of the state of Pennsylvania for 10 years, you will not be able to sign the Volunteer Affidavit, and instead will be required to complete the FBI Federal Criminal History Check (Act 114).

Beginning July 25, 2015, the fees for the Pennsylvania Criminal History Record and the Child Abuse History Clearance have been waived for volunteers only.

Clearances are processed on Tuesday and Thursday in the Human Resources Office or by special appointment, if needed. Clearance information, detailing what is required, may be found at: <http://new.eastpennsd.org/hr/volunteer/>. If you have any questions related to the clearances, please contact Human Resources at **(610) 966-8331**.

The East Penn School District thanks you in advance for volunteering your time to assist the staff and students of the District.

WEBSITE:

Alburtis Elementary School has a website. It is frequently updated with school-wide and classroom-specific information. To find additional information about our school, please visit <http://www.eastpennsd.org> and visit the Alburtis pages.

LOST OR DESTROYED MATERIAL:

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

Identification of Students in Need of Special Education Services

Procedures in the East Penn School District for screening and identifying students thought to be exceptional (disabled and/or gifted) are available in the Student Services Office or the Principal's Office of each building. Procedures are in the form of a Flow Chart describing the process step-by-step from teacher and/or parent concern through the Individualized Education Program (IEP) Team Meeting. In compliance with the requirements of the Federal Family Educational Rights and Privacy Act (FFERPA) and the Pennsylvania State Special Education Regulations and Standards we ensure confidentiality of all appropriate student and family intervention. Any parent/Guardian who feels that their child is in need of special education services should contact their child's principal or the Student Services Office at (610) 966-8314.

Health Examinations

Each pupil in the East Penn School District shall receive a comprehensive medical examination upon **original entry** into school, while in the **sixth grade** and in the **eleventh grade**. These medical examinations will be conducted by a school physician, contracted through the District. In lieu of the medical examination conducted by a school physician, the parent/guardian may submit a medical report of examination, at their own expense, provided that the examination is made and the report furnished no more than 1 year prior to the opening of the school term during which the regular examination is scheduled.

Each pupil shall receive a comprehensive dental examination upon **original entry**, while in **third grade** and in **seventh grade**. These examinations will be conducted by a school dentist. In lieu of a dental examination conducted by a school dentist, a parent/guardian may submit a dental report of examination, at their own expense, provided that the examination is made and the report furnished no more than 1 year prior to the opening of the school term during which the regular examination is scheduled.

Parents/Guardians of children who are to be examined by the school physician or dentist shall be notified of such examinations. The notice shall include the date and location of the examination and encouragement that the parents/guardians attend.

If the parents/guardians choose to have a medical or dental examination conducted privately at their expense and the reports of that examination are not timely furnished, the following notification procedures shall occur:

The first notice to comply with the policy of medical or dental examinations will be mailed on or around October 1. The second notice to comply with the policy of medical or dental examinations will be mailed on or around December 1. If the medical or dental examination, as requested through the Department of Health and/or the East Penn School District, is not completed and proof submitted to the appropriate school nurse on or around January 23 of the school year in question, the student will be excluded from school.

Re-admission will be contingent upon presenting evidence that the required

Examination has been completed.

If you should have any further questions, please contact the Student Services Office at 610 – 966-8314.

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. 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, school-related work, 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. Written notification may be sent to parents of a student who has been absent for ten consecutive days. Absenteeism beyond ten consecutive days may require a doctor's excuse. After a student accumulates 20 school days of absence, a parental conference will 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. A student 17 years or over has a right to be in school but must obey school district attendance rules. A total of four instances of unexcused absences may be considered as failing to meet requirements of promotion or graduation. A recommendation for expulsion, subject to the degree to which the student reasonably was in control of the circumstances of the absences(s) may be initiated.
- I. Upon written parental request, a student may be excused during school hours for the purpose of receiving tutorial instruction by a qualified instructor in a field not offered in the district's curriculum if the excusal does not interfere with the student's regular program of studies.
- J. 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.

- K. In extenuating circumstances, homebound instruction may be provided.
- L. 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, the trip has been approved by the Superintendent, and if an adult who is supervising the pupils is acceptable to both the parents and Superintendent.

REQUEST FOR EXCUSED ABSENCE:

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.

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.

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, 610.965.1633.

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.

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 may 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.

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 gym where they can be claimed. At the end of the school year, remaining items will be donated to a local charity.

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 communicated to parents/guardians via the East Penn School District Alert Now Phone System as well as on radio station WAEB (AM 790) and on television – Channel 69 by 6:30 AM. The information is also on the district website

www.eastpennsd.org.

**Please 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.**

For your information you can log onto wfmz.com/stormcenter then 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.

SNOW MAKE UP DAYS PER 2016/2017 CALENDAR:

The order of snow make up days is as follows: 2/17/17, 4/13/17, 4/17/17, 6/13/17, 6/14/17, 6/15/17, 6/16/17. Any additional days will be added to the end of school. Note: Order of Make-up days is at the discretion of the Superintendent of Schools.

COMMUNITY EDUCATION:

Twice a year, a wide variety of classes are scheduled in the community education program for a reasonable charge. Course offerings and fees are publicized in a district-wide mailing at the beginning of the fall and spring semesters. Questions on community education should be directed to Laura Groh at (610) 966-8300.

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.

REPORT CARDS/PARENT CONFERENCES:

Report cards are generated *four times* throughout the school year and can be viewed on the HAC (Home Access Center). **Report cards are no longer printed in hard copy.** 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.

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.

RECESS:

Students go outside for recess. Please dress your children according to the weather. We will encourage students to include others in group games and activities. Students are not permitted to exclude other students from organized games, such as soccer, kickball, etc.

ALBURTIS ELEMENTARY PLAYGROUND EQUIPMENT RULES:

GENERAL RULES:

Share the equipment.

Play tag in the grass.

No throwing mulch.

- At the end of recess, line up with your classroom as designated by the teachers and aides.
- Keep your hands to yourself when using the equipment.
- Walking, galloping, or skipping only on the blacktop and mulched areas. Running only in the grass.
- Share the equipment. Take turns on the equipment—one person at a time.
- Use slides from top to bottom. Ride the slide on your bottom and feet first.
- Use the monkey bars one student at a time. If someone is on the monkey bars, walk around them in order to avoid being kicked.

- Walk across the bridge.
- Hang on equipment with feet pointing down.

BUSING:

The East Penn School District provides transportation to and from school for kindergarten and elementary students residing .75 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 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 the Director of Administrative Services.

BUS RULES OF CONDUCT:

Riding the school bus is a privilege. More than 6,000 students are transported daily by the district. Safety is our shared goal. Any conduct on the part of a student, which distracts the driver, reduces the safety level and will be dealt with the utmost seriousness.

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 - consequence, 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. Walking, drinking or smoking is not permitted on the bus.**
- 2. Horseplay, excessive noise or vulgar language is not 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.**
5. **Students should keep their feet, legs, backpacks and materials out of the aisle. Keep the Aisle and emergency exit free of obstructions.**
6. **Students will keep their head, hands, arms, and all objects inside the bus.**
7. **Students are to be at the bus stop 5-10 minutes early and are to behave properly while waiting.**
8. **Students may not carry any objects on the bus (instruments, sports bags, backpacks, etc.) that cannot be held on their lap.**
9. **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*.**

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 that SNOW EMERGENCY stops will be in effect.

Any comments or requests concerning transportation should be addressed to Director of Administrative Services at the East Penn Administrative Offices, 800 Pine Street, Emmaus, PA 18049. Telephone (610) 966-8300 or STA @ (610)421-6039.

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 cannot participate in the field trip without a signed permission slip.

HOMEWORK:

There may be times when the teacher will ask that students practice a skill at home. Purposes of this type of activity/homework include the extension and reinforcement of learning and the development of personal responsibilities and independent thinking. Homework also helps to strengthen the home/school connection.

PARENT/ TEACHER ORGANIZATION

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

A copy of the PTO budget and updated PTO meeting minutes can be obtained at the Alburdis Elementary School office as well as online.

2016-2017 PTO Board

President- Mrs. Melanie Penkauskas
Vice President- Mrs. Linda Gerry
Secretary- Mrs. Amanda Wilson
Treasurer- Mrs. Lydia Jones

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	6 days from last crop of vesicles or when lesions are dry
Conjunctivitis (pink eye)	after initial dose of antibiotic in both eyes
German Measles	4 days from onset or when rash is gone; temp. is normal
Measles	4 days from onset rash
Mumps	9 days from onset or after swelling is gone
Scarlet Fever	7 days from onset or 1 day after appropriate antibiotics
Whooping Cough	4 weeks from onset or 7 days after 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 are displayed in each health room and is available to parents.

ILLNESS:

If your child complains of headache, stomach ache, sore throat, etc. before coming to school, please check his/her temperature. If feverish, do not send the child to school. If your child becomes ill in school, we 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 to take your child home or for further medical care.

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 Ceil Birdsell, Board Secretary, at 610-966-8300.

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 includes 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.

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.

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 alikes 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 alikes 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 alikes 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 alikes, 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 (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.

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 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.

You can view the public district calendar on line at www.eastpennsd.org.

This calendar is subject to change due to unexpected situations.