

**ELEMENTARY
PARENT
HANDBOOK
2015-2016**



Palisades Elementary Schools

Durham Nockamixon Springfield Tincum

Dear Parents:

We share a common interest – your children. Our staff works very hard to provide the best possible program for our students. It is only when home and school work together in a spirit of mutual cooperation and support that we can expect them to achieve their full potential. We need your help.

The first step in this process is to make sure that you have all the information you need about your children's schools and educational program. The Elementary Parent Handbook is designed to answer your questions and address your concerns. We have tried to touch on every aspect of the school program – curriculum, special services, policies, and procedures. There is also a section on what you can do to help your children succeed in school.

Communication is a two-way process, and we would like to hear from you. Please do not hesitate to call us or visit if you have any questions, concerns or suggestions for improvement.

Sincerely,

Ms. Janet Link
Mr. Scott Davis
Mrs. Marie Collie
Elementary Principals

PALISADES ELEMENTARY SCHOOLS

Durham Nockamixon School
41 Thomas Free Drive
Kintnersville, PA 18930
610-847-5131 ext. 3000

Mrs. Marie Collie

Springfield School
1950 Route 212
Quakertown, PA 18951
610-346-7582 ext. 6000

Mr. Scott Davis

Tinicum School
162 E. Dark Hollow Road
Pipersville, PA 18947
610-294-9311 ext. 7000

Ms. Janet Link

ADMINISTRATION

Dr. Bridget O'Connell
Superintendent of Schools
610-847-5131 ext. 4030

Dr. Kate Kieres
Assistant Superintendent
610 -847-5131 ext.4002

Drew Bishop
Business Manager
610-847-5131 ext. 4007

Eric Gladfelter
Director of Pupil Services
610-847-5131 ext. 4009

TRANSPORTATION

Gerry Giarratana, Director
610-847-5131 ext. 5002

FACILITIES

Alan Crouthamel, Supervisor
610-847-5131 ext. 2450

Mission Statement

Inspired to lead. Prepared to succeed.

These are the long-term outcomes of what we expect students to be able to do as a result of their schooling.

Vision Statement

Palisades School District is a community of learners. Working collaboratively, we will provide a safe, enriching environment wherein all students can achieve academic excellence and demonstrate leadership.

Our detailed vision includes the following core competencies that will fall within our belief statements and action plans:

- collaboration
- communication skills
- intellectual curiosity and creativity
- independent problem solving
- cultural understanding for civic and global engagement
- self-awareness and self-evaluation
- develop respect for self, individuals and diversity

Shared Values

Our Beliefs

- Students learn best when they are actively engaged in meaningful work.
- Teaching students to think critically and creatively, and to take risks while solving problems is essential.
- All students can learn, but in different ways and at different rates.
- All students deserve the opportunity to develop individual talents and abilities.
- Students benefit from being appropriately challenged and motivated to excel.
- Educational progress requires ongoing evaluation through a variety of assessments.
- We value and respect people in their diversity.
- The primary responsibility for learning rests with the student, supported by the community, school, home, and family.
- Learning occurs everywhere, is a lifelong process, and requires hard work and discipline.

Our Assumptions

- We will strive for an outstanding educational program.
- Our strategic plan is a “living document” that will be referenced as we make decisions in our school district.
- All programs and expenditures will be consistent with our comprehensive plan.
- We promote behavior that enriches the learning process within our schools.
- We will continue to seek participation from members of our community.
- We will communicate our district’s progress to the public.

Our Overall Goals

- Residents of Palisades School District will increase their participation in our learning community.
- The district will utilize technology to enhance the achievement of students in all disciplines.
- Graduating students will be prepared for continuing education and employment as they access and leverage the global market.
- Students in the Palisades School District will perform at the proficiency level in reading, writing, and math while recognizing the developmental differences among students.

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ASSESSMENT

TESTING

State Standardized Testing in English/Language Arts and Math currently takes place in grades 3, 4 and 5 in the elementary school, with individual results provided to a student's parents. State mandated PSSA testing for science occurs in fourth grade. Group administered intelligence tests are given in grade 2.

Many less formal measures are utilized to group for instruction and assess student growth and achievement. They include reading curriculum based assessments, math survey tests, and writing assessments for students in grades K-5.

MAP (Measures of Academic Progress) is a computer-based assessment that links to curriculum, measures item difficulty, and may be used to measure a student's academic growth over time. This assessment is given to students in grades K – 5.

Testing procedures are recommended by district committees and approved by the Palisades School Board.

ATTENDANCE

ABSENCE FROM SCHOOL

Early in the school year, a letter explaining the absence policy is sent home to parents. When your child is absent for illness or other reasons, a signed excuse form must be returned to school no later than two days upon their return. This is a requirement of state law. If the form or signed note is not on file in the office within 48 hours of the child's return, the absence is automatically classified as illegal.

Legitimate reasons for a student's absence include: illness, quarantine, recovery from an accident, required court attendance, death in the family, observance of a religious holiday, and family educational trips with prior approval of the principal. All other reasons for absence are considered illegal.

Students who arrive late to school but before 11:45 AM, or who leave school after 11:45 AM are recorded as tardy. The minutes are added up and marked as the correct fractional part of a school absence. Students arriving after 11:45 AM, or leaving before 11:45 AM are marked absent for ½ day.

EXCUSING STUDENTS DURING THE SCHOOL DAY

Students leaving school early must have a medical or dental appointment card, or a signed note from parents. Please try to schedule appointments after school whenever possible.

Before leaving the building, your child must be signed out in the early dismissal notebook in the school office (and signed in, if he or she is returning to school before the end of the day). Students will not be released to anyone other than a parent or guardian without a signed note from you.

Parents who choose to pick children up at the end of the day are requested not to arrive before 3:20 PM. Parents must be present on the premises at dismissal time prior to the departure of buses. Otherwise, students will ride home on their assigned bus.

EDUCATIONAL TRIPS

Parents sometimes wish to take a family educational trip during days when school is in session. Trips of this kind will be considered excused absences under the following conditions:

1. Parents submit a written request before the trip and it is approved by the school principal.
2. The child has carried out an educational activity as directed by the principal.
3. The student makes up all schoolwork that has been missed.
4. Trips that extend beyond 10 days must be approved in advance by the superintendent.

If these conditions are not met, the absence will be illegal.

School Responses to Unlawful Absences

As per board policy 204, in the case of students with attendance issues, building administrators will follow these guidelines:

(1) Upon the Third Unexcused / Unlawful Absence:

Parent/guardian receives a warning notice of unlawful absence from the school district (**First Offense Notice**).

In addition, the building administrator may request that the parent / guardian of the student involved attend a conference to discuss the unexcused / unlawful absences.

(2) Upon the 4th Unexcused / Unlawful Absence:

Parent/guardian receives a *2nd Offense Citation* from the District Magistrate that has been filed by the school.

School Responses to / for Accumulated Absences

(1) Upon the 7th Day of Accumulated Excused / Unexcused Absence:

Parent/guardian receives a *Warning Notice* of unlawful absences from the school district. In addition to stating the legal punishments, the name and telephone number of a school contact person will be included. Parents are then able to contact a specific person to request assistance in resolving the child's truant behavior.

(2) Upon the 10th Day of Accumulated Excused / Unexcused Absence:

Parent/guardian receives a **Dr.'s Requirement letter**. Once again, the legal penalties established by law for violation of compulsory attendance requirements and the name and telephone number of a school contact person will be included. Additionally, another offer of assistance will be made to the parent.

Attendance for Palisades cyber students may be achieved in one of the following manners:

- (1) Student meets minimum time commitment of ½ hour per course per day (2.5 hours per week) for the full calendar week (7 days – Sunday through Saturday).
- (2) Student meets the minimum weekly workload as outlined by the teacher of record in the course pacing schedule and weekly announcements.
- (3) Student does not meet the criteria for attendance as outlined in options 1 or 2 but based on the teacher's calculation of assessments completed and consideration for login time, communication, and additional work completed - attendance is achieved. The teacher will notify the parent of attendance concerns. The teacher will notify the administrator if the pattern continues.
- (4) All students enrolled in cyber or blended courses will be made aware of the attendance policy and its availability online at the school website and as part of the student handbook.

In addition to the School Responses to / for Accumulated Absences above the following will apply to Palisades Cyber students

(1) Upon the 7th Day of Accumulated Excused / Unexcused Absence:

Parent(s) or guardian(s) will receive a time log of student online activity. Parent(s) or guardian(s) may also be required to meet with the administrative team or sign an agreement regarding their understanding of the attendance policy within 5 days.

BULLYING/CYBER BULLYING (refer to Board Policy 249)

REPORTING PROCEDURES

1. Each building administrator will identify a staff person responsible for receiving reports of and documenting alleged bullying and communicate that information as set forth below.
2. The staff person responsible for receiving reports of bullying will document and investigate each alleged incident and report to the building administrator.
3. Annually, the building administrator will compile a report for the District administration to be incorporated into the District safety report to the Pennsylvania Department of Education.

The Palisades School District is committed to providing a healthy, safe, and positive learning environment for all students. In an effort to provide students guidance in reporting inappropriate behaviors such as bullying and harassment, students and their parents can click on the Bullying/Harassment Form on your school's website to report an incident. The principal will receive the report and will then conduct an investigation.

Disciplinary Consequences

Disciplinary consequences will be based on the seriousness and repetitiveness of the behavior and may include the following:

1. Parent conference;
2. Loss of privileges, including limitations on participation in extracurricular activities;
3. Suspension;
4. Risk assessment; and
5. Police contact

Note: Incidents that occur outside of the school environment are not actionable by school staff unless they create a substantial disruption to the school environment.

CHILD CUSTODY

The school recognizes that special problems exist when parents are separating and no formal custody arrangement has been developed. Once legal custody is established, the school abides by the court decision. Until custody is determined, it is very important that the child not become the target of parental disagreement. Child snatching by one parent or the other is a highly upsetting experience, not only to the parties involved, but to the other children as well. Therefore, the Palisades Board of Education has developed the following policy:

Parents must present a photo ID and sign out students when taking them from school.

The Palisades District considers the parent with whom the child resides as the guardian of the child while the courts are resolving the question of custody.

The non-custodial parent must have permission from the custodial parent before removing a child from school.

Local police and the District Attorney will be immediately notified in the event a child is removed from school in violation of this policy or under circumstances where the right of the person removing the child appears to be in doubt.

CONTACTING TEACHERS

TELEPHONING

During the school hours of 9:00 AM to 3:40 PM, the teacher's responsibility is in the classroom. If you wish to contact a teacher, you may leave a phone message on their extension or email them before 8:30 AM. They will get back to you at their earliest convenience. Many times, contacting the teacher can ease your mind about some point of confusion or clarify any concerns you may have.

School telephones are not to be used by students unless given permission from the teacher or the office.

DRESS CODE

Students are expected to come to school neat and clean. At all times, clothing should reflect good taste, common sense, and pride in their school and themselves. Specifically:

- Jackets/coats may only be worn outside and must be placed in cubbies/lockers at the start of the school day.
- No hats or headgear are to be worn by males or females during the day except with a written medical directive.
- No pajama tops and/or bottoms are permitted.
- Shirt length should be long enough to tuck in. Midriffs should not be exposed whether standing, sitting or bending/stretching.
- Sagging pants or low-cut pants that expose undergarments or body parts are not allowed.
- All clothing should be of such a length so that no undergarments, buttocks, and/or other private body parts are exposed *whether standing, sitting or bending*.
- Shirts with profanities, lewd suggestions or graphics, offensive language or pictures, and/or drug/alcohol related slogans or prints are not permitted.
- Jewelry which could distract the educational process or which could be a safety or health issue is not acceptable.
- No wearing flip-flops or backless sandals during gym/recess for safety reasons.

The dress code will be enforced during all school sponsored events/trips. The Principal reserves the right to deem an article of clothing inappropriate based on safety, distraction, and/or because it may cause property damage. Dress code violations will incur a request to change clothing and/or to remove the objectionable item. Repeated violations will result in parent notification and possible further disciplinary action.

EDUCATIONAL PROGRAM

ELEMENTARY SCHOOL DAY

School for elementary students begins at 9:00 AM and ends at 3:40 PM.

The kindergarten day is divided into two sessions:

Morning session – 9:00 to 11:45 AM

No PM session at Tinicum this year

OPENING EXERCISES

Opening exercises are held every day. They include the Pledge of Allegiance and morning announcements.

CLASS GROUPING

Classes in the Palisades School District contain children of varying academic abilities. Throughout the day, students may be regrouped for instructional purposes based on achievement in reading, language arts and math.

HOMEWORK

Daily homework for all children is an important part of their educational program. Homework assignments reinforce learning that has taken place in school. It helps to develop independent work-study habits, responsibility, and long-range planning. Finally, parents can keep track of their children's learning by checking homework on a regular basis.

Time expectations for homework vary for grade levels as follows:

Grade 1 and 2	20 – 40 minutes
Grade 3 and 4	30 – 45 minutes
Grade 5	45 – 60 minutes

Parents can help by supplying a quiet place with a desk or table for writing. They should help the child plan a time every day for homework. Some children work best if they do their homework right after school; others need time to play before settling down to work.

Parents should be available for help with homework if needed. However, homework is your children's responsibility, not yours. Parents should not feel obligated to read every word, check every problem, or note every mistake. If your child becomes frustrated and is unable to complete homework, please inform the teacher in writing. It is much more important for you to take a positive interest in everything your child does in school and to make sure that television, playtime and outside activities do not interfere. High achievers in school spend a minimum of time watching TV.

REPORT CARDS

All elementary students will receive a written report four times during the school year.

In Kindergarten, the academic and social progress of each student will be reported in a checklist and narrative form.

In Grades 1-5, students will be evaluated using the standards-based elementary report card created by a district committee. The areas include reading/writing/language/math; science and technology; social studies; art; Spanish; music; and health, safety and physical education. The achievement of skills in each area is rated on the following levels of performance:

- S-Strongly in place
- W-Working toward grade level standard
- N-Not making adequate progress
- X-Not graded

The grading system for each process standard includes a yes (+) or no (-). A supplemental document containing the reporting standards for each grade level will be provided to parents.

In Grade 5, students will also be assigned letter grades in Reading, Writing/Grammar, Spelling, Math, Science, and Social Studies as follows:

- A = Outstanding
- B = Very Good
- C = Satisfactory
- D = Needs improvement
- E = Fails to meet minimum requirement

SIX-DAY CYCLE

Every school in the district operates their schedule on a six (6) day cycle instead of five (5) day week. At the elementary level, this means that your child may have Art every DAY 3, Physical Education every DAY 1, and Music on DAYS 2 and 6.

The first day of school is DAY 1 and the cycle follows. If we are closed for a snow emergency or holiday, the children do not miss a DAY of the cycle. For example, if January 23rd was DAY 3 and we were closed for inclement weather, January 24th would be DAY 3. Therefore, no special subjects would be missed.

ASSEMBLY PROGRAMS

Student assemblies are carefully planned as learning experiences for children. Programs might include artistic performances or scientific programs by outside professional groups or student performances in music, dramatics or literature.

Assemblies do not always involve the whole school; they may be as simple as one class performing for another.

LIBRARY/MEDIA CENTER

The school library/media center is the learning resource center for the school. Each center houses many volumes of fiction, non-fiction, and reference works, as well as non-print media such as filmstrips, records, charts and supplemental collections of all kind.

Multi-media computers with access to the Internet are available for student use in each school. The school librarian/media specialist adds the best available material to existing collections, brings new items to the attention of students and staff, provides instruction in library use, trains community volunteers as library aides, reads aloud to children, and provides instruction on computer use. They keep in close touch with state and county library/media center resources to discover new ways to enhance student library experiences.

PHYSICAL EDUCATION

A planned program in physical education is an important part of the educational program and is required by law. Every student must participate in physical education classes unless excused in writing by a physician.

Adaptive physical education programs, in place of regular classes or in addition to them, are provided according to doctor's recommendation.

INSTRUMENTAL MUSIC LESSONS

Small group instruction in instrumental music is available to students in grades 2, 3, 4 and 5 for string lessons, 4 and 5 for band lessons through the district's two instrumental music teachers.

Instrumental teachers demonstrate different musical instruments in classrooms in September and May. Children who are interested in learning to play will bring home information about lease-purchase of instruments from a commercial music company.

EDUCATIONAL SERVICES

GUIDANCE AND COUNSELING SERVICES

The elementary developmental guidance program operates in grades K – 5 and is designed to help children understand their feelings and learn to make informed decisions. School counselors may provide a specific guidance lesson to an entire classroom or work with students in small groups, lunch bunches, and individually as needed. Students can schedule a conference with the counselor when they feel the need to talk over a problem. Along with being good listeners, counselors are specifically trained to help children learn problem-solving skills.

The *Second Step* program is taught by classroom teachers with the assistance of school counselors to teach students problem-solving, empathy, and conflict resolution skills.

Counseling services are also available to parents who want to discuss a problem their child might be having. They can also plan group sessions for parents on topics such as parenting skills, health and nutrition, and helping children succeed in school.

Counselors can refer parents to the proper school personnel and/or community resources to address such concerns as bullying (board policy #249), dating violence (board policy #252), and family issues.

STUDENT SUPPORT TEAM (SST)

An instructional support team operates in each elementary school. The team is composed of the parent, principal, instructional support teacher and other professional staff members. Their purpose is to provide support to teachers and students who may be having difficulties in an academic and/or behavioral area. The team helps develop a plan to address the individual needs of the students. Parents may also request this service by contacting the teacher or building principal.

READING INTERVENTION/TITLE I

Each elementary school has a Reading Intervention and/or Title I program. At Tincum Elementary, teachers and assistants work with students in grades one through five who need additional support in reading to strengthen their skills and confidence as readers. Students are assessed at the beginning of each school year and mid-year to determine eligibility for this program.

Parent Involvement Policy

Tincum Elementary welcomes the participation of parents in support of student learning and recognizes that parental involvement increases the opportunities for student success. It is our policy to foster and maintain ongoing communication with parents concerning their opportunities for involvement, their children's eligibility for special programs and their children's educational progress. We strive to provide such information in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language that parents can understand. To the extent practicable, Tincum Elementary shall also provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. In order to build an effective home-school partnership, we have developed the following parent involvement policy that was developed and agreed upon by the staff and parents:

Communication

In order to build consistent and effective communication between the home and school, ongoing communication will be provided to parents that provides information about the school's curriculum, state and local assessments, how progress is measured, Reading Intervention/Title I program and how students are selected for Intervention/Title I services.

Examples of methods used to communicate are as follows: Back to School Night, classroom newsletters, conferencing-school, home, phone, letter, educational materials: books, outreach library, etc., meetings (at varied times), open house, PTA/PTO/PAC meetings, parent newsletters – monthly, parent-teacher conferences (at flexible times), personal contact by phone or letter, progress reports, report cards, school handbook, and weekly home folders. In cases where needed, transportation, child care and home visits will be provided to the extent practicable.

A minimum of two scheduled parent-teacher conferences will be held to discuss with parents the progress of their child, individual student assessments, and

proficiency level as well as the expectations for the grade level, School-Parent Compact and other concerns of the teacher or parent. The School-Parent Compact designed by parents and school staff outlines how parents, school staff and students share the responsibility for improving learning. The compact will be reviewed annually and updated as needed.

Opportunities for Involvement/Volunteering

Parents will be encouraged to participate in school events and volunteer in activities such as:

Classroom visitations and observations, Family Resource Center projects, Participation on School -Wide Improvement Plan Committee, Reading to small groups or individual students, School committees, and School Assemblies.

Notice to Parents of Children Who Reside in the Palisades School District

In compliance with state (Chapter 14) and federal law, notice is hereby given by the Palisades School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need to special education and related services. If your child is identified by the school district as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to a disability.

If you believe that your school-age child may be in need of special education services and related programs, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. This process may include a review of functional vision, hearing, speech and language. You, as the parent, may request screening and evaluation at any time, whether or not your child is enrolled in the district's public school program. Requests for screening and multidisciplinary evaluation are to be made in writing to the principal of your child's school, or to Mr. Eric Gladfelter, Director of Pupil Services, Palisades School District, 39 Thomas Free Drive, Kintnersville, PA 18930.

In compliance with state (Chapter 15) and federal law, the Palisades School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected

handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for “protected handicapped students” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time, and location), and rights to due process procedures, you may contact the building principal in writing, or Mr. Gladfelter, as noted above.

In compliance with state law (Chapter 16), the district provides screening and evaluation services to determine whether students are in need of enrichment and/or acceleration opportunities beyond those provided within the regular education program.

When a student is identified as Mentally Gifted, an individualized educational program plan is developed and provided at no cost to student or parent. Screening and evaluation procedures include referrals from parents or teachers, administration of a class-wide ability measure in grade 2, review of performance on standardized achievement measures, and individual assessment of academic and cognitive skills. Parents may initiate the screening or evaluation process; however, only one evaluation to determine eligibility for gifted services will be honored within a school year. Such requests are to be in writing to your child’s principal.

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The district has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact the building principal in writing, or Mr. Gladfelter as noted above.

Confidentiality and School Records Policy

To facilitate the educational interests of our pupils, the school collects, maintains and disseminates educational records. Directory information is housed in the school office and includes such items as the registration form, report cards and results of standardized tests. The confidential file is maintained by the school counselor and contains the results of individual testing, personal information, and special education reports. The student’s health record is kept on file by the school nurse.

These records are available to parents, and students age 18 and over. To review any or all of these records, a written request must be sent to the building principal. An appointment will be scheduled. During the appointment, the school counselor or other professional personnel will be present to answer questions. Other than school personnel with legitimate reasons for seeing your child's records, no one is permitted to see the files without your written permission (except in the case of a court subpoena). This policy protects your right to privacy. Your child's confidential file is reviewed at the end of the 3rd, 5th, 8th, and 12th grades by the school counselor. Material no longer necessary is destroyed. Official administrative records will be maintained in perpetuity by the school district. Confidential records will be destroyed two years after graduation, or by age 23 for students who withdraw from school, with the possible exception of certain special education records.

A copy of the Student Records Policy and its accompanying procedures is available for review in every school office.

ENROLLMENT OF STUDENTS (refer to Board Policies 200, 201, 202)

1. Students will be considered “enrolled” when the parent/guardian has completed and submitted all required enrollment forms, including:
 - a. Birth certificate or proof of student's age
 - b. Proof of residency – Three (3) proofs of residency. Upon enrollment a mortgage or rental agreement, or agreement of sale within 45 calendar days of enrollment, is required. Two (2) additional proofs of residency within 45 calendar days (driver's license, utility bill, current credit card bill, tax bill, vehicle registration)

If living with a resident adult other than the parent:
 1. “Sworn Statement by Resident”
OR
 2. Appropriate legal documentation to show dependency or guardianship
 - c. Proof of appropriate immunizations (to be checked by school nurse)
 - d. Completion of Parent Registration Statement - Act 26 (Form F174)
 - e. Completion of Home Language Survey

NOTE: Please contact the Director of Pupil Services and building principal in the following situations: (1) **Homeless** students are entitled to immediate

enrollment and their families are not required to prove residency. (2) If a parent cannot produce the necessary proofs of residency due to **citizenship issues**. (3) Children or families with **limited English proficiency** may need translation/interpretation services to understand the enrollment process and should not be delayed admittance to school.

OTHER ISSUES RELATED TO ENROLLMENT

Kindergarten

1. Children admitted to Kindergarten must be five (5) years of age before September 1st.
2. **Early Entrance** to Kindergarten may be considered for children who will turn five (5) between September 1st and September 15th. The process to be followed includes:
 - a. Written request submitted by parent/guardian to the building principal by August 1st.
 - b. Mental age of at least six (6) years by September 1st (District reserves the right to provide the assessment).
 - c. Recommendation by district school psychologist and building principal
 - d. Approval of Superintendent
3. Children previously attending a non-Palisades Kindergarten program and wishing to enter a Palisades Kindergarten program may be considered for Kindergarten placement or must meet one of the above conditions.

First Grade

1. Children admitted to First Grade must be six (6) years of age before September 1st.
2. **Early Entrance** to First Grade may be considered for children who are not less than five (5) years of age by September 1st.
 - a. Students having satisfactorily completed a non-Palisades Kindergarten program may be considered for early entrance to First Grade at the discretion of the building principal.
 - b. Children who will turn six (6) between September 1st and September 15th may be considered for early entrance to First Grade. The process includes:

- i. Written request submitted by parent/guardian to the building principal by August 1st
 - ii. Mental age of at least seven (7) years by September 1st (District reserves the right to provide the assessment)
 - iii. Recommendation by district school psychologist and building principal
 - iv. Approval of Superintendent
3. Beginners to First Grade shall be admitted during the first two (2) weeks of the annual school term and, and thereafter at the district's discretion.
4. Children previously attending a non-Palisades First Grade program and wishing to enter a Palisades First Grade program must meet one of the above conditions.

Other

1. A child who is eight (8) years of age shall be admitted to school at any time during the school year.

TRANSFERS

If you will be transferring your child to another school, please request a transfer form from the school office at least one week before withdrawal. Once we receive the form, official records will be transferred automatically to your child's new school.

All textbooks, library books and school supplies must be returned before withdrawal and payment made for any lost or damaged books.

FIELD TRIPS (refer to Board Policy 121)

Types of Field Trips:

Grade-level and Class trips:

- Trips in which the entire grade or class is invited to attend as an integral part of the curriculum or grade-level experience:
 - Day trips are typically less than \$100 per student including admission fees, transportation, and food (i.e. 5th grade trip to Liberty State Park, 4th grade trip to Harrisburg)
 - Overnight trips will likely exceed \$100 dependent upon length of stay and destination. Costs include: travel, lodging, admission fees, and food.

Club trips:

- Trips in which members of the particular club are invited to attend as part of an integral part of the club experience.
- Day trips are typically less than \$100 per student including admission fees, transportation, and food (i.e. Elementary Environmental Club to Earth, Ski Club)
- Overnight trips will likely exceed \$100 dependent upon the length of stay and destination. Costs include: travel, lodging, admission fees, and food.

Selection for Participation:

- For class or grade level trips, every student has the opportunity to attend/participate. In the event extra seats or slots are available, the building level administrator has the discretion to fill those slots as appropriate.
- For club trips, priority is given to members of the club. If interest exceeds seats, the building administrator has the discretion to fill those slots as appropriate.

Classes are allowed to take one or more educational field trips each year as extensions of class work. All trips are approved on the basis of their educational merit by the building principal. Not all teachers or classes take field trips.

Before each trip, children are prepared by their teacher for the experience. Subsequent classroom activities are developed which relate directly or indirectly to the field trip. Every student who leaves school for a field trip must have a signed permission slip from parents. However, trips are part of the school program and all children are expected to participate.

Parents often enjoy chaperoning field trips to help teachers supervise children. However, F.C.C. regulations require that no more than five adults (including teachers) may ride the school bus with children. There may be times when the

number of chaperones must be limited. **All parents who chaperone a field trip must have their Act 24, 34, 114, and 151 clearances on file in the district office.**

FOOD SERVICES

CAFETERIA SERVICES

Every child has the option each day of purchasing breakfast and/or lunch at school. Menus are sent home on a regular basis. Students may also bring lunch from home.

The cafeteria uses a computerized Point of Service system. This is a debit system that requires money to be deposited into a student account. Students may also continue to use cash to pay for lunch and ala carte items on a daily basis. Information about cafeteria procedures will be sent home at the beginning of each school year.

GIFTS (Administrative Regulation 322)

The purpose of this Administrative Regulation is to further define terms used in Board Policy 322. The letters in the policy correspond with the lettered definitions in the AR.

Board policy

1. The Board considers the acceptance of (a) gifts (b) by administrative, professional, confidential, and classified employees (c) an undesirable practice.
2. It is the policy of the Board that (a) staff members not accept gifts (b) of significant value, as determined by the immediate supervisor.
3. The Superintendent or designee (a) may approve acts of generosity to individual district employees in unusual situations, but (b) shall report such instances to the Board on a timely basis.

Administrative Regulation

1. a) "gift" does not include modest items of food, refreshments, greeting cards, items with "little intrinsic value" (i.e. plaques, framed certificates and trophies), and prizes in events open to the public.
1. b) This AR applies to all employees of the Palisades School District while fulfilling their primary, EDR or game worker duties.

1. c) Gift giving is considered undesirable because the practice may be perceived as a quid pro quo benefit to obtain favorable treatment for an individual, company (vendor) or organization.
2. a) This statement does not apply if the gift is based upon a personal or family relationship with a Palisades employee, so long as the gift is motivated by the relationship (e.g. a birthday present for your brother who is a Palisades employee).
2. b) The gift is valued at \$20 or less, so long as the gift is not cash, and the employee accepts no more than \$50 in gifts from the same source (individual, company (vendor) or organization), in total, in a school year (July 1 – June 30). It is the responsibility of the employee to keep an annual record of the value of the gifts received.
3. a) Unusual situations include:
 - i) Birth/adoption of a child
 - ii) Marriage
 - iii) Retirement
 - iv) Death in the family
 - v) Catastrophic illness or loss of property
3. b) In June of each year the Superintendent will report to the Board the number and type of situations as described in 3a that occurred in the district.

References:

1.FCC E-rate Gift Rule Restrictions

www.e-ratepa.org/Docs/Gift-Rule-Restrictions.doc

2.United States Office of Government Ethics - Gifts from Outside Sources

<http://www.oge.gov/Topics/Gifts-and-Payments/Gifts-from-Outside-Sources/>

3.Pennsylvania's Public School Employee's Retirement System (PSERS) Newsletter
Vol. 4-2014

http://www.psers.state.pa.us/content/publications/newsletters/retiredmember/2014_Vol%204_Retired.pdf

HEALTH SERVICES

Nurses are available in each building from 8:45 AM to 3:30 PM each day to assist students with minor health-related needs. Illness or serious injuries must be dealt with by your private physician. **Working parents need to make arrangements for the care of their sick child with a relative, neighbor, or babysitter. It is imperative that the school has an emergency number in case we cannot contact the parents. The person listed as the emergency contact must be willing to come to school to pick up the child who is ill or injured.**

MEDICAL EXAMINATIONS

State law requires that all children in grades K or 1 (first year in school), 6 and 9 have medical examinations. Dental exams are required for children in grades K or 1, 3 and 7.

Whenever possible, we suggest that your doctor and dentist complete these necessary examinations. Forms for this purpose will be sent home early in the year at your request.

If the medical and dental forms are not returned to the school by October 1st, your child will be scheduled for a physical assessment by the school dentist.

USE OF MEDICATION IN SCHOOL

Medication will only be administered to students in schools under the following rules:

Medicine will be given in school when failure to do so would jeopardize the health of the student, or the student would be unable to attend school if medicine were not made available during school hours.

Medicine must be brought to school by the parent and must be in the original labeled container supplied by pharmacist or doctor. **AT NO TIME SHOULD A STUDENT CARRY HIS/HER OWN MEDICATION!**

All medicine sent to school must include a signed form from the doctor stating purpose, dosage, time, and possible side effects and a note from the parent giving permission for the nurse to administer the medication.

Medicine may be administered in the school health office only by nurse, the designee of the principal, parent or student (where the family physician so directs).

All medication to be administered will be kept in the school health office.

HIV INFECTION

Per Board Policy 203, policies and administrative regulations pertaining to attendance and school rules pertaining to illnesses and other diseases will apply similarly for students infected with HIV. Only the Superintendent or Director of Pupil Services are to release information pertaining to students affected with HIV. Staff development opportunities in universal precautions will be made available to employees.

HOMEBOUND INSTRUCTION

HOMEBOUND INSTRUCTION

Homebound Instruction is provided for students who cannot attend school because of extended illness which requires absence from school of more than two weeks' duration. Upon the recommendation of a physician and the completion of the form "Physicians Report for Homebound Instruction," homebound instruction totaling five hours per week may begin. Forms and further information are available in the guidance office.

NOTE: A parent/legal guardian must be present during the period of time the homebound instructor is in the home.

PARENT ENGAGEMENT

HELPING CHILDREN SUCCEED IN SCHOOL

One of the best ways for parents to help their children in school is by showing a strong, positive interest in education. For example:

Pay careful attention to papers and projects your children bring home from school. Display examples of their work proudly on the family bulletin board or refrigerator door.

Let your children know that you expect them to give their best efforts to their schoolwork, including completing homework every night and finishing long-term projects on time.

Take your children to the library and read aloud to them even after they have learned how to read. Make sure they see you reading for your own enjoyment.

In addition, parents should make sure that their children get enough sleep at night and eat balanced meals, including breakfast.

The Board believes that the education of students is a joint responsibility that it shares with the parents. To ensure that the best interests of each student are served in the educational process, a strong program of communication between home and school must be maintained.

The Board believes that parents have a responsibility to support and encourage their child's career in school through the following actions:

1. Require that students observe all school rules and regulations and accept their own responsibility for children's willful in-school behavior.
2. Send children to school with proper attention to their health, personal cleanliness and dress.
3. Maintain an active interest in the student's daily work and provide a quiet place and suitable conditions for completion of assigned homework.
4. Read, sign and return promptly all communications from school when requested.
5. Attend conferences set up for the exchange of information on the child's progress in school.
6. Participate in in-school activities and special functions.

Parents should also consider that there is a negative correlation between children's school achievement and the number of hours they spend watching television and playing video games. The higher the achievement, the fewer hours of television/video games; or, to put it another way, the lower the achievement, the greater number of hours of TV/video games. Parents should monitor both the quality of programs viewed by their children and the amount of time they spend in front of the television.

PARENT GROUPS

Each school has its own Parent-Teacher Association. The aim of these groups is to create communication between parents, community members and school staff. Fund raising efforts by these groups have helped to provide children with many special programs and additional equipment. PTA offers events which are of educational interest and incorporate family fun.

You will receive information, early in the year, about the PTA in your school. We encourage you to join and participate in their activities. If you are a newcomer to the community, the parent-teacher group is a good way to meet your neighbors and to support quality education. If you are interested in participating in any way, leave your name with the school secretary, and an officer of the group will contact you.

SCHOOL CLOSINGS

EMERGENCY CLOSINGS, LATE STARTS AND EARLY DISMISSALS

During inclement weather, the superintendent may decide to close schools for the day, delay opening for one or two hours, or dismiss early if school is already in session. In certain circumstances – loss of power or heat, for example – it might become necessary to close an individual school.

Should it be necessary to close school because of inclement weather, the announcements will be made on stations WAEB 790/AM, WFMZ/FM100.7 and B104.1/FM; WPVI-TV Channel 6 News ABC; Channel 10 News NBC; Service Electric TV Cable Channel 8/69. The School Messenger Phone Call System will also be used to notify parents of school closings. Call Palisades School District 610-847-5131 press 5 then 1; or check our website at www.palisadessd.org. You can also register to receive e-alerts for school closings by visiting www.palisadessd.org - click on the “register” button on the upper right hand corner and complete the appropriate information. Announcements usually begin between 5:30 and 6:30 AM.

In the event that weather causes a two-hour delay in the opening of school, we will be running a modified kindergarten schedule. On those days, AM Kindergartners will come in on the bus, but will not need to be picked up until 12:45 PM. PM Kindergartners will need to be brought in by parents at 1:45

PM and will come home on the bus. Through this schedule, we hope to equalize the learning time provided to AM and PM Kindergartners.

When schools must be dismissed early because of weather conditions, children should know what to do if no one is home when they arrive. Alternative plans for children to follow are part of every parent's responsibility.

SEARCHES (refer to Board Policy 226)

The school district may lawfully search students or their belongings including, but not limited to lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, if there is reasonable suspicion that there is a threat to the health, safety, or welfare of the student or the school population. Additionally, the school district may lawfully conduct reasonable suspicion-less searches in certain circumstances where there is a threat to the health, safety, or welfare of the school population. School district employees are not required to obtain permission from a student's parent or guardian prior to conducting a search, but have the discretion to notify them prior to the search. If contraband is found during the search, school district employees are required to notify the student's parent or guardian. This policy contains strict guidelines as to how the search is to be conducted, and prohibits any search which would require a student to remove primary clothing or undergarments.

STUDENT ACCIDENT INSURANCE (refer to Board Policy 211)

The Board shall provide parents the opportunity to purchase Voluntary Participation Student Accident Insurance Plan coverage. Insurance coverage options include school-time only student accident insurance, round-the-clock 24 hour accident insurance, student life insurance, and student dental accident insurance. Information about the plan and purchase procedures will be provided in paper copy and on the district website. While the beginning of the school year is the preferred time to purchase student accident insurance, parents may elect to purchase coverage at any time during the school year. Parents are responsible for filing any claims related to the purchased insurance.

STUDENT CONDUCT AND DISCIPLINE (refer to Board Policy 218)

Philosophy

The community, school board, faculty, and staff of the Palisades School District Believe that the goal of student discipline is to establish and maintain a positive, orderly educational environment, which is conducive to effective teaching and learning. This environment is one in which:

- Standards of behavior are clearly defined and administered
- Self-respect is nurtured and respect for others is required
- Disciplinary responses are appropriate to the misbehavior
- Students, parents, and school personnel have specific rights and responsibilities

The following are the District's basic school rules that will be upheld in every school, K – 12:

1. Put forth your best effort in school and school-related activities.
2. Stay where adults are in charge.
3. Respect others' feelings and ideas: no swearing; threatening, or insulting others.
4. Respect others' safety: no fighting, pushing, tripping, or hitting.
5. Respect others' property: no stealing, extorting, defacing, or destroying.
6. No class disruption or refusal to follow adult direction.
7. No weapons.
8. No alcoholic beverages, cigarettes, or drugs of any kind.
9. Attend school and class except when legally excused.
10. Dress and groom yourselves in a manner which meets community and school standards of safety, health, cleanliness and decency.
11. No bullying.

The Palisades School District subscribes to a progressive system of discipline, with infractions handled at lowest possible level, and consequences starting small and increasing in response to the severity of the misbehavior. By pairing misbehavior and fair and firm disciplinary responses, the District ensures that its disciplinary practices and procedures are consistent, reasonable, and equitable. Administrators will make every effort to communicate with parents whenever disciplinary consequences are assessed, not only to inform them of the situation but to solicit their support. The administration has the right to determine the final dispensation of the appropriate disciplinary consequence. Disciplinary infractions are divided into three levels, with a sample of behaviors assigned to each level provided, as well as appropriate disciplinary responses.

LEVEL I: Misbehavior that impedes orderly classroom procedures and interferes with orderly operation of the classroom. These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. Examples of Level I behaviors include: Disturbing/annoying classmates or teacher, not following directions, being unprepared for class, mishandling/misuse of property or materials. Teachers/staff Members may handle Level I violations by redirecting a child, restricting privileges, contacting a parent, or assigning a detention.

LEVEL II: Misbehavior, which in frequency or seriousness, tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of disciplinary options at LEVEL I have failed to correct the situation. Also included in this level are misbehaviors which cannot be handled by the classroom teacher and are serious enough to require corrective action on the part of the administrative personnel. Examples of LEVEL II behaviors include abuse of others (verbal and/or physical), dangerous or aggressive behavior, blatant disrespect, bus infractions, dishonesty, defiance or insubordination, harassment, violation of dress code, profanity/obscene gestures, producing gestures, producing graffiti, and chronic or repeated LEVEL I infractions. Administrative personnel will handle LEVEL II infractions. Consequences may include principal-parent-student conference, written apologies to affected parties, detention assigned, loss of certain school privileges.

LEVEL III: Misbehavior directed against persons or property whose consequences may seriously endanger the health or safety of others in the school. This level includes criminal acts. This level includes two (2) types of serious acts of misconduct. While both types can be considered being criminal in nature, the first type (which can include fighting physical force and harassment) may best be handled by the disciplinary mechanism found in the school; whereas infractions of the second type (e.g. arson, weapons, possession of drugs, etc.) are so serious that they always require the immediate removal of the student from school and intervention of law enforcement authorities (and possible expulsion). Examples of behaviors at this level include assault, fighting (the excessive use of physical force), harassment, destruction of property/vandalism, false alarms or fictitious 911 calls, threats/terroristic threats and directed toward students/staff, possession of weapons (or parts of weapons), possession or use of alcohol or other drugs, possession or use of fireworks or explosive devices, continuation of LEVEL I or II infractions, and misuse of district technology. Consequences may include in or out of school suspension, as well as other disciplinary consequences as mandated by

school district policy or law enforcement. Please note that in cases of severe violations that can be classified as criminal acts, specific disciplinary actions must be made mandatory in accordance with School District Policy.

SUSPENSION PROCEDURES:

In the case of a 1-3 day suspension, the child will be given oral notice and the opportunity to respond. Parents will immediately be contacted, followed up by a written letter of suspension. Students shall be expected and permitted to make up, without penalty, exams, tests, projects and other work missed while on suspension. In the case of a 4-10 day suspension, the procedures listed above will be followed. Additionally, within the first 3 days of suspension, an informal hearing with appropriate school officials will be provided, where the student has a right to speak, to question witnesses present, and to provide his own witnesses. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended. The student's parent/legal guardian will also meet with the appropriate administrator to discuss ways in which future offenses can be avoided.

EXPULSION is the exclusion from school for any period of time of more than ten consecutive school days and requires a formal hearing before the board of school directors. Appropriate notices and all information to which students are entitled will be furnished to students and their parents/guardians prior to a school board hearing.

STUDENT DROP OFF & PICK UP

ELEMENTARY SCHOOL DAY

School for elementary students begins at 9:00 AM and ends at 3:40 PM.

The kindergarten day is divided into two sessions:

Morning session – 9:00 to 11:45 AM

There is no PM kindergarten session at Tinicum this year.

EARLY ARRIVAL OF STUDENTS

The Palisades School Board adopted the following policy: “No student will be permitted inside the schools of the district before the scheduled arrival of the first bus.”

Therefore, no elementary student will be able to enter the school building until 8:45 AM. Working parents need to make appropriate arrangements with neighbors, relatives or babysitters.

This policy was adopted because the school staff is busy preparing for the day’s program and is not able to supervise early arrivals.

Tinicum Drop-Off

Student drop off will occur around the back of the school beginning at 8:45 AM and ending at 9:00 AM daily. Please pull up along the curb until you are at door 12. Three drop-off spaces have been designated along the curb. When you are in one of the spaces, please have your children exit from the passenger side of the car, and watch them walk in door 12 (a monitor will be present). Then proceed out of the space so that someone else may drop off. If you must get out of the car, park in a non-numbered spot, **NOT IN THE DROP OFF AREA.**

Tinicum Pick-Up

End of the day student pick-up will occur through Door 12 also. Please park in a space, not along the curb, and enter the building between 3:20 and 3:25. Please bring photo ID with you. Adults will assist you with

signing your child out, and your child will be called to meet you in the music room at 3:35. Please accompany your child to the car, and drive carefully when exiting the parking lot, as other adults and students will also be walking to their cars. **PARKING IN FRONT OF THE SCHOOL IS PROHIBITED !**

STUDENT EXPRESSION (refer to Board Policy 220)

Printed material may only be distributed by students with the express permission of the building principal or designee, in accordance with the rules and regulations outlined in this policy. Procedures established by the building principal or designee for distribution or for posting of materials shall in no way conflict with the civil rights of students. Students who fail to adhere to this policy are subject to disciplinary measures.

STUDENT GOVERNMENT (refer to Board Policy 228)

Each elementary building determines how their government will be configured. All students have the right to organize, conduct meetings, and elect officers. The purpose is to develop student leadership, provide an experience in democratic decision making, and provide students with a voice regarding school/district issues.

TECHNOLOGY (refer to Board Policy 237)

Technology has become an essential part of education in the Palisades School District. Throughout the school day, students have the opportunity to use district-owned technology to support their learning. With many students owning mobile computing devices and using these devices for their school work, the district has recognized the need to allow students to utilize their own technology in a more seamless way at school. The district has established the following guidelines for the use of these devices.

A filtered Internet connection on a “guest” wireless network will be provided for student use. Students may use portable devices such as laptops, tablets, netbooks, or phones for word processing, presentation development/delivery, as well as recording of audio and video. Students may take advantage of portable

devices to participate in polls which may require texting in which case, text charges may apply. Students and parents need to be aware of several rules and requirements before a device is brought to school or on the school bus:

1. The student is solely responsible for any equipment that he/she brings to school and on the school bus. The Palisades School District or contracted transportation company is not liable for lost, stolen, or damaged equipment. Students are encouraged to secure any devices in their lockers.
2. During the school day student devices are to be used only in approved classrooms (at principal and/or teacher discretion) and with a specific educational purpose. The device should remain off and out of sight in all other instances while the student is attending class. Student devices may not be used to cheat on assignments or tests or for non-instructional purposes (such as making personal phone calls and texting/instant messaging) while class is in session.
3. Students are permitted to use personal devices for non-educational purposes on the school bus or when not in an instructional setting.
4. Students may not use the camera, audio, or video recording features of any device without the prior consent of the classroom teacher. These recording features are expressly not permitted on a school bus. Students are not permitted to record video or take photos of another student without prior consent, as this could constitute a violation of the "Media Non-Consent" form that the student's guardian may have signed.
5. Students are not permitted to use their own cellular network while attending school to access the Internet. Palisades School District will not be liable for any content viewed on a student's private network. Any student involved in such an act will be subject to disciplinary action and banned from bringing personal devices to school.
6. Students should not share their personal devices with anyone.
7. Devices should come to school charged. Accommodations will not be made for charging devices during school hours.
8. The Palisades technology staff will not service any non-district owned technology, which includes troubleshooting software or hardware issues. Students are responsible for securing their devices and making sure that they have up-to-date anti-virus software installed, if applicable. Any device found to contain viruses or malicious software will be quarantined from the Palisades network and not permitted to connect until the device is deemed to be in a healthy state.
9. The district reserves the right to monitor personal device network and Internet activity while the device is connected to a Palisades School District owned and operated network.
10. Administrators reserve the right to confiscate any technology "privately owned or school owned" when it is not being used in an educational manner or which threatens a safe educational environment. Students involved in such acts will be disciplined according to policy. Legal authorities will be contacted if any local, state, federal or FCC policies are broken.
11. If a student is listening to music or other applications that have an audio component, they must use headphones or earbuds unless they've been requested to share the audio with others by the classroom teacher. The use of headphones, or earbuds is permitted after boarding a school bus, but for student safety, headphones or earbuds are not to be used while boarding or exiting the school bus.

In the event of inappropriate personal device use the following may occur:

1. A verbal warning may be issued, and the student may be asked to discontinue use of the device.
2. If continued violation is observed, the item may be confiscated and the incident reported to the building principal.
3. If the student refuses to relinquish the device, the staff member or bus driver will contact administrator or supervisor.

4. Appropriate disciplinary consequences will be assigned.

TRANSPORTATION

Bus transportation to and from school is provided, except for kindergarten students who will only be transported one way. Parents of kindergartners attending the morning session must pick up their children at 11:45 AM.

The safety and welfare of all students residing in the Palisades School District is a primary concern. The information and rules of conduct contained here are intended to create school days that begin and end on a positive note for everyone. Please review this information with your child(ren). Working together, we will provide a safe and pleasant experience for everyone.

BUS STOP PROCEDURES:

1. All students are expected to arrive at the prescribed bus stop at least five (5) minutes ahead of the posted stop time. The student should stand ten (10) feet back from the roadway, wait for the bus to come to a complete stop and watch for the driver's signal that it is safe to board the bus. Students **must be visible** to the driver or the bus will not stop and the bus cannot wait on the roadway for tardy students.
2. Each student must use his/her assigned bus stop. Exceptions may be made for childcare purposes and in co-parenting situations through the school office and with the approval of the transportation director. Any student intending to board a bus other than his/her assigned bus **must** obtain a bus pass from the office at school in advance of boarding or transportation will be denied.
3. Palisades School District does not transport any non-district students on its buses for public or private schools.
4. Parents are responsible for the safety of their children while going to or from the bus stop and when waiting at the bus stop before boarding the school bus and resume responsibility when the student is discharged from the school bus.
5. Questions regarding bus stops should be directed to, Gerry Giarratana, the transportation director at 610-847-5131 x5002. Other questions/concerns may be directed to Fred Freeman, manager, of First Student at 610-847-2088.

BUS CONDUCT (school rules apply)

- Follow the directions of the driver.
- Use appropriate and respectful language and behavior.
- Remain seated at all times.
- Keep head, hands, feet and all other objects inside the bus.

CONSEQUENCES OF INAPPROPRIATE BUS CONDUCT

Infractions occurring on the bus will be reported to the Principal of the school and appropriate disciplinary action will be taken. This action may consist of, but not be limited to, verbal warnings, in-school and after-school detentions, temporary suspension of transportation privileges and, in the case of severe or recurring problems, permanent suspension of bus privileges.

TUTORING (Refer To Board Policy 116)

For the convenience of parents, the Palisades School District will maintain a list of available tutors. This list shall be comprised solely of Palisades School District employees who are interested in tutoring privately and/or those currently providing homebound instruction. This list will be available to parents through the building guidance counselor. A Palisades employee who is engaged by parents as a tutor is not affiliated with the Palisades School District for tutoring services. Tutoring rates and times will be established by the parent and the tutor.

A Palisades employee **MAY NOT** tutor a student currently assigned to his/her class. Individual teachers shall not suggest that a student receive tutoring for their course, nor shall they make specific recommendations for a tutor if asked by a student or parent.

VISITORS/VOLUNTEERS

No. AR 818.1 & No. 916.1 AR - Clarity on Clearances Required for Casual Volunteers, Volunteers, Visitor and Contracted Services

*Any visitors, volunteers and contracted service providers **MUST** sign-in and show a picture ID before entering any District school building.*

All forms are located on the school's website: www.palisadessd.org, click on volunteer link under shortcuts on the bottom left of the home page.

Visitors - No Act 24 required

A visitor is defined as a person who has no direct involvement with or access to students and is always escorted by a Palisades School District employee. Examples of visitors: parents coming in for an IEP meeting, guest speakers or attendees for an assembly in multi-purpose room or auditorium.

The Palisades School District has established protocols which facilitate visits from family and community members during regular school days. Protocol regulations include:

1. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time.
2. All visitors must identify themselves to the school greeter, principal or designee upon entering the school grounds.
3. All visitors sign in at the office, during regular school days. If the school secretary/greeter agrees that the visitor has entered the building for legitimate reasons, they should be registered (signed in) immediately for a visitor badge (ID) and escorted to their destination. The visitor must comply with all school rules while in school and on school property.
4. Visitors to the building must be escorted to their destination. Visitors may not have free-reign through the building
5. Under no circumstances are visitors to approach or interact with any child, other than their own, to discuss anything other than a greeting.
6. An individual failing to comply with any of these procedures and/or causing a disruption of the educational process may be barred or removed from the school at the principal's discretion. The individual also may be charged with criminal trespassing.
7. Prior to the visitor leaving the school site, they must sign out and return the Visitor Badge (ID).

Special Events

Events such as but not limited to, Assembly Programs, Field Days, Spelling Bees, Concerts, Science Fairs, MAY be handled differently. Visitor badges may not be required; however, visitors must restrict their visit to areas specifically designated for the event and will not be left alone with students.

Please note: Requirements for volunteers and procedures for obtaining clearances are being updated at this time. Please check the Palisades School District Website for the most up-to-date information.

Casual Volunteer - Requires Act 24 (ARREST AND CONVICTION FORM) ONLY

A casual volunteer is defined as a person who interacts with students while administrator/ teacher / staff member employee is present, i.e., assisting with in-classroom activities, etc.). These individuals DO NOT have direct contact with students.*

**Direct Contact is defined by Pennsylvania Department of Education (PDE) as care, supervision, guidance OR control of children OR routine interaction with children. (Routine interaction is a regularly scheduled event or function)*

The Palisades School District has established protocols which outline the procedures pertaining to casual volunteers during regular school days. Protocol regulations include:

1. Read over form, complete form, sign and return to Susan Keogh in the District Office Palisades School District, 39 Thomas Free Drive, Kintnersville, PA 18930
2. Volunteering during school hours should be first arranged with the team, teacher and principal or designee.
3. All volunteers must identify themselves to the school greeter, principal or designee upon entering the school grounds.
4. All volunteers must sign in at the office, during regular school days. If the school secretary/greeter agrees that the volunteer has entered the building for legitimate reasons, they should be registered (signed in) immediately for a visitor badge (ID) and directed/escorted to their destination.
5. The volunteer must comply with all school rules while in school and on school property.
6. Volunteers may not have free-reign through the building.
7. Any volunteer failing to comply with any of these procedures and/or causing a disruption of the educational process may be barred or removed from the school at the principal's discretion. The individual also may be charged with criminal trespassing.
8. Prior to the volunteer leaving the school site, they must sign out and return the Visitor Badge (ID).
9. **Act 24 Clearance must be submitted one time except in the following case:** School employees and volunteers will be required to report to the School Administrator (Superintendent) within seventy-two (72) hours any arrest or conviction of an offense listed in Section 11 (e) that occurs after Sept. 18, 2011. *(Under Act 24 of 2011 and Act 82 of 2012)*

Volunteers and Volunteer Coaches - Requires Act 24, Act 34, Act 114 and Act 151 (also see Board Policy 916)

A volunteer is defined a person who is responsible for the welfare of a child OR who has direct contact with children.*

**Direct Contact is defined by Pennsylvania Department of Education (PDE) as care, supervision, guidance OR control of children OR routine interaction with children.
Examples of a volunteer are: a person who may / will interact with students without a staff member being present, i.e., head room parent, attending a field trip, working school store, etc.*

Volunteers are required to obtain clearances as follows:

**Act 24 Arrest & Conviction Form
Due by July 1, 2015 if not previously submitted.**

Act 24 Clearance must be submitted one time except in the following case: “School employees will be required to report to the School Administrator (Superintendent) within seventy-two (72) hours any arrest or conviction of an offense listed in Section 11 (e) that occurs after Sept. 18, 2011.” *Under Act 24 of 2011 and Act 82 of 2012*).

Act 34 Pennsylvania Criminal Background Check

Due within 36 months (3years) of most recent clearance*

If Clearance is over 36 months (3 years) old - new Clearance is **Due by July 1, 2015**.

Act 151 Child Abuse Clearance

Due within 36 months (3years) of most recent clearance*

If Clearance is over 36 months (3 years) old- new Clearance **Due by July 1, 2015**.

Act 114 FBI Clearance

Due within 36 months (3years) of most recent clearance*

If Clearance is over 36 months (3 years) old – new Clearance **Due by July 1, 2015**

If all other clearances are less than 36 months (3 years) old, **new Act 114 Clearance is Due by July 1, 2016**.

ACT 153 REQUIRES SCHOOL EMPLOYEES AND VOLUNTEERS WITH DIRECT CONTACT WITH CHILDREN TO PROVIDE OR RENEW ALL THREE BACKGROUND CLEARANCES (PA CRIMINAL BACKGROUND CHECK, FBI CLEARANCE, AND CHILD ABUSE CLEARANCE) EVERY 36 MONTHS (3 YEARS).

On October 22, 2014, Governor Corbett signed House Bill 435, now called Act 153 of 2014. This Act became effective on December 31, 2014 and requires school employees and volunteers to disclose arrests or convictions (or face a criminal penalty) that would affect their ability to work with children.

**All employees were sent a letter with dates of your clearances but if you don't have this information, please contact your building secretary to obtain the date(s).*

The Palisades School District has established protocols which outline the procedures pertaining to volunteers. Protocol regulations include:

1. Obtaining an Act 24 Clearance (ARREST & CONVICTION FORM)

Read over form, complete form, sign and **return to Susan Keogh in the District Office Palisades School District, 39 Thomas Free Drive, Kintnersville, PA 18930**

2. Obtaining an Act 34 Clearance (PA CRIMINAL BACKGROUND CHECK)

This form can be submitted online at <https://epatch.state.pa.us>

o Under “Record Check”, click “New Record Check”

o Read Disclaimer and click “accept”

- o Fill out Registration Form and make your payment online
- o Results are usually instant. When you receive your results, click on the link to open the file.
- o The form submitted **MUST** have the PA watermark
- o Payment is made via a credit card and results are *usually* provided immediately to the volunteer's computer. **Print the results/report page and submit to Susan Keogh in the District Office.**

If you are unable to submit online:

- o Complete form and mail with a \$10 MONEY ORDER to
**Pennsylvania State Police
 Central Repository - 164
 1800 Elmerton Avenue
 Harrisburg, PA 17110-9758**

Note: This clearance can take up to 4 weeks for processing.

- o If the volunteers choose to mail the Act 34 clearance in –payment must be made out to The Commonwealth of Pennsylvania - *NOT* to Palisades School District and mailed directly by the volunteer to the address listed above.
- o **When you receive the clearance, a copy of the clearance needs to be submitted to Susan Keogh before acting as a volunteer.**

3. Obtaining an Act 151 Clearance (CHILD ABUSE CLEARANCE)

Apply online at <http://www.compass.state.pa.us/cwis/public/home>

- o When you enter the website, you will need to create an account. Your Keystone ID is the User ID you create.
- o Fill out Registration Form – choose the option to have your results emailed or mailed to you
- o Make your payment online.
- o Log back into the website periodically to check the status of your clearance.
- o Your clearance will be available via a PDF file on the website (usually within a week).
- o **Email this file to me at skeogh@palisadessd.org**

If you are unable to submit online:

- o Once the form is completely filled out it must be printed and mailed to:

**ChildLine and Abuse Registry
 Department of Public Welfare (DPW)
 PO Box 8170
 Harrisburg, PA 17105-8170**

- o This clearance **MUST** be paid for by a \$10 MONEY ORDER only and mailed to DPW by the volunteer.
- o Under “Purpose of Clearance” - the volunteer should check the box **“school employee”** NOT “volunteers”
- o This clearance can take up to 6 weeks for processing. Once completed, DPW sends the clearance back to the person—not the district. **A copy of the clearance needs to then be submitted to Susan Keogh before acting as a volunteer.**

4. Obtaining an Act 114 Clearance (FBI CLEARANCE):

Register at <https://www.pa.cogentid.com/index.htm>

- o Click on the box titled “PA Department of Education”
- o Under “Registration Information”, click “Register Online”
- o Read Disclaimer, check box, and click “continue”
- o Fill out Registration Form and make your payment online.
- o Print the Registration Form. This form will include your PAE number. You must take this form with you to the fingerprinting site.
- o A few Examples of Fingerprinting sites:
 - o BCIU in Doylestown, PA – hours are limited and appointments are necessary
 - o UPS Store next to Giant in Hellertown, PA – no appointment necessary, walk ins are welcome.
 - o On August 26, 2015, the Mobile Fingerprinting Unit will be on-site at the Palisades High School.
 - o After you go to one of the fingerprinting sites, **email your PAE form to Susan Keogh at skeogh@palisadessd.org**. The district will print your clearance once it is available.

Frequently Asked Questions about Clearances

Volunteers need to submit their clearances with payment to DPW (for Act 151) and The Commonwealth of Pennsylvania (for Act 34) - *NOT* to Palisades School District.

Can you use another state’s clearances: *NO*

Can I use a PA Criminal Background Check and PA Child Abuse Clearance I had done for other volunteering? *Yes, if the date on the form is within a year of when you will be volunteering at the Palisades School District*

Any reportable offense must be reported to the Superintendent of the School District. The offense may change the person’s status to volunteer and may require clearances to be reissued. If a volunteer is also a Palisades School District employee and the employee has a break in employment (example: furlough, resignation, retirement, etc.) with the District new clearances must be submitted *prior* to volunteering at the District after the change in employment status.

Contracted Services - Requires Act 24, Act 34, Act 114 and Act 151 (also see Board Policy 818)

A contracted service is defined as a person who may / will interact with students in the performance of his /her contracted service without a staff member being present, i.e., copy machine repairperson , school photographer, therapists, etc.

All of the protocols pertaining to a “Volunteer” apply to a person performing a contracted service during school hours.

Dual Enrollment Professors - Requires Act 24, Act 34, Act 151, and Act 114

Due to Dual Enrollment Professors working in a classroom in the same capacity as a Palisades School District Teacher, the Dual Enrollment Professor must submit all four clearances BEFORE working in the classroom at the Palisades School District.