



## EPHRATA AREA SCHOOL DISTRICT

### GENERAL INFORMATION

#### KINDERGARTEN - GRADE 4

Every effort is made to include in the Parent/ Student Handbook all policies and procedures pertaining to the 2018-2019 school year. Any changes made during the school year will be communicated to students at school and to parents via e-mail and the school district website. Once formally announced, changes made will be considered a part of this document. **Visit the School Board Policy Section of the EASD website for more detailed information about policies.**

#### REGULAR SCHOOL HOURS

The instructional day is **8:55 AM – 3:30 PM**. All building doors open at 8:40 AM. PM Kindergarten doors open at 12:25 PM.

#### EARLY DISMISSAL HOURS

On special early dismissal days Grades 1-4 will be dismissed at 12:30 PM with lunch being served. Morning Kindergarten will be in session from 8:55-10:20 AM. Afternoon Kindergarten will be in session from 11:10-12:30 PM. Afterschool care will not be provided by the District.

#### BEFORE AND AFTER SCHOOL PROCEDURES

There is no outside supervision of students prior to the doors opening. Children are expected to walk directly home from school at dismissal, if they do not ride a bus. Take time to review with him/her where you intend to park if you are picking up your child. Do not park in bus or yellow zones. Parents are responsible to direct notes to the school about changes in after school arrangements. Phone calls cannot be received in this regard except in weather related or exceptional circumstances.

#### CYCLE DAY SCHEDULE

Special classes will occur according to a five-day cycle (A-E). If school is missed because of vacation/weather, the day students return to school the cycle will resume. There will be two cycles, purple and gold for those students who have specials every other cycle. The current cycle day and cycle color will be posted on the calendar of your school's website.

## **RAPID TELEPHONE & EMAIL COMMUNICATION**

The Ephrata Area School District uses the **School Messenger** rapid communication system to deliver telephone and email messages to parents and guardians. This service will also be used by the District to notify parents/guardians of daily absences. Calls will be delivered mid-morning daily and also in the afternoon for PM kindergarten. If you change the telephone numbers or email addresses the District has on file for your child, please complete a **School Messenger** form, which is available by clicking the "Parents" icon on the District website at [www.easdpa.org](http://www.easdpa.org). Completed forms should be returned to your child's teacher.

## **BUILDING SECURITY**

Once the school day has begun, all doors will be secured. All parents, guardians and visitors must use the designated main entrance and report to the main office for each building. Parents who pick-up their student after school must remain in the area designated at each building site. Visitors will be asked to show a drivers' license or acceptable photo identification and must obtain and wear an identification badge. This badge must be returned to the office upon departure.

## **SAFETY DRILLS**

In addition to regular monthly evacuation drills we will hold a tornado/severe weather drill and periodic safety drills as a part of our emergency and safety plans. Additionally, each building has identified evacuation sites for emergency use. These drills are designed to better prepare us for many different emergency situations. Please know our staff will speak to your children in a reassuring manner about all such emergencies and the procedures to be taken. It is very important we let our children know that school is a very safe place for them to learn.

## **INTEGRATED PEST MANAGEMENT**

For information about the Ephrata Area School District's pesticide policy and procedure, please see School Board Policy 716, or contact the Director of Maintenance during normal business hours.

## **RIDING BIKES TO SCHOOL**

Due to safety/security purposes, students are not permitted to ride bikes, scooters, skateboards or other wheeled modes of transportation to school for any reason.

## **TELEPHONE CALLS TO STUDENTS**

Calls will not be transferred to students. Emergency messages will be delivered to your child.

## WEATHER EMERGENCIES

School closings or delays will be announced over local radio and television stations. Delays/closures are also posted on the district website [www.easdpa.org](http://www.easdpa.org). **When there is a two- hour delay, Kindergarten sessions WILL BE modified with the morning session from 10:55 -12:40 and the afternoon session from 1:25 - 3:30.** Weather conditions may force changes in bus stops. Please give emergency instructions to your children in the event their bus is unable to get to the regular bus stop. *Any child who is absent because his/her parent does not send him/her to school due to transportation problems on a two-hour delay **may** receive an excused absence depending on the circumstances.* Occasionally, it becomes necessary for the District to cancel the kindergarten bus runs and to keep **morning kindergarten** students at the schools for their safety due to inclement weather conditions. Kindergarten students who do NOT ride a bus will be dismissed at their normal 11:40 time. Those who normally ride a bus will be transported home with the other elementary students at the announced dismissal time to their regularly assigned morning pickup bus stop. Should you have a morning kindergarten student who is normally transported from school to a babysitter on that day, this student will be transported to the nearest designated PM bus stop closest to their babysitter's address. (NOTE: This designated PM bus stop may be the same or different than the student's regularly assigned kindergarten run bus stop. Should you have a question regarding this location, contact your child's school office.)

## SCHOOL BREAKFAST/LUNCH

The Ephrata Area School District Food Service Department uses a computerized debit card system. Parents will receive a letter explaining the operation of the debit system. Included with the letter will be an envelope and a form to be completed for each student. Please attach a check (payable to EASD Food Service Fund) or cash in any amount you wish. The meal costs are: **Lunch - \$2.45; Breakfast \$1.25.** Applications for free or reduced meals can be completed online at [www.schoolcafe.com](http://www.schoolcafe.com). The link can be found on the district website [easdpa.org/ Services & Departments / Food & Nutrition Services / Free & Reduced Meals](http://easdpa.org/Services%20&%20Departments/Food%20&%20Nutrition%20Services/Free%20&%20Reduced%20Meals). Parents may also deposit money online as well as view their student's purchases via [www.K12paymentcenter.com](http://www.K12paymentcenter.com) at any time. Please see EASD Food Services web page for additional links and more information. Milk is also available for purchase for \$0.60 by students who pack their lunch or desire to purchase extra milk with their lunch. This extra amount will need to be factored into the deposit for each account. The envelope with the completed form and check/cash are to be returned to the student's individual building and **deposited** into the designated mailbox. Student deposits need to be received by the individual building Kitchen Manager by 9:00 AM for same day lunch or for the next day breakfast purchase. You are welcome to join your student for lunch. If you are interested in purchasing the adult school lunch you must notify the respective school office by 10:00 AM and a lunch will be prepared for you. Each school has a designated area in the cafeteria to accommodate you and your student for lunch. For more information, please refer to School Board Policy 808.

## ELEMENTARY CHARGE POLICY

Students who go into the negative (owe money) will not be able to purchase any a la carte using their account which includes milk until their account has a positive balance. Emails and phone calls to negative balance accounts will be sent once/week (Thursdays) for all accounts in the negative. When funds are received, the lunches owed will be immediately deducted. As a courtesy, emails and phone calls will also be sent once/week (Tuesdays) when accounts fall below \$10.00.

## PARENT CAFETERIA VISITS

Parents are welcome to join their child occasionally for lunch. Please call your school's office in advance, so seating arrangements can be made.

## CLASSROOM CELEBRATIONS/SNACKS

As per our District Wellness Policy, nutrition standards require that fewer (up to 3) high- sugar foods (such as cupcakes) be served at classroom parties and celebrations. Also, parties and celebrations must include fruits and vegetables and healthy drinks such as water, milk or 100% juice. Your child's teacher will contact you if there is a need to donate for a celebration. Please see School Board Policy 246 for more information.

## BIRTHDAY CELEBRATIONS

In our efforts to meet nutrition guidelines, we have implemented non-food ideas for birthday celebrations. Food will not be permitted for birthday celebrations because of the high number of student allergy concerns. In lieu of providing food, we are encouraging you to consider providing the following items: pencils, bookmarks, stickers, or donating a book to your child's classroom.

## STUDENT FOOD ALLERGIES

Please work with your child's school nurse, cafeteria manager, and teachers to develop a plan for any food allergy concerns. Please see School Board Policy 209.1 for more information.

## RECESS

Students are required to go outside at lunch/recess, weather permitting. **Please dress your child appropriately for the weather and safety purposes, as every attempt will be made to go outside for recess.** Students are not excused from activities, such as recess, because of their clothing choices. Only students who are working with a teacher, or those bringing a note from home, may remain inside. A parent note must accompany the child each day he/she is to stay inside. A doctor's note should address how long a child may stay in for recess. Due to safety concerns, parents and siblings are not permitted to participate in school recess with their child. Students should not bring toys, collectibles, or personal items to school. This includes fidget spinners.

## SAFETY

Due to the amount of movement and physical activity throughout the school day students should wear shoes with backing to secure their feet. Flip flops, shoes with platforms, and heels are deemed to be

unsafe in the elementary school environment. Shoes with wheels should not be worn to school.

## TEACHER REQUESTS

If you want to request a teacher or kindergarten session (AM/PM) for an upcoming school year, please contact the office of your child's school to complete a teacher request form. Requests are taken into consideration but never guaranteed. **Completed request forms are due by May 1 of the upcoming school year.**

## INVITATIONS

Invitations for birthday parties held outside of school will not be distributed by teachers or students during the school day. Please do not ask the teacher or secretaries for student phone numbers or addresses due to privacy rights. Your child's PTA/PTO may distribute a directory with student information for those families who wish to participate.

## E-MAILING STAFF

Please remember the following when corresponding via e-mail with teachers:

**Do not expect an immediate response.** Teachers' first responsibility is to the students, and they may not have time to check e-mail during the student day.

**Never e-mail a change of pick-up or a message to relay to your child.** Again, teachers may not see your message until after the student leaves.

**Keep e-mail messages brief.** If you have many concerns, we recommend requesting a conference.

## PUPIL'S PERSONAL HEALTH

If your family physician has placed limited activities on your child because of physical disability, he/she must send a written notice to the school stating the limits of your child's participation. School law mandates that children who have Impetigo, Pinkeye, Scabies, Ringworm, or Lice be excluded from school. No child shall be readmitted until the school nurse is satisfied that the condition is not communicable or until the child presents a physician's certificate of recovery. In order to protect your child's health and that of other classmates, we ask that your child be kept home if he/she has any of the following symptoms;

- Fever (temperature over 100 degrees) in past 24 hours
- An acute cold/persistent cough
- Pink eye
- Swollen glands or sore throat
- Skin rashes or sores

- General signs of illness, such as vomiting or diarrhea in past 12 hours, earache, or headache.

## HEALTH SERVICES

Dental Examinations are required for every child, upon first entry into school at kindergarten or first grade and again in third grade. This exam is offered free of charge by the school dentist. You have the option of having your family dentist complete the examination at your expense and submit the results to the school nurse on the school form. A dental form can be obtained from the health services section of the district website. **Students who do not return a completed dental form will be scheduled with the school dentist from December through February.** Dental Health Education Programs are presented to students in kindergarten and first grade in February.

Medical Examinations are mandated for every child upon first entry into school at kindergarten or first grade. This examination may be completed by your family physician at your own expense and the results returned to the school nurse on a form provided by the school. The physical examination form can be obtained from the health services section of the district website. **Students who do not return a completed physical exam form will be scheduled with the school physician in the months of November through January.** This applies to all kindergarten, first grade, and transfer students without a recorded physical. Parents will be informed of the scheduled time of their child's examination and are welcome to be present during the school examination.

### Other Examinations/Screening

Each child will be screened annually for height, weight, and vision. An audiometric hearing screening is performed on all students in kindergarten through grade three in the fall.

## PRESCRIBED MEDICATIONS

Students should take prescribed medication at home when possible. If a medication, prescription or nonprescription (over-the-counter medicine), must be taken during school hours, the following items are required:

1. A written order from the physician which includes the name of the medicine, route, dose, and time of administration. The district medication form can be found in the health services section of the district website. Medication will not be administered without the written doctor order.
2. A note from the parent or guardian giving permission for health services to administer the medication to their child.
3. All medication must be in the original labeled container. Medications in plastic bags or containers other than their original container are **NOT** acceptable. **Medication must be brought to the health room by a parent or responsible adult.** If this is not possible, please instruct your

child to bring medication directly to the school office. Remind your child that under no circumstances should he/she show or pass around medication to other students.

4. Parents and their student will be responsible for informing the nurse about the medication, and the student will be responsible for taking the medication.

Families of students who need to self-administer life-saving medications and possess the medications during the school day (i.e. asthma inhaler, epinephrine auto-injector) should work with the school nurse and refer to School Board Policy 210.1 for more information.

### **FIRST AID**

In case of accidents on school grounds, first-aid will be administered by school personnel. If further treatment is necessary, parents will be notified. If the parent cannot be notified, the child will be taken to the Well Span Ephrata Community Hospital. **The school may only treat injuries that happen at school or on the way to school.**

### **HEAD LICE INFORMATION**

At different times in the year, head lice are found among our student population, and classrooms may routinely be screened for head lice at the discretion of the school nurse. Anyone can get lice. Having lice is not a disgrace, but informing the school that lice have been found is an important step in helping to control the problem. Lice are grayish-white insects that crawl on or near the scalp. They are one-eighth to one-fourth inch in length. The eggs or nits are teardrop-shaped and are firmly attached to the hairs, usually within one-half inch of the scalp. They do not flick off, and therefore, can be distinguished from dandruff. **Notify the school if you find lice or nits, and we will be able to advise you on how to treat it. If you choose, you may notify your doctor.**

### **SEVERE ALLERGIC GUIDELINES**

A student known to have severe allergic reactions requiring the use of epinephrine must provide their own their epinephrine, with the doctor's orders, at school for prompt administration. Special arrangements for students known to have a severe allergic reaction must be made with the school nurse prior to field trips. All other students will be given diphenhydramine (Benadryl) according to the District doctor's "standing orders". **Any parent/guardian who does NOT want his/her child to receive diphenhydramine (Benadryl) must send that request in writing to the nurse. Epinephrine will be administered to students exhibiting symptoms of an anaphylactic reaction to an unknown allergen.** Parents with students who require any other treatments should contact the nurse servicing their child's school.

### **STANDING ORDERS FROM SCHOOL PHYSICIANS**

The following medications are permitted to be used in the Elementary level per school doctors' orders. Parents provide permission for standing order medications at the beginning of the school year when completing the annual health update form.

1. Benadryl for allergic reaction
2. Acetaminophen (Tylenol) under these guidelines: child is not allergic, no medical contraindications, and the certified School Nurse makes the decision
3. Caladryl Clear for poison ivy/itchy bug bites
4. Bacitracin ointment for use on wounds that occur under dirty conditions (i.e. abrasions from fall on macadam) with no medical contraindications.
5. Cough drops
6. Antacid tablets for upset stomachs

### **IMMUNIZATIONS**

All students in any grade must show proof of immunization before they can attend school. Immunizations must be completed by the first day of school. If the immunization cannot be completed, the parent must provide a completed medical certificate signed by their health care provider within the first 5 days of school. Students without a completed medical certificate will be excluded from school on 6<sup>th</sup> day of school. A complete list of the required immunizations and a list of immunization clinics can be located on the health services section of the district website. Please contact the school nurse servicing your building with any questions.

### **HOMEBOUND INSTRUCTION**

Instruction by a qualified teacher may be provided by the school district for pupils who are sick or injured and will be absent for an extended period. This teacher will come into the child's home or hospital room and provide the same work as was done in the classroom. When this service is needed, please contact the building principal.

### **SPECIAL EDUCATION**

The district shall offer each student with a disability education programs and services that appropriately meet the student's needs for educational, instructional, transitional and related services. A student who requires special education shall receive programs and services according to an individualized education program (IEP). The IEP shall provide access to the district's general curriculum and participation in state and local assessments, including supplemental aids and services that permit the student to be educated, to the maximum extent appropriate, with nondisabled peers. The district shall provide a continuum of placement options to appropriately meet the needs of students with disabilities.

### **GUIDANCE SERVICES**

Every building is staffed with a certified school counselor and/or school psychologist. These professionals are available to consult with students, teachers, and parents about social, emotional, and academic needs. The Elementary/Intermediate guidance department operates under a comprehensive model, utilizing a



proactive approach. Referrals can be initiated by contacting your school.

### **STUDENT SERVICES**

Each building maintains a team to support and assist teachers to address academic, behavior, and attendance concerns. This process is available for teacher/parent recommendations if you feel your child is having difficulty with his/her academic or behavior processes.

### **PSYCHOLOGICAL SERVICES**

School psychologist services are available in the Ephrata Area School District. The services include consultation with school personnel, parents, and students; evaluation of individual students, which requires written parental permission; and appropriate referral for counseling or additional evaluation when necessary. Conferences with a psychologist or requests for psychological evaluation may be arranged through the building principals.

### **HOME AND SCHOOL VISITORS**

The Ephrata Area School District employs home and school visitors who work with families and the school to provide assistance in accessing various community services. They are also involved in the monitoring of attendance and the development of School Attendance Improvement Plan to improve school attendance. Ann Hornung [a\\_hornung@easdpa.org](mailto:a_hornung@easdpa.org) serves as the elementary home and school visitor.

### **TOUGH TIMES AFFECT EVERYONE**

Homelessness, high mobility, and extreme poverty place children at even greater risk for educational challenges. If your family lives in any of the following situations, your children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

- Doubled up with friends or relatives because you cannot find or afford housing due to economic hardship, or a similar reason
- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations

Your children have the right to go to school, no matter where you live or how long you have lived there. They may continue in the school they attended before you became homeless if that is feasible, or they may attend school in the district in which you are temporarily staying if that is your choice. Your children also have other rights that can be explained to you by contacting the Ephrata Area School District Homeless Liaison, Dr. Jacy Clugston Hess at (717) 721-1513. You may also contact the National Center for Homeless Education toll-free at (800) 308-2145 for more information.

## **STUDENT INSURANCE**

Each year pupils have an opportunity to participate in a student insurance program. This insurance covers all accidents incurred while attending school or traveling to and from school. This program is voluntary and enrollment is only open during the second week of school.

## **PARENT TEACHER GROUPS**

Every school has an active PTA/PTO organization. We urge you to join and take an active part in the operation of your PTA/PTO by attending the meetings. This active group plans and provides many worthwhile and interesting projects. Please check the website of your child's school for a link to the PTA/PTO site.

## **FIELD TRIPS**

Periodically, students take field trips that are designed to support the educational program and/or extend learning opportunities. Many of these field trips are made possible through your support of the building PTA/PTOs. Though field trips are an extension of the curriculum, attending a field trip is a privilege, and students may have this privilege revoked. The final determination for a student to attend any field trip rests with the building principal. All school rules apply for field trips.

## **VOLUNTEERS**

School volunteers make valuable contributions to the educational program. The use of school volunteers is endorsed by the School Board (School Board Policy 916), subject to legal requirements and administrative procedures. Please consult the Parent/Guardian tab under the Community Resource link on the EASD website.

## **VISITORS**

Our schools welcome and encourage visitors to participate and enhance our buildings and programs. Prior to a making a visit, please make sure you work with your child's teacher and principal to make arrangements. Please see School Board Policy 907 for more information.

## **DISCIPLINE**

One of the most important lessons education should teach is discipline. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for others. All of the elementary schools use a School Wide Positive Behavior System (SWPBS) to develop good school citizens, teach behavior expectations, and positive character traits.

## **ACCEPTABLE USE POLICY**

The EASD declares that computer and network use is a privilege, not a right. The District's computer and network resources are the property of the District. Users shall have no expectation of privacy in anything they create, store, send, delete, receive, or display on or over the district's Internet, computers, or network

resources, including personal files or any use of the district's Internet, computers, or network resources. The District reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by District users; or deny access to prevent unauthorized, inappropriate, or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. (Board Policy 815)

## **ELECTRONIC DEVICES**

Electronic devices are permitted for student use according to Board Policy 237. Laser pointers, telephone paging devices/beepers are prohibited. Please see Board Policy 237 for medical exceptions. The EASD is not liable for loss or theft of personal devices.

## **NEWS MEDIA RELATIONS**

Students and staff members shall not give school information or interviews requested by news media representatives without prior approval of the district's official spokesperson. (Board Policy 911)

## **NONSCHOOL ORGANIZATIONS/GROUPS/INDIVIDUALS**

The EASD prohibits the use of students and staff members for advertising or promoting nonschool organizations, groups or individuals during instructional time or at school-sponsored locations or events not otherwise open to non-school organizations, groups or individuals.

## **STUDENT ACADEMIC PROGRESS**

The District uses a formal system of reporting academic progress to parents. The report cards were designed to evaluate individual achievement. Adaptations that are used are noted, as well as special services received. Report cards are issued quarterly for grades 1-4 and three times a year for kindergarten. Teachers are encouraged to use Interim Progress Reports at mid-marking period intervals to report student progress. Conferences for all grade K – 4 students are held at the end of the first marking period. Classroom teachers will contact parents about scheduling this conference. Every effort shall be made to accommodate parent schedules. Parents may request a conference with teachers at any time during the school year. If a student misses enough school to affect his/her achievement, an X will appear in a box at the Attendance section. The number of days absent will be placed on the report card. If a pupil has been in class less than 20 school days in any report period, no marks will be made on the report card. Classroom teachers will provide comments during each of the marking periods where report cards are not given out at parent conferences. Parents may keep the report card, but the **envelope should be returned** with parent signature. Report cards will be given only to the student and/or the parent/guardian. **Upon request report cards can be copied and mailed for a parent not living with the child.**

## **ASSESSMENTS**

It is important to determine how well students are performing in relation to state academic standards. Students are periodically assessed using a variety of tools, including both formal and informal means. Required Pennsylvania assessments (PSSA) for **third and fourth grade students** are scheduled April-May

of 2019. Please avoid planning vacations during this time of the year.

**April 23-26**                    **PSSA English Language Arts**

**April 29-May3**                **PSSA Math**

**April 29-May3**                **PSSA Science – Grade 4 Only**

## **COMMUNICATION ARTS**

The communication arts are emphasized in all grades. Instructional purposes focus on reading, writing, speaking, and listening skills. A literature-based, process approach is used to teach students the strategies and skills needed to become successful independent readers and writers. Formal instruction in phonics, grammar, usage, punctuation, and spelling is incorporated into reading and writing instruction throughout the grades. These skills are introduced at developmentally appropriate times and are integrated into other subject areas. Supportive reading services are provided by district and Title I intervention specialists. The intervention specialists work with staff regarding effective instructional practices. They also work with students individually, in small groups, and in large groups. The instruction is based on needs as diagnosed by the specialist in conjunction with the classroom teacher.

## **MATHEMATICS**

The elementary mathematics program is based on a curriculum generated from the Pennsylvania Core Standards for Mathematics. It is designed to develop proficient problem solvers and thinkers capable of explaining and justifying their strategies, procedures, and answers. Students are expected to become competent users of computation skills.

## **SCIENCE**

Science curriculum materials are sequentially developed to introduce students to scientific discovery and the basic principles and concepts of science. FOSS Kits will be utilized to foster a hands-on approach to learning science principles and concepts.

## **SOCIAL STUDIES**

The social studies program will help students acquire a body of basic knowledge of self, citizenship, neighborhood, community, Pennsylvania, the United States, and the world. The interdisciplinary approach includes facts, concepts, skills, and values to provide a strong base necessary for coping with the demands of a changing world.

## **ART**

Art teachers employ painting, drawing, printing, manipulation, construction, and art history to guide students in expanding their world through art. Four key elements drive this curriculum are: growth in aesthetic awareness, acquisition of art skills, creative and critical thinking, and individual expression.

## TECHNOLOGY

Computer literacy instruction is offered in grades one through four. A *Student Network Acceptable Use Agreement* is required for students to access computer technology and is available on-line on each school's website. Networked computers, iPads, and software are available and used daily to reinforce curricular objectives.

## LIBRARY

Each building has a library with computers to provide all types of print and audiovisual media to extend and enrich classroom curriculum. Library media specialists teach a sequential information skills curriculum while promoting an appreciation of reading and literature. Care and location of materials is taught, as well as an introduction to various genres of literature. Kindergarten and grade one students visit the library for story time with a book exchange every other cycle. They will also have weekly book exchange times as well as individual book exchanges before school each day. Students in grades two through four have scheduled book exchanges and direct instruction in research and media skills. Teachers and the library media specialist work cooperatively. This integrated program provides students with an understanding of available information, the skills needed to locate desired materials, and the ability to intelligently select, evaluate, and interpret information in order to become life-long learners. The District has installed computer networks linking the libraries with classrooms. The library and information networks will provide basic reference sources (i.e. encyclopedia, periodical index, atlas, etc.) and access to the Internet. All students who use the Internet will be required to have parental permission and must follow District guidelines for use. School library media specialists will instruct students on the use of technology resources.

## LEARNING SUPPORT PROGRAMS

The Ephrata Area School District provides learning support programs that are appropriate for students with learning difficulties. Emphasis in this program is on the development of basic skills and practical training for success in vocational, educational, social, and emotional areas of adult life. Learning Support staff are available in the District to support identified learning support students, as well as, general education students in their mainstreamed classes. Specialized Services are available for all exceptional students through Intermediate Unit #13. Information can be obtained through the school counselor.

## MUSIC

**Vocal Program** – Music classes are taught by a music specialist who meets with students in kindergarten through fourth grade. The objectives are: to develop understanding of basic musical concepts; to understand, interpret and use a music score to expedite the making of music; to develop understanding and listening skills; and to use instrumental music as a common experience within the classroom and as a special experience for those desiring to play a musical instrument as a solo or ensemble venture.

**String Program** - Students may begin string instruction in the third grade. String students perform in one or two concerts each year. Instrumental lessons are taught during the school day. String students may be required to participate in after school orchestra rehearsals.

**Band Program** - Students may begin instruction on brass, woodwind, and percussion instruments in grade

four. In the spring, grade three students are given a musical aptitude test and see a demonstration on the various instruments. Information is sent to parents. Band students perform at one or two concerts each year. Instrumental lessons are taught during the school day. Instrumental students may be required to participate in after school rehearsals

## **PHYSICAL EDUCATION**

Students in kindergarten through grade four will participate in physical education class with a certified physical education teacher. The physical education program is comprised of basic skills, movement exploration, and self-testing activities, along with some team-oriented sports strategies. The program promotes physical fitness, neuromuscular development, and the acquisition of socially desirable traits that contribute to the overall fitness of the child. Students are encouraged to wear clothing suited to physical activity on the days they have gym class, as there is not a time for students to change clothing for physical education class. Athletic shoes are the preferred footwear for class. Sandals, flip-flops, open-back, and platform footwear are prohibited. Students will participate in both indoor and outdoor activities. Students should dress appropriately for outdoor weather. A written excuse from the parent/guardian is necessary if a child is unable to participate in a physically challenging activity in the class. This note will also prohibit the participation in recess. A doctor's note is necessary to excuse a child from class for more than a week.

## **BULLYING**

The prevention of bullying is the responsibility of all staff and students in the buildings. School counselors provide guidance lessons at each grade level to address bullying. These lessons include identifying bullying and peer conflict, ways to combat bullying, and where to go for help with conflict. Additionally, The 2nd Step curriculum which is taught in second and fourth grade classrooms teaches empathy, anger, and impulse control.

## **HUMAN GROWTH AND DEVELOPMENT**

As part of our Human Growth and Development curriculum, females in grade four, and all students in grades five, eight, and eleven will receive instruction during the school year about human sexuality and reproduction. Units are designed and presented by health and physical education teachers and the District nursing staff. Information about HIV/AIDS is included in the instruction, as mandated by the Commonwealth of Pennsylvania. Parents are invited to review curriculum materials and supplementary resources used in the instruction of these topics. If you desire to discuss or review any curricula, please contact your building principal. Parents may exclude their child from the instruction in either of these topics. To request for your student to be excluded, please inform your building principal in writing. Parent Preview Nights for this program are scheduled in April, and the program is presented to fourth grade students in May.

## **NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES**

The policy of the EASD is to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. All district

programs and practices are free from discrimination against all qualified students with disabilities. The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education. (EASD Board Policy 103/103.1)

## **TITLE I**

Parental involvement is a vital part of our EASD Elementary Title I program. It is the school's expectation that parents have an opportunity to be involved in the development of the Title I Plan and in the school's review process for the purpose of school improvement. Recognizing that parental involvement is the key to academic achievement, we seek to involve parents in an effective home-school partnership that will provide the best possible education for our students. The school provides coordination, technical assistance, and other necessary support in the planning and implementation of parental involvement activities. The school encourages parental involvement and supports partnerships between home/school/community by providing understandable information about standards and assessments; providing training and materials for parents to help their children and to involve other parents; educating school personnel about involving parents and the value of parental contributions; and developing meaningful roles for community organizations and businesses to work with parents and schools.

Ephrata Area School District's parent involvement policy is jointly developed by a committee made up of teachers, parents, and administration at each elementary building. This policy is distributed to parents near the beginning of the school year and is available on the district website.

At EASD, our goal is to provide a quality education to all students. It is of highest importance that families, students, and educators work together to provide this opportunity for all of our students.

### ***EPHRATA AREA SCHOOL DISTRICT***

#### ***TITLE I***

#### ***SCHOOL – PARENT – STUDENT COMPACT***

The EASD family which includes teachers, parents and students will join together to provide a cooperative learning environment that will enable every student to achieve his/her potential. Each member of this family has a responsibility to fulfill his part of the compact.

#### **THE SCHOOL WILL:**

- Treat each child with dignity and respect.
- Strive to address the individual needs of the student.
- Acknowledge that parents are vital to the success of child and school.
- Provide a safe, positive and healthy learning environment.
- Assure every student access to quality learning experiences.

- Assure that the school staff communicates clear expectations for performance to both students and parents.
- Provide strategies to families to help their children at home.

THE PARENT WILL:

- Create a home atmosphere that supports learning.
- Send the student to school on time, well-fed, and well-rested on a regular basis.
- Monitor school assignments and give support where needed.
- Attend school functions and conferences.
- Encourage their child to show respect for all members of the school community and school property.
- Review all school communications and respond promptly.

THE STUDENT WILL:

- Get to school on time every day.
- Develop a positive attitude toward school.
- Be responsible for completing homework on time.
- Be cooperative by carrying out the teacher's instructions and ask for help when needed.
- Do daily work that is neat and reflects the student's best effort.
- Be respectful to all school members and to school property.

**Parent Right-to-Know Letter**

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

Dear Parent(s)/Legal Guardian(s):

Your child attends an Ephrata Area School District Elementary School, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working



with your child.

At Ephrata, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
  - subject matter tested,
  - purpose of the test,
  - source of the requirement (if applicable),
  - amount of time it takes students to complete the test, and
  - time and format of disseminating results.

## **ATTENDANCE PROCEDURES**

### **OVERVIEW**

The Ephrata Area School District attendance procedures support the correlation between regular classroom attendance and academic achievement. Students who attend school regularly have a notably better chance of achieving their highest potential and achieving required levels of proficiency according to PA State Standards. Please work to schedule medical appointments and driver's license tests during non-school hours. The district cannot educate students or provide them with support and assistance when they are not in attendance at school. It is a shared responsibility of the school and home to assist students to develop habits of punctuality and attendance.

### **STUDENT ATTENDANCE RESPONSIBILITY**

- Attend school regularly and arrive to school on time.
- Obtain and make-up assignments and tests which have been missed.

### **PARENT ATTENDANCE RESPONSIBILITY**

- Make certain that students attend school regularly and on time.
- Notify the school in advance of any anticipated absences.
- Provide the school with an acceptable written explanation and documentation concerning each absence on the day of return.
- Make certain that all requests for an early dismissal are for a legitimate and necessary reason.
- Make certain all educational travel forms are completed and received in timeframe requested.
- Avoid scheduling appointments and educational trips during important testing windows.
- Keep all contact information updated on student verification forms.

### **AUTHORITY**

- Pennsylvania Public School Code, 24 PA Codes 13
- State Board of Education Regulations Pupil Attendance, 22 PA 11

### **ATTENDANCE PROCESS**

All students who have been absent from school are required to bring a written excuse to school signed by a parent/guardian no later than three (3) school days following the absence. ALL ABSENCES ARE CONSIDERED UNLAWFUL/UNEXCUSED UNTIL A WRITTEN EXCUSE NOTE IS RECEIVED (District supplied notes are strongly encouraged).

The following information must be included on excuse notes:

- Date/dates of absence
- Reason for absence
- Parent/guardian signature – emails are not valid, a signature is required

### **EXCUSED ABSENCES**

Not all absences are excused - as per school board policy, the following will be excused:

- Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.

- Obtaining professional health care or therapy service rendered by a licensed medical practitioner in any state, commonwealth, or territory.
- Quarantine.
- Recovery from accident.
- Required court attendance.
- Death in family.
- Participation in a project sponsored by a statewide or countywide 4-H, FFA, or combined 4-H and FFA group, upon prior written request.
- Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
- Nonschool-sponsored educational tours or trips, with prior written approval.
- College or postsecondary institution visit, with prior written approval.
- Other urgent reasons. Urgent reasons, including family emergencies, shall be strictly construed and do not permit irregular attendance.

Notes for dates provided beyond the 3-day return window, leaving school without permission, and transportation issues will not be excused. The building administrator may require a doctor's certificate in situations where frequent absences are occurring and/or it appears absences are unexcused and/or unlawful.

A maximum of ten (10) days of cumulative lawful absences verified by parent/guardian notification are permitted during a school year. All cumulative lawful absences verified by parent/guardian note beyond ten (10) days will require an excuse from a physician.

### **MEDICAL APPOINTMENTS**

Families should attempt to schedule medical appointments before and after school when possible. When an appointment must occur during the school day, a written request outlining the appointment, time, and provider should be brought to school prior to the appointment. Upon return to school, a note from the medical provider should be supplied. The absence will not be excused without a note from the provider.

### **EDUCATIONAL TRIP/VACATION**

**All vacations must be preapproved using the District Educational Trip form.** Failure to obtain pre-approval will result in the absence being classified as unlawful/unexcused. Forms are available in the school office and on the district website. Students are permitted up to 8 educational trip days per year.

Educational trips during the first and last ten (10) days of school and during scheduled testing times (for state-mandated assessments – PSSA, Keystone Exams, final exams) are strongly discouraged and may not be approved during these windows. The testing calendar is available in your student's school office.

## **COLLEGE VISITS, MILITARY, OR CAREER EXPERIENCE**

Any student who wishes to visit a College, Military, or Career Experience must complete a Pre-Approval Form. This form must be submitted at least (2) school days before the visit, or the absence will be considered unexcused. Students should inform their teachers of the upcoming absence and make up all class work missed during the absence. This absence will count toward the eight absences permitted in EASD Policy 204, Attendance.

## **UNLAWFUL ABSENCE PROCEDURE**

Non-attendance without lawful excuse is a violation of compulsory attendance laws of this Commonwealth. Parents/Guardians of students under age 17 are responsible for their child's attendance in school.

- 1<sup>st</sup> unlawful absence – Letter of notification sent after three-day (3) time frame has expired for excuse notes.
- 3<sup>rd</sup> unlawful absence – Letter of notification sent after three-day (3) time frame has expired for excuse notes. A School Attendance Improvement Conference with the parent/guardian and a school official will be scheduled to complete a School Attendance Improvement Plan (SAIP).
- 6<sup>th</sup> unlawful absence – Considered habitually truant according to PA School Code and Ephrata Area School District policy. SAIP has been broken and further attendance issues could result in the following consequences:
  - Required make up time for missed days (obligation time)
  - Loss of privileges
  - Possible referral to the County Office of Children and Youth
  - Possible referral to a truancy diversion program
  - Prosecution of additional unlawful absences for students age 16 and under

Tardy minutes will also be counted toward unlawful absences. 420 tardy minutes will be considered an unlawful absence. Sample letters are included in this document.

## **TARDINESS TO SCHOOL**

Students have the responsibility to get to school on time and be ready to start the day. Unexcused/ unlawful tardies can accumulate into unexcused/unlawful days. 420 tardy minutes will be considered an unexcused/unlawful absence and can be subject to a citation. If a student is tardy because of a medical/dental appoint, the student must bring a written note from a parent/guardian or medical/ dental office when reporting to school late.

## **EARLY DISMISSALS**

Early dismissals are excused for the same reasons as full day absences. Students are required to turn in a note at the beginning of the school day when an early dismissal is anticipated.

For emergency situations, parents may come into school to sign their student out OR a note with the signature of either a parent or a doctor/dentist can be faxed indicating that the student has permission to leave. **Emails and phone calls alone are not accepted for excused dismissals for those students leaving independently.**

Students may also be excused by school personnel for illness. Regardless of the reason, an early

dismissal may impact a student's ability to participate in extra-curricular activities later that day.

### **School Attendance Improvement Plan (SAIP)**

The School Attendance Improvement Plan (SAIP) is a collaborative team meeting including school staff, family, and if appropriate, the student. This process intends to bring all those involved in a student's life together to brainstorm and explore possible solutions to improve the student's attendance. The team discusses causes of truancy and develops a plan for regular school attendance.

The school will make attempts to include the family in the process. If the parent/guardian does not respond or refuses to attend, the school will develop a SAIP and provide a copy to the family via mail.

### **Truancy Diversion Plan**

The district works with the County District Attorney's office to provide support for families struggling with truancy. After a student has accumulated a certain number of unlawful days, the district may refer the family to an intervention with the District Attorney's office. The intention of the program is not punitive, but instead aimed at helping improve student school attendance.

## 2018 – 2019 Elementary School Calendar

August 27	First Day of School for All Students
August 31- September 3	Vacation Days – No School
September 27	Staff Development – No School
October 3	Half Day- Early Dismissal
October 8	Vacation Day – No School
October 26	Staff Development – No School
November 8-9	Parent/Teacher Conferences – No School
November 21-26	Vacation Days – No School
December 5	Half Day- Early Dismissal
December 24, 2018 – January 1, 2019	Vacation Days – No School
January 2	School Resumes
January 21	Staff Development – No School
January 30	Half Day- Early Dismissal
February 15	Staff Development – No School
February 18	Vacation Day – No School
March 13	Half Day- Early Dismissal
April 17-18	<i>Weather Make-up or Vacation</i>
April 19-22	Vacation
April 23- May 6	PSSA Testing Window (Third and Fourth Grade Students)
May 1	Half Day- Early Dismissal
May 24	<i>Weather Make-up or Vacation</i>
May 27	Vacation Day – No School
June 6	Last Day for Kindergarten and EHS Graduation
June 7*	Last Day of School *No Breakfast or Lunch Served
June 10-12	<i>Weather Make-up or Vacation</i>

