

DUNMORE SCHOOL DISTRICT

MISSION STATEMENT

The Mission of the Dunmore School District is to provide every student equal opportunity to acquire knowledge and develop skills necessary to become well-rounded, productive members of an ever changing society.

NON-DISCRIMINATION POLICY

The Dunmore School District will not discriminate in its Educational Programs, Activities and Employment Practices based on race, color, national origin, sex, sexual preference, disability, age, religion, ancestry, union membership, or any other legally protected classification as required by Title VI, Title VII, Title IX, and Section 503 and 504.

For information regarding Civil Rights, Grievance Procedures, Services, Activities, Programs, Facilities, or information about accommodations for persons with disabilities, contact Fran Loughney, Special Education Director/Title IX Coordinator, Dunmore School District, 300 W. Warren Street, Dunmore PA 18512, (570)346-2043, ext. 300.

(Cut Here)

Dunmore Elementary Center

My child and I have reviewed the contents of the Dunmore Elementary Center handbook for the 2014-2015 school term and understand its contents.

We understand that we have the right to ask any questions by contacting an administrator or Elementary Center faculty member.

Student's Signature

Homeroom Teacher
Grade _____

(Keep this information in your file)

Date

Signature of Parent/Guardian

*****PLEASE COMPLETE ONLY IF THERE ARE ANY CHANGES FROM LAST SCHOOL YEAR.**

Parent/Guardian
Name _____ (H) _____ (C) _____ (W) _____

2016- 2017 FACULTY

Administration

Principal
Hart

Robert Galella

Assistant Principal

Margaret N.

Kindergarten

Eugenia Ehnnot
Diane Williams
Kathleen Butler
Julia Cantarella
Ashley Coar

Grade 1

Jennifer Dempsey – Team Leader
Casey Ehnnot
Kristen Taffera
Elizabeth Sample

Grade 2

Dana Cordaro – Team Leader
Michelle Walsh
Mary Gavalla
Sara Amendolaro
Lauren Tur

Grade 3

Jennifer McDonald
Lisa Naro
Mary Torquato
Ann Marzolino
Kristen Cipriano
Bridget Coyer, L.S.

Grade 4

Kim Nole – Team Leader
Jaime Halpin
Michelle Kokindo
Stacey Karzenoski
Laura Shultz
Kelly Kennedy – L.S.

Grade 5

Lucia Behler – Team Leader
Jennifer Comparetta – Social Studies
Danielle Pensack - Reading
Kathleen Capooci – English
Lindsey Lorince - Math
Linda Speicher – L.S.

Grade 6

Mark Finan - Mathematics
Ava Reynolds - English
Kristen Dempsey - Reading – Team Leader
Erin Kreis - Science
Ryan Ferguson – Social Studies
Kim Coyle – L.S.

Art

Suzanne Jimmie
Jennifer Ondek

Music

Ann Marie Rainey
Katie Errico
Nicole Zywicki

Physical Education

Christopher Phillips
Gianna Muracco

Library

Marquerite Bradley

Computer

Jenna Urban

Title 1

Mary Jane Cerminaro - Supervisor
Holly Timlin
Mary Kay Tempesta
Diane Brown

Nurse

Renee' Iezzi, MSN, FNP
Patty Rader, LPN

Guidance

Amy Ferguson

Speech

Michelle Cali
Stephanie Levandoski

School Psychologist

Katie Rupp

Secretarial Staff

Rachel Genovese
Maura Haggerty

Autistic Support

Ashley Burgette

Instructional Aides

Linda Sohns
Lisa Mundt

Carol Verrastro
Sandy Jones
Christine Pizzola
Donna Kashmer
Betsy Palko

DUNMORE SCHOOL DISTRICT WEB SITE

www.dunmoreschooldistrict.net

DUNMORE SCHOOL DISTRICT CAMPUS (D.S.D.C.)

D.S.D.C. is a restricted area. Students are not allowed to loiter on campus at anytime. Students found on the D.S.D.C. without administrative permission will be subject to disciplinary action and possible suspension.

The D.S.D.C. is not to be used as a gathering place prior to the beginning of school nor at the end of the school day. The D.S.D.C. includes the following areas:

All district buildings and grounds.

Any rule, regulation, situation, etc. not covered by this handbook will be handled at the Administrative level.

TABLE OF CONTENTS

Acceptable Use of Electronic Information.....	25	
Arrival /Dismissal from School.....		5
Attendance Policy.....		7
Backpacks and Lunch Boxes.....	26	
Birthday Celebrations.....	26	
Breakfast Program.....		5
Bullying.....	19	
Bus Discipline.....	23	
Child Abuse.....	41	
Detention.....	18	
Discipline Policy.....	16	
Dress Code.....	8	
Early Dismissal-Delayed Starts.....	20	
Emergency Response Plan.....	20	
Enrollments - New & Transfer.....	30	
Early Release Procedure.....		.21
Faculty.....	2	
Field Trips.....	26	
Fire Drill.....	19	
Guidance Program.....	27	
Gum Chewing.....	24	
Health Information.....	39	
Homebound Instruction.....	28	
Homework Policy.....	21	
Hybrid Learning.....	22	
In-Home Instruction.....	28	
Kindergarten.....	30	
Lost and Found.....		24
Medical Consent Forms.....	42	
Medication Policy.....	41	
Parent Transport.....	5	
Partnership for Safe Schools.....	31	
PBIS.....	11	
Procedural Safeguards.....	5	
Purses.....		24
Report Cards.....	27	
Rules and Regulations for Bus Students.....	23	
Safety Patrol.....	20	
Sapphire Community Portal.....	20	
Skateboarding/Rollerblading/Scooter.....		26
Social Promotion.....	27	
Social Retention.....	27	
Special Education.....	29	
Suspension.....	19	
Tardy.....	24	
Telephone Pagers – Cell Phones – Electronic Devices.....	24	
Telephone Use -	24	
Textbooks.....	24	
Title I.....	22	
Unlawful Harassment.....	16	
Vacation.....		7

WELCOME

On behalf of the faculty & staff, we take pleasure in welcoming you to the Dunmore Elementary Center (DEC). This student handbook is published so that all students may have a ready reference to information, which is necessary to the understanding of the daily operation of our school. It is essential that all families read the information contained in this handbook so there may be as few misunderstandings as possible. When this handbook does not give you the information you need, you should contact your administration, guidance counselor, or a teacher for help.

PROCEDURAL SAFEGUARDS

The Dunmore School District in accordance with Chapter 14 of the special education regulations allows for a procedural safeguard letter/notice. This notice describes your rights and the procedures that safeguard your rights under Pennsylvania Special Education law and regulations and under the federal law, the Individuals with Disabilities Education Act Amendments of 1997 (P.L. 105-17), commonly referred to as “Idea ’97”. The Procedural Safeguard notice will be available upon request to any administrator.

EARLY ARRIVAL AT SCHOOL

For the welfare and safety of the students, it is required that parents of the "walkers" or those parents who drop their children off at school early apportion their time accordingly and do not plan for their children to be at school any earlier than necessary. There are too many temptations for children who are waiting for school to open and who are unsupervised. Therefore, the above described students are in or on the school grounds at their own risk. Students will not be allowed to enter the D. E. C. prior to the official school day starting times. The official starting time for D.E.C. is Early Bus Riders: 7:30 A.M. - Walkers: 8:04 A.M.

DOORS OPEN at 7:30 A.M. - When students arrive at school (walkers & bus riders) they are to report immediately to their assigned areas. Students are not to congregate in areas such as front ramps, hallways, & district grounds.

BREAKFAST PROGRAM –A complete grab and go breakfast of cereal, milk, juice, and fruit is offered to all students in the cafeteria between 7:30 A.M. and 8:15 A.M. The cost of this meal is free to those eligible for free breakfast/lunch. All meals must be pre-paid with money on account through our debit system or can be paid for at time of purchase at the cashier stand. Those eligible for free/reduced breakfast/lunch must have a Free/Reduced Breakfast/Lunch Eligibility Application on file. Forms can be found in your student take-home package or online at www.Compass.state.pa.us.

BUS RIDERS - Report directly to the grade areas.

WALKERS - Students who walk to school should cross streets where crossing guards are stationed. Elementary students should enter the school by the main entrance between 7:30A.M. and 8:15A.M.

PARENT TRANSPORT - Students driven to school by parents should be dropped off 7:30A.M. – 8:15A.M. at the traffic circle adjacent to the school. The road directly in front of the school is reserved for discharging bus students only.

Walkers and students transported by parents **should not** arrive at school before 7:30A.M.

Please help us in keeping your children safe.

The parent parking lot is located by our new baseball field. It is a convenient area to park and walk your children to school. Please use this area to help lower congestion that occurs in other areas during drop off and pick up times of the day.

Parents who cut through the faculty parking lot are making this area an unsafe one. **Parents should park in the parking lot located by the baseball field** and wait for their children to be crossed by the guard, or wait at the circle area for all buses to leave and then proceed safely through the front area. **Parents should not use the staff parking lot during school hours.**

SCHOOL SECURITY- Parents who walk or drive their children to school are asked to allow the children to enter the building by themselves. Teachers are assigned to hall duty in the morning and will assist children in any way. **Parents should not accompany their children to class.**

Whenever a parent visits the school, he/she is asked to report to the office, sign in and secure a visitor's badge. **Please return visitor badge upon departure.**

Visitors are asked to use the Main Entrance **only** when entering the school.

With your cooperation, our school will be secured from unauthorized visitors.

DEC SCHEDULE FOR 2016-2017

7:30 A.M. Doors open

- 8:19am School Day Begins/Students arriving **after 8:19am will be marked tardy.**
- 8:25am National Anthem
- 8:27am – 8:40am Announcements/Words of Wisdom/Joke of the Day/Little Bucks/
Homeroom
- 8:45am – 9:30am
- 9:35am – 10:20am
- 10:25am – 11:10am
- 11:15am – 12:00pm
- 12:-05pm – 12:50pm
- 12:55pm – 1:40pm
- 1:45pm – 2:30pm
- 2:35pm return to homeroom
- 2:45pm Dismissal

Lunch:

- K = 11:00am – 11:30am
- 1st & 4th = 11:35am – 12:05am
- 2nd & 5th = 12:10pm – 12:40pm
- 3rd & 6th = 12:45pm – 1:15pm

SPECIAL NOTE: Our students have recess toward the end of our school day. Please refrain from going onto the playground areas of our school campus until our school day is over. **Please do not enter our playground areas during school hours.**

DISMISSAL – 1. 2:40pm First Run Bus Riders
2. 2:45pm Walkers
3. 2:55pm Second Run Bus Riders

Kindergarten students will be dismissed to the kindergarten playground.
Grades 1-3 will be dismissed to the side of the building by the tennis courts.
Grades 4-6 will be dismissed from the main entrance.

Our school day ends at approximately 2:45 P.M. Please make the necessary arrangements for your child's after school care to begin at the scheduled end of the school day. Please understand that we cannot have children waiting in our office area at the end of the school day.

ATTENDANCE POLICY

Chronic absence is defined as a student missing more than 10 percent of the school year — which works out to just two days a month (18 days in a year), whether the absences are excused or unexcused. This is true for children as early as elementary school, when they are at a higher risk of falling behind in reading. Even one year of chronic absence can cause a child to fall behind academically and decrease a child's chances of graduating from high school, which can have long-term consequences on their financial independence, physical well-being and mental health. Your child's daily, on-time attendance is critical to their success in school. And while some challenges to your child's school attendance are unavoidable, it's important to understand the impact of each absence.

The good news? Attending school every day increases a child's chances of success in school and in life. Students must have a written excuse from their parents for all absences. If, after 3 days from the absence, a written excuse is not submitted, the absence will be coded unexcused. **If a student is absent from school, a Broadcast message will be sent out to the home even if a parent calls their child off from school.** If a child is absent, a written note is still required to verify the absence. The note requires the date(s) and reason for the absence.

Research shows that such students are way more likely to fall behind and, eventually, drop out. In other words, you can't teach kids when they don't show up for school.

Chronic absence is not just skipping school — it's more likely a mix of truancy entangled with illnesses and family problems. And it's a big problem in the U.S.: It's estimated that more than 5 million students a year are chronically absent.

VACATION DURING SCHOOL YEAR: Board Policy permits students 5 excused days for family vacation. After 5 days, results in unexcused days.

Dunmore School District Student Dress Code Policy (K-12)

PURPOSE

The intent of this policy is to ensure that our students dress appropriately, are not disruptive to the educational process, and do not compromise the safety and security of our school. The purpose of a Uniform Policy is not to inhibit any individual's decisions or freedom of expression, but rather to better facilitate the process of education through reasonable guidelines in dress. This approved clothing is mandatory and may be worn in any combination of tops and bottoms.

GENERAL INFORMATION

1. All students must attend school each day in uniform.
2. Approved clothing may be purchased at the store or vendor of the parent's choice providing it conforms to the policy.
3. All clothing must be appropriately sized for the student; that is, they must be no more than one regular size larger **or smaller** than the student actually measures. Extra wide, extra full, extra long, baggy or sagging pants, cargo pants and shorts are not acceptable. All pants and shorts must be worn waist high.
4. The Dunmore School Board and Superintendent may amend this policy at any time
5. Any clothing that is judged to be unsafe, unhealthy, or unsanitary is not permitted.
6. **Any color collared shirts are required.** Short or Long Sleeve. **NO SLEEVELESS SHIRTS.** Embroidery/monogramming with the Dunmore Logo are permitted. **Small logos permitted – no lettering/slogans/large brand logos.**
7. No Hooded Tops/Sweaters/Sweatshirts. (even on Gym or Dress Down Days)
8. Shorts, no more than 5 inches above the knee, skirts/skort no more than 3 inches above the knee.
9. **Shirts should be long enough to be tucked in.**
10. Shoes must be worn at all times with laces tied. Any shoe that poses a safety hazard is not permitted. **Open toe shoes or sandals are acceptable. No flip flops or clogs.**

TOPS

Any color, striped or plaid collared shirts are required (no lettering/large logos/inappropriate messages)

Golf style shirts, long or short sleeve; **NO SLEEVELESS SHIRTS**

Oxford style button down shirt

Turtleneck / mock turtleneck (**under approved shirt**)

Sweater/Vest (**over approved shirt**)

NO HOODED TOPS (even on gym or dress down days)

BOTTOMS

Solid colors: Khaki, Navy Dress pants or shorts. (no yoga pants)

Dress shorts - no more than 5 inches above the knee. Shorts may be worn at the beginning of the school year **until October 31st and beginning again on April 1st.** This date may be altered according to the weather conditions and under the discretion of school administration. You will be notified of any changes to these dates.

Skirt/skort (girls) - no more than 3" above the knee

Jumpers (girls) - K-6 Only

Standard corduroy pants and capris are allowed.

SWEATERS/SWEATSHIRTS

Any color. Collared shirt MUST be worn underneath sweater/sweatshirt.

Crew-Neck or V-Neck (**NO HOODED SWEATERS OR SWEATSHIRTS**)

Small brand logo or Dunmore logo on one side of chest area allowed. No large lettering/brand/slogans.

GYM DAY ATTIRE at DEC

TOPS – Any color Tshirt/Sweatshirt or Dunmore Bucks apparel (No Slogans/Inappropriate Messages)

BOTTOMS – shorts or sweatpants; ANY SOLID COLOR. No large lettering/large brands on leg/slogans)

SHOES

Some style of shoe or sneaker must be worn at all times. (Open toe shoes or sandals are acceptable.) No flip flops or clogs.

ARTICLES OF NON-COMPLIANCE

Any clothing or article deemed lewd, vulgar, indecent, plainly offensive, sexually suggestive, condoning violence, drug, alcohol, tobacco, suicide, vulgar language, or if it is determined to have a well founded expectation to create disruption.

The display of undergarments

No beach tongs or "flip-flops"

No body piercing (earrings are acceptable)

Shorts that are more than five inches above the knees

No HOODED clothing. (even on gym or dress down days)

No cargo, baggy, skateboard, spandex/yoga, or stirrup pants

No denim, denim-like material or jeans

No sheer or see-through clothing

No mini-micro skirts

No bare midriff

No hats, caps, headbands, or bandanas

No chains, dog collars, or spiked bracelets or necklaces

No tee shirts (except on gym day)

No off the shoulder garments

No tank tops, tube tops, halter tops, or sleeveless shirts

No unnatural hair coloring or Mohawks (hair can measure no less than 4 inches in width)

TRANSFER STUDENTS

Transfer students will be allowed ten school days from the date of admission to be in compliance with the dress code policy

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NOTES: The above dress code may be amended at any time at the discretion of the Dunmore School Board and Administration.

DISCIPLINE GUIDELINES

Non-compliance will be considered a violation of school policy. The consequences may be exclusion from school until the student is in compliance with the dress code policy. Absences due to this exclusionary process will be considered illegal or unexcused. After three days of illegal absences, both parents and student are subject to prosecution in the court system for violation of the school attendance laws. The "S.T.A.R.S." truancy program, developed through the Lackawanna County Court system, will be contacted regarding truancy. The initial step in this process involves parents and child appearing before the district magistrate. In addition, all other disciplinary sanctions imposed by district policy will apply.



August 9, 2016

Dear Parent/Guardians:

As a reminder, our School Wide Positive Behavior Support Program, also known as PBIS – Positive Behavior Intervention System is a process of proactive school discipline where valued behaviors are taught, modeled, practiced, and encouraged by all stakeholders for all students. PBIS is a shift from traditional models of discipline in schools where behaviors are typically addressed only after they become problematic. PBIS is designed to foster a positive school climate and is designed to promote, recognize, and reward those students for positive behaviors.

All staff members have been trained and new staff members will also be trained using common and consistent language and practices. Our teachers are required to review any of the COOL TOOLS' teaching examples pertaining to Hallway, Classroom, Dismissal, Recess, Cafeteria, Bathroom, and Late Bus Duty. Our overall universal expectation for all students is to:

BE READY, BE RESPONSIBLE, AND BE RESPECTFUL.

In conclusion, we must thank all staff and DEC families who continue to support our efforts with PBIS. We ask that you continue to support our PBIS initiative throughout each school year as well as the summer months by talking with your child each day about being READY, RESPONSIBLE, AND RESPECTFUL.

☺ LOOKING FORWARD TO ANOTHER PRODUCTIVE SCHOOL YEAR AT THE DEC ☺

**Ready, Responsible,
Respectful!**

Verbal Redirect/Reminder

Verbal Redirect with Re-teach

Stop and Think Sheet

Teacher's Choice

Parents Called

Office Referral

4 – 6 Little Bucks Are...

**Ready, Responsible,
Respectful!**

Reminder of Rules

Stop and Think Sheet

Teacher's Choice

Parents Called

Office Referral

LITTLE BUCKS ARE...

	Arrival (1)	Dismissal (1)	Learning Environments (1)	Hallway (1)	Cafeteria (2)	Recess (3)	B
Ready	<ul style="list-style-type: none"> *Be on time *Prepared with materials 	<ul style="list-style-type: none"> *Dressed appropriately *Prepared with materials 	<ul style="list-style-type: none"> *Eyes on speaker *Prepared with materials *Sit safely 	<ul style="list-style-type: none"> *Face forward *Prepared with materials *Stay in line 	<ul style="list-style-type: none"> *Walk directly to your table and sit (3 at a table) *Look and listen for directions *Raise your hand for help 	<ul style="list-style-type: none"> *Dress appropriately *Have a plan *Know the playground rules and follow them 	<ul style="list-style-type: none"> *Ask p use th *Retu promp

<u>Responsible</u>	<ul style="list-style-type: none"> *Walk directly to class *Unpack things *Go to breakfast if needed 	<ul style="list-style-type: none"> *Walk to designated area *Listen to be called *Take all of your belongings 	<ul style="list-style-type: none"> *Follow directions the first time *Do your best *Accept consequences 	<ul style="list-style-type: none"> *Follow directions the first time *Walk safely *Accept consequences 	<ul style="list-style-type: none"> *Clean your area *Walk and sit safely *Accept consequences 	<ul style="list-style-type: none"> *Listen for whistle *Walk to your teacher *Enter the building quietly 	<ul style="list-style-type: none"> *Flush wash *Keep clean
<u>Respectful</u>	<ul style="list-style-type: none"> *Whisper when absolutely necessary *Hands and feet to self *Be kind to others 	<ul style="list-style-type: none"> *Whisper when absolutely necessary *Hands and feet to self *Be kind to others 	<ul style="list-style-type: none"> *Raise your hand to speak *Listen politely *Hands and feet to self *Be kind to others 	<ul style="list-style-type: none"> *Whisper when absolutely necessary *Be alert *Hands and feet to self *Be kind to others 	<ul style="list-style-type: none"> *Use an indoor voice *Hands and feet to self *Be kind to others 	<ul style="list-style-type: none"> *Play safely *Hands and feet to self *Be kind to others 	<ul style="list-style-type: none"> *Value proper *Hand self *Be ki

Little Bucks are...

- **ReaDy**
- **REsponsible**
- **RespeCtful**

DISCIPLINE POLICY/SCHOOL WIDE POSITIVE BEHAVIOR SUPPORT PROGRAM

The concept of discipline in the Dunmore Elementary Center is based on the premise that a cooperative effort among teachers, administrators, and parents is needed to create an effective discipline policy. As our school wide positive behavior support program will begin its third year at the Dunmore Elementary Center. The PBIS system is designed to teach and model positive behavior on a daily basis in the school community.

Students are Ready, Responsible and Respectful, and are encouraged by all administration, faculty and staff members in order to maintain an environment that is safe, pleasant and well organized. The school climate should be one of security and consistency through the establishment of reasonable rules and guidelines allowing all students an opportunity to learn.

Effective discipline should prevent a recurrence of a particular misbehavior and should encourage a student to choose to do what is right. In working to maintain standards to discipline within the school, all necessary supportive services will be brought into play. These may include: counselor, parents, administrators, psychologist, psychiatrists, social workers, agencies, local authorities, and all others who might contribute to solving discipline problems.

Misbehaviors have varying degrees of seriousness and will be dealt with accordingly, always realizing that elementary school children are "children". With this thought in mind, it should be noted that out-of-school suspension/expulsion is an option open to the school. It will only be used in the elementary school, as a last resort in dealing with problem students, unless the seriousness or repetitiveness of the action warrants this type of punishment.

The prime responsibility for classroom discipline rests with the teacher based on our schoolwide behavior program. When all techniques to solve classroom problems have been exhausted, then teachers are encouraged to seek the aid of the principal/assistant principal through an office referral.

UNLAWFUL HARASSMENT

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.

The Board encourages students who have been harassed to report promptly such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the districts' legal and investigative obligations. **No** reprisals and **no** retaliation shall occur as a result of good faith charges of harassment.

The district shall annually inform students, staff, parents, independent contractors, and volunteers that unlawful harassment of students will not be tolerated, by means of:

1. Publication in handbooks.
2. Posting of notice/signs

The term **harassment** includes but is not limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age, or handicap/disability.

Ethnic harassment includes the use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an offensive educational environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services, or treatments
4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile, or offensive education environment.

Examples of sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile, or offensive learning or working environment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

Students shall be informed that they may choose to report harassment complaints to:

1. Building principals.
2. Teachers
3. Counselors.
4. Nurses
5. Administrators.

All employees who receive harassment complaints from a student shall report such to the building principal.

If the building principal is the subject of a complaint, the student shall report the complaint directly to the Superintendent or designated administrator.

When a student believes that s/he is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcome, offensive, or inappropriate. If the unwelcome, offensive, or inappropriate behavior continues, the student shall follow the established complaint procedure.

Complaint Procedure

1. A student shall report a complaint of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.
2. The building principal immediately shall notify the Superintendent or other designated administrator and shall conduct an impartial, thorough, and confidential investigation of the alleged harassment in determining whether alleged conduct constitutes harassment, the totality of the circumstance nature of the conduct, and context in which the alleged conduct occurred shall be investigated.
3. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent, and others directly involved, as appropriate.
4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur.

Discipline

A substantiated charge against a district staff member shall subject such staff member to disciplinary action, including discharge.

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment.

If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

Appeal Procedure

1. If the complainant or accused is not satisfied with the principal's decision, he/she may file a written appeal to the Superintendent.
 1. The Superintendent shall review the initial investigation and report and may also conduct a reasonable investigation. S/He shall prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, building principal, and others directly involved, as appropriate.

DETENTION

The administration & faculty in grades 4 through 6 run a morning detention program. Detention will begin each morning at 7:45 AM and end at 8:30 AM. (All detention assignments must be completed by the end of first period). A member of the fourth, fifth, and sixth grade faculty will be in charge each day. Tardiness to detention will result in an added detention. A day of absence from school for a scheduled detention will result in a rescheduled morning detention. If a student earns a fourth detention, it will result in an automatic suspension. Please be aware that suspension may result in the dismissal of a student from any class field trip (see handbook page 11 "Field Trips").

A notice will be sent home as to the date that the student will be required to report to detention. The notice must be signed by the parents and returned promptly by the student.

The criteria for a student being sent to detention is as follows:

1. Rude-discourteous-disrespectful behavior
2. Unacceptable language
3. Disruptive/uncooperative
4. Fighting
5. Vandalism
6. Excessive tardiness
7. Cutting class/leaving school grounds without permission
8. Dress code violations

The administration and faculty hope that by establishing a detention program, students will realize qualities such as accountability, respect, and responsibility for oneself and others.

SUSPENSION

Please be aware that the administration will have complete discretion as to when a student is suspended from school or detained in his office for any misbehavior that occurs involving the school process.

When a student is suspended, the parents will be contacted by telephone. If the offense is serious enough, the parents will be asked to come to the school and pick-up their child.

When a student is returning from a suspension the parent must either return him/her personally or telephone the administration. The student will remain suspended until the parent contacts the administration.

When suspended, the student is not allowed to participate in any extra or co-curricular activities.

Students shall be permitted to make up exams and work missed while on suspension. It is the responsibility of the student to make necessary arrangement within an appropriate time period.

BULLYING

The DEC will be implementing a School Transformation Initiative facilitated by Jeff Reese, owner of Gracie NEPA. It is a groundbreaking, non-violent, anti-bullying program that effectively reduces bullying in schools by making intervention the social norm and by balancing the power between bullies and victims. A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students (Olweus 1986 and 1991).

Three types of bullying which are prohibited by the “PA Safe Schools” are the following:

1. **Direct Bullying** - A negative action when someone hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by threatening, taunting, teasing and calling names.
2. **Indirect Bullying** – Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with another person’s wishes.
3. **Cyber Bullying** – Using electronic devices to bully others through methods such as posting comments or pictures. If a student believes that he or she has been bullied, the student should inform the student who is doing the possible bullying that his or her behavior is unacceptable. If the suspected bullying continues, the student needs to report this immediately to a staff member.

FIRE DRILLS

For the health and safety of all, fire drills will be conducted periodically during the school year. Speed and safety are the key elements of a successful evacuation. Students must assume a serious attitude about fire drills. Horseplay will not be tolerated. The exit to be used by students is posted by the door in each room. Please follow all directions carefully.

GENERAL RULES FOR FIRE DRILLS:

1. Close the windows.
2. Students will follow designated exit instructions: Walk (do not run), refrain from talking, and proceed to a distance approximately 100 feet from point of exit.
3. The teacher should be the last one out of the room, take the grade book and keys, close the door, and remain with his/her group.
4. The teacher will take attendance once the group has reached its proper distance from the building.
5. When the “all clear” is sounded, all will return to their classroom in the same orderly fashion.

EMERGENCY RESPONSE PLAN

The Dunmore School District has school procedures in effect to protect students and all school employees if a crisis should arise here on our campus. We complete periodic drills for some of these crises.

SAFETY PATROL

Sixth graders can volunteer for this program. We want our sixth graders volunteering for this program to understand the purpose of service. Service requires a committed responsibility to serve others in a serious trusted manner. This

will be a special program involving our sixth graders with the responsibility of keeping our school and buses a safe place at all times.

EARLY DISMISSALS - DELAYED STARTS

In the event of inclement weather or an emergency situation, the school district may be closed, have a delayed start, and/or be forced to dismiss early for safety reasons. Any compromise of the normal operations of the school shall result in announcements being made over the television and radio stations listed below. All extracurricular after school activities will be cancelled if the school is closed, or dismissed early for inclement weather or emergency.

Parents are advised that no student will be dismissed at an earlier time than is announced, except those students who had made prior written arrangements for dismissal. Parents should wait outside the school at dismissal.

TELEVISION

WNEP TV (Channel 16)
WYOU TV (Channel 22)
WBRE TV (Channel 28)

RADIO:

WILK - AM 980 / WKRZ-FM FROGGY 101
WICK/LITE (105 FM)
WARM (590 AM)
WEJL (ROCK 107 FM)

School closings and/or delayed openings will be carefully monitored and all delayed openings or cancellations will be made as early as possible.

No call or announcements will be made unless schools are to be closed or the opening of schools is delayed.

Notification for early dismissal will be made during the school day.

ATTENTION TO ANNOUNCEMENTS by all interested citizens is urged enabling these important decisions to be communicated properly and implemented effectively.

ONLINE COMMUNITY PORTAL IN SAPPHIRE

The SapphireK12™ Community Portal connects students, parents and teachers through an intuitive interface. Its integration gives students and parents a portal to view their education progress. The school communication system developed by Sapphire provides information through communications developed by specific call lists created by parents inputting accurate information in the Notification Workflow that can be accessed <https://dunmore-sapphire.k12system.com/>

EARLY RELEASE PROCEDURE

If you want your child to be excused from school early, or use a different procedure than normal to leave school (*Example:* walk rather than ride the bus), we must have a note to that effect given to the homeroom teacher. This must be done every time there is a change in your child's method of leaving school. This will eliminate many unnecessary phone calls from the school to ensure your child's safety.

Bus changes are not permitted for purposes of going to religious instructions or to the home of friend.

Students are only allowed to use the telephone in an emergency situation.

Dental and Medical appointments should be scheduled after school whenever possible.

When students become ill during the day, they will secure permission to visit the school nurse. If the illness requires the student to be sent home the parents will be contacted.

Parents (or those authorized by the parent) must sign-out students in the office when leaving school early. Upon return from an appointment, parents are asked to sign the students back in at the office.

HOMEWORK POLICY

A. Definition

Homework means all assignments required to achieve goals set for the grade level or school. It implies a variety of assignments based on need and special interests as seen by teacher or pupil.

B. Purposes

Some purposes of homework are to extend and reinforce learning, and to develop a sense of self-discipline, self-reliance, personal responsibility, and independent thinking.

Additional purposes of homework are to help pupils develop independent work-study habits; to reinforce learning that has taken place at school; to bring the home and school closer together; and to relate school learning to out-of-school interests. **If a child is absent and you are requesting homework, please make requests for homework by 10:00AM. Homework may be picked up at the homework table located in front of the main office between 2:30 and 5:00 PM.**

No one will be allowed back into the building to retrieve items left in the classrooms. Items such as books, lunchboxes, sweaters, etc. will have to be reclaimed the next school day. This is to ensure the safety and integrity of the students and staff.

TITLE I

REMEDIAL READING PROGRAM

Children are placed in the Remedial Reading Program by classroom teacher recommendation, and as a result of diagnostic testing. Students are seen in small groups for individualized instruction. Classes usually meet three times a week for a total of thirty to forty minutes each day. These classes do not take the place of the child's regular reading class, but are an added supplement. The materials used vary from comprehension to word-attack skills, reading kits, high-interest low vocabulary paper backs, reading games, and specific skills workbooks. The purpose of the program is to give each student a feeling of success by the individual attention he/she receives. Out goal is to have each student attain his or her appropriate grade level.

HYBRID LEARNING

The DEC will be implementing **Hybrid Learning** in 5th & 6th grade Science classrooms beginning in the 2016 – 2017 school year. The term "hybrid learning" (a term we use interchangeably with the term "blended learning") names a model of course design that combines traditional, face-to-face class time with online course work. Our plan is to utilize a 3 model station known as DCI (Direct / Collaborative / Independent). Students will be accessing new technology devices known as Chromebooks. Chromebooks are becoming more popular in Education since they give students, teachers, and administrators a simple solution for fast, intuitive, and easy-to-manage computing. Chromebooks provide access to the web's education and collaboration resources. Using Chromebooks, teachers spend more time teaching and less time managing classroom technology.

RULES AND REGULATIONS FOR BUS STUDENTS

At the Dunmore Elementary Center, **riding the school bus is considered a privilege** and involves responsibilities. The bus driver is the sole authority while the bus is en route to or from school. **Any violations of rules will be reported to the Transportation Director, Mrs. Margaret N. Hart.**

BUS SERVICE – Students are allowed to change buses for emergency reasons, only.

There will be **absolutely no changing buses** or bus stops for such purposes as CCD classes, sleepovers, projects, or parties. Also, we feel it would be beneficial for each child to have one designated pick-up and drop-off.

AT ALL TIMES - Exercise caution, good manners and consideration for other people. Obey the driver. His/Her first concern is for your safety.

WAITING FOR THE BUS - Be at your stop five minutes ahead of time. Stay a safe distance from the curb. When the bus approaches, get in line. Stay clear of the bus until it has come to a complete stop. Let smaller children board first. Your bus driver has a schedule to keep. If you are not at the bus stop, he/she can't wait for you.

BOARDING THE BUS - Always use the handrail. Go up the steps one at a time. Do not push or crowd others. Go directly to your seat. The bus will not move until all passengers are seated. Regulations do not permit passengers to stand in a moving school bus. Younger children should sit toward the front of the bus with older children toward the rear.

CONDUCT ON THE BUS - Place books or parcels on your lap. Avoid loud talking and confusion that might distract your driver. You can help the driver when the bus approaches railroad tracks by keeping quiet so that he can listen for trains. Ask the driver for permission before opening windows. Keep arms and head inside the bus. Throwing objects inside or out of the bus could cause an accident. The emergency door and exit controls may be used only during supervised drills or actual emergencies. The bus is not a playground. Save wrestling and horseplay for another time. Do not smoke or chew tobacco. Remain seated until the bus has come to a complete stop. Help your driver keep the bus clean and in good shape. Do not eat on the bus, write on the seat or throw things on the floor.

GETTING OFF THE BUS - Use the handrail and take one step at a time. Pushing or crowding could cause an accident. After you leave the bus go directly to your assigned place or home.

You must bring a note from your parents to the school administration anytime you are to get off the bus at a stop other than your own.

BUS DISCIPLINE - Bus discipline may be handled in one of the following ways:

1. If a teacher is aware of any infractions of rules, he/she takes immediate steps to correct and instruct the student who is involved.
2. If a bus driver is aware of an infraction of rules, he/she takes immediate steps to correct and instruct the student who is involved.
3. If a pupil is reported to the transportation director, the following steps are taken:
 - a. A conference with the student will be held and any necessary measures taken to correct the situation.
 - b. Parents will be contacted.
 - c. A second offense will be treated in a manner similar to the first one except that a letter will be mailed to the parents explaining what will happen if a third offense occurs.
 - d. A third offense reported to the transportation director means that the child is deprived of the privilege of riding the bus for a specified length of time, depending upon the offense. The responsibility for the child's transportation to and from school is then the parents for that period.

The cooperation of all persons is necessary for the smooth and safe operation of our buses.

The bus driver is responsible for the behavior and supervision of pupils riding on his bus. The drivers have been supplied with "Bus Conduct Reports" which should be completed by the driver and turned in at the office in the event of a problem on the bus.

At no time, does the bus driver have the authority to put a student off the bus during a trip to or from school. Proper procedures must be followed.

If for some reason a student should miss the bus, which takes him/her home, he/she should go directly to the office. The student will then be placed on another bus which goes to the same stop, or will be instructed to call parents to arrange transportation. Bus students should never walk home without special permission.

At no time are students allowed to ride a bus other than the one to which they have been assigned.

LOST AND FOUND - If any students lose a personal item such as hat, coat, book, etc. he/she may check at the main office where items are stored.

PURSES - In primary grades, students are asked to bring a pencil box or case to school rather than a purse.

GUM CHEWING - Gum has a way of ending up on the carpet, soles of shoes, in fountains, on chairs, in hair, under tables, etc. Therefore, gum chewing is not permitted.

CELL PHONES / ELECTRONIC DEVICES- The personal use by students of cell phones or other electronic devices etc. is prohibited in school and at all school activities during regular school hours. These devices must remain turned off and in the backpack during regular school hours.

TELEPHONE USE – If a student needs to contact his / her parent for a sufficient reason, they are to obtain permission first and then come to the office to once again; ask office personnel for permission to use an office phone. **Students are NOT permitted to utilize their personal cell phone or any personal electronic device during school hours.** Please make every effort to abstain from calling the office between 8:19 - 8:30 A.M. Opening exercises are being held at this time. Ringing telephones can be heard throughout the building during the playing of the Star Spangled Banner.

TARDY - If a student is tardy to school, he/she must report to the office.

TEXTBOOKS AND LIBRARY BOOKS - Students are responsible for the security and care of all textbooks and Library books issued to them. Lost, stolen, or damaged books must be paid for by the student; **otherwise the student will not receive his/her report card until the fee is paid.** All students are advised to check the condition of their books upon receiving them and immediately report any damage to the teacher. If no damage is reported, the student now becomes fully responsible for the security and care of his materials.

ACCEPTABLE USE OF ELECTRONIC INFORMATION RESOURCES

The following guidelines are intended to be helpful and provide a base from which district and school policies can be tailored. While the emphasis here is on appropriate use, there is no intent to diminish the vital nature of electronic information services. The concerns described here are real, but they should not discourage school officials from planning for the appropriate use of one of education's newest and most valuable tools.

While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and others, including parents. The following represent some of the inappropriate uses that may occur:

- * using the network for commercial advertising
- * using copyrighted material in reports without permission
- * using the network to access a file that contains pornographic pictures, taking them home, and telling parents, "I got them at school"
- * using the network to send/receive messages that are racist
- * using the network to send/receive inflammatory messages
- * creating a computer virus and placing it on the network
- * using the network to send/receive a message with someone else's name on it
- * using the network to send/receive a message that is inconsistent with the school's code of conduct
- * using the network to send/receive messages that are sexist-and contain obscenities
- * using the network to request home phone numbers and later making obscene phone calls to the numbers
- * using the network to provide addresses or other personal information that others may use inappropriately
- * using the network for sending and receiving a large number of personal messages

All users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws. Violations can lead to prosecution.

BACKPACKS AND LUNCH BOXES

Please check your child's belongings every day on their return home from school. Many important notices are sent home concerning times and dates of activities or events, etc, during the week. You may call the school looking for

certain information that has already been sent with your child. This will help all of us with the activities taking place at the D.E.C.

BIRTHDAY CELEBRATIONS

Children are vulnerable. Please refrain from handing out party invitations in the school setting, unless the intention is to invite the whole class. Invitations handed out in a classroom to the majority of students but not all devastates the children that **do not** receive an invitation. Let us look through the eyes of the child not receiving an invitation. Their pain is real. No addresses will be given out by the school. This is confidential information. We appreciate your cooperation in this very delicate matter.

Also, we will not allow for flowers, balloons, etc. to be delivered to the school to honor your child's birthday. This causes a disruption to the class, and it also puts undo pressure on other parents. We **do** allow as always for a treat to be sent in to celebrate your child's birthday here at school. We truly appreciate your cooperation in all these matters.

*Items that contain peanuts, peanut oil, or any other nuts **cannot** be brought into school for parties.

*Italian ice or frozen treats **cannot** be brought into school for parties.

FIELD TRIPS

School and PTA sponsored field trips are conducted throughout the school year. Permission slips must be signed by parent or guardian and returned to the homeroom teacher in order for the student to participate. All field trips must be approved by the administration before arrangements can be made.

Students who choose not to accompany the class on the field trip are legally required to be present at school on the day of the trip.

Students may be denied the privilege of a field trip for any of the following reasons:

1. Student has been suspended from school. (There is no difference between In-School Suspension and Out-of-School Suspension.)
2. Student has continuously displayed a lack of self-control in the classroom, which could prove unsafe to that student or fellow students, in a less structured field trip environment.
3. Vandalism – the willful defacement or destruction of property.
4. Disrespect – rude, insulting or ill-mannered toward others.
5. Truancy – absent without permission.
5. Excessive Absenteeism – we consider 10% of the school year excessive at the time of the field trip. Exceptions will be considered on an individual basis.

SKATEBOARDING / ROLLERBLADING/SCOOTERS

For the safety and welfare of all individuals, the Dunmore School District has a **NO** skateboard/rollerblading/scooters policy on school property. This policy shall include weekends.

GUIDANCE PROGRAM

The Guidance program for the Dunmore Elementary Center is developmental in nature. We believe that this developmental approach helps the child to become a well-adjusted individual. Our program is not crisis oriented; it is for all pupils, regardless of their academic achievement or behavior.

Functions of the Guidance Counselor

The elementary school counselor functions in three major areas of responsibility:

- Guidance
 - a. Pupil
 - b. Parent
- Consultation
 - a. Pupils
 - b. Parents
 - c. Teachers
 - d. Administrators
- Coordination
 - a. Pupil Personnel Services
 - b. Community

In addition to the above-mentioned functions, the following programs, services, or activities are scheduled, coordinated, supervised, or administered by the guidance counselors.

REPORT CARDS - Cards are distributed four times a year. Parents are asked to examine the card thoroughly, (Academic and Social-Work habits), sign the card, and return it promptly to the school. Parents may also check the back of the card if they desire a conference.

SOCIAL PROMOTION - In the event that a child does not merit an academic promotion, a social promotion at times can be justified. This decision is reached after the teacher, guidance counselor, administration, and the parent have decided that a social promotion is in the student's best interest. All kindergarten students are promoted; there are no retentions in kindergarten.

SOCIAL RETENTION - A parent may request or a teacher may recommend that a child repeat a grade even though the pupil has met the requirements for an academic promotion. In most cases, the reason for this retention is immaturity (physical and social development).

A decision on social promotion or social retention must be made by the end of the school year.

PARENT-TEACHER CONFERENCES - Conferences are scheduled upon request at any time during the school year. They may be arranged by contacting the teacher or the Guidance Counselor.

DEFICIENCY NOTICE – When warranted, a deficiency notice is sent at the mid point of each marking period to parents of sixth grade students. Teachers use these notices to communicate information on failing grades, a significant regression in grades or other major concerns. If a conference is desired, the parent(s) may contact the guidance counselor to set up a meeting with the teacher(s).

HOMEBOUND INSTRUCTION

The Board shall provide, pursuant to rules of the State Board of Education, individual instruction to student confined to home or hospital for physical disability, illness, or injury; or when such confinement is recommended for psychological or psychiatric reasons.

Applications for homebound instruction shall be made to the Superintendent. The request shall be supported by a physician's statement to the effect that the child is unable to attend school and that he/she would profit from homebound instruction. The school physician may be required to concur in such evaluation made by the family physician. The application shall be approved by the Superintendent. Upon approval, five hours of instruction per week will be provided during the school year. The parent(s) and homebound teacher will determine an appropriate schedule.

The Board will provide individual instruction only for those confinements expected to last at least two weeks but such exceptions may be made as the intermediate unit and/or the Superintendent deem advisable and so recommend.

The Board reserves the right to withhold individual instruction when the instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher or if a parent or other adult in authority is not at home with the student during the hours of instruction.

IN-HOME INSTRUCTION

The Board shall approve a program of home instruction, pursuant to the School Code, permitting students to study at home in accordance with the following regulations.

Home Education Program - a program conducted in compliance with this section, by the parent or guardian or such person having legal custody of the child or children. A Home Education program shall not be considered a nonpublic school under the provisions of this act.

A child who is enrolled in a home education program and whose education is, therefore, under the direct supervision of his/her parent, guardian, or other person having legal custody shall be deemed to have met the requirements if the program provides a minimum of one hundred eighty (180) days of instruction or nine hundred (900) hours of instruction per year at the elementary level.

At the elementary level, the following courses shall be taught: Reading, Math, English (including writing skills), Science, Social Studies, Spelling, Handwriting, Health, Art, Music, and Physical Education.

SPECIAL EDUCATION

CHILD STUDY TEAM – The Child Study Team addresses the challenge of elementary students (K-6) who are experiencing academic, behavior, or speech problems. Teachers and/or parents can request assistance and then become directly involved in the process. A federally mandated 60 Pre-Day Referral Process provides the opportunity for assessing student’s strengths and weaknesses, determining appropriate interventions to aid the student in regular education, and then to assess the effectiveness of the intervention. If the student has not shown measurable progress during this period, a psychological evaluation may be warranted to aid in the identification of a learning disability.

PSYCHOLOGICAL TESTING - A certified School Psychologist is assigned to the DEC. Teacher referral and parental permission are necessary in order for a pupil to be tested. Parents receive a copy of the results.

LEARNING SUPPORT - Three Learning Support classes are currently in place at the DEC. Students may attend these classes on an itinerant, part-time, or full-time basis depending on degree of need. State regulations regarding identification determine which pupils are eligible and in need of this service.

GIFTED PROGRAM – The Dunmore School District’s gifted program requires that appropriate instructional programs be conducted to meet the needs of academically gifted students of school age. The district’s program shall encompass expansion of academic attainments and intellectual skills, stimulation of intellectual curiosity, independence and responsibility, and career exploration and awareness. These students will have the opportunity to develop their own academic capabilities and have their needs addressed on an individual basis within the regular education classroom.

SPEECH - A speech therapist is assigned to service students at the DEC. State guidelines determine which pupils qualify for this program. The severity of the problem determines the number of sessions.

HEARING - A therapist from the N.E.I.U. #19 is assigned to the DEC on a part-time basis. State guidelines determine which pupils qualify for this program. The severity of the problem determines the number of sessions.

VISION - A specialist from N.E.I.U. #19 is assigned to the DEC on a part-time basis. His/her role is to screen children with suspected vision problems and help children with diagnosed problems by supplying special materials, equipment, and instruction to the students who qualify for this service.

PHYSICAL/OCCUPATIONAL THERAPY - Therapists have been assigned to the DEC by N.E.I.U. #19 on a part-time basis to service students who qualify for this program under state guidelines. The severity of the problem determines the number of sessions.

KINDERGARTEN

REGISTRATION - A notice is placed in the local newspapers two weeks in advance of the spring date. To be eligible a child must be 5 years of age before September 1. Upon registering, the parent must present a birth certificate, an immunization record, and proof of Dunmore residency.

ENROLLMENT OF TRANSFER STUDENTS

All transfer students, upon enrolling, must be accompanied by parent or guardian. The following documents must be presented at the time of registration: a transfer card from the sending school, immunization records, proof of Dunmore residency (a current tax or utility bill or a signed, notarized lease agreement) and a copy of the child's current report card. Special education records (I.E.P. and N.O.R.E.P.) are also required for students who require specially designed instruction.

New students will be screened by Title I staff to determine the need for remedial services in reading and math.

If a student transfers in the middle of the quarter, the D.E.C. will use the cut off of 23 days present to justify a grade. If a student is present for less than 23 days of the quarter, parents will be notified that there was not enough time to grade fairly. Grading will then take place the following quarter.

Students transferring into Kindergarten must meet the age requirement as established by the district (**5 years of age by Sept. 1 of the school year.**)

If a child is in the custody of only one parent (or a guardian) and there are restrictions involving the rights of the other parent, a copy of the court order listing these restrictions must be on file with the school. In the absence of such a court order, the child or information regarding the child may be released to either parent.

A period of **1-2** days may be required for records to be reviewed before new student is placed in class. The district Truant Officer may make a personal visit to the home of the transfer student if verification of information is necessary.

Our interest is to provide a good education to all eligible Dunmore residents who are entitled by law to attend our school.

PARTNERSHIP FOR SAFE SCHOOLS

I. Preface

In accordance with the Memorandum of Understanding previously signed by the School District and local law enforcement agencies, the District may request the assistance of law enforcement officials at any time in the implementation of District policy. The District will notify law enforcement officials of any violation of this policy as noted below.

II. Statement of Policy

This School District recognizes that the twin problems of in-school violence and drug abuse may threaten the safety and education of every student in the School District. The District's over-riding policy is to provide every student with a safe place for learning. Any weapon on school property, or threat of violence by or against students, takes away from every student the sense of safety which is necessary for effective learning. Likewise, the presence of illegal drugs and paraphernalia poisons the clean atmosphere which is necessary for our students to do their best.

The School District wishes to establish and maintain conditions which will deter students from using school facilities, grounds, and activities as a center for any manner of drug or alcohol abuse. Likewise, the School District wishes to maintain the safest possible facilities, free from weapons, violence, or the threat of violence. Although the District will make every effort to develop and implement programs aimed at prevention, decisive corrective actions will be taken when necessary.

The District publicly acknowledges and accepts its leadership responsibility in addressing and opposing the epidemic of dysfunctional or self-destructive behaviors which block growth and inhibit learning. The District further acknowledges the establishment of prevention programs and services within the School district that will formally establish our commitment to the prevention of teen-age suicide. Through curriculum, classroom activities, community support and resources, Student Assistance Programs, and strong and consistent administrative and faculty effort, the School district will work to educate, prevent, and intervene in the use and abuse of all drugs, alcohol, and mood altering substances by the entire student population. The School District pledges cooperation with all law enforcement agencies to keep our schools safe from weapons, violence, or the threat of violence.

The primary purpose for any action on the part of the school staff is the protection of the health, safety, and welfare of students, staff, and school property.

III. Definitions:

Contraband: any controlled substance, drug, inhalant, cosmetic, weapon, or any other object deemed prohibited by the school, which is possessed by any person not entitled to possess that item.

Distribution: actual or attempted transfer from one person to another of a controlled substance or other drug. Distribution includes the delivering, selling, passing, sharing, or giving any drug from one person to another.

Drug/Mood Altering Substance/Alcohol: any alcohol or malt beverage, any drug listed in Controlled Substance Drug Device and Cosmetic Act, as amended, as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law and/or any substance which is intended to alter the mood.

Examples of the above include but are not limited to beer, wine, liquor, cocaine, crack cocaine, heroin, hallucinogens (LSD, mushrooms), marijuana, anabolic steroids, hashish, chemical solvents, inhalants, glue, counterfeit substances, and any capsules or pills not registered with the school nurse, annotated within the student's health record and given in accordance with the School District's policy for the administration of medication to students in school.

Counterfeit substances are any substances which, in their overall finished appearance, are substantially similar in size, shape, color, marking or packaging to a specific controlled substance.

Drug Paraphernalia: all equipment, products, and materials of any kind which are used, intended for use, or designed for use in manufacturing, converting, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

Drug paraphernalia includes any utensil or item that, in the school's judgment, can be associated with the use of drugs, alcohol, or mood altering substances. Examples include, but are not limited to, roach clips, pipe, bowls, cigarette rolling papers, etc.

Furnishing: supplying, giving, providing, or allowing possession of an item on school property or on any location under the jurisdiction and control of the School District.

Jurisdiction and Control of the School District: school buses, school grounds, and the site of any athletic, social, educational or any other function sponsored in full or in part by the school, whether or not held on school property.

Manufacture: production, preparation, propagation, compounding, conversion, or processing of a controlled substance, other drug or the packaging or repackaging of such substance or article, or the labeling or re-labeling of the commercial container of such substance or article.

Notification: parental notification - includes, at a minimum, immediate personal contact by the principal or his/her designee of the parent(s) or guardian. At the discretion of school officials, parental notification need not precede nor supersede investigative actions. (Contact by U.S. mail is generally insufficient to constitute parental notification, but may be required because of extenuating circumstances.)

Law Enforcement Notification: includes the immediate contact by the principal or his/her designee of the local police department(s) for the town in which the school is located or in which the off-campus incident occurs. If the police department can not be contacted or can not respond, the principal shall immediately contact the Lackawanna County District Attorney's Office.

Personal Property: items that are in the actual or constructive possession of people enrolled in or employed by the School District. Personal property includes, but is not limited to, all backpacks, book bags, gym bags, purses, clothing or any other items that are used for the purpose of storing or transporting personal property.

Plain view: the observance of any item which can be seen by a school official while on school property or any property under the jurisdiction and control of the School District. As an example, any item seen in an open locker by a teacher standing in a common area, such as a hallway, is in plain view.

Possession: holding, without any attempt to distribute, any alcohol, drug, or mood altering substances determined to be illegal or as defined by this policy.

Probable Cause: specific articulable facts and circumstances that would lead a reasonable person to believe that the item sought is at a particular location and will be found if that area is searched.

School official: a school employee or any person authorized by the School District to act under these provisions.

Reasonable suspicion: a belief, based on articulable circumstances, that a violation of the law or of school rules has occurred, and that a search will turn up evidence of that violation.

School Property: building facilities and grounds, school campus, school parking areas, and any facility being used for a school function or school sponsored trip. All lockers shall remain the property of the School District and may be entered at any time by District officials.

Weapon: any item used to injure another person or to destroy property. Weapons include, but are not limited to, knives, cutting instruments, nun-chuck sticks, mace, firearms (handguns, rifles, shotguns), and BB/pellet guns. Weapons may also include counterfeit or replicas, whether or not they are operable.

IV. Prohibited Conduct

A. The following acts and/or the causing thereof by a student while on school property or while under the jurisdiction and control of the School District or its authorities are hereby prohibited.

1. The possession of any weapon, as defined in Section III above, by a student on school property or at a school-sponsored event.
2. The threat of violence, by or against any student on school property or at a school sponsored event. This prohibition includes situations where either the threat or the threatened violent act occurs at school or at a school-sponsored event.
3. Any act of violence by or against any student on school property or at a school-sponsored event.
4. Being under the influence, or having consumed, injected, or ingested any controlled substance, alcohol, non-controlled substance, marijuana, including prescription drugs not registered with the school nurse as required in Section 6.
5. The manufacture, sale or delivery, holding, offering for sale, soliciting to possess, or possession of alcohol, marijuana, any controlled substance, or other drug, including a prescription.
6. The use or possession of drug paraphernalia for the purpose of manufacturing, packing, storing, containing, concealing, injection, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.
7. The manufacture, sale, or delivery, holding offering for sale, or possession of a non-controlled substance that has a stimulant or depressant effect on humans, other than a prescription drug, which, or the label or container of which, substantially resembles specific controlled substance.
8. The sale or delivery, holding, offering for sale, or possession of non-controlled substance upon the express or implied representation that the substance is a controlled substance; or upon the express or implied representation that the recipient, in turn, will be able to distribute or sell the substance as a controlled substance.

B. Suspected or possible violations of the above stated conduct will have consequences as set forth in Section 5.

V. Consequences of Prohibited Conduct

A. Any student found by the Principal or his/her designee to be in violation of the policy set forth herein shall be subject to the following guidelines.

B. Situation Guidelines

1. The possession of a weapon by a student on school property or at a school-sponsored event is suspected based upon uncorroborated information from reliable sources, but there is no direct observation by a school official of a violation of the law or of school regulation.

- a. Immediate Action: School officials investigate information to confirm the presence of a weapon. No steps be taken which could or will endanger either the suspected student or other students in the area.
 - b. Investigation: at the discretion of the senior school official present. School officials may request law enforcement assistance.
 - c. Parental notification: Parents of the suspected student will be notified. Investigation will not be delayed pending parental notification.
 - d. Law Enforcement Notification: Immediate.
 - e. Consequences: At the discretion of school officials except where investigation reveals a violation of the law.
2. School officials confirm the presence of a weapon on school property or at a school-sponsored event.
 - a. Immediate action: School officials will take immediate action to isolate and protect students from the weapon. School officials will remove all students and staff to a position of safety away from the weapon. If the weapon is in the possession of a student or other person, school officials will attempt to isolate that student or person from the rest of the student body and staff. The safety of all students and staff is paramount. School officials must request assistance from local law enforcement authorities immediately. On arrival at the scene, law enforcement officials will immediately take control to the extent necessary to protect students and staff.
 - b. Investigation: School officials will request immediate assistance from local law enforcement officials to investigate the weapon and the threat posed.
 - c. Parental Notification: If the weapon is located in the possession of a student, that student's parents will be notified immediately. No actions designed to assure the safety of the student body will be delayed pending parental notification.
 - d. Law Enforcement Notification: Immediate.
 - e. Consequences: At the discretion of school officials except where investigation reveals a violation of the law.
 3. A threat of violence is made, in writing or verbally, by or against any student while on school property or at a school-sponsored event.
 - a. Immediate Action: The senior school official present will isolate the person issuing the threat from the rest of the student body, particularly the object of the threat.
 - b. Investigation: The senior school official present will investigate the nature and seriousness of the threat. School officials may call upon law enforcement officials for assistance in this investigation.
 - c. Parental notification: School officials will immediately notify the parents of any student issuing a threat against anyone on school property or at a school-sponsored event. No protective or investigative action will be delayed pending parental notification.
 - d. Law Enforcement notification : At the discretion of the senior school official present, depending upon the nature and seriousness of the threat.
 - e. Consequences: At the discretion of school officials, except where investigation reveals a violation of the law.
 4. A weapon is used by or against a student while on school property or at a school-sponsored event.

- a. Immediate action: The senior school official present will take immediate steps to protect all students and staff by isolating them from the weapon and the violent offender. School officials will notify law enforcement officials immediately. For the safety of all involved, law enforcement officials will take control of the scene immediately upon arrival.
 - b. Investigation: The use of a weapon is a violation of the laws of the Commonwealth as well as of school policy. Therefore, all investigation will be directed and conducted by enforcement officials with the cooperation of school officials.
 - c. Parental Notification: School officials will immediately notify the parents of any student known to use a weapon on school property, as well as the parents of any student against whom a weapon is used. No protective or investigative action will be delayed pending parental notification.
 - d. Law Enforcement notification: Immediate
 - e. Consequences: Academic consequences at the discretion of the School District. Potential legal consequences at the discretion of law enforcement.
5. The possible use of drug/mood-altering substance/alcohol by a student is suspected based on corroborated information from reliable sources but there is no direct observation by a school official of violation of law or school regulation.
- a. Immediate Action: The student is informed of available help and encouraged to seek assistance.
 - b. Investigation: Referral to Student Support Team.
 - c. Parental Notification: Parents will be notified. (At the discretion of school officials parental notification need not precede nor supersede investigative actions.)
 - d. Law Enforcement Notification: Not Required
 - e. Consequences: At the discretion of the Student Support Team
6. Based on direct observation by a school official, a student demonstrates symptoms of drug/mood altering substance/alcohol use such as staggering, slurred speech, dazed appearance, incoherence, inability to respond, and/or odor of alcohol. If this situation occurs off the school property, see Section VB 4 (below)
- a. Immediate Action: The person detecting the activity will summon the school nurse and the Principal or his/her designee. If necessary, the student will be transported to medical facility at parental expense.
 - b. Investigation: The Principal or his/her designee will investigate the incident. This may include a search of the student, his/her locker, and other personal property.
 - c. Parental Notification: Parents will be notified of the incident.
 - d. Law Enforcement Notification: Required.
 - e. Consequences: To be determined by school officials and local law enforcement officials.
7. A student possesses drug-related paraphernalia or counterfeit drugs and/or indicates the intention to sell or distribute counterfeit drugs.

- a. Immediate Action: The person detecting the activity will secure the item and summon the Principal or his/her designee, who will confiscate the paraphernalia or substance.
 - b. Investigation: The Principal or his/her designee will search the student and his/her locker. The student's car and other personal property may be searched.
 - c. Parental Notification: Required.
 - d. Law Enforcement Notification: Required.
 - e. Consequences: To be determined by school officials and local law enforcement officials.

- 8. At a school-sponsored function, a school official observes a student demonstrating obvious symptoms of possible drug/mood altering substance/alcohol use.
 - a. Immediate Action: The parent will be notified. Student will be detained until parent arrives or parent makes arrangements for student. If necessary, student will be transported to a medical facility at parental expense. The chaperone/advisor will notify the Principal or his/her designee.
 - b. Investigation: The Principal or his/her designee will search the student and his/her locker. The student's car and other personal property may also be searched.
 - c. Parental Notification: Required.
 - d. Law Enforcement Notification: Required.
 - e. Consequences: To be determined by school officials and local law enforcement officials.

- 9. A student possesses, uses, or is under the influence of drugs/mood altering substance/alcohol.
 - a. Immediate Action: The person detecting the activity will summon the school nurse and the Principal or his/her designee.
 - b. Investigation: The student, his/her locker, and personal property will be searched by the Principal or his/her designee in the presence of the police.
 - c. Parental Notification: Required.
 - d. Law Enforcement Notification : Required.
 - e. Consequences: To be determined by school officials and local law enforcement officials.

- 10. A student is distributing a drug or controlled substance or is furnishing alcohol on school property or in a location in the jurisdiction and control of the School District.
 - a. Immediate Action: The person detecting the activity will summon the Principal or his/her designee.
 - b. Investigation: The student, his/her locker, and personal property will be searched by the Principal or his/her designee in the presence of the police.
 - c. Parental Notification: Required.

d. Law Enforcement Notification: Required.

e. Consequences: To be determined by the school officials and local law enforcement officials.

VI. Handling of confiscated drugs, drug paraphernalia, etc.

All drugs, drug paraphernalia, and/or alcohol found or confiscated on School District property will be turned over to the Principal or his/her designee. In the case where an item is found in a location other than on school property, the item will be turned over directly to the Superintendent or his/her designee.

Confiscated material will be labeled with the following information: date found, place found, person confiscating or finding the item. The item should then be turned over to the appropriate local law enforcement officials on the same day when possible. When immediate turnover is not possible, the confiscated material will be stored in a secure location on school property.

VII. Search Policy

In certain situations, the District or an individual school principal may decide that circumstances warrant a generalized search of a school or an individual search of specific student(s). The United States Supreme Court and the Supreme Court of Pennsylvania have held that properly conducted searches in schools do not violate the United States or Pennsylvania Constitutions.

The Courts have held that students have a limited privacy interest while at school; that schools have a compelling interest in maintaining a safe and secure environment; and that a reasonable-conducted search does not violate a student's limited privacy interest. Courts have held that a school search is reasonable if (1) it is justified at its inception and 2) if the search is reasonable related in scope to the circumstances which justified the search.

The Supreme Court of Pennsylvania has held that a canine drug sniff constitutes a search and is limited by the Pennsylvania Constitution. The Court held that the use of a drug-sniffing canine requires a reasonable suspicion, the same justification required for any other search of a student by school administrative personnel. Finally, both Courts have held that school lockers are school property and are subject to search at any time by the District.

A. Blanket or General Search:

1. Definition: search of the entire school, including student lockers, students, and their personal property which is on school property.

2. Justification: Reasonable suspicion that illegal activity or a violation of school rules is taking place or has taken place and that a search will yield evidence of that activity.

3. Example: A principal has the following information: information from students that illegal drug activity is taking place, observations from teachers of suspicious activity by students, such as passing small packages between themselves in the hallways, increased use of the Student Assistance Program, calls from concerned parents, students in possession of beepers in violation of state law, students in possession of large amounts of cash, increased use of pay phones by students. (justification for reasonable suspicion does not require all the above and is not limited to the above. Reasonable suspicion may be based on any similar information indicating a violation of the law or of school policy)

The Principal may, with or without prior notice, search all student lockers. The Principal may request the assistance of local law enforcement.

Note: This example is taken from a search conducted at Harborcreek High School, Erie County, Pennsylvania. The Pennsylvania Supreme Court held that search to be legal under both the United States and the Pennsylvania Constitutions (Commonwealth v. Cass, 1998 WL 3264 (Pa) (January 7, 1998).

B. Individual Search

1. Definition: Search of an individual student, his/her locker, and/or his/her personal property which is on school property or under school district jurisdiction and control.

2. Justification: Reasonable suspicion that illegal activity or a violation of school rules is taking place or has taken place and that a search will yield evidence of that activity.

3. Example: A student is caught smoking in a restroom in violation of school rules. In searching for evidence relative to this violation, the Principal or his/her designee may make a reasonable search of that student's possessions. The Principal or his/her designee may properly find and seize evidence of further illegal activity, such as drug/alcohol possession or possession of weapons.

Note: This example is taken from a search that was upheld by the United States Supreme Court. (New Jersey v. T.L.O., 469 U. S. 325(1985)

4. Example: As a result of school-wide locker search, drug paraphernalia is found in an individual student's locker. That student's personal property may be searched for further evidence of a violation of the law or school policy.

C. Smoking

The school board has adopted a zero tolerance ban on smoking. Smoking includes the use of all tobacco products while on school premises or while in the custody and control of the school. For example, a) Field Trips, b) Sporting Events/Practices, either as a participant or spectator, c)Waiting at Bus Stops.

HEALTH INFORMATION

The School District recognizes that parents have the primary responsibility for the health of their children. Although the District strongly recommends that medication be given at home, it realizes that some children require medication while in school.

The basic responsibility of the school nurse is to act as a director of all medical activities within the school. She is to act as a resource person for the health curriculum and a liaison between the school and various health agencies.

Comprehensive health records are compiled on every child. First-Aid is administered and attention is given to sick children by the nurse, while she is in that school.

Processing exclusion and re-admission of children suspected or diagnosed as having any communicable diseases, as regulated by the Pennsylvania Dept. of Health. In most cases, a student being readmitted to school must present a certificate from the attending physician.

The following is offered to you as basic information regarding the health care services mandated by state law and provided by the Dunmore School District. All of these examinations are completed by the school nurse, school physician, or school dentist. **If a problem in any area is detected, you will be informed in writing.**

***All referrals must be returned to the school in a timely fashion.**

Vision, Height, and Weight Screening (Body-Mass Index): Grades K-12

Hearing Screening: Grades K, 1, 2, 3, 7, & 11

Physical Examination: Grades K or 1, 6, & 11

Scoliosis Screening: Grades 6-7

Dental Examination: Grades K or 1, 3, & 7

You may arrange, at your own expense, to have any or all of these screenings completed by your family physician or dentist. All reports must be returned to school if you choose to have these services done on your own.

HEALTH MANDATED REPORTS: All permission forms (i.e. Dental, Physical, Scoliosis) are required to be returned with a parent signature in a timely manner, to avoid students serving consequences. No verbal permission will be accepted.

Please notify school nurse, in writing, of any health changes and/or changes in employment, phone numbers, and addresses.

Mandatory testing programs set-up by the State are as follows;

HEALTH MANDATED REPORTS: (i.e. Dental, Physical, Scoliosis) are required to be returned with a parent signature in a timely manner, to avoid students serving consequences. No verbal permission will be accepted.

Immunizations: No child is to enter school (Act 67-Oct. 1974) without proper immunizations. 4 doses of DPT (last one after the fourth birthday); 3 doses of polio; 2 doses of measles, mumps, and rubella (MMR); 3 doses of hepatitis B; and 2 doses of chicken pox (Varicella) are required. Two exemptions are allowed, Medical and Religious. Children entering 7th grade require one dose of Tdap (diphtheria, tetanus, and pertussis) and one dose of meningococcal conjugate vaccine (MCV).

Physical Examinations are required in Grades K, 1, 6, and 11. Children are encouraged to be examined by a family physician. Students may have a school physical with consent form from parent. If the report is not returned by May 1, your child may be excluded from school. PIAA sport physical exams will be accepted for the 11th grade health exam. **6TH GRADE STUDENTS ARE NOT BE PERMITTED TO ATTEND FIELD TRIP(S) IF EXAM FORM IS NOT RETURNED**

Dental Examinations are required in Grades 1, 3, and 7. A dental exam may be done by your private dentist. Students may have a school dental exam with consent form from parent. A report must be returned to school by May 1 of the school year. Your child may be excluded from school if form is not returned.

Hearing Screenings: All children in grades K, 1, 2, 3, 7, and 11 are screened annually. Whenever a child fails the screening it is recommended they see their private physician.

Annual Height, Weight, and Body Mass Index (BMI) for age percentile. Parent/Guardian will be notified of the screening result and will be advised to share the information with their child's health care provider as they are the best person to evaluate the results.

Vision Screening will be given to all children during the school year. If your child fails this screening you will be sent a letter via the Sapphire community portal. It is the responsibility of parent and/or student to return the completed form to the school.

Scoliosis Screening is required in Grades 6 and 7. If you choose a private exam you must present a written note from your family physician. The school nurse will conduct screenings in Late October/Early November. Anyone failing the screening is reexamined by the school physician. If a problem is then evident a referral is made to the parent for further evaluation.

TB Policy: TB Testing will be required for all high-risk students.

Head Lice: Children will not be routinely screened for head lice. It is the parent's responsibility to check their students on a regular basis. If your child has been excluded for head lice they must be treated and shown product used before return to school. Upon return to school the student must be re-examined by school nurse before entering the classroom. Parent must be present upon their return.

Sick Procedure: Children should not be sent to school ill. If a child becomes ill in school it is the parent's responsibility to have a plan for student pick up. No child will stay in nurse's office for extended period of time for parent to arrange transportation unless emergency situation. See Procedure for Illness/Accident Policy. Important Health Information.

If your child has a fever the school policy is the student should remain out of school at least 24 hours, if fever persists the student should remain home until fever free, without use of medications.

If a student is ill or complains of illness before school, **please do not send them to school.** We are diligently trying to keep other children from becoming ill.

If a student has a rash, please make sure they are treated before school. If they have signs of a pink crusty, itchy eye, please contact your primary care physician and seek treatment. Students may return when eye is free of signs of drainage or redness. Pink eye (conjunctivitis) is highly contagious, especially in the school setting.

Just a reminder these procedures are in place to prevent the spread of illness and protect ALL students.

You must make arrangements for your child if they become ill in school. No exceptions.

***If a child is excluded for a communicable illness, a doctor's note must be returned before return to school.**

***If a child is absent 3-5 days consecutively, a doctor's note is required on return to school.**

All students in Grades K-6 are required to have a full change of clothing in their backpacks.

Dunmore School District Medication Policy

It is the policy of the Dunmore School District that medication be given outside of school hours whenever possible. However, if it is essential that a student receive medication during school hours the following criteria must be met before any medication be administered. This includes all over the counter medications.

1. The physician and parent must complete and sign the school district medication form. A faxed order with all the necessary information may be accepted.
2. All medications must be in their original container/package. Prescription products must have current prescription label that states specifically when medication is to be given. Parent is responsible for expired medication.
3. In accordance with the school district policy all medication must be delivered to school administrator and/or nurse by a responsible adult.
4. It is the parent's responsibility to supply the school with all necessary medication and/or equipment needed for safe administration.
5. Medication Administration Forms must be renewed each school year.
6. School will not be responsible to administer missed doses or late doses of medication.
7. All unused medication must be picked up by a responsible adult at the end of the school year, otherwise it will
8. No aspirin, Tylenol, inhalers, cough drops, or cough medicine are administered by school nurse, unless protocol by written order is provided by physician.

***Medication forms are available on website or in school office.**

CHILD ABUSE - Each year in the United States one million children are abused. Five thousand die as a result of child abuse.

Act 124, the Child Protective Services Act, mandates that teachers and educational personnel report suspected cases of child abuse. Under Penna. law, "an abused child means a child under 18 years of age who exhibits evidence of serious physical or mental injury not explained by the available medical history as being accidental, sexual abuse, or serious physical neglect, if the injury, abuse or neglect has been caused by the act or omissions of the child's parents or by a person responsible for the child's welfare, provided, however, no child shall be deemed to be physically or mentally abused for the sole reason he is in good faith being furnished treatment by spiritual means through prayer alone in accordance with the tenets and practices of a recognized church or religious denomination by a duly accredited practitioner thereof or solely on the grounds of environmental factors which are beyond the control of the

person responsible for the child's welfare such as inadequate housing, furnishings, income, clothing, and medical care."

Mandated Dental Exam

Dear Parent/ Guardian: In accordance with Pennsylvania School Code, dental examinations are required on all students in grades Kg. or 1st, 3 and 7. Parents are encouraged to have this examination done by their private dentist to provide continuity in dental care of your child. If you would prefer a school dental exam free of charge you may indicate so below. **All forms must be completed and returned by May 1st of the school year. The below form will be provided to your child to bring home and return along with a private dental form if desired.**

Student _____ Grade _____

Choose Only One and Sign and return this permission form, keep the private dental form if having a private dental exam.

_____ I give consent for my child to be examined by the school dentist

Signature _____ Date _____

_____ I will have my private dentist complete the private dental form **and return it by May 1St.**

Signature_____Date_____

ALL FORMS ARE ON THE DISRICT WEBSITE

www.dunmoreschooldistrict.net

Physical Exam

Dear Parent/ Guardian:

As per Pennsylvania School Code: all new entrants, **KG, 1st, AND 6th grade students** as well as 11th grades are required to have a physical health exam. It is recommended that you have the examination done by your private physician.

However, if you prefer, the school examiner, Dr. Charles Deck, will perform an examination in the Health Suite free of charge.

StudentName_____Grade_____

Choose Only One and Sign and return this permission form. These forms will be sent home.

_____ I give my consent for my child to be examined by the school physician (This will include a hernia check on all male students)

_____ I would like to be present for the school exam. Please note any medical conditions:

ParentSignature _____ Date _____

I will have my private physician complete the physical form and return it to school by May 1st of this school year.

Parent/ Guardian Signature _____ Date _____

All forms are available on the school website.

www.dunmoreschooldistrict.net

DUNMORE SCHOOL DISTRICT

300 W. Warren Street ~ Dunmore, PA 18512-1992

Phone (570) 343-2110 ~ Fax (570) 343-1458

Richard X. McDonald, Superintendent

Equal Opportunity Employer

Dear Parent:

On January 8, 2002, President Bush signed into law the "No Child Left Behind Act" (NCLB). NCLB is designed to improve student achievement by increasing federal involvement in public education both at the state and local level. Beginning this year, NCLB will require significant changes to schools that receive Title I funding. Your child's school receives Title I funding and is covered under NCLB.

NCLB requires:

- ◆ Increased accountability for states, school districts and individual schools
- ◆ Greater choice for parents, especially those in low-performing schools
- ◆ Greater flexibility for states and local educational agencies in the use of federal dollars

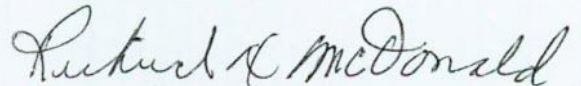
Under NCLB, parents have a right to know the professional qualifications of their children's teacher(s). This letter is to inform you of your right to ask for the following information about each of your child's classroom teachers:

- Whether the State of Pennsylvania has licensed or qualified the teacher for the grades and subject s/he teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive specific information about your child's teacher or paraprofessional, please contact your school's principal. For general information about NCLB, please contact the Superintendent's office.

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts.

Sincerely,



Richard X. McDonald
Superintendent of Schools