

INTRODUCTION

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Welcome to the Conrad Weiser Elementary Schools. The Board of Education, Administration and Faculty of the Conrad Weiser Area School District are committed to providing a positive educational experience and an atmosphere in which all children will have the opportunity to experience success.

This handbook contains important information and it is our hope that you will take a few minutes to read and familiarize yourself with the contents. Please do not hesitate to contact either school, should you have any questions.

For general questions, contact the District Information Line at: (610) 693-8599.

Questions relative to transportation should be directed to Transportation Services, at: (610) 693-8561.

By working together we can be assured that our children will receive a quality education.

The Conrad Weiser Area School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs and employment practices as required by Title VI, Title IX and Section 504. For information regarding services, activities and facilities that are accessible to and useable by handicapped persons, contact Mrs. Robin Robertson, Director of Business (610)-693-8542. For more information regarding civil rights or grievance procedures, contact Mrs. Robertson, Compliance Officer for Title VI, Title IX and Section 504 at: 44 Big Spring Road, Robeson, PA. 19551.

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MISSION

The Mission of the Conrad Weiser Area School District is to provide an educational environment, which enables ALL students to acquire the abilities to profit from the past, to contribute to the present and to succeed in the future.

PURPOSE

This booklet has been produced with the intention of informing parents of the expectations, rules and opportunities provided in our elementary schools. Please read it carefully and share it with the elementary students in your family.

BUILDINGS

The Conrad Weiser Elementary Program is provided in two buildings. Students who attend Conrad Weiser East at 200 Lincoln Drive, Wernersville, PA. 19565, mainly reside in Wernersville Borough and South Heidelberg Township.

Students who attend Conrad Weiser West at 102 South Third Street, Womelsdorf, PA. 19567, mainly reside in the borough of Womelsdorf and Marion, Heidelberg and North Heidelberg Townships.

BUILDING & GROUNDS SAFETY REGULATIONS FOR EAST ELEMENTARY

1. Students walking to school will remain on the sidewalks approaching the school. Students who walk to school will enter and leave the door nearest their home. Students coming from the north side of Lincoln Avenue must cross in front of the school with the assistance of the crossing guard. Those walking from the development east of the school may use the office door

entrance. All other walkers should use the classroom entrance on the west side of the building.

2. Parking is restricted in front of the building and is marked "Fire Lane". This area is for the exclusive use of buses from 8:45-9:30 a.m. and 3:00-4:00 p.m. for arrival and dismissal. No cars are to be parked or stopped in this area during bus time. Through traffic during morning arrival or at dismissal is not permitted. Curbside stopping in front of the building must be limited to the times when buses are not expected: 9-30-11:30 a.m. and 12:45-3:00 p.m. Curbside parking will be restricted to emergencies, (picking up sick children), and deliveries to the office. Visitor parking is located in the parking lot on the east side of the school.
3. All driveways and parking lots are designated for a maximum speed of 15 MPH. Signs are posted at all entranceways.
4. One-way traffic, (in front of the school), has been designated by appropriate signs. Cars may enter school property using one of three driveways. Cars using the east driveway may not turn right in front of the school. One-way traffic is to move from west to east.
5. Faculty and staff parking is restricted to the west and east parking lots. They are assigned to a parking lot, but there are no restrictions on spaces with the exception of the east parking lot, where there is handicapped parking, visitor parking and reserved parking.
6. Students being picked up at school during the school day will be required to bring a note stating the time and person coming for them. The person picking the student up must report to the office and sign the child out. Those who pick up their children after school on a regular basis will be required to sign them out at the lobby door.
7. Playgrounds at East have been designed with older and younger students in mind. Primary students in grades K-2 use the playground west of the building. Students in grades 3 and 4 use the one located south of the building. After school hours, parents should not allow their younger children to use equipment designed for larger children. Children **must** be supervised when playing on this equipment.

**BUILDING & GROUNDS
SAFETY REGULATIONS
FOR WEST ELEMENTARY**

1. Students being picked up at school by parents or their designees will be required to bring a note stating the time and person coming for them. The person picking the student up must report to the office and sign the child out. Parents who pick up their children on a regular basis should write a note to that effect.
2. Parents and guardians who have students designated as walkers by district transportation have the choice of Parent Pick-up or Sneaker Bunch. Parent pick-up occurs at the main entrance, and requires a designated adult to sign out each child. These students leave by main entrance and are excused at 3:30. Sneaker bunch students require a one-time permission slip to walk home from the school without a parent signature. These students leave by main entrance and are excused at 3:35.
3. Students in Kindergarten and early primary grades (1, 2,) will use the west playground. They are free to use the equipment placed there, but the right is reserved for the principal, teachers or any other adults who may be placed in charge to designate any piece of equipment as “off limits” if, in their judgment, the number of children on the playground tend to make its use a safety hazard.
4. Students in the upper primary grades (3, 4) will use the north paved area and the athletic field east of the building. Crossing of the roadway to the front of the school will be made under the supervision of the teachers on duty.
5. Students walking to school will remain on the sidewalks approaching the school and while walking through town. They will cross the streets at the guarded intersection, Third and High Street, Second and High Street, and Second and Jefferson Street.

PUBLIC CONDUCT ON SCHOOL PROPERTY

The Conrad Weiser Area School District has received requests from municipalities within the District for cooperation in eliminating the running and curbing of dogs on school grounds; horses being run on school grounds; motor bikes, carts and skateboards being operated on school paved areas and golf balls being hit on school premises; and that certain acts committed while trespassing on school property might result in damages requiring the expenditure of additional public funds.

Therefore, it is the policy of the Conrad Weiser Area School District that:

1. Running or curbing of animals is not allowed on any school property.
2. Motorbikes and motor carts are not allowed on any school property unless specifically authorized for transportation to and from school.
3. "All-Terrain" vehicles are not allowed on any school property.
4. Skateboarding is not allowed on any school property.
5. Flying of any type of model airplane is not allowed on any school property.
6. Golfing, (putting and/or driving golf balls) is not allowed on any school property unless specifically authorized as part of a school activity.
7. Unauthorized racing of vehicles of any kind is not allowed on any school property.
8. Loitering is not allowed on any school property.
9. Parking of automobiles or other vehicles on grassy areas or any other restricted areas is not allowed unless specifically authorized.
10. Any act committed which damages school property or is detrimental to the health and safety of persons lawfully on school property is prohibited.
11. Appropriate "NO TRESPASSING" signs shall be erected on school property in the areas deemed necessary.
12. Persons trespassing on school property shall be warned and, subsequently, reported to the proper legal authorities. Repeat violators shall be arrested and arraigned before a Justice of the Peace or District Justice.

SMOKING RESTRICTION

The Board of Education recognized the use of tobacco in school buildings and on school grounds presents a health and safety hazard, which can cause serious consequences for the smoker and nonsmoker. For the purpose of this policy, smoking shall mean all uses of tobacco, including cigars, cigarettes, pipes and smokeless tobacco.

The Board of Education, in accordance with Pennsylvania State Law Act-145 of 1996 and Heidelberg Ordinance No. 97 (Exhibit A), **prohibits smoking/tobacco usage in school buildings and on school grounds** by all district employees, students and visitors.

COMMUNICATING WITH YOUR CHILD'S SCHOOL

School doors open for students at 9:00 a.m. and dismissal begins at 3:25 p.m. Teachers are required to be at school a minimum of 45 minutes longer than this time period. Most teachers choose the recommended time frame of 8:30 a.m. to 3:45 p.m., although many are often at school much longer. From 8:30 a.m. to 9:00 a.m. is the best time to reach most teachers. After 9:00 a.m., teachers are expected to be in their classrooms. Telephone numbers are as follows: East – (610) 678-9901; and West – (610) 589-2501.

DAILY SCHEDULE

Students should not arrive at school until 9:00 a.m. Doors open at that time and no supervision is provided before then. If a bus arrives earlier than the opening time, students will be held on the bus until 9:00 a.m., or will be directed toward a selected place in the school to wait quietly. The actual school day for students begins at 9:15 a.m. Dismissal of bus students for West begins at 3:25 p.m. Walkers at East are dismissed at that time. Due to the large number of walking students at West, they are held until 3:30 p.m. for their own safety.

WEEKDAY CALENDAR

Instruction by specialist teachers in art, music, physical education, library, and technology occurs on a regular basis in a weekly pattern. Students in grades K-4 are exposed to these special curricular areas one time per week, and this enhances our educational program and provides a variety of learning opportunities for students.

EMERGENCY CLOSING OF SCHOOLS

The Conrad Weiser Schools have implemented a rapid notification system called ***Skylert***. This automated system will be used to notify parents, students and staff of school closings and other emergency situations. ***Skylert*** can send thousands of phone, email, and text message notifications in just a matter of minutes.

Parents can log into Family Access and indicate how they prefer to be contacted for emergency and attendance notifications by clicking on the ***Skylert*** link. They can choose to receive phone, email, and/or text messages, and can update their contact information online as often as they like.

If it becomes necessary to close our schools because of inclement weather, the announcement will be carried on the following radio and television stations: WLBR (1270); WRFY (102.5 FM); WEEU (830); WRAW (1340); WIOV (105.1 FM); WFMZ (100.7 FM, Channel 69) and WGAL (Channel 8). Please tune in to one of these radio stations for school closing information.

DO NOT CALL THE RADIO STATIONS OR THE SCHOOLS, except for the District Information Line, (610) 693-8599, because it is very important to keep these telephone lines open. Announcements will be made as early as possible, preferably by 6:00 a.m. Your cooperation in this matter will be greatly appreciated.

ATTENDANCE

Regulations governing attendance are enacted by state laws and are enforced by all schools in the Commonwealth of Pennsylvania. Schools in the Conrad Weiser Area School District are open for students 182 days each year. Each student is required to be present unless his absence can be classified as “excused”. Absences are considered excused for reasons of illness, contracting a communicable disease, the death of a close relative or an impassable road. In order for a student’s absence to be recorded as excused, a written notification from the parent or guardian must be presented to the teacher within one week of the absence. Printed excuse cards are available for convenience and will be sent home when needed. **IN CASE OF EXCESSIVE ABSENTEEISM, THE SCHOOL MAY, UPON WRITTEN NOTIFICATION TO THE PARENTS, REQUIRE A DOCTOR’S EXCUSE FOR ALL SUBSEQUENT ABSENCES.** Excessive absence is usually interpreted as ten (10) days of absence. Exceptions may be made for students with chronic health problems or extended illness.

ATTENDANCE EXCEPTIONS

Our Pennsylvania School Code provides for an excused absence for a student who is taking an educational trip with his or her parents. Not all vacation trips qualify. Certain conditions must be met. The teacher must be informed ahead of time and the student’s work must be requested in advance of the trip. The educational experience provided must be stated. Teachers are encouraged to request a written or oral report of the interesting points of this trip. Lists of the steps to be taken are available in the office or on the district website.

PARENT RESPONSIBILITY

IF ANY PUPIL IS INJURED OR BECOMES ILL WHILE AT SCHOOL, IT IS THE RESPONSIBILITY OF THE PARENT TO PICK-UP THE CHILD AT SCHOOL. It will be up to the parent to arrange for further care. Only in cases where immediate treatment is imperative will the student be given emergency first-

aid. In cases of medical emergency, when immediate treatment is imperative, appropriate services will be sought.

DRESS EXPECTATIONS

Seasonably appropriate attire is a must. Cold weather and snow requires hats, gloves and snow boots. This weather-determined clothing is a necessity for travel to and from school, and to permit participation in recess activities. Please guide your child in the selection of clothing. Your good judgment provides an excellent model for decision-making for your child.

Students are expected to dress for school with the same considerations and appropriateness as would be used when going to any public place. Hats are inappropriate indoors and are not to be worn in school buildings. Clothing with writing of an offensive nature or that is revealing personal parts of the body, (including midriff), is not acceptable. For safety concerns, students are discouraged from wearing shoes with open backs, or wearing flip flops. Children who arrive at school in clothing that is judged to be unacceptable will be sent to the office. The principal or designee will decide whether parents are to be called to bring other clothes or to take the child home. For physical education (gym) classes, students are to wear flat soled sneakers or athletic shoes. Tied or Velcro closure are preferred. Skirts and dresses can become embarrassing and sometimes even dangerous during some physical activity. Therefore, we may exclude anyone wearing a skirt or dress from physical education class activities.

SCHOOL CROSSING GUARDS

Crossing guards are on duty before school begins and directly after dismissal to help protect your child. It is important that children be instructed to obey the school guards.

TO AND FROM SCHOOL

All children must go directly home from school or from their bus stop. When family emergencies make it necessary for parents to make other arrangements, a note of explanation must be sent to the child's teacher. For bus students, the teacher will forward this note to the principal, who will notify the transportation department and bus driver(s), if necessary.

SCHOOL BUS REGULATIONS

Buses are provided for those pupils whose distance from school or health makes this service essential. Children should observe the following rules of behavior:

1. Pupils shall remain well back from the roadway while awaiting the arrival of the bus. They should arrive at the bus stop no earlier than ten (10) minutes before their scheduled pick-up time and at least five (5) minutes prior to the scheduled pick-up time. They should refrain from throwing things, refrain from playing games and be considerate of other people's property.
2. Pupils shall enter the bus in an orderly fashion and go directly to a seat or their assigned seat and remain seated facing forward at all times until the destination is reached. Standing is not permitted at any time.
3. Pupils shall keep their hands, arms, heads and belongings inside the bus at all times.
4. There shall be no shouting, horseplay or throwing things on the bus or out of the windows as these actions may distract the driver's attention.
5. All articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisle.
6. There shall be no eating, drinking, smoking, fighting or vandalism at any time on the school bus.
7. No animals, insects, reptiles or pets are allowed on the bus at any time.

8. No glass containers of any sort will be allowed on the bus.
9. The emergency door shall be used for emergencies only. Children shall not touch any of the safety equipment on the bus.
10. Pupils who must cross the street at a bus stop shall not do so until they receive a signal from the bus driver. The driver must see the students. This also means that the child should be able to see the face of the driver. The driver shall hold his bus with warning lights and stop arm flashing until the crossing has been completed.
11. Any student wishing to ride another bus to or from school, provided there is space available, or wishing to get off their bus at another stop, must contact the Transportation Department directly at 610-693-8561. No student requests to board a bus or to be left off the bus at another stop will be honored without proper authorization.
12. All directions given by the bus driver are to be followed.

Children shall be instructed each year in the above rules of behavior. Bus riding is a privilege for all students. In the case of continued disregard for rules, the principal and/or bus supervisor will notify the parent by either phone or letter of riding privileges being suspended or revoked.

RECESS RULES

For the safety and well being of our students, certain recess rules and practices must apply. Our students can play on paved areas, grassy areas or equipment during the recess time. The behaviors we expect are as follows:

1. Physical contact will not be permitted. Fighting, whether malicious or “for fun” is just as dangerous and can lead to injury. It will be punished. Rough play or tackle football, after warning, will also result in punishment.
2. Harassment of other students physically or verbally will not be tolerated.
3. Students are expected to line up at the proper place immediately upon hearing the signal.

4. Only sports equipment (balls, bats) may be brought from home to use on the playground. Radios, skates, skateboards, electronic games or cars cannot be permitted during recess.

Parents preferring that their students not go out on colder days due to specific health considerations must indicate such in writing. Otherwise, they will be subject to the decision made by the teachers concerning the suitability of the weather.

SCHOOL LUNCH PROGRAM

School lunches are served on a daily basis. Arrangements can be made to prepay for meals on individual student accounts. Extra milk may be purchased and ice cream items are usually for sale after students have finished lunch. Kindergarten students are not permitted to buy ice cream. Milk is served as part of every hot lunch, unless there is a note from a doctor stating a child's allergy to dairy products. In this case, orange juice will be substituted.

SCHOOL BREAKFAST PROGRAM

School breakfasts are served in all C.W. Schools. School breakfasts are not served on delay days due to teacher in-service or due to inclement weather. School breakfasts are served on early dismissal days. Arrangements can be made to pay weekly. Free and reduced prices are available for qualified students. Students who qualify for free or reduced lunch prices also qualify for free or reduced breakfast prices. You can register for these services very easily online and those resources are on the district website under Food Service.

LUNCH SCHEDULE

Our lunches are served on a "staggered" schedule. The classes on each grade level are scheduled to enter the cafeteria on five-minute intervals. In this way, we reduce

the wait time and the result for students is more time to eat. Our lunch periods are thirty (30) minutes long and are scheduled between 11:45 a.m. and 1:30 p.m.

Students who forget their lunch or lunch money may charge a school lunch.

Charges are to be paid on the following school day.

FREE OR REDUCED LUNCH AID

Families who get food stamps or AFDC aid qualify for free lunches. Large families or those that have low incomes may also qualify for subsidized free or reduced cost lunches. Most foster children are entitled to lunch aid.

If you believe your family may qualify for free or reduced lunch costs, due to your income level, the size of your family, or because you are a foster parent, please check the resources available on the district website under Food Service or contact your school office for details and application materials.

CAFETERIA PRACTICES AND PROCEDURES

- Students are asked to indicate whether they are buying hot lunch, cold lunch or salad bar, when the lunch count is taken each day.
- Students should be sure to have their lunch money before leaving the classroom for the cafeteria.
- As each class goes to the cafeteria, students carrying their lunch will line up first, then students who have pre-paid or with correct change and finally those students needing change from the cashier.
- Students are to remain quiet and orderly in the serving line so that lunches can be served as quickly as possible.
- Students are to listen for and follow any instructions given by the serving aides.
- After receiving their lunch, students are to be seated in the same order as they were in line, or as directed by the lunch aides.
- Students are to eat their lunch in a quiet, orderly way, using the same table manners that would be expected of them at home.
- Students are not to ask anyone to share his or her food with them.

- Students are to remain in their seats, unless they have been given permission to leave by a lunch aide or teacher.
- Throwing of food or other material is forbidden.
- Glass containers should not be brought to school.
- In the cafeteria, the aides have the same authority for discipline as teachers. Directions they give are to be respected and obeyed by all students.

LIBRARY INFORMATION

We charge no fines for late books at the elementary level, but urge students to practice good citizenship in returning all borrowed materials promptly. We request parental support in this decision.

All lost or damaged books are to be paid for by the borrower by the end of the school year. Letters will be sent providing the information to assist parents in helping their children look for missing items. A receipt will be given when a book is paid for and a refund will be made if it is found in good condition in a reasonable amount of time.

Library rules and expectations are general and include common courtesy.

1. Be quiet and attentive to the librarian during the lesson portion of the period.
2. Move about the library as you would your classroom, being careful not to disturb others.
3. Treat books with care. They are everyone's property.
4. Never take a book out of someone's hands unless he or she hands it to you.
5. Line up to get your book "checked out" and then proceed to the area designated to wait for your teacher.
6. Return books when finished or by the due date.
7. When in the library for reference work, be careful not to disturb any class that may be in session.
8. When it is deemed necessary, the librarian has the authority to limit the number of books an individual student or group may "check out."

PHYSICAL EDUCATION

Physical education is a required course in Pennsylvania. Our physical education program stresses sportsmanship, movement and total physical involvement. Competition is limited or eliminated whenever possible or practical.

Please remember that appropriate attire, including “sneakers,” is necessary on the days Physical Education is scheduled.

Students must have a written request from a parent to be excused from participation in a class for reasons of illness or injury. A doctor’s request is necessary if a student needs to miss three or more physical education classes.

Please refer to the section of this handbook dealing with dress expectations involving physical education.

THE ARTS

Music and the visual arts are also required in Pennsylvania. Our students receive one class period of each per week. The length of each period increases for older students. Art supplies in the elementary grades are provided. A minimal fee is requested in grade levels where special music items (such as recorders) are used.

TECHNOLOGY

Computer laboratories are provided in both of our elementary schools. Specialized instruction on the students’ developmental level is provided during each week. Both schools are equipped with iPads and interactive white boards in classrooms for teacher and student use.

SPECIAL STUDENT INTEREST GROUPS

Conrad Weiser East and Conrad Weiser West Elementary Schools provide band and chorus opportunities for our students in grade four. Both schools have many after school and evening athletic activities, sponsored by the Youth Athletic Association with the help of other local service organizations.

DISCIPLINE PROCEDURES

It is apparent that schools, like other organizations, cannot function with fairness to everybody unless some order governs all of our activities. This order needs to be imposed and enforced as consistently as possible. All of our teachers have discipline policies that are reviewed at least once a year.

Most teachers follow a model called, "Assertive Discipline." In this model, students are told the rules in the beginning of school and they are posted in the classroom. The consequences of breaking these rules are also made known from the beginning. These consequences are graduated, becoming more severe as the offense is repeated or becomes more serious. At times throughout this process, informing parents may become necessary.

If the student is sent to the principal, punishments could include lost recess time, in-school suspension in the elementary school office, in-school suspension in the alternative room at the Middle School, or in severe cases, out-of-school suspensions. The specific procedures governing serious disciplinary matters can be obtained from the office of the Elementary Principal.

In the case of a disciplinary situation, any student with knowledge of the problem may be summoned to the office for questioning. Such a call does not of itself indicate suspicion of guilt.

Discretionary justice by the principal is predicated on the use of reason and judgment concerning the facts around a specific case. The decision must not be arbitrary, based upon the facts of the case, logically sound and within the constraints of policy, regulation, statute. The Conrad Weiser Area School District charges the elementary principal with making decisions that are in the best interest of the students in the school.

The doctrine of “in loco parentis” (in the place of the parent) permits the reasonable modification of procedures, consequences or interventions based upon the age and developmental abilities of the student. The elementary principals follow this doctrine.

WEAPONS

Weapons are not permitted in school. **Weapons or any instrument used as a weapon on school property could result in expulsion from school.** Additional penalties will likely include referral to the State and Local Police. Discretionary justice falls within the purview of the Elementary School Principal.

CORPORAL PUNISHMENT

Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offense or behavior, or the use of physical force in an attempt to modify the behavior, thoughts or attitudes of a student.

The use of corporal punishment in any form is strictly prohibited in the Conrad Weiser Area School District. No student will be subject to the infliction of corporal punishment by any teacher, other student, administrator or other school personnel.

Permission to administer corporal punishment will not be sought or accepted from any parent, guardian or school official.

School personnel under any of the following circumstances may still use reasonable force:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.

HOMEWORK

When a new body of information or a new mathematics procedure is learned, that knowledge or procedure must be reinforced by practice or it is often forgotten. Due to the shortness of the day, this practice is often assigned for after school hours.

It is also expected that this practice on a regular basis will serve to build in the student a sense of self-discipline, which will be valuable to success in the following years. For this reason, it is expected that homework be returned the following school day. It should be designed to accomplish an objective and should not be “busy work.”

Students should have a set time and place to do homework and parents should be aware of what students are doing.

Although homework should not be used as part of a grade, teachers find it a valuable tool in assessing individual or class progress in a certain area. Decisions for instructional review are frequently based on its results.

SCHOOL HEALTH SERVICES

School Health Services are intended to encourage and support parents’ decision-making responsibility for the health care of their child. The School Health staff provides support and assistance to students and families in obtaining necessary health care from community resources.

School Health is not a medical care service. It is a preventive service through screening, programs, referral, problem management and follow-up. It provides emergency care and first aid for injuries sustained on the way to school or in school. Ailments or problems the student acquired outside of school are the responsibility of the parent or guardian.

EMERGENCY FORMS

Emergency forms are posted on the district website and are available in the building offices. They are kept on file in the Health Room. Please keep the emergency form up-to-date with employment and phone number changes. ***It is extremely important that we have current phone numbers so that you can be contacted if an emergency arises with your child.*** Two alternate names and telephone numbers need to be provided to the school nurse, in the event the parent cannot be reached. Cell phone numbers have proven to be very handy for emergency purposes.

SCREENINGS

1. Height, Weight, BMI (Body Mass Index), and BMI percentile
2. Vision
3. Hearing – Kindergarten, first, second and third grades; students in grade four receive a hearing screening if requested by a parent or teacher.

Any student who does not pass a vision or hearing screening will bring home a referral form. This form needs to be completed by your physician and returned to school. Please feel free to call the school nurse with any questions.

PHYSICAL AND DENTAL EXAMS

Physical exams are required for students upon school entry (kindergarten, 1st grade, or transfer from another school when health records are not made available). Dental exams are required for students in kindergarten and third grade.

You may choose to have your physical and dental exams done privately or by the school physician or dentist. Private exam forms must be returned by December 1st in the year they are due. Exams will be accepted within one year of the school year they are due. Written parental consent is required for school exams.

IMMUNIZATIONS

All students entering school must be immunized by Regulation of the Pennsylvania Department of Health and the Pennsylvania Department of Education.

Please notify the school nurse when your child receives a booster immunization so his or her health record can be updated.

REASONS TO KEEP YOUR CHILD AT HOME AND REASONS YOUR CHILD MAY BE EXCLUDED FROM SCHOOL

1. Fever (100 degrees or above) – within the last 24 hours. Temperature should be normal for 24 hours *without* fever-reducing medicine before returning to school.
2. Vomiting or diarrhea – student should be without vomiting or diarrhea for 24 hours before returning to school.
3. Reddened eyes with drainage – (watery, itchy eyes usually denote allergies so exclusion is not necessary). Before returning to school the student needs: a) eye drops, ointment or oral medication for 24 hours; or b) a physician’s note stating it is a non-infectious condition.
4. Chicken Pox – All pox marks should be dried and have scabs before the child returns to school.
5. Head Lice (Pediculosis) – Children may return to school after they have been treated with an anti-pediculosis shampoo and the nits (eggs) have been removed from the hair. The school nurse must check all children who have had lice before being re-admitted to school. Please contact the school nurse for treatment guidelines. Your child may be checked for lice at school when a classmate has pediculosis.
6. If a child has an infectious condition, such as strep throat that requires antibiotic treatment, the child should receive antibiotics for 24 hours at home before returning to school.
7. Common colds associated with excessive nasal drainage, persistent cough or low-grade fever.

Please call the school office between 8:00 a.m. and 9:00 a.m. if your child will not attend school due to illness.

MEDICATION

Medication should be given at home whenever possible. Medications given three times a day for infections may be given before and after school and at bedtime. When medication must be given during school hours, the following procedure ***must*** be followed:

1. Written permission from the parent and the student's doctor is required for any medication administered during the school day by the school nurse. This includes both prescription and over-the-counter medications. The Medication Permission Form is located on the school's web site under health services or you may request a form from the school nurse. The completed permission form must include the student's full name, date, medication name, dose to be given, time to be given, physician's signature, and parent signature.
2. All medications must be kept in the Health Room. Exceptions are made for older students to carry their inhalers as long as both the parent and doctor have given written permission and the student has adequately demonstrated self-administration.
3. Medication ***must be sent to school in the original container.*** The pharmacist can give you a duplicate bottle or inhaler for school.
4. Use of cough drops during the school day is discouraged due to the risk of choking. Sipping on a water bottle throughout the day or gargling with warm salt water are equally as effective.

Wellness Policy

Elementary school students enjoy birthday celebrations and treats. To promote a healthy lifestyle, our district wellness policy has established certain guidelines regarding food in the classroom. Our wellness procedures are in place to ensure that all students are safe from food-borne illnesses, allergic reactions, and other health concerns. Our staff members do not use food items for rewards. Teachers cannot hand out birthday or other homemade treats for celebrations. Please contribute non-edible items if you would like to provide a treat for your child's class.

CHILD ABUSE

The "Child Protective Services Law," 11 P.S. 2201 et seq., was enacted in 1975 by the Pennsylvania General Assembly to provide procedures for reporting and investigating the abuse of children, for establishing a central repository on child

abuse complaints, and for taking protective action. The Law protects children less than 18 years of age from physical or mental injuries that are the result of intentional harm, sexual abuse, sexual exploitation or serious physical neglect.

Since its enactment, the Law has required that school administrators, teachers and school nurses report when they have reason to believe, on the basis of their training and experience, that a child is an abused child. When such reports are made by professional persons or by private citizens, the Department of Public Welfare is required to maintain both a pending complaint file of child abuse reports under investigation and a statewide, central register of “founded” and “indicated” reports of child abuse.

STUDENT AND SCHOOL SECURITY

Due to a variety of family situations, we need to know about the arrival and departure of our students during the school day. We request that any child who is dismissed early from school for any reason be picked up in the office or at the Health Room (nurse’s office). We provide a sign-out book at both locations. Students arriving after 10:30 am or leaving before 2:30 p.m. will be marked absent for one-half day.

After school begins ALL doors will be locked. **Please stop in the office to sign in and obtain a visitor’s pass, before going anywhere else in the school building.**

VOLUNTEERS AND VISITATION

Parents and families play a large role in students’ education in the elementary years. At Conrad Weiser, our schools try to balance student safety and security with a welcoming climate. Our visitor and volunteer procedures are designed to include reasonable safety measures while remaining open for volunteers and visitors.

Volunteers fall into two clearly delineated categories. The first group of school volunteers are individuals who have direct supervision of a group of students. In this case, the volunteers would need to have all three clearances (Act 34, Act 151 and FBI). This would include but not be limited to field trips where the teachers

and chaperones supervise smaller groups of students in different activities or experiences.

The second group of school volunteers would be volunteers who assist in curricular, co-curricular or extra-curricular activities under the direct supervision of school staff. This would include volunteers who help with classroom activities where the teacher is present. This would also include volunteers who work with students on curricular activities in or immediately outside of a teacher's door. In these cases, we would require the teacher's door to be open so there is immediate proximity to the classroom. This would also include volunteers who help outside where the volunteer would not be alone with a group of students away from the supervision of the teacher. This group of volunteers would NOT need clearances.

Visitations to school are permitted at any time during the school day or school year. Visitors should contact the school office or classroom teacher prior to a visit and make an appointment to observe a classroom, to participate in an assembly, or to eat lunch with a student. We ask that family members limit visits to one per month and 30 minutes in length.

PARKING

EAST ~ All unassigned or visitor parking spaces are located on the east parking lot on the “gym” side of the school. Parents bringing students to school may drop them off at either the kindergarten door or at the side door on the east side of the building. No parking is allowed in front of the building.

WEST ~ Children picked up at dismissal time should be met at the main entrance. Please do not PARK in the fire lane in front of the school if you are exiting your vehicle at dismissal.

EAST & WEST ~

Curbside stopping in front of either elementary school must be limited to the times when buses are not expected: 9:30-11:30 a.m. and 12:45 – 3:00 p.m. No cars are to be parked or stopped during bus time. At other times, curbside parking should be restricted to emergencies (picking up sick children) and deliveries to the office.

No cars should be stopped or parked in the designated “Fire Lanes” at any time.

DISTRICT EVACUATION PLAN

The Conrad Weiser Area School District is interested in the safety and welfare of the students of the district. Recognizing this, plans have been made for their safety in the event of an emergency at the local, state or national level.

If an emergency required the evacuation of some or all students of the school district, the students will be transported directly to student pick-up points. Various school buildings within the school district, as well as other locations, may be used as student pick-up points, depending upon the nature and scope of the emergency. If locations outside the school district need to be utilized as student pick-up points, announcements will be made on local radio and television stations. Parents or other persons authorized to pick up a student will be required to provide identification at the pick-up point, and sign a roster prior to release of a student to

their custody. Parents, whose children are attending other than district schools, are responsible for picking up their children at the schools attended.

The building evacuation plan appears below. Parents are requested not to pick up children at any of the schools, but plan to meet their children at their appropriate pick-up points. To avoid confusion during an evacuation emergency, parents are urged not to telephone schools or attempt to make different arrangements. In order to insure the safety of the children of our district during an emergency, your cooperation is needed.

<p style="text-align: center;">EMERGENCY EVACUATION PLANS</p>

Middle School / Senior High School ~

Building Emergency – To: Associated Wholesalers, Inc.

General Area Emergency – To: East and/or West Elementary School

Total School District Emergency – To: A site to be determined in conjunction with the Berks County Emergency Management Agency

C.W. East Elementary School ~

Building Emergency – To: Middle School/Senior High School or South Heidelberg Township Building

General Emergency – To: Middle School/Senior High School and/or C.W. West Elementary School

Total School District Emergency – To: A site to be determined in conjunction with the Berks County Emergency Management Agency

C.W. West Elementary School ~

Building Emergency – To: Middle School/Senior High School

General Emergency – To: Middle School/Senior High School and/or C.W. East Elementary School

Total School District Emergency – To: A site to be determined in conjunction with the Berks County Emergency Management Agency

GENERAL RULES

It is our goal that every child be treated equitably and fairly in our schools. Likewise, our buildings and grounds are the property of the public and it is our duty to protect them. Personal safety and well being of our students is foremost in our minds. It is with these concerns in mind that school regulations are formulated. Please help your child to know and respect these rules:

1. Always walk when moving through hallways or on sidewalks at school. Running can be dangerous to you or others. Please keep to the right side of the hallway.
2. Loud talking in hallways disturbs other classes. Only normal conversational levels should be used.
3. Chewing gum is not permitted anywhere in our schools at any time.
4. Lunch, recess or snack times are provided during which students may eat. Eating at other times is not permitted, unless it is part of an all class activity.
5. Wearing of hats in school buildings are not permitted, except when part of a recognized school or class activity.
6. All adults should be addressed politely in school, using titles such as: Mr., Mrs., Miss, Ms., Dr., etc.
7. Animals should be brought to school by a parent/guardian. It should be at a time prearranged with the teacher. Animals may not be kept in school. No animals may be taken on school buses.
8. Animals can be problematic at dismissal time when there are many people and vehicles in motion. Please consider leaving your pets at home when picking up a student.
9. When special events happen it is important that all children are considered. Gifts, special treats, party invitations that are only for some children and not others, should not be sent to school to distribute.
10. Students are expected to follow the instructions of their teachers without argument. They are also expected to obey correction by other teachers or adults in the school who observe them doing something improper.

11. In addition to these rules, students are expected to show a mutual respect for each other and to treat their peers in a caring fashion.
12. Items of personal equipment that are of significant value, such as radios, cell phones, cameras, electronic games, etc., are not to be brought to school except through special arrangement with the parent/guardian and the elementary teacher. We cannot be responsible for or protect equipment from damage unless plans for its handling are made.
13. Due to the differences in our buildings, there are certain rules that are specific to each school.

ACADEMIC SUPPORT SERVICES

The elementary instructional program offers struggling students academic support based on assessment data, teacher observation and parent recommendations. Both schools have certificated reading specialists, instructional support specialists, special education teachers, and a team of instructional aides available to provide support services in reading, writing, and mathematics. Some services are provided in small groups out of the classroom, while other services are provided as in-class support. Students receiving academic support services are assessed on an ongoing basis using a formal process of progress monitoring. Throughout the year, the data is collected and reviewed by a team of teachers, specialists, and administrators. During this data review process a student's program can be modified to better suit the identified instructional needs.

ELEMENTARY STUDENT ASSISTANCE PROGRAM

The Conrad Weiser Area School District has a system in place to assist students that are experiencing problems that interfere with their ability to succeed. Student assistance services are available through the Elementary Student Assistance Program (ESAP) to help students that are struggling with overwhelming life problems. Outside community agencies work with the CW ESAP Team at the school to provide assistance to families and students. Students, parents, and school personnel should contact the Elementary School Counselor to make a confidential referral.

GUIDANCE AND COUNSELING

The elementary school counselors work with students both individually and in small or large groups. The counseling method differs with student, situation, and need. The goal of the elementary counseling and guidance program is to help children understand themselves and others, while assisting them to develop skills for dealing with the academic, social, and emotional demands upon them within the school setting.

Classroom teachers, other school specialists, and school counselors support each other's work through classroom observation, consultation, sharing information regarding students, and cooperating on referrals for students with special needs.

Consulting with parents is another part of elementary guidance and counseling. This may include being available as a resource regarding school issues and programs, child development, parenting concerns, etc.

Counselors assist teachers, parents, administrators, and community resource personnel in providing for the needs of students who may require special services. Other counselor duties include maintaining and securing students' cumulative school records in an orderly fashion, and serving as a resource in providing career education activities.

Counselors assist in the implementation of school wide testing and individual assessments. These individual assessments may include administration of the following:

Slosson Intelligence Test-Revised
Kaufman Brief Intelligence Test
Kaufman Test of Educational Achievement, Brief or Comprehensive Form
Wechsler Individual Achievement Test
Wide Range Achievement Test
Peabody Picture Vocabulary Test

Counselors are skilled in the interpretation of test results in order to help school personnel and parents understand and use such information appropriately.

TITLE I PROGRAM

Title I is the largest federal aid program for public schools. Monies from this program are used to provide “extra help” and instruction to students who need it the most. Decisions concerning the target population and the type of instructional services are at the discretion of the local school building/district.

In the Conrad Weiser Elementary Schools, services are provided in the areas of reading and early childhood for students who have been identified by low-test scores and below average classroom performance. The level of service varies depending upon the grade level placement and specific student needs.

Parents who have children identified as eligible for Title I participation are notified in late September or early October of the school year. The Title I Reading Specialists assigned to the Elementary Schools can address questions concerning specific instructional services.

PARENT INVOLVEMENT FOR TITLE I PROGRAMS

The Conrad Weiser Area School District is committed to the belief that all children can learn and acknowledges that parents share the school’s commitment to the educational success of their children.

The Conrad Weiser Area School District recognizes that a child’s education is a responsibility shared by the school and family and agrees that to effectively educate all students, the school and parents must work as knowledgeable partners.

We define parent and family involvement as an on-going process that assists parents and families to meet their basic obligation as their child’s first educator, promotes clear two-way dialogue between home and school and supports parents as leaders and decision makers at all levels concerning the education of their children.

To this end, a written plan for Title I parent involvement that establishes programs and practices to enhance parent involvement and reflects the needs of students and families will be jointly reviewed each November by parents and school staff. The plan will be unique to each school and provide a sense of direction for designing initial and on-going activities.

The plan will also include a school-parent compact and support the development, implementation and regular evaluation of the parent involvement program by parents. Implementation of the plan will be a priority of the school community.

**PARENT INVOLVEMENT
POLICY FOR TITLE I
PROGRAMS**

In accordance with Federal Regulation and the District Wide Parent Involvement Policy, parents who have students in the Title I Program will have an opportunity to be involved and informed as detailed below:

1. Parents will be notified by letter and/or telephone that their child has been selected to participate in the Title I Program.
2. Parents will be invited to evaluate and make suggestions regarding the Title I Program at meetings held in November of each academic year. Additional meetings will be held if requested by parents.
 - a. These meetings will be held at different times during the day in an attempt to enable more parents to attend.
 - b. District funds or Title I funds may be used to support and promote parent involvement activities.
 - c. Information covered at these meetings will include:
 - i. A review of the reading program used by the school.
 - ii. The relevant Pennsylvania Academic Standards.
 - iii. The assessment used to measure student achievement.
 - iv. An explanation of the proficiency levels students are expected to meet.
 - d. Parents will receive copies of the Title I Parent Involvement Policy for the District and the Title I buildings.
 - e. Suggestions for improvement of the policy or the Title I Program will be encouraged during the meeting and throughout the school year.
 - f. A school-parent compact will be developed with parental participation to reflect practices and procedures that will improve student achievement.
3. Parents will be able to evaluate and make suggestions regarding the Title I Program through a needs assessment questionnaire distributed in May.
4. Parents will be informed of their child's progress through the Parent/Teacher Conferences in November and in the spring. Parents indicate preferences for the conference appointment on the request form.
5. Parents are encouraged to contact the Title I Reading Specialist if they have any questions about their child's progress in the acquisition of reading skills or the Title I Program.

6. Parents will be encouraged to visit and observe Title I activities during the week of Parent Visitations (Read Across America Visitations-late February/early March).
7. Parents are encouraged to attend the grade-span workshops (K-2 decoding; 3-4 comprehension) held after the formal business meeting in November.
8. Parents are encouraged to participate in after school, parent/child literacy circles run by the Title I Reading Specialists in the community libraries.

SPECIAL EDUCATION

The Conrad Weiser Area School District provides programs and services to students who are mentally gifted and to students with physical or mental disabilities, requiring specially designed instruction. Gifted support, learning support and emotional support programs are available to students based upon individual needs. Supplemental services are also provided for students whose speech/language, vision or hearing is impaired significantly enough to impact on academic achievement. If students present needs beyond the capacity of programs provided within the district, special education programs in neighboring school districts may be considered. In meeting students' needs, the district's goal is to use the least amount of special education intervention necessary, and the maximum amount of integration into regular education that is appropriate.

STUDENT RECORDS & DIRECTORY INFORMAITON

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is

impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Conrad Weiser Area School District, with certain exceptions, obtain your

written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Conrad Weiser Area School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Conrad Weiser Area School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [\(1\)](#)

If you do not want the Conrad Weiser Area School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30th of each academic year. The Conrad Weiser Area School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access

education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.).

Split Families

“Federal regulations give both natural parents the right to access their child’s educational records unless there is a court order, state statute or legally binding document specifically prohibiting access. Absent a court order or similar decree to the contrary, a school district must comply with a parent’s request and grant access. It is the responsibility of a parent seeking to deny access to the records to provide the school district with a copy of the court order or other document that limits or controls access to student records. Because the burden is on the parent wishing to deny access, in the absence of an order or other document, the school district must presume that a requesting natural parent has the authority to inspect and review the child’s educational record.” (22 PA Code, Subsection 12.31) In addition, in the absence of a court order or similar decree denying physical access to the student, the school district may not keep the non-custodial parent from picking up the child (ren) from school.

If you have legal documents establishing or limiting custody or guardianship please supply the school with a copy to be attached to the student’s records.

Highly Qualified Professional Faculty

The Provisions of Section 9101(23) of the “No Child Left Behind Act” of 2001 must assure that all teachers within the school district are “highly qualified” to teach in their area of professional assignment. Certification by the Commonwealth of Pennsylvania is the current standard for “highly qualified.” Emergency Certification does not meet the standard for “highly qualified.”

As a parent/guardian of a student at Conrad Weiser East/West Elementary School you have right to know the professional qualification of the classroom teachers and paraprofessionals who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers and requires the district to give you this information in a timely manner if you ask for it. Specifically, you have a right to ask for the following information about each of your child’s classroom teachers:

- Whether the Pennsylvania Department of Education has certified the teacher for the grades and subjects he/she teaches:

- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without certification because of special circumstances;
- The teacher's college major, whether the teacher has any advanced degrees and if so the subject of the degree; and
- Whether any Instructional Aides in the Title I Program provide services to students and, if they do, their qualifications.

If you would like to receive any of this information, please contact the Elementary Principal of your child's school.

All of the administration and faculty listed below are serving in positions with the appropriate professional qualification.

All instructional aides in the general education and Title I Program are certificated by the Commonwealth of Pennsylvania in Elementary Education.