

# FLEETWOOD AREA ELEMENTARY SCHOOLS

ANDREW MAIER ELEMENTARY

RICHMOND ELEMENTARY

WILLOW CREEK ELEMENTARY



**STUDENT AND PARENT HANDBOOK**  
**2011-2012**

*FASD...committed to excellence*

## Table of Contents

AlertNow -----	Page 3
Appointments -----	Page 6
Arrival Time at School -----	Page 1
Attendance Coding Guidelines -----	Page 7
Building Security -----	Page 1
Cafeteria and Menus -----	Page 12
School Breakfast -----	Page 12
Cafeteria Account Information -----	Page 12
Computerized Debit System -----	Page 13
Change of Address/Telephone Numbers and Transfers -----	Page 4
Closing the School in Emergencies -----	Page 3
Custody Forms -----	Page 4
Directory of Elementary Schools and Administration Offices -----	Page 35
District Transportation Guidelines -----	Page 31
District Wide and Elementary Calendars -----	Page 5
Duplicate Mailings-----	Page 4
Guidelines for Administration of Medication During School Hours -----	Page 15
Health Services -----	Page 14
Home Bound Instruction -----	Page 10
Illness -----	Page 15
Immunizations Required for Entrance to School -----	Page 14
Library -----	Page 10
Pets in School -----	Page 18
Public Relations -----	Page 11
Pupil Absences -----	Page 6
Radio, TV Stations, and Websites -----	Page 3
Report Cards -----	Page 8
Reporting Pupil Progress -----	Page 9
Sale of/Possession of Items in School -----	Page 18
Scheduled Early Dismissals -----	Page 5
School Hours -----	Page 1
School Volunteers -----	Page 11
Six Day Cycle Schedule -----	Page 1
Strings and Instrumental Music -----	Page 10
Student Drop-off/Pick-up Procedure -----	Page 2
Student Rights and Student Responsibilities -----	Page 16
Bicycles, Skateboards, Roller Skates/Blades -----	Page 17
Bullying and Cyber Bullying -----	Page 20
Definition of Terms -----	Page 29
Discipline Philosophy and Suggested Procedures -----	Page 18
Dress Guidelines for Cold and Warm Weather -----	Page 17
Electronic Devices in School -----	Page 18
Levels of Student Misconduct and Subsequent Discipline -----	Page 19
No Flip-Flops -----	Page 17
Pupil Dress -----	Page 17
Possession of Weapons on School Property -----	Page 22
Searches -----	Page 25
Sexual Harassment -----	Page 22
Student Birthdays -----	Page 16
Student Expression -----	Page 16
Textbooks -----	Page 10

## BUILDING SECURITY



The following building security measures will be in effect in the district's three elementary schools during the 2011-2012 school year:

**All doors will remain locked while school is in session (9:15 a.m.-3:45 p.m.).**

Anyone visiting our schools for any length of time and for any reason **must sign in and out at the security desk and/or office** and wear a school-issued "Visitor" I.D. badge. This includes all individuals who regularly assist students with remediation, enrichment, or take part in PTA, PTC, or PTO activities occurring during the regular school day. Anyone walking through the school without an I.D. badge will be asked if assistance is needed and will be directed to the office. The staff may request proper photo identification at any time.

## SCHOOL HOURS

Kindergarten through Grade 4

9:15 a.m. – 3:45 p.m.



## ARRIVAL TIME AT SCHOOL

Elementary students that are not part of the Tri-Valley YMCA "School's Out" program or any school related program will not be permitted to enter the school building prior to 9:05 a.m., unless supervised by a parent or guardian.



***Students reporting to school after 9:15 a.m. must be accompanied to the office and signed in by a parent or guardian.***

## SIX DAY CYCLE SCHEDULE

The Fleetwood Area Elementary Schools operate on a six-day cycle. Each day of the cycle is numbered one through six so special area subjects are never missed by a class due to vacation or snow days.

Our first day of school, Monday, August 29, will be a Day 1. The first six-day cycle will be completed on Thursday, September 8. Friday, September 9, will be our second Day 1. This cycle will be continuous throughout the year. If the last school day before Thanksgiving vacation is a Day 4, for example, then the first day back after vacation is a Day 5.

## STUDENT LATE DROP-OFF/EARLY PICK-UP PROCEDURES

In the district's efforts to oversee the safety of students, the following procedures will be utilized when telephone calls are received regarding changes in drop-off/pick-up procedures:

Parents/Guardians **MUST** submit requests, in writing, to the principal (or designee) at least three (3) days in advance, when possible.

If the requests are made via the telephone and not in writing, the secretary will ask the caller to identify himself/herself and provide the student's ID number. **The ID number is the same number that the student uses for the cafeteria debit system.**

If the caller is not listed as the parent/guardian on the student's Personal Data Record, then the student will remain in school until someone listed on the Personal Data Record is contacted to verify arrangements or to come to school to pick up the student.

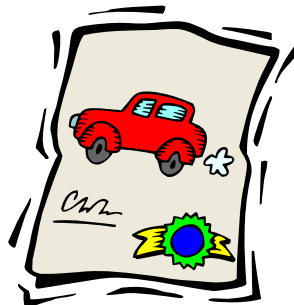
If the parent/guardian does not know the student's ID number, the secretary will return the call to verify that a parent/guardian had placed a call to request a change in arrangements.

The secretary will record the call to document the request. The caller will be informed that the call is going to be recorded and will be asked to repeat the request.

Based upon these procedures, telephone requests for changes in drop-off/pick-up arrangements will only be accepted from parents/guardians. Parents/Guardians should notify the school, in writing, if other adults (relatives, babysitter, etc.) have permission to contact the school regarding changes in arrangements. Parents should specify, by name, those adults who might be calling to inform the school of any changes.

In addition, we ask that parents please report to the office when picking up their child for any reason prior to the end of the school day and sign any required forms. The secretary will contact the classroom teacher and the child will be sent directly to the office as quickly as possible. Whenever possible, please inform the school in advance of any such appointment so that the classroom teacher can prepare any assignment(s) for your child to take home.

If your child misses the start of a school day due to an appointment, we ask parents to enter the school with their child and sign them in upon arriving to school. Then please report to the office so that we may take their lunch order. Once the school day begins at 9:15 a.m., children should not be dropped off at the front door of the school building and allowed to proceed inside unattended.



## CLOSING THE SCHOOL IN EMERGENCIES

Instances may occur due to weather or other emergencies when it will be necessary to close the school.

### AlertNow

The Fleetwood Area School District has implemented a rapid notification system called AlertNow which allows the District to quickly contact you by *telephone and email*. It is important that we have accurate contact information in order for you to receive these notices from the school. The system will use the phone numbers and email addresses currently listed for you in our database system. This information is provided to the District by you when you return the Personal Data Record (PDR) form to school that lists your contact information for the current school year. The PDR forms are provided to you on or before the first student day. ***If your home, work, and/or cell phone numbers have changed, please make the appropriate corrections on the form before returning it to school.*** Changes to this information may be made at any time during the school year by contacting the school office.



### RADIO, TV STATIONS AND WEBSITES

If there is a strong likelihood that this will happen, your sources of information will be the following local radio and television stations and the district website:



Radio Stations:		
WAEB	Allentown	790 AM
WEEU	Reading	830 AM
WRaw	Reading	1340 AM
WFMZ	Allentown	100.7 FM
WBYN	Boyertown	107.5 FM
WIOV	Ephrata	105.1 FM
WRFY	Reading	102.5 FM

Television Stations:	
TV 6	Philadelphia
TV 8	Lancaster
TV 69	Allentown

Website:
<a href="http://www.fleetwoodasd.k12.pa.us">www.fleetwoodasd.k12.pa.us</a>



Announcements will be made daily only if school is cancelled or there is a late start due to inclement weather. Parents are urged to make arrangements for the supervision of their children in the event of a school cancellation, early dismissal, or late start due to emergencies or inclement weather. When late starting times are announced, parents should continue to listen for further instructions since the initial decision could be changed, depending on road conditions. **PLEASE DO NOT CALL THE SCHOOL FOR INFORMATION REGARDING SCHOOL CANCELLATIONS, LATE STARTS, OR EARLY DISMISSALS DUE TO INCLEMENT WEATHER.** It is important that school telephone lines are kept open for directions from the Central Office staff.

## CHANGE OF ADDRESS/TELEPHONE NUMBERS AND TRANSFERS



Please notify the school office **immediately** of any change with regard to telephone numbers, particularly those numbers that the school would use to contact a parent or guardian in the event of an emergency.

Parents should contact the Business Office (610.944.7658) as soon as possible if there is a change of address. Parents/Guardians will need to make an appointment to complete the required paperwork.

If you are planning to move from the Fleetwood Area School District, please notify the building secretary several days in advance so that a withdrawal form can be prepared for the student's parents/guardians to sign. This form is necessary for the district to transfer records to the new school district. Usually a birth certificate and an immunization record are the only items necessary for registration in the new school district. **All textbooks, library books, and instruments must be returned prior to moving from the district.**

## CUSTODY FORMS

When families are involved in divorce, separation, or custody proceedings, it is important for the school to be informed so that we can provide the best supports for the child.

School personnel should be informed of the following:

1. Where and with whom does the child reside.
2. Who has access to the child during school hours.
3. A current copy of custody agreements or a court order granting custody should be submitted to the office. (This form will be kept on file and only needs to be submitted if a change in custody occurs.)

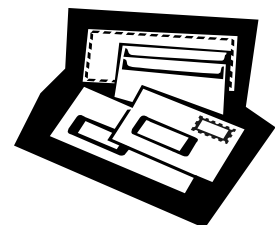
Forms for providing this information are available in the office and on the website: [www.fleetwoodasd.k12.pa.us](http://www.fleetwoodasd.k12.pa.us).

## DUPLICATE MAILINGS

Parents/Guardians must submit a written request to the building administrator for duplicate mailings. Duplicate mailing requests will remain in effect throughout a student's elementary years, unless otherwise indicated by the parents/guardians.

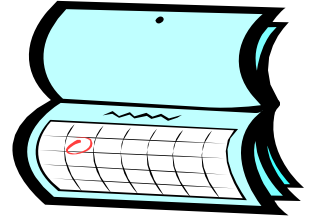
A sticker labeled "Duplicate Mailing" will be placed on the student's Personal Data Record (PDR). The duplicate mailing address will be placed behind the PDR.

Building secretaries will continuously update staff on changes or additions to the PDR.



## SCHEDULED EARLY DISMISSALS

During the school year a number of early dismissals are scheduled to provide staff members with opportunities to review and develop the curricula. Please refer to the Fleetwood Area School District Activities Calendar available on the district website, or to your school newsletter, for dates of these early dismissals. All scheduled elementary early dismissals are at 1:30 p.m.



## DISTRICT WIDE AND ELEMENTARY CALENDARS

As cost saving measure FASD District calendars were not printed and mailed to District residents this year. These calendars have been made available on the Fleetwood Area School District's website: [www.fleetwoodasd.k12.pa.us](http://www.fleetwoodasd.k12.pa.us)

To access this calendar go to the District website listed above. Click on the quick link in the upper right hand corner marked District Calendar. This will bring up the calendar. You may view it by the week or by the month. You may navigate through the calendar by clicking the arrows to access previous or future months. If you only want to access information from certain buildings, click on the arrow next to the agenda tab and a drop down menu will appear. To customize the calendar to suit your needs, **uncheck** the boxes in front of the buildings from which you **would not** like calendar events to appear on your personalized calendar. Remember to keep the box checked in the building your child attends along with the district wide box.

If you click on the Agenda tab you will view only those dates on which an event is scheduled.

Another nice feature of this calendar is that you can use it in conjunction with your personal calendar and everything is right there for you to see in one glance. You can also print it out for your convenience.

Please check this calendar on a regular basis as information will be posted when events are announced.

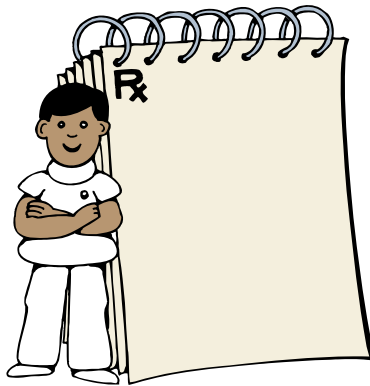


## PUPIL ABSENCES

Parents are asked to call the school office before 10:00 a.m. in the event that their child will be absent from school. You may leave a voice mail for the secretary if calling before office hours. The building attendance person will contact a parent/guardian at home or, if necessary, at work if the school is not contacted by 10:00 a.m.

State law requires a written note by a parent/guardian stating the reason(s) for a pupil's absences from school. Parents are encouraged to use the excuse forms provided by the schools, however, a written note is acceptable. It is vital to the educational well being of your child to attend school on a consistent basis. In the event of excessive absences due to illness, it would be helpful if parents could contact the school nurse to update her regarding any medical condition(s) that are causing the absences.

**Three or more consecutive days of absence require a doctor's excuse.** *If a doctor's excuse is not submitted for absences involving three or more consecutive days, the absence will be marked unlawful.*



## APPOINTMENTS

Regular medical and dental care appointments should be scheduled so that they do not conflict with school hours. However, because we know this is not always possible, we require parental requests the day before or the morning of the appointment. Parents must physically sign out the student in the main office. Students are not permitted to leave the building without a parent or guardian. A doctor's note must be presented to the office within 3 days of the appointment to verify appointment.



## ATTENDANCE CODING GUIDELINES

Minors are compelled by law to attend school until they are 17 years of age. They cannot be compelled to want to attend or to like to attend, but should be encouraged to attend at all times.

If a student arrives late to school or leaves early due to a doctor, dentist, emergency, other appointment, etc., **he/she is not marked absent on the attendance computer record. Parents must submit a note from the doctor, dentist, etc. within three days following the appointment, emergency, etc.** If a note is not received within 3 days following the leave, the student will be marked *unlawfully absent*.

*If a student arrives at school before 11:15 a.m. or leaves school after 2:15 p.m. for a reason other than those listed as lawful, the minutes will be documented as tardy.*

Attendance shall be required of all pupils enrolled in the school during the days and hours that school is in session except that a school principal or a designee may excuse a pupil for temporary absences when satisfactory evidence of such mental, physical or other urgent conditions may reasonably cause the pupil's absence.

State law requires that all students be in school for 180 days each year. The local School Board sets the calendar for these days. Absences from these 180 days fall into two categories: (1) excused absences and (2) unexcused absences.

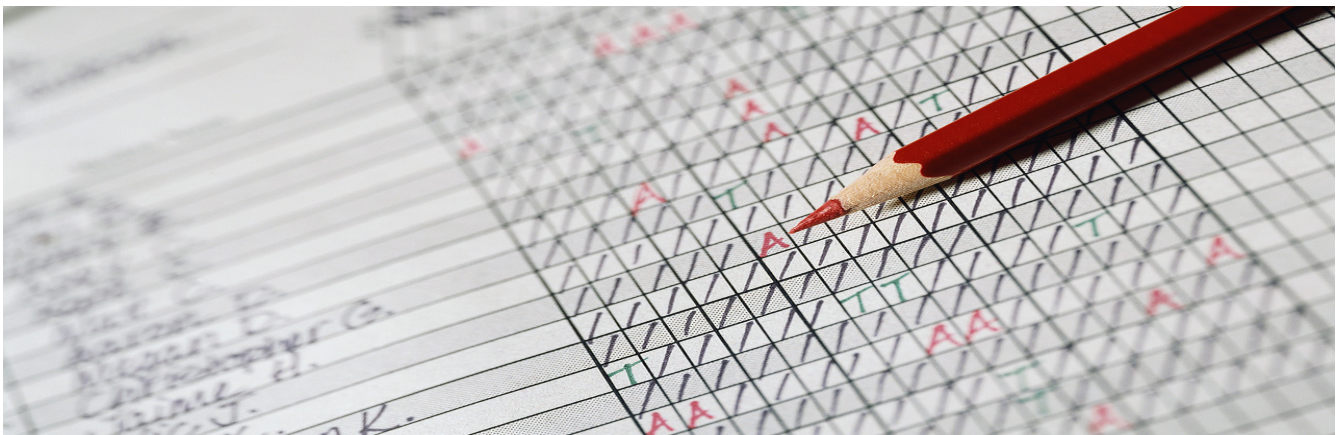
1. An excused or lawful absence may be for:
  - a. Illness.
  - b. Prearranged medical appointments.
  - c. Quarantine.
  - d. Death in the family.
  - e. Impassable roads.
  - f. Educational tours and trips.
    - i. Prior permission should be granted by the building principal in advance of family trips. Parents must fill out an "Educational Trip Request" form **prior to the trip**. The forms are available in the school office and on the school website. *Trips more than three days in length must be approved by both the building principal and the superintendent. **Trip requests must be submitted to the principal within two (2) weeks of the student's expected absence.*** "Educational Trip Request" forms and letters of approval are kept on file in each school's office.
    - ii. Completion of assignments remains the responsibility of the student. Parents are encouraged to monitor this process actively. Work must be completed within the same number of days as the educational trip with a maximum of five days upon the student's return unless special arrangements are made with the teacher assigning the work.
  - g. Recovery from an accident.
  - h. Required to attend court.
  - i. Religious holidays observed by bona fide religious groups.
  - j. Exceptionally urgent reasons. If there is a question refer to the office for a ruling.

## ATTENDANCE CODING GUIDELINES (Continued)

2. Unlawful absences include, but are not limited to the following reasons:
  - a. Truancy.
  - b. Absence due to parental neglect.
  - c. Illegal employment.
  - d. Missing the bus.
  - e. Oversleeping.
  - f. Any other reason not covered in the excused absences above.

Recognizing that regular attendance is a major factor in a student's success at school, the following guidelines have been developed in compliance with Section 1327, Compulsory School Attendance of The Pennsylvania School Code of 1949 as amended.

1. If a student has been absent from school, he/she must return to school with a note from the parent/guardian, explaining the absence or the absence will be considered unexcused.
2. Absences due to illness that are 3 or more consecutive school days require a doctor's excuse documenting the reason for the absence and the dates of absences.
3. If a student is absent 5 or more cumulative school days during the first grading period or exceeds 10% of the days to date, the building attendance person reports the absences to the principal.
4. The principal reviews the student's previous record and consults with the school counselor and/or nurse. If previous excessive absenteeism and/or truancy exist, the student may be placed on immediate doctor's excuse status.
5. When deemed necessary the parent/guardian is contacted by phone and/or letter to further discuss the absences.
6. When further action is recommended, the principal may schedule a conference with the parent/guardian.
7. Pending the outcome of the parent/guardian contact, the following steps are possible:
  - a. The student may be placed on attendance probation.
  - b. The student may be placed on doctor's excuse status if the numbers of absences exceed 10% of the remaining school days.
  - c. The student may be immediately placed on doctor's excuse status. Each absence hereafter must be verified by a medical doctor indicating the reason for absence and the dates the student was under a doctor's excuse status.



## REPORTING PUPIL PROGRESS

Our primary purpose is to report progress to parents in a clear and meaningful manner. In order to encourage continual communication between the home and school regarding student achievement, interim progress reports are sent home to parents throughout each marking period, as needed. These forms include a request for a parent signature and possibly a request for a conference with the teacher. **One copy of the interim progress report must be returned to the classroom teacher.**

Parent-teacher conferences offer parents additional information needed to identify subject strengths and areas that need improvement. We believe these conferences are a vital link in the home-school partnership. Teachers use a flexible scheduling system to accommodate all parents. Parent-teacher conferences have been scheduled for November 22, and November 23, 2011, and for March 8, and March 9, 2012. Additional conferences may be scheduled by the teacher, or if requested by a parent, as needed.

## REPORT CARDS

In order to share with parents the academic progress and social development of students at the elementary level, report cards are issued three times a year in grades K-4.

Report cards are issued three times during the school year for students in kindergarten through fourth grade. In order to more clearly address the skills taught at each elementary level, the district uses four report card forms: Kindergarten, Grade 1, Grade 2, and Grades 3 & 4 (Intermediate).

Major subject areas and sub-skills in Kindergarten are evaluated using progress levels: **ME** (Meets Expectations), **AE** (Approaches Expectations), **BE** (Below Expectations). An X indicates that the skill area is not applicable at this time.

Major subject areas, sub-skills, and special area subjects in grades 1-4 are evaluated using progress levels: **4** {Excels at expected level (Advanced)}, **3** {At expected level (Proficient)}, **2** {Slightly below expected level (Basic)}, and **1** {Significantly below expected level (Below Basic)}. An **X** indicates that the skill area is not applicable at the time.

Work ethic in grades K-4 is evaluated using **O** (outstanding), **S** (satisfactory), and **U** (unsatisfactory).

Students achieving below 70% will receive an **R**; indicating remediation is in progress. A student has three weeks from the end of the marking period to remediate up to a 70%. If a child does not remediate to 70% within the three weeks following the end of a marking period, the student will be given the numerical grade she/he earned for that particular marking period.

For students needing additional time beyond the marking period to complete work due to circumstances *beyond their control*, an **I**, representing incomplete work, will be used on the report card. A student has three weeks from the end of the marking period to make up the incomplete work. Following this three-week time period, procedures will be followed to change an **I** to the earned progress level.



## HOME BOUND INSTRUCTION



Pupils who are unable to attend school for two (2) weeks or more due to an accident or illness may be eligible for homebound instruction. Parents wishing this service should forward this request to the elementary principal.

## STRINGS AND INSTRUMENTAL MUSIC

Individual band instrumental music lessons are available to children in grade four. String lessons for individuals in grades three and four are also available.



## TEXTBOOKS

Students are responsible for the condition of their books during the period of time for which they are used. Textbooks should be covered while on loan to the students. **Students who damage or lose textbooks or library books will be required to pay the full cost of a new book.** If a book is lost, the student should report the loss to the classroom or library teacher. A new book will not be issued to a student until payment has been made for the lost book. If the lost book is found, the money paid will be refunded upon evidence of the book being returned and presentation of a district receipt.



## LIBRARY



Library facilities are available to all students in all buildings. Books may be checked out for two weeks and renewed for two additional weeks. If a child has an overdue book, he/she may not check out any additional books until the overdue book is returned. Lost or ruined books must be paid for by the student or parent in order for the school to replace the book. All library books must be returned prior to the end of the school year.

## PUBLIC RELATIONS

The Fleetwood Area School District believes in effective public relations programs, which include district initiated coverage of school activities in district and/or local newspapers, television stations, and other technological means. In addition, student work is often displayed in the classroom and in the hallways of the school. Parents/guardians are requested to notify the office if there are objections to their child's name, address, and/or photograph/digital/video-taped image appearing in such locations or publications. Unless otherwise notified, the district will assume that it has consent for release of a child's name, address, and/or photograph/digital/video-taped image for possible publication or display during the 2011-2012 school year.



## SCHOOL VOLUNTEERS

The Fleetwood Area School District implemented guidelines that affect several of our volunteer groups. The practice is one further step in ensuring the safety of our children that might be working directly with a volunteer **not** under the direct supervision of a school district employee. These guidelines require certain volunteers to fill out two forms. These forms are the Act 34 Criminal History Check and the Act 151 Child Abuse History Clearance. See Student – Parent Handbook for a more complete explanation of those required to have their clearances.

These forms are available in each building office and should be completed and submitted by the volunteer along with the fee required. **The District no longer has the funds to pay all processing fees. Therefore, the volunteer will need to pay for these clearances.**

The results of the Act 34 and 151 checks will be sent directly to the potential volunteer's home. We ask you to please supply the district with a copy of the Acts 34 and 151 checks prior to volunteering. This procedure will only need to be done once. **There is no need to repeat this procedure year after year.** Misdemeanor offenses will not be cause for disqualification from volunteering. Only felony and/or drug convictions, as well as founded or indicated reports of child abuse, will be cause for disqualification. After approval by the School Board your name will be placed on our volunteer list.

The district would like to thank everyone for the continued volunteer support given to our schools. We apologize in advance for any inconvenience this may cause some community members and we are hopeful that everyone will understand that this procedure is aimed at further ensuring the safety of all our Students. If there are any questions about this issue, please call our central office at 610.944.9598.



### Examples of people needing to fill out Act 34 and Act 151 clearances:

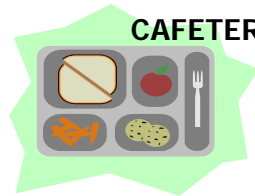
Volunteer coaches, weight room monitors, tutors, library helpers, field trip chaperones, remediation and enrichment helpers, etc.

### Examples of people that do not need to fill out Act 34 and Act 151 Clearances:

Classroom helpers, special event helpers (e.g. field days, holiday parties, Santa's Workshop), clerical volunteers, etc.



## CAFETERIA AND MENUS



**Student Lunch Prices:** Grades K-6 \$2.00 Student Reduced Lunch \$.40

The cafeteria accommodates all children in grades K-4. Other items can be purchased a la carte. Breakfast and lunch menus are available online. If you do not have access to the website, contact the office for a copy of the monthly menu. Please send students to school prepared with a lunch choice as lunch orders are placed in advance and distributed to the school. Students may choose to bring a home-packed lunch to school. **It is suggested that students do not bring cans of soda to school.**

**It is recommended that deposits be made before your child begins school.** Checks should be made payable to "FASD Food Service" and mailed to: *Fleetwood Area School District, Attention: Food Service, 801 North Richmond Street, Fleetwood PA 19522*

### **SCHOOL BREAKFAST**

The Fleetwood Area School District breakfast program will be offered beginning on Monday September 12, 2011. Breakfast will be available from 8:50 a.m. until 9:10 a.m. daily in the elementary buildings.

**Student Breakfast Prices:** Grades K-6 \$1.50 Reduced Breakfast \$.30

Breakfast will consist of:

- Breakfast bar, cereal, or other cold item
- Milk
- Fruit or fruit juice
- HS and MS will have other selections available



**If your child receives free or reduced lunch, they will also qualify for free or reduced breakfast. The cost of the breakfast will be \$1.50 or \$.30 for reduced students.**

All dietary restrictions previously noted will be followed. If you have any questions or concerns, please call the Food Service Department at 610-944-8111, ext. 1600. Start your children's day off right with breakfast!!!!!!!

### **CAFETERIA ACCOUNT INFORMATION**

Students in grades k-8 will continue to have the ability to borrow up to the value of three (3) NSLP school meals. Any borrowed money reaching **\$6.00 for grades K-6** must be paid before another loan can occur.

If your child has a negative balance carried over on the first day of school, he/she will not be able to borrow money until the negative balance is paid.

**ALA CARTE ITEMS WILL NOT BE AVAILABLE FOR ANY STUDENTS TO PURCHASE IF THEY HAVE A NEGATIVE BALANCE.**

We will continue to notify students when their account is \$7.00 or less. (There are times when you may find multiple envelopes in his/her backpack. This occurs when a child forgets to give his or her parent/guardian the first envelope when notified that their account is \$7.00 or less.) Deposits can be made with cash, check (made payable to FASD Food Service) or via the internet. In the event the bank returns a check due to non-sufficient funds (NSF), we will contact the person who wrote the check and the total amount of the check plus the \$15.00 service fee will be deducted from the student's account and the check will be returned, **we will not redeposit the check.** If the check amount plus the \$15.00 fee is not sent in CASH immediately, a "NO CHECKS" status will be placed on the child's account.

### **COMPUTERIZED DEBIT SYSTEM**



**The foodservice department has implemented a NEW lunch debit system.** The debit system eliminates the need for students to carry cash with them on a daily basis, and allows you to send in deposits from a minimum of ten days up to as many as fits your budget.

Please read the attached FAQ sheet and information page to set up the new parent access account so that you may check your student(s) account and to make deposits to your student(s) account.

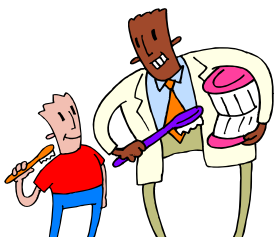
**If you were using the parent access in the past you will have to sign up on the new secure website [www.lunchprepay.com](http://www.lunchprepay.com) to receive your new User ID and Password.**

Listed below are the procedures for our computerized debit system. We hope the debit system will decrease the need for students to carry cash for breakfast and lunch. This information is also found on our District Calendar.

1. Each student is issued a school personal identification number (PIN) which is their student ID number. A picture of the student will be imported into the PIN database.
2. On the deposit envelope you have the option to select deposit for MEAL ONLY or MEAL AND ALA CARTE. The option that you select will remain the same each time you send in any additional payments unless you contact the food service department or indicate a new option on the food service deposit envelope.
3. Money is deposited into a child's account. The deposits can be made with a check or cash or via the internet at [www.lunchprepay.com](http://www.lunchprepay.com) . **We ask for a minimum deposit of \$20.00.** After a child chooses what he/she wants for breakfast or lunch, he/she will approach the cashier and enter his/her PIN on a keypad. The child's account will appear on the cashier's computer touch screen. The cost of the items selected will automatically be deducted from the account without any exchange of cash.
4. When a child's account reaches a \$7.00 balance, he/she will be given a return envelope so he/she can make a deposit sometime during those next three days, thus avoiding a zero balance situation. **Please complete all the information on the envelope and write the student ID number on the check.**
5. Students who receive free or reduced meals will follow the same procedures as outlined above. Their automatic debit would be made at a free or reduced meal rate.
6. Students' accounts can be set up with or without spending restrictions. It is now possible to have a daily dollar amount set for additional items, for example, if you would like your child to only have \$1.00 per day available for ala carte items the system will only allow that amount each day. Some students buy two lunches daily or a lunch and an ala carte item. If a parent only wants to have a child debit one school lunch per day, then a MEAL ONLY restriction will appear on the cashier's screen.
8. Parents/guardians of students withdrawing from the school district will be issued a check for their child's account balance upon receiving a copy of the withdrawal form and written request from parent for the refund. If the account balance is less than \$5.00, no refund will be made. You may also check your students account via the internet (see enclosed instructions to set up an account).

**All refund requests must be made in writing.**

The system is similar to the setup of ATM's which we use as adults. Once your child's account is activated, he/she can use his/her PIN to purchase food at breakfast or lunch. The difference between this system and an ATM is that your child can't withdraw cash from his/her account and there is a picture ID protection feature.



**HEALTH SERVICES**

The certified school nurse, building nurse or clerical aide is stationed in the health room in each elementary building. The services of the school doctor are available for mandated physical examinations. A comprehensive health examination is mandated by the State Department of Health for all children when they begin school. Forms for the family doctor to complete for the examination are available at school and on the website. If you wish the school doctor can complete the examination. The state also mandates dental examinations upon original entry to school, third and seventh grades. This can be done by the family dentist. Forms for the report are available from the school nurse and on the website. The school dentist will be available for one morning to complete this examination for students whose parents request it. **If the dental and/or physical examination is not completed by the end of the school year, the student will be excluded from school the following school year until evidence of a completed examination is given to the school nurse. (School Board Policy # 209)**



All elementary school children are weighed, measured, and have their vision tested. Hearing tests are given to children in kindergarten, grades one, two, and three. The report of the screening is sent home when all testing is done. Referrals for problems are mailed within two days of testing. Vision testing done at school is only a screening. It is in the best interest of the child to have a professional eye exam in the primary grades. There are charitable organizations that help children get eye care. Call the school nurse if interested.

## **IMMUNIZATIONS REQUIRED FOR ENTRANCE TO SCHOOL**

Current Pennsylvania state law requires, that prior to attending a public school for the first time, a child must be immunized against the following mentioned communicable diseases:

**Diphtheria and Tetanus** - 4 doses (4th dose must be after 4th birthday)

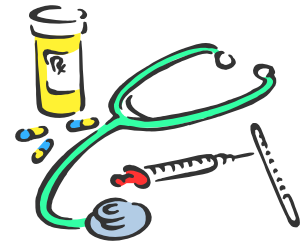
**Polio** - 3 doses

**Measles** - 2 doses (1st dose after 1st birthday)

**Mumps & Rubella** - 1 dose (after 1st birthday)

**Hepatitis B** - 3 doses for students starting school since 1997

**Varicella** - 2 doses (1<sup>st</sup> dose after 1st birthday) or the disease



## **GUIDELINES FOR THE ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

The Fleetwood Area School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive

medication while in school. Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures must be followed:

1. Students are not permitted to keep medications in their possession during school hours. However, students may carry asthma inhalers, if they are capable of self-administration. A "Request to Administer Medication" form is needed for a student to carry an inhaler. These forms are available from the school nurse and on the website: [www.fleetwoodasd.k12.pa.us](http://www.fleetwoodasd.k12.pa.us)
2. Any medication, prescription or non-prescription, to be given during school hours must be delivered directly to the school nurse or the office aide.
3. Prescription medication must be brought to school in the original container in which it was purchased, with a pharmacy label indicating the child's legal name, the name of the medication and the date and time to be given. A pharmacist will give you the medication in two labeled containers if you request it. The "Request to Administer Medication" form (M1) must be completed by the prescribing doctor and signed by the parent/guardian.
4. Over-the-Counter (OTC) medications must have a **M1** form completed by the doctor and parent. Parent must contact the family doctor to be sure he/she will sign the M1 form. These must be in the original container and be labeled with the student's legal name.

**Please check with the school nurse before sending OTC medication to school. There are standing orders from the school doctor for medications for minor illness that can be administered to minors by the school nurse. We prefer to use these medications instead of having OTC medications sent from home.**

## **ILLNESS**

Students will be excluded from school by the school nurse or health room aide for the following symptoms:

- Vomiting
- Diarrhea
- Temperature above 100.6
- Head injury with symptoms indicating the possibility of a concussion
- If child is unable to do classroom work because of illness
- Communicable diseases
- Suspected fractures

Students will be cared for in the health room until a parent or person designated by the parent can come to school for the student. In order to accommodate other students who might need medical attention, ill students should be picked up by the parent or other caregiver as soon as possible. Students should never be sent to school with any of the problems listed above. Please notify the school when work or home phone numbers change, so there is no difficulty reaching you in an emergency. When you complete the Student Personal Data form at the start of school, please allow the nurse to share necessary health information with the teachers and bus drivers to help provide for your child's safety at school or on the bus.

## **STUDENT RIGHTS**

The Fleetwood Area School District subscribes to all the regulations of the State Board of Education of Pennsylvania regarding Students Rights and Responsibilities. Having legal rights as persons and citizens, students may not be deprived of what the law gives them. These rights include the right to an education, the right to express their opinions, and the right to be

free from discrimination. They also have human rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other participants and the right to contribute to the educational process.

## STUDENT RESPONSIBILITIES

1. Attend school and all classes daily, except when excused, and be on time for all classes and other school functions
- B. Make all necessary arrangements for making up work when absent from school
- C. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities
- D. Respect the rights of other students
- E. Express ideas and opinions in a respectful manner so as not to offend or slander others
- F. Respect the rights and authority of teachers, administrators, and all others who are involved in the educational process
- G. Be aware of all rules and regulations for student behavior and conduct themselves accordingly
- H. Assume that until a rule is waived, altered or repealed, it is in full effect
- I. Be aware of and comply with federal, state, and local laws
- J. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property
- K. Dress and groom in a manner that meets acceptable standards of safety and health and does not cause disruption in the classroom/school
- L. Assist the school staff in operating a safe school
- M. Exercise proper care when using public facilities, supplies, and/or equipment

## STUDENT EXPRESSION

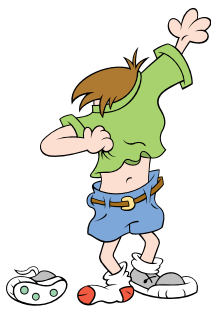
Students have the right to express themselves unless such expression is likely to interfere with the educational process, school activity, discipline, and order on school property or at school functions, threatens harm to the school or community, encourages unlawful activity, or interferes with another's rights. This includes verbal, written, or symbolic expression. Students are required to obtain permission from the principal for any materials that they wish to post or distribute on school property. Any behavior that violates this policy will be subject to disciplinary action. This is in compliance with Board Policy #220 student Expression.

## STUDENT BIRTHDAYS



Students may celebrate their birthdays by bringing to school a snack, treat, etc. for their classmates to enjoy. These treats may be ordered from the FASD Food Service Department. Forms for ordering these treats are available in the office and sent home the first day of school. **Party invitations may not be distributed at school.** Also, staff members are not permitted to supply any parent or student with addresses or telephone numbers of other students, since this is confidential information.

## PUPIL DRESS



Children of elementary age are becoming more conscious of styles and trends of modern grooming and attire. Some of these styles and trends, however, are not appropriate for the types of activities and learning experiences that take place within the elementary schools. We ask parents and students to make every effort to see that good grooming habits are followed and that suitable attire is worn to school. When a student's appearance is felt to be detrimental or is causing a disruption within the school setting, parents will be contacted. Please make sure that your child wears

## DRESS GUIDELINES FOR COLD AND WARM WEATHER



Each elementary school conducts a daily recess period, which is twenty (20) minutes in length. At recess time, all children must go outside for fresh air, recreation time, and physical activity. We strongly urge you to have your child dress appropriately for the existing weather conditions. During cold weather, your child should have a hat and gloves or mittens available to wear during recess periods. Students may be sent outdoors for a short period of time even though it may be cold or snowing so boots may be needed on snowy days. Children will not have recess outdoors if it is raining, extremely cold or when a dangerous wind chill factor exists.

We ask that parents submit a physician's excuse/note when requesting that their child not participate in recess/**gym** for an extended period of time.

Please review the following guidelines for appropriate dress at school during warm weather:

- Tank tops and shirts with skinny straps are **not** permitted. Sleeveless shirts are acceptable.
- In order to get the most out of scheduled gym activities and recess periods, children need to wear proper footwear. It is impossible for them to play and compete safely in flip-flops, sandals, clogs, leather-soled dress shoes, and heels.



### NO FLIP-FLOPS



Just a reminder that flip-flops are not considered proper foot attire and should not be worn to school by students. Wearing flip-flops could present a hazard to the safety of students on the playground.

### BICYCLES, SKATEBOARDS, ROLLER SKATES/BLADES, AND HEELIES

To ensure everyone's safety, the district does not allow the use of items with wheels (e.g., bikes, skateboards, roller skates, rollerblades, heelies, etc.) on school property.



### PETS IN SCHOOL

Various occasions occur when it would be appropriate for students to bring pets to school. All such occasions are to be arranged in advance with the classroom teacher. Once approved, all pets are to be brought to school by a parent/guardian and must leave with that parent/guardian. In addition, the only person(s) who will be allowed to handle the pet will

be the parent/guardian and his/her child. For safety reasons, no other children will be allowed to touch or handle the pet.



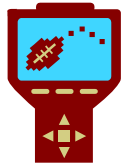
## **SALE OF/POSSESSION OF ITEMS IN SCHOOL**

**Children may not buy, sell or trade any item in school, on the school grounds, or on the school bus -- except for those sales approved by the school.** In addition, students should not bring to school any item(s) having significant monetary or sentimental value, due to the fact that these items could be lost, damaged, or stolen. Students and parents should consider which items to send to school for display purposes.

## **STUDENT POSSESSION OF ELECTRONIC DEVICES IN SCHOOL**



Electronic items such as radios, Ipod/MP3 players, beepers, cellular phones, and electronic games are not permitted in school unless authorized by the classroom teacher or building administrator. Any electronic items found in the possession of a student during school hours will be placed in the school office for security reasons.



## **DISCIPLINE PHILOSOPHY AND SUGGESTED PROCEDURES**

Quality instruction depends, in part, on an orderly, organized classroom atmosphere. Thus, it is important that teachers establish a classroom atmosphere that helps to cultivate student learning opportunities. Classroom discipline is primarily a teacher responsibility with support from the principal, other staff members, and parents. Self-discipline in students, however, should be our collective goal.

Whenever possible, the teacher in charge will deal immediately with disciplinary problems. When the teacher's attempts prove to be unsuccessful in modifying the behavior, the student will be referred to the building administrator. The building administrator will be involved in any incident of a serious matter.

The administration of this discipline code will reflect the age level. At the elementary level, disciplinary action may be tempered as appropriate to the maturity level of the child. A higher degree of responsibility and accountability will be expected from students at the middle and high school levels.

This code represents the philosophy of the district toward discipline. Guidelines for enforcement will be handled by administrative procedures at each level.

## **LEVELS OF STUDENT MISCONDUCT AND SUBSEQUENT DISCIPLINE**

The following is a list of student misconducts and subsequent disciplines. This list is divided into four levels of misconduct, from minor misbehaviors to very serious misbehaviors. Since it would be impossible to conceive of every possible misconduct, this listing is not meant to be all-inclusive; instead, it should be viewed as a listing of examples of misconducts and their

subsequent disciplines. It should be noted that continued misconduct could result in more serious consequences, and that certain misconducts could lead to exclusion from school (in-school suspension, suspension, or expulsion). Students could be excluded from school for the following reasons:

Smoking, drugs and/or alcohol (possession, use, under the influence of, or evidence of such on the student's breath or clothes), possession and/or use of weapons or replica of such weapons, fighting, skipping detention, theft (including taking books out of the library without signing them out), insubordination, harassment, extortion, continuation of lower level misconducts, criminal acts, and serious misbehaviors unbecoming a student in the Fleetwood Area School District.

### **LEVEL I**

Minor misbehaviors on the part of the student that impede the educational process and orderly classroom procedures or interfere with the orderly operation of the school.

#### Examples:

Minor classroom disturbances, tardiness, failure to complete assignments, failure to return library books and magazines on time, coming unprepared for class, having gum, food or drinks in unauthorized areas, failure to meet deadlines, improper dress, loitering, littering, lying, hall pass offenses, cafeteria or playground offenses, book damage or loss, climbing over bus seats, etc.

#### Discipline:

(Can take any or all of the following forms) - Parental contact, parent conference, special assignment, loss of recess, counseling, withdrawal of privileges, conference with student, paying of fines, and after-school detention assigned bus seat, or bus suspension (1-3 days).

### **LEVEL II**

Misbehavior whose frequency and seriousness tends to disrupt the learning climate of the school or impacts adversely on the school operation or public image.

#### Examples:

School tardiness, truancy, disruptive, lewd or rude behavior, abusive or obscene language, forgery, cheating on tests or assignments, smoking or possession of tobacco, harassment of others, misconduct on field trips, during public programs, at assemblies, leaving school without permission, ignoring or disregarding safety rules and regulations, abusive language to the bus driver, continuation of Level I misconducts, etc.

#### Discipline:

(Can take any or all of the following forms including Level I options) – Behavioral contract, in-school suspension, out-of-school suspension, bus behavioral contract, or bus suspension (1-10 days).

### **LEVEL III**

Acts directed against persons and property and drug and alcohol related incidents. These acts normally do not seriously endanger the health and safety of others in the school.

### **LEVELS OF STUDENT MISCONDUCT AND SUBSEQUENT DISCIPLINE (Continued)**

#### **LEVEL III (continued)**

#### Examples:

Minor vandalism, drug and/or alcohol related incidents, theft or possession of stolen property, harassment (including sexual harassment), threats, possession of a look-alike weapon,

insubordination, vulgar behavior, belligerent behavior, physical attack on the bus driver, continuation of Level II misconduct, etc.

Discipline:

(Can take any or all of the following forms including Level I and II options) - Mandated out-of-school counseling, arrest, prosecution, citation, detention, bus suspension (5 days – semester – entire year).

**LEVEL IV**

Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.

Examples:

Fighting, assault and battery, possession of a weapon, extortion, bomb threat, false alarm, arson, drug dealing, vandalism, other criminal acts, continuation of Level III misconduct, etc.

Discipline:

(Can take any or all of the following forms including Level I, II and III options) - Suspension, expulsion, drug and alcohol assessment/rehabilitation.

**BULLYING AND CYBER BULLYING (Ref: policy # 249)**

1. **Purpose** - The Fleetwood Area School District School Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.
2. **Definitions** - Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in or outside a school setting.

that is severe, persistent or pervasive and has the effect of doing any of the following:

- 1) Substantial interference with a student's education.
- 2) Creation of a threatening environment in school.
- 3) Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber bullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

**BULLYING AND CYBER BULLYING (Ref: policy # 249 continued)**

3. **Authority** – The Board prohibits all forms of bullying by district students.

The Board directs that complaints of bullying shall be investigated promptly, and corrective actions shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

4. **Delegation of Responsibility** – Each staff member shall be responsible to maintain an educational environment free of bullying and cyber bullying.

Each Student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying.

Students shall be encouraged to report bullying or cyber bullying complaints to school district employees and their parents/guardians. Parents/Guardians are encouraged to report suspected bullying to the building principal.

All employees receiving a complaint alleging bullying or cyber bullying shall investigate to determine if bullying or cyber bullying is indicated. If the employee suspects that bullying or cyber bullying has occurred, a referral must be submitted to the building principal. Employees who witness acts of bullying shall respond appropriately to ensure observed acts are of bullying cease and to teach students that bullying is not acceptable behavior.

The building principal or his/her designee will inform parents/guardians as appropriate.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

- 1) Board's Bullying Policy.
- 2) Report of bullying incidents.
- 3) Information on the development and implementations of bullying prevention, intervention or education programs.

5. **Guidelines** – Students who are found to have bullied others may receive counseling, a parental conference, detention, suspension, expulsion, loss of school privileges, and/or exclusion from school-sponsored activities.

## **BULLYING AND CYBER BULLYING (Ref: policy # 249 continued)**

### **5. Guidelines (continued)**

Depending upon the severity of a particular situation, the building principal may also take appropriate steps to further ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; and reporting incidents to law enforcement, if appropriate.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

**Education:**

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

**References:**

School Code – 24 P.S. Sec. 1302-A, 1303.1-A  
State Board of Education Regulations – 22 PA Code Sec 12.3  
Board Policy – 218, 220, 233, 248

**SEXUAL HARASSMENT**

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student.

**WEAPONS: POSSESSION OF WEAPONS ON SCHOOL PROPERTY**

1. **Purpose** - The Board recognizes the importance of a safe school environment **relative** to the educational process. Possession of weapons **in the school setting is a threat to the safety of students and staff and is prohibited by law.**
2. **Definitions - Weapon - the term** shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, brass or metal knuckles, firearm, shotgun, rifle, **replica of a weapon**, chemical agent such as mace, explosive device, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

A **weapon** does not include any device which is authorized by the school for a legitimate educational purpose such as tools, scissors, compasses, pencils, implements for art class, and the like. Any student, however, using any such object in an aggressive, threatening and/or intimidating manner shall be considered in possession of a weapon.

**WEAPONS: POSSESSION OF WEAPONS ON SCHOOL PROPERTY (continued)**

2. **Definitions (continued)**

A **firearm** means the following:

- 1) Any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- 2) The frame or receiver of any such weapon.
- 3) Any firearm muffler or firearm silencer.
- 4) Any destructive device.

The term does not include an antique firearm.

**Destructive device** means any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any device similar to any of the devices described above.

**Possessing** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

3. **Authority - The Board** prohibits students from possessing **and bringing** weapons **and replicas of weapons** into any school district buildings, onto school **property**, **to** any school-sponsored activity, and onto any **public vehicle** providing transportation to school **or a school-sponsored activity**.

**The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.**

4. **Delegation of Responsibility – In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act and follow Board policy.**

**The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.**

Any district employee or student who knows or ascertains that a student is in possession of a weapon in contravention of this policy shall immediately inform the building principal who shall conduct a complete investigation. A student who has knowledge that a weapon is in or on school property shall be subject to disciplinary proceedings if the student does not report this information in a timely manner to school personnel. Upon confiscation of a weapon, the building principal shall immediately notify and/or summon the local police; the Superintendent; and the parents/guardians of any and all students involved in the incident.

Upon reasonable suspicion that a student possesses a weapon, the building principal will request the student to voluntarily empty his/her pockets, remove any coat, bookbag, or purse to be searched by a school official in the presence of another adult witness in accordance with Board policy.

#### **WEAPONS: POSSESSION OF WEAPONS ON SCHOOL PROPERTY (continued)**

4. **Delegation of Responsibility (continued)**

If a student refuses to permit a search, the building principal shall immediately

summon the local police and request assistance. Parents/Guardians shall be notified as soon as possible.

The building principal will cooperate with the Superintendent to develop a public statement regarding the incident and will determine the most effective method of informing school personnel of the incident.

The Superintendent shall inform Board members of the incident as soon as measures have been taken to eliminate any immediate danger associated with the incident; all steps pursuant to this policy have been complied with; and it is reasonable and practicable to do so.

The building principal or designee shall coordinate the informal hearing procedure; conduct an investigation; secure written statements and anecdotal records substantiating the charges; and provide information and notification requirements for expulsion proceedings.

**The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.**

**The Superintendent or designee shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.**

Acts of violence or possession of a weapon in violation of this policy shall be reported to the Office of Safe Schools on the required form at least once each year.

- 5. Guidelines - Students, staff and parents/guardians shall be informed at least annually concerning this policy.**

**An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or procedures to be followed.**

**Weapons under the control of law enforcement personnel are permitted.**

**Transfer Students:**

**When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.**

**References:**

**School Code – 24 P.S. Sec. 1303-A, 1317.2**

**State Board of Education Regulations – 22 PA Code Sec. 403.1**

**Possession of Weapon on School Property – 18 Pa. C.S.A. Sec. 912**

**Gun Control Act – 18 U.S.C. Sec. 921, 922**

**WEAPONS: POSSESSION OF WEAPONS ON SCHOOL PROPERTY (continued)**

**References:**

**Individuals With Disabilities Education Act – 20 U.S.C. Sec. 1400**

et seq.

**Gun-Free Schools Act – 20 U.S.C. Sec. 7151**

**No Child Left Behind Act – 20 U.S.C. Sec. 7114**

**Individuals With Disabilities Education, Title 34, Code of Federal Regulations – 34 CFR Part 300**

**Board Policy – 226, 233**

## **SEARCHES**

1. **Purpose** - The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the district's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

2. **Authority** - School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

The district has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

3. **Delegation of Responsibility** – The Board authorizes the administration to conduct searches of students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

The Superintendent or designee, in consultation with the district solicitor, shall develop guidelines and procedures to implement this policy, and shall ensure that school staff who are involved in carrying out searches or determining when searches will be conducted receive appropriate periodic training about such procedures and currently applicable legal standards.

Students, parents/guardians and staff shall be notified at least annually, or more often if deemed appropriate by administration, about the standards and procedures in effect pursuant to this policy.

## **SEARCHES (continued)**

### **3. Guidelines:**

**Individualized Suspicion Searches** - Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

**Random Or General Searches Without Individualized Suspicion** - Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner. When a search provides a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, a more intensive search may be conducted of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school-sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

## **SEARCHES (continued)**

### **3. Guidelines:**

Searches conducted by the administration may include but not be limited to utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population.

**Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee.**

**Searches By Or At The Request Of Law Enforcement Officials** - The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

**Locker Inspections And Searches** - Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities to and from school. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Students are exclusively responsible for locking their assigned lockers to ensure the security of their personal belongings and school property entrusted to them. Students are permitted to secure their assigned lockers only with locks provided by the district, or if the district does not provide locks, personal combination locks for which the combination has been provided to designated school staff.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

## **SEARCHES (continued)**

### **3. Guidelines:**

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

**Handling And Disposal Of Items Found In The Course Of Searches** - Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

**References:**

**Pennsylvania Constitution – PA Const. Art. I, Sec. 8**  
School Code – 24 P.S. Sec. 510  
State Board of Education Regulations – 22 PA Code Sec. 12.14  
**United States Constitution – Amendment IV**  
**Board Policy – 218.1, 223, 227, 805**  
**In re F.B., 555 Pa. 661, 726 A.2d 361, 368 (1999)**  
**Commonwealth v. Cass, 551 Pa. 25, 709 A.2d 350, 355-56 (1998)**  
**Safford Unified School Dist. No. 1 v. Redding, 129 S.Ct. 2633 (U.S. 2009)**

**PSBA Revision 5/11**

*Please Note: All School Board Policies pertaining to our students are available on the district website at [www.fleetwoodasd.k12.pa.us](http://www.fleetwoodasd.k12.pa.us).*



## **DEFINITION OF TERMS**

The following is a list of definitions of terms used in the discipline policy and discipline code:

**Assault and Battery** - The threat to use force upon another and the actual carrying out of said threat.

**Belligerent Behavior** - Hostile or aggressive behavior and conduct, or behavior conducive to hostility.

**Cheating** - Copying or plagiarism from another's work or assignment; also, the use of unauthorized notes during testing.

**Class Cutting** - Absence from class or study hall without school approval.

**Classroom Disturbance** - Student behavior that adversely affects the smooth and orderly process of education.

**Deadlines** - Often during the school year, students must return signed forms, parental permission, absentee notes, assignments, etc. Deadlines are announced for the return of these items.

**Disorderly Conduct** - Fighting or threatening others, engaging in violent or tumultuous behavior, making unreasonable noise, using obscene language or obscene gestures, or creating a hazardous or physical condition by an act that serves no legitimate purpose.

**Drug and Alcohol Assessment** - Evaluation of a student's involvement with drugs and/or alcohol by a specially trained drug and alcohol consultant.

**Drug and Alcohol Rehabilitation** - Based on the drug and alcohol assessment, the procedures outlined by the assessment agent that need to be followed to attain sobriety.

**Extortion** - To obtain another's money or property by coercion or intimidation.

**Fighting** - Punching, slapping, pushing, use of weapons, etc.

**Forgery** - The counterfeiting of a signature or other authorization.

## **DEFINITION OF TERMS (Continued)**

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

**Hazing** - Any activity that recklessly or intentionally dangers the mental health, physical health, or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the board. Hazing is prohibited!

**Insubordination** - The failure or refusal to carry out immediately a legitimate directive or direct order by a teacher or administrator.

**Littering** - Not using trashcans for discarded food, waste, or other trash.

**Loitering** - Being in or out of lavatories, in halls, and other unsupervised areas of the building or grounds during, before, or after school.

**Out-of-School Counseling** - Counseling with a public or private counselor, psychologist, or therapist.

**Prepared for Class** - Students are expected to arrive each day prepared for class with the necessary books, notebooks, pencils, pens, etc.

**Special Assignments** - Either classroom special assignments in the nature of extra work or special assignments of a disciplinary nature.

**Tardy** - Lateness to class or school.

**Terroristic Act** - An offense against property or involving danger to another person.

**Terroristic Threat** - A threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in a reckless disregard of the risk of causing such terror or inconvenience.

**Truancy** - Unauthorized absence from school.

**Vandalism** - The willful and malicious destruction of public or private property.

**Withdrawal of Privileges** - Temporary exclusion from dismissal from riding school buses, attendance at assemblies and special programs, field trips, recess, etc.

## **DISTRICT TRANSPORTATION GUIDELINES (Implementation of Board Policy #810)**

**The school bus is an extension of the classroom and, as such, is ruled by the district's discipline policies (Ref: policy #218).**

Bus transportation is provided for qualified students. Students are encouraged to ride the bus. However, students may walk, ride a bicycle, or be brought or picked up in a car by the student's parent or guardian.

Because safety is a major concern of the district, all parties must cooperate to develop proper bus riding habits. Guidelines for developing and promoting safety include, but are not limited to, the following:

1. It is expected that the student be at his/her assigned bus stop five (5) minutes before the scheduled departure, as the driver must maintain a rigid schedule and cannot wait for tardy riders. In the event that the bus has not arrived within fifteen (15) minutes of the scheduled departure, students may return home. The district transportation office (610.944.8111) should be notified if this occurs. ***Kindergarten students need a responsible adult to be at the bus stop for pick up and drop off unless a release form has been signed and other arrangements are made. Forms are available in the elementary offices.***

2. Students will have one designated morning pick-up stop (home or babysitter) and one designated afternoon drop-off stop (home or babysitter). The pick-up location may be different from the drop-off location; however, the pick-up and drop-off locations must be consistent each day for the entire school year. Requests for permanent bus stop changes must be submitted in writing at least three (3) days prior to the date of the requested change. Students are to get on and off their assigned bus at their designated bus stop.

The babysitter stop must be located within the attendance boundaries of the school in which your child is enrolled. The babysitter stop must be an existing stop along an established bus route, and will be assigned on a bus route with an established stop; after all home stop needs are met.

3. Emergency requests *for a change in a bus stop* may be accepted for a limited number of reasons. Requests should be in writing and be made as early as possible. If an emergency request is made, parents/guardians will be expected to relate details of the emergency to the building principal or designee. If approved, the student will be issued an emergency bus pass if seats are available on the bus. **The driver will not accept a note from the parent.** A record of emergency requests will be kept for each student. If requests become frequent, the parent/guardian will be notified that future requests will be denied. **Acceptable reasons** for emergency requests may include death in the family, medical emergency, or that the student's parents are out of town. **Unacceptable reasons** may include spending the evening at a friend's house, going to a dance, play dates, or to complete school projects/homework with classmates.

4. When boarding the bus, all students are to wait until the approaching school bus comes to a complete stop. A single line should then be formed and students are to enter the bus one (1) student at a time.



#### **DISTRICT TRANSPORTATION GUIDELINES (Implementation of Board Policy #810 continued)**

5. Once inside the bus, all students are to immediately take their seats and are to remain seated until reaching their destination. After the bus has made a

complete stop, students may leave their seats. Elementary Students will be assigned seats and middle school students will be assigned areas on the bus.

6. When exiting the bus, all students must exercise extreme caution in following the directions of the driver. When crossing a road, students must walk in front of the bus, when given the signal by the bus driver.
7. Only the bus driver may give permission to open and close the windows as she/he deems necessary. When windows are open for ventilation, hands, arms, and heads are to remain inside the bus windows. Nothing may be thrown out of the windows.
8. Only students with assigned bus stops may ride the bus to and from school. Walkers may not ride a school district bus, except for field/co-curricular trips.
9. Eating, drinking, gum/tobacco chewing, and/or smoking are prohibited on the bus.
10. To ensure safety, students are prohibited from having live animals, guns/firearms, explosives, squirt guns, glass items, bicycles, skis and poles, items that roll or anything of a dangerous or objectionable nature on the bus.
11. The application of cosmetics on the bus (hairspray, nail polish, perfume, etc.) is prohibited.
12. The use of electronic equipment (ex. Cell phones, cameras, electronic games, iPods, mp3 players, etc.) that interferes with bus safety is prohibited. The district and the transportation company are not responsible for lost or stolen items.
13. The driver has the authority to refuse to allow students to carry onto the bus any item that cannot comfortably fit on one's lap or potentially dangerous. Parents should make other arrangements to transport such items if they are necessary for school work.
14. Only those musical instruments that can be held on the lap or between the knees should be carried onto the bus. Instruments are not to be removed from their carrying case while on the way to or from school. Snare drums, baritone horns, and baritone saxophones may not be transported on the school bus.
15. Gym bags, band instruments, or any school project may not be placed in aisles or areas near the entrance or emergency doors, and such items will not be allowed on the bus unless they can be held on the pupil's lap without endangering his/her safety or the safety of others.
16. The bus driver is in authority at all times when serving as the driver of the school bus; and as such; may assign seats and expect cooperation from all students. Conduct expectations are the same as in school.



**DISTRICT TRANSPORTATION GUIDELINES  
(Implementation of Board Policy #810 continued)**

17. Buses are equipped for audio/video surveillance.

18. Rules of courtesy should be followed at all times.
19. A Bus Conduct Report form will be issued when the bus driver deems necessary. Disciplinary action will be initiated by the building principal and will be communicated to the parents.
20. Parents/Guardians will be expected to arrange transportation for any pupil whose bus privileges have been suspended.

**Definitions of typical infractions are listed below. Offenses listed are typical and representative but, by no means, comprise a complete list.**

#### **LEVEL I**

- Failure to follow rules
- Aggravating other students
- Littering on the bus
- Moving from seat to seat or in the aisles when the bus is in motion
- Climbing over seats
- Spitting
- Tussling
- Failure to comply with the reasonable request of the driver, including the assignment of seats
- Putting head, hands or another part of the body outside of the bus
- Abusive language to other students
- Use of squirt guns or other water propellants
- Throwing things on the bus or out of the bus
- Being on the wrong bus or getting on or off at the wrong stop
- Bringing live animals (including pets) on the bus

#### **DISCIPLINARY OPTIONS**

- Verbal Reprimand (warning)
- Changing or assigning seat
- Parental contact
- Detention(s)
- Bus suspension (1-3days)

#### **LEVEL II**

- Harassing other students
- Abusive language to the driver
- Vandalism (restitution is required)
- Insubordination
- Fighting
- Behavior in a manner which would distract the driver, such as yelling, pounding on wall, floors, or ceiling of the bus
- Unmodified Level I misbehavior



**Definitions of typical infractions are listed below. Offenses listed are typical and representative but, by no means, comprise a complete list. (continued)**

## LEVEL II

### DISCIPLINARY OPTIONS

- Assigned Seat
- Parental contact
- Behavioral contract
- Detention(s)
- Probational status
- In-school suspension, out-of-school suspension
- Saturday detention(s)
- Bus suspension (1-10days)
- Possible notification of local law enforcement

## LEVEL III

- Possession, consumption, sale, distribution, transfer, or being under the influence of drugs and/or alcohol
- Hitting the driver with a thrown object or throwing an object which constitutes a safety hazard
- Tampering with or operating the emergency door except in cases of emergency
- Leaving or entering the bus via the emergency exit unless directed to do so by the driver
- Tampering with the bus controls
- Behavior which constitutes a safety concern of a serious nature
- Smoking
- Unmodified Level II behavior

### DISCIPLINARY OPTIONS

- Detention(s)
- Drug and/or alcohol assessment/rehabilitation
- Out-of-school suspension(s)
- Saturday detention(s)
- Bus suspension (5days – semester – entire year)

## LEVEL IV

- Acts which result in violence to another's person or property or which pose a direct threat to the safety of others. **EXAMPLES:** fighting, assault and battery, extortion, bomb threat, false alarm, possession or use of weapons or look-a-likes, arson, drug dealing, vandalism, harmful substances, other criminal acts, continuation of Level III misconduct, etc.

### DISCIPLINARY OPTIONS

- Can take any or all of the following forms including, Level I, II, and III options: suspension, expulsion, and drug and alcohol assessment/rehabilitation, referral to local law enforcement.



**Andrew Maier Elementary School**  
**355 Andrew Maier Blvd.**  
**Blandon, PA 19510**

**610.926.2502**

*Fax: 610.926.0923*

Mr. Steven A. Schutt - Elementary Principal  
Mrs. Stephanie Long – Secretary  
Mrs. Barbara Keim - Clerical Aide

**Richmond Elementary School**  
**14432 Kutztown Road**  
**Fleetwood, PA 19522**

**610.944.8279**

*Fax: 610.944.8342*

Ms. Michelle D. Jackson - Elementary Principal  
Mrs. Linda Shunk - Secretary  
Mrs. Anna Stump - Clerical Aide

**Willow Creek Elementary School**  
**605 Crisscross Road**  
**Fleetwood, PA 19522**

**610.944.8404**

*Fax: 610.944.5341*

Mrs. Lori M. Koehler - Elementary Principal  
Mrs. Rose Rice - Secretary  
Mrs. Christine Koehle - Clerical Aide  
Mrs. Kathy Karpeuk - Clerical Aide

**Administrative Offices - Fleetwood Area High School**  
**801 N. Richmond Street**  
**Fleetwood, PA 19522**

**610.944.8111**

**610.944.9598**

*Fax: 610-944-9408*

Dr. Paul B. Eaken - Superintendent  
Dr. Bethany L. Bosold - Assistant Superintendent  
Mrs. Allison Creveling - Secretary  
Mrs. Donna Havrilchak – Secretary

Mrs. Gwynn Bollinger – Supervisor of Special Education  
Ms. Sue Kroninger – Secretary

**610.944.6712**

*Fax: 610.944.6714*

Mrs. Jane Fawcett – Information Technology Administrator  
Mrs. Lynn Phillips – Secretary

**610.944.9749**

*Fax: 610.944.6842*

Mrs. Heidi Orth – Business Manager  
Mrs. Corey Wolf – Assistant Business Manager  
Mrs. Shirley Moll – Transportation  
Mrs. Christina Leshner – Student Registration

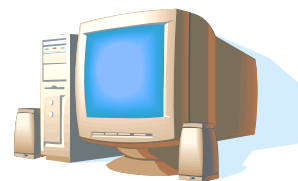
**610.944.7658**

*Fax: 610.944.6842*

Mr. Jeffrey Woodall – Food Services Coordinator

**610.944.7061**

Visit our website: [www.fleetwoodasd.k12.pa.us](http://www.fleetwoodasd.k12.pa.us)









# Tiger Tales



## Richmond Elementary Calendar of Events August/September 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>29</b> <b>Welcome Back!</b> RE PTA Fundraiser Sale: Kids Stuff Books Begins Sunny D Labels Collection Begins 1	<b>30</b> <b>Thirty-One</b> <b>Bingo Ticket Sales</b> Begin  2	<b>31</b> <b>Box Tops</b> <b>Contest Begins</b>  3	<b>1</b> <b>No School:</b> <b>Teacher In-Service</b>	<b>2</b> <b>Holiday:</b> <b>No School</b> <b>(Students and</b> <b>Teachers)</b>	<b>3</b> 
<b>4</b> 	<b>5</b> <b>Holiday:</b> <b>No School</b>  LABOR	<b>6</b>  <b>RE PTA Sandwich Sale:</b> <b>R &amp; K Subs Begins</b> 4	<b>7</b> <b>RE Scout</b> <b>Assembly for Boys</b> <b>Gr. 1-4 - 10 a.m.</b>  <b>RE PTA Bingo</b> <b>Volunteer Forms</b> <b>Distributed</b> 5	<b>8</b> <b>Band Instrument</b> <b>Demos - 4<sup>th</sup> Gr.</b> <b>9:30 a.m.</b>   <b>RE PTA Rita's</b> <b>Scoop Night:</b> <b>6-9:00 pm</b> 6	<b>9</b> <b>Summer Journal</b> <b>Assembly, Gr. 1-4</b> <b>9:30 a.m.</b> 1	<b>10</b>
<b>11</b> <b>Patriot Day</b> 	<b>12</b> <b>Orchestra Demos -</b> <b>3<sup>rd</sup> Gr., 9:30 a.m.</b> <b>Thirty-One</b> <b>Bingo</b> <b>Ticket</b> <b>Order</b> <b>Forms Due</b>  2 <b>RE Scout Night</b> <b>7-8 p.m.</b>	<b>13</b> <b>Committee of the Whole</b> <b>Mtg., 7 p.m.</b> <b>HS Board Room</b> 3	<b>14</b> <b>RE PTA Night</b> <b>3:00 -9:00 p.m.</b>  4	<b>15</b> <b>RE Meet the</b> <b>Teacher Night</b> <b>7 p.m.</b> <b>Thirty-One Bingo</b> <b>Volunteer Forms Due</b> 5	<b>16</b> <b>Guidance Character</b> <b>Assembly, 2:45 - 3:30 p.m.</b>  <b>Sandwich</b> <b>Orders &amp;</b> <b>Monies Due</b>   <b>Student Directory</b> <b>Forms Due</b> 6	<b>17</b>
<b>18</b>	<b>19</b> <b>Parents' Night for</b> <b>Band Instruments,</b> <b>7 p.m., MS Auditorium</b> <b>All Unsold Kid's Stuff</b> <b>Books, Orders, and</b> <b>Monies Due</b> <b>RE PTA Mtg., 7 p.m.</b> 1	<b>20</b>  <b>School Board Mtg.,</b> <b>HS Board Room, 7 p.m.</b> 2	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b> <b>Thirty-One Bingo</b> <b>Virginville Grange</b> <b>1:00 p.m.</b> 	<b>26</b> <b>Parents' Night for</b> <b>String Instruments,</b> <b>7 p.m., MS Auditorium</b> 6	<b>27</b> <b>RE PTA R &amp; K</b> <b>Sandwich Sale</b> <b>Pick-Up,</b> <b>4:30-5:30p.m.</b>  1	<b>28</b> <b>ELA Parent Orientation</b> <b>HS Library, 7 p.m.</b> 2	<b>29</b>	<b>30</b>   <b>Box Tops</b> <b>Contest Ends</b> 4	

\* If school is closed due to inclement weather, upon the reopening of school, the cycle day number will follow in consecutive order from the last day school was open.

Example: Monday (Day 2) Tuesday (Snow Day) Wednesday (Day 3)

Day # indicated on bottom right of block.

# RICHMOND ELEMENTARY SCHOOL STAFF 2011-2012

POSITION	NAME	POSITION	NAME
Kindergarten	Mrs. Pamela Loughery	Art	Mrs. Sharron Simmons
	Mrs. Heather Watkins	Behavior Specialist	Mrs. Amelia Spatz
First Grade	Mrs. Alison Johnson	Computer Education	Mrs. Sheryl Eshbach
	Mrs. Alicia Noll	Elementary Support	Mrs. Stacey Gaston
Second Grade	Mrs. Jennie Schmoyer	Elementary Support	Ms. Kathy Wood
	Mrs. Erica Kidd	English Language Acquisition	Mrs. Julie Caruso
Third Grade	Mrs. DeAnn Carroll	ETC/Gifted	Mrs. Lucia Gagliardi
	Mr. Christopher Schaeffer	Guidance	Mrs. Kasia Bauer
Fourth Grade	Mrs. Sandra Eberly	Learning Support	Mrs. Cindi Levengood
	Mrs. Julia Guldin	Learning Support Aide	Mrs. Ann Manmiller
		Librarian	Ms. Sara Bush
Principal	Ms. Michelle Jackson	Library Education	Mrs. Sheryl Eshbach
Secretary	Mrs. Linda Shunk	Library Aide	Mrs. Dawn Pennington
Clerical Aide	Mrs. Anna Stump	Music: Instrumental/Band	Dr. Steven Katzenmoyer
Certified Building Aide	Mrs. Kelly Lucarelli	Music: Vocal/Recorder	Mr. Scott Troxell
Non-Certified Aide	Mrs. Eshelle Heimel	Music: Vocal/Strings/Orchestra	Mr. Ryan Bartz
Custodian (Day)	Mrs. Joyce Angstadt	Nurse: Certified School	Mrs. Shari Wapinsky
Custodian (Evening)	Mrs. Ana Lopez	Nurse: Building R.N.	Mrs. Doreen Green
Food Service	Mrs. Sherry Buck	Physical Education	Mrs. Linda Frey
	Mrs. Deb Reinert	School Psychologist	Ms. Jessica Hole
Security	Mr. Ismael Pagan	Speech/Language	Mrs. Donna Feiertag

## ***Richmond Elementary School Important School Procedures***

***Parents or other individuals bringing students to school or picking them up from school should note the following procedures:***

- Parking in the bus and fire zones is prohibited at all times.
- Parents/Care givers are asked to use the painted crosswalk to walk between the parked buses. Please do not walk between the buses in unmarked areas. This is extremely dangerous and models poor safety habits.
- If students arrive before 9:05 a.m., a parent must supervise them in the lobby until the 9:05 bell rings.
- Do not block doors, entrances, exits, and hallways.
- Always check with the building secretary if it is necessary to speak directly with a classroom teacher as he/she may be in a meeting. Do not go directly to the classroom. Please sign in and report to the office first so the secretary can make sure the teacher is available.
- Students who arrive after 9:15 a.m. or are picked up before 3:45 p.m. need to be signed in/out at the security desk by a parent/care giver before reporting to the office. These students shall receive a tardy excuse blank, which will need to be completed and returned to school the next day. If the tardiness is due to a medical appointment, submission of a doctor's excuse is required.

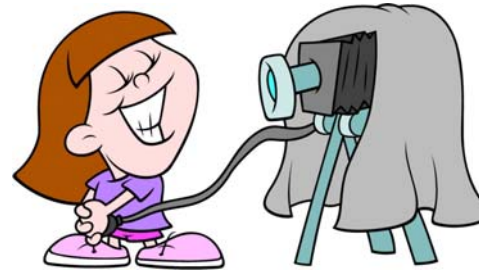
### **Student Information Included in Public Relations Effort**

The Fleetwood Area School District believes in effective public relations programs, which include district initiated coverage of school activities in district and/or local newspapers, television stations, and other technological means. In addition, student work is often displayed in the classroom and in the hallways of the schools.

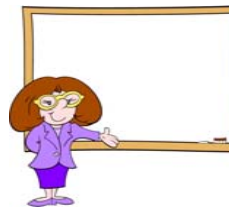
Parents/Guardians are requested to notify the elementary office immediately if there are objections to their child's name, address, and/or photograph/digital/video-taped image appearing in such locations or publications.

Unless otherwise notified, the district will assume that it has consent for release of a child's name, address, and/or photograph/digital/video-taped image for possible publication or display during the 2010-2011 school year.

Visit our Website at [www.fleetwoodasd.k12.pa.us](http://www.fleetwoodasd.k12.pa.us)



**Picture Day is  
Monday,  
October 3<sup>rd</sup>!**



**Meet the  
Teacher Night  
Thursday, September 15<sup>th</sup>  
7:00 P.M.**

### **Richmond Elementary Bus Information**

The following color/number system will be used again this year to help the students identify the buses:



- 53 - red
- 55 - yellow
- 56 - green
- 59 - purple
- 68 - orange
- 70 - blue
- 75 - pink

### **Traffic Pattern at Richmond**

All traffic must exit the school via School Road. The opening on Route 222 will only be used as an entrance. Thank you!

## Welcome! New Staff & Old Faces in New Places!

Mrs. Sharron Simmons - Art  
Mrs. Sheryl Eshbach - Library and Computer Education  
Mr. Chris Schaeffer - Third Grade  
Mrs. Kelly Lucarelli - Certified Building Aide  
Mr. Bartz - General Music and Strings/Orchestra  
Ms. Jessica Hole - School Psychologist



## Please Keep Us Informed!



A note must be sent to the classroom teacher and the office whenever regular plans concerning attendance or transportation are changed. If there is not enough time to send a note, call the school office. If the school is not notified of such changes, established school procedures will be followed.

Establish alternate plans for events such as scheduled and unscheduled early dismissals. Make sure your child is aware of and understands the alternate plans.

**Keep the office informed of all changes to important identification and contact information.** If phone numbers change please notify us *immediately*. Address changes must be done in the business office. Please contact Mrs. Leshner at 610-944-7658 to schedule an appointment.

**Make sure the office can contact you if there is an emergency.**

The school must have a copy of legal documents identifying custodial arrangements of children, if they exist. Without such documentation, established school procedures will be followed.



## Officers for 2011-2012

President:	Tricia Wessner	610.944.1890
Vice Presidents:	Patty Haas	610.944.6139
	Lori Zimmerman	610.944.9939
	Becky Grayek	610.683.3359
Treasurer:	Erica Schoch-Shane	610.683.5233
Secretary:	Monica Schoch	610.683.5326

Our voice mailbox is 610.944.8279 extension 5601.

## Educational Trip Forms/Excused Absence Request Forms

**Educational Trip Form** - Prior permission should be granted by the building principal in advance of family trips. Parents must fill out an "Educational Trip Request" form **prior to the trip**. The forms are available in the school office and on the school website. A copy was also included in the October issue of Tiger Tales. *Trips more than three days in length must be approved by both the building principal and the superintendent. Trip requests must be submitted to the principal within two (2) weeks of the student's expected absence.* "Educational Trip Request" forms and letters of approval are kept on file in each school's office.

Completion of assignments remains the responsibility of the student. Parents are encouraged to monitor this process actively. Work must be completed within the same number of days as the educational trip with a maximum of five days upon the student's return unless special arrangements are made with the teacher assigning the work.

**Excused Absence Request Form** - You may be requested to fill out this form for absences other than those that are medical when your child will not be in school. This form should be filled out any time your child will miss school other than a medical appointment for the child. For example: birth of a sibling, funeral, Mom/Dad appointment, etc.

## Tri Valley YMCA School's Out Program



Registrations for this year's School's Out Program are being accepted at the Tri-Valley YMCA. Before school and after school care is available. The before school program starts at 7:00 a.m. and ends at 9:05 a.m. The after school program begins at 3:45 p.m. and ends at 6:00 p.m. for those students attending Richmond Elementary. **If your child will be utilizing this program, an alternate bus stop request form must be filled out and submitted to our transportation department since the before and after school programs are held at Willow Creek Elementary School.**

This program may or may not be held on scheduled early dismissal days. However, it will be closed when school is closed. Please call the Tri-Valley YMCA for more information on cost and details for enrollment concerning this program. The phone number is 610.944.6515.

Please note that students enrolled in this program are expected to follow the established school rules while on school grounds.

## PUPIL ABSENCES

Parents are asked to call the school by 10:00 a.m. in the event that their child will be absent from school. The building attendance person will contact a parent/guardian at home or, if necessary, at work if the school is not contacted by 10:00 a.m.

State law requires a written note by a parent/guardian stating the reason(s) for a pupil's absences from school. Parents are encouraged to use the excuse forms provided by the schools, however, a written note is acceptable. It is vital to the educational well being of your child to attend school on a consistent basis. In the event of excessive absences due to illness, it would be helpful if parents could contact the school nurse to update her regarding any medical condition(s) that are causing the absences.

Three or more consecutive days of absence require a doctor's excuse. If a doctor's excuse is not submitted for absences involving three or more consecutive days, the absence will be marked unlawful.

### ATTENDANCE CODING GUIDELINES

Minors are compelled by law to attend school until they are 17 years of age. They cannot be compelled to want to attend or to like to attend, but should be encouraged to attend at all times.

If a student arrives late to school or leaves early due to a doctor, dentist, emergency, other appointment, etc., he/she is not marked absent on the attendance computer record. Parents must submit a note from the doctor, dentist, etc. within three days following the appointment, emergency, etc. If a note is not received within 3 days following the leave, the student will be marked unlawfully absent.

If a student arrives at school before 11:15 a.m. or leaves school after 2:15 p.m. for a reason other than those listed as lawful, the minutes will be documented.

Attendance shall be required of all pupils enrolled in the school during the days and hours that school is in session except that a school principal or a designee may excuse a pupil for temporary absences when satisfactory evidence of such mental, physical or other urgent conditions may reasonably cause the pupil's absence.

State law requires that all students be in school for 180 days each year. The local School Board sets the calendar for these days.

Absences from these 180 days fall into two categories: (1) excused absences and (2) unexcused absences.

1. An excused or lawful absence may be for:
  - a. Illness.
  - b. Prearranged medical appointments.
  - c. Quarantine.
  - d. Death in the family.
  - e. Impassable roads.
  - f. Educational tours and trips.
    - i. Prior permission should be granted by the building principal in advance of family trips. **Parents must fill out an "Educational Trip Request" form prior to the trip. Trips more than three days in length must be approved by both the building principal and the superintendent. Trip requests must be submitted to the principal within two (2) weeks of the student's expected absence.** "Educational Trip Request" forms and letters of approval are kept on file in each school's office.

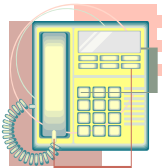
## ATTENDANCE CODING GUIDELINES (continued)

- ii. Completion of assignments remains the responsibility of the student. Parents are encouraged to monitor this process actively. Work must be completed within the same number of days as the educational trip with a maximum of five days upon the student's return unless special arrangements are made with the teacher assigning the work.
  - g. Recovery from an accident.
  - h. Required to attend court.
  - i. Religious holidays observed by bona fide religious groups.
  - j. Exceptionally urgent reasons. If there is a question refer to the office for a ruling.
2. Unlawful absences include, but are not limited to the following reasons:
  - a. Truancy.
  - b. Absence due to parental neglect.
  - c. Illegal employment.
  - d. Missing the bus.
  - e. Oversleeping.
  - f. Any other reason not covered in the excused absences above.

Recognizing that regular attendance is a major factor in a student's success at school, the following guidelines have been developed in compliance with Section 1327, Compulsory School Attendance of The Pennsylvania School Code of 1949 as amended.

1. If a student has been absent from school, he/she must return to school with a note from the parent/guardian, explaining the absence or the absence will be considered unexcused.
2. Absences due to illness that are 3 or more consecutive school days require a doctor's excuse documenting the reason for the absence and the dates of absences.
3. If a student is absent 5 or more cumulative school days during the first grading period or exceeds 10% of the days to date, the building attendance person reports the absences to the principal.
4. The principal reviews the student's previous record and consults with the school counselor and/or nurse. If previous excessive absenteeism and/or truancy exist, the student may be placed on immediate doctor's excuse status.
5. When deemed necessary the parent/guardian is contacted by phone and/or letter to further discuss the absences.
6. When further action is recommended, the principal may schedule a conference with the parent/guardian.
7. Pending the outcome of the parent/guardian contact, the following steps are possible:
  - a. The student may be placed on attendance probation.
  - b. The student may be placed on doctor's excuse status if the numbers of absences exceed 10% of the remaining school days.
  - c. The student may be immediately placed on doctor's excuse status. Each absence hereafter must be verified by a medical doctor indicating the reason for absence and the dates the student was under a doctor's excuse status.





## DISTRICT WIDE AUTOMATED TELEPHONE SYSTEM

The district has an automated telephone system. An automated attendant answers all calls. When calling the school, press "1" at any time to be connected directly to the main office.

You may also press "2" for the nurse; "3" for Guidance, or "7" for the staff directory. If you have a rotary phone, please stay on the line and you will be transferred to the office.

**When calling to inform the school about changes in transportation, pick-up procedures, or any other situations that need to be addressed immediately, please do not leave this information on voicemail.** Dial "1" and speak directly with someone in the main office. This procedure applies to all buildings in the district.

## Volunteer Clearances Needed

The Fleetwood Area School District implemented guidelines that affect several of our volunteer groups. The practice is one further step in ensuring the safety of our children that might be working directly with a volunteer **not** under the direct supervision of a school district employee. These guidelines require certain volunteers to fill out two forms. These forms are the Act 34 Criminal History Check and the Act 151 Child Abuse History Clearance. See Student – Parent Handbook for a more complete explanation of those required to have their clearances.

These forms are available in each building office and should be completed and submitted by the volunteer along with the fee required. **The District no longer has the funds to pay all processing fees. Therefore, the volunteer will need to pay for these clearances.**

The results of the Act 34 and 151 checks will be sent directly to the potential volunteer's home. We ask you to please supply the district with a copy of the Acts 34 and 151 checks prior to volunteering. This procedure will only need to be done once. **There is no need to repeat this procedure year after year.** Misdemeanor offenses will not be cause for disqualification from volunteering. Only felony and/or drug convictions, as well as founded or indicated reports of child abuse, will be cause for disqualification. After approval by the School Board your name will be placed on our volunteer list.

The district would like to thank everyone for the continued volunteer support given to our schools. We apologize in advance for any inconvenience this may cause some community members and we are hopeful that everyone will understand that this procedure is aimed at further ensuring the safety of all our Students. If there are any questions about this issue, please call our central office at 610.944.9598.

## Dismissal Procedures for Car Riders



The following procedures must be followed when students are picked up at school at the end of the day instead of riding the bus home.

- The school must receive a written note indicating that your child will be picked up at school. The note must identify who will pick up your child from school.
- If you have previously submitted a note indicating that your child will be a car rider on a given day and the note did not identify who will pick your child up from school, you must submit a new request with the necessary information included.
- If a note is not submitted and the school receives a telephone call informing us of the change in plans, the secretary will ask the caller to repeat the request and the request will be tape recorded. Please be sure to know your student's ID number. Please call before 3:00 p.m. to give staff enough time to take necessary action.
- Upon arriving at school, the person picking up the student must enter the building and remain in the lobby area.
- Photo identification to verify identity may be requested at any time.

Thank you for your understanding and cooperation as we continue to strive to create the safest environment for students and staff as possible. Please call with any questions you may have. The phone number is 610-944-8279.

## Procedures for Visitors

**Parents and other adults visiting our school are asked to report to the security desk upon entering to register and receive a visitor badge.**

In addition, we ask that parents report to the office when picking up their child prior to the end of the school day after signing your child out at the security desk. The secretary will contact the classroom teacher and the child will be sent to the office as quickly as possible. Please try to inform the school in advance of any appointments so the teacher can prepare your child's take home assignments prior to the his/her departure.

If your child misses the start of the school day due to an appointment, we ask that parents enter school with their child and sign them in. Once the school day begins at 9:15 a.m. children **should not** be allowed to proceed inside unattended. After signing your child in please report to the office before proceeding to class.

Please remember that a doctor's excuse should be submitted to the office for any absence or tardiness due to medical appointments during the school day.

## Paper Colors and Their Significance

In an effort to be consistent in what we send home, we have a color code system for papers:

Ivory - Administration	Pink - Second Grade
Green - Kindergarten	Goldenrod - Third Grade
Blue - First Grade	Yellow - Fourth Grade
Cherry - PTA	Fluorescent - News Flash

- ❖ There may be instances (i.e. - Holidays) when other colors are used but this is the system we will be incorporating to keep you informed.
- ❖ When sending papers home, we usually send the papers with the youngest student in the family in our continual effort to conserve paper. There are times when all students will receive notices.



## A Note from the School Nurse About Head Lice:

Anyone can get head lice. Lice infestation is NOT due to poor hygiene. Examining your child's head weekly when he/she attends school/daycare or other activity where close contact is possible will enable early detection, intervention and make treatment quicker and easier, while decreasing the overall chances of spreading the infestation. Lice can be spread through sharing of personal articles like hats, helmets, scarves, gloves, coats, shirts, towels, combs, brushes and hair accessories which is why it is important to teach children not to share these items. Lice can only survive away from the human host for 48 hours. They do not jump but crawl from person to person.



## Jump Start Your Day with Breakfast!

The Fleetwood Area School District breakfast program will be offered beginning on Monday September 12, 2011. Breakfast will be available from 8:50 a.m. until 9:05 a.m. daily in the elementary buildings. Breakfast will consist of:

- Breakfast bar, cereal, or other cold item
- Milk
- Fruit or fruit juice
- HS and MS will have other selections available

**If your child receives free or reduced lunch, they will also qualify for free or reduced breakfast. The cost of the breakfast will be \$1.50 or \$.30 for reduced students.**

All dietary restrictions previously noted will be followed. If you have any questions or concerns, please call the Food Service Department at 610-944-8111, ext. 1600.

Start you children's day off right with breakfast!!!!!!!



## **MONEY LOANS**

The FASD Food Service Department envelopes are generated anytime a student's lunch account balance reaches \$7.00 or below. These envelopes are simply meant to serve as a reminder to parents that a deposit needs to be made sometime within the next 2 days, thus avoiding a zero balance situation. Sometimes a child may receive more than one envelope as a reminder until their account shows a balance of more than \$7.00.

Your child is allowed to charge up to 2 lunches to their accounts.

## District Wide and Richmond Elementary Calendars

As cost saving measure FASD District calendars were not printed and mailed to District residents this year. These calendars have been made available on the Fleetwood Area School District's website: [www.fleetwoodasd.k12.pa.us](http://www.fleetwoodasd.k12.pa.us)

To access this calendar go to the District website listed above. Click on the quick link in the upper right hand corner marked District Calendar. This will bring up the calendar. You may view it by the week or by the month. You may navigate through the calendar by clicking the arrows to access previous or future months. If you only want to access information from certain buildings, click on the arrow next to the agenda tab and a drop down menu will appear. To customize the calendar to suit your needs, **uncheck** the boxes in front of the buildings from which you **would not** like calendar events to appear on your personalized calendar. Remember to keep the box checked in the building your child attends along with the district wide box.

If you click on the Agenda tab you will view only those dates in which an event is scheduled.

Another nice feature of this calendar is that you can use it in conjunction with your personal calendar and everything is right there for you to see in one glance. You can also print it out for your convenience.

Please check this calendar on a regular basis as information will be posted when events are announced.



Breakfast and lunch menus are available on our website: [www.fleetwoodasd.k12.pa.us](http://www.fleetwoodasd.k12.pa.us)

## Physical Education News

The information below can be filled out and used to remind you and your child which day Physical Education classes will be held. Girls should please wear shorts or slacks for Physical Education so they can participate fully and safely.

Please send your child to school on those days wearing sneakers or rubber-soled shoes with laces or velcro.

Thank you!

Mrs. Frey

- - - - - cut this out and hang on your refrigerator! - - - - -

\_\_\_\_\_ has Physical Education on Day\_\_\_\_\_.

Please wear sneakers and shorts or pants on Day \_\_\_\_\_.



## Physical Education News

The information below can be filled out and used to remind you and your child which day Physical Education classes will be held. Girls should please wear shorts or slacks for Physical Education so they can participate fully and safely.

Please send your child to school on those days wearing sneakers or rubber-soled shoes with laces or Velcro.

Thank you!

Mrs. Frey

- - - - - cut this out and hang on your refrigerator! - - - - -

\_\_\_\_\_ has Physical Education on Day\_\_\_\_\_.

Please wear sneakers and shorts or pants on Day \_\_\_\_\_.



### EXCUSE FOR ABSENCE OR TARDINESS

\_\_\_\_\_ **\*tardy**  
**was \*absent**  
(\*Cross Out One)

from School on \_\_\_\_\_  
An explanation from the parent, or guardian, in each case of absence, or tardiness, is required for admission to school. Kindly state the reason below.

\_\_\_\_\_ Teacher

The reason for \*absence - \*tardiness was \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Parent or Guardian

This excuse must be kept on file for the inspection of School Officials.  
Absence claimed by illness may require a report from a physician, or examination by the School Nurse or Health Official.

### EXCUSE FOR ABSENCE OR TARDINESS

\_\_\_\_\_ **\*tardy**  
**was \*absent**  
(\*Cross Out One)

from School on \_\_\_\_\_  
An explanation from the parent, or guardian, in each case of absence, or tardiness, is required for admission to school. Kindly state the reason below.

\_\_\_\_\_ Teacher

The reason for \*absence - \*tardiness was \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Parent or Guardian

This excuse must be kept on file for the inspection of School Officials.  
Absence claimed by illness may require a report from a physician, or examination by the School Nurse or Health Official.

### EXCUSE FOR ABSENCE OR TARDINESS

\_\_\_\_\_ **\*tardy**  
**was \*absent**  
(\*Cross Out One)

from School on \_\_\_\_\_  
An explanation from the parent, or guardian, in each case of absence, or tardiness, is required for admission to school. Kindly state the reason below.

\_\_\_\_\_ Teacher

The reason for \*absence - \*tardiness was \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Parent or Guardian

This excuse must be kept on file for the inspection of School Officials.  
Absence claimed by illness may require a report from a physician, or examination by the School Nurse or Health Official.

### EXCUSE FOR ABSENCE OR TARDINESS

\_\_\_\_\_ **\*tardy**  
**was \*absent**  
(\*Cross Out One)

from School on \_\_\_\_\_  
An explanation from the parent, or guardian, in each case of absence, or tardiness, is required for admission to school. Kindly state the reason below.

\_\_\_\_\_ Teacher

The reason for \*absence - \*tardiness was \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Parent or Guardian

This excuse must be kept on file for the inspection of School Officials.  
Absence claimed by illness may require a report from a physician, or examination by the School Nurse or Health Official.

**Fleetwood Area School District**  
**801 North Richmond Street, Fleetwood, Pennsylvania 19522**

**Educational Trip/Excused Absence Request**

Dear Parents:

Please use this form if you wish to request an excused absence for an educational trip or extended excused absence.

Educational Trips or extended excused absences may be permitted if approved by the District Superintendent or designee. Please submit this form, with the information below completed, to the office of the Principal. This information must be submitted two weeks prior to the date of your planned absence. The Board has established a limit of fifteen days per year for educational trips.

Completion of assignments remains the responsibility of the student. Parents are encouraged to monitor this process actively. Work must be completed within the same number of days as the educational trip with a maximum of five days upon the students return unless special arrangements are made with the teacher assigning the work.

Name(s) of child(ren)	Building	Grade/Homeroom Teacher

**Parent Information**

Parent Name: \_\_\_\_\_

\_\_\_\_\_  
P.O. Box/Street Address

\_\_\_\_\_  
City State Zip

1. The responsible adult(s) who will accompany the child(ren) will be.
2. Date(s) of absence.
3. Destination of the trip.
4. In what ways will this trip be educational in nature? (What will your child learn from this trip?)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

..... **DO NOT COMPLETE THE INFORMATION BELOW (office use only.)** .....

**THIS FORM SHOULD BE SUBMITTED TO THE PRINCIPAL TWO WEEKS PRIOR TO THE ABSENCE.**

**You will receive written notice on the decision of the request.**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Date(s) \_\_\_\_\_

Your request for an excused absence has been: Approved _____ Disapproved _____ by the Principal Initials _____
Your request for an excused absence has been: Approved _____ Disapproved _____ by the Superintendent Initials _____

# Tiger Birthday Treats



Eliminate the hassle of collecting and delivering treats for your child's birthday by ordering nutritious birthday goodies delivered directly to your child at school! All treats have been screened for nutritional value and allergy issues.

- ❖ Items must be purchased for the entire class.
- ❖ Please notify your child's teacher that you have requested a snack for their birthday.
- ❖ Paper supplies included.
- ❖ **All orders and payments must be received 10 days prior to delivery date.**

## Birthday Treat Order Form

Student's Name	Grade/Teacher's Name/AMES-RES-WCES	Date to be Delivered

Parent's Name	Daytime Phone Number and Email

Item Description	Price Per Serving	Amount Ordered	Total Price
<b>Snacks:</b>			
Teddy Grahams	.40 each		
Reduced Sugar Fruit Snacks	.55 each		
Pretzels	.40 each		
100-Calorie Pack Cookies	.65 each		
Chex Mix	.65 each		
Assorted Cereal Bars	.70 each		
String Cheese	.40 each		
Chocolate Chip Granola Bars	.40 each		
Churros	.65 each		
<b>Beverages:</b>			
Orange or Apple Juice	.55 each		
Assorted Milk	.55 each		
Fruit Punch Juice Box	.50 each		
<b>Grand Total/Amount Due</b>			<b>\$</b>

A Food Service representative will confirm your order with you.

**Mail payment to:**

FASD Food Service Department,  
801 North Richmond Street,  
Fleetwood, PA 19522.

**Checks only please and make payable to: FASD Food Service.**

Any questions, please call Jeff Woodall at 610-944-8111, extension 1600.



