

# **NAZARETH AREA SCHOOL DISTRICT**

## **K-4 ELEMENTARY SCHOOL HANDBOOK**

**2024-2025**



**BUTZ ELEMENTARY  
LOWER NAZARETH ELEMENTARY  
SHAFFER ELEMENTARY**

**NAZARETH AREA SCHOOL DISTRICT  
K-4 ELEMENTARY SCHOOL HANDBOOK  
2024-2025 SCHOOL YEAR**

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610-759-5228 Ext. 4200

**A complete list of staff email addresses are available on each school's websites.**

NOTE: This handbook contains common information across each K-4 elementary building in the district. Specific information pertaining to an individual elementary building can be obtained by visiting the school's website and/or speaking with the building principal.

Butz Elementary School:	<a href="http://be.nazarethasd.k12.pa.us/">http://be.nazarethasd.k12.pa.us/</a>
Lower Nazareth Elementary School:	<a href="http://lne.nazarethasd.k12.pa.us/">http://lne.nazarethasd.k12.pa.us/</a>
Shafer Elementary School:	<a href="http://se.nazarethasd.k12.pa.us/">http://se.nazarethasd.k12.pa.us/</a>

The Nazareth Area School District (NASD) does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected category. This policy is in accordance with state law, including the Pennsylvania Human Relations Act, and with federal law, including Title VI and Title II of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.

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**Board Policies** (The policies below and other policies may be accessed on the district web page)

Tobacco/Vaping Products Policy, No. 222

<https://go.boarddocs.com/pa/naza/Board.nsf/Public#>

Controlled Substance/Paraphernalia Policy, No. 227

<https://go.boarddocs.com/pa/naza/Board.nsf/Public#>

Bullying/Cyberbullying Policy, No. 249

<https://go.boarddocs.com/pa/naza/Board.nsf/Public#>

School Volunteers Policy, No. 916

<http://go.boarddocs.com/pa/naza/Board.nsf/goto?open&id=BNHRAS6BFCAF>

School Visitors Policy, No. 907

<http://go.boarddocs.com/pa/naza/Board.nsf/goto?open&id=BSFGJ7435546>

Homeless Student Policy, No. 251

<http://go.boarddocs.com/pa/naza/Board.nsf/goto?open&id=B8A4DX6E37A0>

Use of Medication Policy, No. 210

<http://go.boarddocs.com/pa/naza/Board.nsf/goto?open&id=B8A4CF6E3764>

Promotion/Retention Policy, No. 215

<http://go.boarddocs.com/pa/naza/Board.nsf/goto?open&id=B8A4CR6E3772>

Attendance Policy, No. 204, 204.1

<http://go.boarddocs.com/pa/naza/Board.nsf/goto?open&id=C23PU56641DB>

Student Discipline, No. 218

<http://go.boarddocs.com/pa/naza/Board.nsf/goto?open&id=B8A4CV6E3778>

Suspension and Expulsion, No. 233

<http://go.boarddocs.com/pa/naza/Board.nsf/goto?open&id=B8A4DE6E378E>

## **ATTENDANCE**

### **ARRIVAL AND DISMISSAL**

8:15 a.m. School Day Begins  
2:45 p.m. School Day Concludes

11:30 a.m. K-4 Early Dismissal Time

Students should not arrive at school prior to 8:05 a.m. The NASD cannot assume the responsibility for the care of your child prior to 8:05 a.m.

Students are marked tardy after 8:15 a.m. Please make sure your child arrives on time. Children entering the classroom late are disruptive to the classroom routine. Tardiness totaling 250 minutes equals a full day unexcused absence.

- **MODIFIED SCHEDULE (LATE START)**

Kindergarten – 4<sup>th</sup> Grade:

One Hour School Delay	9:15 a.m. Start Time
Two Hour School Delay	10:15 a.m. Start Time

Each school is equipped with a security camera system. Visitors are to enter the school through the main entrance. When arriving at the main entrance, please press the buzzer, and the building secretary will unlock the door. All visitors are to report to the main office upon admittance. This procedure is necessary to ensure the safety of the staff and students in each building.

Parents bringing books, lunches, etc., must drop these items off at the office. Parents are not permitted to go directly to their child's classroom. Students will be called to the office for these items. This safeguard is necessary for the safety of all staff and students.

Students from other schools or friends of NASD elementary students are not permitted to visit classrooms during the school day.

## **K-4 ATTENDANCE**

In Pennsylvania, all children of “compulsory school age”, children between the ages of 6 years and 17 years, must attend school.

New truancy laws took effect at the start of the 2017-2018 school year. The purpose of Pennsylvania’s truancy law is to improve school attendance and deter truancy through a comprehensive approach to consistently identify and address attendance issues as early as possible with credible intervention techniques.

When a student is unable to attend school, parents should call their child’s school “attendance hotline” prior to 8:30 a.m. An answering machine will record the information regarding the absence. If a parent forgets to call, the school will call the home or parent’s workplace to confirm the student’s absence. Parents should give the student’s name, grade, teacher’s name, and reason for the absence. If homework is requested, please make the request by 9:00 a.m. and the school work will be available to be picked up in the main office after 3:00 p.m.

Bushkill Elementary “Attendance Hot-Line”	(610) 759-1360
Lower Nazareth Elementary “Attendance Hot-Line”	(610) 759-2384
Shafer Elementary “Attendance Hot-Line”	(610) 759-2045

## **EXCUSES FOR ABSENCES**

When children are absent from school, a written statement by the parent/guardian or a phone call to the attendance hot-line explaining the reason for the absence is required. However, a doctor’s written excuse is required for a student who is absent more than three consecutive days or returning to school after certain contagious diseases.

## **ATTENDANCE BREAKDOWN**

When a student is absent from school, the absence is categorized as either Excused or Unexcused.

### **Excused Absences**

Excused Absences are granted for the following reasons:  
*(Parent/Guardian must contact the school attendance office/hotline with the date and reason for absence)*



1. Student illness
2. Medical appointment - physician's note required
3. Death in the immediate family
4. Major religious holiday
5. Exceptionally urgent reasons
6. Educational Family Trip – as approved in advance by School Principal on District Form
7. College Visit – as approved in advance by School Principal
8. Take your child to work day
9. Scheduled court appearance - documentation from the court required
10. Quarantine

Excessive Absenteeism = more than 10 excused absences due to illness

If a student is excessively absent from or late to school (more than 10 times) due to illnesses reported by the Parent/Guardian, the School Principal will notify the Parent/Guardian that all future school absences for the remainder of the school year will be counted as Unexcused Absences unless they are excused by a Doctor. The Doctor's note must be provided upon the student's return to school and must include the date the student was seen by the Doctor, the date the student is able to return to school, and the reason for the absence.

### Unexcused Absences

The following are considered Unexcused Absences:

1. Any absence for which a Parent/Guardian does not notify the School Attendance office/hotline within 5 school days of student's return to school from an absence
2. Any absence with a Parent/Guardian excuse which is not approved by the School Principal
3. Any Absence not excused by a Doctor, after Parent/Guardian has received an Excessive Absenteeism notification
4. Absences due to oversleeping, missing the school bus, getting to bed late the night before, skipping school/class, illegal employment
5. Students whose parents elect to remove them from school against the advice of the school nurse will be required to submit an excuse from a Doctor or the absence will be considered Unexcused.

## Full Day Absences/Half Day Absences

Full Day Absence: An absence will be counted as a full day absence if the student arrives at school after 11:45 a.m. or leaves school prior to 11:15 a.m.

Half Day Absence: An absence will be counted as a half day absence if the student is absent for more than 2 hours of the school day.

## **TRUANCY DEFINITIONS**

Truant = a child subject to compulsory school laws “having three (3) or more school days of unexcused absences during the current school year.”

Habitually Truant = a child subject to compulsory school laws “having six (6) or more school days of unexcused absences during the current school year.”

## **Procedures for Truancy Intervention and School Attendance Improvement**

1. When a student is truant (accumulated 3 unexcused absences), the School Principal will send a written notification to the Parent/Guardian.
2. The School Principal will send a copy of the written notification and all relevant documents to NASD Police Department.
3. School Attendance Improvement Conferences will be scheduled.

## **Procedures for Habitually Truant**

1. When a student is habitually truant (accumulated 6 unexcused absences), and has received the Written Truancy notification (after 3 unexcused absences), the School Principal may notify the NASD Police Department that truancy citations need to be filed.

## **TARDINESS**

A student is considered tardy if they arrive at school after the scheduled start of the school day.

- Arrival after 8:15 a.m.

Parents will be notified via a letter after 5 tardies. Excessive tardiness may result in an unexcused absence (250 Tardy Minutes = 1 Full Day Unexcused Absence).

## **ABSENCES FOR FAMILY EDUCATIONAL TRIPS**

### **1. Purpose**

The Board of directors believes that students must be in regular attendance in order to benefit fully from the educational programs and services offered by the district. The Board discourages the scheduling of family vacations during regularly scheduled school days. It is recognized that family vacations can provide many worthwhile learning experiences, and these experiences should supplement, not replace, the carefully planned, sequential classroom learning. The absence, accompanied by the District School Trip Form, will be recorded as cumulative absence. Because the absence is the result of circumstances beyond the pupil's own control and responsibility, an opportunity to make-up the work missed will be given, provided the pupil takes the initiative, and within the limitations of the teacher's time and obligation to other pupils. It is the purpose of this policy to establish guidelines to be followed in the event of student absence resulting from family vacations.

### **2. Definitions**

#### **A. District School Trip Form**

1. The document must be obtained from the office of the building or school website where the student attends school.

### **3. Guidelines**

#### **B. Documents Obtained From Building Office**

1. Return of District School Trip Form
2. The completed District School Trip Form must be returned to the building principal at least 10 school (work) days prior to the first day of absence for the superintendent's designee's review and approval.

3. A maximum of five (5) school days per school year may be allowed for family vacation and/or trips; based on attendance and academic records and principal approval\*. Students will be marked illegally absent for any days exceeding five.

\*Student is in good academic standing and has less than 10 days absent.

4. All school days beyond the allowable limits will be considered as unexcused absence.

#### C. Student Assignments

1. Teachers are not required to prepare assignments ahead of time for vacations taken outside of the normal school breaks throughout the year. If an educational trip is planned, the student is encouraged to keep a log of events.

2. Make-up work will be provided to the student immediately upon their return to school. Classroom work will be made up to the satisfaction of the classroom teacher(s). The make-up work must be completed within a period not to exceed the time equal to the number of days absent.

3. The parent(s) accept total responsibility for the education of the student during the period of absence specified on the District School Trip Form.

#### D. Return to School

1. On the first scheduled class meeting date following the return to school from an absence resulting from family vacation, the student must see his/her teacher(s) in order to make arrangements to make up all tests, quizzes, reports, or any other time missed during the period of absence. Such make-up work must be completed in a timely manner, not to exceed the time equal to the number of days absent.

2. No student shall be required to take a test, quiz or submit a report on the day they return to school.

3. Make-up work including tests, quizzes and papers shall be due no sooner than the third day and no later than the fifth day after the student returns to school.

Rationale:

1. The school calendar provides for 180 days during which pupils are in actual session at school. Each one of these 180 days is carefully planned by the teacher to provide important learning experiences. Excuse from attendance can be authorized only for specific reasons of illness, death in the family, or some other unavoidable cause.
2. The school days immediately preceding and following vacation periods are particularly important in the teachers planning of classroom experiences. These days are often used for examinations, review of work covered, introduction of new material, and special enrichment experiences, which are correlated with the particular holidays.
3. The first responsibility of teachers and principals is to provide for those pupils who are in attendance or who are absent for authorized reasons. While every attempt will be made to minimize the educational loss resulting from absence due to family vacations, the teachers and principals must give first priority of time and attention to pupils in attendance.
4. Days lost from school cannot, in reality, be "made up." There is no substitute for the uninterrupted personal contact between teacher and student in the classroom experiences, which are planned carefully by the teacher. Homework assignments or pages to be read cannot make up for this loss.
5. Students that are absent from school for 10 consecutive days without a doctor's note will be withdrawn from school.

## **EARLY DISMISSAL**

During the year we have early dismissal for parent-teacher conferences and for staff professional development. Dismissal is at 11:30 a.m. Refer to the school calendar for the early dismissal dates pertaining to this school year.

## **EARLY DISMISSAL FOR APPOINTMENTS**

Students and parents are discouraged from scheduling appointments during the school hours. If an appointment is absolutely necessary on school time, please inform the office and/or classroom teacher in advance. Upon return to school, the child must report to the office with an excuse from the doctor's office.

Parents must report directly to the office for pickup, at which time the office will advise the classroom teacher to dismiss the student. Teachers will not dismiss students unless notified by the office.

All students who have a late afternoon appointment must be picked up prior to 2:25 p.m. Students and parents will not be permitted to leave the building once buses arrive in the school parking lot.

## **AFTER SCHOOL ACTIVITIES**

Students that participate in an after school activity are expected to attend the activity on the day it is scheduled. If you do not want your child to attend the activity on a particular day, please provide the office with a note or fax by 11:30 AM.

Visit an individual school's website for lists of after school activities.

Bushkill Elementary School: <http://be.nazarethasd.k12.pa.us/>

Lower Nazareth Elementary School: <http://lne.nazarethasd.k12.pa.us/>

Shafer Elementary School: <http://se.nazarethasd.k12.pa.us/>

## **CANCELLATION OF SCHOOL**

If it is necessary to close the school for any reason, the information will be posted on the District website <http://www.nazarethasd.k12.pa.us/> and communicated via email and through other forms of media.

## **WITHDRAWALS**

When withdrawing a child from school, the parent or legal guardian should notify the school secretary in advance. A withdrawal form must be signed at the main office of the school. It is the student's responsibility to return all district property before they are officially withdrawn. Student records will be transferred to their new school.

## **TRANSPORTATION**

### **BUS ACCIDENT PROCEDURE**

The following procedure applies to bus accidents involving Nazareth Area School District students:

1. Notification of police department, Jennings Transportation (bus contractor), the School District Transportation Office, and the School.
2. School will continually be updated on circumstances of accident so that accurate information can be shared with parents.
3. Students will be kept on bus until police or other authority arrives, unless there is a fire or other danger to students. Students are not to be left unattended at any time.
4. When police arrive at scene they will:
  - a. determine injuries and necessity for ambulances and other rescue vehicles.
  - b. summon needed services such as ambulance if this has not already been done.
  - c. route traffic around the site.
  - d. give an accurate report of the accident to contractor, driver and/or school district representative including cause, injuries and the reaction of police, students, driver and pedestrians.
5. Upon receiving notification of accident, contractor will dispatch needed vehicles including replacement bus and equipment to site.
6. Depending upon nature, seriousness and location of the accident the following alternatives may apply to the students on the bus:
  - a. transported directly to a hospital

- b. transported to school
- c. transported home

7. Depending upon nature, seriousness and location of the accident, the District Transportation Office will decide how parents will be informed of the accident.

Options include notification:

- a. by phone call
- b. by relaying of information through school office to parents
- c. by letter
- d. no notification if mishap was minor in nature

Please Note:

Parents are not to interfere at the scene. Students will not be released to parents at the scene. Schools will have current and accurate information for parents from the transportation office.

## **BUS DISCIPLINE POLICY**

- All rules and policies of the Nazareth Area School District apply to students riding the buses.

**Level I**      **These offenses include but are not limited to, the following:**

### **1) Definitions of unacceptable bus behavior.**

- a. Moving from seat to seat, standing, or sitting in an unsafe manner while the bus is in motion.
- b. Eating food and/or littering on the bus.
- c. Distracting the driver by making unnecessary noise or by acting in an unruly manner.
- d. Not sitting in your assigned seat.
- e. Failure to comply with a reasonable request from the bus driver.
- f. Misconduct at the bus stop.
- g. Entering and leaving the bus in an unsafe manner. (Could be a Level II)



- h. Tossing an item to another student or flicking an item off of a seat.
- i. Changing bus stops by students without authorization.
- j. Riding unassigned buses without prior permission of an administrator.

## **2) Enforcement:**

- a. First offense, the bus driver will notify the student of the inappropriate behavior and explain the expectations while riding on the bus.
- b. Second offense, the driver will submit a Bus Incident Report Form to Jennings Transportation, which will be reviewed and discussed with a representative of the company. If a determination is made that disciplinary action might be warranted by the school, the Bus Incident Report Form will be sent to the appropriate building for review by an administrator. A school building administrator will also conduct an investigation of the stated incident to determine the specifics of what went on before taking any potential action.

Warning letter to parent(s)/guardian(s) and possible telephone call.

- c. Third offense, disciplinary action will be taken at the school level or a bus suspension could be assigned. Any student who is assigned a school-based disciplinary consequence would not be permitted to ride an Activity bus home on that day.
- d. Fourth offense, viewed as unmodified misconduct and bus riding privileges may be suspended or more stern school-based disciplinary action might be warranted. If a suspension is warranted, a bus reinstatement meeting could be requested at the discretion of a building level administrator between the parents/guardians, bus company representative, bus driver, and school administrator.
- e. Subsequent offenses could result in bus riding privileges being taken away for the remainder of the school year.

**Level II – These offenses put the safety of the bus and its passengers in immediate danger. They include, but are not limited to, the following:**

### **1) Definitions of unacceptable bus behavior.**

- a. Vandalism, which would require restitution, along with the enforcement of the bus discipline code.
- b. Insubordination, which would be a blatant/overt act of disrespect to the driver and/or continued non-compliance with driver requests.
- c. Fighting.
- d. Possession or use of any tobacco (smoke and smokeless).  
In addition, charges will be filed with the magistrate for violation of Act 145.
- e. Interfering with the bus or tampering with the bus equipment.
- f. Using abusive language, profanity, or making inappropriate gestures.
- g. Carrying any object which may be used to inflict injury on another student.
- h. Throwing an object on the bus or out of the windows.

## **2) Enforcement:**

- a. First offense, the driver will notify the student of the inappropriate behavior and will explain the expectations while riding on the bus along with submitting a Bus Incident Report Form which could result in a suspension from riding the bus or a form of school-based discipline. A school building administrator will conduct an investigation of the stated incident to determine the specifics of what went on before taking any potential action. If a suspension is warranted, a bus reinstatement meeting could be requested at the discretion of a building level administrator between the parents/guardians, bus company representative, bus driver, and school administrator.
- b. Second offense, will result in a suspension from riding the bus, and could also require a bus reinstatement meeting to be held.
- c. Subsequent offenses may result in an indefinite suspension from the bus for the remainder of the school year.

**Level III -- These offenses are of extreme danger and include, but are not limited to, the following:**

**1) Definitions of unacceptable bus behavior.**

- a. Possession, consumption, sale, distribution, transfer, or being under the influence of drugs and/or alcohol.
- b. Physical attack on the bus driver.
- c. Hitting the driver with a thrown object.
- d. Tampering with or operating the emergency exit while the bus is in motion.
- e. Tampering with the bus controls.
- f. Endangerment to the health, safety, and welfare of the students and/or the bus driver.
- g. Tampering with the emergency exit or exiting the bus via that door.

**2) Enforcement:**

- a. First offense. Level III offenses will be a 20-day to one-year suspension from school district transportation, plus possible suspension or expulsion proceedings.
- b. Should an offense be considered a Level III offense, it will immediately be referred to the Superintendent.
- c. If a determination is made that the Level III offense did in fact take place, the parents/guardians will be notified and entitled to a hearing to discuss the matter.
- d. At any level, law enforcement officials could be contacted if the administration feels the need to do so.

**PARENT DROP-OFF/PICK-UP**

Procedures will be provided to parents pertaining to the elementary school their child attends.

**HEALTH SERVICES**

**SCHOOL NURSE**

The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, and assistance in vision screening. Please be sure to contact the nurse if your child has any unusual

health problems. Please call the nurse if your child is absent from school due to a communicable disease. Precautions must be taken to protect other children. School Nurses in every community touch the lives of children by addressing their health needs while in school. It is the goal of every School Nurse for children to enter the classroom in optimal health and ready to learn. When children miss school due to illness and other factors they are excluded from the learning process. The presence of a School Nurse in the school setting assures the management and attention to health conditions such as: asthma, diabetes, violence, depression, allergies, poor dietary habits, and other current day problems.

School Nurses also serve on the front line of defense for identification of vision, hearing and growth abnormalities, communicable disease and mental health conditions, which can be treated more effectively with early intervention. In addition, the School Nurse provides health information/health counseling (NASN-National Association of School Nurses).

A certified School Nurse is available daily

## · **IMMUNIZATIONS**

Pennsylvania State Law requires that ALL children have basic immunizations in order to be allowed to enter school.

These include:

- 4 doses of Td (**Tetanus** and **Diphtheria**) Vaccine (including 1one dose administered on or after the fourth birthday)
- 3 doses of **Polio**
- 2 doses of **Measles, Mumps**
- 1 dose of **Rubella (MMR)**
- 3 doses of **Hepatitis B Vaccine**
- 2 doses of **Varivax** (Chicken pox).

The State of Pennsylvania does allow for a medical or religious exemption, if applicable.

## · **MEDICAL EXAMINATIONS/DENTAL EXAMINATIONS**

The School Code of the Commonwealth of Pennsylvania requires that all students in grades K, 6, and 11 be given a physical examination and that all students in grades K,

3, and 7 be given a dental exam. Both are important examinations, the results of which are kept as part of the school health record for each pupil.

The law provides you with the choice to have either of these exams done by the school physician/dentist (free of charge) or by your family physician/dentist at your expense. Parents/guardians are urged to have this examination done by their family physician/dentist since he/she has a better knowledge of the past history of the student and is in the best position to recommend immediate steps for any remedial care that may be necessary.

If you decide to take your child to your private family physician/dentist for these examinations, there are three requirements:

- 1) The examination may be completed up to a year before the beginning of the new school year.
- 2) Your physician must fill out the Private Physician's Report/Dentist Report Form. (These forms will be provided to you at the end of the year by your child's School Nurse)
- 3) You must return the forms to your child's school.

Students who may need financial assistance for dental or medical care or who may need health information or health counseling should make an appointment to see the nurse.

#### **MANDATED HEALTH SCREENINGS**

<b>1</b>	<b>2</b>	<b>3</b>
Height Weight BMI Vision Hearing	Height Weight BMI Vision Hearing	Height Weight BMI Vision Hearing

#### **ILLNESS DURING THE SCHOOL DAY**

Students who become ill during the school day should first inform their class teacher, and then go to the Nurse's Office where the School Nurse or Associate Nurse will

assess them. If it is determined that they are too ill to attend class, parents are notified and are to pick up the student within a reasonable time frame. No student is sent home without the permission of a parent/guardian or responsible adult relative. If a parent or emergency contact person cannot be reached, the student will remain in the *Nurse's Office* with the Nurse. Students who are well enough to attend class will be asked to return to class after the Nurse has assisted them.

## **MEDICAL CAUSES FOR EXCLUSIONS FROM SCHOOL**

When children enter school, their world expands. They come in contact with new and different things, including infections and contagious diseases. Your family doctor should be called promptly when symptoms of illness occur because:

- 1) Early diagnosis and medical treatment is always the most effective.
- 2) Advice is often needed about protecting the patient and family.

Students are excluded from school when the following symptoms occur:

- 1) Skin eruption
- 2) Chickenpox
- 3) Whooping cough (Pertussis)
- 4) Fever of 100 degrees F or higher
- 5) Severe sore throat
- 6) Conjunctivitis (Pink Eye)
- 7) Confirmation of head lice and/or nits
- 8) Vomiting
- 9) Diarrhea

It is recommended that your child be free of these symptoms for 24 hours before returning to school.

It is important that the school has a record of a child's health status. This knowledge enables the school staff to help children achieve maximum benefits of their educational opportunities. It is also crucial that the School Nurse be notified of any change in your child's health status during the course of the school year. This includes the addition of any medical conditions, medications and food/drug allergies.

## **ILLNESS AND INJURIES**

The school attempts to provide an environment in which your child will be safe from accidents. Whenever a child is injured at school, he/she will receive first aid treatment by the School Nurse or Associate Nurse according to the School Physician's Standing Orders for Administering First Aid. First Aid is defined as the immediate temporary care given in the case of an accident or sudden illness. If the accident is of serious nature, the parent will be notified. No care beyond first aid will be given by the School Nurse or Associate Nurse. This is the responsibility of the parent.

In case of illness or injury a student will be cared for, temporarily, by the School Nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted. If parents are not available the student will be taken to the emergency room at the hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.

## **MEDICATIONS**

It is the policy of the Nazareth Area School district that all students' medication be administered at home whenever possible. In certain instances, it may be necessary for medication to be administered in school. If your child needs to take medication in school, prescription or over-the-counter, the procedure is as follows:

As a provided service, prescription and over-the-counter medication will be administered to students in the school setting. They will be administered only in circumstances when the child's health may be jeopardized without it. Written authorization, signed by the physician, psychiatrist, or dentist (original or fax) and the parent, legal guardian, or emancipated student, must be provided for each separate prescription or medication being administered to each student. If the dosage is changed, new written authorization is required. Authorization will terminate with the expiration date of the prescription or at the end of the school year, whichever occurs first. If the medication is discontinued, the parent or legal guardian must notify the school nurse in writing.

Medication, in the original medication container, must be delivered to the school nurse by the parent, legal guardian, authorized adult designee, or emancipated student. Students are not to have medication in their possession at any time, per school district drug and alcohol policy, except physician authorized self-administered medications.

It will be the responsibility of the parent, legal guardian, or emancipated student to make arrangements for administration of medication during activities away from school (for example, field trips or sports events). Forms for this can be obtained in the School Nurse's office.

***\*\*Medication sent to school in violation of this policy will not be administered to a student.***

Over-the-counter: This includes aspirin, Tylenol, herbal supplements, Ibuprofen, and antacids, etc., in which case a one school-year standing order from the child's personal physician will be accepted. This does not apply to cough drops.

### **MEDICAL EMERGENCY**

1. Any student who is, in the opinion of a professional staff member, in need of personal medical attention will be immediately brought to the Nurse's office.
2. Any students requiring immediate emergency medical treatment will be transferred by ambulance, with the written consent of the parent, to the Hospital that is preferred by the parent on the student's Emergency Medical record Form. *Parent(s) will be notified immediately.*

### **FOOD ALLERGIES**

If your child has a diagnosed food allergy(s), please note it on the health form and provide the school with medical documentation. Please contact the building principal or school nurse to set up a meeting to discuss your child's needs. The Director of Food Services may be contacted to arrange for food substitutions if needed.

### **EXCLUSION FROM PHYSICAL EDUCATION**

Students can be excluded from physical education for medical reasons. The student must bring a note from a parent or physician stating the reason for the exclusion. In cases involving exclusion for an extended period of time, a doctor's statement with the reasons for exclusion and the length of exclusion must be provided. The child will be asked to attend the physical education classes even though he/she will not be expected to participate.



## **FERPA**

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Nazareth Area School District receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Nazareth Area School District to amend a record should write to the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also

may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Nazareth Area School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties

to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- Section 9528 of the ESEA, 20 U.S.C. § 7908, as amended by the NCLB, and 10 U.S.C. 503, as amended by § 544 of the National Defense Authorization Act for Fiscal Year 2002 (Pub.L.No. 107-107), require the school district to:
  - → give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and
  - → provide students’ names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information. (Military Recruiter Guidance is on FPCO Website.)

## **STUDENT RESPONSIBILITIES**

As a citizen, each student has a right to a free public education, to voice their opinion in a respectful manner, and to be free from discrimination. Students also have human rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other people and the right to contribute to the educational process. Students need to understand and respect the rights of others through their conduct and attitude. As with all rights, there are corresponding responsibilities.

They include:

1. Regular school attendance, conscious effort in classroom work and conformance to school rules and regulations. Students, administration and faculty share a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students and/or administrators.

3. Students should express their ideas and opinions in a respectful manner to not offend or slander others
4. It is the responsibility of all students to:
  - a. Be aware of all rules and regulations for student behavior and to conduct themselves in accordance with the rules.
  - b. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school, community, and the protection of school property.
  - c. Dress and groom to meet the fair standards of safety and health, and not to cause substantial disruption to the educational process.
  - d. Assist the school staff in operating a safe school for all students enrolled.
  - e. Comply with the Commonwealth and all local laws.
  - f. Exercise proper care when using public facilities and equipment.
  - g. Attend school daily and be on time to all classes and other school functions.
  - h. Make up work when absent from school.
  - i. Pursue and attempt to complete satisfactorily the course of study prescribed by Commonwealth and local school authorities.
  - j. Report accurately and do not use indecent or obscene language in student newspapers or publications. All materials in such publications will be subject to pre-approval by the advisor.
  - k. Ignorance of school rules is not an excuse for misbehavior. It is the student's responsibility to know what he/she can or cannot do. When in doubt, students should ask an adult or check this handbook.

## Student Discipline

Major Problem Behavior	Definition
Abusive Language/ Inappropriate Language/ Profanity	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way.

Arson	Student plans and/or participates in malicious burning of property.
Bomb Threat/ False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Defiance/Disrespect/ Insubordination/ Non-Compliance	Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions.
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.
Fighting	Student is involved in mutual participation in an incident involving physical violence.
Gang Affiliation Display	Student uses gesture, dress, and/or speech to display affiliation with a gang.
Harassment/Bullying	Defined as an intentional electronic, written, verbal, or physical act of series of acts directed at another student or students, which occurs in the school setting, that is severe, persistent or pervasive and has the effect of doing any of the following: Substantially interfering with a student's education; Creating a threatening environment; Substantially disrupting the orderly operation of the school.

Inappropriate Display of Affection	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
Inappropriate Location/ Out of Bounds Area	Student is in an area that is outside of school boundaries (as defined by school).
Lying/Cheating	Student delivers a message that is untrue and/or deliberately violates rules.
Other Behavior	Student engages in problem behavior not listed.
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Property Damage/Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Skip class	Student leaves or misses class without permission.
Technology Violation	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.
Use/Possession of Alcohol	Student is in possession of or is using alcohol.
Use/Possession of Combustibles	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).

Use/Possession of Drugs	Student is in possession of or is using illegal drugs/substances or imitations.
Use/Possession of Tobacco	Student is in possession of or is using tobacco.
Use/Possession of Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.

Locations	Definition
Art Room	The area used for art classes and activities.
Bathroom/Restroom	Areas used by students for taking care of personal needs.
Bus	The area inside the bus.
Bus Loading Zone	The area used for bus loading and unloading.
Cafeteria	The area used for breakfast and lunch.
Classroom	Areas used for instructional purposes.
Commons/Common area	Areas shared by students and staff for specific activities.
Computer Lab	Area used for group computer classes and activities.



Gym	Areas used for physical education activities.
Hallway/Stairwells	Areas designated for passing from one activity/class to another.
Library	The area designated for research and study.
Locker Room	The area used by students to prepare for and completing physical education classes and/or sporting events.
Music Room	The area used by students for music activities (e.g. music class, choir, band)
Off-Campus	An area beyond the property boundary of the school and not affiliated with a school activity.
Office	The area used by school staff for primary school business and management.
Other Location	The location for problem behavior event occurs in a location that is not listed
Parking Lot	Areas used for parking vehicles during school hours.
Playground	The outside area used for recess breaks.
Special Event/ Assembly/Field Trip	Areas used for infrequent activities that occur in and/or out of school.
Unknown Location	The location of problem behavior event is not known or undetermined.

Possible Motivation	Definition
Avoid Adult	Student engages in problem behavior(s) to get away from adult(s).
Avoid Peer(s)	Student engages in problem behavior(s) to get away from/escape peer(s).
Avoid Tasks/Activities	Student engages in problem behaviors(s) to get away/escape from tasks and/or activities.
Obtain Adult Attention	Student engages in problem behavior(s) to gain adult(s) attention.
Obtain items/Activities	Student engages in problem behavior(s) to gain items and/or activities.
Obtain Peer Attention	Student engages in problem behavior(s) to gain peer(s) attention.
Other	Possible motivation for referral is not listed above. Staff using this area will specify the possible motivation for this student's problem behavior.
Unknown Motivation	Student engages in problem behavior(s) for unclear reasons.
Others Involved	Definition
None	Student engages in problem behavior incident alone.
Other	Student engages in problem behavior with person not listed above.
Peers	Student engages in problem behavior incident with peer(s).

Staff	Student engages in problem behavior incident with staff.
Substitute	Student engages in problem behavior incident with substitute.
Teacher	Student engages in problem behavior incident with teacher.

<b>Administrative Decision</b>	<b>Definition</b>
Bus Suspension	Consequence for referral may result in a 1-3 bus suspension for first offense. Additional offenses may result in a longer bus suspension or result in loss of bus riding privileges completely for the school year.
Community Service	Consequence for referral results in involvement in community service activities or projects.
Conference with Student	Consequence for referral results in student meeting with administrator, teacher, and/or parent (in any combination).
Expulsion	Consequence for referral results in student being dismissed from school for one or more days.
Individualized Instruction	Consequence for referral results in student receiving individualized instruction specifically related to the student's problem behaviors.
In-School Suspension	Consequence for referral results in a period of time spent away from scheduled activities/classes during the school day.
Loss of Privilege	Consequence for referral results in student being unable to participate in some type of privilege.

Other Admin. Decision	Consequence for referral results in administrative decision that is not listed. Staff using this area will specify the administrative action taken.
Out-of-School Suspension	Consequence for referral results in a 1-3 day period when student is not allowed on campus.
Parent Contact	Consequence for referral results in parent communication by phone, email, or person-to-person about the problem.
Restitution	Consequence for referral results in apologizing or compensating for loss, damage, or injury; community services.
Time in Office	Consequence for referral results in student spending time in the office away from scheduled activities/classes.
Detention	Consequence for referral results in student spending time in a specified area away from scheduled activities/classes.
Apology	Oral/Written apology will be provided to the victim.
Guidance Referral	Review of incident will be completed by the guidance counselor make appropriate contacts and develop a plan of action.
RTII/MDE Referral	Review of incident will be completed by the appropriate team to develop a plan of action to prevent disciplinary issues.

### **Discipline Procedures**

The teacher directly responsible for the student at the time of the infraction shall intervene and document the situation. Principal will contact the parent of the student who violated one or multiple school rules with details of the incident and provide a

verbal and/or written explanation of the infraction to the parent regarding the disciplinary procedures to be implemented.

## **INTERNET POLICY**

The Nazareth Area School District supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration.

The Nazareth Area School District establishes that use of the Internet is a privilege, not a right. Inappropriate, unauthorized, and illegal use may result in cancellation of those privileges and appropriate disciplinary action. The electronic information available to students and staff does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received on the Internet. The district shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet.

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet. Changes on the Internet are occurring rapidly. Therefore, additional rules and restrictions may be added at any time. Users are responsible for reading and following the rules.

Each student/parent will be asked to sign the statement of responsibility form prior to using the Internet. The form must be signed and returned to your child's teacher. Please note that a complete copy of the policy is available through the school office, and by visiting the District website: <http://www.nazarethasd.k12.pa.us/>

## **iPads/TEXTBOOKS/LIBRARY BOOKS**

iPads, textbooks and library books are the property of the NASD. Students are responsible for any damage to their iPads, textbooks or lost library books. As a result, there may be a cost for repair or replacement of iPads/books.

## **ELECTRONICS/GAMES**

Electronics, toys, games and other items not intended for use in the classroom should remain at home, or out of sight if brought to school to use during after school activities. Toys that are a distraction to school procedures may be confiscated. The school and district are not responsible for lost or stolen items.

## **SCHOOL TELEPHONE/CELL PHONE/SMARTWATCH USAGE**

Telephone use by students will be permitted only in cases of an emergency or if directed to do so by school staff or building administrators. Cellular phones are not permitted in school. SmartWatches are permitted to be worn in school, however students may not use the communication feature and access the internet through the device. If the device is misused, a warning will be issued. The device will not be permitted to be worn after the second infraction.

## **DRESS CODE**

Appropriate dress attire is expected at all times. Inappropriate dress attire may become distracting to the educational process for others. Therefore, parents and students are expected to follow the school district's dress code policy.

- A. It is not acceptable to wear any unduly revealing attire.  
i.e.: tank tops, halter tops, spaghetti strap blouses, spandex shorts, short skirts or shorts (mid-thigh is acceptable), etc.
- B. It is not acceptable to wear clothing that does not fit properly or that is ripped.
- C. Headwear is not permitted in the buildings. i.e. hats
- D. It is not acceptable to wear clothing, bracelets and necklaces with objectionable wording and symbols on front or back. i.e.: advertising alcohol beverages, obscene gestures, symbols of death or destruction.
- E. It is not acceptable to wear chainlike belts, jewelry or garments that could cause injury to self or others. This includes long chains and studded apparel.
- F. It is not acceptable to wear sandals, shoes without heel straps, shoes with toes sticking out,  
shoes with high heels and/or jelly shoes.
- G. Students wearing any apparel or hairstyle that creates a distraction or disturbance that interrupts the educational program will be required to arrange for appropriate clothing or a modification of their attire or hairstyle.

## **DRUG AND ALCOHOL POLICY**

The NASD is a drug/smoke/alcohol free district. There is a Board policy on Drug and Alcohol prevention. It is this district's policy to prevent and prohibit the possession or use of drugs and alcohol on school property and/or at any school related activity. Copies of the school board policy will be made available at parent request.

## **WEAPONS - SCHOOL BOARD POLICY**

Students, parents/guardians, employees, and others are subject to the provisions of the Weapons Policy while on school property and/or in attendance at school related functions.

1. The Board of School Directors of the Nazareth Area School District recognizes that all students have a right to be educated in a safe environment; all employees have a right to work in a safe environment; and the community has a right to expect a safe school environment.
2. The Board of School Directors of the Nazareth Area School District recognizes that the possession of weapons, facsimiles or look alike, on school premises threatens the safety of our entire school community.
3. It is, therefore, the district's intent to prevent and prohibit the possession, transmission, handling, use, or storage of any weapon, facsimile or look-alike, on Nazareth school property, on a satellite school's property, or at school sponsored events, or in any conveyance providing transportation to or from any school, school event or function, by any student, employee or other person. This policy shall apply with equal force to vehicles parked on school property. With prior administrative approval, an exception to this policy may be made for students participating in an authorized activity, such as archery club. The restrictions against possession of knives are waived for employees of the District who use them for instruction purposes, such as home economics teachers and job-related responsibilities, such as maintenance personnel.
4. Any person discovering possession, transmission, handling or use of a weapon, facsimile or look-alike, or a threat to use a weapon shall immediately notify the principal or designee of the apparent violation.
5. Weapons offenses shall be reported to the principal, and/or designee, according to administrative regulations and shall also be reported to the parent/guardian, superintendent of schools, and the appropriate local law enforcement agencies.

6. Violations of this policy involving possession, transmission, handling or use of a weapon, or any other violations of a state or federal law or regulation relating to weapons will result in immediate suspension for 10 days at the discretion of the building administrator/s, and may result in a recommendation for permanent expulsion from school by the Board of School Directors in accordance with the Student Rights and Responsibilities Policy, administrative regulations, and any state or federal statute applicable to the subject matter of this policy. In addition, counseling is required as a condition for re-admittance to school.

7. Violations of this policy involving possession, transmission, handling or use of a facsimile, or any other violations of a state or federal law or regulation relating to weapons or look-alike weapons may result in immediate suspension at the discretion of the building administrator/s, and may result in a recommendation for expulsion from school by the Board of School Directors, in accordance with the Student Rights and Responsibilities Policy, administrative regulations, and any state or federal statute applicable to the subject matter of this policy. In addition, counseling is required as a condition for re-admittance to school.

8. This policy will be implemented through the cooperative efforts of the school staff, parents/guardians, students, local police departments, and communities of the Nazareth Area School District.

9. Visitors who violate this policy will be immediately banned from school property and will be reported to the local police for criminal action.

10. Violations of this policy by district employees shall be immediately reported to the superintendent of schools who will be responsible for imposing a 3 to 10 day disciplinary suspension without pay. The superintendent might also recommend that the Board of Directors implement due process proceedings to consider the employee's termination.

11. This policy shall have no application to those individuals in the capacity of properly designated law enforcement or security responsibility on school property.

## **STUDENT SERVICES**

It is the philosophy of the Nazareth Area School District that every student can be successful in school. If needed, there is an array of services available to students to assist them in reaching this goal. It is intended for services to be as least restrictive as possible and to allow students to develop their skills in the regular education program.



Student progress is monitored throughout the school year on a regular basis. In addition, vision screenings are conducted annually by the school nurses for every child. Hearing screenings are conducted annually in grades K, 1, 2, 3, 7, and 11. Teachers monitor speech and language development in the classroom on an ongoing basis. Concerns are communicated with the guidance counselor and/or RTI Coordinator.

The range of services for students includes:

**Counseling Services**

**English as a Second Language Education (ESL)**

**Health Services**

**Response to Instruction & Intervention (RtII)**

**Multidisciplinary Evaluation**

**School Psychology Services**

**Special Education Services**

**MULTI-TIERED SYSTEM RESPONSE TO INSTRUCTION AND INTERVENTION:**

The RtII process is a comprehensive, multi-tier intervention strategy designed to identify students who are academically and behaviorally at risk. The intent is to provide students with academic and/or behavioral support to attain success. Parents may request screening and/or multidisciplinary evaluations at any time by contacting the building principal or guidance counselor. Multidisciplinary evaluations are conducted for any student for whom it is thought that special education programs and services may be appropriate. A full range of special education services is also available to students through the services of our Intermediate Unit. Those services include speech, vision, occupational therapy and physical therapy.

**K-4 SCHOOL PROGRAM TIMES:**

Language Arts	120 minutes
Math	70 minutes
Sci/SS	30 minutes
E/I	30 minutes
Specials	40 minutes
Lunch	30 minutes
Recess	20 minutes
Transitions	15 minutes

Homeroom/Breakfast                      25 minutes

**\*\*The times listed above are averages for each specific area of the K-4 school day. Each program time can vary on a daily basis to meet the needs of our students.**

## **REPORT CARD AND ASSESSMENT DESCRIPTORS**

### **Grades K-4**

- 4 The student exceeds expectations by demonstrating in-depth, higher level application.
- 3+ The student meets expectations with increased understanding and application.
- 3 The student consistently meets expectations by demonstrating understanding and applying concepts.
- 2+ The student demonstrates increased consistency in understanding and/or application.
- 2 The student is progressing toward meeting expectations, but is inconsistent in understanding and applying concepts.
- 1 The student shows minimal progress toward understanding and applying concepts.

\* The descriptor of a “4” in grades K-1 is only achievable in the content areas of Writing and Mathematics.

## **GIFTED PROGRAM**

A program is offered to students from Kindergarten through Grade 4 that qualify for gifted services. Students are identified for the program through a screening process that includes academic data and recommendations from classroom teachers, guidance counselors, and parents. After a student is referred, a series of ability tests are administered by district personnel to determine if the student qualifies for gifted services.

## **TITLE I**

As part of the Federal Title I Program in the district, supplemental reading support is available to students that qualify for additional reading support in grades Kindergarten through 4<sup>th</sup> Grade. Support is provided through individual, small group and whole classroom assistance.

## **HOMEWORK**

The NASD and the educational staff believe that homework is an essential and integral part of every student's educational program. We believe it helps students to become more self reliant, independently, accountable and responsible. Homework also permits you as parents to become familiar with the type of learning activities and academic pursuits that are expected from your child.

On the average, the following daily amounts of time should be adequate for out of class study:

Kindergarten	10 to 15 minutes daily
Grades 1	15 to 20 minutes daily
Grade 2	20 to 30 minutes daily
Grade 3	30 to 40 minutes daily
Grade 4	40 to 50 minutes daily

The time limits indicated above are to be viewed as averages that would occur on an individual day. Since all teachers may not assign specific homework every night, there will be assignments made throughout the week that may exceed the established time range.

\*Students are allowed back into the building to retrieve forgotten items until 3:30 PM.

## **HOMEBOUND INSTRUCTION**

Students who are unable to attend school for a prolonged period of time are eligible to be considered for homebound instruction. If warranted, a tutor can provide three to five hours of instruction weekly. The following are needed to apply for homebound instruction:

1. Doctor's statement stating
  - a. Nature of illness
  - b. Amount of time the student is expected to be absent.
2. Completed Homebound Instruction Request Form (available in the office)

## **ASSEMBLIES**

Assemblies are designed to support the K-4 elementary curriculum and district social expectations.

## **FIELD TRIPS**

Classroom field trips are designed to supplement the curriculum and may be taken by various grade levels throughout the school year. Field trips are scheduled at the discretion of the grade level teachers and approved by the building principal. A signed permission slip by the student's parent is required for each field trip. A field trip is an extension of the regular school day. While most field trip locations are open to the public and parents who are not serving as chaperones are free to attend a public place, parents will not be permitted to join their child's group. Also, parents may not take their student(s) home from a field trip. Students are required to return to their school via district provided transportation and follow regular dismissal procedures.

## **PARENT INFORMATION:**

### **EMERGENCY INFORMATION**

In case of emergency each student is required to have on file at the school office the following information by filling out the emergency cards, which are sent home the first day of school:

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address including Email address.
3. Home phone and parent(s) work phone.
4. Email address at work and home.
5. Emergency phone number of friend or relative.
6. Physician's name and phone.
7. Medical alert information.

In addition, parents are asked to fill out an emergency sheet giving specific information. This is in the event of a school emergency when students may be evacuated. Please make regular changes to the emergency sheet as family procedures change.

## **EMERGENCY DRILLS**

Fire and safety drills are conducted on a monthly basis. Each class has an escape route to an outside area at a safe distance from the building. Children are moved to these designated areas in a safe, quiet and orderly manner. Other emergency drills will be scheduled and practiced throughout the year on an as needed basis.

## **ADMISSIONS-KINDERGARTEN**

New kindergarten students must be 5 years old before September 1<sup>st</sup> of the school year in which they are enrolling. Pre-registration takes place in the early spring. Parents must provide a birth certificate, proof of residency, social security number and immunization records in order to complete the enrollment process. A physical examination is required when a student enters school for the first time. Forms are available in the office for the physical examination. Age must be verified by a birth certificate and immunization records must be complete. Students who are transferring to our school from other schools should arrange for copies of their academic records to be sent to insure their admission to proper programs.

## **PARENT VOLUNTEERS**

Volunteers are an important part of our school program. School board policy 916 adopted by the Board insures the safety of all our students by requiring all occasional volunteer, regular volunteers, supervised special events volunteer and unsupervised special events volunteer to have a Criminal History Check (Act 34), Child Abuse Clearance (Act 151), Arrest/Conviction Report (Act 24) and FBI-Fingerprint Clearance prior to volunteering in the school. There are no exceptions that will be made to these requirements. Clearance forms are available in the school office.

Additional Procedures:

- Children not enrolled in the elementary building will not be allowed to accompany volunteers in the classroom or during any school activity for which the parent is volunteering to work with students.
- Parent/community volunteers must report directly to the office to sign-in and then report directly to the classroom/area for which they received permission to volunteer. You may **not** freely wander the school building unsupervised.
- Parent/community volunteers that remain in the building until the end of the school day must wait to depart the building when “walkers” are being dismissed. This is to ensure the safety and well-being of all volunteers and students.

- When volunteering in the building please silence your cellular phone.

## **CAFETERIA**

NASD implements a lunch debit system called "*Parent On Line*". You may credit your child's account online or by personal check. Make your check payable to "NASD Food Services". Please contact the food service department at 610-759-1170 ext. 1711 if you have any questions.

## **SHARED TREATS/INVITATIONS**

Students are permitted to celebrate birthdays at school as long as it does not cause a disruption. For the health and safety of all students birthday treats must be ordered through the NASD food service department. The contact number for the food service department is 610-759-1170 ext. 1711. There will be no outside food or snacks permitted in classrooms for birthday celebrations.

## **PTA**

We have an active Parent/Teacher Association that works to support school programs and parent involvement. We encourage you to become involved in the school through joining the PTA. Please contact your child's school for more details on joining the PTA.

## **PROMOTION POLICY**

Each student who successfully completes the academic work as defined by the Pennsylvania Department of Education and the Nazareth Area School Board shall be promoted to the next succeeding grade or class. If a student does not achieve the academic standards as prescribed and is not recommended by the teacher and/or the building principal for promotion, such student may be retained in a class or grade level. Before any pupil can be considered for retention, s/he must have gone through the RtII process. Parental involvement and input are considered in the determination of pupil retention; however the ultimate decision shall be determined by the building principal with input from the professional team.

## **RELEASE OF RECORDS**

If you are moving out of the district, please acquire a transfer card and a copy of the immunization record from the main office of your child's school.

## **SCHOOL RECORDS**

Parents have the right to review their child's school records. If you wish to see these records, contact your principal or guidance counselor to set up an appointment. A policy is in place, which ensures the privacy rights of both parents and student in the collection, maintenance, release, and distribution of these records.

## **SMOKING, VAPING, CBD PRODUCTS AND USE OF ALCOHOL ON SCHOOL GROUNDS**

Smoking and consumption of alcohol is not permitted in any school building or on school grounds by adults and students. CBD products, reputed to make people feel better, have become readily available. Currently the production of, and the labeling of CBD products, are loosely regulated, making it difficult to verify that the products are safe and legal in the school setting. For the protection of the health, safety and welfare of students and staff, the Nazareth Area School District prohibits the use of, or possession of, CBD products on school property. CBD products found on school property will be confiscated and returned to parents/guardians at their request.

## **PETS**

Pets are not permitted on school grounds anytime during the school day (8:00 a.m.-3:00 p.m.) unless permission has been granted by the building principal. Please refrain from bringing your pet when dropping off and/or picking up your child from school.

## **UNAUTHORIZED SCHOOL BUS ENTRY**

A person who enters a school bus without prior authorization of the driver or school official with intent to commit a crime or disrupt or interfere with the driver or a person who enters a school bus without prior authorization of the driver or a school official who refuses to disembark after being ordered to do so by the driver commits a misdemeanor of the third degree (Act 65).

## **INSURANCE**

A school-endorsed insurance policy is available. This policy covers medical expenses from accidents that may occur both in school and traveling to and from school. Announcements concerning this accident policy are made at the beginning of the school year. Please contact your child's school for additional information.

## **Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students**

**(Revised May 20, 2009)**

### **Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. They are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15 on PDE's website. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 Pa Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 Pa Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. Children ages three through twenty one can be eligible for special education programs and services. If



parents believe that the child may be eligible for special education, the parent should contact the Director of Pupil Services.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information, you may contact the Colonial Intermediate Unit 20 at 610-252-5550.

## **Evaluation Process**

Each school district has a procedure in place by which parents can request an evaluation. Should you have concerns regarding your child's progress, please arrange to discuss your concerns with your child's teacher and school counselor. They can assist you with determining if an evaluation is needed, and, if so, how to proceed.

Parents of preschool age children, ages three through five, may request an evaluation in writing by addressing a letter to:

Special Education  
Colonial Intermediate Unit 20  
6 Danforth Drive  
Easton, PA 18045-7899

## **Consent**

School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found on the Nazareth Area School District's Pupil Services website. Once written parental permission is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

## **Program Development**

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

## **Confidentiality of Information**

The School District maintains records concerning all children enrolled in the school including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each district must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction states. The Director of Pupil Services is responsible for ensuring the confidentiality of any personally identifiable information.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school student, contact the Director of Pupil Services. For preschool age children, information, screenings and evaluations requested, may be obtained by contacting the Colonial Intermediate Unit 20.

*The school district will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in the school district program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.*

