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# Handbook for Students & Parents

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## Muhlenberg School District K-6

Muhlenberg Elementary Center and C. E. Cole Intermediate School  
Reading, PA



**2018 - 2019**

***“Cool Muhls in the Making”***

## **Mission Statement of the Muhlenberg School District**

Excellence in Action:  
Equipping, Engaging, Empowering

## **Vision Statement of the Muhlenberg School District**

The Muhlenberg School District is committed to guiding all students on a path of excellence with active and purposeful learning experiences, a growing and comprehensive curriculum, collaborative and innovative staff and creative use of technology and resources coupled with an unrelenting desire for success.

## **Shared Values of the Muhlenberg School District**

### **Values & Beliefs**

- Students learn differently.
- Students learn best with challenging and relevant curriculum.
  - Students thrive in a safe learning environment.
- Teachers lead learning through passion, perseverance and personality.
  - Teachers create a culture of high expectations.
  - Teachers are inspirational role models.
- Students, parents and families, the school, the school board, the community and business leaders create partnerships that drive students' success.
- An informed and involved learning community is essential to the development of strong educational partnerships and quality programs.
  - The learning community equips, engages and empowers learners.

### **Muhlenberg Elementary Center, Grades K-3**

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[www.facebook.com/muhlcecole](http://www.facebook.com/muhlcecole)

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## General Information, K-6

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**School Day** - The school day for children begins promptly at 9:00 a.m. and ends at 3:10 p.m. Kindergarten hours are from 9:00 a.m. to 12:00 noon for those children who are enrolled as half-day Kindergarten students. **Staff are NOT available before 8:30 a.m. to supervise children. Therefore, children will NOT be admitted into the building before 8:30 a.m.** Arrival after 9:00 a.m. will result in a student being marked tardy.

**Bicycles** - Due to potential storage, safety, and liability issues that may arise, students are not permitted to bring bicycles to school. Additionally, skateboarding is prohibited on school property.

**Student Photo Identification Badges** – In an effort to promote safety of all students, Student Photo Identification Badges (ID Badges) will be given to all students. ID Badges MUST be worn in a conspicuous manner at all times, except when the wearing of ID Badges is excused for Physical Education Classes, Recess, or other activities as determined by staff.

**Telephone Calls and Usage** - Discretion should be used when calling children or teachers during school hours. Please contact the school only when a message is urgent. Children are not permitted to use the office telephone for personal calls. They are encouraged to assume the responsibility of making arrangements in advance based on the activities of the day.

**School Visits** - Parents are not only invited, but are encouraged to visit our schools to observe their children at work and discover the methods and materials used in the instructional process. Parents should make advance arrangements (ten days or longer) with the teacher or the office to insure that their visit won't coincide with a special activity, such as a field trip or a standardized test. When making these arrangements, please keep in mind that a school visit should be limited to a maximum of 1 to 1½ hours. Please remember that there is a difference between school visits, which are solely for observation, and conferences, which are to discuss your child's progress with his or her teacher. Conference appointments can be prearranged. We look forward to your visit and to meeting you.

When visiting the Muhlenberg Elementary Center or C. E. Cole, you must first stop in the office. You will be asked to register in our visitors' book and will be given a "School Visitor" badge. You will be asked to print your name and the date on the lines provided on the "School Visitor" badge. Before leaving the office, you will be given a clear, round sticker to apply to the center of the "School Visitor" badge. You will then apply the badge to your person where it is highly visible to staff who observe you walking through the building. At the end of the day, you must return to the office to sign out in our visitors' book, but you need not return the "School Visitor" badge. You may take it home and discard it. If you keep it, within twenty-four hours, the clear, round sticker will turn bright yellow/orange, indicating that the "School Visitor" badge is no longer valid.

**Outdoor Activities** – Outdoor events held at/by MEC or CE Cole (e.g., field day, recess, etc.) are still considered school events, and therefore, parents/guests must abide by the school visitation policy.

**Volunteers** – Any and all volunteers who will be working directly with students or coming into contact with students (for example, at classroom parties, on field trips, while completing clerical work for a teacher) are required to submit to a Pennsylvania Criminal History Record Check (Act 34) and Pennsylvania Child Abuse History Clearance (Act 151). The Pennsylvania Department of Education (PDE) has added a requirement, as of January 1, 2015, that all volunteers must certify that they have resided in Pennsylvania for the entire previous ten (10) years or if they are unable to do so, they must submit the FBI Federal Criminal History Report (fingerprinting). Information to apply for these clearances may be obtained at the school office or on the Muhlenberg School District Website. Prospective volunteers must send each completed application form and application fee to the government agency named on the application. The school office does not handle the application process.

If a parent/relative is interested in volunteering, but is unable to do so because of the cost of obtaining the required clearances, he/she should see the building principal to discuss the matter.

**Lunch Schedule** – Lunches will be served continuously from about 10:40 a.m. to 1:25 p.m. at Muhlenberg Elementary Center and C. E. Cole. Each lunch period lasts thirty minutes.

**Cafeteria** – Complete platters including milk are served at a nominal cost in our cafeteria. A monthly menu is available on the Muhlenberg School District website. When children buy a school breakfast or lunch, they should be encouraged to eat everything offered. Children are encouraged to eat in a manner that they would a restaurant.

Our cafeteria uses a computerized Point of Sale system. Parents may pay in advance or students may pay for their breakfasts or lunches daily. For children who bring their lunches to school, milk and other items are available as supplements for a small fee.

**Toys in School** – The district provides necessary recess equipment; therefore, all toys, including trading cards, should be left at home. Should students bring toys to school, the following consequences will be levied: First offense: The teacher will ask the student to put the toys/cards in his/her backpack and take them home. Further offenses: The toys/cards brought to school will be confiscated by the classroom teacher. Parents will need to make arrangements with the classroom teacher to pick up their child's toys/cards. Those toys/cards left in school until the end of the school year will be returned to the students on the last day of school.

Spinners and other over-the-counter devices sold for therapeutic reasons are considered toys unless specifically prescribed by a family doctor or a school professional.



**SPECIAL ATTENTION:** Toy guns, toy weapons and look-alikes are treated under the same provisions as the district weapons policy, including the possible consequence of full expulsion from school. Toy guns, toy weapons and look-alikes are never permitted on the bus, in school or on school property.

**Cell Phones/Other Electronic Devices (Policy 237)** – Cell phones and other electronic devices (Gameboys, MP3 players, etc.) may be brought to school, but the use of such items is *prohibited* during school hours. Laser pointers and attachments are prohibited. Cell phones and electronic devices brought to school must be turned off and kept in students' backpacks. Exceptions to phones and devices being turned off while at school are as follows:

- Personal listening devices may be used on school vehicles. Volume must be kept to a minimum level. Inappropriate use of devices or device content may result in loss of this privilege.
- Electronic games may be used on school vehicles. Volume must be kept to a minimum level. Inappropriate use of devices or device content may result in loss of this privilege.
- Students may use electronic devices in the classroom during the school day for instructional purposes if, and only if, they have the prior permission of the teacher or building administrator to do so.

Please note that the district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student. For more information, please see the Electronic Devices Policy on the district website.

**Clothing Worn to School (Policy 221)** – Muhlenberg Elementary Center and C. E. Cole students are expected to dress sensibly and appropriately and be in adherence to the Muhlenberg School District Dress and Grooming Policy (which can be found on the district website). If we feel certain clothing is inappropriate, the home will be contacted and other clothing will have to be provided. It is suggested that girls wear slacks or shorts on days when physical education is scheduled. Shorts are permitted during warm weather, but they should be in good taste and fit properly. Tank tops, halter-tops and shirts containing offensive decals or slogans or advertisements or slogans for alcohol and/or drugs are prohibited. **Flip-flops are NOT to be worn by students during the school day.** Any open-toed shoe should have a strap to secure the foot and prevent injury on stairwells and at recess, etc.

**Personal Belongings** - The clothing and personal or family possessions a student wears or brings to school should be marked clearly with his or her name. Money should be kept in change purses or wallets which students should keep with them at all times. **At no time, for any reason, should students exchange money in school or on the bus.**

**Lost and Found** - Each year many unclaimed articles, some valuable, are found in and around the school. If your child has lost something, contact the school office immediately.

**Emergency Drills** - Fire and other emergency drills are conducted no less than once per month, even during cold weather, as required by Section 15-1517 of the Pennsylvania Public School Code of 1949.

**School Closing** - Whenever school is closed due to an emergency such as bad weather, it will be announced as early as possible (usually between 7 and 7:30 a.m.) via telephone call and on WRFY-FM, WHUM, WEEU, and WRAW (local radio stations) and WFMZ (local TV station). Periodically, our schools will have early dismissal for such events as curriculum workshops or parent-teacher conferences. All early dismissals and vacation dates, along with other special dates and events, are listed on the school calendar, a copy of which is given to every family.



**SPECIAL NOTE:** To ensure you always receive our automated phone messages and alerts, please make sure the school always has an updated and valid phone number for either parent.

**Late Starts** - Occasionally weather conditions will necessitate a one-or two-hour delay in opening school. Weather related late starts would be announced via telephone call and on WRFY-FM, WHUM, WEEU, and WRAW (local radio stations) and WFMZ (local TV station).

**Parties - Birthday parties shall not be held on school time.** It has been standard procedure to limit holiday parties to two a year. They take place in school on school time. In accordance with our district's Health and Wellness Policy, healthy snacks and drinks will be served at school parties. **Muhlenberg School District is taking a proactive approach to providing our students with the most optimal all-around education possible.**

**Because a healthy mind truly does require a healthy body to support it, an approved snack list was created and will be enforced. For the health, wellness and safety of all students, the following lists provide guidelines to strictly approved snacks permitted to be brought into Muhlenberg Elementary Center and CE Cole for student consumption.**

Parents should give advance notice if they want to send a birthday snack to school. Any such snack will be given to the children during their lunch. For this reason, the snack must be an individual serving which the child can distribute to the others in his/her class without help from the cafeteria staff.

*APPROVED SNACK OPTIONS	NOT APPROVED SNACKS
1. Fresh/Dried fruit	1. Chocolate(s)
2. Fresh vegetables	2. Candy
3. Pretzels (individual serving bag)	3. Cake products
4. Goldfish™ crackers (individual serving bag)	4. Soda
5. Graham crackers	5. Cookies
6. String cheese	6. Gum
7. Popcorn (individual serving bag)	7. Donuts
8. Granola bars (peanut free only)	8. Juice drinks not 100% fruit juice
9. Yogurt	9. Popsicles
10. 100% fruit juice drinks, bars, strips, etc.	10. Ice Cream
11. Fat-free milk	11. Animal <u>cookies</u>
12. Baked chips (individual serving bag)	12. Granola bars with chocolate or nuts
13. Fig/Fruit Newtons™	13. Any homemade items
14. Pre-Packaged cheese and crackers	14. Any product(s) with nuts
15. Tortilla chips and salsa	
16. Sugar-free Jello™/Pudding	
17. Dried cereal	
18. Pre-packaged cheese and crackers	
19. Animal <u>crackers</u>	
20. Yogurt-covered raisins	
21. Single-serving fruit cups	
22. Others approved by School Principal	

**Birthday Flowers/Balloons** – Flowers, balloons and other personal items can create a disturbance of the learning process in the child’s classroom, where space is limited, as well as at dismissal, when the child must take the item home on the bus. We ask that parents refrain from sending flowers or balloons or other personal items to school on their child’s birthday and encourage them to find an alternate method of celebrating the special occasion. Balloons, flowers and other personal items will not be delivered to students in the classroom.

**Homework** - Such assignments should benefit students by strengthening skills, stimulating learning, and developing responsibility. The amount of homework assigned is based on age, grade, and level of achievement. Among the purposes of homework are: to enrich or extend what has been learned in the classroom; to practice skills; to read for enrichment or enjoyment; to conduct research as an outgrowth of classroom activities, and to learn how to work independently.

In order for a student to be successful in school, a good working relationship is needed among teachers, parents, and children. Parents can assist students in assuming responsibility for homework by establishing a time and a place at home for accomplishing the assignment and by encouraging their children to submit all assignments on time.

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## School Policies

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**Student Admission/Withdrawal** - Enrollment is a simple procedure involving a parental visit to the school office to complete health and family history forms, and to submit a transfer sheet from the previous school district attended. When withdrawal is necessary, parents must visit the school office to sign release of records and withdrawal forms so that the child’s records can be forwarded to the new school. Advance notice is appreciated.

**Student Attendance/Compulsory School Age** (Policy 204) - As defined in the **Pennsylvania Public School Code §1326, 1327**, compulsory school age is the period of a child's life from the time he or she enters school, which shall be no later than the age of 8 years, until the age of 17. Children of school age are expected to attend school regularly.

**Absence from School** (Policy 204) – Excused absence includes illness of pupil, quarantine, death in the immediate family, impassable roads, and exceptional urgent reasons that affect the child.

If your child is too ill to attend classes, please call the school between 8:30 a.m. and 10:00 a.m. to report the absence. If the student is to be absent more than one day, homework assignment requests should be made prior to 9:00 a.m. to give teachers time to get materials together. These assignments can be picked up after 3:00 p.m.

If an absence is expected to last for an extended period of time, parents should notify school administrators. Special study help for students may be justified in such cases.

**Educational Tours/Trips** (Policy 204) - Requests for educational trips to be taken on school time must be submitted in writing to the building principal at least one week in advance of the scheduled trip. Request letters must include the dates of absence, the destination, and a statement of educational benefit to the student.

The principal may approve student trips with families of up to but no more than 5 days of school. No more than three such trips will be approved in one school year. The 5-day limit shall apply to the accumulated total of approved trips. Parents will be given written specific reasons for disapproved trips.

Educational Travel will not be approved during state mandated testing for students in test-taking grades.

**Medical and Dental Appointments** - Written requests for a child to leave school early for a medical or dental appointment must be sent to school with the child prior to or on the day of the scheduled appointment. Normally, a child will be excused only for the amount of time necessary, not the entire day. Unless an



emergency situation exists, we encourage you to schedule appointments after 2:30 p.m. At the desired dismissal time, the parent must report to the main office. The secretary will then call the child's classroom, and the child will meet the parent at the office. No child will be dismissed early without prior approval or without an adult being responsible for him or her.

#### **Excuse Blanks - Absence from School**

Excused absences include illness of pupil, quarantine, death in the immediate family, impassable roads, and exceptional urgent reasons that affect the child. *Parents/Guardians and students shall submit the written explanation within three (3) school days of the absence and shall be informed that if they fail to provide a written excuse within three (3) school days of the absence, the absence would be permanently counted as unlawful or unexcused.*

**Unexcused Absences** are: parental neglect including visiting (other than planned vacations), oversleeping, missing the bus, and other reasons such as truancy, and illegal employment.

**When a student has missed ten days of school, excluding approved family trips or days excused by doctor's note, parents will be notified in writing that for each subsequent absence a doctor's note will be required. If compulsory attendance laws are violated, the parent or guardian is subject to arrest and/or fine. Please refer to <http://www.muhsdk12.org/> for additional school attendance policy information.**



#### **NEW PROCEDURES:**

- Three (3) Unexcused Absences:
  - Letter sent to parents within ten (10) days of the third absence
  - School Attendance Improvement Conference established between school and parents and within ten (10) days of third absence
- Sixth (6) Unexcused Absence:
  - Considered habitually truant
  - Student referred to Attendance Improvement Program or Children and Youth Services
  - School may file citation against parent if student is under 15 years of age.

**Media Release** – Each year, Muhlenberg Elementary Center and C.E. Cole students are photographed for inclusion in our school yearbook. Additionally, teachers and/or administrators submit articles about important school events for publication in the school or district newsletter or local newspaper or invite local television stations to videotape and air particular school functions. Parents who do not wish to have their child's name or picture publicized (including in our school yearbook) must come to the Elementary Center/C.E. Cole office to complete a media release form. Children whose parents have not completed the form will be included in all publications.

**Discrimination/Harassment Policies** – Muhlenberg School District seeks to establish and maintain an education climate free from discrimination and harassment. Discrimination on the basis of sex or handicap and sexual harassment are prohibited. Muhlenberg School Board policies addressing these issues can be found on our school district website.

**Video and Audio Recordings** – Muhlenberg Elementary Center and C. E. Cole are equipped with video cameras which record entrance/exit areas and hallways. The images recorded by these cameras may be used by school officials to establish the identity of students, employees, chaperones, or members of the general public involved in unlawful conduct or conduct that is contrary to the rules and regulations of the district and may be used as evidence in any disciplinary proceeding conducted by the school district (as set forth in Muhlenberg School District Video and Audio Recordings Policy).



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## Discipline

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**Authority of Teachers, Assistant Principals, and Principals over Pupils** - §13-1317 of the Pennsylvania Public School Code states: *“Every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending the school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them.”*

**Search and Seizure** – School officials need reasonable suspicion to conduct a legal search of students and the personal belongings they bring with them. Lockers and cubbies remain the property of the school and may be searched by school authorities without reasonable suspicion and without prior warning to the students that are using them. Random locker and cubby searches, including dog searches, may be conducted at the discretion of school officials.

**Student Discipline** (Policy 218) - The Muhlenberg School Board recognizes the need to maintain an atmosphere conducive to teaching and learning in schools. A central goal is to help students develop self-discipline. Students share with the administration and faculty a responsibility to develop a climate within the school that encourages a positive learning environment. Students whose behavior disrupts the educational process must receive appropriate attention from teachers, counselors, and administrators.

### *Student Responsibilities*

- A. Attend school and all classes daily, except when excused. Be on time for classes and other school functions
- B. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities
- C. Arrange to make up work when absent from school
- 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 rules 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 effect
- I. Be aware of and comply with federal, state, and local laws
- J. Be willing to volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property
- K. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process
- L. Assist the school staff in operating a safe school
- M. Exercise proper use and care when using public facilities and equipment
- N. Avoid the use of indecent or obscene language when dealing with other students or school district staff members

### *Student Discipline Options*

Disciplinary options are not administered in anger; every attempt is made to keep options open. These options are not intended to be all-inclusive. It should not be assumed that any one or a combination would resolve a particular problem.

- A. Teacher-student conference
- B. Direct contact with parents/guardians via phone
- C. Teacher-parents/guardians conference arranged by teacher, counselor, or administrator
- D. Teacher-counselor-student conference arranged by teacher/counselor
- E. Teacher-administrator-student conference arranged by teacher/administrator
- F. Staff conference. The principal or his/her designee may call together staff members who can provide insight into a student’s problem

- G. Detention and/or in-school suspension
- H. Out of school suspension

### ***Misconduct / Response Structure***

- A. This structure presents a comprehensive series of typical misbehaviors that are classified into four levels and arranged in a continuum according to the seriousness of the act and frequency of its occurrence.
- B. While the gravity of an infraction determines its classification, the frequency of the occurrence may require its reclassification and a more severe disciplinary response. For instance, a Level I misconduct, though its seriousness remains the same, could be moved to a Level II and even III if the act occurs frequently and repeatedly enough and if corrective action taken at the appropriate level has failed.
- C. Level I infractions occur mainly in settings under teacher control/supervision. Responsibility for disciplinary action falls primarily on the teacher although other school support personnel may become involved.
- D. Levels II and III infractions are almost always serious enough to require the special attention of the principal/assistant principal.
- E. Level IV acts of misconduct are so serious that they require the involvement not only of the building principal/assistant principal but the superintendent, the school board, and law enforcement authorities.
- F. Optional disciplinary responses are included at each level that may be appropriately applied to correct or punish related infractions. These options, which allow the exercise of a certain amount of flexibility and discretion in application, have been selected to fit the seriousness of the misbehavior beginning with the least punitive and progressing through the levels to the most severe. Still, this attempt to match the severity of the disciplinary response with the seriousness of the infraction in some circumstances does not preclude the use of options from a lower level in dealing with higher-level infractions. On the other hand, the more severe options at a higher level are not recommended as a response to less serious infractions at a lower level unless those offenses have been repeated and lower level alternative actions have failed.

### ***District-wide Weapons Policy***

The possession of weapons or look-alike weapons and any serious acts of violence directed to another person will not be tolerated. A weapon shall include but not be limited to any knife, cutting instrument or tool, nun chuck, stick, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury. Look-alike weapons generally exclude toys, but do include realistic items such as pellet guns, paint guns, or BB guns. Secondly, serious acts of violence shall include any type of physical conflict, fighting, attack, or action where there is a possibility or outcome of serious bodily injury. You can view the weapons policy in its entirety on the district website.



**SPECIAL ATTENTION:** Toy guns, toy weapons and look-alikes are treated under the same provisions as the district weapons policy, including the possible consequence of full expulsion from school. Toy guns, toy weapons and look-alikes are never permitted on the bus, in school or on school property.

### ***K-6 Misconduct / Response Structure***

**Level I** - Misbehaviors classified in this level represent relatively minor infraction of established procedures that regulate the orderly operation of the school and its educational process. The frequency of their occurrence shall determine the appropriate disciplinary response and their re-classification at a higher level.

#### ***Infractions***

1. Littering
2. Tardiness
3. Not returning required forms
4. Immodest or indecent dress
5. Unprepared with class materials and supplies
6. Non-defiant failure to complete assignments, carry out teacher directions, or adequately prepare for class
7. Abuse of hall, locker, or lavatory privileges
8. Careless or unauthorized use of school property or facilities
9. Disruptive behavior in school, on campus, or on the school bus
10. Cheating or lying

#### *Procedures*

1. Supervising staff member or observer immediately intervenes and applies the most appropriate disciplinary option
2. Staff members should maintain a record of offense and actions taken
3. In cases of repetitive misbehavior, staff member shall confer with principal and arrange for parental contact

#### *Optional Disciplinary Responses*

1. Verbal reprimand
2. Seat change
3. Behavioral contract
4. Strictly supervised study
5. Restriction of privileges
6. Special written assignment
7. Time-out room
8. Counseling
9. Parental contact
10. Clean up after school and/or pay damage
11. Detention
12. Loss of credit or makeup privilege
13. Suspension of school bus privileges

**Level II** - This level includes misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school and affect seriously the student's own education. Some of these infractions may be the result of a continuation of misbehaviors that remain unmodified by disciplinary actions under Level I. Because of their frequency or seriousness, the principal assumes the major responsibility for corrective action.

#### *Infractions*

1. Unmodified Level I misbehavior
2. Cutting scheduled detention
3. Continual harassment of students
4. Petty theft or gambling
5. Chronic misbehavior
6. Use of profanity, obscenity
7. Possession or distribution of pornographic materials
8. Leaving school without permission
9. Truancy
10. Forgery
11. Defiance and insubordination

#### *Procedures*

1. Teacher/observer reports infraction or refers student to principal for appropriate disciplinary action
2. Principal meets with student and/or teacher, determines most appropriate response, then informs teacher of action taken
3. Parent is notified
4. Principal maintains a record of the offense and the disciplinary action

#### *Optional Disciplinary Responses*

1. Continuation of the more stringent Level I options
2. Sustained counseling

3. Parental conference
4. Temporary removal from class
5. In-school suspension
6. Temporary withdrawal of certain privileges or participation in school activities

**Level III** - These acts are more serious because their consequences may have a lasting effect on the individual or may pose a threat to the health and safety of others in school. While some might be considered criminal acts, for the most part, their redemption can be undertaken through the disciplinary mechanism of the school. In some cases, however, law enforcement officials may be contacted/notified.

#### ***Infractions***

1. Continuation of Level II misbehavior
2. Chronic truancy
3. Possession of cigarettes, smoking on school property including the bus
4. Organized gambling
5. Stealing
6. Fighting
7. Vandalism
8. Physically threatening other students
9. Possessing, using, or being under the influence of substances (drugs, alcohol) on school property or during school-sponsored activities
10. Serious acts of defiance or threatening a teacher or member of the support staff

#### ***Procedures***

1. After infraction is reported or detected, principal investigates further and confers with staff members on circumstances and immediate needs
2. Principal meets with student and confers with parent about misbehavior, extent of its consequences, and subsequent disciplinary action
3. Principal makes contact with law enforcers, if deemed necessary
4. Principal keeps accurate record of infraction and disciplinary response
5. Student makes restitution for loss/damage resulting from misconduct

#### ***Optional Disciplinary Responses***

1. Continuation of appropriate Level II options
2. Full withdrawal of participation in school activity
3. Restitution of damages
4. Referral to outside agency
5. Temporary out-of-school suspension
6. Full suspension

**Level IV** - Represented in this level are acts which are clearly criminal. Included are those that present a direct and immediate threat to the welfare of others or may result in violence to persons or property. In most cases, acts on this level are so serious that they require administrative action that calls for the immediate removal of the student from school and police intervention.

#### ***Infractions***

1. Unmodified Level III misbehavior
2. Possession and/or sale of stolen property
3. Extortion of other students
4. Indecent exposure
5. Major vandalism
6. Arson
7. Grand theft
8. Bomb threat
9. Assault and battery
10. Tampering with fire alarm; pulling false alarm
11. Possession and/or use of firecrackers or explosives
12. Providing, selling, using illegal chemical substances and/or alcohol on school property or during school sponsored activities
13. Possession, use, transfer of lethal weapons on school property or during school-sponsored activities

#### ***Procedures***

1. Having verified the offense, the principal meets with all those involved

2. Principal initiates procedures according to policy for excluding student from school and notifies parents immediately
3. The principal informs the superintendent
4. School officials contact proper authorities/assist prosecuting offender
5. Principal submits a complete, accurate report to superintendent for possible board action
6. In the event of expulsion, student receives a full due process hearing before the school board

#### *Optional Disciplinary Responses*

1. Full restitution of damages
2. Full suspension
3. Alternative school
4. Expulsion

### School Bus Policies



**School Bus Regulations (Policy 810)** - Students having the privilege of riding a school bus must conduct themselves in a quiet and orderly manner to and from school. The bus driver is legally responsible for the safe transportation of students. Therefore, our school district's bus discipline code has been written to provide guidelines for drivers and student riders to follow. We ask parents to read and explain the bus discipline code to their children.

In the interest of bus safety, elementary students may be disciplined or deprived of transportation for the infraction of any of the following regulations:

- a) Students shall line up to get on the bus, avoid pushing and shoving, and take seats on the bus immediately upon boarding following the seating procedures.
- b) Students shall not tamper with the bus or any of its equipment.
- c) Students shall observe orderly conduct on the bus and refrain from the use of profane and indecent language.
- d) Students shall not talk with the bus driver while the bus is in motion.
- e) Students shall not board/disembark their bus at other than their assigned stops and shall only ride their regularly assigned school bus.
- f) Students shall not play games on the street or highway while waiting for the school bus, nor shall they trespass or cause damage to any property in the vicinity of the bus stop.
- g) Students shall be on time for the school bus.
- h) Students shall not bring pets to school on the school bus.
- i) Students shall not eat or drink on the school bus.
- j) Students shall cooperate with and obey the school bus driver at all times.
- k) Students shall not deposit any paper or trash on the seats or anywhere else on the bus.
- l) Students shall adhere to the Muhlenberg School District Policy 227 on Controlled Substances.
- m) Students shall adhere to the Muhlenberg School District Policy 218.1 on Weapons.
- n) Students shall adhere to the Muhlenberg School District Policy 222 on Smoking/Tobacco Use.



**Parents, please remember no adult (parents, family members, and friends) is permitted to board a school bus at any time. We thank you in advance for adhering to this policy.**

**Special Requests Regarding Transportation** - All special requests regarding transportation routes shall be presented in written form by the parent/guardian to the coordinator of buildings, grounds, and transportation five (5) days prior to the effective date of the request. Parents/guardians will be informed as to the resolution of their request by the transportation office. School principals and bus drivers will be notified of any changes to the bus routes by the transportation office. Bus drivers are not permitted to accept requests.

If an emergency situation arises that prevents a five day prior notice, the transportation department can be reached by phone at (610) 921-8000, extension 1240. All calls must be followed up with a written request.

**PLEASE NOTE: Students in grades K-6 are allowed to depart from their bus with or without parents/guardians present with the exception of those specified in District Policy 810 and 810-AR. Muhlenberg School District strongly recommends adult supervision, to and from the bus stop, at all times.**

Transportation services will not be provided for friends accompanying students to and from school (on the school bus) or for transportation to after school activities, such as dance or music lessons, Boy Scouts, or Brownies.

**Assigned Seats** – Students in grades K-6 have assigned seats. Students must sit in their assigned seats regardless of ridership. There are no exceptions. In cooperation with the principal or assistant principal, seat assignments will change only for reasons pertaining to students' safety.

**Day Care Transportation** - Prior approval is required for day care transportation. All requests are to be made in writing through the transportation office (610-921-8000, extension 1240). Parents/guardians requesting day care transportation must provide the following information:

- Day care provider's name, address, and telephone number
- Dates or period of time change to be in effect
- Child's name, home address, and phone number

Requests for two different stops will be processed providing both stops are assigned to the same bus (grades 1-6). In the case of kindergarten, two different stops may be used providing they are the same for every day of the week. Emergency requests for temporary changes will be processed on an individual basis.

A bus pass will be issued to cover the changes. This pass must be presented to the bus driver of the appropriate school bus for a child to use an alternate bus or bus stop. Bus drivers are not permitted to transport a child who is not on their roster or for whom they have no temporary bus pass.

**Carrying of Objects on Buses** - The state guidelines for transportation forbid the carrying of any objects on the bus, such as projects and band instruments, unless they can be safely held on the pupil's lap. If large items, such as instruments, projects, or pets are to be brought to school, the parent/guardian will be responsible for transporting that item on the day involved.

**Transportation Monitoring** - The Pennsylvania State Board of Education regulations grant school boards the authority to make reasonable and necessary rules governing the conduct of students in school as found in 22 PA Code Sec. 12.3.

The responsibility for maintaining reasonable discipline on board our school buses begins with the individual driver. Bus Conduct Reports will continue to be the primary tool for use by the driver to report misconduct he/she observes that cannot be corrected by less formal means, such as assigning of seats, or verbal warnings. These reports are forwarded to the appropriate building principal for corrective disciplinary action as per existing District Policy.



If patterns develop or if persistent serious misconduct or safety-related violations occur, the building principal and/or designee may recommend use of monitoring to the transportation coordinator. Additionally, cameras may be placed on buses at random selection of the transportation coordinator. Please be aware that a monitoring system may be used at any time to aid in the documentation of student school bus misconduct. The tape recording may also be used in allegations of alleged driver misconduct.

Access to the camera and tapes will be limited to the transportation coordinator or designee. Tapes will be erased and re-recorded if no incidents occur over a two week schedule. Tapes documenting incidents will be made available to the appropriate school administrators after review by the transportation coordinator. Taped documentation of misbehavior will be preserved only until the disciplinary action/disposition has been reached. Thereafter, all recorded evidence of misbehavior will be erased.

**Bus Discipline Guidelines** - Bus drivers will issue bus conduct reports for students who do not follow bus safety rules. The principal will take the following corrective action:

- **FIRST conduct report** will serve as a warning except for extremely serious incidents.
- **SECOND conduct report** will result in a one day bus suspension.
- **THIRD conduct report** will result in a bus suspension for a period of up to one week.



- **FOURTH and subsequent conduct reports** will result in a bus suspension for a period not less than one week and possibly extending throughout the entire school year.

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## Curriculum and School Services

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**Academics** - Muhlenberg Elementary Center and C. E. Cole Intermediate students have a well-rounded educational experience. Our instruction focuses on the language arts (reading, writing, spelling, and handwriting) and mathematics. Students also receive basic instruction in science, social studies, health, and social skills.

**Art, Music, and Physical Education** - In keeping with the goal to develop the “whole” child, special instruction is given by certified teachers in art, music, and physical education. Primary grade children need smocks for art and all children need sneakers for physical education. We ask parents to encourage children to participate actively in these areas. When it is necessary for a child to be excused from physical education class, the parent should send a note to school stating the reason for the request. If a child needs to be excused from physical education class for an extended period of time, we must have a written request from a physician.

**Adaptive Physical Education** - Certain students, because of physical disabilities, are recommended for adaptive physical education, which is based on whatever problems particular children have. The classes can be closely integrated with physical therapy and/or a physician’s instructions.

**Band** - Students, with parent permission, may begin instrumental music in fourth grade. During an orientation program for parents, an instrument rental system can be established. Band rehearsals and practice are held during the school day. Students in good academic standing may participate in band by missing core academic content areas. Students slipping below good academic standing, may have to miss band until scores or performance is regained.

**Computer** - Muhlenberg Elementary Center is equipped with state of the art computer lab. Students in grades K through three will be given instruction in basic computer skills. Students will be expected to adhere to the Muhlenberg School District Students’ Computer and Network Usage Policy which can be found on our district website.



**Library** – The library is open during school hours and for a short time after school. Students may go there with the permission of the classroom teacher.

With numerous volumes in the library, every child should be able to find something interesting and fun to read. Parents give the school’s reading program tremendous support by showing interest in the books their children choose.

**Reading** – District reading specialists aid classroom teachers by suggesting strategies and materials. They also are available to work with individuals and small groups. The Title I program provides remedial reading instruction for individuals and small groups. Referrals are made by classroom teachers and/or parents. Selection is based on satisfying predetermined criteria.

**Guidance and Counseling** – Your child’s opinion of himself or herself and his or her relationship with others have a great influence on motivation to learn and enjoyment of school. A school counselor is available for individual students or groups of students mainly for promoting better emotional and/or social adjustment to school. The counselor, along with the principal and teachers, is working toward providing more opportunities for your child to become aware of and express feelings, develop self-confidence, and learn positive ways of interacting with others.



In addition to working with students and teachers, the counselor is available to meet with parents. This is very helpful to the counselor in working with your child, and is also helpful to you, as parents, in gaining a better understanding of your child’s life at school. If you have any concerns about your child, please contact the counselor. Should you feel there is a serious problem; the counselor can provide information on various agencies in the area.

Social skills are taught to all students, K-6, by a school counselor as part of the Special Areas rotation.

**Special Education** – Children differ greatly in their individual needs. Some have adjustment problems while others need individual attention to insure adequate learning. Special classes are available for children with learning difficulties. Students with special needs are included in general education to the extent appropriate.

**Gifted Education** (Policy 114) – The district runs a gifted education program for qualified students.

**Speech** – The district provides the services of a speech therapist. Referrals can be initiated by the parent through the principal or teacher, by the teacher, or by the guidance department. Parent permission is necessary before therapy begins.

**Psychologist** – The district provides necessary psychological services. No testing will take place without written consent of a child's parent or legal guardian.

**Home and School Visitor** - The Home and School Visitor serves as the intermediary between home, school, and the community to facilitate optimal school performance and personal development of individual students. The Home and School Visitor is an advocate for students and their families and also serves as a resource for administrators, school counselors, psychologists, and other professional staff in dealing with student concerns. Students are referred for Home and School Visitor services through a core team of administrators and pupil services personnel; however, parents are welcome to request services through their child's school counselor.

**Behavior Support Team** - This group of school personnel meets as needed to formulate behavior plans for students whose behavior impedes learning. Classroom teachers or other professional staff members may refer students to the behavioral support team. Team members vary, but may include guidance personnel, classroom teachers, special education teachers, the school psychologist, behavior specialist and building administrators.

**Elementary Student Assistance Program (ESAP)** (Policy 236) - ESAP is an additional resource to students and their families who may have mental health and chemical dependency issues. The program operates through a core team comprised of administrators, school counselors, the school nurse, the school psychologist, and other specialists who work with our students. The purpose of the program is to provide a systematic approach to assisting students who are at risk for not achieving their potential and refer these students and their families to the appropriate resources – both in school and in the community.

**Reading & Math Specialist Support** - Students who are experiencing difficulty with a particular content area may be referred to the Reading or Math Specialist by the classroom teacher. Using data collected by the classroom teacher and simple diagnostic activities, the Specialist designs a program to help meet the needs of each student.

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## **Assessment and Progress Reporting**

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**Parent-Teacher Conferences** - Scheduled parent-teacher conferences are held in November for children in Kindergarten through grade six. Additional parent-teacher conferences may be held in May for children in Kindergarten. The purpose is to have both parents and teachers better understand each child, and also to review academic effort and achievement. We urge you to attend, whether or not your child is having difficulty. We also encourage you to prepare for the conference by writing down questions you would like to ask and topics you would like to discuss. If it is impossible for one or both parents to be at the conference, please try to make arrangements to meet at a later time or to have a telephone discussion.

Conferences can also be requested during the school year at times other than those scheduled. It is best to prearrange those conferences by phone or letter. Please keep in mind that the best time to reach teachers by phone is prior to 9:00 a.m. or from 3:15 to 3:45 p.m.

**Pupil Evaluation** (Policy 212) - Report cards for students in grades one through six are issued four times a year: November, January, April, and June. Performance levels are based on tests, projects, oral response, homework, class work, and other criteria considered by the teachers. Performance based assessments are also used to determine levels of student achievement. Kindergarten report cards are issued in January, April and June.

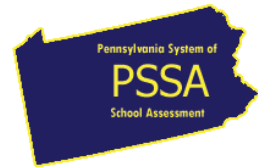


**Promotion and Retention** (Policy 215) - Considerations in these areas are not based on the idea that all children must attain the same level of academic achievement at the same time. In addition to academic achievement, potential for success, age, physical development, social skills, and success of interventions are considered.

When being considered for retention due to low academic achievement, a student is appraised jointly by the teacher, school counselor, and principal. After careful study of the records, the academic team and parent/guardian will try to accurately determine whether or not the child will benefit by repeating that grade. If retention is indicated by the child's performance throughout the year, regular communication and conferences will be scheduled with parents so they will be fully informed and also able to help their child.

**Scheduling, Student** – Scheduling students and assigning teachers for the following year is a collaborative and strategic process for each child that involve many different factors. Parent requests will only be considered upon written receipt and only under extenuating circumstances at the discretion of administration.

**Standardized Tests** - Students in grades three through six will participate in benchmark and standardized assessments for reading and mathematics and any testing that is required by the Pennsylvania Department of Education as part of the Pennsylvania System of School Assessment (PSSA). Students in all grades will also participate in district created mathematics assessments throughout the year. Please call your child's school counselor with questions about standardized testing.



**Student Records** (Policy 216) - The school maintains a cumulative record of each student. It contains test scores, report cards and general information on academics and health. Parents may request to examine these records at any time by contacting the school office. Records are forwarded to the next school when a child moves from the district or is promoted to the next building.

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## Health Services

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**Health Suite Staff** (Policy 4.2) - A school nurse and assistant are on duty in the health room the entire school day.

### *Illness*

If a child shows signs of illness, do not send him or her to school as we have no infirmary facilities and are prepared only for emergencies. Parents will be notified if a child is obviously ill or has a temperature of 100 degrees or above.



Any child displaying an unusual skin eruption, unusual soreness of throat, or having conditions that suggest an infectious condition must be excluded from school until he or she presents evidence from a physician that the condition is not infectious or that recovery has occurred. Some of the more common infectious conditions, which require a note from the doctor before a pupil may return to school, are conjunctivitis or pink eye, impetigo, ringworm, and scabies.

No child will be admitted to school within the prescribed interval for each disease as listed below unless a physician certifies that the child is not suffering from the suspected disease nor any other communicable disease:

- Chicken pox- Until all crusts are dry
- German or regular measles- Six days from onset of rash
- Mumps- Until fever and swelling are subsiding
- Respiratory streptococcal (strep throat, scarlatina, scarlet fever) - If no physician is in attendance, not less than seven days from onset.



Any child found to be infected with head lice will not be excluded from school as per recommendations from the U.S. Center for Disease Control, the American Academy of Pediatrics, the PA Department of Health and the National Association for School Nurses.

### ***First Aid***

Our health suite staff will provide immediate, temporary care in case of an accident or sudden illness. If further aid is required, parents will be asked to provide transportation and care. In severe cases, a child may be taken directly to a doctor or hospital.

### ***Physical Examinations***

(Policy 209) Pennsylvania school law requires that all children have a medical examination on admission to school (kindergarten or first grade). The family physician or school physician/certified registered nurse practitioner may perform this examination. Should the school physician/nurse practitioner discover any physical defects, parents are notified and encouraged to seek treatment and/or correction by the family physician. The school will supply the necessary forms when parents elect to have the examination done by the family physician.

### ***Dental Examinations***

(Policy 209) School law requires children to have dental examinations on admission to school and in third grade. Either the school or family dentist may perform this examination. The school will supply the necessary forms when parents elect to have examinations done by the family dentist. If a defect is found by the school dentist, parents will be notified and encouraged to seek treatment by the family dentist. No treatment is performed in school.

### ***Other Examinations***

(Policy 209) Hearing examinations are performed in kindergarten, grades one, two, and three, and when otherwise indicated as necessary. Vision testing is completed annually on all students (K – 12). Height and weight are checked annually on all students, as well. Parents are notified of any conditions needing attention.

### ***Medication Policy***

Except in emergency situations, school personnel, other than nurses, are not allowed to administer individually prescribed or other medications. Parents or guardians may also choose to come to the nurse's office to personally administer medicine to be taken during school hours. Parents may send a week's supply of prescribed medicine only when the following conditions are met:

1. A written and signed request from a physician shall detail the name of the drug, the dosage, the time interval the medicine is to be taken, and the reason the medicine is to be given.
2. The parent shall confirm the request that the school district comply with the physician's order and sign a waiver releasing the district, its agents, and employees from any and all liability, loss, claim of whatsoever nature resulting from administration of the medication to the child, and from all illness or injuries which may result there from.
3. The school will hold the medication in the health room.
4. It shall be the teacher's and student's responsibility to be sure that the student comes to the health room at the correct time. The nurse shall administer the medication.
5. Non-prescription medicine such as aspirin or cold tablets shall not be given without prior permission of parent or guardian except under the supervision of the nurse who will follow standing orders issued by the school physician.

Forms are available through the school office or health room to fulfill the stated conditions.

## *Homelessness*

### **ECYEH (PA Education for Children and Youth Experiencing Homelessness)**

Every child deserve school stability. The Education for Children and Youth Experiencing Homelessness (ECYEH) is an initiative of the Pennsylvania Department of Education, and is based on the federal McKinney-Vento Homeless Assistance Act. This federal legislation ensures that homeless children and youth have access to a free, appropriate public education.

### **McKinney-Vento Act**

Children and youth are eligible for services under the McKinney-Vento Act if they have been displaced from their home and are living in a place that is not fixed, regular, or adequate, such as:

- Sharing the housing of others due to loss of housing, economic hardship, or similar reason
- In a place not designated as regular sleeping accommodation, such as vehicle, park, hotel, or campground
- In a homeless or domestic violence shelter or transitional housing placement
- Outside of his/her home as an unaccompanied youth
- In any of the situations listed above as the child of a migrant family

### **Your Rights**

Children and youth experiencing homelessness have the right to:

- Continue their education in their current school, and receive transportation OR enroll immediately in the school where they are temporarily housed, even if lacking the paperwork normally required
- Receive free lunch
- Receive assistance with school-related expenses such as supplies, clothing, uniforms, etc.

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## **School District Policies**

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Please refer to the Muhlenberg School District website ([www.muhsdk12.org](http://www.muhsdk12.org)) to review these and all policies:

- Dress and Grooming
- Electronic Devices
- Nondiscrimination on Basis of Handicap
- Prohibiting Sex Discrimination in Education
- Students' Computer and Network Usage
- Unlawful Harassment, Bullying, and Intimidation
- Video and Audio Recordings



If you do not have internet access, please contact the school office to request a copy of these and other policies.

It is the policy of the Muhlenberg School District not to discriminate on the basis of gender, disability, race, color, and national origin in educational programs, activities or employment as required by Title IX of the 1972 education amendments. Inquiries on Title IX compliance should be directed to the office of the Assistant Superintendent, 801 Bellevue Avenue, Laureldale, PA, 19605, telephone 921-8000 or to the director of the office for civil rights in the department of education, Washington, D.C.

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## **Information Specific to Muhlenberg Elementary Center**

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**Parking** - Muhlenberg Elementary Center school buses will load and unload students in the morning and afternoon at the front of the school in the playground area. Students who are brought to school in cars must enter the building at the Main Office Entrance. **The entrance to our main parking lot is off of Sharp Avenue at Seventh Avenue. A sign denoting that you are at the Muhlenberg Elementary Center is adjacent to this entrance. Cars are not permitted to enter the playground area or use the bus drive off of Sharp Avenue at Sixth Avenue. Cars are not permitted to park in the "circle" areas directly in front of our main office entrance.**

**Dismissal** - The official dismissal time for Muhlenberg Elementary Center is 3:15 p.m. This year, we will have staggered dismissals, using three (3) separate exits:



**Walkers** – students permitted by their parent to walk home by themselves – will be dismissed first. Students will exit the building closest to Sharp Avenue from the exit doors facing the parking lot. Please note, for the safety of all children, students who are permitted to walk home are expected to walk straight home and should not enter any vehicle before arriving safely home. Any parent wishing to pick their child up in a vehicle should follow the MEC Parent Pick-up procedures.

**Parent Pick-ups** – students who are being picked up by parents – will be dismissed second. Parents who wish to pick their child/children up from school will be required to park in the parking lot off of Kutztown Road and meet their child at the doors facing Cole Intermediate and the Muhlenberg Community Library. Parents MUST adhere to the policies and procedures set forth in the parent pick-up permission form. Parent pick-ups will not be dismissed from the office. Please remember that a student will not be dismissed as a parent pick-up unless the parent has sent a note to the classroom teacher indicating that the child is going to be picked up.

**Bus Students** – Students riding home on a school bus - will be dismissed next and per bus arrival times. When bus numbers are called via the public address system, all students scheduled to ride that bus will move from their bus classroom to the bus loading area at the cafeteria/gymnasium entrance.

**Pupil Evaluation** - In lieu of the traditional letter grading system, students will be graded on a four-point performance level scale. A score of four in a given area would indicate the student excels at expected levels (Advanced). A three would indicate the student is at the expected level (Proficient). A two would indicate the student is below the expected level (Basic). A one would indicate that the student is significantly below the expected level (Below Basic). Student progress can then be effectively monitored over the course of the school year, with reading levels represented on a continuum, and mathematics skills represented through a rubric.

**Recess** – Research clearly indicates that exercise stimulates thinking and learning. We encourage all children to take advantage of their recess period outdoors. If a child is to stay indoors during a recess period, we must have a written request from the parent. If a child is ill or feeling ill, he or she should be at home. If a child is to stay indoors during recess for an extended period of time, we must have a written request from a physician.

**Discipline** - The Muhlenberg Elementary Center’s primary goal is to help students develop self-discipline. The creation of an atmosphere conducive to effective teaching, learning and living is the shared responsibility of the school community. To achieve this goal, we have implemented a school-wide positive behavioral support system, which emphasizes positive behavior, but also addresses misbehavior with appropriate consequences. At all times, students are expected to demonstrate behaviors that enhance a positive learning environment as well as abide by the following school rules:

**"The High Five"**  
**Be Responsible**  
**Be Respectful**  
**Be There, Be Ready**  
**Follow Directions**  
**Use Self Control**

**Expected Behaviors** - Although only “The High Five” will be posted throughout the building, students will be expected to demonstrate behaviors that further define each rule.

During the first several weeks of school, teachers will inform students and parents of their specific classroom rules. Additionally, they will review, model, and allow their students the opportunity to practice appropriate “High Five” behavior in all areas of the school, including the cafeteria, hallway, bus room, and playground. We believe that orienting children to school rules is a joint effort between home and school; therefore, we ask that you also review and discuss the “High Five” with your child.

**Be Responsible**

- Make good choices
- Take responsibilities for your own actions

- Complete assigned classwork/homework
- Do your personal best

**Be Respectful**

- Make positive comments only
- Utilize good manners at all times
- Be respectful of persons and property

**Be There, Be Ready**

- Get to school/class on time
- Have necessary materials
- Give teacher your full attention
- Take shortest route from one place to another

**Follow Directions**

- Follow directions the first time they are given
- Follow directions given by any adult in the building
- Follow directions without backtalk/gestures
- Follow directions specific to any given setting

**Use Self Control**

- Walk at all times in the building
- Keep hands and feet to yourself at all times
- Think before you talk
- Know when to talk
- Use inside voices
- Have a positive attitude

During the school day, we emphasize and reward positive behavior. Similar to Muhlenberg Elementary Center and for continuity, “High Five” slips will be given to students who have been “caught being good” and to classes who have demonstrated exemplary behavior in the hallway, cafeteria, or at recess. Students, whose “High Five” slips have been chosen during a random weekly or monthly drawing, will be rewarded with a tangible item, such as a pen, or an honor, such as a lunch with the building administrators. Individual teachers may also utilize the “High Five” reward system in their classroom.

Students will be expected to follow the “High Five” rules at all times. Misbehavior or disregard for the rules will result in consequences. Primarily, classroom teachers and other professional staff members will handle incidents of misconduct. In most instances, staff members will notify parents, via telephone or letter, to inform them of the incident and consequence. Severe infractions will necessitate administrative intervention. In these cases, parents may be called immediately or notified in writing of the incident and subsequent consequence.

This year, in conjunction with the “High Five” and the social skills curriculum, we will be continuing the implementation of our Bullying Prevention Program designed to reduce the bully/victim problems that occur in and out of the school setting, as well as prevent the development of new problems.

**The “Cool Muhl” Character Education Program** – Throughout the school year, students will also be exposed to a character education program based on six specific “Cool Muhl” character traits; respect, responsibility, honesty, kindness, fairness, and citizenship. Staff-created video vignettes with classroom discussion questions and various reinforcement programs are several features of the program that students will take part in throughout the school year.

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**Information Specific to C. E. Cole Intermediate School**

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**Parking**

C.E. Cole school buses will load and unload students in the morning and afternoon at the C.E. Cole Intermediate School Bus Loading Area. Students who are brought to school in cars must enter the building at the designated student entrance between 8:30 and 9:00 a.m.. **The entrance to our main parking lot is off of**

**Kutztown Road, next to the Muhlenberg Community Library. C. E. Cole students are NOT to be dropped off at the Elementary Center.**

## **Dismissal**

The school day at C.E. Cole Intermediate School ends at 3:10 p.m. Walkers: students permitted by their parent/guardian to exit the building and walk home on their own will be dismissed first, exiting from the designated exterior doors. Please remember that a student will not be dismissed as a Walker unless the parent/guardian has sent a note with their signature on it to the classroom teacher indicating this in writing. When the buses are called via the public address system, all students scheduled to ride the bus called will move from their classroom to the bus loading area.



## **Discipline**

The Muhlenberg School Board recognizes the need to maintain an atmosphere conducive to teaching and learning in schools. A central goal is to help students develop self-discipline. Students share with the administration and faculty a responsibility to develop a climate within the school that encourages a positive learning environment. Students whose behavior disrupts the educational process must receive appropriate attention from teachers, counselors, and administrators.

The C.E. Cole Intermediate School's primary goal is to help students develop self-discipline. The creation of an atmosphere conducive to effective teaching, learning and living is the shared responsibility of the school community. To achieve this goal, the discipline committee establishes and monitors a school-wide positive behavioral support system, which emphasizes positive behavior, but also addresses misbehavior with appropriate consequences. At all times, students are expected to demonstrate the same behaviors they learned at Muhlenberg Elementary Center:

**"The High Five"**  
**Be Responsible**  
**Be Respectful**  
**Be There, Be Ready**  
**Follow Directions**  
**Use Self Control**

**Expected Behaviors** - Although only "The High Five" will be posted throughout the building, students will be expected to demonstrate behaviors that further define each rule.

During the first several weeks of school, teachers will inform students and parents of their specific classroom rules. Additionally, they will review, model, and allow their students the opportunity to practice appropriate "High Five" behavior in all areas of the school, including the cafeteria, hallway, bus room, and playground. We believe that orienting children to school rules is a joint effort between home and school; therefore, we ask that you also review and discuss the "High Five" with your child.

### **Be Responsible**

- Make good choices
- Take responsibilities for your own actions
- Complete assigned classwork/homework
- Do your personal best

### **Be Respectful**

- Make positive comments only
- Utilize good manners at all times
- Be respectful of persons and property

### **Be There, Be Ready**

- Get to school/class on time
- Have necessary materials
- Give teacher your full attention
- Take shortest route from one place to another

**Follow Directions**

- Follow directions the first time they are given
- Follow directions given by any adult in the building
- Follow directions without backtalk/gestures
- Follow directions specific to any given setting

**Use Self Control**

- Walk at all times in the building
- Keep hands and feet to yourself at all times
- Think before you talk
- Know when to talk
- Use inside voices
- Have a positive attitude

During the first several weeks of school, teachers will inform students and parents of their specific classroom and team rules. Additionally, they will review, model, and allow their students the opportunity to practice appropriate *High Fives* and procedures in all areas of the school, including the cafeteria, hallway, and bus room. We believe that orienting children to the *High Fives* is a joint effort between home and school; therefore, we ask that you also review and discuss the *High Fives* with your child.

Students will be expected to follow the *High Fives* at all times. Misbehavior or disregard for the expectations will result in consequences. Primarily, classroom teachers and other professional staff members will handle incidents of misconduct. In most instances, staff members will notify parents, via telephone or letter, to inform them of the incident and consequence. Severe infractions will necessitate administrative intervention. In these cases, parents may be called immediately or notified in writing of the incident and subsequent consequence.

In conjunction with the *High Fives* and the social skills curriculum, we will be continuing the implementation of a Bullying Prevention Program designed to reduce the bully/victim problems that occur in and out of the school setting, as well as prevent the development of new problems.

Our discipline plan has been designed to use in conjunction with the Muhlenberg School District Discipline Policy.

**Chorus**

The C.E. Cole Intermediate School chorus is open to fourth, fifth and sixth grade students who are interested in singing with a large group. Basic vocal skills, including some harmony, are covered. Rehearsals are held during the school day. Students who are in good academic standing may miss content areas subjects to participate in chorus. Students slipping below good academic standing will need to miss chorus to bring grades and/or performance back up to standard. Information regarding the starting dates for the rehearsals will be provided. A letter and permission slip will be sent home with all fourth, fifth and sixth grade students.

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**Appendix A**

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**NOTICE TO PARENTS OF CHILDREN WHO RESIDE IN MUHLENBERG SCHOOL DISTRICT  
PROGRAMS FOR ELIGIBLE OR PROTECTED HANDICAPPED STUDENTS**

In compliance with state and federal law, notice is hereby given by the Muhlenberg School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying disabled students who may be in need of special education and related services (eligible students). Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism/pervasive developmental disorder
2. Blindness or visual impairment
3. Deafness or hearing impairment
4. Developmental delay
5. Mentally gifted
8. Neurological impairment
9. Other health impairments
10. Physical disability
11. Serious emotional disturbance
12. Specific learning disability
13. Speech and language impairment

6. Mental retardation
7. Multi-handicapped

If you believe that your school-age child may be in need of special education services and related programs, or young child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to building principals or Mr. Michael Barr, Supervisor of Special Education.

In compliance with state and federal law, the Muhlenberg School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

In compliance with state law, the Muhlenberg School District provides services designed to meet the unique needs of gifted students. The Muhlenberg School District identifies "gifted" students on a case by case basis based on state law and District policy. Such students may possess superior IQ scores or meet multiple criteria indicating gifted ability. If your child is suspected to be in need of such services, you will be notified of evaluation procedures. If you believe your school age child may qualify for gifted education services, you may contact the District at any time to request a determination of eligibility. Please note that entitlement to gifted services includes only those rights provided for by Pennsylvania law.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), and rights to due process procedures, you may contact in writing the person listed above or any building principal.

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing the person named above or any building principal.



**SIGN-OFF SHEET FOR PARENTS AND STUDENTS**

Please sign below confirming that you have read and understand the information provided in the Student and Parent Handbook as well as Muhlenberg School District Policies including, but not limited to, those listed below.  
*Please remove this page, and return it to your child's teacher within the first two weeks of school.*

**STUDENT HANDBOOK** - I have read and discussed the Student and Parent Handbook with my Muhlenberg School District student.

**SCHOOL BUS POLICY** - I have read and understand the school bus policy.

**DISCIPLINE POLICY** – I have read and understand the discipline policy.

**UNLAWFUL HARASSMENT, BULLYING, AND INTIMIDATION** - I have read and understand the unlawful harassment, bullying, and intimidation policy.

**WEAPONS/DRUG POLICY** - I have read and understand the weapon and drug policy.

**VIDEO AND AUDIO RECORDINGS POLICY** - I have read and understand the video & audio recordings policy.

**COMPULSORY ATTENDANCE POLICY** - I have read and understand the attendance policy.

**MEDIA RELEASE** - I have read and understand that if I **do not want** my child's name or picture publicized, then I must complete a Media Release form stating that fact. You may find this form on the web site or at the school office.

\_\_\_\_\_  
Parent/Guardian Name                  Student Name

\_\_\_\_\_

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

\_\_\_\_\_  
Student Signature (CE Cole Students Only)                  Date