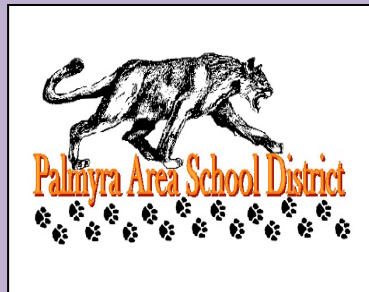


# A Parent's Guide to the Palmyra Area Elementary Schools



2011 - 2012

The Palmyra Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs, or employment practices as required by Title VI and Section 504.

For information regarding civil rights or grievance procedures, contact the Palmyra Area School District, 1125 Park Drive, Palmyra, PA 17078, (717-838-3144).

For information regarding services, activities and facilities that are accessible to and usable by handicapped persons contact the Palmyra Area School District, District Office.

# THE PALMYRA AREA SCHOOL DISTRICT

Gary Zellner, Director of Elementary Education  
and Administrative Services

1125 Park Dr.  
Palmyra, PA 17078  
Telephone 838-3144 Opt. 8 (2)  
Fax 838-5105

## **Forge Road Elementary School**

400 South Forge Road  
Palmyra, Pa 17078  
Telephone 838-1331 Opt. 4  
Fax 838 - 9481  
Principal: James Hale

## **Lingle Avenue Elementary School**

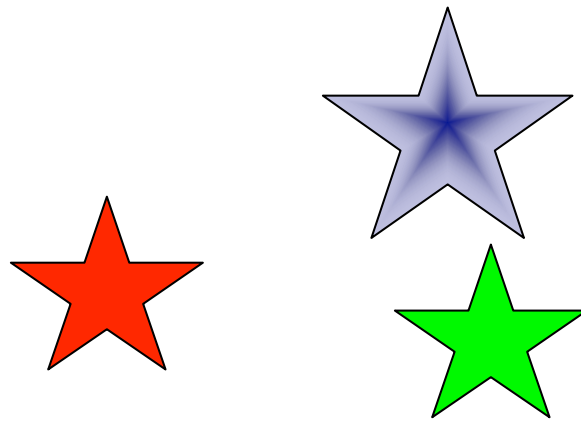
600 S. Lingle Avenue  
Palmyra, Pa 17078  
Telephone 838-1331 Opt. 5  
Fax 838 - 3759  
Principal: Jacy Clugston Hess, Phd.

## **Northside Elementary School**

301 East Spruce Street  
Palmyra, PA 17078  
Telephone 838-1331 Opt. 6  
Fax 838-0253  
Principal: Nanette Huffman

## **Pine Street Elementary School**

50 West Pine Street  
Palmyra, PA 17078  
Telephone 838-1331 Opt. 7  
Fax 838-6792  
Principal: Pat Bachman



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## ADMISSION OF BEGINNERS

The school district established the following age criteria for admission to the Palmyra Area School District as beginning students. Kindergarten students must be age 5 prior to August 15th and first grade students must be age 6 prior to August 15th. The school district does not test for kindergarten admission, although, we do have kindergarten screening to gain information in order to create balanced classrooms. An early admittance provision for kindergarten, prior to the age requirement, exists if a child is evaluated as having **exceptionally** high intellectual qualities and maturity. Parents must initiate the request for an evaluation.

## ARRIVAL AT SCHOOL

Students who walk to school should leave home so they will have enough time to arrive at school by 8:50 a.m. The instructional day begins at 9:00 a.m. During inclement weather, provisions will be made for students to enter the building when they arrive after 8:30 a.m. Adult supervision for students is provided for bus students beginning at 8:30 a.m. Prior to 8:30 liability for a student's welfare rests with the parents.

**Walkers should not arrive prior to 8:45.**



## ART EDUCATION

The art program is organized to allow students to express themselves creatively in a multitude of media. They are taught basic techniques for manipulating and constructing with a variety of materials, emphasizing fundamental principles of art education.

## ATTENDANCE

### ATTENDANCE POLICY

Students who are healthy and active should not miss more than ten days of school during the school year.

1. A parent or guardian should telephone the school by 9:00 AM for Elementary and report an absence. A note from a parent is still required upon the student's return to school.
2. Report to the office immediately upon your return to school with a signed note stating the reason for your absence. Failure to produce a parental note within three days will cause the absence to be defined as an unexcused absence. Absences caused by religious holidays, student illness or death in the family are excusable. Excuses such as "visiting," "away from home," or "overslept" will not be accepted as excused and will be recorded as such.
3. If a student is absent three or more consecutive days, a doctor's note is required.
4. If your absence is unlawful/unexcused, you may not receive grades for make-up work.
5. Truancy and not reporting to school are serious offenses and will result in fines and/or suspension.
6. If you are absent from school, you may not attend or participate in any extra-curricular activities without principal approval.
7. Requests for educational trips must be submitted to the office **at least 3 days prior to the day of the trip** and must be submitted on the appropriate trip excusal form, which can be accessed from the School Office. Students are responsible for any missed work.

**No educational trips will be approved during PSSA testing. Refer to district calendar for those dates.**



### EXCESSIVE ABSENCES

A student who is absent (excused and unexcused) in excess of 10 days without doctor's permission will receive a letter of notification. This letter informs the parents that future absences will require a doctor's excuse from your family physician. Failure to present a doctor's excuse will result in the absence being recorded unexcused.

A student who has accumulated three unexcused days will receive a letter of notification indicating that any further absences being recorded unexcused will result in either of the following:

1. If the student is under the age of 17, the student's parents or guardians will be cited for violation of the compulsory education law.
2. If the student is 17 years of age or older, a parent/student/administrative conference may be held to determine the consequence.

## **TARDINESS TO SCHOOL (Elementary School)**

A student is tardy when not in Homeroom by the 9:00 am bell. Students who arrive after 9:00am must report to the nurse's office for an admission/tardy slip. Students will be allowed 3 unexcused tardies to school per marking period. Beginning with the 4th unexcused tardy and thereafter, a student will be referred to the building administrator. Tardies will be marked unexcused if not verified, by a parent note, as having reasonable cause. The criterion for determining a reasonable cause for tardiness is the same as the criterion for determining legal absence from school.

## **EARLY DISMISSALS**

Early dismissals from school are acceptable only for the following reasons:

1. Professional medical services. (A note from the doctor or dentist is required upon a student's return to school.)
2. Personal illness approved by the school nurse or principal.
3. Emergencies approved by the school principal.

## **BUSING INFORMATION**

Our goal is to provide a safe and efficient transportation service for your child. The following information will provide some background and information on the various regulations that we must follow in order to provide transportation services for the students of the Palmyra District.

### **Who determines the number of students permitted on a bus and the distance a student must live from his/her school to be eligible for transportation?**

Bus loads as well as walking distances are determined by the Pennsylvania Department of Education. The walking distance is 1.5 miles for elementary students and 2 miles for all other students.

### **How do we provide transportation for children requiring care before and after school at day care centers?**

We provide transportation for students whose day care is officially licensed by the state of Pennsylvania as a center. We provide transportation for students whose day care is in the designated transportation area. Please make sure you check with your day care to find out if they provide their own transportation or if the district provides transportation.

### **Why can't we provide transportation to different pick-up or delivery locations on different busses on different days?**

According to State Law, each student eligible for transportation is permitted one seat on a bus. Providing transportation to and from different locations on different days would require the assignment of multiple seats for those students. Although we attempt to accommodate parents, it is extremely difficult for children to remember their transportation information when more than one route is assigned. We highly recommend that this is not done.

### **What if my child is a designated walker but is assigned to a school on the other side of town?**

Shuttle busses are used to transport students between buildings.

### **May my child ride on a bus he/she is not assigned to in order to go home with a friend?**

No! Riding on a bus that your child is not assigned to is not permitted even with a note from a parent.

### **May my child get off at a different stop to visit with a friend?**

No! Students are only permitted to get on and off the bus at the assigned bus stop.

### **Bus stop information.**

*The Palmyra Area School District requires a parent/guardian or designee to meet their child at the assigned bus stop each and every day for kindergarten students or children that have special needs that require adult assistance.*

If a parent/guardian or designee fails to meet their child at the assigned bus stop the following steps will be taken:

- Transportation will contact the school and report that no one is at home.
- Transportation will return the child to school and the parent will be responsible in picking the child up.
- Repeated offenses – Parent/Guardian will receive a warning indication that additional offenses will result in termination of transportation.

**Students should be at the bus stop five minutes before regular pick-up time.**

If your student must cross the street to board the bus, cross only in front of the bus. Make sure students never cross behind the bus. When being dropped off, students should not cross until they have been directed to do so by the bus driver. Remind your child of the Danger Zone daily. This is the area around the front and back of the bus where the driver cannot see people.

**Students should always walk and never run to the bus!**

**Changes in Transportation**

The transportation department must approve all permanent changes in transportation. A Transportation Request Form is found on the website and can be obtained at any of the schools' offices. Changes are only granted for moving and permanent childcare arrangements. We are unable to change transportation on a temporary basis. Please provide a five-day advance notice for any changes.

**Transfers/Shuttle Buses**

Students need to be alert to their particular school stop. The condition also exists where some students need to transfer to another bus at one of the schools. This is needed to more effectively utilize buses in terms of school assignments, time on the bus, and the capacity of the bus. Make sure your child is familiar with the school building that they attend and are aware where to get off in the morning. Please make the child aware of where they are to get off after school. It is highly suggested that you take your child on a trial run so they are familiar with where they depart/board the bus. Presently we give bus tags for kindergarten students only. Please make sure this information is correct and that your child wears the tag for several weeks if not the entire year. If you have an older child that may not be certain of the bus information, it would be advised to place a tag on the book bag that he/she could refer to if they become confused.

**Bus Rules and Guidelines**

Your bus driver has the responsibility the safety of students assigned to his/her bus. The driver can only perform this responsibility with your cooperation and assistance.

Students are expected to follow all safety rules while waiting for buses and riding on buses. Unusual behavior is a distraction and a danger to the safety of everyone. If a student causes a distraction or an unsafe condition, a bus conduct report will be issued. The report informs the parents and the school of an infraction. Each division establishes their own consequences for bus infractions. Continuous problems will result in suspension of bus privileges. For disciplinary questions concerning your child please contact the building administrator where your child attends. For general transportation questions please call 838-3144 ext. 4.

**Bus Rules**

- At the discretion of the bus driver, students may be assigned seats on each bus
- While waiting for the bus, keep a safe distance from the highway
- Wait for the bus in a safe orderly manner
- Keep hands and head inside the bus
- Sit in your seat until the bus stops
- Sit facing the front of the bus
- Respect all riders
- Keep the bus clean
- No food or drink on the bus
- No pets or large objects on the bus
- Students are permitted to get on and off the bus at assigned bus stops only

**Parents please review all bus safety rules with your child and reinforce their importance. Your support of the safety rules will increase your child's respect for the bus driver**

Contact information

Beckie Bomgardner, Administrative Assistant  
Transportation Department (717) 838-3144 Ext. 4  
or Gary Zellner, Director of Administrative Services  
Emergency After Hours 717-821-6620 (until 5:00 PM)

**Students are NOT allowed to ride a bus home that they have not been assigned to ride. Notes from parents are not accepted.**

## **CELL PHONES**

We highly recommend not sending a cell phone with your elementary age child. If you feel your child must have a cell phone, it must remain in a book bag for the entire school day and be turned off during school hours. Failure to follow these guidelines will result in the confiscation of the cell phone.

## **CHANGE OF ADDRESS/PHONE NUMBER**

**Please notify the school immediately should there be a change in home address, home or business phone number, or the emergency contact persons.**

## **CHILD ABUSE**

In compliance with the child protection service law, School District Policy states the following.

- a. In the case of child abuse by non-school employees, the school employee has a legal obligation to report the matter immediately. The building principal or designee is required to immediately make a report of the suspected child abuse by telephone to the Department of Public Welfare of the Commonwealth of Pennsylvania and may also make a report to the county agency. Parents are not notified prior to making a report.
- b. School employees have an obligation to report when they have reasonable cause to suspect that a student coming before them in their professional or official capacity is a victim of serious bodily injury, sexual abuse, or exploitation by a school employee. The reporting obligation (a) arises notwithstanding that the information is received by the school employee in confidence and (b) applies to misconduct, which occurred on or off school property. The report is to be made to the Superintendent. The Superintendent must report the matter to law enforcement and police officials. The records concerning reports of suspected abuse or neglect are confidential. Anyone who permits, assists, or encourages the release of information from records to a person or agency not legally permitted to have access may be guilty of a misdemeanor.

## **CLASSROOM VISITATIONS**

Classroom visitations are permitted at anytime for the purpose of observing the educational program. Please contact the classroom teacher at least one day ahead of time to schedule your visit. Please do not address concerns during the visit. Afterwards, a conference may be scheduled at your request. Visitors are required to sign in at the office as well as sign a confidentiality agreement prior to the visit.

## **COMPUTER EDUCATION**

Computer Education is formally taught in grades 3-5. K-2 grade students have access to computers within their classroom as well as the computer lab. Teachers will introduce students to the basic beginning computer skills. Starting in third grade a computer instructor will meet with students once per cycle to educate your child on various technology skills. Some of the areas addressed are keyboarding skills, utilization of various computer programs, computer terminology, word processing skills, website use and internet safety.

## CONTINGENCY PLANS FOR ARRIVING HOME

In the event your child arrives at home and is not able to gain entrance, please develop a plan with your child for a safe place to stay. Possibly a neighbor, relative or friend could take care of your child until you are able to meet him/her. Situations such as an emergency closing of school, mistakenly going home on the school bus, or a situation where the parent needs to leave home unexpectedly, could necessitate the need for such a plan.

## CORPORAL PUNISHMENT

Corporal punishment will not be administered.

## CRISIS GUIDELINES

In the event that a child demonstrates aggressive behaviors and/or behaviors that significantly interfere with the learning environment, the following guidelines will be implemented:

1. Staff will work to maintain a safe environment for the student and classmates. The student in crisis may be assisted to an alternate location.
2. The principal will be notified that a student is in crisis and the location of the student.
3. Parents will be notified that their child is currently in crisis, and staff is working to help the child maintain appropriate behaviors.
4. Two adults will remain with the student until he/she is able to maintain non-aggressive behaviors.
5. If aggressive behaviors continue for an extended length of time, parents will be called to remove the child from the school setting.

### Parent Contact Numbers:

If parents cannot be reached and/or are unable to come to the school, administrative staff may choose to call Crisis Intervention for assistance (274-3363). If Crisis Intervention is called, the following outcomes may occur based on assessment of the situation and level of need: 1) no intervention is needed, 2) parent will pick up child from school setting and follow prescribed recommendation, 3) 911 will be called for police and/or ambulance escort to the Crisis Center at Good Samaritan Hospital.

6. If the crisis occurs near the end of the school day, the student must demonstrate appropriate behaviors for approximately 30 minutes prior to dismissal in order to ride home on transportation. If the student has not maintained appropriate behaviors, parents will be required to pick their child up at the school by dismissal.

## CROSSING GUARDS

The Borough of Palmyra provides adult crossing guards. Parents should insist that their children cross heavily traveled streets at these points. The guards are stationed at: Pine and Railroad, Pine and College, Walnut and Forge, Broad and Grant, Railroad and Spruce, Spruce and Grant, and Locust and Main.

## CYCLE DAYS

The schedule for cycle days is based on six school days. After the 6th day of school, the cycle returns to day 1. Cycle days do not comply with the regular calendar days. The sequence of the cycle day schedule follows without change and does not miss a day due to in-service days, holidays, or the closing of school due to inclement weather. Please refer to the distributed calendars given throughout the year.

## DISCIPLINE PLAN

### Disciplinary Procedures

Students that violate the student behavior code will be subject to consequences appropriate to the type of infraction. The following outlines discipline levels, examples of offenses, and possible consequences. The lists are not intended to be all-inclusive.

**Level 1:** Minor student misbehavior that is handled by the supervising staff according to classroom, playground, and

cafeteria rules and consequences.

**Examples:**

- Refusal to work
- Minor disruption
- Disrespectful behaviors
- Minor physical aggressions

**Possible Consequences:**

- Loss of special privileges
  - Loss of recess
  - Removal from play
  - Time after school
  - Written assignment reflecting on the behavior
- 

**Level 2**

**Offenses:** Frequent or more serious student behavior that requires office intervention.

**Examples:**

- Repeated offenses of previously staff managed issues
- Behavior classroom disturbance that results in being removed
- Aggressive physical contact
- Major/chronic refusal to follow school rules
- Inappropriate use of the internet
- Pattern of inappropriate language
- Bus misconduct

**Possible Consequences:**

- Administrative Discretion
  - Restitution
  - Reflective Assignment
  - Detention
  - Parent contact/involvement
  - Loss of privilege
  - Behavior contract
  - In or out of school suspension
  - Bus suspension
- 

**Level 3**

**Offenses:** More serious behavior code violations that may be harmful to property or the well being of others

**Examples:**

- Unmodified level 2
- Property destruction
- Possession, using or selling drugs, tobacco or paraphernalia
- Fighting
- Harassing or threatening others
- Terroristic Threats
- Possession of a weapon such as knives, bullets, guns, etc. – including look-alikes

**Possible Consequences:**

- Administrative Discretion
- Restitution
- Parent contact/involvement
- Reflective Assignment
- In or out of school suspension
- Notification of the police

## DRESS CODES

Students should dress and groom appropriately. Dress should be with good taste and personal neatness. Modesty and decency are two important considerations for your personal attire. Examples of clothing not permitted are: muscle shirts, halter tops, tube tops, tops which expose the midriff, mesh shirts without something underneath, head coverings and sunglasses inside the building. In addition, any lettered clothing, jewelry, or personal items should not exhibit or promote the use of alcohol, tobacco, drugs, or sexual related items. Clothing must not be offensive to a person's race, color, creed, or personal beliefs. Fluorescent colored hair is not permitted unless otherwise stated for special events.

For Safety reasons, flip flops are discouraged and may result in exclusion from certain PE activities. If students choose to wear them the School District is not responsible for any injuries that may occur as a result of wearing the flip flops.

## DRUG AND ALCOHOL

The school prohibits the use of drugs and alcohol. The schools, in compliance with Public Law 101-226, acknowledge that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. It is, therefore, the policy of this School District that the unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities is strictly prohibited.

Students in violation of this policy will be disciplined according to the regulations of the District, which may include expulsion and referral for prosecution.

## E-MAIL

Some teachers do give out their school e-mail address. Please remember the following:

**Do not expect an immediate response.** Teachers first responsibility is to the students and they may not have time to check e-mail during the day.

**Never e-mail a change of pick-up or a message to relay to your child.** Again teachers may not see your message until after students leave.

**Keep e-mail messages brief.** If you have many concerns we recommend requesting a conference.

## EMERGENCY CLOSING/MODIFIED KINDERGARTEN

There will be occasions when conditions may require that the schools should be closed, time delayed or dismissal time advanced. This is particularly true in the event of bad weather. At these times, announcements will be made over the following radio and television stations:

WLBR-AM Lebanon 1270




WLYH-TVLebanon Channel 15

WHP-AM Harrisburg 580

WGAL-TVLancaster Channel 8

WINK-FMHarrisburg 104

WHTM-TVHarrisburg Channel 27



You may also access the PASD website  
at <http://www.pasd.us>

Parents/Guardians who completed the Alert Now System will be notified by telephone. Please refer to the Alert Now Form located on the website. All parents need to sign up for this service.

**If there is a 2-hour delay with modified kindergarten announced, the following schedule will be for kindergarten students:**

**A.M. kindergarten will be from 11:00 – 12:30**

Morning bus pick-up will be 2 hours behind normal schedule and student drop-off will be one hour later than usual.

### **P.M. kindergarten will be from 1:50 – 3:30 (busing starts at 3:20)**

Student pick-up will be one hour behind normal schedule. Students will be dropped off at the normal end of school time.

### **Extended Day Kindergarten will be held. Students will arrive at 11:00, change classes and eat lunch between 12:45-1:45 and be dismissed at 3:30.**

**In the event of an early school dismissal for inclement weather or any unforeseen emergency, the school would encourage parents to work out a plan with their child for a place to stay. If you might be at work or unable to be home to meet your child, provisions should be made with a neighbor, relative, or friend to take care of your child.**

### **EVACUATION PLAN (T.M.I.)**

In the event of a general emergency at Three Mile Island, our schools shall dismiss immediately and transport students home except students identified as residing within the ten-mile radius of T.M.I.

Students identified as residing within the ten-mile radius of T.M.I. shall be retained at the Forge Road School. Upon notification from the Lebanon County Emergency Management Agency, these students will be transported to the Eastern Lebanon County Middle School. Parents may pick up their student at Forge Road School prior to the Agency's notification. After the students are transported to the Eastern Lebanon County Middle School, the parents are responsible for transporting their students home.

### **EXTENDED DAY KINDERGARTEN**

We are pleased to be able to offer an extended kindergarten program. Incoming Kindergarten students were screened in June. Students not screened over the summer will be tested during the first several weeks of school and will be considered for available positions in the program. Students will need to qualify for this program and no parental requests to participate will be honored. Parents of students who qualify will be notified and the details of the program will be explained. The goals of this program are to give students extra support in literacy and math skills. A midyear review of all students will be completed in January. At that time some students may be discontinued from the program and others may be added.

### **GUIDANCE PROGRAM**

The guidance program's main objective is to assist students with their educational development in terms of enhancing personal developmental skills, self-understanding and fostering wholesome learning attitudes.

The program provides educationally oriented counseling and educational evaluations. The counseling is offered to students individually or in small group settings for purposes of educational, personal, social or emotional development.

Students in grades 3, 4, and 5 also receive classroom instruction from the counselors. These lessons focus on conflict resolution, problem solving, peer relationships, and self-worth. Students learn how to resolve problems in a non-violent way. They learn about making positive behavior choices.

### **HEAD LICE INFORMATION**

Many schools experience a problem with head lice. Head lice can happen to anyone. It can be treated with a medicated shampoo and by removing the nits.

Your child may be checked periodically at school for lice. This is an effort on behalf of the school to prevent the spread of lice. If you notice your child has lice, please notify the school nurse immediately.

Please help to reinforce good hygiene practices with your child. We ask you to encourage your child not to share personal items such as combs, brushes, hats, scarves, and coats. Please encourage your child to avoid touching classmates' hair.

The following is additional information regarding the facts about transmission and prevention of head lice.

### **WHAT ARE HEAD LICE?**

Head lice are tiny, wingless, grayish-tan insects that live and breed in human hair. The eggs, called nits, are easier to see than the lice themselves and are usually found attached to hair shafts close to the scalp behind the ears and on the back of the head. Nits cannot be washed away like dirt or dandruff; they must be removed with a special comb designed for that purpose. Head lice can only survive for about half a day without a human host and cannot live on family pets.

### **HOW DO THEY SPREAD?**

Head lice can be contagious. They are spread through the sharing of personal items such as combs, brushes, scarves, hats, headphones, sleeping bags, and stuffed animals. To minimize the risk of repeated outbreaks, remind your children not to share these items.

### **HOW ARE THEY DETECTED?**

The first clue that a child has head lice is frequent scratching of the scalp. To check for infestation, carefully examine the hair around the back of the neck and behind the ears. Since head lice shy away from light, you may only see their eggs (nits), small whitish ovals of uniform size attached to the hair shaft.

### **HOW ARE THEY TREATED?**

Head lice infestation can be treated with a head lice medication called a pediculicide. There are several pediculicides on the market, and they come in a variety of forms: shampoo, crème rinse, and lotion. Look for a treatment that kills the nits as well as the lice and offers protection from reinfestation.

We appreciate your help. Please feel free to call our school nurses if you have any questions.

## **HEALTH PROGRAM**

The following services are a part of the school health program:

Physical Examination upon original entry

Dental Examination upon original entry and in grade 3

Vision Screening yearly

Hearing Screening in grades K, 1, 2, and 3

The elementary schools have 2 certified school nurses and a registered nurse assistant to provide the school health services.

Regulations specify that school nurses cannot give extended care to your student beyond first aid. Periodically, nurses check the classrooms to identify any conditions that are not in the best interest of a student's health. An example would be a check for head lice or pink eye.

In the event of a serious accident or sudden illness, you will be contacted. If you are not available, a call will be placed to the person you designate on the emergency form. If the school is unable to reach you or the designated person, we will call your family physician. If this fails, the school doctor or any other doctor will be called including the emergency room of a hospital.

Physician's certificate or approval of the school nurse is necessary for re-admission following an absence due to a communicable disease, such as: Headlice, Contagious Conjunctivitis (Pink Eye), Ringworm, Impetigo, Measles, Whooping Cough, Streptococcal Infection, Chickenpox, and Mumps.

## **Should I send my child to school?**

Please keep your child at home if he/she has any of the following symptoms:

- Eyes red, itchy or with a discharge
- Persistent cough or thick nasal discharge
- Persistent itching of the scalp (If you suspect that your child might have head lice, call your school nurse to have your child checked before he/she goes to the classroom.)

- Sore throat with fever of 100 degrees or more
- Temperature of 100 degrees or higher (Temperature should be normal for 24 hours before returning to school.)
- Vomiting and/or diarrhea

Your child should remain at home until these symptoms are resolved or medically treated.

## **HOMework**

Homework is a valuable extension of the learning, which takes place in the classroom. The Elementary PTO provides school planners for all 3rd, 4th, and 5th grade students. It is expected that students will write assignments in the planners so that parents may ensure that homework is being completed. **Parents need to check planners nightly.** Take Home Folders are provided for grades K, 1, and 2.

## **INSTRUMENTAL and STRING MUSIC**

Instrumental lessons are available for students who are in the fourth and fifth grade. String lessons are available for students who are in third, fourth, and fifth grade. Students may enter the program at any time provided a satisfactory arrangement can be made to schedule the lessons. Please don't buy/rent an instrument prior to contacting our music instructors. The lessons are given by a qualified music teacher on a cycled basis during the school day. After a basic competency level students may also participate in a band or orchestra.

## **INSTRUCTIONAL SUPPORT TEAM**

The purpose of the Instructional Support Team is to assure that each student has the support necessary for a successful school experience. It is designed to assist students who are having academic or behavioral concerns. Anyone who has a concern about a student may ask for support from the Instructional Support Team. You may call your child's school office and ask for the Elementary Learning Facilitator or building principal for additional information.

## **KINDERGARTEN REGISTRATION**

Registration for students eligible to enter Kindergarten the following August usually occurs in April. The school calendar gives the exact dates of the registration. Please contact Stacey Houser, Central Registration, 838-3144, ext. 3 to receive registration information.

Registration is the initial orientation to Kindergarten where various personal and health data are requested. Validation of the child's birthdate (birth certificate, hospital certificate, or passport), a copy of the child's immunization record, and 2 proofs of residency must be submitted to the school at registration. The following may be submitted as proof of residency: driver's license, deed, utility bill, lease agreement, etc...

A kindergarten parent orientation will be scheduled where parents meet the kindergarten teachers, are given an overview of the kindergarten program and have an opportunity to ask questions. Please refer to the school calendar for the exact date. We will also conduct a basic screening of your child's skills. Information concerning screenings will be in registration packet.

## **LIBRARY EDUCATION**

Students discover the world of books and the knowledge of the many attributes of libraries through the instructional program of the library curriculum. Story telling, book reviewing, and/or library skill development are part of the cycle day instructional program. Students have opportunities to select and check out books on their readability and interest levels.

## **LUNCH PROGRAM**

The following is a brief explanation of our cafeteria service.

Each month we offer a variety of meals and daily alternate meals.

We follow an approved meal pattern based on Federal and State regulations. Each meal includes five components: 2 oz. of Meat/Protein, 1 serving of Bread/Starch, 4 oz. of Vegetables, 4 oz. of Fruit, and 8 oz. of Milk. Menus are sent home monthly with students or may be found on the PASD website at <http://www.pasd.us>.

A student may refuse up to two of the five menu items, but the price will remain the same. All snacks, bottled water or additional purchased menu items are an extra charge. If you do not wish to allow your child to use his/her account for

anything other than the served meal, you will need to call Alaina Avery, Food Service Director, or send a note with your request.

Our purchase method for the students is a POS (Point of Sale) system. You may send in a check payable to Palmyra Area School District or cash to the cafeteria to credit your child's account. Please include your child's name, account number and teacher's name. At the point of purchasing a meal your child will enter a code to access his/her account. The code will be given to your child on the first day of school by his/her teacher. For security purposes, your child's picture will also appear on the screen for identification. At this point your child's account will be debited the total of the sale.

Your child may charge a meal if there would be insufficient funds, but snack items may not be charged at any time. It is important to keep your child's account current. You may at any time request a total balance by calling the cafeteria office at (717) 838-1331 ext. 2629. Please be aware that building secretaries do not have access to the POS system and will not be able to provide any information pertaining to your child's account.

If you have any questions or concerns, please feel free to call Alaina Avery, Food Service Director, at (717) 838-1331 ext. 2630.

## **MEDICATION**

It is strongly urged that you confer with the doctor to arrange medication time schedules to avoid school hours. School nurses may administer prescribed medications if it is necessary for the medication to be given during school hours.

A consent form included in this handbook must be completed and signed by the parent or guardian authorizing the administration of the medication.

Parents must bring medications to the school nurse's office in a container marked with the name of the student, name and amount of medication, or preferably in a pharmacy labeled bottle. The consent form must be completed and accompany the medication.

Over the counter medications will be administered only with a physician's order including dosage, frequency, and the reason for which the medication has been prescribed is attached to the form. The consent form must be included with all over the counter medications

## **MONEY/VALUABLES/ELECTRONIC GAMES**

Students are encouraged not to carry money other than the amount needed for lunch. Valuable articles or possessions should not be brought to school. However, if there is an unusual circumstance, which warrants an item of value to be brought to school, please make arrangements with the classroom teacher. The School District is not responsible for any lost or damaged ipods, CD players, cell phones, or other electronic games. We strongly discourage students from bringing these items to school and students are not permitted to use these items during school hours.

## **OPEN HOUSE AND PARENTS' BACK TO SCHOOL NIGHT**

An Informal Open House is held the afternoon prior to the first day of classes where students and parents are able to meet the teacher and become familiar with the room location. After a few weeks in school, a Parents' Back to School Night will be held in the evening for parents. This Parents' Back to School Night will provide information from the classroom teacher on school routines and the curriculum for the school year. Please refer to the school calendar for the scheduled date.

## **OUTSIDE RECESS TEMPERATURE GUIDELINES**

Children will have indoor recess when the wind chill factor is 25° or below. The WGAL website will be used to find out the local temperature. These guidelines will be the basis for determining if lunch recess will be outside or inside as well as the discretion of the building principal. The condition of the playground is another factor in determining if recess is inside or outside. Teachers make the determination if they take the students outside for the shorter recess even if lunch recess is indoors. That is because it is easier for teachers to bring the students in if it is too cold or if they notice that students are not dressed appropriately.

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled in November for the purpose of reporting student progress in school. The intent is to increase parents' understanding of the progress their child has made in school; to become more familiar with the school's program, and to plan a course of action suited to the academic needs of the student. Prior to the conference date, you will receive a questionnaire. The purpose of the questionnaire is to arrange a mutually agreeable conference time. It is vital that this form is returned. Parent conferences may occur at any time in the year. Please feel free to schedule additional conferences with the teacher.

## PARENT-TEACHER ORGANIZATION

The elementary schools' parent-teacher organization is a parent group encompassing all of the elementary schools. The organization is a service and support group to the schools with the intent to enhance the learning opportunities of the students through various programs. The PTO supports classroom and school activities.

Throughout the year the PTO has fund-raising promotions to finance the programs and projects of the organization. The PTO has officers who conduct the business of the organization. All parents are welcome to attend PTO meetings listed on the district calendar.

## PARENT VOLUNTEERS

Parent volunteers who assist in the classroom provide a valuable service. The activities of the volunteer are varied, however, volunteers cannot be placed in the role similar to a teacher. The use of volunteers is left to the discretion of the classroom teacher. Examples of volunteers' activities are listening to students read, using flash cards for student practice, assisting with parties, helping with learning projects, etc.

## PARENTAL RIGHTS

School Board Policy ensures that parents have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials, assessment techniques, and teacher credentials. Please refer to the School Board Policies in order to follow the guidelines for making the request.

## PARENTS RIGHT TO KNOW

Several of our elementary schools receive Title I federal funding which supports the district's intensive reading support for struggling students. Because we receive this federal funding, we are obligated under the No Child Left Behind Act (NCLB) to inform all parents of their right to request the professional qualifications of their children's teacher(s).

Under NCLB, parents are able to request information regarding the proper licensing of teachers and the degrees held by their children's teachers. If you would like to receive specific information about your children's teachers, please contact the principal.

Our district is fully committed to the success of your children. We are able to tell all parents that our teachers do hold the proper licensing for the grades/subjects that they teach. In addition, over 60% of our teachers have earned an advanced degree, and our younger staff members are currently working in Master's programs. We appreciate your partnership in our efforts to provide the best education for your children with the most highly qualified staff.

## PARKING FACILITIES

The elementary schools have parking lots for your use.

**The driveways in front of the schools are designated for school buses only. You will be asked to move your car for safety reasons.**

During inclement weather, the number of students picked up by parents is increased, thus creating a congested, hazardous condition. Please observe all traffic regulations. Students should cross at the intersections.

## PHYSICAL EDUCATION

The physical education program promotes physical fitness, body coordination, and gross and fine motor skills. Activities include warm-up exercises, development of a skills, and game-oriented activities, that encourage skill development in an atmosphere of cooperation.

Students are to wear sneakers on the scheduled day. The classroom teacher provides schedules. Adaptive physical education provides an additional service to students who are diagnosed and have a written program from a physician.

## PSYCHOLOGICAL SERVICES

School psychological services help students who are having learning and adjustment issues in school. The psychologists provide psycho educational assessment services and limited consultation assistance.

Referrals for school psychological services are generated through teachers, parents or principals. Frequently a preliminary evaluation by the guidance counselor is given to affirm the need for a more detailed, refined evaluation. If a psychological evaluation is deemed appropriate after the initial evaluation from the guidance counselor, written parental permission is needed before the psychologist will evaluate the student.

After a psychological evaluation is completed, the psychologist interprets the results to the parents, teacher and other appropriate school personnel. The consultation services are educationally oriented and occur with parents, teachers, guidance counselor and principals present to assist in providing an appropriate educational and psychological climate for students.

## PUBLICATIONS

Throughout the school year the School District may interview and/or take photographs and videotapes of your child. These interviews, photographs, and videotapes may be used in its publications and presentations and in material that may be circulated to the various media (newspapers, radio, television, etc...) There will be no compensation for use of these written or visual materials.

**IF YOU DO NOT GRANT PERMISSION FOR YOUR CHILD TO BE INTERVIEWED, PHOTOGRAPHED, AND/OR VIDEOTAPED PLEASE INDICATE THAT ON THE EMERGENCY FORM.**

## QUESTIONS

When you have a classroom concern, call or make an appointment with the teacher to discuss the issue. If you and the teacher need additional support, please contact the building principal. We are always willing to offer assistance and to answer questions.

## REPORTING STUDENT PROGRESS

Your child's progress is reported to you four times during the school year through quarterly report cards. Parent-teacher conferences also serve to inform you of the progress of your child. Conferences are conducted routinely at the end of the first quarter and by specific request at any time of the school year.

## ROOM AND SCHOOL ASSIGNMENTS

In developing room and school assignments, the district will strive to attain, as nearly as possible, the same number of pupils in each classroom of a given grade level. In order to obtain a balance in student numbers per classroom, it may at times be necessary to assign pupils to a different building.

Since the objective of this policy is to maintain the best possible class size for all students in a given grade, so a maximum educational experience can be provided, it is hoped that parents will understand when patterns of student assignments need to be altered. The following guidelines will prevail:

- Students with special needs are assigned to a school where resources are available.
- Students of the same family are accommodated in the same school whenever possible.
- The balance of students is generated with as little student movement as possible.
- New students to the school district are assigned to a school to maintain or achieve the balance of the classrooms.

Please see the "Parent Request for Class Assignment" form in the back of the Handbook.

## SAFETY-SECURITY

Safety of our students is always a concern. To enhance the security of the students during school hours, the following procedures are in effect.

All doors are locked after 9:00 a.m.

All visitors must enter the buildings through the designated door after 9:00 a.m. The front doors will have information regarding entry procedures.

All visitors must register at the office and receive a visitor's clip or tag. Persons who do not have a tag are not permitted in the building or on the playground.

## SALES

Selling any items and/or soliciting business, other than school related sales, is prohibited.

## SCHOOL PICTURES

Each year individual and group pictures will be taken. A prepaid order form is distributed to students before picture day, and must be returned to the photographer on the scheduled day. Parents are not obligated to purchase school pictures, however all students will be photographed. The photographer guarantees satisfaction or money will be refunded.

## STUDENT DISMISSAL

If an early dismissal is needed due to a medical appointment or for an urgent reason, the parent must pick up the student in the office as well as provide a written, signed excusal note. In the case of illness, the parent is responsible to pick up the student or arrange for suitable transportation. No student is permitted to walk home other than at the prescribed time of school dismissal.

To ensure the safety of your children, all students are sent home the usual way (bus students go on their assigned buses, walkers walk home or to the designated destination, day care students go on their scheduled day care van) **unless we have a note from the parent/guardian** stating a change is required. The note should include change requested, the date the change is to take place, and parent/guardian signature.

This note eliminates misunderstandings between parent and child and confusion at dismissal time. Phone messages are not acceptable. A signed note must be provided. Please help us protect your children with your cooperation in this matter.

## STUDENT INSURANCE

The district makes available, at a nominal cost, an insurance policy covering accidents to students while at school, going to and from school, or while engaging in a school approved activity.

It should be made clear that the district is not selling insurance, but provides the opportunity to participate as a service to parents. The purchase of the basic student accident policy, as well as claims arising from covered injuries, will be handled by the insurance company. Claim forms are available through the office.

## STUDENT RECORDS

In compliance with federal and state regulations, the school district has a student record policy that has been approved by the Pennsylvania Department of Education. The policy provides for the type of information that is maintained in student records and the means whereby appropriate parties have access to the records of a student.

Student records are open for inspection to authorized persons. Therefore, parents or guardians who want to review the records of their child need to contact the building principal to arrange a time and date for the review of the records.

## SUPPORTIVE SERVICES

### ***GIFTED SUPPORT***

The gifted support program enhances the academic development of students who have been identified as possessing high intellectual ability. A multidisciplinary evaluation takes place to determine a student's participation in the Gifted Support program. An IEP (Individual Educational Plan) is developed for each student. The parental due process (rights, protections, and privileges) procedures are implemented.

The program objectives are to promote decision-making, problem solving, responsibility, social conscience and sensitivity to cultural and aesthetic values. The structure encourages openness, creativity, independence and in-depth learning.

### ***HEARING SUPPORT***

The program provides itinerant services to the hearing impaired student. Therapy includes auditory training, speech reading, proper amplification and maintenance of hearing aids, and tutorial help in academic areas. A multidisciplinary evaluation takes place to determine a student's participation in Hearing Support. An IEP (Individual Educational Plan) is developed for each student. The parental due process (rights, protections and privileges) procedures are implemented.

### ***LEARNING SUPPORT***

Learning Support is provided for students who are experiencing difficulty in achieving success in the basic instructional program. A multidisciplinary evaluation (MDE) takes place to determine a student's need for participation in Learning Support. An IEP (Individual Educational Plan) is developed for each student. The parental due process (rights, protections and privileges) procedures are implemented prior to administering a psychological evaluation.

### ***READING SPECIALISTS***

The reading support programs are delivered by reading specialists and instructional assistants. The two programs offered are Reading Recovery and S.T.A.R.S. (Support to Achieve Reading Success).

**Reading Recovery** - The Reading Recovery program is designed to provide reading support for first graders who are experiencing difficulty with reading. The goal of the program is to provide intensive one on one early intervention reading support.

**S.T.A.R.S.** - The S.T.A.R.S. program provides additional reading support to first and second grade students whose reading and writing skills are not fully developed. The goal of the program is to develop strong reading and writing skills so students can meet with success.

### ***SPEECH SUPPORT***

The speech and language clinician provides services to all eligible students. Individual and/or group therapy sessions are scheduled with the cooperation of the classroom teacher. Therapy is provided for students with language, articulation, fluency, and voice impairments. A multidisciplinary evaluation takes place to determine a student's eligibility in Speech Support.

An IEP (Individual Educational Plan) is developed for each student. The parental due process (rights, protections and privileges) procedures are implemented.

### ***READING AND MATH INTERVENTION***

This program provides support to selected students who do not demonstrate a mastery of reading or mathematics. The program is restricted to grades 3, 4 and 5. Students receiving Reading and Math Support instruction will not miss reading or mathematics classes in the regular classroom, but will receive direct, explicit instruction in identified areas of weakness.

### ***VISION SUPPORT***

An I.U. teacher provides services needed by the visually impaired student. The services include: supplying large print and/or Braille books, Braille instruction, appropriate magnifying devices, typewriting instruction, and tutoring the student. In addition, consultations for teachers and parents are provided. A multidisciplinary evaluation takes place to determine a student's participation in Vision Support. An IEP (Individual Educational Plan) is developed for each student. The parental due process (rights, protections and privileges) procedures are implemented.

## SWIMMING INSTRUCTION

All students in grades 4 and 5 receive a semester of swimming instruction as part of their physical education program. Students are transported by bus to the pool in the high school.

On the day of swimming classes, students should bring a swimming suit and two towels for their use. Please place the student's name on these items.

Students are expected to participate in swimming classes as they are expected to participate in any other part of the school curriculum. Students are excused from swimming class by a written note from home that states the health reason why the child should not take a swimming lesson that day. Students excused from swimming will still attend and observe the class.

## TELEPHONE USAGE


Students are not allowed to use the telephone unless it is an emergency or with the approval of the classroom teacher or building secretary. An adult will monitor these phone calls. Teachers will not respond to phone calls during the time their classes are in session. The school secretary will forward a message on your behalf to the classroom teacher's voicemail.

## TRANSFERS AND WITHDRAWALS

If you withdraw your student from school, please call Stacey Houser, Central Registration, 838-3144, ext. 3 for transfer information. Records will be mailed upon request from the new school.

## TESTING

The school district administers standardized assessments to develop and/or confirm understanding of a student's achievement. Third, Fourth, and Fifth grade students participate in the Pennsylvania System of School Assessment (PSSA) in reading and math. The results of the assessments are sent home. Fifth grade is given a PSSA writing assessment and fourth grade is also given a PSSA science assessment.

No educational trips will be approved during PSSA testing. Refer to district calendar for those dates. 

## TIME SCHEDULE

### Kindergarten

A.M. - 9:00 to 11:30

P.M. - 12:50 to 3:20

### Grades 1 - 5

8:50 Students enter the building.

9:00 to 3:30 is the instructional day.

## VOCAL MUSIC

Vocal music focuses upon the development of musical concepts and skills; and emphasizes the pleasure and satisfaction of music. Basic concepts of melody, rhythm, form, notation, interpretation, and various subordinate concepts are developed and highlighted in musical learning experiences. An elementary chorus is available to 4th and 5th graders.

## WEAPONS POLICY

(a) Students are prohibited from possessing, carrying, storing or using weapons or dangerous instruments while on school premises, on the way to or from school, and while attending school sponsored activities.

(b) According to district policy, a weapon is defined as anything readily capable of lethal use or inflicting bodily harm and possessed under circumstances not manifestly appropriate for lawful uses, which it may have. The term "weapon" includes but is not limited to any knife, cutting instrument, cutting tool, nun-chuck, club, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting bodily injury. In addition, the term weapon includes a firearm, which is not

loaded or lacks a clip or other component to render it immediately operable, and components, which can readily be assembled into a weapon. Any object or device which resembles a previously defined "weapon" will, for the purpose of this policy, be considered a weapon.

(c) Violations of the policy may result in disciplinary action consistent with due process ranging from suspension to expulsion.

(d) According to Act 26 and district policy, at the time of such violation, out of school suspension will occur for the student. The school district shall expel, for a period of not less than one (1) year, any student who brings a weapon onto any school property and a school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. The Superintendent may recommend discipline short of expulsion on a case-by-case basis. Additionally, at a time of such violation, local police authorities must be notified. Parental or guardian notification shall be made in a timely fashion.

## WELLNESS POLICY

The Palmyra Area School District, in order to comply with mandated Federal guidelines, has implemented a student wellness policy that affects several aspects of your child's education.

Food shall not be used in the schools as a reward or punishment.

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.

**\*Parents who choose to come to school for lunch are encouraged to eat what is served at school.**

**\*We encourage parents to model healthy eating by limiting unhealthy fast food.**

**\*Please call the building secretary prior to 9:15 to reserve a lunch or send in a note with your child.**

**\*Birthday treats such as cupcakes, cakes, or other foods are no longer permitted.** If you wish to send in a non-edible treat for your child's birthday, it would be acceptable. Some examples include pencils, stickers, a classroom book, a library book dedicated to your child, a game that students could use during indoor recess, etc...

**Any classroom celebrations (Christmas, Valentine's Day, etc...) will be under the supervision of the classroom teacher. If food is a part of the celebration, then classroom teachers must assure that all nutritional guidelines are followed. Please do not send in food unless specifically requested by the classroom teacher.**

**Parents please share the above information with grandparents and other relatives that you feel could be affected.**

The Child Nutrition and WIC Reauthorization Act of 2004-P.L. 108-265 Sec. 204 sets guidelines that all schools must follow in order to promote a healthy lifestyle and combat the childhood obesity problem occurring nationwide.

# PALMYRA AREA SCHOOL DISTRICT ELEMENTARY SCHOOLS

## Parent Request for Class Assignment

The principal at each school is responsible for assigning each child to an appropriate teacher. When making this assignment the principal must take many factors into consideration. Examples of these factors include the following:

1. Total number of students per class.
2. Balance of boys and girls, both within a class and between classes.
3. Balance of student learning styles.
4. Balance of students with special needs.
5. Recommendations from the Instructional Support Team.
6. Recommendations to separate some students from others.
7. Recommendations to keep some students in the same class.
8. Recommendations from last year's teacher(s).

Many times one or more of these factors may be in conflict with a parental request. The combination of factors involved makes the creation of a class list a complicated process.

If the form below is received by **MAY 1**, and if it does not conflict with other factors, the principal will make a reasonable effort to accommodate a parental request. Parents will be notified in writing of room assignments in August.

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### **Parent Request Form**

Please consider the following information about \_\_\_\_\_ when determining  
(student)  
his/her classroom assignment for the 20\_\_\_\_/20\_\_\_\_ School Year.

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

This form must be submitted to the elementary office by **May 1**.  
Any form without educational reasons listed will **not** be considered.

**Completion of this form does not guarantee the request will be granted.**

## PALMYRA AREA ELEMENTARY SCHOOLS MEDICATION POLICY

The school would like to share with you and desires to elicit your cooperation with the policy on medication. The policy greatly discourages the dispensing of medication and prohibits non-prescription medication to be given to students.

The following items are the policy on the administration of medication to students.

1. It is strongly urged that you confer with the doctor to arrange medication time schedules to avoid school hours.
2. School nurses or designee may administer prescribed medications to be given school hours.
3. The Consent Form for Administration of Medication must be completed and signed by the parent or guardian authorizing the administration of the medication.
4. The medication should be brought to the school nurse's office or office in a container marked with the name of the student, name and amount of medication, or preferably in a pharmacy labeled bottle. The consent form must be completed and accompany the medication. We highly recommend that parents bring in any medication.
5. The student is responsible for reporting to the nurse's office or office at the time the medication is to be given.
6. Non-prescription medications will not be given in school.

Thank you for your cooperation and understanding.

# PALMYRA AREA SCHOOL DISTRICT

## CONSENT FORM FOR ADMINISTRATION OF MEDICATION

I request medication to be administered according to these directions in compliance with the medication policy

NAME OF STUDENT \_\_\_\_\_

SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_ ROOM \_\_\_\_\_

NAME OF MEDICATION \_\_\_\_\_

DOSAGE \_\_\_\_\_

TIME MEDICATION IS TO BE GIVEN AT SCHOOL \_\_\_\_\_

DATES MEDICATION IS TO BE GIVEN \_\_\_\_\_

CONDITION FOR WHICH MEDICATION IS BEING TAKEN \_\_\_\_\_

NAME, ADDRESS AND TELEPHONE OF PRESCRIBING PHYSICIAN

IF THE ABOVE MEDICATION IS ONLY TO BE GIVEN IF NEEDED, AS IN THE CASE OF AN ASTHMA ATTACK, BEE STING OR OTHER EMERGENCY SITUATION, PLEASE LIST THE CONDITION UNDER WHICH YOU WANT THE MEDICATION ADMINISTERED.

OTHER COMMENTS:

DATE \_\_\_\_\_

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

## **231.1. FAMILY EDUCATIONAL TRIPS POLICY**

ADOPTED: SEPTEMBER 9, 1999

REVISED: AUGUST 9, 2001

In accordance with basic School Board policy, it is necessary that family trips for educational purposes be considered within the context of school purpose and school law.

Parents who are planning to take their children on an educational trip during the time that school is in session may request an excused absence for the students. Consideration of such a request is dependent on these conditions:

A maximum of ten (10) days will be permitted for trips.

Days beyond the maximum of ten (10) days permitted will be considered unexcused or unlawful for students under age seventeen (17). The first three days beyond the ten excused days will be unexcused absences. Days beyond the thirteenth day will be unexcused and unlawful and appropriate legal action will be taken.

Requests for educational trips shall be made by the parent a minimum of three (3) school days prior to the student's anticipated absence using the "Excusal From Attendance" form, which may be secured from the school principal's office or printed from this handbook.

The student is expected to complete all schoolwork that is assigned during the total number of days that the student is absent from school due to the educational trip.

It will be the student's responsibility to contact teachers and make up assignments missed.

The Superintendent shall be authorized to grant exceptions to this policy on a case-by-case basis when a need arises due to unusual circumstances.

**PALMYRA AREA SCHOOL DISTRICT  
PRE-APPROVAL FOR  
EXCUSAL FROM ATTENDANCE  
EDUCATIONAL TRIPS (NOT SCHOOL SPONSORED)**

**Instructions for completing form**

1. Use one form for students in each building: elementary, middle school and high school.
2. Form must be submitted to the principal's office three school days prior to the absence for which the excusal is requested.

Date \_\_\_\_\_

It is requested that the following pupils be excused from school attendance so that they may participate in a trip of educational value:

<u>Name</u>	<u>Grade</u>	<u>Room</u>	<u>Building</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list the siblings, and their grade level, for whom you are also requesting excusal for this educational trip: \_\_\_\_\_  
\_\_\_\_\_

1. Dates for which excusal is requested: \_\_\_\_\_
2. Describe the trip to be taken: \_\_\_\_\_  
\_\_\_\_\_
3. In what way do you consider the trip to be of educational value to the pupil (s)?
4. If other than parent or guardian, what adults will accompany the pupil(s) on this trip?

**It is understood that:**

5. **Grades 6-12 only:** The student is responsible to contact appropriate teachers concerning this absence in order to be aware of all assignments that must be completed.
6. All students: Upon returning to school, the student will, on his/her own time, be responsible for making up the work missed.
7. All make-up work is to be accomplished to the satisfaction of the teacher concerned.
8. If, for any reason the trip is canceled or shortened, the pupil(s) must report to school the first day you return home.

NO TRIPS WILL BE EXCUSED DURING PSSA TESTING –

**\*March 12-23, 2012 – Gr. 3,4,5,6,7,8, & 11 Reading & Math \*April 16-20, 2012 – Gr. 5, 8, & 11 Writing**

**\*April 23-27, 2012– Gr. 4, 8, & 11 Science**

**(office only)**  
**Date received in office:** \_\_\_\_\_

**Approved** \_\_\_\_\_ **Not approved** \_\_\_\_\_

**Reason not approved:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Date:** \_\_\_\_\_

**Principal:** \_\_\_\_\_

\_\_\_\_\_  
**Parent or Guardian Signature**

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 City, State, Zip Code

\_\_\_\_\_  
 Telephone Number

