

TABLE OF CONTENTS

<u>Superintendent's Message</u>	<u>1</u>
<u>School Calendar</u>	<u>2</u>
<u>Guiding Principles of the Palmyra Area School District</u>	<u>3</u>
<u>School Board Members</u>	<u>3</u>
<u>School Physician</u>	<u>3</u>
<u>Administrative Personnel</u>	<u>4</u>
<u>School Telephone Numbers</u>	<u>4</u>
<u>Emergency Closing of School</u>	<u>4</u>
<u>Alert Now</u>	<u>5</u>
<u>Delayed Opening/Modified Kindergarten</u>	<u>5</u>
<u>Daily Schedule</u>	<u>5</u>
<u>Attendance</u>	<u>5-6</u>
<u>Kindergarten Entrance/Registration</u>	<u>7</u>
<u>PSSA Test</u>	<u>7</u>
<u>School Visitations</u>	<u>7</u>
<u>Elementary Student Assignments</u>	<u>7</u>
<u>Commencement Exercises</u>	<u>7</u>
<u>Access to Student Records</u>	<u>7-8</u>
<u>Information Requested</u>	<u>8</u>
<u>Use of Tobacco</u>	<u>8</u>
<u>Graduation Guidelines / Grading System</u>	<u>8-9</u>
<u>Use of Automobiles</u>	<u>9</u>
<u>Transportation</u>	<u>9-11</u>
<u>Title IX</u>	<u>11</u>
<u>Athletic Events Punch Pass</u>	<u>11</u>
<u>Building Security</u>	<u>11</u>
<u>Corporal Punishment</u>	<u>11-12</u>
<u>Use of the Law</u>	<u>12</u>
<u>Prohibition of Illicit Drugs & Alcohol</u>	<u>12</u>
<u>Curriculum Review</u>	<u>12-13</u>
<u>Wellness Policy</u>	<u>13</u>
<u>Special Education Services</u>	<u>13-21</u>
<u>Integrated Pest Management Policy</u>	<u>21</u>
<u>Asbestos Public Notification</u>	<u>21-22</u>
<u>Academic Eligibility Requirements for Participation in</u>	
<u>Extra-Curricular Activities / Interscholastic Athletics</u>	<u>22</u>
<u>Administration of Medications</u>	<u>22-25</u>
<u>Public Participation at Board Meetings</u>	<u>25-26</u>
<u>Immigration Reform and Control Act of 1986</u>	<u>26</u>

SUPERINTENDENT'S MESSAGE

It is with great pleasure that I welcome you to the 2011-2012 school year in the Palmyra Area School District. It is an exciting year as we open our fourth elementary school building, Lingle Avenue Elementary School. In this day and age, it is an unusual event. I believe the need to open Lingle is based on people who recognize a strong educational system for a good value. Palmyra has experienced significant growth to the point that we added modular classrooms to our Middle School and Northside Elementary. We added a wing to the HS recently and are now excited that the 16 modular classrooms and modular all-purpose room at Northside are now gone and the beauty of that building is again evident. Some unique and exciting features of Lingle are our kindergarten center, housing all our traditional and extended day kindergarten classes; the fact that this will, in all likelihood, be certified as a LEED (energy efficient) building, and the fact that it is a National Reference Site (NFS) for Scientific Learning, our *Fast ForWord* products. Be sure to drive by and stop in to see this beautiful school.

This last year has been a ~~very~~ challenging one as we have worked hard to maintain our high quality education while seriously tightening our belts due to the struggling economy. We developed guiding principles (see below) and worked collaboratively to cut costs while maintaining a top-level education for our students. We need your on-going support of your children in the classroom as well as in our arts, athletics, and other activities. Throughout the year, if you have questions or suggestions, please pass them along.

Guiding Principles:

As Palmyra Area Schools, we ...

1. ... will always support core academic subjects (Reading, Writing, Math, Science, Social Studies) as district priorities.
2. ... will provide evidence-based interventions in the areas of literacy and math for targeted students at every grade level, realizing that a strong K-2 literacy foundation is imperative.
3. ... will adhere to all federal and state mandates.
4. ... will allocate resources to those non-core, academic, electives that meet the needs of the largest number of students, while maintaining a balance of offerings.
5. ... will create learning environments that better prepare students with 21st century skills (inquiry, research, collaboration, presentation, reflection, innovation) by:
 - a. integrating them across the students' Palmyra experience.
 - b. utilizing technology resources as tools for teaching and learning.
6. ... realize that to improve teaching and learning and meet our goals as a district, it is vital that we will maintain high-quality:
 - a. cohesive, strong leadership.
 - b. professional development related to our district vision.
7. ... recognize the need to:
 - a. examine other cost efficiency measures
 - b. rely on data to inform our decisions
 - c. research efficient, collaborative solutions with other educational entities, local programs, and area organizations before any student programs are cut.
8. ... will offer co-curricular activities for all students in a (more) efficient and cost effective manner.
9. ... will create and maintain physical learning environments (facilities) that are cost effective, with attention to the environmental impact.

Sincerely,
Collene Van Noord, D. Ed.

SCHOOL CALENDAR 2011-2012

August	23	Teacher In-Service
	24	Teacher Work Day
	25	Teacher In-Service, Open House
	29	First Day for Students
September	2	Labor Day Holiday
	5	Labor Day Holiday
	12	Back to School Night
	13	Back to School Night
	14	Back to School Night
	15	Back to School Night
	16	Early Dismissal
October	10	Columbus Day
		NO School for Students/Teachers
November	2	Last Day, 1st Quarter
	9	No School for K Students
		Kindergarten Parent Conf (day/evening)
		1-12 Parent Conferences (evening)
	10	NO School for K-12 Students/Teachers
		Elem Parent Conferences (day/evening)
		MS Parent Conferences (day/evening)
		HS Teacher In-Service (day)
		HS Parent Conferences (evening)
	11	NO School for Students/Teachers
	24 - 28	Thanksgiving Break
December	26 - 30	Winter Break
January	2	New Year's Holiday Celebrated
	3	School Resumes
	16	M.L. King Holiday
		NO School for Students
		Teacher In-Service OR
		Snow Make-up Day
	20	Last Day of First Semester
	23	NO School for Students
		Semester Transition Day
February	20	President's Day
		NO School for Students
		OR Snow Make-up Day
March	9	NO School for Students
		Graduation Projects
	28	Last Day, 3 rd Quarter
April	4 - 9	NO School for Students
		Spring Break OR
		Snow Make-up Day
May	28	Memorial Day
June	6	Graduation
		Last Instructional Day
		½ Day – Early Dismissal

GUIDING PRINCIPLES OF THE PALMYRA AREA SCHOOL DISTRICT

As Palmyra Area Schools, we ...

1. ... will always support core academic subjects (Reading, Writing, Math, Science, Social Studies) as district priorities.
2. ... will provide evidence-based interventions in the areas of literacy and math for targeted students at every grade level, realizing that a strong K-2 literacy foundation is imperative.
3. ... will adhere to all federal and state mandates.
4. ... will allocate resources to those non-core, academic, electives that meet the needs of the largest number of students, while maintaining a balance of offerings.
5. ... will create learning environments that better prepare students with 21st century skills (inquiry, research, collaboration, presentation, reflection, innovation) by:
 - a. integrating them across the students' Palmyra experience.
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6. ... realize that to improve teaching and learning and meet our goals as a district, it is vital that we will maintain high-quality:
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7. ... recognize the need to:
 - a. examine other cost efficiency measures
 - b. rely on data to inform our decisions
 - c. research efficient, collaborative solutions with other educational entities, local programs, and area organizations before any student programs are cut.
8. ... will offer co-curricular activities for all students in a (more) efficient and cost effective manner.
9. ... will create and maintain physical learning environments (facilities) that are cost effective, with attention to the environmental impact.

SCHOOL BOARD MEMBERS

Mr. Christopher Connell	Vice-President
Mr. Anthony Downey, Jr.	Member
Mr. George Downey, III	President
Mrs. Lori Gall	Member
Mrs. Sheila Hoffer	Member
Mr. Kurt Koennecke	Member
Mrs. Ellen Wargo	Member
Mr. Bradley White	Member
Mr. Gerald Wimmer	Member
Mr. Robert M. Frankhouser, Jr. Esq Hartman, Underhill & Brubaker	Solicitor
Darcy Brenner-Smith	Secretary

SCHOOL PHYSICIAN

Lebanon Valley Family Medicine

ADMINISTRATIVE PERSONNEL

Mrs. Patricia Bachman	Pine Street Elementary Principal
Mrs. Linda Bare	Supervisor of Special Education
Mrs. Darcy-Brenner-Smith	Director of Business Affairs
Mrs. Lisa Brown	Assistant Superintendent
Dr. Jacy Clugston Hess	Lingle Avenue Elementary Principal
Mr. Heath Dresch	Supervisor of Building & Grounds
Mr. James Hale	Forge Road Elementary Principal
Mr. Anthony Hoffman	Middle School Assistant Principal
Mrs. Anne Hoover	Middle School Principal
Mrs. Nanette Huffman	Northside Elementary Principal
Mr. David R. Jones	High School Principal
Ms. Alaina Avery	Food Service Director
Mr. Daryl Reisinger	High School Assistant Principal
Mr. Paul Steigerwald	High School Assistant Principal
Mr. Wayne Trotta	School Psychologist
Dr. Collene Van Noord	Superintendent
Mr. Brian Weidler	Athletic Director
Mrs. Tawnjah White	Assistant Director of Business Affairs
Mr. Gary Zellner	Director of Elem. Edu./Adm. Services

SCHOOL TELEPHONE NUMBERS

District Office	838-3144
Special Education Office	838-1331, ext. 5
High School	838-1331, ext. 1
Middle School	838-1331, ext. 3
Forge Road Elementary	838-1331, ext. 4
Lingle Avenue Elementary	838-1331, ext. 5
Northside Elementary	838-1331, ext. 6
Pine Street Elementary	838-1331, ext. 7

EMERGENCY CLOSING OF SCHOOL

There will be occasions when conditions may require that the schools of the district should be closed, opening 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 stations:

RADIO AND TV STATIONS

WLBR-AM	Lebanon	1270
WHP-AM	Harrisburg	580
WINK-FM	Harrisburg	104
WHP-TV	Harrisburg	Channel 27
WGAL-TV	Lancaster	Channel 8

You may also access the district website for more information at www.pasd.us.

ALERT NOW

Keeping you informed is a top priority at Palmyra Area School District. That's why we have adopted the *ALERTNOW* Notification Service that will allow us to send a telephone message and email to you providing important information about school events normally broadcast or emergencies. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone. The successful delivery of information is dependent upon accurate contact information for each student, so please make certain that we have your most current phone numbers. If this information changes during the year, please let us know immediately.

Changes can be made by contacting the receptionist at the District Office:
Phone – 838-3144 option 0 or Fax – 838-5105

DELAYED OPENING/MODIFIED KINDERGARTEN ***ATTENTION: KINDERGARTEN PARENTS***

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

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

Above you will find the radio and TV stations which report delayed openings.

DAILY SCHEDULE

Kindergarten

A.M. – 9:00 – 11:30

P.M. - 12:50 – 3:30

Grades 1-5

8:50 – Warning Bell-Students enter Building

8:55 – 3:30 – Regular school day

Middle School

7:53 A.M.- 2:40 P.M. Regular School Day

2:40 P.M. - 3:15 P.M. Activities and Instructional Assistance

High School

7:50 A.M. - 2:45 P.M. Regular School Day

ATTENDANCE

The laws of the Commonwealth provide that all children of compulsory age must attend school unless absence is the result of illness, death in the immediate family or upon permission from the building principal.

Compulsory school age is defined as the age from which the parent selects to have the child enter the public school system until the age of 17 years. It is expected that pupils beyond the age of 17 will abide by the same attendance regulations as those of compulsory school age.

If a student is absent from school, it is necessary for the parent to call the school to inform them of the absence prior to the start of the school day.

Following an absence, a note from the parent / guardian or physician must be returned explaining the reason for the absence. **The note must be submitted within 3 days after the student's absence.**

Following an absence due to a communicable disease, such as pink eye, scabies, impetigo, ringworm, or chicken pox, a physician's certificate or approval by the school nurse is required before the student is re-admitted to school.

In case of excessive absences, school authorities will request a physician's certificate for each absence.

Three days of illegal absence, either consecutive or intermittent throughout the school year, will be followed by official notice from the school district. Any additional illegal absences may result in prosecution of the parent or guardian.

Excusal from attendance will be granted for trips provided the following conditions prevail:

1. The trip shall indicate an exposure that has educational value for the student.
2. **The parents shall present to the school Principal, the "Educational Trips, Excusal from Attendance" form. The form must be submitted to the principal for approval at least three school days prior to the absence for which the excusal is requested.**
3. It is understood that the parents or some other approved adult personage will be directly in charge of the educational program of the student or students.
4. Upon returning to school, the student will, on his/her own time, be responsible for making up the work missed.
5. All make-up work is to be accomplished to the satisfaction of the teacher concerned.

Educational trips will not be excused during PSSA testing.

ENTRANCE AGE – KINDERGARTEN AND GRADE ONE

For entrance to kindergarten in 2011-2012 school year, a child shall have attained the chronological age of five (5) years prior to August 15.

For entrance to grade one in 2011-2012 school year, a child shall have attained the chronological age of six (6) years prior to August 15 or completed a certified kindergarten program.

For exceptional students who do not meet the chronological age requirement, an alternate set of criteria is applicable for those who desire to apply for early admission. Parents who feel that their child might qualify for early admission should contact the elementary principal.

KINDERGARTEN REGISTRATION

During the spring of each year, a series of days are set aside to register the children who become eligible to enter kindergarten the following August. The school calendar gives the exact dates of the registration. Parents whose children are recorded in the school census file will be contacted by mail approximately one month in advance relative to an appointed time for registration. Please inform the school if contact is not made concerning the registration.

Registration is the initial orientation to kindergarten where various personal and health data are requested. A kindergarten parent orientation evening meeting is where parents meet the kindergarten teachers, and are given an overview of the kindergarten program and have an opportunity to ask questions. Refer to the school calendar for the exact date. Parents are welcomed to schedule a kindergarten classroom visitation with their child.

PSSA TEST

The PA State System of Assessment (PSSA) tests in reading and mathematics are administered annually to students in grades 3, 4, 5, 6, 7, 8 and 11. PSSA tests in writing are administered annually to students in grades 5, 8, 11 and in Science to students in grades 4, 8, and 11. Testing dates vary. Results are reported to students and parents. Twelfth graders have an opportunity to retest and earn proficient scores.

SCHOOL VISITATIONS

You may get a better understanding of your child when you see him/her working with others. Parents are always welcome to visit. It is requested that parents follow the guideline listed below whenever a contact is necessary with the school.

If a classroom visit is desired, permission must be secured from the classroom teacher at least one week in advance so that the visit will not interfere with the school program. The visit must be approved by the building principal.

All visitors must sign a confidentiality form.

ELEMENTARY STUDENT ASSIGNMENTS

A balance in the number of students in each classroom for a given grade is to be achieved. Students who walk to school from their residences are assigned first. Bus students are then assigned to achieve the balance in each classroom. Efforts are made not to split students in the same family into different schools in grades 1 through 5. Students with special needs are assigned where the services are available for their particular needs.

COMMENCEMENT EXERCISES

The Pennsylvania Department of Education mandates that commencement exercises must be held on or after the last day of school for the students. Therefore, if we have make-up days, the commencement date will be changed as necessary.

ACCESS TO STUDENT RECORDS

In compliance with federal and state regulations, the Palmyra Area School District has a student record policy. 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 in the Palmyra Area School District are open for inspection to authorized persons. Therefore, parents or guardians who want to review the records of a particular student should contact the building principal to mutually arrange a time and date for the review of the record of their child. Copies of the student record policy may be obtained from the district website.

INFORMATION REQUESTED

It is essential that student records be complete and accurate in all details. It is important that the school office be notified in the event of a change in address, home telephone, or emergency phone where parents or guardians can be reached.

USE OF TOBACCO

Possession and use of all forms of tobacco is prohibited at all times on school property.

GRADUATION GUIDELINES AND ISSUANCE OF DIPLOMAS

A. Graduation Requirements

1. Students must successfully complete twenty-nine (29) credits of work in grades 9-12 to qualify to graduate. Students must complete a graduation project as part of the graduation requirements.

B. Issuance of Diplomas

1. Persons making up deficient work in a certified tutorial or institutional program can be issued a diploma at the satisfactory completion of the make-up work and upon certification by the teacher or administrator that the student has fulfilled all requirements for course completion.
2. Persons taking General Education Development Tests cannot receive a Palmyra Area School District diploma regardless of the score until one year after the class in which the said student was a member has graduated from high school. The applicant must attain an aggregate score of 250 or more, with not less than 45 in any one sub-test. The applicant must have proof of successfully completing not less than twenty-nine credits of work.
3. The issuance of Palmyra Area School District diplomas by means other than through regular graduation channels is a privilege that is given by the Board only after satisfactory evidence has been produced that persons wishing the diploma have been involved in a program of studies that is keeping with the standards of the Palmyra Area School District. No diploma, under any circumstances, shall be issued to anyone who has not completed grade 11.

Grading System		
Letter Grade	Numerical Equivalent	Grade Point Equivalent (on a 4.0 scale)
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	.67

USE OF AUTOMOBILES

Students may drive cars to school. Cars may be parked in the area provided on school property, if available, for a fee of \$25 per student. However, the Palmyra Area School District is not responsible for any damages to vehicles that are driven to school.

Students who attend the morning session of Lebanon County Career and Technology Center may drive to the Palmyra High School but may not drive to the Lebanon County Career and Technology Center. Students who attend the afternoon session may drive to the Palmyra High School and the Lebanon County Career and Technology Center pending approval from the Lebanon County Career and Technology Center. Students who attend all day classes at the Lebanon County Career and Technology Center, may drive to the Lebanon County Career and Technology Center.

TRANSPORTATION

Regular Transportation

The Palmyra Area School District shall provide transportation for all students as determined by the School Board. The building assignment of all pupils in grades kindergarten through twelve shall be according to the legal residence of the parent or legal guardian and transportation will be provided accordingly.

Families that reside within the designated transportation area will receive a letter in the mail in mid-August. Information will include: Locations, Times, Bus Numbers and Routes for regular daily pupil transportation.

If the legal residence is located within designated walking area, transportation will not be provided.

Changes in transportation need to be placed in **writing and submitted** to the district office; this includes any changes in transportation based on childcare needs. New stops **WILL NOT** be added for Childcare purposes, only existing stops will be utilized.

Forty-eight hours notice is required when changing busses or moving to a transportation area.

Riding Another Vehicle

Students are not allowed to ride a bus home that they have not been assigned. In the event of an emergency, contact MUST be made in advance with the transportation department.

Career & Technology Center Students

Transportation WILL be provided to/from the High School to the Career & Technology Center on the dates that Palmyra is not in session. Students are required to find their own transportation to/from the High School.

Weather Related Transportation

Due to adverse weather conditions there will be times that transportation vehicles will not arrive at their stops at the designated times. Please inform your child to wait a reasonable amount of time for the bus to arrive. All transportation provided by Palmyra Area School District will follow the district schedule; this includes IU and non-public transportation.

Three Mile Island

While the Palmyra Area School District does not have any buildings that are located within the radius of Three Mile Island, there are students that reside within the designated area. The district has an Emergency Transportation Plan for those students. Parents or Guardians are asked to complete an Emergency Transportation Permission Form and return it to the student's building.

Bus Riding Conduct

Any pupils involved in an act of misconduct which is detrimental to the health or safety of other pupils, bus drivers, vehicles, or persons outside the vehicle, may have their riding privilege suspended or removed permanently. This includes any student transported by the district (non-public and IU inclusive).

Students are asked to adhere to the following:

Waiting for the Bus:

- Be on time
- Wait at a safe place
- Avoid strangers
- Enter in an orderly manner

Change in Stops:

Students get off at their assigned stops unless prior authorization is made in advance with the Transportation Dept.

On Bus:

- Observe classroom conduct
- Remain in seat at all times
- Do not change seat while vehicle is in motion
- Keep all parts of body inside vehicle
- Keep voices at a moderate level
- Be courteous/Respect property of others
- Do not damage or tamper with the vehicle

Departing the Bus:

- Cross road in front of bus
- Watch for traffic
- Help younger children
- Walk

Students are reminded that the driver is responsible for the safety of all riders and are to adhere to the rules of the bus.

Any vandalism occurring on vehicles will be turned over to the legal authorities.

The Following ITEMS are NOT permitted on a vehicle: live animals, weapons, drugs, alcohol, tobacco, flammable liquids, fireworks of any type, water pistols or large items. Band instruments MUST fit in the seating area and are not allowed in the aisles.

Medical/Emergency Information

It is the responsibility of the parent/guardian to notify the transportation department in writing of any medical or emergency information pertaining to their student.

Call the Transportation Department with any questions or concerns (717) 838-3144, ext. 4.

TITLE IX

In compliance with Title IX the Palmyra Area School District strives to provide a safe, positive learning environment for students, staff and third parties in the schools, free from discrimination and harassment. It shall be the policy of the School District, therefore, to prohibit all forms of harassment and discrimination. Any person who feels that they have been subject to harassment and discrimination in connection with any School District program should promptly report such incidents to the Title IX compliance officer.

ATHLETIC EVENTS PUNCH PASS

The Athletic Department will once again be offering a punch pass for all Palmyra Community Members. The adult pass will cost \$40 and will grant admission into 10 home charged athletic events for a savings of \$1 per event. A student pass will cost \$20, also a savings of \$1 per event. Just present the card to the ticket taker at home events to be punched. When all ten are punched then the card is no longer valid. The punch cards will be available after September 1, 2011 at the high school. For additional information, contact Brian Weidler, Athletic Director at 838-1331, ext. 8.

BUILDING SECURITY

In order to maintain a safe and secure learning environment in our schools, all visitors must enter the respective buildings through the designated front entrance and report to the office. The front entrance will have information regarding entry procedures.

CORPORAL PUNISHMENT

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

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

No teacher administrator, student, or other person will subject a student to corporal punishment or condone the use of corporal punishment by any person under his or her supervision or control.

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

Reasonable force may still be used by school personnel under any of the following circumstances:

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

USE OF THE LAW

There are circumstances when due to the potential seriousness of the incident, the school has to seek help from community agencies or apply laws available through local police agencies and the District Justice.

PROHIBITION OF ILLICIT DRUGS AND ALCOHOL

The Palmyra Area School District acknowledges 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 and employees on school premises or as part of any of its activities is strictly prohibited. Students in violation of this policy will be subject to the discipline regulations of the District which may include expulsion and referral for prosecution.

Students with abuse problems can receive help through a referral to the school counselor at the elementary level or to the LIFT teams at the Middle School and High School levels.

Employees in violation of this policy will be subject to the discipline regulations of the District.

CURRICULUM REVIEW BY PARENTS AND STUDENTS

Adopted: November 9, 1995, Revised June 9, 2004

Purpose

This policy is established to comply with the requirement of the State Board of Education that school districts provide parental access to information about the curriculum.

The Board adopts this policy to ensure 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 and assessment techniques.

Guidelines

The rights granted by this policy are granted to parents of students enrolled in this school district where the students are under the age of eighteen (18) and to the students themselves when the student is age eighteen (18) or over, unless the student is incapable of making the decision due to a disability.

Upon request by a qualifying parent or student, the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials, and assessment techniques.

The following conditions shall apply to any request:

1. No more than (1) request per semester may be made by any qualifying parent or student each school year, per enrolled child.
2. To assist the school district in providing the correct records to meet the needs of the requesting party, the request must be in writing setting forth the specific material being sought for review.
3. The written request shall be sent to the building principal.
4. The district will respond to the parent or student within ten (10) school days by designating the time and location for the review.
5. The district may take necessary action to protect its material from loss, damage, or alteration to ensure the integrity of the files, including the provision of a designated employee to monitor the review of the materials.
6. No parent or student shall be permitted to remove the material provided for review or to photocopy the contents of such file. The taking of notes by parents and students is permitted.

The superintendent or designee shall annually notify parents and students regarding the contents of this policy and their rights.

WELLNESS POLICY

Adopted June 15, 2006

Wellness Goals

- Promote healthy foods & life styles for all children
- Promote student health & reduce childhood obesity

Parent Lunch Guidelines

- Parents who join children are to eat what is served in school. Fast food is not permitted.
- Parent lunches can be ordered from office by 9 AM (call or note).

Classroom Parties

- Only items approved by the classroom teacher are permitted.
- Parents are not permitted to send in any food for birthday celebrations.

PALMYRA AREA SCHOOL DISTRICT SPECIAL EDUCATION SERVICES

NOTICE OF SPECIAL EDUCATION SERVICES

Pennsylvania schools provide no-cost evaluations and appropriate programs to all school-aged students thought to be disabled and/or mentally gifted. These programs are made available to children who meet the qualifications for one of the exceptionalities listed under "Eligibility for Services." Each district uses procedures to search for children who may qualify for services, such as parent and teacher referrals, review of records and report cards, and screening for hearing, vision, physical, and speech and language problems.

Congress enacted the Individuals with Disabilities Education Act (IDEA) to assure that all children with disabilities receive a free, appropriate public education in the most typical school setting possible.

IDEA includes a set of rights and protections for children with disabilities and their parents known as “procedural safeguards.” Parent permission and input must be obtained at certain points during the evaluation, placement, and programming process. If disagreements arise at any point during the process, IDEA provides resolution by an impartial hearing officer and appeals to a State panel and the courts when requested. In Pennsylvania, the State Legislature and Board of Education have adopted laws, regulations, and standards which conform with IDEA. If you feel your child may be exceptional and in need of special education, you may request that your child be considered for special services. Parent requests for screening and evaluations should be made in writing to the Supervisor of Special Education, Lingle Avenue Elementary School, 600 South Lingle Avenue, Palmyra, PA 17078

WHAT ARE THE MAJOR PROCEDURAL SAFEGUARDS?

Surrogate Parent: Your school will arrange for the appointment of a surrogate parent for any student having or suspected of having a disability when the student has no parent, if the parent cannot be located, or when the student is a ward of the state. The surrogate parent may not be employed by an agency serving the student and must be trained to assure adequate representation of the student.

Notice: You will be notified in writing if your school believes that your child needs special education or that special education is no longer necessary.

Consent: You must agree the first time your school wants to evaluate your child to determine eligibility for special education AND the first time services are proposed; however, you consent is NOT required for subsequent evaluations. If new types of tests are being used, your permission will be necessary prior to testing.

Protection in Evaluation Procedures: Your child will be evaluated to provide a full and accurate picture of his or her disabilities.

Independent Education Evaluation: You are entitled to obtain, at any time, an evaluation of your child from any qualified person(s); under certain circumstances, your school may be obligated to pay for that evaluation.

Individual Educational Program: Your school will not provide any educational services to your child until you and certain school personnel, using information obtained from the evaluation, agree on a plan based on your child’s current needs.

Access to and Confidentiality of Records: You can see any records your school keeps about your child; however, without written permission from you, only certain school personnel can see some of these records.

Dispute Resolution: If you cannot agree with the school’s recommendations, you have a right to a hearing before an impartial person and to appeal that decision to State or Federal courts. There is also a state operated voluntary mediation system which can be used if you and your school agree to mediation. The mediation does not take the place of a hearing. If a hearing is held, it will be conducted according to specific rules, and a decision will be issued within set timelines.

If your child is entering school for the first time, the law requires placement in a regular classroom while any hearings or court proceedings are underway unless you and your school agree to a different placement.

FORMAL HEARING (S)

You have the right to a formal “Due Process Hearing” conducted by an impartial third person concerning any aspect of your child’s educational program. You can appeal the decision to a State level review panel. You also have the right to file suit in State or Federal court to contest any hearing (or review panel) decision. In all of these hearings, you have the right to be accompanied by a person having special knowledge or training regarding children with exceptionalities and to be represented by an attorney. Once a hearing is requested, by either you or your school district, a decision must be reached within 45 days. These and other rights are explained in more detail in the following paragraphs.

When Is a Due Process Hearing Available?

A due process hearing may be requested by a student’s parent, guardian, or surrogate parent, or by the student if he or she is at least 18 years old but less than 22 years old.

The school district can also request a hearing. A hearing can be sought because of a disagreement concerning any aspect of the student’s educational program. Following are some of the reasons a hearing might be sought:

1. You object to a proposed evaluation of your child.
2. You refuse to consent to an initial placement.
3. Your school refuses to evaluate your child.
4. Your school fails to consider results of an independent education evaluation.
5. You disagree with a proposed IEP.
6. You object to termination of the special education program.
7. You believe the proposed placement will not meet your child’s needs as set forth in the evaluation or IEP.
8. You believe a proposed placement is not in the least restrictive environment needed to meet your child’s needs.
9. You object to a proposed change of placement.
10. You disagree with the recommendation that your child should be graduated.

Although the right to due process hearing is extremely broad, you may want to consult with an attorney before seeking a hearing. A list of free or low-cost legal services appears in the Notice of Parents’ Rights. If you conclude that you want a due process hearing, the request must be in writing. Please contact the district personnel named in the Notice of Recommended Assignment for specific information.

Who Conducts the Due Process Hearing?

The hearing is conducted by a person known as an “impartial hearing officer.” This person has a special knowledge of persons with exceptionalities and with the law pertaining to children with exceptionalities. He or she will have received training from the Department of Education regarding due process hearings.

The hearing officer cannot be employed by this school district or any of its service providers or have any personal or professional interest that might conflict with his or her objectivity. The hearing officer is paid by the State Department of Education.

What Procedures are Followed in the Hearing?

Hearing procedures are intended to provide the impartial hearing officer with the information he or she requires to make a decision. The hearing will be conducted at a time and place that is convenient to you and your child, who may be present at your discretion. At least five days before the hearing, each party is required to disclose to the other a general description of the evidence it intends to introduce at the hearing; you can prohibit the use of any evidence the school district does not so disclose. You may be accompanied by counsel and by individuals with special knowledge or training about problems of children with disabilities. You or your representative(s) may present evidence, secure the attendance of witnesses, and confront or cross-examine witnesses. Normally, to preserve your privacy and that of your child, the hearing is closed to the public. However, the hearing officer will open the hearing to the public at your request. At the conclusion of the hearing, you have the right to obtain a written or electronic verbatim record of the hearing.

Actions Requiring Notice

You will be given written notice if the school district proposes to do any of the following:

1. Test (evaluate or re-evaluate) your child to determine if special education and related services are required, or continue to be required;
2. Review the evaluation or most recent re-evaluation of your child;
3. Develop, review, or change the schedule or conditions of services to your child;
4. Stop all special education (including graduation);
5. Determine whether your child's disability is the reason for misbehavior that requires disciplinary action;
6. Change or destroy information in files that personally identifies your child.

You will also be given written notice if the school district refuses your request to do any of the above.

Content of Notice

The notice will explain what your school proposes to do, or refuses to do, and how school personnel reached their decision, including a description of each test, record or report they used. If the notice is being given following an evaluation or re-evaluation where your prior consent was not required, your school will also describe the alternatives considered. Whatever action the school takes, you will receive a complete explanation of the procedural safeguards.

Mode of Communication

If you do not understand the notice, you may ask the school district representative to explain any terms or procedures that remain unclear or seek assistance from a person with special knowledge and training. Your school will ask you to sign a document indicating your decision. Please do not sign the document if there is any aspect of this explanation that you do not understand.

Your school will arrange for a translator for parents with limited English proficiency who speak another language. If you are deaf, blind, or unable to read, your school will arrange for communication of this notice in the mode normally used by you (such as sign language, Braille, or oral communication).

Consent

Your written consent is required in three instances:

1. before your school can begin (or should continue) to test your child to determine if he or she requires special education programming;
2. before your child is initially placed in a special education program;
3. before your school releases any personally identifiable information about your child to any person not otherwise entitled by law to see it.

When your Consent Is Not Required

Your school will notify you of other changes if proposed. If you do not respond to the notice within 10 days, the school may proceed with the changes. However, if you disagree with a proposed action, please call the school to discuss the proposed action. If agreement cannot be reached on the school proposed action, you have the right to a hearing by an impartial third party.

If You Refuse Consent

If you refuse consent to the school's proposed action, you may schedule a pre-hearing conference or request mediation or a Due Process hearing.

Protection in Evaluation Process

The protection in evaluation procedures are intended to assure that school personnel have the most current, accurate, and complete information possible. To obtain this information, your school will conduct an evaluation of your child. This means that your child must be tested and observed by a variety of qualified experts (a "multidisciplinary evaluation team") in different settings. Also, the tests may be neither racially nor culturally discriminatory. Despite these precautions, you have the right to obtain your own independent evaluation of your child at any time; under certain circumstances, the school district may be required to pay for that independent evaluation.

INDEPENDENT EDUCATIONAL EVALUATION (IEE)

You have the right, at any time, to obtain an evaluation of your child by qualified persons who are not employed by the school district. Such an evaluation is called on "independent educational evaluation" (IEE). If you wish, your school will provide you with information about where an IEE can be obtained. School personnel must consider the information obtained through on IEE in formulating an educational program for your child. Unless one of the following situations occurs, you will be responsible for the cost of the IEE.

When the IEE is Available at Public Expense

The school district is obligated to pay for the IEE under either of the following circumstances:

1. **IEE requested by hearing officer** – If in the course of an impartial due process hearing, the hearing officer directs that an independent evaluation be conducted, the school district is responsible for the cost of that evaluation.
2. **Your school's evaluation is found to be inappropriate** – If a hearing officer determines that the school's evaluation is not appropriate, the school may be required to reimburse the cost for the evaluation.

INDIVIDUAL EDUCATION PROGRAM (IEP)

If a child is eligible for special education and related services, an Individual Education Program (IEP) will be developed. Your participation in creating the IEP is crucial.

What Are the Purposes of the IEP?

The IEP has three purposes:(1) to describe your child's current level of performance; (2) to specify the type, frequency, and locations of the programming and support services to be provided; and (3) to state the appropriate goals and objectives.

When Is the IEP Prepared?

The IEP is the "blueprint" that guides all personnel within the school in serving your child. Accordingly, it must be prepared or reviewed before services can be provided. However, the first time your school has determined that your child needs special education, the IEP meeting will be held within 30 calendar days. You have the right to ask for a meeting to review or reconsider your child's IEP at any time.

Your school will make every effort to schedule the meeting so that you can participate and provide information.

Who Participates in the IEP Meeting?

In addition to a child's parents, a regular education teacher and representative of the school's special education program will be present at the IEP meeting. You may bring your child to the IEP meeting if you believe it appropriate to do so. You also have the right to be accompanied by a person (s) with special knowledge of special education.

If the IEP meeting follows the first evaluation of your child, a member of the evaluation team will also be present in order to answer your questions about the evaluation procedures used and the results.

Does Everyone Have to Agree on the IEP?

In a word, "Yes." That is, there has to be agreement before your child's complete educational programming can begin. If the disagreement concerns a relatively minor aspect of the program, your school will implement the agreed upon portions of the IEP. If, for whatever reason, you believe that no aspect of the IEP should be implemented, you have a right to utilize procedures for dispute resolution, i.e., mediation, pre-conference hearing, or due process hearing.

What About Placement?

The law requires that parents agree prior to placement when a student is being placed for the first time; subsequent changes require prior notice. Nevertheless, in most situations, your school will seek your agreement to a proposed placement or change of placement immediately after the IEP is drafted.

Student Records

Your school has established procedures to provide you with access to your child's education records and protect any personally identifiable information in those records.

At your request, you may receive a list of the types and locations of educational records used by the school district. Your school will also tell you who, other than yourself and authorized school district personnel, has examined your child's records. You have the right to inspect and review any education records relating to your child that are collected, maintained, or used by the school district. You are entitled to review these records within 30 days of a request to see them or any action is taken to provide, change, or terminate educational services to your child. This right of inspection includes a request to see them before any action is taken to provide, change, or terminate educational services to your child. This right of inspection also includes the following:

1. An explanation and interpretation of these records by school district personnel;
2. Giving you copies of the records if it is the only way you can effectively exercise your rights of inspection and review; your school does not charge for searching records or retrieving them, but may charge a modest copying fee, depending upon the volume of the records.
3. Having your child's records inspected and reviewed by a representative of your choosing upon presentation to appropriate school district personnel of a notarized authorization.

After reviewing your child's education records, you may ask the school district to change any information you believe is inaccurate or misleading or violates your child's privacy rights. Your school will make those changes or reject your request within 45 days after the receipt of your request. If your school rejects your request, you have a right to a hearing. The hearing can be held before any school district official who does not have a direct interest in its outcome.

Disclosure of Information

Your school must obtain your consent before allowing information to be used for a purpose other than the reason it was collected or before disclosing personally identifiable information about your child to anyone not entitled to see it. You can see the names and positions of school district employees entitled to see personally identifiable information about your child at the school office. This office is responsible for insuring the confidentiality of personally identifiable information about all students, as well as providing information about your rights under the Federal Education Rights and Privacy Act (FERPA) and its implementing regulations.

DISPUTE RESOLUTION

If you choose to seek a hearing or review, or file a lawsuit, your child's placement will remain the same as it was on the day you took action and remain the same throughout the process unless you agree to a change.

Maintenance of Placement: If a dispute occurs, your child will remain in his/her current educational program unless you agree to changes. If your child is not yet receiving special education and related services, your school will provide any instruction or related services which are mutually agreeable.

A list of persons with special knowledge about programs for students with disabilities and of persons or organizations that provide free or low cost legal assistance is included in a companion document known as the Notice of Parent's Rights. This notice is issued at the time a child begins, changes, or leaves special education.

ELIGIBILITY FOR SERVICES

Your school provides the programs required for all exceptional children. The programs are based on each student's need for special education and related services. The terms and procedures used to determine if any particular student has such a need are defined by federal and state regulations. It is possible that your child may have an obvious disability but does not meet the definitions established by IDEA or the Pennsylvania regulations. For example, your child might be diabetic or asthmatic but not require special education or related services.

In these situations, the school will determine if your child is eligible for services under other state and federal laws known as Section 504 and Chapter 15, respectively. These laws require

that programs be accessible, nondiscriminatory, and that certain accommodations be made to enable a student with a disability to participate fully in his or her school. If your school proposes to serve your child under one of these laws, and you believe the services under IDEA are not necessary, you should use the procedures described below to challenge this determination.

Exceptionality Categories Under PA Law

Under PA Law, “children with disabilities” must be provided a free appropriate public education if, after evaluation, they are found to need special education and related services based upon an identification of the following exceptionalities:

1. Speech/language impairment
2. Learning disability
3. Mental retardation
4. Emotional disturbance
5. Visual impairment
6. Hearing impairment
7. Deaf/blindness
8. Physical disability
9. Health impairment
10. Traumatic brain injury
11. Autism
12. Severe and multiple disabilities

Definition of “Individual with Handicap” Under 504

504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, bars discrimination under any program or activity receiving federal financial assistance against any individual who has a physical or mental impairment which substantially limits a major life activity, has a record of such an impairment, or is regarded as having such an impairment.

Notice

As a general matter, you will be given notice whenever your school wants to begin, change, or discontinue special education and related services to your child or change the frequency/intensity, conditions, or location in which they are being provided.

What Happens after the Hearing?

The hearing officer must make a decision within 45 days. However, this date may be delayed if the hearing officer has granted an extension of time during the hearing following the request of either party. The decision must be in writing and must contain the hearing officer’s findings of fact and decision. In the absence of further action by either party, the decision is final.

State Law Review

You can appeal the due process hearing decision to a state level review panel who must meet the same impartiality requirements prescribed for local hearing officers. The review panel will examine the entire hearing records, insure that required procedures were followed, and make an independent decision. The review panel may take additional evidence if the panel believes that is necessary. The parties maybe provided with an opportunity for additional argument in writing. The review panel must reach a decision and make available a copy of the decision to each of the parties within 30 days after the request for a review is made.

Appeal to State or Federal Court

You may have the right to appeal any hearing or review the decision to the appropriate State or Federal court. Since any such action will require representation by an attorney and may have to be taken quickly, you are urged to consult with your attorney or with a representative of the free or low-cost legal organizations listed in the Notice of Parents' Rights immediately following the hearing or review decision.

INTEGRATED PEST MANAGEMENT POLICY

The Palmyra Area School District uses an Integrated Pest management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff, and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the pest problem and determines the appropriate pest management techniques to address the problem. These techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary and will not be routinely applied. When chemicals are used, the school will try to use the least toxic product when possible. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parent or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification you must be placed on the school notification registry. If you would like to be placed on the registry, please notify the district in writing.

If a chemical application must be made to control an emergency pest problem (ex. stinging insects), notice will be provided by telephone to any person who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices, or voids; and swimming pool maintenance chemicals.

Each year the district will prepare a new notification registry. If you have any questions, please contact Craig Cope or Heath Dresch at 838-3496, IPM Coordinators.

ASBESTOS PUBLIC NOTIFICATION

The following is presented as an annual update of the School District's asbestos control program activities. With the asbestos removal at the High School during the recent construction, our district is basically asbestos free. Our formal Asbestos Management Plan and three-year re-inspection reports are available for inspection by any interested individual by appointment made through the Asbestos Program Manager's Office. Because of the complexity of the plan, a staff person familiar with the plan should be present to guide your examination in our offices.

If you wish a copy of the Management Plan or a portion thereof, a copy will be furnished with thirty days of receipt of a written request at the cost of reproduction, to be paid in advance. Since

the plan is continuously growing, but is divided into specific building sections, please be sure to request only those parts of the Plan you need.

**PALMYRA AREA SCHOOL DISTRICT
ACADEMIC ELIGIBILITY REQUIREMENTS FOR PARTICIPATION
IN ALL EXTRA-CURRICULAR ACTIVITIES AND
INTERSCHOLASTIC ATHLETICS**

In order to be eligible to compete in any extra-curricular activities, including interscholastic athletics, all course grades must be at least at the D level. Any student receiving a course grade lower than a D (F) becomes ineligible for a minimum of one week. The eligibility check shall be conducted every Monday and ineligibility shall be from Monday to Monday. In cases where school does not meet on a Monday, the eligibility check shall be on the first day of school following a non- school day. During the time of ineligibility, the student shall not practice, take part in meetings, or participate in any manner in the activity.

**ADMINISTRATION OF MEDICATIONS
BY SCHOOL PERSONNEL**

- 1. Purpose** - The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication in accordance with the direction of a parent or licensed healthcare provider to a student during school hours will be permitted only when:
 - a. Failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours.
 - b. It is a necessary component of a student's accommodation plan or service agreement, as defined by state and federal law or a component of a student's individualized education program, as defined by state and federal law. Whenever a student has such a plan, that plan supersedes this policy to the extent it contains different or more detailed provisions.
- 2. Definitions** - The Palmyra Area School District recognizes that many children are able to attend school because of the effective use of medication in the treatment of illness and disability. Some medication regimens necessitate the administration of medication during school hours. Safe and effective administration of medication requires adherence to a school policy and state regulations.
- 3. Authority** – SC510, Title 22 Sec. 12.41; 24PS 1401, 1402; 24PS 1414.1 - **Medication** shall include all prescribed medication and any non-prescription (OTC) medications.

Licensed Healthcare Provider shall include a licensed physician, dentist, nurse practitioner, or other health care provider who is legally authorized to prescribe either prescription or non-prescription (OTC) medications.

Before any medication may be administered to any student during school hours by the school nurse, there must be a written order from a licensed healthcare provider. This written permission should include:

1. Name of the child.
2. Date and duration of the prescription.

3. Name of the medication.
4. Dosage and route of administration.
5. Specific time or special circumstances in which the medication shall be administered.
6. Specific length, period, or amount of medicine prescribed.
7. Signature of a licensed healthcare provider.

The student's parent/guardian must request in writing that the School District comply with the written medication order.

Acetaminophen (Tylenol), emergency medications, and specified over-the-counter medications may be administered according to the current standing orders of the school physician if the parent's written permission for the current year is on file.

In the elementary schools, emergency drugs, such as epinephrine, may be given according to the current standing orders of the school physician. Over-the-counter drugs are not routinely given in the elementary schools. If a child needs an over-the-counter drug during school hours, a physician's order is necessary stating the name of the drug, the reason the drug is to be given, the dose, and the frequency. The parent then must sign the medication consent form and provide the drug that is ordered by the physician.

4. Delegation of Responsibility - Medication will not be administered unless the prescription is properly labeled and the required permissions are obtained. Written orders and parental permissions may be faxed to District locations. No e-mails will be accepted as permission.

5. Guidelines - Parents may come to the school nurse's office to administer a medication dose to their child.

All medication orders will expire at the end of each school year.

All medications shall be administered by the school nurse, an appropriately delegated PASD employee, a student in accordance with the self-administration provisions of this policy governing asthma inhalers and epinephrine injections (epipen), or by the parent. The only exception would be an epipen, which may be administered by a non-licensed individual.

Whenever an authorized PASD employee administers medication to a student or observes self-administration of medication by a student in accordance with this policy, the employee will be deemed to be acting within the scope of his or her employment.

Delivery of Medication To/From School

PASD and the school health personnel cannot be responsible for the transportation of medication to/from school. A responsible adult shall deliver the medication to the appropriate health office. However, if this is not feasible, the parent must notify the school nurse prior to the child arriving at school. The school nurse must be notified of the type, dose, and quantity (e.g. the number of pills) that will be brought to school by the student. Immediately upon arrival to school, all medication must be brought by the student to the school nurse. A verification of the medication and quantity will be completed and documented at that time. The parent will be notified if there is a discrepancy in the medication and/or quantity. Records will be kept to monitor the medication quantities received in the office.

Prescribed medication must be provided in a container appropriately labeled by the pharmacy or health provider. The label must include the student name, medication name, dosage, time, and route of administration. Over-the-counter medication must be in the original, unopened bottle with a readable label.

Parents must ask the pharmacist for “school packaging” – a separate container labeled just for the school time dose.

Parents are asked to pick up medication at the end of the medication administration order or the end of the school year. Medications, with notification of the quantity remaining, may be sent home with the child if the District receives a written request from the parent.

Medications not picked up within one (1) day of the end of the school year will be discarded and documented.

Special Medication Administration Situations

Self-Administration of Medication

1. Student self-administration of asthma inhalers and/or epinephrine auto-injectors is permitted only with a written order from a licensed healthcare provider stating that the student is qualified and responsible to self-administer such medication. A written request from the student’s parent/guardian is also required stating that the licensed healthcare provider’s order is to be followed and that the PASD is relieved of any responsibility with respect to the benefit or consequences of the prescribed medication and that the District bears no responsibility for ensuring that the medication is taken.

Students who engage in self-administration of an asthma inhaler or epinephrine injection are required to notify the school nurse immediately following any self-administration.

Missed morning dose: - School Code 510, 1402; PA BD of Nursing Sept. 1992

1. If an order exists for a morning dose, the nurse may administer medication after verifying with the parent that the child did not take the prescribed medication before coming to school.
2. Parents may come to the school nurse’s office to administer a medication dose for which the school nurse does not have the order.

School sponsored events/trips:

1. Parent/guardian may accompany their child on a trip in order to administer medication when the severity of the child’s medical condition would prevent the child from participating in the activity without the medication being administered.
2. Parent/guardian may request that a PASD staff member attending a school sponsored trip administer medication to their child. The parent/guardian must give written permission, on the field trip permission form, for the teacher to give the medication to their child. The name of the medication, dose, and time of administration must be clearly stated. **The parent must provide the teacher with the medication.** Nurses cannot repackage medications and give them to someone else to administer.

Storage of Medication

Medications must be stored in the original container in a locked cabinet in the health room or refrigerated as indicated on the pharmaceutical label.

Medications shall not be in a child's possession. Violations will be addressed by the school's drug and alcohol policy.

Requests for exceptions to this policy will be evaluated based upon medical need, receipt of supporting written orders, and documentation of student's correct procedure / technique by the student's licensed healthcare provider and receipt of written parent request. Examples could include inhaler, emergency anaphylactic kit, and diabetic insulin pump. Specific plans may be developed considering individual student health needs and school integration and implementation.

Failure to comply with the requirements of this Policy including, but not limited to, the unauthorized distribution of medication to third parties shall result in appropriate disciplinary action.

PUBLIC PARTICIPATION AT BOARD MEETINGS

Regular, special, and emergency meetings of the Board of Education are open to the public. The Board of Education, as an elected representative body of the school district, wishes to provide an opportunity for citizens to express interests and concerns related to the school district. The public is cordially invited to attend Board meetings.

Board Committee-of-the-Whole Workshop Meetings (First & Last Thursday of each month):

1. A sign-up sheet will be placed next to the agendas for people to sign in prior to the meeting. This sheet will require the name, address and telephone number of person in attendance. Those wishing to speak to items on the agenda will mark the sign in sheet accordingly prior to the meeting. The agenda item / topic shall also be required to be listed on the sign up sheet.
2. The community input from the names on the sheet will be heard by the Board as the last item on the agenda.
3. A time limit for each speaker to comment may be set at five (5) minutes.
4. If the speaker has a question, the board requests a written copy of the question to be presented to the board before or at the conclusion of the public speaking time.

Regular Official Board Meeting (Voting Sessions, second Thursday of each month):

1. People who wish to address the Board must call the District Office Administrative Assistant to the Superintendent between Monday at 8:00 A.M. and Thursday at 1:00 P.M. the week of the Regular Official Board Meeting. The speaker's name, address, telephone number, and topic must be stated to be placed on the speaker's list.
2. Under Visitor Comments on the Agenda, the Board will hear those who have signed to speak.
3. A time limit for each speaker to comment may be set at five (5) minutes.
4. If the speaker has questions, the Board requests a written copy of the question to be presented to the Board before or at the conclusion of the public speaking time.

It is the intent of this policy to allow a fair and adequate opportunity to be heard, to allow the Superintendent to take action when policies have been established by the Board on the subject of the request, to provide adequate time for the Board to obtain necessary information concerning the subject, and to see that time so devoted to the discussion does not interfere with the fulfillment of the scheduled agenda of the Board.

**THE IMMIGRATION REFORM AND CONTROL ACT OF 1986
AFFECTS ALL FUTURE EMPLOYEES**

On November 6, 1986 President Reagan signed into law the Immigration Reform and Control Act. The Act requires that all new employees, regardless where they were born, must provide documentation as to their eligibility for employment. The employer must examine documents proving an individual's identity and employment eligibility. The employer must examine one Document from List A **or** one document from List B **and** one from List C.

LIST A Identity and Employment Eligibility	LIST B Identity	LIST C Employment Eligibility
<input type="checkbox"/> United States Passport <input type="checkbox"/> Certificate of United States Citizenship <input type="checkbox"/> Certificate of Naturalization <input type="checkbox"/> Unexpired foreign passport with attached Employment Authorization <input type="checkbox"/> Alien Registration Card with photograph	<input type="checkbox"/> A state issued Driver's License or I.D. Card with a photograph, or information, including name, sex, date of birth, height, weight, and color of eyes <input type="checkbox"/> U.S. Military Card <input type="checkbox"/> Other (Specify document and issuing authority)	<input type="checkbox"/> Original Social Security Number Card (other than a card stating it is not valid for employment) <input type="checkbox"/> A birth certificate issued by state, county, or municipal authority bearing a seal <input checked="" type="checkbox"/> Unexpired INS Employment Authorization