

INFORMATION/ POLICY INSERT



Please remove this section of the
2008-2009
Annville-Cleona School District
Information/Policy Insert and store for future
reference.

POLICY INSERT 2008-2009

SCHOOL ADDRESSES

Cleona Elementary School (Grades K-1)

50 E. Walnut Street
Cleona, PA 17042

North Annville Elem. School (Grades 2-3)

755 N. State Rte. 934
Annville, PA 17003

Annville Elementary School (Grades 4-6)

205 S. White Oak Street
Annville, PA 17003

Annville-Cleona Middle / High School (Grades 7 - 12)

500 S. White Oak Street
Annville, PA 17003

Annville-Cleona Administration Office

520 S. White Oak Street
Annville, PA 17003

SCHOOL HOURS

Elementary -

AM Kindergarten.....9:00 am – 11:40 am
PM Kindergarten.....12:25 pm – 3:05 pm
Grades 1-6.....9:00 am – 3:05 pm

Secondary -

Middle School.....7:30 am – 2:30 pm
Secondary School.....7:40 am – 2:30 pm

DISTRICT WEB SITE
www.acschools.org

INCLEMENT WEATHER PROCEDURE

The decision to delay or close school for inclement weather will be reported on local radio and television stations and the district's web site. Parents are urged to listen to the following stations for announcements. The district will also notify participating parents/guardians of closings, delays, and early dismissal via an automated phone-chain system (Alert Now).

WLBR/WQIC AM 1270/FM 100.1

HOT FM 92.1 /WTPA 93.5

WCAT FM/ Red FM102.3

WHP/WRVV AM 580 / FM 97.3

WQXA FM 105.7

KISS FM 99.3/ BOB FM 94.9

WLAN FM 97

WGAL-TV Channel 8

WNNK FM 104 / WTCY AM 1400

WHTM-TV Channel 27

WHP-TV Channel 21 and UPN-15

WPMT-TV Fox 43

WITF FM 99.7 Lanc./89.5 Harrisburg

WITF-TV Channel 33

WHMX FM Mix 106.7

Radio and television stations will be advised of early dismissals. In the event of an early dismissal, parents of elementary school children should devise a plan and review it with them.

In the event of a delayed opening of school, a modified Kindergarten schedule will be used:

Morning Kindergarten:
11:00 am to 12:35 pm

Afternoon Kindergarten:
1:30 pm to 3:05 pm

PARENT ORGANIZATIONS IN THE SCHOOL DISTRICT

ACADEMIC BOOSTER CLUB

The Academic Booster Club supports and encourages academic excellence in the Annville-Cleona secondary school. Members' meeting the fourth Monday of the month, at 7:00 pm except when it is a holiday.

PresidentJoan Shrefler

BOYS' SOCCER BOOSTER CLUB

PresidentBoys - Sharon Fitting

GIRLS' SOCCER BOOSTER CLUB

PresidentGirls -Kolleen Newman

PARENT TEACHER ORGANIZATION (PTO)

The Elementary PTO purpose is to aid the students, faculty and staff of our elementary schools in their educational and recreational needs. We coordinate family and fundraising activities to promote an open communication between the administration, faculty, parents and the community, to enhance our children's educational environment. The PTO organization meets each month.

President.....Lisa Alexander

MUSIC BOOSTER CLUB

The Band BOOSTER CLUB is a support organization for the instrumental music department. They meet the second Tuesday of each month at 7:00 pm except when it is a holiday.

PresidentJody Rule

CROSS COUNTRY BOOSTER CLUB

PresidentKen Fox

TRACK AND FIELD BOOSTER CLUB

PresidentTammy Mango

FOOTBALL BOOSTER CLUB

The Football Booster Club promotes, supports, and supplements the football program of the Annville-Cleona School District. New members are welcome to join at any time throughout the school year.

PresidentCindy Myers

BOYS' BASKETBALL BOOSTER CLUB

The Basketball Booster Club promotes, supports and supplements the basketball program of the Annville-Cleona School District. New members are welcome to join at any time. Meetings are held the third Thursday of each month at 7:00 pm except when it is a holiday.

PresidentLisa Bachman

GIRLS' BASKETBALL BOOSTER CLUB

The Basketball Booster Club promotes, supports and supplements the basketball program of the Annville-Cleona School District. New members are welcome to join at any time. Meetings are held the third Thursday of each month at 7:00 pm except when it is a holiday.

PresidentMarjorie Light

WRESTLING BOOSTER CLUB

PresidentJenifer Coffroth

CHEERLEADING BOOSTER CLUB

PresidentKristie Lasher

REGISTRATION, WITHDRAW & ATTENDANCE

GENERAL REGISTRATION

A parent or guardian must accompany children when they enroll in a building. Parents are required to furnish a birth certificate, immunization records and proof of residence. Transfers from other districts should also present a transfer card or report card from their former district at the time of registration.

Registration for first graders who have not attended kindergarten is encouraged to be done in the spring to facilitate assignments for the next school term.

Registration and enrollment can be completed at the Annville-Cleona School District Office. Parents should call to arrange a time at 867-7600.

KINDERGARTEN REGISTRATION

Kindergarten classes are held at the Cleona Elementary School for eligible children of the district. Registration will be held in April. Kindergarten students must be five years old before September 1. Children entering first grade must be six years old before September 1.

WITHDRAWAL PROCEDURE

ELEMENTARY – Students moving from Annville-Cleona School District should inform their teacher and the school office at least three days in advance. On the last day of attendance, the student will be given a transfer card. Test data, report cards and other information kept by the school system will be mailed to the pupil's new school when a request for the release of these records (which includes the parent's signature) is received from the school to which the student is transferring.

SECONDARY – Any student who plans to withdraw from Annville-Cleona Secondary School shall discuss this matter with a guidance secretary as soon as possible.

The last day a student plans to be in school, he or she shall report to the guidance secretary to secure a withdrawal form.

Students should then observe the following procedure:

1. Submit all books, money owed, equipment, etc., to each teacher concerned and secure teacher's initials to signify that clearance has been completed. Money owed must be submitted to the sponsor of the organization involved.
2. Parents must come to the high school to sign the withdraw form after the student has obtained all of his/her teacher's signatures.
3. Return completed form to guidance counselor who will obtain registrar's signature indicating that permission is granted for the student to withdraw from school on the date indicated. School lock refunds and final obligations shall be transacted at this time.

SCHOOL ATTENDANCE

Regular attendance at school is necessary to maintain a good scholastic rating and to develop in the student the personal traits that are expected by future employers. Every absence should be for a justifiable reason.

The Commonwealth of Pennsylvania School Laws define the regulations for school attendance. In administering the regulation, the following guidelines are used in our schools:

A. Original entry in school – A child must be five (5) years of age before September 1 of the school year for which he is being registered to attend kindergarten. For first grade the minimum age is six (6) years before September 1.

B. Absences from school – Students who return to school after an absence will immediately upon their return be required to provide (elementary teacher or attendance office personnel at the secondary level) a written statement from the parent or guardian explaining the cause of the absence.

If an excuse is not submitted upon return to school, such absence will be classified as illegal until an excuse is forthcoming. This excuse is to be submitted within a three-day period.

A doctor's certificate may be required for absence due to illness for three or more consecutive days, or for a shorter period if requested by the school based on excessive absences. Parents are urged to secure a doctor's excuse for any absence if such a visit has been made.

ABSENCES

EXCUSED ABSENCE includes the absence of a student for any of the following reasons: illness, quarantine, death in immediate family, exceptionally urgent reasons, (these do not include, for example, work at home or baby sitting of younger siblings).

ILLEGAL ABSENCE is the absence of a student for any reason other than those classified above, and the term "exceptionally urgent reasons" shall be strictly construed.

After three days of illegal absence by students under seventeen years of age, a legal notice is served on the parents. Additional absences without a doctor's excuse will be considered illegal and the school district will institute proceedings against parents under 24P. S. Section 13-1327a for violation of the Commonwealth's compulsory school attendance laws. If found guilty, parents and their students will be responsible for payment of the fine which can be in excess of \$300.00 per day.

RESIDENCY

A student's legal residence is where his/her parents reside.

There are exceptions to this:

Court placement: Foster child placement—a non-district child placed by the courts into a

REGISTRATION, WITHDRAW & ATTENDANCE

home in the Annville-Cleona School District. **Affidavit of guardianship:** Under certain conditions the School Code permits a resident to allow a non-resident child to live in their home on a permanent basis. The living arrangement may not be only during the school year for school purposes. Any child meeting the requirements of this section is considered to be a resident and, therefore, has all the rights and responsibilities as a resident student.

A notarized affidavit form must be submitted and approved yearly by the superintendent. Specific guidelines and appropriate forms are available in the district office, and building principals may be contacted to address questions.

CUSTODY ISSUES

It is the school's policy that the child always returns home to the parent with custody.

- Determination of custody: Determination of child custody is a legal process, not an educational one. Once the courts determine custody, the parent shall provide the school with a copy of that court order. In the absence of such a document, the school will assume that the parent with whom the child resides has custody.
- Determining residency: The residency of the child is as assigned through custody. A child may not live with a parent in another district and attend A-C because the non-custodial parent resides in this district. At the end of the school day, the child always returns home to the parent with custody unless written instructions are received from the custodial parent prior to the change. The child's attendance is the responsibility of the custodial parent.
- Access to child by non-custodial parent: Unless specifically prohibited by the courts, non-custodial parents may have access to the child during school hours if such access is in the best interest of the child. School authorities, acting in loco parentis, may deny such access. The key to the decision is what is determined to be in the child's best interest. Schools may notify the custodial parent prior to contact. Permission of custodial parent is not required.

Non-custodial parents may not take the child off school premises without consent (may be required in writing) of the custodial parent.

- Legal rights of step-parents: Step-parents

have no legal right to the child except as described in the section under Student Records. Step-parent signatures are not valid on school documents.

ACCESS TO STUDENT RECORDS/ CUSTODY SITUATIONS

There are many types of child custody arrangements. Specific policies to cover every situation are impractical. The following guidelines and policies will be practiced:

- Non-custodial parents shall have access to all educational information on their child.
- Non-custodial parents may request and/or participate in teacher conferences concerning their child/children. Both custodial and non-custodial parents are urged to attend the conference together.
- Data provided the non-custodial parent is for information only. The right/major responsibility for educational decision making rests with the custodial parent unless the non-custodial parent can show some incapacity on the part of the custodial parents or shall seek modifications of the custody agreement.
- Non-custodial parents have access to all educational records and conferences on their child for informational purposes only. (Either parent may request a change of incorrect information.)
- Only the custodial parent shall do all major educational decision making and decision approving signatures.
- Only parents have this access. Step-parents, or friends of the parent, do not have access to any educational information. Step-parents may have access only if the parent signs a release. With the exception of excuse cards, step-parent signatures are not acceptable. (Questions have arisen as to the invasion of the privacy of the custodial parent if the spouse of the non-custodial parent gains information on the student. On the other hand, it is held that the spouse of the custodial parent, because of his/her proximity to the child, may have access to the child's records.)
- Step-parents may attend parent-teacher conferences with their spouse.
- Non-custodial parents may request the school to send copies of the school's communication, report cards, and any other information relating to their child. Each year requests should be made in writing to the principal.

TRANSPORTATION AND PARKING

TRANSPORTATION POLICY

Policy Statement: Transportation for students in the Annville-Cleona School District shall be provided in a safe and reasonable manner in accordance with the law.

Guidelines: The guidelines include seven sections: eligibility, walking distance to bus stops, establishing bus routes and bus stops, special transportation requests, kindergarten guidelines, school bus discipline, private and non-public school transportation.

Highlights:

1. Only students assigned on a bus roster shall be transported.
2. Bus stops and bus routes will be reevaluated and reestablished yearly. The fact that a bus stop or bus route once existed in a particular place will have no bearing on placement of future stops or routes.
3. New bus stops will be established when needed.
4. Bus stops shall be located so as to be central and/or safest to the residences of students assigned to the stop.
5. Students will be picked up and dropped off at only authorized bus stops along authorized bus routes and the same bus stop every day.
6. Special transportation arrangements must be for every day during the school week with one stop in the AM and one stop in the PM.
7. Special transportation arrangements to and from school will only be permitted contingent upon the availability of bus seating.
8. If a new student to an assignment area needs bus seating that is currently being used under special transportation arrangements, the special transportation student must relinquish his/her seating on his/her non-assignment area bus to the new student.
9. Request for special transportation must be submitted on the established district form to the Transportation Coordinator a minimum of five (5) days prior to the requested starting date for special transportation. (The forms are available in all school building offices.)
10. For the beginning of a school year, special transportation requests must be submitted on the established district form to the Transportation Coordinator by July 15. If submitted after August 1, the special transportation request will not be acted on until after the first five (5) days of the school year. Students in this situation will only have transportation provided to and from their legal residence.
11. The school bus driver shall not accept notes written directly to them by parents. The Transportation Coordinator must approve all

requests first.

NOTE: A complete copy of the transportation policy is available in all school building offices.

The bus transportation to and from school is a privilege, not a right. If the conduct of the student, while riding a bus, is such that it jeopardizes the safety of others, or is otherwise undesirable, this privilege may be denied.

The School District may, from time to time, place and use video cameras, or other recording devices, on school property and on school buses.

The images or sounds recorded by the video camera or other recording devices may be used by school authorities to determine whether conduct occurred which is contrary to the rules of the School District, to determine the extent of such conduct, and to determine the identity or identities of the particular student or students involved in such conduct.

PRIOR TO LOADING:

1. Be on time at the designated school bus stop. Arrive five (5) minutes before the bus is due.
2. Wait for your bus in a safe place, well off the roadway, on the side of the street on which you live.
3. Respect the property rights of people who reside at or near the bus stop.
4. Do not get into private vehicles with strangers. All Annville-Cleona School District vehicles are clearly identified.
5. Wait until the bus comes to a complete stop before attempting to enter the bus. Enter the bus in an orderly manner and take your seat. (Bus drivers may assign seats.)

AFTER LEAVING THE BUS:

1. When necessary, cross the road at least ten feet in front of the bus, but only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver.
4. Go directly to your school building in the morning. Go directly home after school.

DELAYS

There will be times due to adverse weather conditions and traffic delays that school buses will not arrive at their stops at the designated time. Please inform your child to wait a reasonable amount of time (approximately 15 minutes depending on weather conditions) for the bus to arrive.

PARKING REGULATIONS

1. Parking areas and access roads to parking areas are for the exclusive use of Annville-Cleona School District employees, authorized students, parents and visitors on school business. Unauthorized persons are subject to arrest

for trespass violations.

2. Parents and other visitors on school business shall park in the designated visitors parking area.
3. Parking areas are school property, and the smoking policy, weapons policy, controlled substance policy and all student regulations shall be strictly enforced.
4. Students' automobiles must be registered in the school office.
 - a. Parking permits will be issued to seniors first.
 - b. Parking permits must be displayed at all times.
5. Vehicles must be parked within the lined parking spaces assigned to the student parking area. Parking diagonal or perpendicular to the lined space is prohibited.
6. Students authorized to use the school parking area shall promptly park their vehicle and enter the building. Permission must be secured at the office to return to the parking area during school hours.
7. The speed limit in the parking area is 15 miles per hour and cautious driving techniques must be observed.
8. The driver of the vehicle is responsible for the conduct of student passengers in the vehicle. Passengers and drivers need parental and school approval.
9. School buses have priority at dismissal time. Drivers may not break into the line as buses depart.
10. The registered student must use the parking tag and his/her registered vehicle.

PARKING TAGS MAY BE REVOKED AT ANY TIME AT THE DISCRETION OF THE ADMINISTRATION.

EMERGENCY/INCLEMENT WEATHER PROCEDURES

Should there be an occasion when weather or some other emergency necessitates a delayed opening of school the following procedures will be used:

1. Notice of a delayed school opening will be announced over local radio and television stations, on the district's website and via the Alert Now system.
2. The announcement that "the opening of Annville-Cleona will be delayed two hours" indicates that the school staff and all students (both transported and walkers) are to arrive at school two hours later than the usual time. On such a day, afternoon dismissal will occur at the regular time.
3. PLEASE DO NOT CALL THE SCHOOL OFFICE. In the event of a delayed opening of school, a MODIFIED Kindergarten schedule will be used:

Morning Kindergarten: 11:00 AM to 12:35 PM
Afternoon Kindergarten: 1:30 PM to 3:05 PM

EARLY DISMISSAL FROM SCHOOL

Should there be an occasion when weather or some other emergency necessitates an early dismissal of school the following procedures will be used:

1. Notice of an early dismissal from school will be announced over local radio and television stations.
2. The announcement that "the Annville-Cleona School District will have a one (1) hour early dismissal" indicates that your child's dismissal will be one (1) hour earlier than normal, and that he/she could be arriving home one (1) hour early. The actual time of arrival may vary due to weather conditions.
3. "Bus riders" will be taken to their regular designated bus stops.
4. If parents or guardians are not at home at the time of an early dismissal, they are responsible to make provisions for the care of their children with friends or neighbors.

STUDENT'S RIGHTS

FREE EDUCATION AND ATTENDANCE RIGHT

All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools. Although transportation is provided, it is not a right.

Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools nor from extra-curricular activities because of being married or pregnant.

LUNCH SERVICES

The lunch prices for the school year are as follows:

- Elementary A Lunch - \$1.70
- Secondary A Lunch - \$1.85
- Premium A Lunch - \$2.40
- Adult A Lunch - \$2.90
- Adult A Salad/Deli Bar - \$2.90
- Breakfast - \$1.10
- Milk - \$.45

GENERAL PARENT INFORMATION

AFTER SCHOOL ACTIVITY CANCELLATIONS

In the event of an early dismissal or school cancellation due to inclement weather or an emergency, it is normal procedure to cancel all evening activities. Occasionally there is an exception to this rule.

PARENT VISITATION

The administration and faculty of the Annville-Cleona Schools wish to acknowledge your fine spirit of cooperation and to encourage you to visit the school at any time. In order to make your visit more profitable to you and to us, we ask that you follow this procedure:

1. Please schedule your visit at least one day in advance through a phone call to the principal's office.
2. If you desire a conference about your child, an appointment can be scheduled through the office. Classes will not be interrupted for this purpose.
3. Please report to the main office upon your arrival at school and sign in. You will receive a badge to wear during your visit. Please return the badge and sign out before leaving the building.

EDUCATIONAL TRIPS POLICY

Students may be permitted to take an educational trip and/or participate in educational activities, in

accordance with district procedures. A request form must be obtained in the office. It must be completed and returned to the attendance office 5 days before the trip. Students MUST contact their teachers before and after the trip to receive homework assignments and class work. If the student doesn't follow these guidelines, credit may not be given.

OBSERVANCE OF RELIGIOUS HOLIDAYS

For the full or part time excusal of a student from school or a session of school to observe a religious holiday, it is necessary that the pupil present a written request by the parent or guardian to the school official.

ACCIDENT INSURANCE

Accident Insurance Policies will be sold to students at a minimum cost. The school derives no profit from this service. Students may enroll in the plan during the first two weeks of school.

All students who participate in band, interscholastic athletics and/or intramural athletics are required to buy an accident insurance policy, or provide evidence of having insurance coverage. Students are asked to report accidents immediately to the School Nurse office. The insurance company will not pay claims filed after 20 days from the date of the accident

STUDENT PROGRESS ASSESSMENT

NATIONAL JR. & SR. HIGH HONOR SOCIETIES

The Annville-Cleona Chapters of the two honor societies have been established for the same purpose: "to create enthusiasm for superior scholarship; to develop loyal school citizenship; to stimulate the desire to serve faithfully the school, community and country; to promote trustworthy leadership; and to instill exemplary qualities of character in students of Annville-Cleona High School."

Membership is open only to those students who establish and maintain an academic record of "B" or better. The weighted GPA is used to determine the overall grade. Elections to the Honor societies are by a vote of the faculty. Since the societies are service organizations, they engage in such activities as serving as ushers/guides, conducting assemblies, calling for the American Cancer Phonathon and decorating the lobby and other areas of the school for the holidays.

STUDENT SERVICES

GUIDANCE AND COUNSELING

Elementary – The elementary counselor assists students, teachers and parents by helping to identify and provide appropriate programs designed to meet individual student needs. This is accomplished through student evaluation, supportive individual counseling, group work and close communication with parents, teachers and administrators.

Secondary – Guidance and counseling services are an integral part of the school program. The goal of guidance and counseling is to provide support services that afford each student the opportunity to achieve maximum growth and development in obtaining self-realization, social/personal skill, economic efficiency, academic excellence and civic responsibility. Counselors assist students in identifying and implementing education and vocational decision-making. Information services, scheduling and placement, individual and group evaluations, orientation programs, student/parent consultation and group guidance activities are available at appropriate times throughout the school year.

Personal interviews, newsletters, conferences and group guidance activities provide a systematic information system for the two years they are assigned at each level. This continuum provides students and parents the opportunity to receive personal and group guidance assistance in making college, career and personal decisions.

PSYCHOLOGICAL TESTING SERVICES

Psychological testing services are available to all students within the district. The school psychologist's primary function is to evaluate students who are experiencing academic, social/emotional, and/or behavioral difficulties. Referrals for a psychological evaluation can be made by parents, however, they are encouraged to begin any inquires by contacting the child's teacher or guidance counselor. Parents' written permission is required for any psychological services and a multidisciplinary evaluation meeting will be scheduled with the school team to review all testing results. (See section on multidisciplinary evaluation.)

HOMEBOUND TUTORING

A child of school age who is physically incapacitated for a prolonged period (usually more than 20 days) is eligible for homebound instruction on written request from the attending physician. Upon receiving written permission from the physician, the Supervisor of Special Education will secure teachers who will go to the home to teach the student. Assignments will be sent home until the homebound instruction begins.

STUDENT RECORDS

Student records are collected to ensure the educational welfare of students. Student records include personally identifiable information, school grades, date of birth, attendance record, standardized test results, progress reports, and health and dental records. As you are aware,

student records may not be sent to any party other than an institution of basic education without your permission. If a parent has a concern about the content of the child's records, he/she may challenge this content by writing a letter to the Superintendent's office outlining the specific areas being challenged. If this does not satisfactorily resolve the problem, he may also appeal to the Family Educational Rights and Privacy Act Office, Department of Health, Education, Welfare, 330 Independence Avenue, SW Washington, D.C., 20201.

WHAT IS KEPT

Permanent Record

This includes: name, address, telephone number, date of child's birth, sex, parents, siblings, grades, class standing, standardized test scores, scholastic aptitude test scores, attendance records and participation in school life.

Supplementary Record

This includes: psychological evaluations, Instructional Support Team records, medical and/or social history, reports from outside agencies, teacher progress reports, anecdotal records and verified teacher reports, IEP, parent consents for evaluations, release of information.

Teacher Work Record

This includes: pupil workbooks, worksheets, informal testing, information of a short-term importance.

HOW LONG IS IT KEPT

Permanent records are kept 100 years after a student leaves school. Supplementary records are kept until they are no longer needed for carrying out the student's education program. Teacher work records are kept for the current school year. They are destroyed when the need for them is finished.

Information will be shared with the natural parent even though the parents are separated or divorced, unless specifically prohibited by the courts, or unless circumstances create some risk to the student.

When a student transfers to another district, copies of the student's records are sent to the new school district with the condition that the parents are notified, are given copies of the records, if requested, and have the opportunity to challenge the records. Upon written request from parents/guardians or eligible students, a high school transcript will be released to post-secondary educational institutions or prospective employers.

In the case of special education students, records are maintained which are necessary to the child's educational program. Parental permission must be obtained for an initial psychological or psychiatric evaluation.

Contents of your child's "confidential" educational records will not be revealed to any persons except as specifically provided in the Annville-Cleona School District Pupil Records Policy. A copy of this policy may be obtained at the district administration office.

STUDENT SERVICES (Continued)

CHILD FIND

Notice of Special Education Services and Programs
Identification Activity

Child Find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the state, including children attending private schools who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education (FAPE) can be made available. The types of disabilities that, if found, cause a child to need services are: autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain injury and visual impairment including blindness. In the case of a child that is of preschool age, developmental delay may be used.

Each school district is required to annually provide notice describing the identification activities and the procedures followed to ensure confidentiality of personally identifiable information. This notice is intended to meet this requirement. Identification activities are performed to find a child who is suspected as having a disability that would interfere with his or her learning unless special education programs and services are made available. These activities are sometimes called screening activities. The activities include: review of group data, conducting hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior, and determining the student's response to attempted remediation. Input from parents is also an information source for identification. After a child is identified as a suspected child with a disability, he or she is evaluated. Parents must give their permission for their child to be evaluated.

Confidentiality

If, after screening, a disability is identified, parent permission to evaluate must be obtained. A written record of the evaluation results is called an education record. This record is personally identifiable to your child. Personally identifiable information includes the child's name, the name of the child's parents or other family member, the address of the child or his or her family, a personal identifier such as social security number, and a list of characteristics that would make the child's identity easily traceable.

The school district will gather information regarding your child's physical, mental, emotional and health functioning through testing and assessment, observation of your child, as well as through review of any records made available to the school district through your physician and other providers of services such as day care agencies.

The school district protects the confidentiality of personally identifiable information by:

1. having one school official being responsible for the records
2. training being provided to all persons using the information
3. maintaining, for public inspection, a current list of the names and positions of employees who may have access to the information

The school district will inform you when this information is no longer needed to provide educational services to your child and will destroy the information at the request of the parent. General information such as your child's name, address, phone number, grades, attendance record, classes attended, and grade level completed may be maintained without time limitation.

As the parent of the child you have a number of rights regarding the confidentiality of your child's records:

1. The right to inspect and review any educational records related to your child that are collected, maintained, or used by the school district. The school district will comply with a request from you to review the records.
2. The right to an explanation and interpretation of the records.
3. The right to request the amendment of that portion of your child's educational record that you believe is inaccurate or misleading, or which violates the privacy or other rights of your child. The school district will decide whether to amend the records within a reasonable time of receipt of your request. If the school district refuses to amend the records, you will be notified of the refusal and of your right to a hearing.

Parent consent is required before personally identifiable information contained in your child's education records is disclosed to anyone other than officials of the school district. A school official has a legitimate educational interest to review an education record in order to fulfill his or her professional responsibility. Additionally, the school district may disclose records without consent to officials of another school in which your child seeks or intends to enroll.

When a child reaches age 18, rights of the parent with regard to confidentiality of personally identifiable information are transferred to the student.

A parent may file a written complaint alleging that the rights described in this notice were not provided. The complaint should be sent to:

*PA Department of Education
Bureau of Special Education
Division of Compliance
333 Market Street
Harrisburg, PA 17126-4605*

STUDENT SERVICES (Continued)

The Department of Education will investigate the matter; issue a report of findings and necessary corrective action within 60 days. The Department will also take necessary action to ensure compliance is achieved.

Complaints alleging failures of the school district with regard to confidentiality of personally identifiable information may also be filed with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

NOTICE OF PROGRAMS FOR ELIGIBLE OR PROTECTED HANDICAPPED STUDENTS

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

Autism, Deaf-blindness, Deafness, Emotional Disturbance, Hearing Impairment, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment including Blindness, Mentally Gifted

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

In compliance with state and federal law, the Annville-Cleona School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the public school program and extracurricular activities to the maximum extent appropriate to the student's abilities.

In order to qualify as protected handicapped student, the child must be school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the public school program. These services and protections for "protected handicapped students: are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

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

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), and rights to due process procedures, you may contact the Supervisor of special Education, Mrs. Kathy Setlock, at 867-7603 or via email at ksetlock@acschools.org.

All information gathered about your child by the public school is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as definitions of disability-related terms and the rights of confidentiality and access to educational records, you may contact the Supervisor of Special Education or a building principal.

EARLY INTERVENTION IDENTIFICATION SERVICES

The Pennsylvania Department of Education is responsible for providing programs and service to eligible young children (age 3 to school-age) under Act 212 of 1990, the Early Intervention Services System Act. Screening for preschool children is available through Lancaster-Lebanon IU13. To schedule an appointment for screening or for additional information, contact the IU13 Early Intervention Office at (717)606-1601.

HEALTH SERVICES

HEALTH CARE

Each school has a health suite staffed full time by a professional nurse, either a certified school nurse or a school nurse assistant. The nurse provides initial evaluation and care to students who become ill or injured while in school. Knowledgeable in many of the health concerns of children and youth, the nurse is available to students for health education and counseling. She also serves as a health resource person by working directly with the classroom teachers.

Parents are urged to report any health problems to the nurse. Information shared is considered confidential. The nurse in consultation with the parent(s) may share certain information with appropriate staff members as deemed necessary for the health and safety of the student.

MEDICATION POLICY AND PROCEDURE

Whenever a student must take any medication during the school day, the parent shall provide the following to the school nurse:

1. Medication in its original container. Container must be labeled with: the child's name, instructions for administration, content identification and name of physician.
2. A completed medication permission form including: name of medication, dosage prescribed, frequency or time of dosage, condition for which medication is prescribed, potential reactions or side effects and parent signatures.
3. Long-term prescription medication requires the signature of physician prescribing the medication.
4. Any student wishing to possess and self administer an asthma inhaler in the school setting must provide the nurse with the following:
 - Statement from health care provider as to whether the student is able to self-administer the prescribed medication.
 - Parental Request for self-administration of an asthma inhaler signed by parent or legal guardian, see Board Policy #3221.

ANNUAL SCREENINGS

School nurses are mandated by the PA Dept. of Health to provide the following health screenings. Every student is weighed, measured and screened for visual acuity once each year. All students in kindergarten, grades one, two, three, seven, and eleven are given a hearing test. Students in other grades who are known to have a hearing loss or show evidence of hearing difficulty are tested. Students who demonstrate vision or hearing problems are referred for further follow-up. All sixth and seventh grade students are screened for scoliosis. Parents are notified if curvature of the spine is detected.

COMMUNICABLE DISEASES

The policy for recommended length of absence for specific diseases and infectious conditions is as follows:

1. Acute conjunctivitis (pink eye): 24 hours from the institution of appropriate therapy or when determined to be noninfectious by the child's physician.
2. Chickenpox: Six days from the last crop of vesicles.
3. Impetigo: 24 hours after medication has been started.
4. Head lice: Until judged nontransferable by the school nurse or the child's physician.

5. Streptococcal throat infections: 24 hours after the appropriate medication has been started.

A child showing symptoms of a communicable disease or condition transmissible to others (sore throat, red eyes with drainage, head lice, etc.) will not be permitted to attend school and will be excluded. The child may return to school when the school nurse is satisfied that the condition is no longer communicable or the child presents a note of recovery or non-infectiousness from his/her physician.

REQUIRED MEDICAL AND DENTAL EXAMINATIONS

A medical examination is required by the PA Department of Health for all students upon original entry to school (kindergarten or first grade), sixth grade, and eleventh grade. Physical examination forms are provided to families by the school. Parents are encouraged to have the physical done by their family physician because he/she is familiar with the student's medical history. The school appointed physician would examine students not examined by their own family physician. Parent will be invited to be present during the examination.

A dental health evaluation is required for all students upon original entry to school (kindergarten or first grade), third grade and seventh grade. Parents are encouraged to have the dental examination done by their family dentist. A letter with a dental form is sent home to parents. The school dentist will examine students not examined by the family dentist. If dental care is indicated, the parents will receive a referral note to take to the family dentist.

IMMUNIZATIONS

Pennsylvania law requires that every child of school age from kindergarten through twelfth grade must be properly immunized as follows:

- Diphtheria – 4 or more properly spaced doses of toxoid with at least one dose after the fourth birthday.
- Tetanus – 4 or more properly spaced doses of toxoid with at least one dose after the fourth birthday.
- Pertussis – 4 or more properly spaced doses of toxoid with at least one dose after the fourth birthday.
- Polio – 3 or more properly spaced doses of OPV or IPV.
- Measles – 2 properly spaced doses of vaccine with the first administered on or after the first birthday, preferable as MMR, or a blood test showing immunity.
- Rubella (German Measles) – 1 dose of vaccine administered on or after the first birthday, or a blood test showing immunity.
- Mumps – 1 dose of vaccine administered on or after the first birthday, or a blood test showing immunity.
- Hepatitis B – 3 doses of vaccine required upon entry to school after 2002/2003 or upon entry to 7th grade if entered school before 2002/2003.
- Varicella (chicken pox) immunity - From vaccination, history of disease or laboratory testing for new school entrants (kindergarten or first grade) and for student entering seventh grade.

ANNVILLE-CLEONA SCHOOL DISTRICT

PEST CONTROL MANAGEMENT

The Annville-Cleona School District adopted the provisions of ACT 35/36 2002 of the Commonwealth of Pennsylvania - Integrated Pest Management (IPM).

The Annville-Cleona School District uses an Integrated Pest Management IPM approach for managing insects, rodents and weeds. Our goal is to protect every student and staff member from pesticide exposure by using the IPM approach to pest management.

The IPM approach focuses on making the facilities and grounds an unfavorable habitat for pests by removing food and water sources and eliminating their hiding and breeding places. We will accomplish this through routine cleaning and regular maintenance. We consistently monitor the school building and grounds to detect any pests that are present. Pest sightings are reported to our IPM coordinator who then evaluates the pest problem and determines the appropriate pest management technique to properly address the situation. The techniques can include increased sanitation modifying storage practices, sealing entry points and/ or physically removing the pests, etc.

Occasionally, it may be imperative to use pesticides that are registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary and will not be routinely applied. When a pesticide becomes necessary, the school will use the least toxic, yet effective product. Application will be made only when unauthorized persons do not have access or permission to the area(s) being treated.

Notices will be posted in these areas 72 hours prior to application and stay posted for two days following the application (except in emergency situations only).

Parents and guardians of students who are enrolled in the school district may request advance notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. In order to be placed on this registry, you need to notify the district in writing. Each year, the district will prepare a new notification registry. If you desire to be on the registry continually, you need to notify the district in writing on an annual basis, every September.

If a pesticide application must be made in order to control an emergency pest situation, notice will be provided via telephone to any parent, guardian or staff member who has requested such notification in writing.

Exemptions to this notification include disinfectants and antimicrobial products, self contained baits placed in areas that are inaccessible to students / staff, and gel type baits placed in cracks, crevices or voids.

If you have any questions, please contact:
Heath Dresch, Director of Buildings and Grounds
Annville-Cleona School District
520 South White Oak Street
Annville, PA 17003



Annville-Cleona School District
Annville, PA 17042