



# Donegal School District



## Calendar/ Handbook 2011/2012

Photos (top to bottom, left to right)

- DSE Collecting Canned Goods
- Helping PreSchoolers
- Longwood Manor
- DEEP Adopt a Highway
- MT Blanket Drive
- Stocking Streams



# COMMUNITY SERVICE

# Directory of Contacts

## Administrative Office

1051 Koser Road • Mount Joy, PA 17552

653-1447 • FAX: 492-1350

- Superintendent: Susan Ursprung, Ed. D.
- Secretary to the Superintendent: Stephanie McGloshen
- Director of Curriculum & Instruction: Cheryl Champion
- Secretary to the Director of Curriculum & Instruction: Lisa Bates
- Director of Special Education and Pupil Services: Ellen J. Castagneto
- Secretary to the Director of Special Education and Pupil Services: .....  
Joy Wagner
- Business Administrator: Amy J. Swartz, PRSBA
- Assistant Business Manager: Michelle Kendig
- Accounts Payable & Purchasing Coordinator: Susan West
- HR Coordinator: Tammi Alexander
- Payroll Clerk: Penny Andrick
- Tax and Census Coordinator: Sandra Rinard
- PIMS / Transportation Coordinator and Business Office  
Secretary: Jane Garber
- Capital Project Manager: Mark Heckaman
- Maintenance Office Secretary: Jane Cress

## Donegal High School

915 Anderson Ferry Road • Mount Joy, PA 17552-9797

653-1871 • FAX: 492-1241

- Principal: John L. Felix, Jr.
- Associate Principal for Academic Instruction: John Haldeman
- Assistant Principal: Christopher S. Miller
- Office Manager: Kathleen Koser
- Secretary: Elizabeth Flowers
- Attendance Secretary: Michelle Hackman
- Guidance Secretary: Tina Maag .....492-1209

## Donegal Middle School

1175 River Road • Marietta, PA 17547-1628

426-4915 • FAX: 426-2417

- Principal: Judy M. Haugh
- Assistant Principal: Andrew Sparmblack
- Assistant Principal: J. Edward Frick
- Secretary: Susan Thomas
- Office Assistant: Tracy Donnelly

## Maytown Elementary School

105 North River Street, Box 37 • Maytown, PA 17550-0037

426-3416 • FAX: 426-1639

- Principal: Judy M. Haugh
- Assistant Principal: Ross M. Hopple
- Office Assistant: Gayle Musser

## Riverview Elementary School

1179 River Road • Marietta, PA 17547-1628

426-1561 • FAX: 426-3105

- Principal: Judy M. Haugh
- Assistant Principal: Ross M. Hopple
- Assistant Principal: Andrew Sparmblack
- Assistant Principal: J. Edward Frick
- Secretary: Kay Osisek

## Donegal Springs Elementary School

1055 Koser Road • Mount Joy, PA 17552

653-8812 • FAX: 492-1341

- Principal: Deborah J. Ault
- Associate Principal: Dana L. Blair
- Secretaries: Donna Rummel, Marielin Rottkamp

## Donegal Kindergarten Center

420 Coffee Goss Road • Marietta, PA 17547

426-1680 • FAX: 426-4893

- Principal: Dana L. Blair
- Secretary: Lois Boll

## Food Services Department

915 Anderson Ferry Road • Mount Joy, PA 17552-9797

- Food Service Director: Jeanne Kandra ..... 492-1221
- Secretary: Donna Sheaffer..... 492-1223

## Buildings and Grounds

1005 Koser Road • Mount Joy, PA 17552

653-6799 • FAX: 653-8671

- Supervisor of Buildings & Grounds: John Boughter
- Assistant Supervisor of Buildings & Grounds: Morgan Taylor
- Secretary: Jane Cress

## Athletic Department

- Athletic Director: Ronald Kennedy ..... 492-1231
- Secretary: Elizabeth Flowers ..... 492-1232

# DAILY SCHEDULE

- Elementary Schools: 9:00 a.m. to 3:30 p.m.
- Morning Kindergarten: 9:00 a.m. to 11:45 a.m.
- Afternoon Kindergarten: 12:30 p.m. to 3:15 p.m.
- Middle School: 7:45 a.m. to 3:00 p.m.
- High School: 7:35 a.m. to 2:45 p.m.

### • MODIFIED KINDERGARTEN SCHEDULE:

If schools are delayed two hours due to weather-related or emergency conditions, the following schedule for kindergarten students will be used:

AM – 11:00 a.m. to 12:50 p.m.

PM – 1:25 p.m. to 3:15 p.m.

### • EARLY DISMISSAL SCHEDULE IS AS FOLLOWS:

High School: 11:15 a.m.

Middle School: 11:30 a.m.

Elementary Schools: 12:15 p.m.

Kindergarten: AM – 9:00 a.m. to 10:15 a.m.

PM – 10:45 a.m. to 12 noon

## Change of Address / Phone Number

Please promptly report any change in address or telephone number to your child's school.

**Dates reflect no weather-related or other emergency closings for students. Dates and times of all events are subject to change.**

## Non-Discrimination Policy

The Donegal School District is committed to the policy that all persons shall have equal access to programs, admission, and employment without regard to race, religion, sex, national origin, handicap, age or status as a disabled or Vietnam-era veteran. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. Inquiries should be directed to the Superintendent, 1051 Koser Road, Mount Joy. (653-1447)

## MISSION STATEMENT

Developing each learner as a productive citizen who thoughtfully meets personal, community, and global challenges.

## STUDENT RIGHTS AND RESPONSIBILITIES

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his or her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the education process.
3. Students should express their ideas and opinions in a respectful manner.
4. Students have the responsibility to:
  - a. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that until a rule is waived, altered, or repealed in writing it is in effect.
  - b. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of the school property.
  - c. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption of the educational process.
  - d. Assist the school staff to operate a safe school for all students enrolled therein.
  - e. Comply with Commonwealth and local laws.
  - f. Exercise proper care when using public facilities and equipment.
  - g. Attend school daily and be on time for classes and other school functions.
  - h. Make up work when absent from school.
  - i. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
  - j. Report accurately and not use indecent and obscene language in student newspapers and publications.
5. Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.
6. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
7. School authorities may search school and/or personal property and seize any illegal materials. Such materials may be used as

evidence against the student in disciplinary proceedings. Prior to a property search, students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the school and/or personal property contains materials which pose a threat to the health, welfare, and safety of students in school, a search may be done without prior warning.

8. Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled. The responsibility for placing the student in school rests initially with the student's parents or guardian. However, if the student is unable to attend another public school, cannot afford to attend, or is unable to be accepted at a private school, the student's school district has the responsibility to make some provision for the child's education, either through instruction in the home or by readmitting the child. If none of these alternatives is acceptable, the school district must take action in accordance with provisions of the Juvenile Act of 1972 to ensure the child will receive a proper education.

9. A student who has reached the age of eighteen (18) years possesses the rights of an adult and may authorize some school matters previously handled by his/her parents.

10. Students who are planning to walk or ride home with another student/parent must have a permission letter from the parents/guardians of both students.

## STUDENT CODE OF CONDUCT

The Student Code of Conduct outlines the rules and regulations that are designed to maintain a standard of conduct in the schools of the District and gives students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools. In case of a conflict between Board Policy and the provisions of this code, the Board Policy most recently adopted by the Board will prevail. Please review this document (available online [www.donegal.k12.pa.us](http://www.donegal.k12.pa.us) or by request from the building principal) with your family and help us in our task of guiding young people toward self-discipline, an important part of learning, to enable them to assume a responsible role in our society.

## GENERAL INFORMATION

### ADMISSION OF BEGINNERS

#### KINDERGARTEN

Children are eligible for admission to kindergarten if they have attained the age of five (5) years, zero (0) months before the first day of September.

#### BEGINNERS

Beginners are children entering the lowest organizational level of the primary school above the kindergarten level. A beginner is eligible for admission if he/she has attained the age of six (6) years, zero (0) months before the first day of September.

## ATTENDANCE

Students are expected to be in attendance on a regular basis. A good attendance record has a direct effect on grades and is important in developing good work habits.

Upon returning to school following an absence, students must present an excuse card from their parents to the office. If this excuse card is not presented within three days, the absence will be listed as unexcused. This request for excuse should contain the following:

- Student's name
- Date of absence
- Reason for absence
- Parent's signature

Legitimate reasons for absence are:

- Personal illness
- Death in the immediate family
- Emergency medical or dental attention
- Pre-approved family trips (if the criteria listed under "Family Trips" are met)
- Religious holidays

We are required by law to code other reasons for absence as unexcused.

### Excessive Absences

A student who is absent in excess of 10 days that school is in session will receive a letter of notification. This letter informs the parent that future absences may require a doctor's excuse stating that the absentee was too ill to attend school. Failure to present a doctor's excuse will result in the absence being coded unexcused.

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

- If the student is between Grade 1 and the age of 17, the student's parents or guardians will be cited for violation of the Compulsory Education Law, section 1333. A meeting of the student's parents, the building principal, and home/school visitor will be convened to develop a truancy elimination plan.
- Students 17 years of age or older may be dropped from the roles due to excessive absences.

Students who accumulate 25 absences from any one credit course or 12 days from a .5 credit course may be denied credit. The final decision shall be made by the principal after consultation with the counselor and teacher(s).

### Tardiness

Students will be counted absent for 1/2 day if they are tardy 90 minutes of the morning session or leave 90 minutes prior to the end of the day. Tardiness is unexcused unless certified by a physician or by the administration. A student who has accumulated three unexcused tardies may receive a letter of notification indicating that future tardiness may result in a disciplinary assignment.

## Early Dismissals

Students who are to be dismissed before the end of the school day must present a note signed by their parent or guardian in the morning prior to the first period of the day. Parents are asked to meet their child in the school office. If a student plans to return to class, please indicate the expected time of return to school.

## Family Trips (Educational)

Student absence from school when on a family trip, vacation, etc., will be legal (excused) if:

- the parent requests and receives approval one week prior to the trip.
- an acceptable project is submitted within 10 days of the student's return to school.

Trips will not be approved:

- during the first 10 days or last 10 days of school
- during standardized test dates
- during high school course final exams.

Trips are limited to five days cumulative per year. Details can be found in Policy 204 available on the district website: [www.donegal.k12.pa.us](http://www.donegal.k12.pa.us)

## ATTENDANCE AT A SCHOOL-RELATED FUNCTION

If you desire access to our buildings but require an auxiliary aid, service or other accommodation to participate, please contact the principal or any administrator of the building where the function or meeting is being held to discuss how your needs may best be met.

## BREAKFAST/LUNCH PROGRAM

Breakfast is provided at all schools. Secondary student breakfasts cost \$1.25 and elementary student breakfasts cost \$1. Reduced status students pay \$0.30.

Lunch is provided at the following rates:

- Elementary schools - \$1.75
- Middle School & High School - \$2.00
- Reduced price lunch at all schools - \$0.40.
- Milk is available at \$0.45 for students who bring lunch or want an extra milk.

Parents are welcome to have lunch with their child(ren); adult lunches are \$2.75.

We encourage advance payment of meals in order to minimize transaction time at lunch and reduce the chance of lost lunch money. Cash or checks payable to Donegal School District Food Service Dept. are accepted; send to school with your child in an envelope marked with your child's name, date and amount. Include your child's first and last name in the memo section of all checks. There is a \$10.00 fee for returned checks. Meal prepayments can be made on-line with credit/debit cards by visiting [www.ezschoollpay.com](http://www.ezschoollpay.com). There is a \$2.50 fee per transaction. Parents can also access their child's account balance at no charge.

Board policy permits students who do not have lunch money to incur reasonable charges. Elementary students can charge up to 10 lunches, after which up to 5 "mini" meals will be provided. Middle School students can charge up to 2 lunches and High school students cannot charge. Charging is not permitted for a la carte foods and breakfast at any grade level.

Applications for free and reduced price meals are sent home in August and should be returned to the cafeteria manager's office at your child's school as soon as possible. Only one application per family is required. Eligibility is based on family size, income and other considerations. Applications can be submitted any time during the school year. Applications can also be submitted on-line at [www.compass.state.pa.us](http://www.compass.state.pa.us).

Breakfast and lunch menus are posted on the Donegal School District website.

## CLASS ASSIGNMENT

The building principal at each school is responsible for assigning each child to an appropriate teacher. The combination of factors involved make the creation of a class list a complicated process, with little room for flexibility.

## COMMUNICATION AND COMPLAINT PROCEDURE

Any resident or community group has the right to present a request, suggestion, or complaint concerning district personnel, programs, or the operations of the district. At the same time, the Board has a duty to protect its staff from unnecessary harassment.

Any misunderstandings between the public and the school district will be resolved by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences that more formal procedures will be used.

Any requests, suggestions, or complaints reaching Board members shall be referred to the superintendent for consideration and action. In the event further action is warranted, based on the initial investigation, such action will be taken in the following manner:

### Matters involving a professional staff member

Communications or complaints should first be discussed in private, informal conferences between the parties involved. At least one such private meeting should take place before initiating the formal procedure.

If resolution or satisfaction is not accomplished at the initial conference between the parties, communications or complaints shall be referred to an appropriate supervisor for investigation and resolution.

If action of the supervisor is deemed to be unsatisfactory or outside the supervisor's purview, the communication or complaint shall be referred to the next higher authority.

If the action of the next higher authority fails to resolve the issue, or is outside his/her purview, the communication or complaint

shall be referred to the superintendent.

When the action of the superintendent is found to be unsatisfactory, a written appeal may be made to the Board.

### Matters regarding an administrative staff member

In the case of a complaint directed toward an administrative staff member, the complaint shall be discussed, initially, with the person toward whom it is directed, and if a satisfactory resolution is not achieved at this level, the matter, shall be taken, as required, to higher levels.

### Matters regarding a non-instructional staff member

In the case of a complaint directed toward a non-instructional staff member, the complaint is to be directed, initially, to the person's superior and the matter then taken, as required, to higher levels.

### Matters involving students

Communications or complaints should first be referred to the member of the professional staff who is most directly connected with the communication or complaint. If the action of the staff member is not satisfactory, or outside his/her purview, the communication or complaint shall be referred to the principal.

If the action of the principal is deemed to be unsatisfactory or outside the principal's purview, the communication or complaint shall be referred to the Director of Curriculum and Instruction. If the action of the Director of Curriculum and Instruction fails to resolve the issue, or is outside his/her purview, the communication or complaint shall be referred to the Superintendent. Only in those cases where satisfactory adjustments cannot be made by the Superintendent and his/her staff shall communications and complaints be referred to the Board.

### Matters regarding a program, operation, or instructional materials

A request, suggestion, or complaint relating to a matter of district or school policy, procedure, program, operation, or instructional materials should be addressed initially to the principal or the supervisor of the non-instructional department who is most directly concerned, then taken to higher levels of authority if necessary.

## DISCIPLINARY STRUCTURE PROCEDURES

In order to facilitate classroom learning, promote human dignity, and prevent property damage and personal injury, the Donegal School District has established the Student Code of Conduct which is posted on the district website.

**Philosophy:** The administration of disciplinary action should be a motivational experience. Discipline should be directed to:

- Enable people to accept the responsibility for their own behavior.
- Enable people to cope and deal with real-life situations.
- Enable people to recognize the limits within which they must function in order to develop interpersonal relationships that are satisfying.

- Enable people to recognize their rights within the limits of the society in which they live.

Whatever techniques of discipline are used, they must be appropriate in degree to the infraction and must be suited to the developmental growth of the offender.

Any student of Donegal School District is subject to all school rules when he/she is on school property or engaged in a school-sponsored activity. The listed actions and activities on the part of a student shall be considered offenses and violations of the policies and regulations of Donegal School District. It is impossible to list or categorize all possible types of behavior which may lead to disciplinary action and those listed should be construed as representative, but not all inclusive.

Behaviors listed are categorized as Class I, II, III, and IV violations which may result in teacher correction, detention, suspension, expulsion, or prosecution by civil authorities. Flagrant continuation of any Class I or II violation may result in the administration responding to that action as a Class III or IV violation.

The district will maintain discipline records. Such records may be disclosed, at the school's determination, to teachers and school officials within the district or in other schools who have a legitimate educational interest in the behavior of the students.

Students and parents will sign a form in the beginning of the year indicating their knowledge of the Code of Conduct. Families that do not have internet access may request a printed copy from the building principal.

## DRESS CODE

District personnel believe there is a definite relationship between good dress habits, work habits, and proper school behavior. Students are expected to dress in a fashion appropriate for their age and environment. Modesty, cleanliness, safety, and neatness are goals for good dress. The administration reserves the right to determine the appropriateness of dress. The student dress code is included in the Student Code of Conduct.

Physical Education: All students will be required to wear sneakers conducive to strenuous physical activity. Grades 6-12: the established uniform is determined by the physical education department and shall be worn for physical education classes only.

## DRUG AND ALCOHOL PREVENTION PROGRAM

As an integral part of the Donegal School District Drug and Alcohol Prevention Program, the following guidelines represent one component in a district-wide effort to respond effectively to drug-related, mood-altering substance-related, and alcohol-related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug-related, mood-altering substance-related, and alcohol-related incidents.

The district will provide a safe and healthy environment for stu-

dents with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse, even if the same is not provided for specifically in any rule or regulation enumerated herein.

A student who, on school grounds, during a school session or anywhere at a school-sponsored activity, is under the influence of alcohol, drugs, or mood-altering substances or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted substances, or over-the-counter drugs shall be subjected to discipline pursuant to the provisions and procedures outlined in Board Policy. Policy and regulations are available in building offices.

## GIFTS

Children often express the desire to buy presents for their teachers. Since this can be expensive, and some families cannot afford it, we encourage you to help your child find other ways to express his/her appreciation.

## HAZING, BULLYING AND HARASSING

Donegal is committed to maintaining a safe, positive environment for students and staff; one that is free from hazing, bullying and harassing. Hazing, bullying and harassing are prohibited at all times. Hazing and bullying are defined as any activities that recklessly or intentionally endanger the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. Any hazing or bullying activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

Students who have been subjected to hazing or bullying are encouraged to promptly report such incidents to the building principal.

District administrators shall investigate promptly all complaints of hazing and bullying and administer appropriate discipline to any individual who violates this policy.

It is the policy of the Donegal School District to maintain a learning and working environment that is free from harassment in any form, including slurs, jokes, or other verbal, graphic, or physical conduct relating to a person's race, color, religion, ancestry, ethnic background, sex, age, physical condition/disability, among others. It is considered unlawful for any person to harass another person through any conduct or communication which creates an intimidating, hostile or offensive environment.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of harassment. Founded incidents will be dealt with as a Class III or IV violation of the Student Code of Conduct.

## INTERNET

Students in the Donegal School District will have the opportunity to explore the educational merit of the Internet through classroom activities and individual research. Parents or guardians who wish to prohibit their child from utilizing the Internet should inform the building principal in writing on an annual basis. Internet usage permission forms will be sent home annually for parent signature.

## MEDICAL INFORMATION

### General (Board Policy 210)

The school nurse is not a medical diagnostician. He or she may not prescribe medication of any kind. He or she operates under the orders of a physician. Please do not expect to have the school nurse diagnose and/or treat conditions which do not occur at school. She/he is not permitted, by law, to function in that way.

1. Students may not transport medication to or from school. All medication (prescribed or over-the-counter) must be brought to school by a parent or other responsible adult.
2. Medication must be brought to school in the original container.
3. All medication (prescribed or over-the-counter) brought from home must have a signed written order from a doctor and a parent's signature acknowledging that the school is not responsible for ensuring that the medication is taken and relieving the district and its employees of responsibility for the benefits and consequences of the prescribed medication. No medication will be given without proper consent, including all daily medication, bee sting medication, and inhalers.
4. Medication provided by the school will be given as long as the nurse's office has signed parental permission. The required form is sent home on the first day of school.
5. Students may carry inhalers and bee sting medication with them as long as they have written permission from a doctor and parent, stating that the child is both capable and responsible for self administering the medication. The student must notify the nurse or designee immediately upon each use for follow-up.
6. In the event of a medical emergency, we will do whatever is necessary. If deemed necessary, we will notify parents (or those designated on the health emergency card). In extreme emergencies, or in the event we cannot contact parents or their designees, we will contact doctors and hospitals as conditions require.

Students entering Kindergarten, 6th and 11th grades are required to have a physical exam. Students entering Kindergarten, 3rd and 7th grades are required to have a dental exam. Completed examination forms should be returned to your child's nurse by the end of September.

Height, weight, BMI (Body Mass Index) and vision screenings are completed on all students each year. Hearing tests are done on grades K, 1, 2, 3, 7 and 11. Scoliosis screenings are completed on students in grades 6 and 7. These screenings are required by the state in order to detect any abnormalities that may impact your child's ability to learn. Parents may request to attend screenings or have the screenings done privately at their expense. Parents may also ask that the student be exempt from the screening if it is contrary to the parent's religious beliefs. Please contact the school nurse with any individual requests.

## Immunizations

All students shall be immunized against certain diseases in accordance with Pennsylvania statutes. No student shall be admitted to school for the first time who has not been immunized against such diseases as are enumerated by the Advisory Committee on Immunization Practices for the Centers for Disease Control and Prevention and in the manner directed by the Secretary of Health. For specific information, contact the school office in which your student is enrolled.

A child shall be exempt from the requirements for immunization whose parent or guardian objects, in writing, to such immunizations for religious reasons or whose physician certifies that the child's physical condition contraindicates immunization. Federal law outlines procedures for homeless students.

## Prevention Education

The goals of HIV prevention education shall be to promote healthy living and discourage the behaviors that put people at risk of acquiring HIV infection. The educational program shall be taught at every level, be appropriate to students' developmental maturity, and include accurate information about reducing the risk of HIV infection.

## MENTOR PROGRAM

Student mentoring in the Donegal School District is defined as a one-on-one relationship between a youth and an adult that occurs over a prolonged period of time. The mentor provides consistent support, guidance, and concrete help to a student who is in need of a positive role model. Students involved in the mentoring program may be going through a difficult and/or challenging situation or they simply might need to have another significant adult present in their life. The goal of the program is to help students gain the skills and confidence to be responsible for their own futures. Contact building guidance counselors for more information and/or to volunteer.

## NO SMOKING/TOBACCO USE POLICY

The Donegal School District is a smoke-free district. School Board policy prohibits tobacco in any form in school buildings, on school grounds, on school buses, or in district-owned vehicles at all times. This applies not only to students, but employees and

visitors as well. District administrators will initiate prosecution of a student who violates the tobacco use policy (policy 222).

## OPENING EXERCISES

District schools shall provide opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem.

Students may decline to recite the Pledge of Allegiance or National Anthem and to salute the flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do participate. Opening exercises may include a moment of silent reflection.

## PARENTAL INVOLVEMENT

We encourage your active involvement with your child's education. A few of the many ways to do this are by your initiative, your responses to opportunities we provide, and your involvement in your school's parent-teacher group. We welcome and encourage your taking the initiative to contact us whenever you have a question, if you feel we need to know something that will help us better meet your child's needs, or if you want more information. We can provide information regarding what your child is studying upon your request.

### Homework

#### Elementary

Parents can help with assignments in the following ways:

- Assist in selecting topics for themes.
- Help in researching for materials.
- Pronounce spelling words as they are written.
- Have your child read to you.

If your upper elementary child comes home each day with no homework or reports that he or she finished it in school, it would be advisable for you to check your child's assignment agenda, visit or call your child's teacher and question the teacher on the matter. The student will have the responsibility of completing all assignments and turning them in on time.

Homework for elementary students who are ill should be requested 24 hours in advance.

#### Secondary

Homework is an essential part of the learning process. A certain amount of homework is necessary for reinforcing what is taught at school and learning how to manage time and organize materials.

Parents may expect homework assignments to require at least an hour of preparation each day. The student will have the responsibility of completing all assignments and turning them in on time. Students absent from the classroom for any reason (including illness, suspension, extra-curricular) will be responsible for getting their assignments and having them completed on time for credit.

Students and parents requesting an assignment sheet and/or

books to be sent home when the student is ill should call the guidance office by 8:30 a.m. Parents may pick up books and assignments between 2:45 and 3:15 p.m.

## Parent-Teacher Conferences

Parents are encouraged to discuss school matters with individual teachers. Although formal conferences are scheduled during the school year, conferences may be requested at any time. Problems can be avoided and/or corrected by making appropriate and timely contacts.

Parents and teachers should communicate with each other by phone, email or written note to set a mutually agreeable time for a conference.

A teacher may be available to talk with a parent on the telephone when he/she is not teaching. If a teacher is unavailable, the school secretary will take a message and give it to the teacher. The teacher will return your call as soon as possible.

Parents must report to the school office before visiting any class or teacher. This is the only way we can reasonably assure that all persons entering the building have legitimate business in that school.

## RECESS

All children in Grades 1-5 will be expected to take part in all outdoor recesses unless:

- He or she has a current medical excuse that stipulates he or she should not go outside. Such an excuse should have a beginning and an ending date.
- The parent requests that the child stay inside for medical reasons not covered by a physician's request. Such a request should be renewed daily.
- The teacher or principal detains the child for disciplinary reasons.
- The weather is inclement (rain, snow, sleet, or a wind chill factor below 10 degrees Fahrenheit). In these cases, no outdoor recess will be held.

## RELEASE AND AUTHORIZATION TO USE STUDENT'S IMAGE/VOICE

The Donegal School District may produce, participate in or cause to be produced video, motion picture, web page, audio recording, digital images, photograph productions, broadcasts, and/or other types of media or arrange for media coverage which may involve the image, likeness, name, quotes of and/or voice of you/your child. Such productions or publications will be used for those purposes deemed appropriate by the School District or media which include explaining, illustrating and publicizing programs and activities of the School District and promoting a better understanding of the School District's role in the community.

The School District is sensitive to the needs and privacy rights

of its students and their parents/guardians. Therefore, the School District will make every effort to protect you/your child's personally identifiable information. If you object to your child's image, likeness, name, and/or quotes used in publications and/or other types of media, please provide a written statement to the building principal annually.

## SAFETY INFORMATION

### Safety Drills

Donegal schools are required to have at least one fire drill a month. The purpose of these drills is to establish an organized system in order to prevent casualties in case of a real fire. In the winter months, an attempt is made to choose as warm a day as possible. In addition, other safety drills are regularly held. Emergency plans are available for parent review. Please call the building principal to arrange for a time that you can review the plan.

### Plans in Case of Three Mile Island Evacuation

Students attending Maytown Elementary School and the Kindergarten Center will be transported to Donegal Springs Elementary School. Parents should pick up children at Donegal Springs. (Written identification is required).

Students attending all Donegal schools, except Maytown and the Kindergarten Center, but living within the evacuation area, will remain at their school, until they are picked up by their parents or guardians.

Students attending all Donegal schools, except Maytown and the Kindergarten Center, who live outside the evacuation area, will be sent home by their usual means of transportation.

All children should be informed in advance by their parents regarding where to go if there is no one at home.

Students living inside the evacuation area or evacuated from it who are unclaimed by their parent/guardian designee by 5 p.m. on the day a school-hours evacuation is ordered will be transported to the high school and sheltered there until other arrangements can be made.

Students involved in after-hours school activities at the time of an incident who are unclaimed two hours after the activity concludes will be transported to the high school and sheltered there until other arrangements can be made.

Transportation in each instance will be by best means available (either by bus or by other means).

### Sheltering in Place Plan

In a lockdown status we would respond with our "sheltering in place" plan. "Sheltering in place" requires relocating students and staff to interior areas of the building and following Emergency Management directives on monitoring and perhaps shutting down HVAC systems.

We have a "sheltering in place" plan for each building and have emergency kits and non-perishable meals and bottled water for

each location. We have a plan in place to contact the parents or emergency contacts for any students and/or staff who may need medication or other medical assistance while we are in this status. Our own health professionals, as well as EMS, will assist with all medical needs.

Lancaster County Emergency Management notes that if such an emergency does occur, the public will be advised on television or radio as to how to proceed. We ask that parents keep a radio available at work and at home to monitor the situation and respond appropriately.

### Integrated Pest Management

The Donegal 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.

From time to time, it may be necessary to use pesticides 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 is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents 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's notification registry. If you would like to be placed on this registry, please contact your building office for the appropriate form. A new form must be filed yearly.

Questions should be referred to John Boughter, Supervisor of Buildings and Grounds at 653-6799.

### SCHOOL INSURANCE POLICY

The Donegal School District has arrangements with a reputable insurance company whereby parents can secure a school accident policy on their child for a nominal fee. It is advantageous for each child to have insurance, since this may be the only policy covering a child for injuries sustained while attending school. **The school carries no insurance on students. Costs of treatment for student injury on school property is the parent's responsibility.**

Parents should be aware that if benefits are to be received, the student must report to the school nurse or building principal within ten days after incurring an injury requiring professional treatment.

## SCHOOL PROPERTY PROCEDURES

Decisions filed by the Pennsylvania Superior Court have clearly stated what rights students have in regard to privacy of use of school property. Accordingly, the Donegal schools have adopted the following procedures concerning the use of school property by students and the responsibility of school officials to guarantee that such use is both legal and safe.

Although students are assigned school property for the storage of a variety of personal items, they do so by license and not by right. School property may be randomly or periodically inspected by school authorities to prevent its use in illicit ways or for illegal purposes. Items found that are a threat to the health and safety of students will be removed. Further disciplinary action may be taken if items found violate the Donegal Student Code of Conduct.

### Lost and Found

Students' coats, hats, gloves, boots, and other articles of clothing and personal items should be clearly marked for quick and easy identification. Students should check with the school office or the lost and found box for missing items. Items unclaimed at the end of the school year are given to a charitable organization.

### Personal Property

The Board prohibits use of personal communication devices by students during the school day in district buildings, on district property, and while students are attending school-sponsored activities. Students shall comply with the guidelines set by school officials for the educational use of laptop computers and PDAs. Radios, tape players, cameras, electronic games/devices, beepers, and other types of audiovisual equipment are not to be brought to school for students' recreational use during the academic day. Exceptions must be approved by the building principal/designee. It is recommended that large sums of money and expensive articles not be brought to school.

## SCHOOL VISITATIONS

Parents are welcome to visit classes. Parents are required to make arrangements in advance through the school office.

## SPECIAL EDUCATION SERVICES

### Early Intervention Program –

### Lancaster-Lebanon Intermediate Unit 13

The Lancaster-Lebanon Intermediate Unit 13 provides services for children who are developmentally delayed between the ages of three years and school age. Programs are available in a number of settings throughout the two county area. These services are available at no cost to parents. Programs are funded through state and federal monies. Some of the services available are classroom services, physical therapy, occupational therapy, community support services, and

speech and language therapy. If you have a child who might be eligible for these services or if you know of a child who needs services, please call 717-606-1601.

### Programs for eligible or protected handicapped students

In compliance with state and federal law, the District conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- Autism/pervasive development disorder
- Blindness or visual impairment
- Deafness or hearing impairment
- Developmental delay (through age 6 only)
- Mental retardation
- Multi-handicapped
- Traumatic brain injury
- Other health impairment
- Orthopedic impairment
- Severe emotional disturbance
- Specific learning disability
- Speech and language impairment

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

quests for evaluation and screening are to be made to the Director of Special Education and Pupil Services, Donegal School District, 1051 Koser Road, Mount Joy, PA 17552.

Preschool-aged children who are thought to be exceptional are referred to Lancaster-Lebanon Intermediate Unit 13's Early Intervention Services for assessment and diagnosis (see following article).

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

The District is dedicated to educating students with disabilities in their neighborhood school. In all cases, students are placed in the least restrictive setting so they are educated with their non-disabled peers to the greatest extent possible. 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 Director of Special Education and Pupil Services at 492-1313 or any building principal.

All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District

has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact the Director of Special Education and Pupil Services.

### STANDARDS-BASED CURRICULUM

Our curriculum is "standards-based". Pennsylvania standards identify the concepts that students are expected to learn at each grade level. Standards can be found at this web site: [www.pdesas.org](http://www.pdesas.org) – click on *Clear Standards*, then *View Standards*.

### Curriculum/Textbook Review

Upon request by a qualifying parent or student (age 18 or older), the district will make available existing information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques. The written request shall be sent to the building principal. The District will respond within 10 school days. Policy 105.1, Curriculum Review by Parents and Students, which details the procedure, is available in building offices. Policy 105.2, Exemption from Instruction, describes how parents can exempt their children from instructional material used in the curriculum.

Samples of textbooks which are currently being used are also available for your review. Please submit a written request to the building principal.

### Grading of Progress and Mastery Grading for Academic Standards Mastery

Standards-based assessment measures what a student is expected to achieve. In Donegal it is measured by descriptions, called rubrics and other in-classroom assessments or out-of-

LEVEL		ACADEMIC GRADING RUBRIC - Kindergarten –Grade 2
EXCEEDS EXPECTATIONS		Superior academic performance indicating an in-depth understanding and exemplary display of the skills included in the Pennsylvania Academic Content Standards. These students: <ul style="list-style-type: none"> <li>• demonstrate broad in-depth understanding of complex concepts and skills.</li> <li>• provide extensive evidence for inferences and justification of solutions.</li> <li>• communicate effectively and thoroughly, with sophistication.</li> <li>• make abstract, insightful, complex connections among ideas beyond the obvious.</li> <li>• demonstrate the ability to apply knowledge and skills effectively and independently by applying efficient, sophisticated strategies to solve complex problems.</li> </ul>
MEETS EXPECTATIONS		Satisfactory academic performance indicating a solid understanding and adequate display of the skills included in the Pennsylvania Academic Content Standards. This is the accepted grade-level performance. These students: <ul style="list-style-type: none"> <li>• can extend their understanding by making meaningful, multiple connections among important ideas or concepts, and provide supporting evidence for inferences and justification of solutions.</li> <li>• apply concepts and skills to solve problems using appropriate strategies.</li> <li>• communicate effectively.</li> </ul>
IMPROVEMENT NEEDED		Marginal academic performance, work approaching, but not yet reaching, satisfactory performance. Performance indicates a partial understanding and limited display of the skills included in the Pennsylvania Academic Content Standards, and the student may need additional instructional opportunities and/or increased student academic commitment to achieve the Proficient Level. These students: <ul style="list-style-type: none"> <li>• demonstrate partial understanding of basic concepts and skills.</li> <li>• apply concepts and skills to routine problem-solving situations.</li> <li>• communicate in limited fashion.</li> <li>• make simple or basic connections among ideas, providing limited supporting evidence for inferences and solutions.</li> </ul>

school projects.

Kindergarten through grade 2 will use the rubric on page 6 in determining grades in all subjects. Grades 3-12 will use these percentages:

98-100 A+	83-86 B	70-72 C-
93-97 A	80-82 B-	67-69 D+
90-92 A-	77-79 C+	63-66 D
87-89 B+	73-76 C	

### Work Ethic

Donegal elementary report cards report “work ethic” growth in three levels at the elementary level and four levels at the secondary level. With these areas made more visible and specific, we believe that parents will use them to help their children become more successful in school now and later more successful in the workplace.

This work ethic grade is a part of each report card. It is holistic and reports the teacher’s overall perception of the student’s work ethic in six areas (rubric on page 7). We believe that keeping

academic skills and work ethic skills separate gives parents a more accurate assessment of a student’s growth than does the inconsistent blending of the two areas into one. We also believe that this division is in keeping with the spirit of the education rules outlined in Chapter 4 of the State Board of Education Regulations.

### Progress Reports/Report Cards

Progress reports are issued at the middle of each 9-week session. Report cards are issued after each 9-week session during the school year. If there is a concern about a grade or student’s progress, we encourage parents to contact the child’s teacher.

### Promotion and Retention

A student shall be promoted when he/she has successfully completed the course requirements at the presently assigned level and achieved the academic standards established for the present level.

#### Promotion and Retention – Elementary and Middle School

Promotion at Grades K through 8 will be based on relevant portions of the local assessments as well as grades.

### Promotion and Retention - High School

In order to attain senior (twelfth grade) status, a student must be able to meet the graduation requirements as stated in Policy 217. Students must complete a graduation project.

Retention at the High School is based upon failure to achieve Advanced or Proficient scores in specific standards-based courses aligned to the Pennsylvania Standards. Promotion to the next grade level is also based on the minimum accumulation of credits according to this formula:

- 9<sup>th</sup>-10<sup>th</sup> grade - 5 credits
- 10<sup>th</sup>-11<sup>th</sup> grade - 12 credits
- 11<sup>th</sup>-12<sup>th</sup> grade - 20 credits
- Graduation - 28 credits

#### Parent Notification

Parents shall be informed at the middle of the course about the possibility of retention of a student. This responsibility is the Principal’s. The Principal is also assigned the final responsibility for determining the promotion or retention of each student.

LEVEL	WORK ETHIC RUBRIC
<b>EXCEEDS EXPECTATIONS</b> Elementary <b>HONORABLE</b> HS & MS	Students who merit an <b>EXCEEDS EXPECTATIONS/HONORABLE</b> for effort are those who consistently show interest in and enthusiasm for learning and who exhibit a desire to maximize their learning potential as exhibited by the following types of behavior: <ul style="list-style-type: none"> <li>• turning in all assignments on time (homework)-</li> <li>• coming to class well-prepared (may come to class with material or questions that demonstrate an attempt to relate classwork to other topics or domains).</li> <li>• participating in class actively, spontaneously and/or to the best of his/her ability.</li> <li>• taking full advantage of all learning opportunities, resources and aids available in the school.      • setting a good example for peers.</li> </ul>
<b>MEETS EXPECTATIONS</b> Elementary <b>SATISFACTORY</b> HS & MS	Students who merit a <b>MEETS EXPECTATIONS/SATISFACTORY</b> for effort are those who maintain a positive attitude towards learning and who exhibit an understanding and acceptance of their responsibilities as students, as exhibited by the following types of behavior: <ul style="list-style-type: none"> <li>• turning in all assignments and make-up work.</li> <li>• coming to class prepared.</li> <li>• seeking extra help when needed or taking advantage of extra help when offered.</li> <li>• participating in class to the best of his/her ability.</li> <li>• remaining on-task and not disturbing others in class.</li> </ul>
<b>NEEDS IMPROVEMENT</b> Elementary <b>NEEDS IMPROVEMENT</b> HS & MS	Students who merit a <b>NEEDS IMPROVEMENT</b> for effort are generally those whose attitude towards learning may be inconsistent and who occasionally fail to assume their full responsibilities as students. They exhibit one or more of the following behaviors: <ul style="list-style-type: none"> <li>• submitting missing assignments only after being prodded by the teacher or failing to submit one or two daily or make-up assignments.</li> <li>• occasionally coming to class unprepared.</li> <li>• reluctantly taking advantage of or having to be prodded to take advantage of extra help when offered.</li> <li>• occasionally exhibiting off-task behavior.      • participating in class but not always to the best of his/her ability.</li> </ul>
<b>WEAK</b> HS & MS Only	Students who merit a <b>WEAK</b> for effort are generally those who exhibit a negative, passive or recalcitrant attitude towards learning as exhibited by the following types of behavior: <ul style="list-style-type: none"> <li>• regularly failing to submit assignments, habitually late submitting them, and/or neglecting to complete make-up work.</li> <li>• rarely coming to class prepared.</li> <li>• rarely taking advantage of extra help when offered.</li> <li>• rarely participating in class.</li> <li>• frequently exhibiting disruptive behavior in class.</li> </ul>

## District Testing

### Donegal Testing Program

Various assessments are given throughout the year to determine student mastery of benchmark skills.

### State Testing Program

PSSA - The Pennsylvania System of School Assessment. The Pennsylvania System of School Assessment in reading and math is given in grades 3-8, and 11 and in writing in grades 5, 8, and 11; and in science in grades 4, 8, and 11 to determine how student progress compares to the Academic Standards as outlined in Title 22 Education, Part I, State Board of Education, Chapter 4 of the Pennsylvania Code. Seniors who did not pass the math and reading PSSAs as juniors are required to pass a local assessment, the 4Sight, prior to the PSSA retake date. If seniors do not receive a proficient score on the local test, they must retake the PSSAs in grade 12. Student must show proficiency on the PSSA or the local assessment in order to graduate.

## STUDENT ASSISTANCE PROGRAM

Student Assistance Programs (SAP) are required by the state of Pennsylvania. In Donegal we deliver the service in several ways. In our elementary schools the Student Assistance Program is built into our Student Intervention Program.

At either level, middle school or high school, SAP includes teachers, counselors, administrators, and other school personnel who have been trained in understanding chemical dependency, depression, and in identifying behaviors most frequently associated with these problems. Research has shown that, perhaps as much as 80% of dysfunctional adolescent behavior is closely linked with alcohol and other drug use.

It is not the function of the SAP members to diagnose chemical dependency or mental health problems or to determine current treatment programs. The function is to identify patterns in behavior which are associated with chemical usage or depression and to identify and help students whose inappropriate behaviors have had negative impact on their ability to learn. The goal is to aid the student before problems become unmanageable.

## STUDENT RECORDS AND SURVEY

School law organizes student records into several categories. Category A records include Directory Information and are made up of the student's name, address, telephone, birth date, sex, height, weight, and grade in school, the names and addresses of parents or guardians, attendance record, and participation in school affairs.

The District may release Directory Information to anyone or any organization it deems to have a reasonable need for it. Parents must request, in writing, to not have directory information released to any source if that is what they desire.

Under the Family Educational Rights and Privacy Act

(FERPA), Donegal School District is required to provide parents and eligible students with a statement of their rights with respect to the student's education records.

Under this Act, parents and students over 18 years of age have the right:

1. To inspect and review the student's education records within 45 days of the date the District receives a request for access:
  - a. Parent or eligible student (student over 18 years of age) should submit to the school principal or other appropriate school official a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Parent or eligible student may make notes from the record or may request copies at a fee of 10 cents per page.
2. To request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading:
  - a. Parent or eligible student should write the school principal, clearly identify the part of the record s/he wants changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding his/her request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. To consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent:
  - a. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.
  - b. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
  - c. Under request, the district discloses educational records without consent to officials of another district in which a student seeks or intends to enroll. Please inform the office

as soon as you can if you are planning to move. We prefer this to be done in person by a parent since there are papers to be signed.

When we are notified by the receiving district that your child is registered there, we will send them records including the following:

- Name
  - Former address and phone number
  - Date of birth
  - Sex
  - Parents' and siblings' names
  - Grades
  - Standardized test scores
  - Aptitude test scores
  - Attendance records
  - Health records
  - Psychological test results
  - Speech, hearing, and vision records
  - Class standing
  - Activities participation
  - Personality and interest test scores
  - Teacher and/or counselor ratings and observations
  - Reports of behavior patterns
  - Clinical reports from outside agencies
4. From time to time, school officials may be requested to survey students on a variety of issues. The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:
    - a. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
      - political affiliations or beliefs of the student or student's parent;
      - mental or psychological problems of the student or student's family;
      - sex behavior or attitudes;
      - illegal, anti-social, self-incriminating, or demeaning behavior;
      - critical appraisals of others with whom respondents have close family relationships;
      - legally recognized privileged relationships, such as with lawyers, doctors or ministers;
      - religious practices, affiliations, or beliefs of the student or parent; or
      - income, other than as required by law to determine program eligibility.

- b. Receive notice and an opportunity to opt a student out of
    - any other protected information survey, regardless of funding;
    - any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    - activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  - c. Inspect, upon request and before administration or use –
    - protected information surveys of students;
    - instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    - instructional material used as part of the educational curriculum.
5. The school routinely discloses names, addresses and telephone numbers of students to recruiters without written consent, subject to parent request not to disclose such information (Policy 250). For details, contact the high school principal, 653-1871.
  6. The district will directly notify parents and eligible students of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
    - a. collection, disclosure, of personal information for marketing, sales or other distribution;
    - b. administration of any protected information survey not funded in whole or in part by or use by the U.S. Department of Education; and
    - c. any non-emergency, invasive physical examination or screening as described above.
  7. To file a complaint with the United States Department of Education concerning alleged failures by the district to comply with the requirements of FERPA or PPRA, contact:  
Family Policy Compliance Office  
US Department of Education  
400 Maryland Ave., SW, Washington, DC 20202.

## Notice of Retention of Student Records (Policy 216)

The Donegal School District records retention guidelines have been revised. Highlights of this revision include:

- Donegal graduate transcripts will be maintained for 50 years.
- Other student records, per graduating class, will be maintained at Donegal High School for six years following the student's graduation date.

- Elementary and middle school records will follow the student as they proceed through the grades.
- Records of students who move to another public school district will follow the student.
- Confidential student files are located in the school building to which the student is assigned and filed by grade level cohort.
- Non-building attending resident student files, for students who are enrolled in out of district placements, homeschooling, and private/parochial schools, are also located in the school building to which the student would be assigned and filed by grade level cohort, if enrolled in the building at the time of the 2011 policy revision.
- All other records retention guidelines related to confidentiality, requests for records, etc. have been maintained.

## STUDENT WELLNESS POLICY

The District is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. Policy 246 was developed following the guidelines of the Child Nutrition and WIC Reauthorization Act of 2004. The complete policy is available on the district website.

## TRANSPORTATION

### Bus Information

The Donegal School Board adopted transportation policy #810 to align the district with the state guidelines for the students who walk to school. The policy states “those students that live within one and a half (1 ½) miles for elementary students and two (2) miles for secondary students of the school to which they are assigned and can get to their school by walking non-hazardous routes shall not be transported. Hazardous routes that prevent students, who live within a mile, from getting to their schools shall be certified as hazardous by the Department Transportation.”

Donegal contracts with an outside contractor to bus your child to school. The drivers are the contractor's employees. They are, nevertheless, in charge of your child while he or she is on the bus. In the event your child's behavior on the bus becomes a problem, the driver will report that to the principal.

Riding a school bus is a privilege children earn by being responsible persons. Students who cannot abide by the safety rules may lose the privilege until they can handle their responsibility.

Any damage to property, such as bus shelters, bus seats, windows, other students' clothing or possessions, will be paid for by the student causing the damage. The privilege of riding may stop at the time of the damage and begin again when damage is paid for.

To help you support our efforts to make bus travel as safe as possible, we present the following district rules with regard to bus riding.

### At the Stop:

- Arrive at the stop three to five minutes before the bus is scheduled to arrive.
- No horseplay. Stay off the road until the bus is completely stopped.
- Cross in **FRONT** of the bus to load and unload. Look to the bus driver for a signal to cross if you cannot see the traffic lane.

### On the Bus:

- Observe the same conduct as in the classroom.
- Sit in your seat facing the front of the bus. Keep the aisle clear.
- Your head, arms, hands, and feet should remain inside the bus at all times.
- Smoking, swearing, fighting, eating, drinking, or throwing objects is prohibited.
- Cooperate with the bus driver. Bus drivers are authorized to assign seats.
- Emergency doors are to be used only during an emergency or emergency drill.

The Board of School Directors and school officials recognize that serious misconduct on a school bus may jeopardize the safety of all passengers. Video monitoring cameras shall be used to discourage student misconduct.

### Permission needed to change buses:

A student is required to have a note from his/her parent/guardian requesting a one-day bus change to go home with another student. A note is also required from the other child's parent/guardian granting permission for the student to visit. Both notes must be approved by the school office granting permission only when a seat is available on the bus.

## Bicycles

Riding a bike to school is a privilege obtained by getting a form from the office before the bike is ridden to school. Abuse of the privilege will result in its loss. Bikes are to be parked immediately upon the student's arrival. It is advisable to lock bikes to prevent theft. Students are reminded that state law requires wearing a helmet.

## Use of Other Motorized and Non-motorized Vehicles

The use of minibikes, snowmobiles, all-terrain vehicles, roller skates, skateboards, scooters or roller blades for travel to, from, and on school property is prohibited.

## UNPLANNED SCHEDULE CHANGES

Should the district have to close schools, delay the start of school, or dismiss students early due to weather-related or emergency conditions, the information will be broadcast from WGAL TV (visit [www.wgal.com](http://www.wgal.com) to register for email notification of district unscheduled delays/closings/dismissals) and WROZ 101.3.

In the case of unplanned early dismissals, parents are reminded to make arrangements early in the school year to accommodate children being home earlier than usual.

Contact our **Information Line** for important information about school closings and weather-related delays—653-1447, press 1. Parents/guardians will also be notified by telephone through our automated phone system.

### VOLUNTEERS

Volunteers make valuable contributions to the educational program of the District. The District appreciates the services of the many volunteers in our schools. In Policy 916 the Board has established guidelines for volunteers which are to protect the students. Details are posted on the District's website. Contact building principals for more information on being a volunteer.

### WORKING PAPERS

The employment of minors under age 18 in any occupation where the work is done for compensation of any kind is regulated by the Child Labor Law. Each minor wishing full or part-time employment must apply for an employment certificate prior to starting work. Contact the high school guidance office for the appropriate paperwork at 492-1209.



# COMMUNITY SERVICE



**KC Dime Wars – Trees & water for needy countries**



**Trick or Treat night with the Indians**



**DMS Food Collection**



**Humanities Care Package Drive – care package drive for men & women serving overseas**



<b>QUESTIONS</b>	<b>PLEASE CALL</b>	<b>NUMBER</b>
Academic Transcripts .....	Guidance .....	492-1209
Alternative Education Program.....	Ellen Castagneto .....	492-1313
Athletics .....	Ronald Kennedy .....	492-1231
Attendance Regulations .....	Respective Building .....	Building phone number
Board Concerns/Comments/Policies .....	Stephanie McGloshen.....	492-1302
Bus Concerns .....	Building Principal/Asst. Principal ...	Building phone number
Cafeteria Accounts .....	Cafeteria Manager.....	Building phone number
Career and Technology Center.....	Guidance .....	492-1209
College Information .....	Guidance .....	492-1209
Counseling Services.....	Building Guidance Dept.....	Building phone number
Course Selection.....	Guidance .....	492-1209
Discipline Regulations.....	Building Principal.....	Building phone number
District Maintenance.....	Secretary .....	653-6799
Donegal Foundation.....	John Felix .....	653-1871
Educational Trips During School.....	Building Principal.....	Building phone number
Facility Usage .....	Building Secretary .....	Building phone number
Free or Reduced Lunch.....	Jeanne Kandra .....	492-1221
Gifted Program .....	Ellen Castagneto .....	492-1313
Grading Procedure .....	Respective Teacher .....	Building phone number
Graduation Requirements .....	Guidance .....	492-1209
Honor Roll .....	Building Principal.....	Building phone number
Information Line (for Delays and Closings) .....		653-1447 x 1
Parent-Teacher Conferences.....	Respective Teacher .....	Building phone number
Psychological Services .....	Ellen Castagneto .....	492-1313
Report Cards .....	Building Principal.....	Building phone number
Rumors .....	Building Principal.....	Building phone number
School Census .....	Sandee Rinard .....	492-1310
School Insurance .....	School Office .....	Building phone number
Special Education.....	Ellen Castagneto .....	492-1313
Student Registration.....	Jane Garber.....	492-1338
Taxes.....	Sandee Rinard .....	492-1310
Title IX.....	Susan Ursprung, Ed.D.....	492-1302
Title I Remedial Services .....	Cheryl Champion.....	492-1304
Transportation/Bus Stops.....	Jane Garber.....	492-1337
Volunteering in the School.....	Building Secretary .....	Building phone number
Working Papers .....	Tina Maag .....	492-1209

## Board of School Directors

Oliver C. Overlander, III, President  
 Timothy G. Markovits, Vice President  
 Stephen A. Gault, Treasurer  
 John G. Coleman  
 Benjamin L. Kling  
 Ronald N. Melleby  
 Robert Spayde  
 Debra L. Sturgis  
 Karen L. Weatherbie

### SCHOOL BOARD INFORMATION

#### School Board Meetings

Dates of meetings for the calendar year are set by the School Board each December. Dates are listed on the district website under the *School Board* tab. Because of unforeseen circumstances, dates may have to be changed. Please note: tentative dates for January 2012-August 2012 are shown on the calendar. Confirmed dates will be published in the Merchandiser after the December meeting. Meetings, open to the public, begin at 7 p.m. and are held in the LGI room of Donegal Springs Elementary.

**Facilities Sub Committee:** Meetings, open to the public, are held in the district office at 7 a.m. Dates are posted on the website.

#### Public Participation at School Board Meetings

Any person or group wishing to address the Board must file a written request with the Board secretary at least seven days prior to a meeting. The request must include the name and address of the person making the request, organization represented if any, and content of the information to be presented. If written material is to be distributed, a copy of such must accompany the request.

In addition, specific questions to be asked or specific action desired of the Board should be listed. Information to be presented that is in the form of statements or charges that might be considered derogatory, or of another serious nature, must be presented in writing specifically stating the charges and made in affidavit form.

Communications to the Board should be sent to:  
 Board Secretary, Donegal School District,  
 1051 Koser Road, Mount Joy, PA 17552  
 or by email: board@donegal.k12.pa.us