



to McConnellsburg Elementary School  
Home of the Little Spartans

# Elementary Handbook

## CENTRAL FULTON SCHOOL BOARD MEMBERS

Cory Gress, President  
Dr. Brent Carlson, Vice President  
Roger Strait  
Gary L Shives  
Rick Marshall  
Christopher Hann  
Ryan Richards  
Hollie Garlock  
Eric Hollinshead  
Robin Binder Heath, Solicitor

### ADMINISTRATION

Mr. Dwayne Northcraft, Superintendent  
Alicia Mellott, Elementary Principal  
Angela Marshall, Transportation Director  
Ginger Thompson, Director Special Education  
Billie Jo Beatty, Elementary Vice-Principal

### ELEMENTARY FACULTY

#### 4K

Valerie Alexander  
Maureen Litton

#### 5K

Nicole Fletcher  
Tracy Kendall  
Nancy Harris  
Tasha Skiles

## ***Elementary Faculty (Continued)***

### **Grade 1**

Amanda Christman  
Leslie Nesbitt  
Jennifer Culler  
Stephanie Shives

### **Grade 2**

Dinah Chamberlain  
Carol Hays  
Kathy Mellott

### **Grade 3**

Heather Bloomer  
Heidi McMath  
Jean Chilcote  
Beverly Sipes

### **Grade 4**

Mary Buterbaugh  
Cherina Cutchall  
Karen Peters

### **Grade 5**

Cheryl Cutshall  
Debra Welsh  
Delores Henry

### **Special Education**

David Gourley  
Tracee Harbold  
Angel Knepper

## ***Elementary Faculty (Continued)***

### **Life Skills**

Candace Bard

### **Speech**

Joyce Fowler

### **Remedial Reading**

Susan Cordell

Dawnielle Swope

Lori Mellott

### **Special Class**

Pam Ott, Library

Cathy Richards, Music

Angela Zinoblie, Physical Education

Amy Conner, Computer/Music/Gifted Education

### **ESL/Reading**

Karen Borst

### **Aides**

Linda DeShong, 4K

June Glenn, 5K

Rebekah Helser, 5K

Kathy Gourley, Special Education

Mendy Mellott, 1st Grade

Susanne Moore, Library

Rena Sipes, 4K

Stacy Snyder, Special Education

***Elementary Faculty (Continued)***

**Secretarial Staff**

Stacy Morton (Elementary Office)

**Maintenance Staff**

Brent Seville, Supervisor

Victor Guyer

Brian Strait

**Personal Care Assistants**

Susie Mellott

Odette Plessinger

Deb Seiders

**Nurses**

Amy Elvey, R.N.

Olivia Swadley, L.P.N.

**Counselor**

Lisa Culler

**Gifted/Visually Impaired Instructor**

Mrs. Amy Conner

**Parent Handbook Committee**

Nancy Mellott

Amy Conner

Amy Elvey

Hollie Garlock

## **SCHOOL SCHEDULE**

First Bell 8:00 a.m.

Tardy Bell 8:15 a.m.

Dismissal Bell 2:45 p.m.

Arriving at school on time is very important. Students are expected to be in their seats and ready to work by 8:15 a.m. They will be marked tardy after that time. Students who are excessively tardy will be subject to the same Pennsylvania School Laws that enforce regular attendance.

## **DISMISSAL PROCEDURES**

Teachers must be given written notification of any changes of a student's dismissal. If a pupil must be dismissed for medical/dental appointments before regular dismissal time, the parent must send a note to the teacher that morning. If it becomes necessary to change plans during the day, please call before 2 p.m. The parents must report to the office to sign the student out, except when a written note is sent to the office directing the child to walk. At that time the secretary will call the child from class.

If a parent must pick up a child at dismissal, the parent must meet the child at the lower entrance. Students walking from school will be dismissed after the buses have cleared school grounds. Under no circumstances will children meet their parents at the buses or in the parking lot. No child will be permitted to leave with an unidentified person. This is for the safety of the child.

## **SCHOOL CLOSING**

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions

## ***School Closing (Continued)***

may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced via the Alert Now system and over radio stations WFGY, WQCM, WAYZ, WCHA, WGLL, WIKZ and WHAG-TV. School information is also reported on the district website ([www.cfsd.info](http://www.cfsd.info)) and on the district phone system, option 8. Reports in the morning will be between 6 a.m. and 8 a.m. If no report is heard, it can be assumed that school will be in session

## **DRESS CODE**

We strongly encourage parents to play an active role in determining how their children dress for school. Halters and tank tops are not permitted. The children are permitted to wear shorts of a conservative length during extremely hot weather. "Short-shorts" are unacceptable. However, the judgment of the elementary staff shall prevail. We feel that careless or overly informal dress may reflect a student's attitude toward learning. Have your child dress appropriately to meet projected changes in weather. Please mark your child's name on all articles of clothing and personal property. This is very important. We have many lost articles each year that are unclaimed. Head coverings should be worn only on special school-wide occasions. "Flip-Flops" are not permitted.

## **GENERAL INFORMATION**

Students are required to pay for all lost or damaged school textbooks or library books.

All third, fourth, and fifth grade students are provided with an agenda that includes an assignment calendar and a handbook. Any student who misplaces their agenda is expected to purchase a replacement.

### ***General Information (Continued)***

Parents are encouraged to visit the school and have conferences with the teachers. Visitations should be scheduled with teachers in advance. Cell phones and pager use by visitors are prohibited during class time.

Fire drills are conducted during the school year. Students are taught the proper procedure for safe and quick evacuation.

(Use of the school phone is for emergencies only.)

Anytime money is sent to school precautions against loss should be taken. All money sent with your child must be placed in an envelope. Please include the student's name, teacher, amount of money and what the money is for on the front of the envelope.

Electronic devices are not permitted at school. This would include remote control cars, CD players, radios, etc. These items are expensive and when brought to school there is always a risk of having them broken.

### **GRADING SYSTEM & REPORT CARDS/GRADES 3-5**

Students in grades 3-5 will receive a report card every nine weeks. Grades 1 and 2 also receive reports every six to nine weeks. These are to be signed by the parent and returned to the school. Teachers are expected to notify the parents of students having difficulty.

The evaluation of student achievement in grades 3 - 5 is based on the following system: A = 92-100; B = 84-91; C = 76-83; D = 68-75 E = below 68

## ***Grading System & Report Cards/Grades 3-5 (Continued)***

When retention of a student is necessary, the teacher should notify the parent of this possibility by the end of the third grading period. If the parent and teacher do not agree on this recommendation, the final responsibility for the promotion retention rests with the principal and teacher. Final decisions will be made in grades K - 3 based on grade level promotion criteria which are distributed annually to all students.

Citizenship - All students in 1st through 5th grades will receive a citizenship grade. Every student begins each grade reporting cycle with a 100%. Any faculty or staff member may recommend point deductions for infractions to citizenship guidelines and/or school rules. A list of point deductions can be found in the Discipline Policy section of the Handbook.

### **HOMEWORK**

All students need to develop sound study habits if they are to achieve their fullest potential.

When homework is assigned, please see that it is completed on time. Failure to complete the homework assignments will affect their citizenship grade and possibly their daily subject area grade. A student with consistent problems with homework completion may be required to stay for after school detention to complete work.

It is important that students have a quiet place in the home to study for tests and complete assignments. Although they may need some help, please try to encourage independent work habits.

### *Homework (Continued)*

It is also expected that children will get to bed at an appropriate time for their age level so that they can perform their best in school.

## **McCONNELLSBURG ELEMENTARY SCHOOL DISCIPLINE POLICY/CITIZENSHIP GRADING**

The intent of this discipline policy for McConnellsburg Elementary School is to provide a safe and orderly environment in which students may learn, grow, demonstrate respectful behaviors as school citizens and teachers may teach effectively. Our discipline policy emphasizes student self control, self direction, and accountability for good decision making in the management of their actions.

It is important that there be open communication between the parent and teacher and it is imperative that the parent be notified when a problem exists. Each classroom teacher will manage the classroom atmosphere with consistency and structure. When problems arise dealing with homework, classwork, or behavior the teacher will follow the procedure listed below:

- Talk with the student to determine what the underlying reason is for the behavior and deduct citizenship points.
- Follow a system of consequences and/or behavior modification.
- Parents will be contacted via note, phone call, e-mail, or disciplinary letter in situations of repeated infractions, citizenship grade reduction, and higher level infractions.

### **Citizenship Points System**

Every student will earn a citizenship grade each reporting cycle. Each new cycle (i.e. marking period, progress reporting period) begins with a

## *Citizenship Points System (Continued)*

100%. Students can earn extra citizenship points by being selected by staff as exemplifying the monthly character quality. Any faculty or staff member can recommend point deductions for infractions to citizenship guidelines and/or school rules.

When a student reaches the loss of an entire letter grade in citizenship, parents will be notified in writing. Citizenship points will be deducted according to, but not limited to, the following possible list of circumstances.

### 2 points

- Missed homework assignments (only 1 deduction per day)
- Disturbing classroom routine
- Infractions to classroom or playground rules (pulling sticks, pulling cards, etc.)

### 5 points

- 1st pink slip
- Showing disrespectful behavior

### 10 points

- 2nd - 5th pink slip
- 1st bus referral

### 15 points

- 6th - 11th pink slip
- 2nd bus referral
- Any level II offense

The third and fourth bus referral points will be deducted at the discretion of the Elementary Principal or Dean of Students.

## ***Citizenship Points System (Continued)***

All Level III offense points will be deducted at the discretion of the Principal or Dean of Students.

### **Pink Slip Procedure**

Pink slips will continue to be given when a student exhibits behavior that is harmful to him or others. Infractions are listed below, however, keep in mind, infractions are not limited to those listed.

\*Students receiving no pink slips or bus disciplinary referrals and maintaining an A or B in citizenship will be rewarded at the end of each marking period with school-wide activities.

\*Students in 1st through 5th grades, maintaining an A or B average in citizenship for each grading period during the entire school year will be rewarded with an additional fieldtrip activity at the end of the school year.

#### **Level I**

- Physical behaviors: (such as: hitting, kicking, biting, pinching, spitting, tripping, throwing objects)
- Stealing
- Foul language
- Forgery
- Bullying
- Defiant behavior

Cumulative Consequences for Pink Slips (in addition to points deductions):

- First and Second Pink Slip will be warnings to the student
- Third Pink Slip - written notification to the parent
- Fourth Pink Slip - written notification to the parent

### ***Pink Slip Procedure (Continued)***

- Fifth Pink Slip - three days of after school detention
- Sixth Pink Slip - 1 day of in-school suspension (ISS) and loss of recess for five days
- Seventh Pink Slip - 1 day of ISS and loss of all privileges for 5 days
- Eighth Pink Slip - loss of all privileges for a two week period
- Ninth Pink Slip - continuation of no privileges, referral to counselor
- Tenth Pink Slip - 3 days of out-of-school suspension (OSS)
- Eleventh Pink Slip - Loss of class field trip.

Any additional pink slip will result in additional days of OSS and a conference with the parent, Dean of Students, and Principal.

### **Level II**

Fight: any conflict between two or more individuals that results in physical contact with the intent to harm.

(Level II offenses result in a 15 point deduction in the citizenship grade.)

Consequences for fighting:

First Offense: 1 day of in-school suspension (ISS)

Second Offense: 3 days of suspension, in or out at the discretion of the Dean of Students or Principal

Third Offense: Parent, student meeting with the Dean of Students and Principal, possible referral to TOUCH or an outside agency for counseling.

### **Level III**

These are the most serious offenses that a student can commit in the elementary school. Offenses at this level are always handled with the intervention of the principal.

### *Pink Slip Procedure (Continued)*

Examples of Level III Offenses:

physical acts against teachers, or other school personnel  
leaving school without authorization  
committing illegal acts, vandalism, using or possessing controlled substances or materials on school property, i.e. tobacco, alcohol, drugs or look-alikes, knives or weapons  
attack on school personnel or other student  
verbal or written threats that could result in serious physical harm

Consequences will be determined on an individual basis including the following:

Notification to parents  
Consultation with the Superintendent  
Notification to State Police with possibility of arrest  
Suspension or expulsion depending on the nature of the act

Level III Offenses will result in a loss of citizenship points that are at the discretion of the Elementary Principal and Dean of Students.

### **ALTERNATIVE PLACEMENT**

Alternative educational placement may be assigned by the administration for Level III offenses or continued infractions of lower level offenses of the Elementary School Disciplinary Policy.

### **AFTER SCHOOL DETENTION**

It shall be the policy of the Central Fulton District to permit the use of after school detention as a disciplinary measure. After school detention shall consist of a student remaining at school after regular

### *After School Detention (Continued)*

school dismissal for a period of time approximating the length of one class period, and may vary from one to five days in duration.

Students involved in after school detention shall be under the supervision of the building principal or someone designated by the principal. Students will be provided with a suitable place to do homework or other assignments. Students who are being assigned to after school detention shall be so informed at least one day in advance. Notification shall be mailed to their parent or guardian.

Transportation home following after school detention shall be the responsibility of the student and his/her parent or guardian. In the event the parent does not provide transportation, a fee may be charged.

It is intended that the primary use of after school detention shall be for those students who violate the standards of conduct outlined under Level II or Level III offenses. It also may be assigned at the discretion of administration and the classroom teacher for chronic infractions of classroom homework policies.

Additionally, it may also be used for primary level students in place of in-school suspension. Five days of after school detention shall equal one day of in-school suspension.

### **IN-SCHOOL SUSPENSION**

In-school suspension may be utilized as an appropriate response to Level II or Level III offenses.

### ***In-School Suspension (Continued)***

A student who has been assigned to in-school suspension will spend an entire day in the ISS room completing assignments. The student will eat lunch in the room and will be escorted to the restroom.

The duration of in-school suspension may vary from one to four days.

For students in kindergarten in-school suspension will not be utilized. Kindergarten students will be assigned out of school suspension days.

Any student assigned to ISS may not participate in any intramural activities during the suspension.

### **BREAKFAST & LUNCH PROGRAM**

Nut and Peanut Free!

McConnellsburg Elementary School is a peanut free school. Due to student allergies, all snacks and food brought to school for the purposes of packed breakfasts, lunches or snacks must be nut free. This includes packed lunches on field trips as well.

Our school participates in the national free/reduced lunch program. On the first day of school your child will receive either a letter saying that they are pre-approved or else an application for you to complete if you wish to apply for these benefits. If you do not want to apply there is no need to return the application.

If your child was eligible for free or reduced meals last year we can allow him/her to go thru as free or reduced for up to 10 school days. This should give you ample time to complete your new application and return it to us.

## ***Breakfast & Lunch Program (Continued)***

Breakfast - 7:30 a.m. - 8:15 a.m.

4K - eat @ 9:15 a.m.

\$.85 - paid student (proposed)

\$.30 - reduced student (proposed)

\$1.35 - Adult

Lunch - 11:15 a.m. - 1:00 p.m.

\$1.35 - 4K and 5K (proposed)

\$1.50 - 1st thru 5th (proposed)

\$.40 - reduced student

\$2.75 - adult

Breakfast - Breakfast is available each morning for all our students. Those students eating breakfast are permitted to exit the school bus earlier than those not eating. They should report directly to the cafeteria for breakfast; there is no need to report to the individual classroom until they are finished with breakfast.

Lunch - Lunch begins at 11:15 a.m. and ends around 1:00 p.m. Each grade has an assigned time to report to lunch. We welcome parents and grandparents who come in and eat lunch with their children. This gives them a chance to become acquainted with us and our program. If you decide to come in for lunch, don't forget to let us know that you are coming. Please send a note with your child or call the office to request a meal. We look forward to seeing you sometime this school year.

### **CAFETERIA RULES GRADES 1-2**

- Make sure you get all food from the line the first time through.

### ***Cafeteria Rules Grades 1-2 (Continued)***

- No extra food is permitted to be purchased.
- Go directly to your seat w/tray and then return for condiments w/plate only.
- Once you've taken your seat you must ask permission to leave it.
- You must leave the tables and floors clean and uncluttered.
- No food is to be taken out of the cafeteria.
- No soda is permitted with school meals.

### **CAFETERIA RULES GRADES 3-5**

- You may go through the line only once. Buy extra sandwiches, fries, etc. as you go through the first time.
- Cookies, brownies, etc. may be bought only after you've eaten all your lunch and you receive permission from the cafeteria supervisor.
- Once you've taken your seat you must ask permission to leave it.
- You must leave the tables and floors clean and uncluttered.
- No food is to be taken out of the cafeteria.
- No soda is permitted with school meals.

### **RECESS RULES**

Recess is considered a privilege and can be restricted or removed if deemed necessary by teacher or administration. Students are expected to play in a safe, cooperative manner. Teachers at each grade level discuss expected recess behaviors with all students. Recess rules are enforced by the grade level supervisor.

## BUS REGULATIONS & BEHAVIOR

Riding the bus is a privilege. Improper conduct on the buses can result in this privilege being suspended or denied. Teachers must be given written notification of any bus changes.

The school bus driver has the responsibility to maintain discipline on the bus. This control shall be exercised without the use of physical punishment. Whenever the bus driver feels there is sufficient misconduct on the part of a student, he shall report the infraction to the Elementary Principal by filing a School Bus Referral form.

\*Students receiving school bus referrals are not eligible for school wide disciplinary reward activities. Bus referrals result in points deductions from the citizenship grade.

### **Infractions to be reported:**

- Improper boarding/departing procedure
- Bringing articles aboard the bus of injurious or objectionable nature
- Failure to remain seated
- Refusing to obey bus driver
- Pushing/tripping
- Hanging out of windows
- Throwing objects
- Lighting matches
- Spitting/Littering
- Unnecessary noise
- Tampering with bus equipment
- Rude, discourteous and annoying conduct
- Others

## ***Bus Regulations & Behavior (Continued)***

### **More serious infractions:**

- Possession of weapon
- Consumption, possession, or being under the influence of alcohol or drugs
- Terroristic threats
- Assault on the driver
- Fighting
- Smoking
- Destruction of property
- Opening the emergency door except in case of emergency
- Throwing or shooting any kind of the following: rubber bands, pea shooter, straws, water guns, etc.
- Throwing things out of window
- Any action construed to be sexual harassment

The first infraction shall result in a notice to student, student's parents and driver. This notice shall note the infraction and the consequences of a second offense.

The second infraction shall result in a suspension of riding privileges for three (3) days. Students, parents and driver shall be informed by a second notice.

After the third infraction, suspension of a minimum of one (1) week shall be given. Students and student's parents shall be informed that a fourth infraction shall mean loss of privileges for the remainder of the year.

When a student goes through the bus referral process and loses his/her bus riding privileges, days off the bus will be counted only when

## ***Bus Regulations & Behavior (Continued)***

the student is in school. Days absent will not count towards suspended days of bus riding privileges.

Students involved in such incidents on the bus shall lose their riding privileges during periods of in-school suspension. Students involved in destruction of bus property shall lose their riding privileges until restitution for the property is made. Parents shall be notified as soon as possible. Both student and parents shall be informed of what will occur if the infraction occurs a second time.

### **Unauthorized Entry of School Buses:**

Like the captain of a ship, the school bus driver is responsible for efficient and economical operation, passenger and vehicle safety, and order, and discipline. While children are on the bus, their safety is in the driver's hands. Accordingly, only the driver and authorized school personnel are permitted to board a school bus. In accordance with Title 18, Crimes and Offenses, a person who enters a school bus without prior authorization of the driver or a school official, with the intent to commit a crime or disrupt or interfere with the driver, or who refuses to disembark after being ordered to do so by the driver, commits a summary offense which carries a fine and prosecution. Legislation is pending to make this offense a misdemeanor of the third degree which will carry much tougher penalties.

### **4K Transportation:**

A parent/guardian, or an adult designated by the parent/guardian, must be present when the child enters the transportation vehicle, and when he/she discharges from the vehicle in the afternoon. If an adult is not present in the morning, and the child is waiting at the bus stop, the child should be brought to school in the interest of the child's safety. The parent/guardian should be called immediately by the

## ***Bus Regulations & Behavior (Continued)***

building principal. If an adult is not present in the afternoon, the child should be brought back to school and the parent called immediately by the building principal or his/her designee to come pick up the child.

### **BUS VIDEO CAMERAS**

In accordance with Board of Education policy, video observation systems have been placed in all district contracted buses. The district believes that the presence of video cameras in school buses will enhance student safety and well being, and will help ensure compliance with appropriate rules. The district's policy on use of video cameras outlines the procedures for taping, screening, and viewing.

### **FIELD TRIPS**

Field trips are provided for each grade by PTSO. These educational trips are held for the students of that grade. Chaperones are chose by the individual class teachers. It is strongly encouraged that this be a special day for that student, therefore siblings who are not members of the class/group may not become part of the trip or group at the activity. In the event that parents attend by personal vehicle, a release roster must be signed in order to bring any student home by private vehicle at the end of the day's activities.

### **STUDENT ASSISTANCE PROGRAM (SAP)**

SAP is designed to improve the quality of education at Central Fulton School District by providing assistance to students troubled by emotional or drug and alcohol related problems. Using school faculty and community resources, SAP focuses on identifying student behavior

### ***Student Assistance Program (SAP) (Continued)***

which adversely affects learning. Students are then confronted with these behaviors and taught alternative methods to achieve success.

### **DRUG FREE WORKPLACE AND CAMPUS**

The district shall make every effort to maintain a drug free workplace and campus through the implementation of the Drug and Substance Abuse Policy. The misuse of drugs by students is addressed by the discipline policies of the McConnellsburg Elementary School.

### **USE OF DRUG DETECTING DOGS**

The Central Fulton School District has created a partnership with the Pennsylvania State Police which will authorize the use of Drug Detecting Dogs at McConnellsburg High School and at the Elementary School. All students need to be aware that the searches will be periodic and unannounced and will include all lockers and vehicles on school property.

### **APPROPRIATE USE OF COMPUTER NETWORK**

The Central Fulton School District has adopted policy regarding appropriate use of computer networks. There are specific guidelines in which students are required to follow.

When your child is permitted to use these networks for educational purposes a contract will be sent home with specific guidelines for both you and your child to review and sign.

## WEAPONS POLICY

The Federal Gun-Free School Act of 1994 requires educational agencies to expel from school for a period of not less than one year any student who is determined to have brought a gun to school. (An exception is made for students with disabilities under either the Individuals with Disabilities Education Act (IDEA) and/or Section 504 of the Rehabilitation Act (Section 504) who can be expelled for only 45 days.) The State Act 26 (Safe School Act) requires school districts to expel, for a period of not less than one year, any student who is determined to have brought a weapon onto school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. The Central Fulton School District adopts as its policy the mandates of the Federal and State laws.

The Superintendent may recommend discipline short of expulsion on a case-by-case basis. In doing so, the following guidelines will be followed:

- The minimum discipline that can be recommended is a 10 day out of school suspension.
- A gun or firearm violation will result in maximum expulsion as stated in the federal Gun-Free School Act of 1994 unless the following criteria justify other punishment.
- A complete review of the student's discipline record will occur. Past behavior records will be used as criteria in the recommendations.
- The circumstances of the incident will also be used as criteria in the recommendations.

## ***Weapons Policy (Continued)***

### Procedures:

- The State Police will be called to investigate the incident as required by the Acts and to prosecute through the Juvenile Justice System.
- The weapon will be confiscated and turned over to the police.
- All incidents will be reported to the Pennsylvania Department of Education in accordance with Act 26
- Immediate 10 day out of school suspension
- Expulsion Hearing will be held before the full Board of School Directors as required by Pennsylvania School Code.
- If a parent or guardian of a child with a disability requests a due process hearing, the child shall remain in an alternative educational setting during the pendency of any proceedings conducted unless the parents and School District agree otherwise.

### **Persuant to Act 26**

- "Weapons" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool.
- Whenever a pupil transfers from another school entity, a certified copy of the student's disciplinary record shall be

## *Weapons Policy (Continued)*

required from the sending school. Central Fulton School District will continue the enforcement of expulsion for any student presently serving a term of expulsion due to a weapon's violation.

- A parent or guardian wishing to transfer a student to the Central Fulton Schools must sign a release of information form for all educational and discipline records from the sending school, at the time admission to the school is requested.
- The parent, guardian or other person having control or charge of a student shall upon registration provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school of this Commonwealth or of any other state for any act or offense involving weapons, alcohol or drugs or the willful infliction of injury to another person or for any act of violence committed on school property. This registration shall be maintained as part of the student's disciplinary record. A record of all weapon's violations will be maintained on all incidents that will include, but not limited to:
  - age and grade of student
  - name and address of school
  - circumstance surrounding the incident, including type of weapon
  - sanction imposed by the school
  - notification of law enforcement (case number)
  - remedial programs involved
  - arrests, convictions and adjudication if known

## ***Weapons Policy (Continued)***

-the parental involvement required

### REFERENCES:

Federal Statute - Gun Free School Act of 1994

Pennsylvania State Statute - Act 26 of 1995

## **ELEMENTARY LIBRARY**

The elementary library is open from 8:00 a.m. - 3:30 p.m. every school day. Any student in the school may check out a new library book during library class each week or any day from 8:00-8:30 a.m. Students in grades 4-5 are permitted to borrow 2 library books per week, while students in grades K-3 are permitted 1 library book at a time.

However, if completing research for a school report, students may borrow additional library books if needed.

A library fine of \$.02 per day is assessed to the student upon failure to return his/her library book. This fine applies only to those students in grades 4-5. If a student fails to return a library book, the full price of the book will be charged to the student.

The elementary library is currently using an automated circulation system. All of the books are bar coded with a label which allows the student to borrow a book by using the computer system. The cost to replace a damaged bar code label is \$1.00. The students also can search for their books by using a computer to locate titles, subjects, or favorite authors.

Additional computers are available in the library for student usage. Students can use the computers for research, for compiling reports, or just fun! A variety of software programs and CD-ROMS are available

### ***Elementary Library (Continued)***

including: encyclopedias, atlases, dictionaries, storybooks, art programs, reading, math, social studies and science programs, and many challenging games.

Many students have donated a book to the library in honor of their birthday, a special person, or just a favorite book of their choice. If you are interested in this book donation program, please contact us. A nameplate will be placed in the book in honor of your child.

The Accelerated Reader program is a computerized program in which the students read a book and answer questions on the computer about the story. The student earns points according to the book's reading level and length. The elementary library awards prizes at different point levels to the students. Book Fair profits are used to purchase these prizes.

### **SCHOOL HEALTH SERVICES**

If your child is ill, keep him/her home. Do not send your child to school if their temperature is 100 degrees or higher.

A School Nurse and/or Health Room Technician are on duty during the regular school day. If there is an illness or injury serious enough that the child must go home, the parents will be called.

Please complete the Emergency Information Update form that is sent home at the beginning of the school year. Please notify the nurse when any information changes throughout the school year; including new health conditions, allergies, medications, and phone numbers.

## *School Health Services (Continued)*

The Pennsylvania State Health Law mandates annual vision screening for all students; annual hearing screening for students in grades K, 1, 2, 3, 7, and 11; a dental examination for students in grades K, 3, and 7; and a physical examination for students in grades K, 6, and 11. Annual heights and weights are recorded for all students.

Each year the school dentist and physician come to the school to complete the mandated exams for those students without private exams. If the completed private forms are not returned for your child by the date the exams are scheduled, they will receive their exams by the school dentist or physician.

Students that have not returned their physical paperwork by the completion of their first year or grades 6 or 11 will not be permitted to attend school the following school year until it is returned.

A properly documented immunization record is needed at the time of registration.

No child will be admitted to school unless all of the state required immunizations are met. The requirements are:

- 4 doses of tetanus and diphtheria, given as DTP/DtaP/DT/Td (1 dose after 4th birthday)
- 3 doses of polio (1 dose after 4th birthday)
- 2 doses of MMR (measles, mumps, rubella)
- 3 doses of hepatitis B (properly spaced)
- 2 doses of varicella (chickenpox) or history of disease (2nd dose needed by 2010-2011)

Children entering 7th grade in 2011-2012 will need:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)

## *School Health Services (Continued)*

- 1 dose of meningococcal conjugate vaccine (MCV)

These requirements allow for medical reasons and religious beliefs, as long as paperwork is filled with the school nurse for exemptions. If your child is exempt from immunizations, they will be removed from school during an outbreak.

## **MEDICATIONS**

It is the procedure of the Central Fulton School District to administer prescription and non prescription medication only when absolutely necessary. Emergency medication must be provided by the parent/guardian for those students that require emergency medication to be kept at school.

If it is necessary to take medication at school the followings steps must be taken:

- All prescription and over-the-counter medications require a doctor's order.
- A Medication Order Form must be obtained from the nurse's office and filled out by the doctor.
- The parent/guardian must sign the Authorization on the Medication Order Form.
- The Medication Order Form must be returned to the nurse's office with the doctor's order completed and the Authorization signed by the parent/guardian.
- Asthma inhalers must also have an Asthma Action Plan completed by the physician and signed by the parent/guardian. This form can be obtained from the nurse's office. Students with severe asthma may need to carry their inhalers with them; this will be permitted with a

## ***Medications (Continued)***

- doctor's order. The student must report to the nurse's office immediately following the use of the inhaler.
- Students with bee sting allergies need to have a Bee Sting Allergy Action Plan. This form can be obtained from the nurse's office.
  - Students with diabetes need to have a Diabetes Action Plan. This form can be obtained from the nurse's office.
  - Prescription and over-the-counter medication must be in the original container. Inhalers and EpiPens must be in their original box. (The pharmacy can provide an extra labeled container for prescription medications.) Sending medications in a plastic bag, envelope, or other container is not acceptable and will not be administered to the student. The parent/guardian must bring the medication to school. It is the student's responsibility to come to the nurse's office to receive their medication. The school and its staff are not responsible for the benefits or consequences of the prescribed medication.

## **PEDICULOSIS POLICY**

As soon as possible in the school year, all elementary children will be examined for lice or nit infestation by school personnel designated responsible for the task. Secondary students who have a direct relationship or link with an elementary student found to have lice or nits will be examined.

Those children found to have lice or nits are to be sent home immediately with information regarding lice treatment and nit removal.

### ***Pediculosis Policy (Continued)***

Children returning after lice treatment and/or nit removal will need to be examined by the designated school personnel prior to re-admission to the classroom. Children returning after lice treatment must be brought to school by a parent or guardian so that if they are not nit-free, they can be sent home immediately.

Parents of children found to have lice or nits shall be given 5 school days to remedy the situation. During this period of treatment, students shall be considered legally absent. Absences beyond five days shall be considered illegal.

### **CUSTODY**

It is necessary that the school records be accurate and current regarding custody and visitation privileges in cases where a student's parents are divorced or separated. In cases where there is a possibility of conflict with visitation rights, attendance at conferences and removal of a student from school by parents not having custody, please send a copy of the legal document.

### **ATTENDANCE**

Any child between the age of 8 and 17 years or who has entered school at an earlier age shall be required to attend school regularly during the entire school year except as amended by Section 1330 of the Pennsylvania School Code of 1949.

Regular attendance shall be defined as attending school for the full day on each day during which school is in session. Students are expected to attend all sessions unless properly excused by school authorities.

### *Attendance (Continued)*

Legal excuses for not attending school shall be limited to: illness of pupil, quarantine, impassable roads and "exceptionally urgent reasons" that affect the child. All other reasons for not attending school until graduation from high school or the age of 17 shall be considered as unexcused and/or unlawful unless the absence is approved by the administration and in accordance with the Pennsylvania School Code.

After a student under 17 years of age has accumulated 3 days of illegal absences, a legal notice will be sent to the parent or guardian. The first notice is a reminder that the 3 illegal days have been used. For any illegal absence thereafter, formal charges will be brought against the parent or guardian in accordance with state rules and regulations on school attendance.

All children returning to school after an absence must bring a written excuse signed by the parent or guardian stating the reason for the absence. A student who has been absent should present a written excuse to his/her teacher the first day that he/she returns. All students must have their written excuse turned in by the third day of their return or the day of absence will be marked illegal and/or unexcused. A student who has been absent from school due to illness for 3 consecutive days must present a doctor's certificate upon return to school or the absence will be considered illegal.

A student who has missed 10 days will be sent a warning letter that will note the number of days missed. It will also explain that a doctor's excuse will be necessary for any days missed beyond 15. The doctor excuse must be signed, dated and state that the student was seen by a doctor.

### *Attendance (Continued)*

A student who has missed 15 days or more of school, including days missed for educational trips, will be sent a letter explaining that a doctor's excuse must be presented for all absences beyond the 15 days or the absences will be marked unexcused for all students, and illegal for those under 17 years of age. Events such as hospitalization, surgery or extended illness will be taken into consideration with numbers 3 and 4.

Student educational trip - All educational trips must be submitted 2 weeks prior to the trip. The student must see their teachers prior to the trip to make arrangements for work that will be missed. A journal concerning the activities of the trip will be submitted within 5 days. A maximum of 7 days per year will be permitted for educational trips. A student shall be allowed one day's excused absence to attend the State Farm Show if the student has received prior permission from the Elementary School Principal and/or administration. The parents of the student shall write a letter to the Elementary School Office requesting the permission.

Requests for dismissal from school before the regular dismissal hour will be approved at the discretion of the principal or someone designated by her.

Any student who missed 20 or more days of school may be denied credit for that year's courses, unless the parent or guardian can present evidence that the excessive absences were for medical reasons. A letter will be sent to the parent to appear before a review board consisting of the principal, superintendent, and the board's designated hearing committee. A written explanation from his/her doctor explaining the excessive absences is to be presented at the meeting.

### *Attendance (Continued)*

A student returning to school with an absence marked "personal reasons" shall have the absence declared unlawful, unless a verified reason is given to the principal.

Affidavits shall be secured on school district forms from the legal representative of any student whose residence is questionable. The affidavit must be submitted to the superintendent. The legitimacy of the affidavit will be determined by the district solicitor.

After 5 days of unexcused tardies, written notification will be sent to parent/guardian. Any additional unexcused tardies could result in after school detention to make up work. (Examples of unexcused tardies: late, overslept).

#### Definition of terms:

Excused Absence - the absence of a pupil for any of the following reasons:

1. Illness
2. Quarantine
3. Death in the immediate family
4. Impassable roads
5. Excused upon a farm or domestic service emergency permit
6. Exceptionally urgent reasons which affect the child and ordinarily do not include work at home.

Unexcused Absence - Unexcused absence is the absence of a pupil for one of the following reasons:

1. Absence through parental neglect
2. Illegally employed
3. Truancy

## *Attendance (Continued)*

Unlawful absence - unexcused absence is unlawful absence for all pupils of compulsory school age. Unlawful absence is always an unexcused absence.

Tardy - shall mean the missing of a portion of a day up to  $1\frac{1}{2}$  hours in length. (exc. Tardy - doctor or dental appt. Unexcused Tardy - late, overslept).  $\frac{1}{2}$  day absence - shall mean the missing of more than  $1\frac{1}{2}$  hours of a school day. Any portion of a day missed beyond 3 hours will be recorded as a full day. (This also pertains to students being sent home by the school nurse.)

Temporary Suspension - shall mean exclusion from school for an offense for a period of up to 3 school days, by the principal, without a hearing, in accordance with the policies of school directors.

Full Suspension - shall mean exclusion from school for an offense for a period of up to 10 days, after an informal hearing before the principal if offered to the student and the student's parents, in accordance with policies established by the board of school directors. Local policy has set a hearing with the student and student's parents, principal and school board or its designated committee as mandatory for a suspension over 10 days.

Expulsion - shall mean exclusion from school for an offense for a period exceeding 10 school days, and may be permanent expulsion from the school rolls. A full due process hearing is required before the full board of directors.

In-School Suspension - is temporary in nature. It differs from the regular program in that there is lack of movement from class

### *Attendance (Continued)*

to class and involves loss of privileges, such as recess and intramural. It nevertheless provides the student with planned and supervised instruction.

Under the Compulsory School Attendance Act, the Pennsylvania School Law mandates regular school attendance. Therefore, School attendance will be expected and it will be enforced according to law.

### **TITLE 1 PARENT INVOLVEMENT PLAN**

It is the goal of Central Fulton School District to develop and maintain strong partnerships with parents of our children. The school and parents must work collaboratively to improve student achievement and develop positive attitudes about self and school.

An important aspect of the home-school partnership is the relationship between teacher and parent. Teachers are professionals who manage a variety of instructional resources. Parents are an essential resource in the learning process of their children. Support from the school board and administrators enable teachers to effectively develop the partnership.

The intent of this policy is to strengthen the activities already in place as well as generate new and creative ideas in which to foster this partnership.

Policy: The partnership between home and school will be supported by: A committee of parents, teachers and administrators to guide overall program efforts and serve as a home-school partnership network. Staff development will be conducted in the areas of communication with parents, supporting students with difficulties.

## ***Title 1 Parent Involvement Program (Continued)***

Central Fulton School District believes: Every aspect of the school climate is open, helpful and friendly. Communication with parents must occur frequently and be two-way. Parents are treated as collaborators in the educational process. Parents are encouraged to share in decision-making. Volunteer participation from parents and the community is essential. It has a responsibility to develop and foster a partnership with all families in the school. Parents should be provided with information such as school performance profiles, and individual assessment results for their child. Descriptions and explanations of curriculum in use, forms of assessment and proficiency levels should readily be made available to parents.

### **Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students**

(Revised July, 2011)

#### **Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional

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***Notice to Parents (Continued)***

information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is considered when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the

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***Notice to Parents (Continued)***

mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact your educational agency.

**Evaluation Process**

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit staff.

**Consent**

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, [www.Pattan.net](http://www.Pattan.net) or your educational agency. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

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**Notice to Parents (Continued)**

**Program Development**

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

**Confidentiality of Information**

The SDs, IUs and CDs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally

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identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

**INTERMEDIATE UNIT**

Tuscarora Intermediate Unit 11  
2527 US Hwy 522 S  
McVeytown, PA 17051

**SCHOOL DISTRICT OFFICES**

Central Fulton School District  
151 East Cherry Street  
McConnellsburg, PA 17233-1400

Forbes Road School District  
Forbes Road High School  
159 Redbird Drive,  
Waterfall, PA 16689

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Huntingdon Area School District  
Administrative Office  
2400 Cassady Avenue, Suite 2  
Huntingdon, PA 16652-2602

Juniata County School District  
Administrative Office  
75 South Seventh Street  
Mifflintown, PA 17059

Juniata Valley School District  
Juniata Valley High School  
7775 Juniata Valley Pike, PO Box 318  
Alexandria, PA 16611

Mifflin County School District  
Administrative Building  
201 Eighth Street, Highland Park  
Lewistown, PA 17044

Mount Union Area School District  
Administrative Center  
28 West Market Street  
Mount Union, PA 17066

Southern Fulton School District  
Southern Fulton High School  
3072 Great Cove Road, Suite 100  
Warfordsburg, PA 17267

Southern Huntingdon School District  
So. Huntingdon County High School  
10339 Pogue Road  
Three Springs, PA 17264-9730

Corrections Education  
Trough Creek Youth Forestry Camp #3  
4534 Tar Kiln Road  
James Creek, PA. 16657

**CHARTER SCHOOLS**

New Day Charter School  
256 South 5th Street.  
Huntingdon, PA 16652

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***Notice to Parents (Continued)***

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

Tuscarora Intermediate Unit 11 - Special Education Services	Ms. Sandi Dinardi 814-542-2501
Central Fulton School District	Ms. Ginger Thompson 717-485-3195
Forbes Road School District	Ms. Robin Whitsel 814-685-3865
Huntingdon Area School District	Ms. Kelly Lawler-Zurybida 814-641-2104
Juniata County School District	Dr. Elise Hazel 717-436-2111
Juniata Valley School District	Ms. Kim Connelly 814-669-4401
Mifflin County School District	Ms. Tracey Jones 717-248-0148
Mount Union Area School District	Ms. Dianne Thomas 814-542-8631
Southern Fulton School District	Ms. Diane Younker 717-294-3400

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***Notice to Parents (Continued)***

Southern Huntingdon County School District Ms. Stacey Miller 814-448-3411

Huntingdon County Prison Ms. Kelly Lawler-Zurybida 814-641-2104

Juniata County Prison Dr. Kay Shehan Hughes 717-436-2111

Mifflin County Prison Mr. Edward Curry 717-248-0148

Juvenile Corrections Mr. Ronn Bargiel 814-658-4024

Early Intervention Programming Ms. Diane Galbraith 814-542 2501

School-Age Programming Ms. Fran Merrifield 814-542-2501

Non-Public Schools Located in IU 11 Ms. Linda Dell 814-542-2501

New Day Charter School Ms. Daryl Smith 814-643-7112