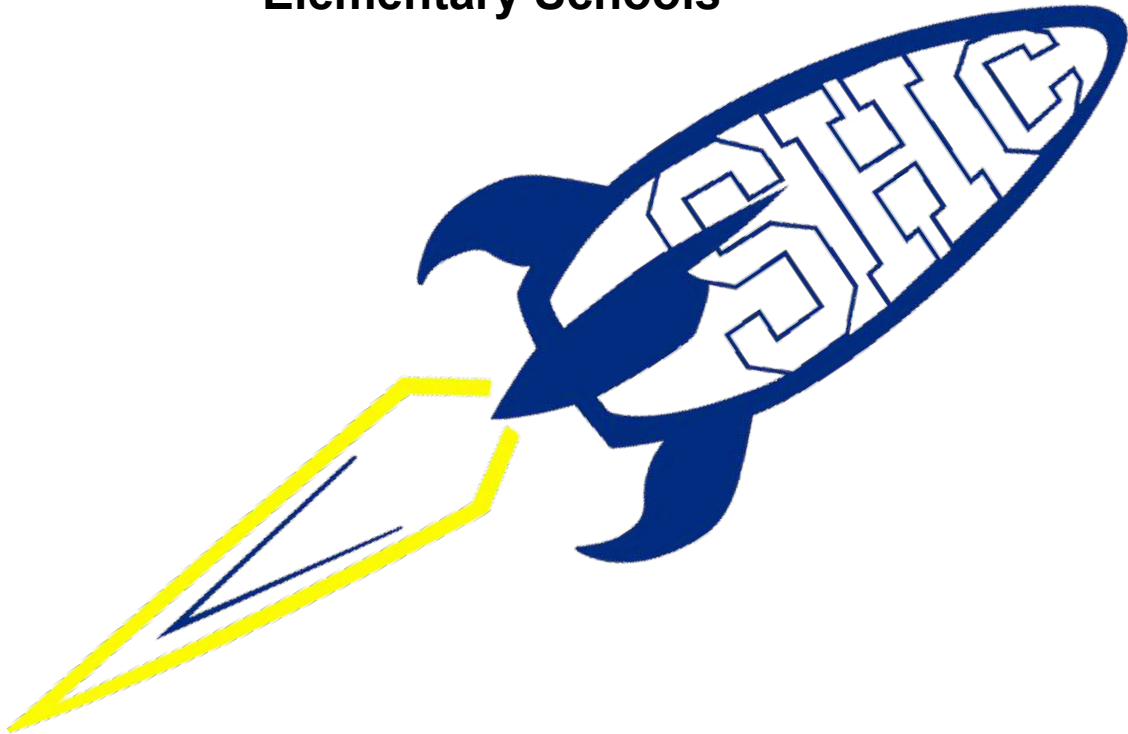


**Student and Parent Handbook  
2022-2023**

**Southern Huntingdon County  
Elementary Schools**



**“Home of the Little Rockets  
Southern Huntingdon County  
Elementary Schools  
Student and Parent Handbook**

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

Telephone Number for all offices:  
(814) 447-5529

**Administration**

**Mr. Dwayne Northcraft  
Superintendent**

**Mrs. Hillary Lambert  
Business Manager**

**Mrs. Kathy Cutchall  
Elementary Principal**

**Mr. Jordan Yarwood  
Curriculum Coordinator/Truancy Officer**

**Mr. Brent Stoltzfus  
Director of Special Education**

**Mr. Sean Cummins  
High/Middle School Principal**

**TBA  
School Psychologist**

## **CONTACTING OUR ELEMENTARY SCHOOLS**

**Rockhill Elementary School**  
**Frances Thomas, Head Teacher**

**Shade Gap Elementary School**  
**Paula Gozikowski, Head Teacher**

**Spring Farms Elementary School**  
**Christina Cavanaugh, Head Teacher**

## **SOUTHERN HUNTINGDON COUNTY SCHOOL BOARD MEMBERS**

President                      Mrs. Candace Sonnenberg

Vice-President              Mr. Frank Hooper

Board Secretary  
(Non-Member)              Mrs. Donna Clark

Treasurer:  
(Non-Member)              Mrs. Hillary Lambert

Board Members:              Mr. Todd Griest  
   Mr. Jerry Hammons  
   Mrs. Heather McClure  
   Mrs. Tammy Park  
   Mrs. Nicole Reasner  
   Mr. Dennis Scott  
   Mrs. Angela Watkins

### **Board Meetings:**

- SHC High School/Middle School Library
- 7:00 PM
- Scheduled for the third Tuesday of the month

The Southern Huntingdon County School District includes the following boroughs and townships:

Cass Township	Shade Gap Borough
Cassville Borough	Springfield Township
Clay Township	Tell Township
Cromwell Township	Three Springs Borough
Dublin Township	Orbisonia Borough
Rockhill Borough	Saltillo Borough

# **Letter to the Students and Parents**

**Dear Students and Parents,**

**It is my pleasure to welcome you to The Southern Huntingdon County Elementary Schools. The teachers and staff join me in saying we are happy to have you as part of the Southern Huntingdon County Elementary Schools family. We hope this will be a successful and satisfying year for you.**

**The pages of this handbook are filled with information about your child's school. Please read through the entire handbook. I suggest that parents and pupils read it together. Feel free to ask your teacher, guidance counselor, or myself for additional information on or an explanation of the material in this handbook.**

**Be sure to acquaint yourself with the faculty and staff members listed on the preceding pages. These are the teachers and other staff who are here to help you get the most out of your years while attending the Southern Huntingdon County Elementary Schools.**

**Please remember that two-way communication between parents and teachers are vital to the success of students. If you have a concern, please be sure to contact your child's teacher.**

**We look forward to working with you.**

**Sincerely,**

**[Mrs. Kathy Cutchall](#)**

**Mrs. Kathy Cutchall  
Elementary Principal**

## **FACULTY AND STAFF INFORMATION SHEET**

### **ROCKHILL ELEMENTARY**

Mrs. Kathy Cutchall	Elementary Principal
Mr. Jordan Yarwood	Curriculum Coordinator/Truancy Officer
Mr. Brent Stoltzfus	Director of Special Education
Mrs. Ashley Moyer	Kindergarten
Mrs. Bessie Atherton	1 <sup>st</sup> Grade
Miss Larissa Leonard	1 <sup>st</sup> Grade
Mrs. Carey Grove	2 <sup>nd</sup> Grade
Mrs. Kimberly Whitsel	2 <sup>nd</sup> Grade
Miss Gina Angelo	3 <sup>rd</sup> Grade
Mrs. Julie Shaver	3 <sup>rd</sup> Grade
Mrs. Alisha Hann	4 <sup>th</sup> Grade
Miss Jill Varner	4 <sup>th</sup> Grade
Mrs. Michele Sheeder	5 <sup>th</sup> Grade
Mrs. Michaela Yoder	Primary Learning Support
Miss Marsha Wright	Intermediate Learning Support
Mrs. Frances Thomas	Title 1 Reading / Head Teacher
Ms. Julianna Wert	Speech / Language
Mrs. Katie Shields	LPN Nurse
Mrs. Kelly Dick	Guidance Counselor
Mr. Toby Dick	Itinerant Learning Support
Ms. Olivia Medellin	Physical Education / Health
Ms. Andrea Darby	Art
Miss Amanda Spotts	Library
Mrs. Melinda Stevens	Music
Mr. Justin Robinson	K-8 Instructional Coach
Mrs. Rebecca Fish	Elementary Principal's / Building Secretary
Mrs. Tonya Smith	Afternoon Building Secretary
Mrs. Cathy Gilliland	Para-educator
Mrs. Mary Lyons	Para-educator
Mrs. Maxine Whitsel	Para-educator
Mrs. Tara Whitsel	Para-educator
Mrs. Brenda Welch	Custodian
Mrs. Debbie Snair	Cafeteria Manager
Mrs. Holly Shehan	Cafeteria Worker
Mrs. Tammy Anderson	Cafeteria Worker

## **SHADE GAP ELEMENTARY**

Mrs. Kathy Cutchall  
Mr. Jordan Yarwood  
Mr. Brent Stoltzfus  
Mrs. Ashley Peterson  
Mrs. Beth Rose  
Mrs. Heather Hart  
Mrs. Stephanie Miller  
Mrs. Gillian Baer  
Ms. Paula Gozikowski  
Mrs. Jessica Walters  
Ms. Michelle Hunter  
Ms. Sarah Enyeart  
Mrs. Sarah Griest

Ms. Julianna Wert  
Mrs. Kelly Dick  
Mr. Toby Dick  
Ms. Olivia Medellin  
Ms. Andrea Darby  
Miss Amanda Spotts  
Mrs. Melinda Stevens  
Mr. Justin Robinson

Mrs. Brittany Krepps  
Mrs. Elizabeth Fleming  
Mrs. Bonita Appleby  
Mrs. Carol Book  
Mrs. Sandra Shoemaker  
Mr. Kevin Malandro  
Mrs. Angelette Kane  
Mrs. Bonnie Covert

Elementary Principal  
Curriculum Coordinator/Truancy Officer  
Director of Special Education  
Kindergarten  
1<sup>st</sup> Grade  
2<sup>nd</sup> Grade  
3<sup>rd</sup> Grade  
4<sup>th</sup> Grade  
5<sup>th</sup> Grade / Head Teacher  
5<sup>th</sup> Grade  
Life Skills  
Learning Support  
Title 1 Reading

Speech / Language  
Guidance Counselor  
Itinerant Learning Support  
Physical Education / Health  
Art  
Library  
Music  
K-8 Instructional Coach

Building Secretary / LPN  
Para-Educator  
Para-Educator  
Para-Educator  
Para-Educator  
Custodian  
Cafeteria Manager  
Cafeteria Worker

## **SPRING FARMS ELEMENTARY**

Mrs. Kathy Cutchall	Elementary Principal
Mr. Jordan Yarwood	Curriculum Coordinator/Truancy Officer
Mr. Brent Stoltzfus	Director of Special Education
Mrs. Cody Young	Kindergarten
Mrs. Rebecca Glunt	1 <sup>st</sup> Grade
Mrs. Tammy Steel	1 <sup>st</sup> Grade
Mrs. Cherie Helsel	2 <sup>nd</sup> Grade
Mrs. Margaret Wilson	2 <sup>nd</sup> Grade
Mrs. Tracy Crotsley	3 <sup>rd</sup> Grade
Mrs. Renee Houck	3 <sup>rd</sup> Grade
Miss Kelsey Rhodes	4 <sup>th</sup> Grade
Mrs. Geneva Spade	4 <sup>th</sup> Grade
Mrs. Christina Cavanaugh	5th Grade / Head Teacher
Mrs. Meredith Heath	5 <sup>th</sup> Grade
Mrs. Darlene Fox	Learning Support Teacher
Mrs. Katrina Best	Learning Support Teacher
Mrs. Leann Weist	Title 1 Reading
Mr. Justin Robinson	K-8 Instructional Coach
Ms. Julianna Wert	Speech / Language
Mrs. Kelly Dick	Guidance Counselor
Mr. Toby Dick	Itinerant Learning Support
Ms. Olivia Medellin	Physical Education / Health
Ms. Andrea Darby	Art
Miss Amanda Spotts	Library
Mrs. Melinda Stevens	Music
Ms. Diane Stains	Building Secretary / LPN
Mrs. Ashley Burkett	Para-Educator
Mrs. Bonnie Grissinger	Para-Educator
Mrs. Rhonda Thomas	Para-Educator
Mrs. Peggy Kern	Para-Educator
Mrs. Vicki Hamman	Para-Educator
Ms. Megan Wagner	Para-Educator
Mrs. Cara Detwiler	Custodian
Mrs. Dakota Painter	Cafeteria Manager
Mrs. Tammy Hamman	Cafeteria Worker
Mrs. Joann Wilson	Cafeteria Worker



## **HISTORY OF SOUTHERN HUNTINGDON COUNTY SCHOOLS**

The Southern Huntingdon County School System became effective on July 1, 1956. The Boards of Cass Township, Cassville Borough, Clay Township, Cromwell Township, Dublin Township, Orbisonia Borough, Rockhill Borough, Saltillo Borough, Shade Gap Borough, Springfield Township, Tell Township, and Three Springs Borough signed the Articles of Agreement.

Two high schools were consolidated under the jointure:  
Orbisonia High School, Orbisonia, PA Formed in 1891  
Saltillo High School, Saltillo, PA Formed in 1926

Construction of the new high school building in Cromwell Township began with Ground breaking on July 11, 1960. School use began with occupancy on September 1, 1962. The building was dedicated on November 4, 1962.

Four elementary centers were included in the System until 2012:

1956	Rockhill Elementary
1956	Shade Gap Elementary
1961	Spring Farms Elementary
1961--2012	Trough Creek Valley Elementary

It is interesting to note that in the course of the consolidation movement, a total of 55 one-room schools were closed in the twelve districts.

The final action to form ONE SCHOOL DISTRICT of the former existing twelve districts was mandated by law effective July 1, 1966. We now have one school district called Southern Huntingdon County School District.



## **SCHOOL DISTRICT MISSION STATEMENT**

**“Rocketing Students into their Future”**

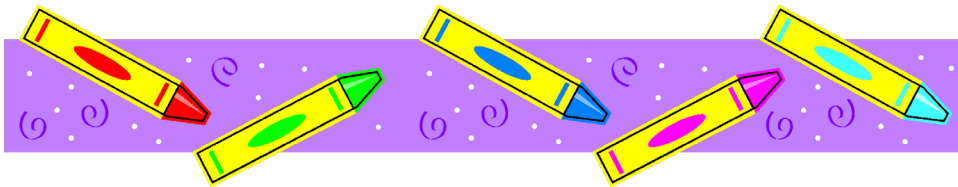
### **Vision Statement:**

We are committed to our students becoming leaders in the 21<sup>st</sup> Century, using critical thinking and interpersonal skills to succeed in a global society.

### **Shared Values:**

We believe in placing students first by:

- Striving to provide a safe, supportive and positive environment for students.
- Challenging each student equally to achieve college and career readiness skills.
- Valuing that each student can learn and contribute to society.



## **TRANSPORTING STUDENTS TO AND FROM SCHOOL**

The Board of School Directors has granted the privilege of school bus/van transportation to students who live beyond 1-1/2 miles (elementary), 2 miles (secondary) from their assigned school. The privilege is conditioned upon certain behavior expectations which are listed below. The privilege of riding a bus or van may be removed by the school principal for improper conduct. When the bus/van privilege is removed, parents have the obligation of finding alternative ways to transport their child to and from school.

1. Students will be assigned to specific buses and may be assigned seats. Changing buses or seats, once assigned, is allowed only with permission of the Business Manager or another designated person.
2. Student bus stops are designated by the Board of School Directors and may not be altered unless approved by the School Board.
3. Buses and vans will stop to pick up and dismiss passengers at designated bus stops only. No other stops are permitted unless there is an emergency.
4. When students walk along a highway to their bus stop, they must walk on the shoulder of the road on the side facing traffic. (Left side)
5. Students are expected to wait for their bus in an orderly manner. School officials have authority over students from the time they leave their home in the morning until they return in the afternoon.
6. Students will wait for their bus to come to a full stop before attempting to enter (or exit) the bus. The bus driver has the authority and is expected to regulate entry and exit of students on and off the bus.

7. The bus driver will not move the bus until all students are seated. Students must be seated when the bus is in motion.
8. Each bus has an emergency door to be used only in an emergency. Students may not use the emergency door for routine exit and entry.
9. The major responsibility of bus drivers is to complete their rounds between home and school safely and on time. Proper behavior of students is required at all times so that the drivers' attention is on the road.
10. The following behavior of students will result in disciplinary action: opening windows, throwing objects out of windows, tampering with or using the emergency exit, leaning or putting arms out of windows, eating, drinking, smoking, chewing tobacco or snuff, spitting, littering the bus, damaging  
or defacing property, rough-housing, using improper language or gestures, throwing objects, fighting and being out of your seat. In addition, any behavior not mentioned in this handbook that jeopardizes the safety of others or is deemed inappropriate by the administration, is prohibited and will be cause for disciplinary action.
11. Students must report to the bus driver any condition which needs attention to insure a safe trip.
12. The bus driver is in charge of students between pickup points at school and home. When problems arise, the bus driver will fill out a Bus Misconduct form and present it to the principal or Head Teacher. Certain behaviors and repeated minor misconduct may result in the denial of the privileges of riding a school bus/van and/or other disciplinary action.
13. Students who walk to and from school are responsible for respecting private and public property along the route. Taking short cuts across private property, littering and creating disturbances are not behaviors condoned by the school district. Walking routes may be changed by the school administration when there is evidence that private and public property or persons are infringed upon by students. Once students have been escorted across the crosswalk, students are expected to go directly home.
14. Twice each year bus drivers, in cooperation with the principal, must conduct emergency bus evacuation drills to familiarize students with proper procedures to be used in the event of an accident or other emergency. Students are expected to be attentive and cooperative during these important drills.

## PROCEDURES AT BUS STOPS

1. Be on time - others are depending on the bus to keep on schedule.
2. Always conduct yourself in an orderly manner.
3. Wait off the highway and out of the way of traffic.
4. Do not play games or chase anyone - someone may run into the street or highway in front of traffic.
5. Be sure the road is clear and wait for the driver's signal before you cross the road. Always cross in front of the bus.
6. Enter the bus promptly in an orderly manner after the bus comes to a complete stop.



## SCHOOL BUS

The use of bus transportation to and from school is a privilege, not a right.

NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE SAFETY OF HIS/HER FELLOW STUDENTS.

## **STUDENT RESPONSIBILITIES**

Students are responsible to:

1. Respect members of the community and their property, and to observe school rules and regulations and local and state laws as they journey to and from school either by walking or traveling by the school bus.
2. The following are violations of bus safety:
  - a) Discourteous behavior.
  - b) Pushing or scuffling.
  - c) Refusing to sit in assigned seat.
  - d) Eating or drinking on the bus.
  - e) Standing or changing seats.
  - f) Swearing.
  - g) Conduct that endangers lives.
  - h) Destroying bus property.
  - i) Fighting on the bus.
  - j) Obscene language.
  - k) Smoking, using tobacco, or vaping products.
  - l) Throwing any object.
  - m) Using matches or fireworks.
  - n) Distracting bus driver's attention.
  - o) Any other action that may cause distraction or disruption on the bus.

All students will abide by established rules and regulations concerning conduct on the bus.

## **PROCEDURES TO BE FOLLOWED**

When the elementary staff receives a Bus Conduct Report, generally the student is assigned a Rocket Refueling Sheet and the following procedure is followed:

First Level: After discussion of the Bus Conduct Report, the head teacher gives a warning to the student.

Second Level: The student will serve up to 3 nights detention. Also, the student will have a conference with the principal/head teacher and a letter will be sent to the parents or the guardians by the principal/head teacher telling them of the problem and stating that, on the next occurrence of any problem, the student will be denied bus privileges up to three (3) days.

Third Level: The student will have a conference with the principal, and a letter will be sent to the parents or the guardians by the principal informing them of up to a three (3) day suspension of bus privileges. The parent or guardian will be required to attend a conference with the principal, driver, and student prior to the reinstatement of bus privileges.

Fourth Level: The student will have a conference with the principal, and a letter will be sent to the parents or the guardians by the principal informing them of a minimum five (5) day suspension of the bus privileges. Depending upon the severity of the incident, the principal has the authority to suspend the student for a longer period of time beyond the minimum suspension and the student could be suspended from riding the bus for the balance of the school year.

The principal/head teacher will determine the appropriate action to be taken and the above steps are to be followed. The severity/frequency of the offense will determine the action that is taken. He/she is authorized to move directly to the highest level of discipline when a criminal offense

occurs such as assault, drug-related offenses, destruction of property and/or similar acts. In this instance, the student will be suspended from the bus for the balance of the school year with such action subject to appeal through the Superintendent and the Board of Education.

This bus discipline procedure provides the student with a chance to correct his or her own behavior and a chance for the parent or guardian to aid in the correction of the problem. If these two means fail, the principal may be obliged to remove the student from the bus in order to help protect the other passengers.

## **PROCEDURES FOR PARENTS WITH ANY BUSING CONCERNS**

1. Call the transportation director/business manager at the district office with any questions or concerns that pertain to your sons/daughters bus driver.
2. Please do not try to meet with the driver at a pick up point or try to enter the bus, the driver does not have the convenience to meet with you at that time and attempting to enter/load the bus is an illegal act, which may lead to a citation.
3. At no time should a parent get on a bus to solve problems between students or the bus driver. If the concern is regarding a new pick-up, drop-off, or a change in busing, parents should contact Mrs. Lambert at the District Office, extension 2603.

## **BEFORE SCHOOL/PARENTS BRINGING THEIR CHILD(REN) TO SCHOOL**

**Rockhill Elementary** – Students are dismissed from buses at 7:55 AM; therefore, once the buses have departed, parents may drop students off at the front of the building. **Do not interfere with bus traffic.** Please be sure to follow the traffic flow that is in place. **Please note that due to security upgrades in the building, the side and back doors will be locked.** **DO NOT ATTEMPT TO TURN AROUND AT ANY TIME. TRAFFIC IS ONE WAY ONLY.**

**Spring Farms** – Students are dismissed from buses at 7:50 AM; therefore, once the buses have departed, parents may drop students off at the front of the building. **Do not interfere with bus traffic.** Please be sure to follow the traffic flow that is in place. **DO NOT ATTEMPT TO TURN AROUND AT ANY TIME. TRAFFIC IS ONE WAY ONLY.**

**Shade Gap** – Students are dismissed from buses at 7:45 AM; therefore, once the buses have departed, parents may drop students off at the front of the building. **Do not interfere with bus traffic.** Please be sure to follow the traffic flow that is in place. **DO NOT ATTEMPT TO TURN AROUND AT ANY TIME. TRAFFIC IS ONE WAY ONLY.**

Students who plan to eat breakfast should arrive by 8:05 AM. **Students not riding buses should not arrive before bus students.** Once a student has arrived at school, he/she may not leave without parental permission. Attendance will be checked each morning at **8:10 AM**. If the student's bus is late, he/she will not be marked tardy. Late arrivals must report to the office for an admission pass so that he/she will be marked present for the day.

## AFTER SCHOOL—LOADING THE BUSES

Parents at Rockhill are asked to pick up their child at 3:00 PM or after bussing has gone through. Parents at Spring Farms are asked to pick up their child between 2:50 PM and 3:00 PM (before the busses arrive). Parents at Shade Gap are asked to pick up their child between 2:50 – 3:00. These times will prevent having car traffic congestion at the bus loading area. If a parent would need to enter the building, the driver of the vehicle will need to park to the side of the school building away from the bus pick up area.



## STUDENTS LEAVING THE CAMPUS

Parents may pick up their child(ren) by contacting the school secretary or sending a note with their child(ren). **PLEASE CONTACT THE OFFICE BEFORE 2:30 PM IF YOU NEED TO PICK UP YOUR CHILD AND DID NOT SEND A NOTE.** The note should indicate that the student is NOT to ride the bus and the name of the person who will pick up the child(ren). Students will remain in their classroom until their parent/person responsible arrives to sign them out. If this is to occur at the end of the day, the pick-up must be no later than 2:55 PM. Southern Huntingdon County Elementary Schools do not provide for student supervision after 3:10 PM.

## CUSTODY ISSUES

If there are custody agreements in place, the school must have a copy of the current court order. 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. If you have concerns over custody issues, please contact the school's Head Teacher and/or Principal immediately.

## ALTERNATE BUS

If your child needs to ride a bus to which they are not regularly assigned, please comply with the following:

No alternate bus will be approved unless it is an emergency situation or related to child care issues on a consistent schedule which must be approved by the transportation director/business manager or other designated person. The district will provide transportation to after-school community events if there is room on the bus. Since the district can not guarantee that there is room on the bus, the community event director must have backup transportation for these students. (The district WILL NOT provide transportation for a student to stay overnight with another student). Whatever the situation may be, make sure that each student follows the procedures above. We regret any inconvenience this may create. However, we are most concerned about the safety and well being of your child.



## **BICYCLES AT SCHOOL**

Act 170, Pennsylvania's Bicycle Helmet Law took effect February 25, 1995. This law requires all children under the age of 12 to wear an ANSI or SNELL approved bicycle helmet when operating or riding as a passenger on a pedal cycle. Pennsylvania Vehicle code defines a pedal cycle as a "vehicle propelled solely by human-powered pedals". This definition does not include a tricycle, "Big Wheels", or motorized bikes.

A fine, not to exceed \$25.00, is the penalty for a violation of the law. The parent/legal guardian is jointly liable with the child for the amount of the fine imposed. Violation of this law shall be dismissed if the person provides proof of the acquisition of an ANSI or SNELL approved helmet.

Since this is a Pennsylvania law, students of the Southern Huntingdon County Elementary Schools will not be permitted to ride a bicycle to school unless they have an approved helmet.

If a student rides a bicycle to school without a helmet, riding privileges will be suspended to that student until proof of a helmet is given to the principal. If the student arrives to school a second time without a helmet, the student will lose bicycle privileges for a month. The third time the student arrives without a helmet, bicycle privileges will be suspended for the remainder of the school year.



## **School-Wide Positive Behavior Interventions and Supports**

PBIS (Positive Behavior Interventions and Supports) is a school-wide state approved system that teaches student expectations and reinforces positive behaviors. The main goal of PBIS is to promote positive behaviors for all students within our elementary school buildings both inside and outside of the school day. One way to achieve this goal is to explicitly teach school-wide behavioral expectations. The school-wide expectations are broken down into four categories, students are expected to be (a) Respectful, (b) Responsible, (c) Ready, and (d) Safe. All elementary school staff are to be trained so that they can introduce specific expectations from each category to all students and visual reminders of these expectations can be found in various locations throughout the different school buildings.

For the few students who cannot, or will not follow the behavioral expectations set forth by the PBIS system, there are a set of disciplinary measures that are to be followed. These are administered fairly and consistently to all children. We ask for parental support and understanding in helping to maintain good discipline and to help keep ALL students Respectful, Responsible, Ready and Safe.

# OFFICE DISCIPLINE REFERRAL FORM for SOUTHERN HUNTINGDON COUNTY ELEMENTARY SCHOOLS

**NOTE: Every field below must be completed.**

**STUDENT** \_\_\_\_\_ **GRADE** (circle one): K 1 2 3 4 5

**REFERRING STAFF** \_\_\_\_\_ **TEACHER** \_\_\_\_\_

**DATE OF INCIDENT** \_\_\_\_\_ **TIME** \_\_\_\_\_

-----  
**LOCATION** (check only one)

- ☐ Classroom ☐ Office ☐ Bus Loading Zone  
☐ Hallway/Breezeway ☐ Bathroom/Restroom ☐ Computer Lab  
☐ Playground ☐ Library ☐ Special Event (Assembly/Field Trip)  
☐ Cafeteria ☐ Music Room ☐ Parking Lot  
☐ Bus ☐ Off-Campus ☐ Other Location \_\_\_\_\_  
☐ Gym ☐ Art Room ☐ Unknown Location

-----  
**PROBLEM BEHAVIORS** (check no more than 5 – all must be under the same category)

**MINOR MAJOR**

- ☐ Disrespect ☐ Defiance/Insubordination/Non-Compliance ☐ Property Damage/Vandalism  
☐ Defiance ☐ Physical Aggression ☐ Lying/Cheating  
☐ Disruption ☐ Disruption ☐ Dress Code Violation  
☐ Physical Contact/Aggression ☐ Disrespect ☐ Inappropriate Display of Affection  
☐ Tardy ☐ Abusive/Inappropriate Language or Profanity ☐ Use/Possession of Tobacco  
☐ Inappropriate Language ☐ Tardy ☐ Use/Possession of Drugs  
☐ Property Misuse ☐ Skip Class ☐ Use/Possession of Weapons  
☐ Dress Code Violation ☐ Harassment ☐ Use/Possession of Combustibles  
☐ Technology Violation ☐ Bullying ☐ Use/Possession of Alcohol  
☐ Other \_\_\_\_\_ ☐ Fighting ☐ Gang Affiliation Display  
☐ Inappropriate Location/Out of Bounds ☐ Bomb Threat/False Alarm  
☐ Truancy ☐ Arson  
☐ Forgery/Theft/Plagiarism ☐ Other Behavior \_\_\_\_\_  
☐ Technology Violation

-----  
**PERCEIVED MOTIVATION** (check only one)

- ☐ Obtain Peer Attention ☐ Obtain Items/Activities ☐ Avoid Adult(s) ☐ Other \_\_\_\_\_  
☐ Avoid Tasks/Activities ☐ Obtain Adult Attention ☐ Avoid Peer(s) ☐ Unknown Motivation

-----  
**OTHERS INVOLVED** (check only one)

- ☐ None ☐ Teacher ☐ Substitute ☐ Other \_\_\_\_\_  
☐ Peers ☐ Staff ☐ Unknown

-----  
**ACTION TAKEN** (check no more than 5)

- ☐ Alternative Placement ☐ Out-of-School Suspension ☐ Bus Suspension ☐ Other Action Taken \_\_\_\_\_  
☐ Time Out/Detention ☐ Parent Contact ☐ Restitution  
☐ Conference w/ Student ☐ Time in Office ☐ Community Service \_\_\_\_\_  
☐ In-School Suspension ☐ Individualized Instruction ☐ Expulsion



## **Behavioral Expectations and Discipline Measures**

Students are expected to conduct themselves in such a way that optimum growth will be attained by the individual and the group.

We believe the happiest students are those who are able to conduct themselves in an orderly and socially acceptable manner. There is no substitute for good manners.

The school will seek to maintain firm discipline administered with kindness and respect. We expect the same kindness and respect from our students and parents. The school will not tolerate any type of behavior that would tend to disrupt the learning atmosphere. Teachers are expected to refer cases of extreme or willful disobedience to the principal and/or head teacher. Teachers are responsible for maintaining a safe and orderly educational environment. Therefore, teachers may discipline a student or students(s), at school or at a school sponsored function. A teacher or the principal will contact the home as deemed necessary. Discipline is a parental, as well as, a school responsibility.

Students are expected at all times to put forth their best effort and to conduct themselves in a manner that will promote a positive learning environment. Any behavior or inappropriate language which causes the learning atmosphere to deteriorate or be disrupted or which infringes upon the rights of others in the school will not be tolerated. Students who engage in such behavior may be subject to corrective measures. Acceptable corrective measures may include, but are not limited to, the following:

- Teacherstudent conference
- Deprivation of privileges or preferred activities
- Timeout in the classroom, loss of recess or behavior club
- Communication with parent via note, telephone, or conference
- Referral or behavior sheet given by the classroom teacher, staff member head teacher &/or the principal
- After school detention, inschool or outofschool suspension
- Community service
- Exclusion or reassignment of educational placement



## **CAFETERIA RULES**

The school cafeteria provides a nutritious lunch for students at the lowest possible price. It operates under strict state and federal laws governing preparation and serving of food. The school cafeteria should be a pleasant place to eat. The rules below should be followed along with the PBIS School-Wide Expectations:

- When going to the cafeteria, students are expected to walk and stand quietly in the lunch line.
- While waiting in line, students are expected to be orderly.
- Good manners are expected in the cafeteria.
- Respect is to be shown to employees of the cafeteria, custodians, staff, and other students.

- Students are responsible for the area where they eat. They are to make sure the table and the area around the table is clean before they leave.
- While in the cafeteria, students are permitted to talk in a quiet voice. This is important for their safety so they can hear the staff directions.
- Return all trays and utensils to the dishwashing room after your table has been instructed to do so. Make sure all paper, cans, etc. are placed in the waste cans.
- No glass containers of any kind are permitted.
- All food must be eaten within the cafeteria. No food is to be taken from the cafeteria unless approved by an adult in charge and/or a teacher.

## **SOUTHERN HUNTINGDON COUNTY** **ELEMENTARY SCHOOLS** **ELEMENTARY STUDENT DISCIPLINE HANDBOOK**

Our ultimate goal is to provide our students with an appropriate learning climate as well as the tools for successful living both as children and later, as adults.

### **SCOPE OF THE DISCIPLINE CODE**

The code is designed with enough flexibility so teachers can exercise judgment, which is within the scope of the code and their classroom behavior management system. In addition, principals have the option to design building level behavior programs that are in agreement with the goals and objectives of this code. In some cases, commendable behaviors or misbehaviors may be referred to the superintendent, school board or other authorities.



## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **PURPOSE**

The purpose of this discipline procedure is:

- To ensure understanding by students and parents of appropriate and inappropriate behaviors.
- To ensure that consistent response to inappropriate behaviors will occur.
- To ensure fair and equitable treatment to all students.
- To ensure the protection of students and staff from any individual who abuses his/her rights and responsibilities.
- To ensure that students and parents understand the process which leads to detention, suspension, exclusion, or expulsion.

The student has the right to:

- A full education while assuming certain responsibilities which reflect student self-discipline.
- Enjoyment and benefit from the opportunities for learning in an environment which nurtures his/her academic, physical, social, and emotional development.
- The respect of his/her rights by his/her peers.
- The respect of his/her rights by all adults involved in his/her education.
- Utilization of school facilities, materials, and equipment which have been provided for his/her educational and recreational use.

No student has the right to interfere with the education of his/her fellow students.

## STUDENT RESPONSIBILITIES

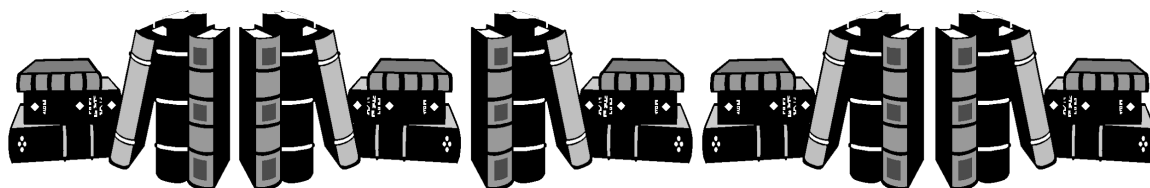
Student responsibilities are many and begin with those which the student has to self, to peers, to adults, to his/her school building and its surroundings, and to his/her community. In particular, students share with the administration and faculty in the responsibility to develop a climate within the school which contributes to worthwhile learning and living. Student responsibilities will also include:

- Regular school attendance.
- Conscientious effort in classroom work.
- Expressing ideas and opinions in a respectful, courteous manner, taking care not to offend others.
- Respecting the rights of students, cafeteria, and custodial personnel, office staff, bus drivers, teachers, administrators and all others involved in the educational process.
- Observing the rules and regulations of student behavior for Southern Huntingdon County Elementary Schools.
- Properly using school materials, equipment, and facilities in a manner that prevents costly damage.
- Caring for all textbooks and library books issued to them. All books must be accounted for or paid for prior to the end of the school year if lost. A fee will be charged for books damaged beyond the extent of normal use.

## PARENT RESPONSIBILITIES

It is the responsibility of parents to:

- Encourage children to regularly attend school.
- Encourage children to complete all assignments on time.
- Be aware of and supportive of the rules and regulations for student behavior.
- Discuss the rules and regulations with their child.
- Assist the entire school staff in operating a safe school for all students.
- Oversee school projects outside the school building.
- Participate in school conferences.



## COMMENDATIONS

Student “commendations” which recognize behaviors beyond compliance with school rules and regulations. Along with improved behavior and academic achievement, may vary

according to building and classroom. Examples of such commendations, in response to positive behavior in the classroom, cafeteria, or at recess include:

- Positive comments, stars, stickers on report cards and/or classroom work.
- Certificates of achievement.
- Lunch with the principal.
- Lunch with the teacher.
- Building-wide “good citizenship” rewards.
- Rocket Tickets
- Other special privileges.

## **CORRECTIONS**

The “corrections” component of the **ELEMENTARY DISCIPLINE POLICY** consists of several sections. First, the Five School-Wide Expectations, which apply to all elementary buildings. Following this, behavior infractions, procedures to be followed and disciplinary options/responses are detailed. Behavior infractions, along with procedures and consequences, are listed according to the severity and repetition of the infraction, and grouped in levels. The procedures and disciplinary options/responses employed may vary according to the nature of the infractions, at the discretion of the supervising adult.

### **Five SCHOOL-WIDE Expectations**

The five school-wide expectations listed below will be expected and enforced in all areas of the schools; classrooms, hallways, cafeterias, playgrounds, busses, etc., and posted throughout each school building for everyone’s view.

**RULE # 1: Follow directions the first time given.**

**RULE # 2: Keep hands, feet, and objects to yourself.**

**RULE # 3: Always walk in school.**

**RULE # 4: Use respectful language.**

**RULE # 5: Go directly to assigned areas.**

The principal/head teachers will review and reinforce rules at the beginning of each school year. Level I, II, III consequences will follow infractions and will be documented. The severity of the infraction will determine which level will apply.

### **Celebration Days**

We will offer a reward to each elementary student at designated times throughout the school year. If students have received no discipline referrals for the set time period, then their names will be put into a drawing for a prize.

Attendance and participation in celebrations will be at the administration/head teacher discretion.

## **SOUTHERN HUNTINGDON COUNTY SCHOOL DISTRICT BOARD POLICY**

218.2 WEAPONS - See attached Board Policy.

218.3 TERRORISTIC THREATS/ACTS – See attached Board Policy.

### **Division One Behavioral Expectations**

- Be on time to school, classes, appointments, meetings and special assignments
- Complete assignments on time and to the best of their ability
- Pay attention in class
- Follow classroom rules and procedures
- Tell the truth
- Refrain from Bullying others as set forth by District policy
- Do their own work and refrain from cheating or academic dishonesty on any/all assignments
- Do not engage in potentially injurious or distracting behavior
- Use proper language with fellow students and staff and show respect
- Refrain from chewing gum or consuming food or drink in class without the teachers permission
- Secure proper permission to move in the halls during class periods
- Put forth a high level of effort
- Build a good attendance record
- Demonstrate manners and good etiquette in the cafeteria
- Show respect for school property and areas of the school including: lavatories, halls, assemblies, cafeterias, playgrounds, etc.
- Refrain from using electronic devices without a teachers permission
- Refrain bringing toys, fidget spinners, fidget cubes, etc. to school unless approved by the teacher
- Dress appropriately
- Refrain from throwing snowballs, ice, or other potentially dangerous objects

### **Division One Disciplinary Measures**

Pupils who violate any of the above will receive appropriate disciplinary action by the building principal or head teachers. These measures may be, but are not limited to:

- A verbal reprimand
- A personal conference with the teacher
- Possible assignment to Rocket Refueling
- Rearrangement of seating
- Discussion or conference with parent
- Special assignments
- Removal of privileges
- After-school detention
- In School Suspension
- Out-of-School Suspension (1-3 days), parent notification
- Temporary removal from class
- Development of a “contract of expected future behavior”
- Assigning a natural consequence directly related to the inappropriate behavior
- Confiscation of non-instructional or banned items

A recurrence of the same Division One behavior violation, following disciplinary action, will move the behavior into the Division Two category for a subsequent offence.

## **Division Two Behavioral Expectations**

Students will:

- Refrain from continued bullying of others as set forth by the District policy
- Refrain from unchanged Division One behaviors
- Refrain from fighting and/or harming others
- Complete assignments and follow reasonable directives without a defiant attitude
- Refrain from the use of abusive language and/or inappropriate gestures towards staff and students
- Refrain from flagrant disrespect towards students and school personnel
- Refrain from threatening others
- Refrain from bullying others
- Attend classes according to schedules
- Remain at school and/or until dismissed
- Refrain from possessing inappropriate materials
- Refrain from stealing school and/or others property
- Restitution maybe required
- Refrain from misuse of school and/or others property
- Follow the rules of safety in school, on the bus, when walking to/from school and on school property.
- Refrain from using or possessing tobacco in any form and vaping materials
- Refrain from forging excuses, homework, documents, or other materials
- Refrain from repetitive misconducts
- Avoid truancy
- Refrain from using racial/ethnic/gender slurs, as well as derogatory terms

## **Division Two Disciplinary Measures**

The staff member observing the infraction intervenes and stops the action immediately. A written record of the incident will be filed in the form of an ODR (Office Discipline Referral). The principal and/or head teacher is to be notified and meets with the student and/or teacher to decide the most appropriate response. The teacher is informed of principal's/head teacher's action. Parents are notified by the head teacher and/or the principal of the student's misconduct and the resulting discipline. The head teacher and/or principal will maintain an accurate record of the misbehavior and disciplinary response.

The initial response by the principal/head teacher may include:

- Any Level I response.
- Assignment of a two-day recess detention.
- Reprimand from the principal
- Assignment of detention(s)
- Assignment of in-school suspension(s)
- Assignment of out-of-school suspension(s)
- Development of a "contract of expected future behavior"
- Work Assignments
- Social Probation
- Removal from extra-curricular activities such as, but not limited to class parties, assembly programs, field trips and/or special events.
- Parent conference
- Student will be required to clean, replace or repair damage. (Parents will be responsible for any costs for replacement of damaged items.)
- Temporary removal from situation.
- Referral to an outside agency.

- Guidance referral.
- Confiscation of inappropriate objects.
- Other appropriate disciplines including assignment to Rocket Refueling

A recurrence of the same Division Two behavior violation, following disciplinary action, will move the behavior into the Division Three category for a subsequent offence(s).

### **Division Three Behavioral Expectations**

This Division of expected behavior refers to acts which result in or could potentially result in violence towards another person or their property, or which pose a direct threat to the health, safety, and welfare of the violator or to others.

These are essentially criminal acts and could involve the intervention of law enforcement authorities:

Bomb threats; selling, using, possessing, being under the influence of, or aiding in the procurement of alcohol, narcotics, restricted drugs, marijuana and medication of any kind; false fire alarms; vandalism; burglary; theft; possession, use or transfer of dangerous weapons (knives, guns, brass knuckles, sharp metallic objects, slingshots, mace, etc.); possession of or sale of stolen property; robbery; arson; breaking and entering; forgery; assault; battery; refusal to attend school; habitual truancy; violation of Drug and Alcohol Policy, violation of Medication Policy.

### **Division Three Behavioral Expectations Continued:**

1. Unchanged Level II misbehavior.
2. Threats or acts of violence directed toward another student or staff member.
3. Intentionally causing bodily harm towards another student or staff member.
4. Vandalism of school property.
5. Possession, sale, use of drugs, alcohol, any form of tobacco/vaping materials including imitations, or controlled substances (or look-alikes).
6. Arson or bomb threat.
7. Possession of weapons or dangerous instruments on school property.
8. Guns (real or toys), B.B. shot or other ammunition
9. Firecrackers, matches, cigarette lighters
10. Knives (pocket knives) or other weapons, or toys/replicas representing weapons
11. Indecent exposure.
12. Intentional setting of a false alarm.

### **Division Three Disciplinary Measures**

The staff member observing the incident intervenes and stops the misbehavior. The staff member refers the action to the administrator. The administrator initiates disciplinary action by investigating the infraction. The principal meets with the teacher and/or student and notifies the parents of the misbehavior and resulting disciplinary action.

When Division Three Misconducts occur, law enforcement authorities may intervene along with school officials. If so, this does not obviate disciplinary measures taken by school officials. Pupils may be punished by law enforcement officials and school officials, and this does not constitute double jeopardy.

The principal maintains an accurate record of the misbehavior and disciplinary action. If appropriate, the administrator contacts law enforcement officials. The initial response by the principal could include the following:

- Conference with the student.
- Parent conference.
- Out-of-school suspension.
- Restitution of damage, repairs, or theft.

- Superintendent notified.
- Hearing held at Superintendent's level.
- Referral to outside agency.
- Charges filed with the district magistrate and the police notified.
- Parents will be notified.
- Depending on the severity/frequency of the infraction.
  - A) Physical threats to teachers, school personnel and volunteers may result in an external suspension of 1 - 10 days with parent notification.
  - B) Fighting in school may result in a temporary suspension.
  - C) The intentional setting off of a false alarm. The students will receive a 1-10 day suspension as determined by the principal after conferencing with the Superintendent of Schools. Appropriate authorities will be informed, and legal action will be taken. Fines may result.
- Intentionally causing bodily harm to another student or staff member will result in a 3-10 day suspension. Legal action may be taken. Depending upon the severity, parent and student must meet with administration in order to reenter the school.
- Possession of drug(s) and alcohol will require that the district's Drug and Alcohol Policy and Administrative Guidelines (#5142.1) be followed.
- Possession of weapons including guns, knives, and martial arts weapons (as well as look-alikes). A 1-10 day suspension as determined by the administration may be followed by legal action and a hearing with the Superintendent of Schools for possible expulsion. Upon re-entry to the building, the principal may request to check the bag until the issue is resolved.
- Depending on the severity of the misbehavior(s) the principal may elect to refer the incident for:
  - School Board Action and,
  - Outside agency intervention.
- Exclusion from school may be accomplished by temporary suspension, suspension, or full suspension/expulsion.

See Weapons and Terroristic Threats/Acts Policies.

## DEFINITION OF TERMS

- "Temporary Suspension" shall mean exclusion from school for an offense for up to three school days, by the principal without a hearing in accordance with the policies of the Board of Education.
- "Suspension" shall mean exclusion from school for an offense for a period from four to ten school days, after an informal hearing before the principal is offered to the student and the student's parents or guardian, in accordance with policies of the Board of Education.
- "Full suspension" or "expulsion" shall mean exclusion from school for an offense for a period exceeding ten school days, and may be permanent exclusion from school in accordance with the policies of the Board of Education.



## Anti-Bullying Policy

1. Purpose: The Southern Huntingdon County School District is committed to providing all students and employees with the right to a safe and civil educational environment, free from harassment or bullying.



SHC recognizes that bullying interferes with the learning process, and may present an obstacle to the academic, vocational, and social/emotional development of students. Bullying can also escalate into serious violence.

**2. Definitions:** Bullying shall mean a pattern of repeated harmful behavior by a person toward another person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying:

**1. Physical** - the most commonly known form; includes hitting, spitting, pushing and damaging, extorting or taking a student's personal property.

**2. Verbal** - includes taunting, malicious teasing, name-calling, and making threats.

**3. Psychological or Relational** – involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.

**4. Cyber-Bullying** – forms of verbal and psychological bullying may also occur on the internet through e-mail, instant messaging, or personal profile and social networking web sites. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyber-bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline.

**3. Authority:** It shall be a violation of this policy for any person to bully another person on district grounds, at any school activity, or on the way to or from school.

**4. Delegation of Responsibility:**

**1. Responsibility of students, parents/guardians, families** to adhere to policy and report bullying behaviors.

**2. Responsibility of employees** to take immediate, appropriate steps to intervene, including reporting bullying behaviors to the designated administrator, head teacher, and guidance counselor.

**3. Responsibility of the designated administrator** to enforce the policy clearly and consistently coordinate education of students, parents/guardians, and teachers regarding the policy.

**5. Guidelines: Student, Parent/Guardian and Employee Reporting**

The school district strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, school counselors, building principal or other school employees supervising school sponsored activities. Parents/guardians may contact the building principal to report any act of bullying. If employees cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building principal.

**Investigation Procedures:**

Each building principal or designee is authorized to investigate reports of bullying brought to their attention by student parents/guardians or school employees. Any investigation of a report may include meetings with students, parents/guardians or employees, a review of student records, and other reasonable efforts to understand the facts surrounding a reported incident.

**DISCIPLINARY MEASURES WILL BE IMPLEMENTED TO THOSE IN VIOLATION OF BULLYING ACCORDING TO THE "LEVELS OF CONDUCT"**

## **SEXUAL HARASSMENT**

**It is the policy of the Southern Huntingdon County School District to maintain a learning and working environment that is free from sexual harassment.**

**It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below.**

**Sexual harassment shall consist of unwelcomed sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student or when made by any student to another student when:**

- 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when**
- 2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when**
- 3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.**

**Sexual harassment, as defined above, may include, but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implications; unwelcomed touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc. Any person who alleges sexual harassment by any staff member or student in the district may complain directly to his/her immediate supervisor, building principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status; nor will it affect future employment, grades or work assignments.**

**The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.**

**A substantiated charge against a staff member in the district shall subject such staff member to disciplinary action, including discharge.**

**A substantiated charge against a student in the school district shall subject that student-to-student disciplinary action including suspension or expulsion, consistent with the student discipline code.**

**The Superintendent shall develop procedures outlining the chain of command through which incidents of sexual harassment shall be reported.**

## **GENERAL INFORMATION**

### **ATTENDANCE**

Any child who has attained the age of eight years prior to September 1 of any school year or who has entered school at an earlier age and who has not yet attained the age of seventeen years shall be required to attend school regularly during the entire school year.

The Southern Huntingdon County School District is committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected in all classes and are essential for success in school and life. Learning to participate in group discussions, interacting with teachers, developing an appreciation for the views and abilities of other students, and forming habits of regular attendance are legitimate objectives for any course. Learning that is lost due to absence can never be adequately replaced.



Students will be expected to be in attendance on all of the days and hours that school is in session unless appropriate reasons exist to justify their absence. Absenteeism from school will be categorized as unexcused, excused, or illegal.

When your child returns to school after ANY absence, the child must present an official excuse from the parent/guardian. The excuse must include the name of the child, the date(s) of absence, the reason for the absence and the signature of the parent/guardian. It is the parent/guardian's responsibility to send this note when the child returns to school. It must be submitted within three (3) days of the absence. Any excuses not turned in to the office by the third day after the absence will result as an illegal day(s).

The following information is how days or times will be calculated:

- A. The starting time for school is 8:10 AM.
- B. Students arriving between 8:10 AM – 9:30 AM will be considered tardy.
- C. Students arriving between 9:31 AM and 11:30 AM will be considered absent for  $\frac{1}{2}$  of a day.
- D. Students who leave for an appointment for 2.5 hours will be considered absent for a  $\frac{1}{2}$  day – if it is more than 2.5 hours, then it will be considered a full day.
- E. Students leaving between 11:31 and 2:30 PM will be considered absent for a  $\frac{1}{2}$  day.
- F. If a student in grades K-5 misses more than twenty-five (25) days the District has the right to retain a student if warranted by school administration.

All minutes of unexcused tardiness and unexcused early dismissals will be added together to form illegal days.

## TARDINESS

If a student arrives after 8:10 AM, he/she **MUST** report in at the office and be signed in by an adult.

Tardiness will only be considered “EXCUSED” when students submit a note from a parent/physician within 3 days after the tardiness/late arrival. The following reasons will be excused: Sick – Dr./Dentist Appt. – Power outage, broken water pipe, no water – Bus problem or breakdown – Court date – Specific serious personal or family emergency (if approved).

The following reasons for being tardy will not be excused: Flat tire – Just late – Overslept – Missed the bus – Car trouble – Helping at home – Didn’t have a babysitter.

## EXCUSED ABSENCES

An excused absence is one in which the student was absent with the parent’s permission and knowledge for the following acceptable reasons:

- Illness verified by a doctor’s or dentist’s excuse -- Doctor’s excuses will only be accepted if the student has been seen by the doctor. If an extension is needed, the absence will be reviewed on a case by case basis.
- Death in the family
- Medical appointments which cannot be scheduled during non-school hours
- Religious holidays as designated by the Department of Education
- Administrative reasons: school activities, college visits, etc.
- Suspension
- Court order
- Pre-approved educational trips
- Extenuating circumstance



## ILLEGAL/UNEXCUSED ABSENCES

The following is a list of reasons for illegal or unexcused absences:

- Truancy
- Forged excuses
- Sleeping in, helping at home, baby-sitting, running errands and/or shopping
- Missing the school bus
- Disapproved trips and outings
- All other absences not classified as excused

## ATTENDANCE POLICY

- A written parental excuse is necessary for an absence to be recognized as excused.

- All parental excuses for absences must be turned into the attendance officer (building secretary) within three (3) days to be recognized as excused.
- After ten (10) cumulative days of absence a doctor's excuse accompanied by a parental excuse is necessary for each subsequent absence to be recognized as excused.
- Absences which have been excused upon presentation of a doctor's excuse or those occurring for an educational trip approved by the school district shall not be counted toward the initial ten (10) day period of absence.

## **STUDENTS UNDER SEVENTEEN (17) YEARS OF AGE**

**3<sup>RD</sup> ILLEGAL ABSENCE**- An official first notice is sent by mail to parents/guardians.

### **4<sup>th</sup> ILLEGAL ABSENCE**-

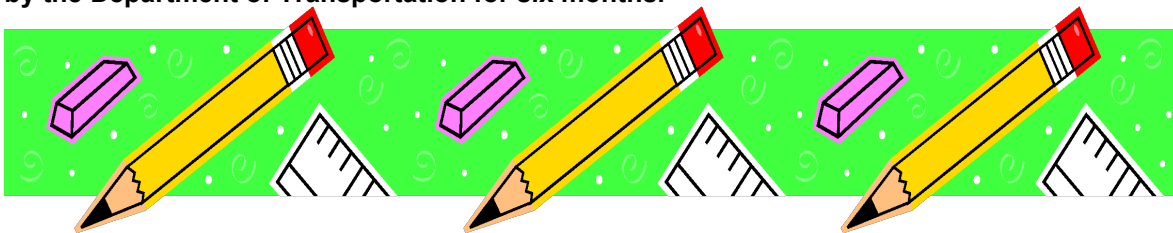
- Student will be referred to Huntingdon County Children and Youth Services
- Student and parent/guardian must appear at a hearing established by the District Magistrate.

### **UPON CONVICTION**

- The parent/guardian will be sentenced to pay a fine not exceeding \$300.00
- The parent/guardian will be sentenced to perform community service within the school district for a period not to exceed six months.
- The parents/guardian will be sentenced to complete a parenting education program if one is available
- Upon default of such a payment or community service the parent/guardian shall be sentenced to county jail for a period not to exceed five days.

If the parent/guardian is not convicted because he/she took every reasonable step to insure attendance then:

- The child upon conviction shall be sentenced to pay a fine not exceeding \$300.00 for each offense.
- The child shall be assigned to an adjudication alternative program.
- The Department of Transportation shall suspend the students operating privileges or eligibility to apply for a driver's license (learners permit) of ninety days.
- A second conviction will result in the suspension of a student's operating privileges by the Department of Transportation for six months.



## **EXTRA CURRICULAR ACTIVITIES**

The Southern Huntingdon County School District does offer some extra curricular activities for elementary students after school hours. Only students that are in attendance during the school day are eligible to participate in afternoon or evening practices or events unless they have a doctor's excuse to present the following morning to the school secretary.

In order for students to attend after school events such as sporting competitions, band concerts, etc., students must be in attendance at school. Students who are absent from school may not attend any of these events held at the Southern Huntingdon County School District without permission from the principal for acceptable reasons.

## **SCHOOL SAFETY**

The safety of all students in the Southern Huntingdon County Schools is a primary concern of all. Every effort will be made to ensure a safe environment for our students. For this reason, all doors are locked at all of the elementary buildings during the school day.

Students arriving at school in the morning will use the doors assigned to enter the building. Students arriving after 8:10 AM must then report to the front doors to gain entrance into the building by using the buzzer.

All doors are locked to all of the buildings during the school day. Anyone coming to the buildings, even for a previously scheduled appointment, must enter the buildings through the front door. Visitors will need to buzz the office for admittance. Upon entrance to the building, all visitors must sign in at the office. All visitors will be issued a visitor's pass to wear while in the building. At the end of your visit, you must return to the office to sign out and return your visitor's pass. Visitors in any building who do not register will be asked to leave.

For the safety of students and staff, security cameras have been installed both inside and outside all elementary buildings.

## **VISITORS**

Parents are encouraged to actively participate in the education of their children. We request that parents, who wish to visit the classroom and/or conference with the teacher, must schedule a visit and/or conference for a mutually acceptable time.

For the protection of the students, visitors must report to the office and check in with the building secretary to receive a visitor's pass upon arrival.

Do not go directly to the classroom.

If you need to give your child a message, medication, lunch money, supplies, etc. please go to the office. Interrupting class hampers valuable instruction time. Standing in the hall while waiting for your child or the teacher may be disruptive to the learning environment. Students from other schools and relatives are not permitted to attend class with your child without advance permission from the principal.

## **CRISIS INSTRUCTIONS FOR PARENTS**

The Southern Huntingdon County School District is committed to the safety of all children and staff. In the event of an emergency and the school has to be evacuated, our evacuation site will be announced via the School Messenger System. For all other emergencies, students and staff will remain on site and follow established crisis procedures.

We ask that you cooperate in following these procedures if you hear of an emergency at school.

1. The Crisis Response Team will become activated and appropriate steps taken to provide a safe and supportive environment for children and staff.

2. No student will be dismissed from school unless a parent (or his/her designee on the student emergency form) comes for him/her. No child will be allowed to leave without the adult responsible for his/her care providing positive identification. It is the responsibility of the parent to keep all emergency records up-to-date. (If there is a custody issue, the school must have a copy of the court issued custody agreement so that school personnel can follow the agreement.)
3. Students must sign out through the principal's office or designated dismissal site before leaving school. Students will be dismissed individually through an established dismissal station.
4. PLEASE DO NOT call the school. We must have all the telephone lines open for emergency calls. If your child has been injured or needs your assistance, a crisis team member will call you immediately.
5. During or immediately following an emergency, do not drive to school. The school access route and entrances must remain clear for emergency vehicles.
6. Listen to the local radio or television station. Information and specific directions parents are to follow will be announced.
7. Buses will not make their runs during adverse weather conditions. Students will be supervised at school until weather permits their safe return home.
8. We suggest you post these instructions near your phone or in a prominent place easily accessible.

## **EMERGENCY CLOSING**

From time to time there may be a need to close the school (such as the electricity goes out, no water). Please have plans made ahead with your child for alternate care. We will not be able to call due to the fact we will need the lines open to receive information and make contact with bus drivers, radio and television stations, etc. The School Messenger System will be used to notify parents and guardians.

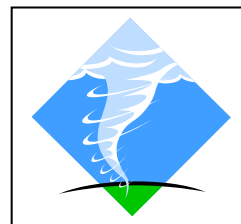
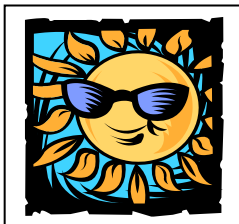
## **LOCAL RADIO AND TELEVISION STATIONS**

### **Local Radio Stations:**

- 1) WCHA (1410 AM)/WIKZ (95.1 FM), WOCM (94.3 FM) Chambersburg, PA
- 2) WMRF (95.7), Lewistown, PA/WLAK (103.5 FM) Huntingdon, PA
- 3) WFBG (1290 AM)/WFGY (98.1 FM)/WALY (103.9 FM), WRKY (104.9 FM), WWOT, WVAM (1430 AM), Hollidaysburg, PA
- 4) WKYE (96.5 FM) / WFGI (95.5 FM) Johnstown, PA
- 5) WCBG (1590 AM), WHGT (1380 AM), WSRT (92.1 FM) Greencastle, PA
- 6) WPSU (91.5 FM Central), WBUS (93.7 FM), WMAJ (99.5 FM), WFGE (101.1 FM), WRSC (103.1 FM), WRSC (1390 AM), WQWK (1450 AM), , State College, PA
- 7) HUNNY (106 FM), Huntingdon, PA

### **Local Television Stations:**

- 1) WPSU-TV (Channel 3) State College, PA
- 2) WJAC-TV (Channel 6) Johnstown, PA
- 3) WGAL-TV (Channel 8) Lancaster, PA
- 4) WTAJ-TV (Channel 10) Altoona, PA
- 5) WWCP-TV (Fox 8) & WATM-TV (ABC 23) Johnstown, PA



## WEATHER POLICY

School will be in session unless the weather makes it dangerous for school buses to run. On doubtful mornings, the local radio and TV stations will announce the school district's decision no later than 7:00 AM. If it becomes necessary to dismiss school early due to weather conditions, each local radio and television station will be notified. Parents need to discuss in advance with their children regarding who will pick them up or what to do in case school is dismissed early. Students will not be permitted to use the telephone during this time.

## EMERGENCY DRILLS

The school holds regular drills to teach pupils to respond calmly in the event of an emergency. Fire drills are conducted at least once each month and a tornado drill is conducted once each school year. Detailed escape plans are posted in each classroom. Each class has an escape route to an outside area located a safe distance from the building.

## EMERGENCY NUMBERS

The school must be able to contact the parent/guardian in the event that a student becomes ill or is injured at school and requires your presence. The **EMERGENCY FORM** is the fastest way for us to locate this information. Please include a work telephone number or emergency number where you can be easily reached. In the event that we are unable to reach the parent/guardian, we will contact one of the **ALTERNATE PERSONS** listed on the **EMERGENCY FORM**. Please remember to notify the school of any change of address or telephone number. This is important! Please return the **EMERGENCY FORM** during the first week of school.

## SCHOOL PUBLICITY

Throughout the school year, the school district attempts to get positive publicity of our students' accomplishments. We believe that it is important that our community hears about the many good things that are happening at the Southern Huntingdon County School District with our students. We attempt to get several kinds of student coverage including school newspaper coverage, area and state newspaper coverage, television coverage, and Internet/webcast coverage. All of these forms of coverage can involve audio and/or video taping.



If you wish for your child not to be included in this type of coverage, you will need to inform the school secretary by September 15<sup>th</sup> of each school year by indicating this on the **EMERGENCY FORM**. If you do not indicate that on the **EMERGENCY FORM**, then we will assume we have your permission to publish “good news” about your child.

## **FIELD TRIPS**

Field trips are planned during the year by the various grades of the school. The purpose of these excursions is to enhance classroom learning. The school requires the written consent of each parent before their child is permitted to go with his/her group. When a field trip is planned, your child will bring home a permission form giving the destination and date. This form **MUST** be signed and returned to the teacher before your child will be allowed to go on the trip.

Students will be responsible for completing all assignments before the trip and follow school rules. Failure to do so may result in student not being permitted to attend field trips in the future.

In order to be a chaperone on a field trip, chaperones must be at least 21 years old and are expected to abide by all school rules while on the trip. Chaperones will be selected by classroom teachers. Those who are selected, but are then unable to attend may not choose their replacement. An alternate chaperone will be determined by the teacher. Chaperones may not exceed the stipulation in the school board policy.

## **APPROVED EDUCATIONAL TRIP**

In order to meet our state requirement of 90% attendance, we have to closely monitor parental requests for excused absences during the school year. Parents who desire to take their children on an educational trip must have advance approval in order for the absences to be considered legal. Please contact the school well in advance of the planned trip to ask for the proper form for requesting approval. Schoolwork missed during the approved educational trip must be made-up. Since the trip is pre-arranged, students should contact their teachers for assignments prior to the trip and schoolwork missed during the approved educational trip should be completed upon arrival to school. Arrangements for the completion of this work should be discussed with the child's teacher and/or the elementary principal.

The administration shall be authorized to excuse students' absences for educational trips, if they are so classified, for one (1) to ten (10) days of absences. Students are permitted only one (1) trip per school year at no more than ten (10) school days for the one trip. Parents/Guardians must submit their written request to the building principal, and/or the superintendent. Any denied trip requests may be reviewed by the superintendent through parental request. All trips over ten (10) days approved by the principal will be submitted to the school board for approval.

Students who are excused for such educational trips may not be permitted to take their tests, which are scheduled during their absences, until they return from the trip. Students are responsible for making up any missed work. This same policy applies to those who are absent at the end of a school year.

Should this happen at the end of the year, students and parents/guardians must contact the principal and/or guidance counselor in order to make arrangements for their children to take the final examinations during the summer months but, prior to the beginning of the new term. Those who do not make up their work and/or tests will receive an “Incomplete” grade on their records and, if necessary, shall be retained in the same grade.

An approved educational trip request may be denied if a student has been absent for more than 10% of the school days at the time of requesting an educational trip. Any educational trip not approved prior to taking the trip will be considered as illegal absences.

Additionally, with the State evaluation of our School District and the PSSA testing procedures, days that are requested within the testing window for the Writing Math/Reading and Science will be denied. In order to assist you in your planning, we would ask that you plan after the mid-March: April testing window for any pre-approved trips. This would maximize your son/daughters preparation for the state test. Pre-approved trips prior to the testing windows will be considered at the discretion of the Board of Education.

## **WITHDRAWAL FROM SCHOOL**

To withdraw a student from Southern Huntingdon's Elementary Schools, the parent or guardian is requested to contact the office in advance of the withdrawal date so that the proper forms can be prepared. Since each teacher cooperates in compiling withdrawal forms and data, time is needed to collect the information to ensure a smooth transfer of the student to his/her new school.



## **GRADING SYSTEM**

Report cards will be issued every nine weeks. The grading system in ALL classes will be a numeric grade which will include: Art, Library, Physical Education and Music. Grades 15 will include Reading, Math, Spelling, English/Writing, Science/Health and Social Studies.

The following is the grading scale: (90100 "A"; 8089 "B"; 7079 "C"; 6569 "D"; and below 65 "F").

Kindergarten students have a skills based report card and they will be issued at the end of the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> marking periods. Parent teacher conferences will be held at the end of the first and third marking periods for parents of kindergarten students.

## **DEFICIENCY IN ANY SUBJECT**

Parents will be notified halfway through each of the nine-weeks if a student has a deficiency in any subject. This contact will be by Deficiency letter. At that time, the parent can contact the teacher to discuss ways to help the student succeed in that subject. Parents are also able to check their students grades through the parent portal found at the District's website through PowerSchool.

## **CONFERENCES WITH TEACHERS**

Harmonious home and school relationships are very important! The school will schedule an open house each year to provide an opportunity for all parents/guardians to visit their student's classroom and meet his/her teacher. There is also a scheduled parent/teacher conference date in November.

If you have questions about your child's educational program and/or his/her grades, a

conference can be arranged. If your child's grade is below a "C" in any subject or if you are concerned for some reason about his/her work, you are urged to contact the teacher. Conferences can be scheduled from 8:00 AM until 3:20 PM during the school day. Other arrangements can be made for parents to meet with teachers if the above listed times are not acceptable. Contact the classroom teacher to make an appointment.



## GOOD STUDY HABITS

Helpful study tips for students:

- Make sure that you understand the assignment.
- Set aside a time and a place to study.
- Select a place with good lighting. Avoid radio, television and telephone calls.
- Try your hardest subject first, and if you become tired take a short break or exercise period.
- Proper nutrition and rest are important to scholastic performance.

## HOMEWORK

Homework assignments should be completed on time and the quality should be acceptable to the teacher. Most assignments require only 15 to 20 minutes per subject. In addition to homework, a teacher may require that incomplete daily assignments be finished at home.

The following is the homework policy (130) as revised by the Southern Huntingdon County School Directors on October 16, 2007.

The Board recognizes that homework is an acceptable part of the instructional program.

When assigning homework the following principles are to be considered:

1. Homework will not be assigned as a form of punishment.
2. While most students will need to complete homework assignments in order to complete a course, the greater part of the child's educational achievement should occur while in school.
3. Homework should consist of materials, which make application of what is learned in school.
4. Short and varied homework assignments, which grow out of the child's interest provide the ideal home study. Large amounts of routine work already mastered should be avoided.
5. The amount of homework assigned must consider factors such as age, grade, ability level of each pupil, other subject assignments which may be given, after school work and home chores.
6. Homework should not be assigned unless the work is reviewed by the teacher.
7. Homework papers should be returned to the pupils with comments after teacher review.
8. Homework should involve processes or operations, which have been illustrated or discussed in class.

9. Any details required in homework should be clarified before assignment by the teacher.

Homework should not interfere with the proper development of the student's health nor should it interfere with the student assuming responsibilities in the home.

**Make-up Work:** Students should make up tests, quizzes, projects, etc. during their study halls. If this is not possible, then the classroom teacher will allow them to use class time for make-up work.

1. **Prior knowledge of absence:** Students are to obtain their assignments prior to their absence. They will have their assignment ready for the next class period unless the assignment was incomplete when given.
2. **Unexpected absence –** For all half day and one day absences students are expected to have in their possession the work assigned before they were absent. Students should obtain their assignments upon their return to each class. Allowed make-up time will equal the time the student was absent, with coursework to be completed in the order that it was assigned. If parents/guardians wish to have missed assignments for their son or daughter, they must call by 9:00 AM to have the assignments ready that day.
3. **Extenuating circumstances** shall be dealt with on an individual basis.

If students are present for class and they fail to hand in the homework assignments, a grade of zero could be given. If failure to do homework becomes a habit, detention could be assigned to the student.



## HONOR ROLL

The school will publish an honor roll at the end of each nine-week grading period for grades 3-5. Any combination of A's and B's or all B's will be used to meet the requirement of the "Honor Roll". P.E., Music, Art, Library, and Handwriting grades will not be counted in the honor roll requirements.

## PROMOTION POLICY

Promotion in grades K through five shall be individually considered cooperatively with the evaluation of the pupil's record. To be considered for retention in primary grades, a student must have failed reading or two main subjects; in intermediate grades, a pupil must have failed any two subjects (not counting phys. ed., music, art, and library). Pupils will repeat only one grade in the primary grades, if necessary, and only one repeat in the intermediate grades, if necessary. We will consider all aspects of the student's record when a pupil is to be retained -- resolving doubt in favor of passing the student. Parents will be encouraged to participate in the decision process regarding the promotion or retention of their student.

\*If a student misses more than twenty-five (25) days at the elementary level, the district may retain a student if warranted by school administration.

**\*Students who take an educational field trip at the end of the school year must turn in all incomplete work by June 30<sup>th</sup>. If not, the student will receive a grade of a zero which may or may not affect passing the course.**

## **GRADE INFORMATION ON LINE**

Parents have the ability to log onto a website (PowerSchool) to check their children's assignments and grades in real time. If you would like access to this web site please contact the school's secretary.

## **SCHOOL FINANCIAL OBLIGATIONS**

Students who accumulate financial obligations to the school district during the school year must clear the obligations by the last day of school before report cards (all students) are awarded. Students may check at the office if they have questions about debts.

If a student owes money to the district for lost/stolen books, destruction of property, failure to turn in funds for merchandise, etc., financial obligations will be sent to the district magistrate after the deadline. Students must also turn in all excuse notes for absences and tardies that are outstanding prior to the end of the school year.

## **PARENTAL REQUEST FOR CLASSROOM PLACEMENT**

Beginning with the 14-15 school year, parental requests for classroom placement will not be accepted by administration. Please understand that the Administration works diligently with teachers to properly place your students based upon many factors. If at any time there is an issue with the assigned teacher, please contact the teacher to try to rectify the issue. If this does not get a reasonable solution, then contact the administration to set up a meeting with the teacher, administrator, and parent.

## **DRESS CODE FOR ELEMENTARY STUDENTS**

Hats are not to be worn inside the building. Clothing bearing inappropriate slogans or pictures such as cigarette, alcohol, drugs, sex symbols, racial remarks or sexual connotations are not permitted. Inappropriate/distractible shirts are not permitted. Shoes or sandals must be worn at all times. Any shoes or sneakers must have backs and if they have eyelets in them, they **MUST HAVE** shoelaces (tied). As for sandals, no flip flops are permitted and sandals need to have a strap over the heel. Any shoe (clogs included) which does not have a back or a strap is not permitted. Any shoe with wheels built in is not permitted. NO high heels, cleated shoes or slippers are permitted. Shorts/pants must remain at waist level and the bottom of the slacks/pants may **NOT** touch the floor or ground. Shorts must meet the arm's length rule. (The bottom of the shorts must be at least long enough to reach the ends of the fingertips when the arm is extended at the side of the body.) Shirts or blouses must cover the midriff section and at no time should undergarments show through the outer garment or be seen. No backless or halter tops are permitted. No tank tops should be worn that have a baggy arm opening that reveals the chest area. Straps on any shirt/dress should be an inch wide. No spaghetti straps or strapless shirts/dresses will be permitted for any child. Blue jeans and/or any other clothing with large holes/tears that display skin or undergarments are not permitted. Hairstyle must not interfere with the student's vision. Hair must be neat and clean at all times. Large hooped earrings or earrings which touch the shoulder are not permitted due to the health hazard they pose. For the safety of our children, earring length should be kept at a minimum.

## ITEMS FROM HOME

1. Please label outer wearing apparel with a sewn label or indelible pen. Also mark lunch bags and boxes. This will ensure quick return to the owner when articles are lost or misplaced. Students are **NOT TO BRING VALUABLE ITEMS OR ANY OTHER TYPE OF TOY TO SCHOOL** unless authorized by a teacher for special occasions such as student of the week, show and tell, etc. (Money, electronic devices including cell phones, watches, rings, fidget spinners, baseball cards, Pokemon items, backpacks with rollers and motorized bikes, etc.). Electronic items are not to be taken on the bus or to school. School personnel cannot be held responsible for the loss of valuable items. Animals of any type should be left home unless a teacher grants permission in certain classes.
2. Birthday treats (preferably not food items) may be sent to school with your child after consulting with the classroom teacher. Treat suggestions: pencils, erasers, etc.
3. To ensure the happiness of all students, party invitations may be sent to school to pass out to students only if every child in the class is to receive one. If only a few students are to be invited to a party, other arrangement for invitation distribution must be made.

## DELIVERY OF BALLOONS AND FLOWERS

We will not accept the delivery of balloons, flowers & gifts at the elementary schools due to the fact that they would be a distraction in the classroom and they cannot be taken home on the bus.

## CELL PHONES – Policy #237

The Board prohibits the use of any electronic device by an Elementary School student while in district buildings, on district property and grounds including on district buses, and at school sponsored activities. An electronic device that is possessed by any student in school buildings or district property must remain silent and kept out of sight at all times except as follows:

### Exception:

- Students may be permitted to use their own device in order to call their parents/guardian with approval from teachers, administrators, or staff.
- If a parent calls the school and the student has not made contact with the parent through the main office, it will be concluded that the student has used a cell phone to make the contact and disciplinary action may occur accordingly.
- Students should turn off their cell phones and store them away upon their entrance to the school building. Cell phones should not be out, visible or in use at any time.
- The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings, on district property, on district buses and vehicles and at school sponsored activities.

## RECESS

During the school day, weather permitting, students may have outdoor, supervised recess. Recess is held during the winter months unless there is snow or ice on the playground area, the temperature is 25 degrees or colder, or the wind chill factor is such that the temperature is much colder than indicated by the thermometer. In the event of extreme hot weather, we reserve the right to keep students in for their own health safety.

When recess is being held outside, it is the student's responsibility to make sure they are dressed properly for the weather conditions. Students must have the proper attire (hat, gloves and a heavy coat, etc.) in order to go outside for recess during the winter months. Team sports such as kickball, baseball, jump rope, basketball, and dodge ball are acceptable playground activities. However, if students' health and safety become a concern, certain sports or activities will be prohibited.

If a student has a medical excuse from participating in physical education, this also means the student is excused from recess. If the parent wishes for their child to go out at recess, the parent will accept the liability if something should happen to the child at recess.

There will be no daily scheduled second recess at Spring Farms or Rockhill; however, teachers will have the freedom to give students a second recess when they feel they should. Due to Shade Gap having a longer day, students may have a second recess from 2:50 – 3:00 PM.

## **PTO BUSINESS MEETINGS**

A business meeting of the PTO is held monthly during the school year. Dates and times of the meeting will be sent home with your child. All parents are invited to attend. This meeting is not limited to officers. Your participation is needed.

## **CHANGES OF NAMES, ADDRESSES, & TELEPHONE NUMBERS**

Students must report changes in names, addresses, and telephone numbers as soon as possible for school records to be kept up to date. This updated information is especially valuable in case of an emergency at school that would require school personnel to contact someone at a student's home.

## **TELEPHONE CALLS**

- Teachers and students are not to be called from class unless an emergency exists.
- If you wish to speak to a teacher, leave your number and she/he will return your call.
- Important messages will be delivered to teachers and/or students.
- No student is to use the phone unless an emergency exists and he/she has permission from a teacher or school secretary.
- Using the phone to make arrangements to bring forgotten homework is not considered an emergency.
- All necessary plans for after school care, etc., should be made with children before they leave home in the morning.
- When the school is closing due to weather conditions, students will not be permitted to use the telephone to call home. It is important that we keep the line cleared so we may receive incoming calls.

## **POSITIVE SOCIAL MEDIA EXPECTATIONS FOR PARENTS:**

The District holds the expectation of its teachers and administrators to meet with parents to discuss sometimes difficult situations. During these conversations, both parties have the right to express their concerns appropriately. While the District realizes that all solutions may not be agreed upon by both parties, we expect each party to remain professional both in person and on Social Media.

- or guardians should make complaints through official school channels rather than posting complaints on social networking sites.
- Parents and guardians are to immediately bring any social media policy violations or concerns to school officials.

- School officials will not mediate social media issues between students or parents unless it directly affects the school and/or it is during school hours.
- The School considers the following examples to be inappropriate uses of social networking sites. (This list is non-exhaustive and intended to provide examples only):
  - Making allegations about staff or pupils at the School/cyber-bullying;
  - Making complaints about the School/staff at the School;
  - Making defamatory statements about the School or staff at the School;
  - Posting negative/offensive comments about specific pupils/staff at the School;

Parents should also ensure that their children are not using social networking/internet sites in an inappropriate manner. It is expected that parents/guardians explain to their children what is acceptable to post online. Parents/guardians are also expected to monitor their children's online activity, including in relation to their use of social media.

## HEAD LICE POLICY

- See School Board Policy 209.2, available at: <https://go.boarddocs.com/pa/shun/Board.nsf/Public#>. Physical copies of board policies can be picked up at the District Office during normal business hours.



## SICKNESS AT SCHOOL

If a student becomes ill or has an accident while at school, he/she should notify the teacher in charge. The teacher will then make the necessary arrangements for attending to the student. All parents should make sure that the school knows whom to contact in case of illness or injury to their child. If both parents work, a name and phone number other than the parents' should be listed on the Emergency Contact Card in the front office. Any child with a temperature of 100 degrees or higher will be sent home as soon as the appropriate adult can be located. (See EMERGENCY NUMBERS) A child must be afebrile (temperature under 100 degrees) without the use of fever reducing medication for 24 hours before he/she returns to school. If a student has had a fever of 100 the previous day and returns to school, contact with the parent may be made and the student will be expected to be taken home.

## PRESCRIPTION MEDICATIONS

The Southern Huntingdon County School District recognizes that parents have the primary responsibility for the health of their children. Although the District strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.

All students who need to take medication during school hours will need to have a form completed by their doctor and signed by a parent. This form must be given to the school nurse when medication is brought to school.

## FOR PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS



- The doctor must complete the prescription medication form.
- The parents/guardians must sign the consent form for medications.
- Any medication to be given during school hours must be delivered directly to the school nurse, building administrator, head teacher, or school secretary by the parent/guardian or designee. The medication **MUST** be brought to school in the original prescription bottle and properly labeled. The consent form for medication should be signed at this time. This form is included on the medication form.
- A medication log will be kept for any child receiving medicine during school hours.
- In the absence of the school nurse, medications will only be given by a licensed professional.
- Medications cannot be carried by students. (Exceptions: Students with severe allergic reactions may carry Epipens as prescribed by a doctor. In both cases, the student must demonstrate competency and responsibility to the school nurse. If medication is used in any manner other than the prescribed orders, the privilege to carry the medication can be revoked).
- Medications will be administered within 30 minutes before or after the prescribed time.

#### **Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors**

- The Board shall permit students in District schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.
- Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.
- Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the self-administration of epinephrine to provide a rapid first aid for persons suffering effects of anaphylaxis.
- Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following:

- A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner, or the physician assistant.
- A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the District and its employees of responsibility for the benefits or consequences of the prescribed medication.
- A written statement from the licensed physician, certified registered nurse practitioner, or physician assistant that states:
  - Name of the drug
  - Prescribed dosage
  - Times medication is to be taken
  - Length of time medication is needed, unless confidential
  - Potential serious reaction or side effects of medication
  - Emergency response
  - If child is qualified and able to self-administer the medication

The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.

The District reserves the right to require a statement from the licensed physician, certified registered nurse practitioner, or physician assistant for the continued use of a medication beyond the specified time period.

A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler or epinephrine auto-injector and to self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the competency for self-administration and responsible behavior in the use of the medication. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.

Students are prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy shall result in loss of privilege to self-carry the asthma inhaler or the epinephrine auto-injector and disciplinary action in accordance with the school handbook.

If the District denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The student's classroom teachers shall be informed where the medication is stored and the means to access the medication.

## **HEALTH EXAMINATIONS:**

Health laws require that the following screenings are administered to students:

- An annual vision screening for all grades
- A hearing screening for Kindergarten, First, Second and Third Grades
- Measurement of height and weight annually for all grades.
- A dental examination in Grade 3.
- In Grade 6, students will get a physical screening and a scoliosis screening will be conducted.

## **DIABETES MANAGEMENT:**

- See School Board Policy 209.3, available at: <https://go.boarddocs.com/pa/shun/Board.nsf/Public#>. Physical copies of board policies can be picked up at the District Office during normal business hours.

## **WELLNESS POLICY:**

- See School Board Policy 246, available at: <https://go.boarddocs.com/pa/shun/Board.nsf/Public#> . Physical copies of board policies can be picked up at the District Office during normal business hours.

## **LIBRARY/MEDIA CENTER**

The Media Center at the Elementary will strive to be a vibrant part of the school program by providing the space and materials for creativity, research, study and enjoyment. Proper care

and return of materials are the responsibilities of each student and parent. Charges will be assessed for damage or loss of any materials.

## **INTERNET POLICY**

Internet access, one of the many technological services available at the Southern Huntingdon County school District, is available at the elementary and high school level. While the Internet provides thousands of World Wide Web sites that provide information for education, it is impossible to control access to all materials available through the Internet, and an adept user may discover controversial information. Therefore, students will use the World Wide Web in supervised settings and the District requires parental permission for student World Wide Web access. **NO PERSONAL EMAIL ACCOUNTS WILL BE PERMITTED FOR STUDENTS.**

## **ACCEPTABLE USE POLICY CHANGES:**

- District Technology Use – Policies & Procedures
- Electronic Devices – 237 - This covers the Bring Your Own Device Policy.
- Copyrighted Material – 814 – This policy covers the use of copyrighted content.
- Acceptable Use Policy - 815 – The Acceptable Use Policy (AUP) covers the use of district technology in an educational setting.
- Video Monitors – 816 - This policy covers the use of passive video monitors in the district.
- By signing off on the student handbook, you agree to all terms in the handbook, and by the policies set forth by the Southern Huntingdon County School District School Board.
- Digital copies can be located here: <http://www.boarddocs.com/pa/shun/Board.nsf/>
- Physical copies of board policies can be picked up at the District Office during normal business hours.

## **GUIDANCE**

The primary objective of the guidance department is to assist students academically, personally, and socially. Developing an understanding of self and how one relates to others is central to a student's education. Social and emotional needs often take precedence over a student's academic needs and those must be satisfied first if time and energy are to be available for academic growth. This process may include group guidance and individual counseling (preventive, developmental and problemcentered).

Individual counseling may be selfinitiated. Students schedule appointments with the counselor to discuss concerns and/or questions. The counselor assists students with situations that confront them, whether they are of a personal or academic nature. The Southern Huntingdon County Elementary Schools' guidance counselor is closely associated with the referral process to the IST and the formal testing program. The counselor is available to parents for interpretation of test results. The guidance counselor's office phone number is (814) 447-3631.

## **ELEMENTARY ACHIEVEMENT TEAM (MTSS)**

The Elementary Achievement Team is organized to assist teachers and parents in developing alternative strategies for modifying the instruction or learning environment for students who are experiencing academic or behavior problems in the classroom. This Team will also look at classroom data compiled from a number of assessments.

The Elementary Achievement Team will be made up of the child's parent(s)/guardian, the principal or assistant principal, instructional coach, psychologist, school counselor, classroom teacher, Title 1 teacher and any interested faculty member from any discipline or grade level. The Instructional Coach will schedule meetings as required.

## **TITLE I SCHOOL WIDE SERVICES**

The Southern Huntingdon County School District offers Title I services in Reading for students in grades K-5 in all elementary schools. These services are provided to help students that are having difficulty mastering the necessary skills to make adequate progress in these academic areas. In order for students to receive these services, students must qualify by meeting two out of three predetermined academic qualifications.

A Title I School wide program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title I school in order to improve the achievement of the lowest- achieving students.

The Southern Huntingdon County School District receives Title I funding from the Federal Government in accordance with the number of students that qualify for the Free and Reduced Lunch Program. It is very important for each family at each elementary to complete this paperwork to check your eligibility.

For more information on these services, please contact the Title I teacher at your child's building.

## **PSYCHOLOGICAL TESTING**

The Southern Huntingdon County School System provides educational psychological testing at no charge. Before a psychologist tests any student, a parental permission form must be completed. Parents may request an evaluation of their child by contacting the school counselor. The guidance counselor will meet with the child and parent(s) or guardian(s).

Upon completion of the evaluation by the psychologist, a written report will be prepared. The psychologist, along with other school personnel, will meet with the parent(s)/guardian to review the results.



## **Homeless Children and Youth in the “The Every Student Succeeds Act of 2015”**

On October 1, 2016, amendments to the McKinney-Vento Act's Education for Homeless Children and Youth program made by the “Every Student Succeeds Act” went into effect. The new law includes many provisions designed to improve training, identification, enrollment, stability, and success, from pre-school through high school, and the transition to post-secondary education. A brief summary is provided.

**At the State Agency Level.** Every State Education Agency (SEA) must designate an Office of State Coordinator that can sufficiently carry out duties in the Act. Key duties include:

- Posting on the SEA website an annually updated list of school district liaisons, and the number of homeless children and youth.
- Responding to inquiries from homeless parents and unaccompanied youth.
- Developing and implementing professional development programs for liaisons and others.
- Conducting monitoring of local educational agencies to enforce compliance.

**At the Local Agency Level.** Every local educational agency (LEA) must designate a liaison for students experiencing homelessness who is able to carry out the duties described in the law. Key duties include:

- Ensuring that homeless children and youth are identified and enrolled in school, and have a full and equal opportunity to succeed in school.
- Participating in professional development and other technical assistance offered by the State.
- Ensuring school personnel receive professional development and other support.
- Ensuring that unaccompanied homeless youth are informed, and receive verification, of their status as independent students for college financial aid.
- Informing homeless parents of their children's educational opportunities and providing meaningful opportunities to participate.
- Ensuring that homeless children, youth, and families receive referrals to health, dental, mental health, housing, substance abuse, and other appropriate services.
- Disseminating public notice of McKinney-Vento rights in locations frequented by parents and youth, in a manner and form understandable to them.
- Ensuring that parents and youth are informed of and assisted in accessing transportation.
- Ensuring access to Head Start, Early Intervention, and LEA-administered pre-school programs.
- Removing barriers that prevent homeless youth from receiving credit for full or partial coursework satisfactorily completed at a prior school.

### **School Stability**

- LEAs must make best interest determinations about school selection that presume that staying in the school of origin is in the best interest of the child or youth; consider specific student-centered factors; prioritize the wishes of the parent, guardian, or unaccompanied youth; and include a written explanation and right to appeal if the LEA determines that school stability is not in the best interest of the child or youth.
- The definition of school of origin now includes both the designated receiving school at the next grade level (if there is a feeder school pattern), and preschools.
- Transportation to the school of origin is required, including until the end of the academic year when a student obtains permanent housing (if it is in the student's best interest to remain in that school).

### **School Enrollment and Participation**

- Homeless children and youth must be enrolled in school immediately, even if they lack documents or have missed application or enrollment deadlines during any period of homelessness.
- SEAs and LEAs must develop, review, and revise policies to remove barriers to the identification, enrollment, and retention of homeless students in school, including barriers due to fees, fines, and absences.
- If a dispute arises over eligibility, school selection or enrollment, the child or youth must be immediately enrolled in the school in which the parent, guardian or unaccompanied youth seeks enrollment, pending resolution of the dispute, including all available appeals.
- States must have procedures to ensure that homeless children and youth do not face barriers to accessing academic and extracurricular activities.

### **Preschool Children**

- The definition of school of origin now includes preschools.
- Liaisons must ensure homeless families and children can access early intervention services under IDEA Part C, if eligible.

### **Credit Accrual and College Readiness**

- States must have procedures to identify and remove barriers that prevent students from receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school, in accordance with State, local, and school policies.

- State plans must describe how homeless youth will receive assistance from school counselors to advise, prepare, and improve their readiness for college.

### **Definition of Homelessness**

- The McKinney-Vento definition of homelessness includes children and youth who lack a fixed, regular, and adequate nighttime residence.
- This definition specifically includes children and youth who are: sharing the housing of others temporarily due to loss of housing, economic hardship, or similar reasons; living in shelters, transitional housing, or cars; and staying in motels or campgrounds due to lack of adequate alternative accommodations.
- The phrase “awaiting foster care placement” was deleted from the McKinney-Vento Act in most states on December 10, 2016 (it will be deleted in AR, DE, and NV on December 20, 2017). New protections for children in foster care under Title I Part A went into effect on December 10, 2016..

### **Title I, Part A**

Amendments to Title I, Part A related to homelessness go into effect in the 2017-2018 school year. These include:

- All LEAs that receive Title I Part A funds must reserve funds to support homeless students.
- Reserved funds may be used for services not ordinarily provided by Title I, including local liaisons and transportation to the school of origin. (This provision is in effect currently, due to existing appropriations bills.)
- State report cards must include disaggregated information on the graduation rates and academic achievement of homeless children and youth.

## **Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students August 2022**

### **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 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 ages three to school-age may be eligible for Early Intervention services if they are experiencing developmental delays. Developmental delays, as defined by the State and as measured by appropriate diagnostic instruments, include a 25 percent delay or a test performance of 1.5 standard deviations below the mean on a standardized assessment in one of the following developmental areas: physical development, cognitive development, communication development, social or emotional development or adaptive development. A young child may also be deemed eligible if they are determined to have a diagnosed disability as defined by PA Chapter 14 regulations. Eligibility for Early Intervention services is two-pronged. The child must be diagnosed with a developmental delay or a diagnosed disability and display a need for specially designed instruction. Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the child and to ensure access to the general education curriculum.

**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.

**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 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.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

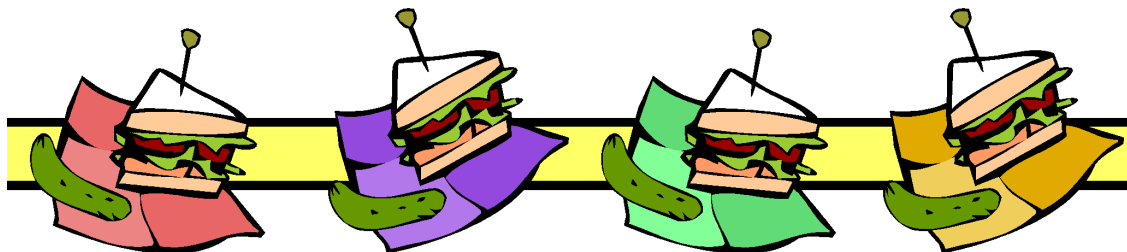
For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

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:

<b>INTERMEDIATE UNIT</b>			
Tuscarora Intermediate Unit 11	814-542-2501	TIU Early Intervention Programming	814-542-2501
Ms. Kelly Lawler Zurybida		Ms. Kelly Lawler Zurybida	
2527 US Hwy 522 S		2527 US Hwy 522 S	
McVeytown, PA 17051		McVeytown, PA 17051	
<b>SCHOOL DISTRICT OFFICES</b>			
Central Fulton School District	717-485-7000	Forbes Road School District	814-685-3865
Ms. Holly Varner		Forbes Road High School	
151 East Cherry Street		159 Redbird Drive	
McConnellsburg, PA 17233-1400		Waterfall, PA 16689	
Huntingdon Area School District	814-641-2104	Juniata County School District	717-436-2111
Administrative Office		Administrative Office	
Ms. Staci Young		Ms. Christie Holderman	
2400 Cassady Avenue, Suite 2		146 Weatherby Way	
Huntingdon, PA 16652-2602		Mifflintown, PA 17059	

Juniata Valley School District Administrative Office Ms. Lisa Coble 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611	814-669-9150	Mifflin County School District Administrative Building Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044	717-248-0148
Mount Union Area School District Administrative Center Dr. Dianne Thomas 603 N. Industrial Drive Mount Union, PA 17066	814-542-2518	Southern Fulton School District Southern Fulton High School Ms. Laurel Keegan 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267	717-294-3400
Southern Huntingdon School District Southern Huntingdon County High School Mr. Brent Stoltzfus 10339 Pogue Road Three Springs, PA 17264-9730	814-447-5520	Corrections Education Mr. Timothy Miller Trough Creek Youth Forestry Camp #3 4534 Tar Kiln Road James Creek, PA. 16657 & South Mountain Secure Treatment Unit 10056 South Mountain Road – P.O. Box 374 South Mountain, PA. 17261	814-658-4024
NON-PUBLIC SCHOOLS LOCATED IN IU 11			
Tuscarora Intermediate Unit 11 Dr. Brett Gilliland 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501		
CHARTER SCHOOLS			
New Day Charter School Ms. Jenna Morgan -256 South 5th Street. Huntingdon, PA 16652 -109 Industrial Circle Mifflintown, PA 17059	814-643-7112   717-447-0623	Stone Valley Community Charter School Ms. Cheryl Casner 13006 Greenwood Road Huntingdon, PA 16652	814-667-2705
PRISONS			
Huntingdon County Prison Ms. Staci Young 2400 Cassidy Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Mifflin County Prison Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044	717-248-0148

- \*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.



## **NUTRITIONAL SERVICES**



## **LUNCH AND BREAKFAST**

Breakfast is available prior to the beginning of the school day at each of the elementary buildings. The menu is varied and the cost is minimal. Regular cost for a student breakfast will be \$1.20. For students receiving a reduced price the cost will be \$ .30.

Lunches provide one-third of the daily nutritional requirements recommended by the U.S. Department of Agriculture for children ages 5-12. Each meal includes a minimum of two ounces of protein, three-fourths cup of two or more servings of fruit and/or vegetables, one serving of a bread product and eight ounces of milk. Students are required to take all of the lunch menu items. This is an opportunity to try new foods. Regular cost for a student lunch will be \$ 2.10. For students receiving a reduced price the cost will be \$ .40. Students who carry their lunch from home may purchase milk to accompany their meal. Other beverages may be available. There are also additional food supplements, such as ice cream available for purchase.

Parents are urged to assist the school by encouraging good table manners. Students who cannot behave in the cafeteria will be subject to disciplinary procedures.

The Southern Huntingdon County School District participates in the National School Lunch Program. Students may qualify for a free or a reduced price breakfast and lunch, based on family income. Forms, which include this information on income, are sent home with students at the beginning of each school year. Please complete the forms and return them as soon as possible to the school. Should your financial status change during the year, you are required to notify the school. You may submit a new form at any time and must submit one when your income changes. You may request a blank form from the school.

## **CHEWING GUM AND SWEETS**

Chewing gum is not permitted at school. The gum gets on the floor and under tables. Soft drinks and candy are not permitted at school unless the teacher approves them for a special occasion.

## **HOW PARENTS CAN HELP**

- Visit interesting places with your children like museums, a zoo, libraries, and historical sights. Discuss and explain their importance.
- Listen to your child. Encourage him or her to ask questions, discuss and express ideas.
- Play games with educational value such as number games, word games and guessing games.
- Set a good example. If you are interested in your child's schoolwork, your child will probably be too. Have a family sharing and reading time.
- Attend parent-teacher conferences.
- Communicate often with the teachers.
- See that your youngster follows rules, attends school regularly and arrives on time.
- Limit television watching.
- Designate a regularly scheduled "homework" and study time.
- Be certain that your child gets to bed at a reasonable time so that he/she is well rested.



## **STUDY SKILLS**

Learning to study is one of the most important things you can learn at school. Here are a few things you can do to help with this:

- Bring to class pencils, paper, books and any other materials your teacher requires.
- Take part in class discussions.
- Listen carefully.
- Know how to use the library. The librarian will help. Ask questions if you don't understand.
- Be sure you understand your assignment before beginning it or taking it home.
- Get a good night's sleep so you will do your best every day.

## **HOW TO TAKE A TEST**

- Relax and forget about other people.
- Read and listen to all directions carefully.
- Read each question twice.
- Think before you write your answers.
- After you finish, check your work again for spelling and grammar. Be sure it is neat.

## **STUDENTS' RESPONSIBILITIES**

Students are responsible for:

- Practicing courteous behavior.
- Assigned academic work.
- Bringing to class any materials, pencils, papers, etc., not provided by the teacher(s), but designated as necessary for completing assigned work in his or her class(es).
- The care and good condition of both textbooks and library books.
- The care of any classroom materials and equipment in their use.
- Being in the classroom on time. Punctuality is extremely important to insure that your child begins each day on time and task without disrupting the instructional process.
- Moving from class to class or lunch/recess directly and quietly.
- Keeping their desks clean and in good condition.
- Leaving the restrooms clean and sanitary.
- The care of any P.E. equipment used on the playground.

**Dental Examinations**

Dental examinations are mandatory for students when they enter school and in third grade. If a beginning student or a third grade student has not been examined by their family dentist, the dental examinations will be conducted in each building by the school dentist on a date to be announced.

**Hearing & Vision Screening**

Hearing and Vision to be announced.

**Physical Examinations**

Physical examinations are mandatory for students when they enter school. If beginning students have not had a physical examination by their family physician, the students will be examined by the school physician in all buildings on a date to be announced.

**This Student and Parent Handbook was designed for the Southern Huntingdon County School District's Elementary Schools. This is our best effort to include those items of importance. We do reserve the right to change this manual as the need may arise.**

## Southern Huntingdon County School District 2022-2023 Calendar

Month	Date(s)	Explanation	Number of Days for Students	Number of Days for Teachers
August	17 22-23 24	New Teacher Induction Teacher In-Service First Day for Students	6	8
September	5 26	Labor Day - No School Early Dismissal 11:45 AM - Data Day	21	21
October	21	Act 80 Day	21	21
November	10 11 23 24-29	Early Dismissal 11:45 AM/P-T Conf. (1-7) Veteran's Day - No School Early Dismissal - 11:45 AM Thanksgiving Vacation - No School	17	18
December	5-16 23 26-30	Keystone Exams - Winter Wave 1 Early Dismissal 11:45 AM Winter Vacation - No School	17	17
January	2 4-18 16	Winter Break Keystone Exams - Winter Wave 2 Act 80 Day	21	21
February	16 20	Early Dismissal 11:45 AM - Data Day President's Day Break - No School	19	19
March	13	Act 80 Day	23	23
April	6-10 24-28	Spring Break - No School PSSA - English Language Arts Grades 3-8	17	17
May	1-12 12 15-26 24 25-26 29	PSSA Math, Science and Make-ups Gr. 3-8 Early Dismissal 11:45 AM - Data Day Keystone Exams - Spring Last Day for Students 11:30 AM Dismissal Teacher In-Service Memorial Day	18	20
July	24-28	Keystone Exams - Summer		
Total Days Students			180	
Total Days Teachers				185

Southern Huntingdon County School District  
2022-2023 Calendar

**Act 80 Days**

10/21/2022  
1/16/2023  
3/13/2023

**Early Dismissals**

11/10/2022  
11/23/2022  
12/23/2022  
5/24/2023

**Make-Up Days**

4/6/2023  
4/10/2023

**End of Marking Periods**

10/26/2022  
1/12/2023  
3/17/2023  
5/24/2023

**Data Days**

9/26/2022  
2/16/2023  
5/12/2023

**Keystone Testing Dates**

Winter Wave 1 - 12/5-16/2022  
Winter Wave 2 - 1/4-18/2023  
Spring - 5/15-26/2023  
Summer 7/24-28/2023

**PSSA Testing Dates**

English Language Arts 4/24-28/2023 Grades 3-8  
Mathematics, Science and Make-ups 5/1-12/2023 Grades 3-8

**ADOPTED: 02/15/2022**

## **SOUTHERN HUNTINGDON COUNTY SCHOOL DISTRICT BOARD POLICY**

No. 218.2

Title: WEAPONS

1. **Purpose**

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

2. **Definitions**

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.[\[1\]](#)[\[2\]](#)

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

3. **Authority**

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.[\[2\]](#)[\[3\]](#)

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[\[2\]](#)[\[4\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

4. **Delegation of Responsibility**

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.[\[11\]](#)[\[12\]](#)[\[10\]](#)

5. **Guidelines**

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[11\]](#)[\[13\]](#)[\[2\]](#)[\[14\]](#)[\[15\]](#)[\[10\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[14\]](#)[\[16\]](#)[\[10\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.[\[13\]](#)[\[10\]](#)

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.[\[2\]](#)

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.[\[17\]](#)[\[18\]](#)

#### **Transfer Students**

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[\[2\]](#)

## **SOUTHERN HUNTINGDON COUNTY SCHOOL DISTRICT BOARD POLICY**

No. 218.3

SECTION: PUPILS

TITLE: TERRORISTIC THREATS/ACTS

### **Purpose**

The Board recognizes the danger that terroristic threats by students presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.

### **Definitions**

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.[\[16\]](#)

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.[\[16\]](#)

### **Authority**

The Board prohibits any district student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the district.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

If a student is expelled for making terroristic threats, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

#### **Delegation of Responsibility**

The Superintendent or designee shall react promptly to information and knowledge concerning a possible or actual terroristic threat. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan. [\[8\]](#)[\[9\]](#)[\[7\]](#)

#### **Guidelines**

Staff members and students shall be made aware of their responsibility for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat. [\[10\]](#)

The building principal shall immediately inform the Superintendent after receiving a report of such a threat.

The Superintendent or designee may report incidents involving terroristic threats on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [\[8\]](#)[\[15\]](#)[\[12\]](#)[\[13\]](#)[\[7\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving a terroristic threat as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian. [\[12\]](#)[\[14\]](#)[\[7\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of terroristic threats to the Office for Safe Schools on the required form. [\[15\]](#)[\[7\]](#)



