

Huntingdon Area School District Elementary Handbook

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**TO VIEW THE ELEMENTARY HANDBOOK
 AND MANY OTHER SCHOOL-RELATED SITES,
 LOG ON TO THE DISTRICT WEBPAGE AT: www.huntsd.org
 HUNTINGDON AREA SCHOOL DISTRICT**

2016-2017 CALENDAR

HUNTINGDON AREA SCHOOL DISTRICT 2016-2017 CALENDAR

Approved 3/21/16

JULY 2016

AUGUST 2016

S-5 T-7

SEPTEMBER 2016 S-21 T-21

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	VA	5	6	7	8	9	7	8	9	10	11	12	13	4	VA	6	7	8	9	10
10	11	12	13	14	15	16	14	BDM	NTI	NTPD	NTPD	PD	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	IN	SD	PD	FD	26	27	18	19	20	21	22	23	24
24/ 31	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	A80½	

OCTOBER 2016

S-21 T-21

NOVEMBER 2016

S-17 T-18

DECEMBER 2016

S-17 T-17

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	PTC MS	9	PTC ELE	PTC TD	12	4	KEY	STO	NE	WA	VE 1	10
9	10	11	12	13	14	15	13	PTC HS	PTC MS	16	PTC ELE	18	19	11	KEY	STO	NE	WA	VE 1	17
16	17	18	19	20	A80	22	20	21	22	ED	THA	VA	26	18	19	20	21	22	ED	24
23/ 30	24/ 31	25	26	27	IMP	29	27	VA	VA	30				25	VA	VA	VA	VA	VA	31

JANUARY 2017

S-21 T-21

FEBRUARY 2017

S-19

MARCH 2017

S-23 T-23

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	VA	3	4	5	6	7				1	2	3	4				1	2	3	4
8	KEY	STO	NE	WA	VE 2	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	A80 KEY	1SM STO	NE	WA	VE 2	21	12	13	14	15	16	A80½	18	12	13	14	15	16	17	18
22	KEY STONE	24	HS SCDL NGT	26	27	28	19	VA	21	22	23	24	25	19	20	21	A80½ 3MP	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

APRIL 2017

S-18 T-18

MAY 2017

S-20 T-20

JUNE 2017

S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1		PS	SA	SCI	ENCE	4&8	6					1	2	3
2	PS	SA	EL	A	3-8	8	7	PS	SA	MA	KE	UP	13	4	5	6	7	8	9	10
9	10	11	12	13	VA	15	14	KEY	STO	NE	SPR	ING	20	11	12	13	14	15	16	17
16	VA	18	19	20	21	22	21	KEY	STO	IN½ NE	IN½ SPR	LD/ ED/GR ING	27	18	19	20	21	22	23	24
23/ 30	PS	SA	MA	TH	3-8	29	28	VA	30	31				25	26	27	28	29	30	

ELEMENTARY SCHOOL INFORMATION

SOUTHSIDE

10906 Station Road
Huntingdon, PA 16652
814-627-1100
Fax: 814-627-0301
Mrs. Joyce Cook – Secretary
Mrs. Susan Conese - Secretary
Mr. Sean Powers – Principal

STANDING STONE

Ten 29th Street
Huntingdon, PA 16652
814-643-0771
Fax: 814-643-5947
Mrs. Barbra Valcher - Secretary
Mrs. Kelley Shultz - Secretary
Mrs. Kimberlie Rieffannacht – Principal
- Assistant Principal

DAILY SCHEDULES:

Students are admitted to the school at 8:35 AM. Students participating in the Breakfast Program are admitted to the school at 8:30 AM.

Homeroom:8:35 AM – 9:00 AM (Tardy after 8:55am)

Lunch and Recess times are published at the school level.

Dismissal 3:15 PM

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BOARD OF EDUCATION

Mr. Richard Scialabba.....	President
Mrs. Danyle Shea.....	Vice President
Mrs. Apryl Hawn.....	Board Member
Mr. Susan Grainey.....	Board Member
Mrs. Lucinda Dell.....	Board Member
Mrs. Janice Metzgar.....	Board Member
Ms. Tammy Peterson.....	Board Member
Mr. Carolyn Payne.....	Board Member
Mr. Ian Thompson.....	Board Member
Mr. Carl Beard.....	Solicitor

COMMUNICATION BETWEEN HOME AND SCHOOL

Communication between home and school is vitally important to the success of students. Your child's teacher will provide information about much of what happens in her/his classroom and also about school-wide special events. This communication may take the form of phone calls, notes sent home, or student progress reports. An updated phone system will allow you to contact teachers or other district staff through a direct extension. There will also be times when families will need to contact the school. You are always welcome to call or stop by the school with questions or information regarding your child.

This handbook is made available to families in order to provide important information about day-to-day procedures and programs that are in place to provide for the needs of students and the effective and efficient operation of our schools. Please take the time to review the contents of this guide.

Quick information about schedule changes and important events is available through the School Messenger Service. This service has the capability to contact you via phone, text messages, and/or email. Please sign up for this service via the school home page at www.huntsd.org under the School Messenger Contact tab. If you should need assistance with this service, please contact the school office.

The Family Emergency Information Card serves to provide school staff with important information about your family. Each year the card must be completed by parents and returned to school. Information on these cards assist school personnel in calling parents at home or at work during the school day should an emergency arise. Please also provide your current email address. Changes in residency, work location, phone number, etc., should be reported to the building secretary so that information for contacting parents, or other designated individuals, is always current.

SUGGESTIONS FOR PARENTAL INVOLVEMENT

Children do better in school when their parents/guardians are involved. There are many ways that you can become involved with your child's education.

- Attend open house to meet your child's teacher and visit the classroom
- Talk with your child each day about their learning
- Ask your student to share their daily planner or take home folder
- Provide a scheduled time and place to complete homework
- Read notes and newsletters that come home with your child
- Ask questions
- Attend scheduled parent conferences
- Call for an additional conference anytime you have a concern or need assistance
- Attend special family events scheduled throughout the school year
- Join your school's Parent Teacher Group.
- Volunteer your time to assist.
- Parent involvement policies are posted on the district website: www.huntsd.org.

ATTENDANCE

ABSENCES FROM SCHOOL

One of the most important things a parent or guardian can do is to make sure that their son/daughter attends school regularly. While absences for illness are unavoidable, nothing can replace the educational, cultural, and social contacts which students experience through regular participation in class.

REASONS FOR ABSENCES:

1. Illness of the student
2. Quarantine
3. Death in the immediate family
4. Impassable roads
5. Absence approved in advance by the Principal or Superintendent
6. Preapproved family vacations (See the Family Vacations and Day Trips Section)

All other reasons for absence will be considered illegal.

The parents of any student who has been absent for a total of four (4) or more illegal days will be referred to Huntingdon County Children's Services for the development of a Truancy Elimination Plan. If the Truancy Elimination Plan is not successful, the school will issue a citation to the District Magistrate.

If a student less than 17 years of age is absent for three illegal days, the school is required by law to serve notice to parents and parents may be fined.

EXCUSES FOR ABSENCES

- When a student returns to school after any absence, the student must present a signed written excuse within 3 calendar days of the absence.
- **Excuses not received, or received after 3 days, will be marked illegal.**
- ***After 10 absences, a doctor's excuse will be required for every additional absence.***
- For your convenience, excuse forms are sent home at the beginning of the school year. If you need additional forms, please contact the office.

HASD ATTENDANCE POLICY

The Huntingdon Area School District's attendance policy provides that "*A claim of continual or repeated illness in excess of 10 school days per year requires a physician's statement regarding illness. If a student has absences in excess of the 10 days with no medical excuse, those days will be entered as illegal in the student's records.*"

NOTIFICATION OF ABSENCES AND/OR TARDIES

1. After a child had been absent for 5 days, a letter will be sent to parents notifying them of the absences.
2. When a child has 10 days absent, a letter will be sent to parents informing them that any additional absences without a doctor's excuse will be recorded as illegal absences.
3. If a student has an illegal absence, parents will be informed by letter. This will occur for each of the first three illegal absences. As outlined in these letters, a fourth illegal absence will result in initiation of a proceeding against the parent before a magisterial district judge, and a referral for general protective services made to the county children and youth agency, without further notice from school authorities.

LATE ARRIVAL TO SCHOOL

Being on time is an important quality that children learn at an early age.

1. Students will be admitted into the building at 8:35 AM.
2. Students arriving after 8:55 AM are considered tardy and must report to the office, along with a parent, to sign in.
3. For a late arrival to be excused, a written confirmation (e.g., a doctor's excuse or appointment card from the doctor) is required. The card must have the date and time of the appointment.
4. If a student arrives after 8:55 AM, without a doctor's excuse, the tardy will be recorded as illegal.
5. Students who arrive between 9:31 AM and 1:30 PM will be considered absent for one half day.
6. Students arriving after 1:31 PM will be considered absent for a full day.

Acceptable reasons for late arrival are:

1. Appointment (Excuse must include the beginning and ending times of the appointment)
2. Inclement weather
3. Late buses

If a student has 3 or more illegal tardies, a letter will be sent to parents notifying them that any additional tardies could result in a referral being made to Huntingdon County Children's Services for the development of a Truancy Elimination Plan. If the Truancy Elimination Plan is not successful, the school will issue a citation to the District Magistrate. Tardy minutes accumulate and turn into half or whole days absent.

EARLY RELEASE OF STUDENTS

Students are not permitted to leave school before the close of the school day unless by a recommendation of the school nurse for illness or by the school administration for some legitimate reason. The number of early dismissals must be held to a minimum and appointments should be made for after-school hours.

The procedures for **early dismissals** are as follows:

1. All requests for an early dismissal must be in writing. The student must present to the homeroom teacher, in the morning, a written note from his/her parent or guardian requesting the early dismissal. This note must contain the child's name, phone number, reason for the early dismissal, time of departure and if the child is returning.
2. Parents must come to the office and sign out their child. Students will not be permitted to leave the building until being signed out by a parent.
3. The building secretary will call the child to the office. For security reasons, parents are not permitted to travel through the building to pick up a child.
4. An excuse must be returned for an early dismissal the following day.
5. Students leaving between 2:45 and 3:15 will be recorded as having an early release.
6. Students leaving between 10:31 and 2:44 will be considered absent for one half day.
7. Students leaving before 10:30 **and does not return** will be considered absent for a whole day.

Acceptable reasons for early dismissals are:

1. Medical or dental appointments
2. Family emergencies

FAMILY VACATIONS AND DAY TRIPS

Family vacations during the school year are permitted, but they are not encouraged. Students are permitted a total of five vacation days per school year. Vacation days are counted as absences. Family vacations from one (1) to five (5) days will be excused under the following conditions:

A written request for the trip must be submitted to the Office five (5) or more school days in advance of the trip. This includes one (1) day trips or half day trips. Information in the request should include: dates of vacation, destination and educational experiences.

1. The student must be in good standing. Good standing is determined by the student's teacher(s) and administration and based on attendance, academic progress and discipline. Family vacations will not be approved for students with three or more illegal absences during the current year.
2. All schoolwork must be completed and returned to the classroom teacher within one week after returning to school. If the work is not completed, the vacation days will be considered illegal.
3. Any vacation days exceeding five (5) days for the school year, will be counted as illegal absences.
4. A second vacation beyond the five days permitted per school year, will not be approved, and any additional vacation days taken will be considered illegal.
5. Any family vacation that was not pre-approved will result in those days being recorded as illegal.

TRANSPORTATION SERVICES

- Our school district provides all eligible students with an opportunity to be transported by school bus to and from school.
- Students are assigned to buses based on the location of their primary residence.
- The District transportation secretary (814-643-4140) can answer questions or concerns about bus assignments or schedules.
- **Students may not ride a different bus unless the transportation secretary at Central Office has given prior approval. Riding a different bus will be permitted only in emergency situations.** .
- Parents must call Central Office at 814-643-4140 to make different bus arrangements.
- Please notify the school if your address or childcare provider changes so that appropriate bus changes can be made.

PRIVATE TRANSPORTATION

If your child is normally transported by private vehicle at the end of the day, please keep in mind the following:

1. All students who do not ride school buses at the end of the day will be signed out by a parent/guardian or another adult designated by the parent/guardian. The school provides a form at the beginning of the year for this information.
2. If your child's normal routine for the end of the day is changed, **a written note from the parent or guardian must be sent in with the child and given to the homeroom teacher in the morning.** The note must state the name of the person your child will be riding home with or any other important information relating to the change of plans.
3. *A change in plans for your child at the end of the school day can be stressful for him/her, and it increases the likelihood of mistakes. **Daily calls to the school with instructions for your child will not be permitted.** As indicated, all instructions must be in writing and sent to school with your child and given to the homeroom teacher in the morning.*
4. ***Other changes in transportation/or who will be picking up your child, must be in writing and submitted to the office in the morning of the change. Calls to the school to change plans will not be accepted.***

SAFETY AND HEALTH

SCHOOL SECURITY

The District has an incident plan, referred to as a critical incident plan (CIP). This plan is updated and reviewed periodically. The plan guides staff through specific critical incidents.

Additionally, a Standard Response Protocol (SRP) been implemented to ensure student safety at the classroom level. The Standard Response Protocol is based on responding quickly by the use of consistent vocabulary. Each protocol designates specific staff and student actions. There are four specific actions for incidents:

1. **Lockout:** this protocol used to safeguard students and staff within the building. Students are kept inside and all access into the school is limited due to a threat outside of the school.
2. **Lockdown:** this protocol used to secure individual rooms and keep students quiet and in place. All classroom doors are locked and lights are out.
3. **Evacuate:** this protocol used to move students and staff to safety within the building or outside of the building. An example of this would be a fire emergency.
4. **Shelter:** this protocol used to seek a safe place. Both elementary schools have designated shelter locations established in the event of emergency.

GUESTS AND VISITORS

To provide for the security of our learning community, these procedures are the policies of our schools:

1. All guests must enter through the front door of the school by ringing the security bell and then be authorized to enter.
2. All guests must immediately report to the school office inside the front doors.
3. All guests must sign in, obtain an identification badge, report to the appropriate area, return the badge and sign-out when leaving.
4. Parents bringing items to school (lunches, homework, etc.) are asked to leave the items with the school secretary for later delivery.
5. Parents that bring their children to school on time should drop them off at the main entrance. To promote independence, please allow your child to walk to his/her classroom on their own.
6. Students are permitted in the building at 8:35 AM. If they are participating in the Breakfast Program, they may enter the school at 8:30 AM.
7. If you would like to meet with a teacher, please call the school before visiting so that a mutually agreeable time can be arranged.

PICTURES AND VIDEOS OF STUDENTS

As part of our overall school security program, pictures and/or videos taken without the consent of the parent/guardian are not permitted by visitors, students, practicum students or student teachers.

SCHOOL NURSE

The nurse travels between both elementary schools. The school nurse serves in a pivotal role to provide expertise and oversight for the provision of school health services and promotion of health education. Using clinical knowledge and judgment, the school nurse provides health care to students and staff, performs health screenings (hearing, vision, dental, physical, height/weight/BMI) and coordinates referrals to the medical home or private health care provider. The school nurse serves as a liaison between school personnel, family, community, and healthcare providers to advocate for health care and a healthy school environment. She can be contacted by calling the school that your child attends.

STUDENT ILLNESS

If your child becomes ill at school, you will be called and a determination will be made for what is best for your child. Children with a temperature of 100 degrees or more will be sent home and should remain home until they are fever free for 24 hours.

MEDICATION POLICY

The guidelines for Huntingdon Area School District indicate that all children's medication be administered at home. Medications other than those covered by the school doctor's standing orders **MUST** have a medication order from a licensed prescriber. This includes over-the-counter medication non-prescription medication. However, if under exceptional circumstances a child is required to take medication during school hours, the parent and student must comply with school regulations. These regulations include the following:

1. Written request from the licensed prescriber that medication be administered to the student. Included must be the name of the student, name of the medication, dosage, time to be administered, diagnosis, and possible side effects.
2. Students are not permitted to transport medication to school.
 - a. **All medication must be brought to school by a parent/guardian** or a responsible adult.
 - b. All medication must be in a **prescription bottle** with **current date** and name of student on the bottle. Medications in plastic bags or containers other than original containers are **NOT** acceptable.
 - c. Parent/Guardian must send enough medicine to school to cover the prescription until a refill is needed.
 - d. Parent/Guardian must anticipate when medication supply will run out in order to replenish supply.
 - e. Empty medication containers will **not** be sent home with students.
3. Under no circumstances will any student be permitted to transport medication, except for inhalers for asthma, insulin for diabetes, or Epinephrine for allergic reactions as ordered by a licensed prescriber.

4. Medication that is to be given 3 times a day may be given before school, immediately after school, and at bedtime – **at home.**

These regulations are for the safety and protection of all students in the school district.

OVER THE COUNTER MEDICATIONS

The school nurse does have standing orders from the school physician for minor complaints and/or ailments while in school. The administration of these items is intended for **FIRST AID ONLY** and it is not indiscriminately dispensed. School nurses **cannot** dispense any non-prescription (over-the-counter) medications that are **not** covered under the school physician's standing orders. However, when the parents sign the permission form, the school nurse **may** dispense the following medications as prescribed by the school physician:

- Analgesic (fever, pain, menstrual cramps, sprain/strain)
- Antacid (heartburn, upset stomach, indigestion)
- Allergy Lotion (apply locally for poison ivy, hives, rash)
- Cough drops (coughs, sore throat, and stuffy noses)
- Lip Balm (dry, chapped lips)
- Sting Kill Topical (bee stings/insect bites)
- Wound Cleanser (minor cuts/abrasions)
- Antibiotic ointment (minor cuts/abrasions)

A signed medication order from a licensed prescriber is needed only when the non-prescription medication is **not** on the list above.

POSSESSION/USE OF ASTHMA INHALERS/EPI-PENS

The Huntingdon Area School District shall permit students to possess asthma inhalers and epi-pens and to self-administer the prescribed medication used to treat asthma and/or life-threatening allergic reactions when such is parent-authorized.

Before a student may possess or use an asthma inhaler and epi-pen during school hours, the following shall be required:

1. A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner or physician assistant.
2. A 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.
3. A written statement from the physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.
 - d. Length of time medication is prescribed.
 - e. Diagnosis or reason medication is needed, unless confidential.
 - f. Potential serious reaction or side effects of the medication.
 - g. Emergency response.
 - h. If child is qualified and able to self-administer the medication.

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler/epi-pen and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication. Forms are available from the school nurse. The student shall notify the school nurse immediately following each use of an asthma inhaler or use of epi-pen.

Violations of this policy by a student shall result in immediate confiscation of the asthma inhaler and medication and loss of privileges.

PHYSICALS AND PROOF OF IMMUNIZATION

Proof of immunizations is required for all students entering the Huntingdon Area School District. A health history form must be completed and sent in with your child the first day he/she attends school. The following minimum immunizations are required for all students entering school for the first time:

1. Diphtheria and Tetanus - Four or more properly spaced doses of DTP, DTaP, Td or DT, or any combination of the three with 4th dose administered on or after the fourth birthday
2. Polio - Three or more properly spaced doses of polio vaccine. (IPV or OPV)
3. Measles, Mumps, Rubella (MMR) - Two properly spaced doses of live attenuated measles containing vaccine with the first dose administered at 12 months of age or older, or measles immunity proved by serological evidence determined by the hemagglutination inhibition (HI) test or any comparable test.
4. Hepatitis B - Three properly spaced doses of Hepatitis B vaccine.
5. Varicella - One Varicella vaccine, or documented proof of the chickenpox disease.

Exemptions to immunization requirements may be granted for medical and/or religious reasons. Information on exemptions will be provided by a school administrator upon request.

Please be advised that State Law requires the following exams:

Physical Exams:	Kindergarten - Done during first four months of school
Dental Exams:	Kindergarten and 3 rd grades - Done in late fall
Hearing Screenings:	Grades K through 3 rd -Done in the fall
Vision Screenings:	Grades K through 5 th -Done in September
Body Mass Index screenings	Kindergarten through fifth grade. Parents will be notified of their child's BMI in the fall of each school year.

HEALTH CARE INSURANCE

If you do not have health care for your child, please contact the school and we will make every attempt to provide you with available information.

INTEGRATED PEST MANAGEMENT PARENTAL NOTIFICATION

The Huntingdon Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the district in writing. Please include your email address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing.

Exemptions to this notification include disinfectants and antimicrobial products; self- containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals. Each year the district will prepare a new notification registry. If you have any questions, please contact the IPM Coordinator, Mr. Andy Socie, at 814-643-4140, ext. 1132

HEAD LICE POLICY

Pediculosis (Head Lice) can be transferred from person to person by direct contact through use of personal items such as combs, towels, hats, etc. The condition is easily treated by using a special shampoo that can be purchased from your pharmacist.

After a case is reported, the most effective way to control the spread of head lice is for parents to examine the heads of their children immediately. Lice may be hard to locate because they move quickly, so also look for these signs:

1. Persistent itching of the scalp
2. Nits – small silvery eggs attached to individual hairs. (Most often found at the crown, back of the neck and behind the ears.)

Instructions for treatment of head lice are available from the school nurse.

If your child has head lice, you will receive a call from a designated school personnel informing you that your child has head lice. You will need to treat your child whenever they get home. Children will no longer be sent home or excluded from school for having head lice or nits. They can stay in school and continue to learn just like everyone else. There will be no excused absences for head lice. Here are some hints to help if your child gets head lice:

TREAT TREAT TREAT – once the child is treated make sure you comb out their hair. This helps get rid of nits. Combing is not just a one-time deal – you must comb several times to get rid of the nits. Make sure you use the fine toothed comb provided in the treatment kit.

MACHINE WASH & DRY – clothing, bed linens, and other items the infested person wore or used during the last 2 days – use HOT water (130F) laundry cycle and high heat drying cycle.

SOAK – combs and brushes in hot water for 5-10 minutes (130F).

VACUUM – the floor and furniture esp. their beds!! Vigorously vacuum the bed.

The Centers for Disease Control and Prevention is the foundation for the change of the policy as well as contact with all local physicians/pediatricians. Yes, head lice can be a nuisance but it is NOT a communicable disease that causes any type of infection. If treated properly, it will go away.

ALSO – it is the FERPA guidelines that we as school personnel must abide by. We should not be sharing confidential information anywhere – that includes buses, classrooms, facebook, etc. We have to protect the rights of our students.

CLASSROOMS – remind students to keep their jackets & hats separate!! Whenever it is time for lunch/recess its best for them to return to the classroom to get their clothing than for the clothing to be thrown outside of the gym for recess. This is a BIG way to prevent head lice. Remember it loves DIRECT contact.

STAYING IN AT RECESS

Recess is a fun and important part of the physical and social development of each child in our elementary schools. If it is not precipitating, and the temperature is above 20 degrees (while considering the wind chill factor), students go out for recess. We get this information daily from weather.com. Students are permitted to stay inside with a doctor's excuse. On rare occasions, due to a recent illness, students may stay in with a written permission slip signed by the parent. Students that stay in for recess may be assigned an alternative room due to the fact that their teacher may have a recess or lunch duty. Parents should always have their child dressed appropriately for the time of year.

STUDENT BEHAVIOR

The Huntingdon Area School District believes that all students should have the opportunity to learn and grow in an environment that is safe and friendly for both students and staff. This positive environment is the responsibility of students, staff, parents, and the community. We believe that it is the school's responsibility to teach and recognize appropriate student behavior. School rules are based on this belief. The school staff has developed expectations and rules for student behavior in classrooms and other parts of the school.

We reinforce expectations for student behavior first through a program called *Schoolwide Positive Behavioral Support*. Students will learn and practice **CATS** behaviors:

C: Choose to be safe

- A:** Act responsibly
- T:** Think First
- S:** Show Respect

Students earn positive recognition individually, as a classroom, and as a whole school.

While this program stresses positive behaviors, we know that students will make negative choices from time to time. Our response to negative behaviors will vary, depending on the age of the child and the level of the offense. Minor offenses will be addressed by the teacher. Major offenses (serious or repeated behaviors) will be addressed by the principal. Students will be disciplined taking into consideration the past disciplinary record of the student and other extenuating circumstances. Parents/guardians can help by supporting the school staff in maintaining order by discussing proper behavior with your child, and by encouraging your child to cooperate with the faculty and respect the rights of others.

The teacher and the principal have the authority and the responsibility to investigate any behavior and decide if the student has broken a rule. The following are guidelines used to determine consequences. All disciplinary actions are at the discretion of the administration.

INAPPROPRIATE BEHAVIORS AND CONSEQUENCES

LEVEL I OFFENSES (MINOR)

School staff members will address minor offenses in a variety of ways, including reminders, re-direction, loss of privileges, or informing families in the event of repeated offenses. Examples of inappropriate behavior which will result in Level I discipline include, but are not limited to:

1. Not following the rules the first time
2. Forgetting to raise hand/calling out or interrupting
3. Talking at inappropriate time
4. Inattentive behavior
5. Failure to keep hands and/or feet to self
6. Bothering others while they are working
7. Running in school
8. Disrupting others
9. Failure to carry out directions
10. Failure to complete assignments (homework or classroom work)
11. Failure to use appropriate table manners in the cafeteria
12. Unkind words

LEVEL II BEHAVIORS (MAJOR)

Offenses: Examples of inappropriate behavior which will result in Level II discipline include, but are not limited to:

1. Continued Level I behaviors
2. Fighting
3. Disrespectful behavior toward other students
4. Disrespectful behavior toward staff members or volunteers
5. Inappropriate language
6. Possession of matches or lighters on school property
7. Not respecting the property of others (may be responsible for damages)
8. Throwing snowballs
9. Theft
10. Wearing clothing which violates the dress code
11. Spitting at another person

12. Cheating or lying
13. Intimidation or Threats (Verbal or Physical)
14. Leaving the building/grounds without permission

Participants involved: Teacher, Student, and Parent

Procedures/Consequences:

1. Phone call to parent by teacher or principal
2. Detention during school

LEVEL III BEHAVIORS (MAJOR)

Offenses: Examples of inappropriate behavior which will result in Level III discipline include, but are not limited to:

1. Continued Level II inappropriate behaviors that led to three detentions
 2. Assault without injury
 3. Defacing or destroying school property (will be responsible for damages)
- Participants involved: Student, Parent, Teacher, Guidance Counselor, and Principal.

Procedures/Consequences:

1. Phone call to parent by teacher or principal
2. Letter to parent
3. After school detention

LEVEL IV BEHAVIORS (MAJOR)

Offenses: Examples of inappropriate behavior which will result in Level IV discipline include, but are not limited to:

1. The next Level II or Level III behavior following the After School Detention
2. Possession or use of tobacco products on school property
3. Assault resulting in injury
4. Attempting to pierce body parts while on school property
5. Religious, sexual, ethnic or gender harassment
6. Throwing food in the cafeteria
7. Information will be recorded on a Student Discipline Record by the Principal

Participants involved: Student, Parent, Teacher, Guidance Counselor, Principal

Procedures/Consequences:

1. Phone call/letter to parent by Principal
2. Conference with those listed in letter
3. In School Suspension (1-3 days depending when the parent comes in for conference)

LEVEL V BEHAVIORS (MAJOR)

Offenses: Examples of inappropriate behavior which will result in Level V discipline include, but are not limited to:

1. Continued Level II, III or IV behaviors
2. False fire alarm
3. False 911 call
4. Serious threats

Participants involved: Student, Parent, Teacher, Guidance Counselor, School Psychologist, Principal, Director of Student Services, Superintendent, and outside agencies when appropriate.

Procedures/Consequences:

1. Phone call to parent
2. Letter to parent
3. Conference with those listed in letter
4. Out of School Suspension until conference
5. Improvement Plan designed by Discipline Committee

6. Referral to outside agencies when appropriate
7. Information will be recorded on a Student Discipline Record by the classroom teacher/Principal

LEVEL VI BEHAVIORS (MAJOR)

Offenses: Examples of inappropriate behavior which will result in Level VI discipline include, but are not limited to:

1. Continued Level II, III, IV, or V behaviors
2. Weapons violation
3. Bomb Threat

Participants that may be involved: Student, Parent, Teacher, Guidance Counselor, School Psychologist, Principal, Director of Student Services, Superintendent, outside agencies when appropriate, Student Services Committee Members for the Huntingdon Area School Board.

Procedures/Consequences:

1. Phone call/letter to parent
2. School Board Hearing with those listed in letter
3. Out of School Suspension until the entire School Board decides on disciplinary action.
4. Referral to outside agencies when appropriate.

BULLYING PREVENTION

Our elementary schools are designed to be safe, supportive and caring learning environments for all children and adults. We initiated the nationally acclaimed Bullying Prevention Program, *Olweus*. The goal of the *Olweus* program is to ensure that all children can come to school without fear of being bullied or intimidated. The act of bullying negatively impacts the entire school, and it will not be tolerated.

A student is being bullied when he or she is the recipient of negative actions on multiple occasions. The student who is bullied has difficulty defending him or herself. Bullying is distinguished when there is an imbalance of power, an unfair advantage, feelings of dominance and/or repetitive negative actions.

Our elementary Guidance Counselor and our teachers, conduct whole school, class, small group and individual activities that are designed to promote a bully free environment. The lessons focus on:

- Being kind to a bully and effective reporting
- Staying away from a bully
- Ignoring a bully
- Confronting a bully

Our school rules against a bully are:

- We will not bully others
- We will try to help students who are bullied
- We will include students who are left out
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Bullying is considered to be a Level IV offense (An in-school suspension—from 1 to 3 days). Additionally, a referral to the Guidance Counselor will be made.

BUS RULES

Riding a school bus by students is a privilege - not a right. Good conduct is essential to the safety of all who ride the bus. The bus driver's first concern is for the safety of our students.

If for some reason his/her concentration is disrupted by unruly students, the welfare and safety of all students on the bus is in danger. The school bus is an extension of the classroom.

The driver of any school bus is responsible for the orderly conduct and safety of the students transported. Parental supervision at the bus stops greatly reduces the number of behavior problems that often carry over into the school day.

1. Observe the same conduct as in the classroom.
2. Students will treat the bus driver with the same respect as other school personnel.

3. No profane language.
4. Keep the bus clean and litter free.
5. Families will be responsible for any damage done on the bus.
6. No use of tobacco products.
7. Stay in your seat at all times.
8. Keep head, hands, and feet inside the bus.
9. Bus driver is authorized to assign seats and has authority to change assigned seats.
10. No electronic devices are permitted.
11. No key chains or dangling objects permitted on book bags.

Misconduct on the school bus can result in the following consequences:

- | | | |
|----|------------------------|--|
| 1. | First Offense | One day removal from the bus |
| 2. | Second Offense | Three days removal from the bus |
| 3. | Third Offense | Five days removal from the bus |
| 4. | Fourth Offense | Ten days removal from the bus |
| 5. | Fifth or More Offenses | Removal from the bus for remainder of year |

SUBSTANCE ABUSE, WEAPONS, EXPLOSIVES, AND ARSON POLICIES AND PROCEDURES

TOBACCO

The possession or use of tobacco (including any form of smokeless tobacco or its look alike) by students on any part of school property, including buses or leased property under the control of the school, during the school day or during any school activity is strictly prohibited. Violation of this policy will result in a three-day suspension. In addition, Pennsylvania Law now requires school districts to submit the names of all students who possess or use any tobacco product on school property. Students who violate this law must appear before the local magistrate and will be required to pay a fine and court costs.

CONTROLLED SUBSTANCE OR DRUG PARAPHERNALIA

A. Definitions:

1. The term Contraband includes any controlled substance, and drug paraphernalia, any weapon, any explosive, and any unauthorized material which may cause or result in a fire on school property.
2. The term Controlled Substance means:
 - a. Alcohol
 - b. All controlled substances and marijuana as defined in the PA Criminal Code
 - c. Imitation controlled substances as defined in the PA Criminal Code
 - d. Over the counter drugs and any other drug or prescription medication not possessed for legitimate medicinal purposes
 - e. Inhalant substances (glue, gas, paint, etc.)
3. The term Drug Paraphernalia means all equipment, products and materials of any kind that either are designed for use, or intended by the student for use, in packaging, repacking, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body any controlled substance, including, but not limited to, those items enumerated in the PA Criminal Code.
4. The term Substance Abuse means:
 - a. The use, possession, sale, distribution, possession with intent to sell or distribute, or the attempted sale or distribution of a controlled substance or drug paraphernalia.
 - b. Being under the influence of a controlled substance.
5. Possession is defined by the amount for one single use of a substance for one individual. Any greater amount of the substance will be considered as possession with intent to

distribute.

B. Violations

First violation for the use or possession of a Controlled Substance or Drug Paraphernalia:

1. A minimum out of school suspension for 5 days.
2. The student must attend a minimum of 6 after school substance abuse counseling sessions.
3. If the student fails to attend the substance abuse intervention follow-up sessions, the days of OSS shall be unexcused absences and no credit shall be given for work missed.
4. The student and the parent(s) or guardian(s) shall schedule a conference with the principal before the student may re-enter school. At this conference, the student and the parent/guardian shall be asked to sign a statement that they have been informed of the consequences of any subsequent violations.
5. Huntingdon Borough Police Department or State Police will conduct an investigation.

Second Violation for the use or possession of a Controlled Substance or Drug Paraphernalia:

1. A minimum out of school suspension for 10 days. Suspension from all school activities (participation on teams, in clubs, and in all other school sponsored student activities) for at least the remainder of the school year.
2. At or before the time of the re-entry conference with the Superintendent, the principal may recommend an additional period of suspension or expulsion from school as deemed appropriate.
3. The Huntingdon Borough Police Department or State Police will conduct an investigation.

C. Sale and Distribution

The penalty for the sale, distribution, possession with the intent to sell or distribute, or the attempted sale or distribution of any controlled substance or drug paraphernalia shall be:

1. Immediate out of school suspension for a minimum of 10 school days.
2. Suspension from all school activities (participation on teams, in clubs, and any other school sponsored student activities) for at least the remainder of the school year.
3. At or before the time of the re-entry conference with the Superintendent, the principal may recommend an additional period of suspension or expulsion from school as deemed appropriate.
4. The Huntingdon Borough Police Department or State Police will conduct an investigation.

WEAPONS AND EXPLOSIVES

A. Definitions

1. The term weapons means:
 - a. Any of the devices enumerated in the PA Criminal Code, including, but not limited to, any gun or object designed to propel a missile; any bowie knife, switchblade knife, razor, slingshot, spring stick, metal knuckles, blackjack, flailing instrument consisting of two or more rigid parts which can be swung freely (such as num-chuck or fighting chain), and any object with points or pointed blades.
 - b. Any object used with the intent of threatening or harming an individual.
2. The term Explosive means:
 - a. Any item of material which has the capacity to create an explosion, including, but not limited to, smoke bombs, caps, and fireworks.

B. Violations

For the violation of the prohibition against possession or use of a weapon or explosive:

1. The penalty for the unauthorized possession of a weapon or explosive shall be an immediate out of school suspension for a minimum of 10 days and suspension from all school activities (participation on teams, in clubs, and in all other school sponsored student activities) for at least the remainder of the school year.
2. At or before the time of the re-entry conference with the Superintendent, the principal may recommend an additional period of suspension or expulsion from school as deemed appropriate.

ARSON

A. Definition

The term Arson means the unauthorized use of, or possession with the intent to use, material that may cause or result in a fire on school property.

B. Violations

For the violation of the prohibition against Arson:

1. The penalty for any act of arson shall be an immediate minimum out of school suspension for 10 days and suspension from all school activities (participation on teams, in clubs, and in all other school sponsored student activities) for at least the remainder of the school year.
2. At or before the time of the re-entry conference with the Superintendent, the principal may recommend an additional period of suspension or expulsion from school as deemed appropriate.

POLICY STATEMENT ON PREVENTION OF SEXUAL HARASSMENT

The Huntingdon Area School District students and staff have the responsibility for setting and maintaining high standards of conduct. Conduct that violates these standards will not be tolerated. Harassment on the basis of gender is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000-2. The Equal Employment Opportunity Commission Guidelines on Sexual Discrimination (20 CFR 1604.11) defines sexual harassment as deliberate unsolicited and unwelcome verbal comments, gestures, or physical contact of a sexual nature.

Examples of harassment may include the following:

- *Sexual bantering or verbal abuse of a sexual nature
- *Touching or pinching
- *Inappropriate language or jokes
- *Offensive sexual flirtations
- *Displaying sexual photographs or illustrations
- *Unwelcome sexual advances or requests for sexual favors
- *Downloading offensive material from the Internet.

The Huntingdon School District will not tolerate or condone the existence of a hostile or offensive school environment in which sexual harassment and intimidation are present. The Huntingdon School District is committed to ensuring that the school environment is free of sexual harassment and other unlawful discriminatory practices. Students, employees and visitors are

encouraged to report any instances of sexual harassment. Such complaints should be reported to the office. The punishment for sexual harassment will be in-school suspension.

All reports of sexual harassment will be reported to the District's Compliance Officer, Mr. Fred Foster, Superintendent of Schools, 2400 Cassady Avenue, Huntingdon, PA 16652. 814-643-4140.

DRESS GUIDELINES

In order to create an atmosphere of learning, cleanliness and safety, the following are guidelines for proper dress while at school:

1. Clothing should be appropriate for seasonal weather conditions. Recess will be held outside when temperatures are above 20 degrees Fahrenheit.
2. Appropriate footwear (**No Flip-Flops**) must be worn at all times. Skirts, dresses, and shorts must be of reasonable (fingertip) length.
3. Shirts must appropriately cover the body (No spaghetti strap shirts or bare midriffs).
4. Hats, visors, bandanas and sunglasses may not be worn in the building.
5. Clothing which displays words or pictures about alcohol, drugs, sex, violence, or material offensive to school personnel are not permitted.
6. Jewelry and cosmetics, that may present a safety hazard to children and/or disrupt the educational environment will not be permitted.

FALSE FIRE ALARMS/BOMB THREATS

The intentional pulling of a fire alarm, calling 911, making a bomb threat, or signaling for assistance under false pretenses is a serious offense. Anyone caught in violation will be reported to the police department, will be given out-of-school suspension, and will be recommended for appropriate legal and school discipline. Students that make bomb threats will be reported to the Huntingdon Borough Police Department and the HASD School Board for legal and disciplinary action.

INAPPROPRIATE USE OF HASD TECHNOLOGY

Students that violate the intended use of computers or other forms of technology will lose their access to the equipment for the remainder of the school year. This includes, but is not limited to: foul language, trying to access inappropriate Internet sites, inappropriate use or attempted use of District e-mail and defacing or destroying equipment. All students must have an "Appropriate Internet Usage Policy" form on file at the school.

BACKPACKS AND DESKS

Backpacks and desks will be subject to search with reasonable cause. Students should not have an expectation of privacy.

ANIMALS IN SCHOOL

Live animals can pose a danger to student's safety and well-being. Therefore, live animals are not to be brought to school – either by students or parents. This includes the *L.A.M.P.S.* Fair and Show and Tell activities. Please direct all comments or concerns to the Principal of your child's school.

CELL PHONES AND OTHER MECHANICAL AND ELECTRONIC DEVICES

The unauthorized possession and/or use of any type of electronic or mechanical device, which distracts or impedes the educational process, are against policy. Possession or use of iPods, MP3 Players, electronic games, cell phones, laser pointers are not permitted. The School District will not be responsible for lost or damaged items.

RECESS EQUIPMENT AND TOYS BROUGHT FROM HOME

Our schools have large equipment designed for climbing, sliding and for creative play. Additionally, we provide the necessary basketballs, kick balls and other equipment so children have a variety of options to play during the daily thirty-minute recess period. Children are not permitted to bring toys or other playground equipment (i.e., baseballs, bats, etc.) to school.

Too often these items become broken, lost, stolen or present a hazard on the buses

HOMEWORK

Students are responsible for making up any missed assignments or tests when absent. **Homework requests for a student that is absent must be made by 9:30 AM.** Homework may be picked up in the office after 3:00 PM or can be sent home with another student when a request is made. Students that habitually fail to complete homework will be assigned after school detention and may lose the right to participate in field trips.

HOW PARENTS CAN HELP WITH HOMEWORK:

1. Provide a good place for homework with a table or desk with enough light for reading.
2. Set aside a regular time for homework every night.
3. Serve as a consultant about problems, but DO NOT do your child's homework.
4. Notify the teacher if your child experiences consistent difficulty with homework.
5. Read to your child every night.

CONSEQUENCES FOR LATE HOMEWORK OR MISSING ASSIGNMENTS DURING EACH MARKING PERIOD:

1st Notice - Note sent home by teacher and child stays in for recess to complete.

2nd Notice - Note sent home by teacher and child stays in for recess to complete.

3rd Notice - Note sent home by teacher and child stays in for recess to complete.
Phone call made to parent by teacher.

4th Notice - Letter mailed from the office with attached homework notice. Student is scheduled for an after school detention. Copy of the homework notice and letter from the Principal will be placed in the student's cumulative folder.

STUDENT PROGRESS INFORMATION

STUDENT RECORDS

Educational records are maintained for each student. The record includes basic demographic information, attendance, scholastic achievement and test results. A separate health record is also maintained. Parents may review records through the office of the school principal. Divorced or separated parents have access to the records unless there is a written court order specifying limitations. When moving from the district, records are transferred when we receive a written request from the school district in which the student is to be enrolled.

REPORT CARDS

Report cards are issued four times each year. The report card gives information about academic progress, behavior and attendance. We encourage you to review and discuss the report card with your child. Should concerns arise, you are encouraged to schedule an appointment with your child's teacher. Report cards will be held in the event that parents do not return materials, pay for damaged or lost books, settle delinquent food service accounts or pay money due from fundraising.

PARENT CONFERENCES

Parent-Teacher Conferences are held in November each year. The dates of these conferences are listed on the school calendar. Parents are encouraged to attend conferences and to discuss both the academic and social needs of their child. Parents may also schedule additional conferences throughout the school year.

TESTING

A variety of assessments are used to measure student progress. In addition to teacher-made test and textbooks tests, all elementary school students will participate in the following assessments:

Grade	DIBELS	Reading Running Records	CDT	PSSA ELA and Math	PSSA Science	Writing Fall and Spring
K	X	X				X
1	X	X				X
2	X	X				X
3		X	X	X		X
4		X	X	X	X	X
5		X	X	X		X

If you have questions about a test your child is taking, or the scores, please call his/her teacher, the guidance counselor, and/or the Principal.

ENROLLMENT

KINDERGARTEN REGISTRATION

Children must be five years of age on or before September 1 to enroll in kindergarten. Registration days are scheduled at each school in March and/or April. Registration is by appointment only. If you believe your child is a candidate for early admission to kindergarten, please contact the school office for more information.

REQUIRED ENROLLMENT DOCUMENTATION

Except when a child is homeless, whenever a child of school age is presented for enrollment by a parent, or guardian, the school district shall require the following information be provided:

1. **Proof of age.** Any of the following is acceptable documentation: birth certificate or a notarized copy of birth certificate.
2. **Immunizations.** Required by law.
3. **Proof of residency.** Acceptable documentation includes: a deed, a lease, a current utility bill, a current credit card bill, a property tax bill, a vehicle registration, and/or a driver's license.

ADDITIONAL SCHOOL RESOURCES

TEXTBOOKS AND LIBRARY BOOKS/MATERIALS

All textbooks, workbooks, and instructional materials are provided for students through the school's budget. Students are expected to take good care of instructional materials and library books while using them in

school and at home. Parents and children are responsible for replacement costs of textbooks, library books or instructional materials that are damaged or lost. Report cards will be held in the event that parents do not return materials or pay for damaged or lost books or have money due from fundraising.

FIELD TRIPS

Class and school-wide field trips may be scheduled throughout the year as a component of our planned curriculums. The intent of our field trips is to enrich or to extend classroom activities. Parental permission forms with pertinent information about the trip will be sent home and must be signed by the parent/guardian and returned to the school in a timely manner. Parents may be asked to chaperone some field trips. Students that have serious or ongoing behavioral problems may not be eligible for field trips. This will be determined by the participating teacher and the administration to ensure safety.

SCHOOL PHOTOS

Student photo programs and packages are offered to our elementary students. Purchase of individual or group photos is optional. An announcement is sent home with students to let parents know the date/time for individual or group photos. School photos will only be taken in the fall of the school year.

PARENT - TEACHER GROUP

During the school year, the parent group will schedule evening meetings for parents to attend. The purpose of this group is to support the educational process of our school. If you would like to be part of this organization, please contact the school office. Your active involvement is strongly encouraged.

COLLEGE PRACTICUM/STUDENT TEACHER PROGRAM

Our schools host many Juniata College and Penn State students studying for certification in elementary education. College instructors, classroom teachers, and the building principals supervise practicum students/student teachers. College practicum students/student teachers may work with the entire class, small groups or individual students.

FOOD SERVICE

Our schools offer a well-balanced, nutritious breakfast and lunch program at reasonable prices. Menus are listed in the *Daily News* each week and are passed out each month at school. Free and reduced rates apply for families who meet eligibility guidelines. Applications for free and reduced rates are sent home with all students at the beginning of each year. Parents/guardians may apply for free or reduced rates at any time during the school year when there is a reduction in income and/or an increase in family members. The federal government establishes eligibility for free or reduced rates. The Food Service Director will forward written notification of eligibility to you. **Current lunch and breakfast prices are posted on the district website and on monthly menus.** Students should turn in payments for their meals in the morning during homeroom time. Payments are to be given to the child's homeroom teacher in an envelope with the following information: child's full name, access code number and amount in the envelope. The money will be deposited into an account for each student and they will access it each day by punching in his/her access code. Weekly or monthly payments are strongly encouraged.

CHARGING PROCEDURE

1. No student will be denied either breakfast and/or lunch because of negative balances on his/her account.
2. When a student's account reaches \$ 10.00 or more, a letter will be sent home to the parent/guardian stating the amount owed.
3. When a student's account reaches \$ 50.00 or more, a certified letter will be sent to the parent/guardian stating the amount due and describing further action that will be taken if the parent does not pay the amount due promptly.
4. If no response is received within the ten (10) days allowed, the student's account will be turned over to the magistrate for collection. Parents will be responsible to pay the amount due to the Food Service Department as well as any and all fees assigned by the

- magistrate for the collection of monies due to the Food Service Department.
5. Balances (positive and negative) from each school year are carried over to the next school year. The school will hold report cards for any students with unpaid balances at the end of the school year.
 6. Parents of fifth grade students, who will be entering the Middle School the following year, will receive negative balance letters as well as information explaining that their child will not be permitted to charge in the cafeteria at the Middle School until all past due balances are paid in full.

Students who bring lunch from home may purchase milk. Drinks or purchased food will not be permitted to be taken from the cafeteria. Students may also choose to buy more than one lunch at a time; however, all second lunches must be paid for in cash. Some food items are available for purchase individually to supplement a student's lunch. This is available only for the intermediate lunch period and must be added to the homeroom count by the teacher when the lunch count is taken in homeroom in the morning. Input into our school lunch program is encouraged. If you have suggestions, questions, or concerns, please contact our Food Service Director, Mrs. Peg McNitt, at 641-2190.

RETURNED CHECKS

In the event that a check written to the school, the District or the Food Service is returned because of insufficient funds, a \$20.00 charge will be added to the amount of the check, and cash or a money order will be requested as payment. Further steps for collection may result in additional charges.

BIRTHDAY PARTIES

If you wish to provide a classroom treat for your child's birthday, please use the following guidelines:

1. Make arrangements with your child's teacher prior to the birthday.
2. Individual servings of healthy snacks are preferred. Please do not send items that need to be cut and then served.
3. If possible, drinks should be individual boxes, (not large containers with paper cups.)
4. Please provide napkins.
5. Invitations to a birthday party are only permitted to be given out at school if an invitation is given to every child in the class.
6. Parents are asked not to send flowers or balloons to school. Students will not be permitted to carry flowers or balloons onto the bus. They present safety hazards when students travel home on buses.

SUPPORT SERVICES

"Our goal is to make every student feel accepted and successful within the regular education classroom."

HOMEBOUND INSTRUCTION

Students who have or will have two (2) weeks or more of excused absences due to illness or accident are eligible for homebound instruction. Qualifying students will receive up to 5 hours of instruction per week by a Huntingdon Area School District employee. Parents need to contact the school and provide a doctor's note indicating the need for this at-home instruction.

TITLE I

Title I is a federally funded program that was created by federal law to broaden and strengthen educational programs for educationally disadvantaged children. Federal funds are distributed to

each state according to a formula, which is determined through need. The Pennsylvania Department of Education distributes these funds, administers the programs and evaluates the school districts to ensure federal and state guidelines are being met.

The Huntingdon Area School District, in compliance with federal regulations, has implemented a school-wide Title I reading program for students experiencing difficulties in that area. The Title I program is not a substitute for reading in the regular classroom but is offered as a supplement to regular classroom instruction. Title I is a key element of our Response to Instruction and Intervention (RtII) model.

The Title I programs are comprised of three important participants: the student, the teacher, and the parents. Students are selected for Reading Specialist support on the basis of the following criteria: teacher recommendation, assessment scores and parent requests.

Huntingdon Area School District Reading Specialist services are offered for students in grades K-5. Assessments are administered to students in September, January and May to determine eligibility and monitor progress. An annual performance report is completed each year and shared with parents regarding the progress of our Title I program. Specific data on each building's Title I annual progress is on file and available for parental review. A Home School Compact and Title I Parent Involvement Policy have been developed by our Parent Advisory Committee and are sent home with all Title I students in September. A student progress report is also sent home with each student receiving Reading Specialist Support in September, January and June. When a child has been identified for the Title I Program, a letter is sent to the parents informing them that their child is eligible for Title I services. A *Parent Compact*, identifying parent and teacher responsibilities in the Title I partnership, is presented for parent signatures.

Parents are encouraged to learn about the Title I Programs. Workshops are offered to support their child's learning at home. Parents, working in cooperation with Title I teachers, provide a valuable role model for their child. Title I teachers schedule parent conferences in accordance with federal guidelines. They are available for conferences at any time during the school year as well as the conference days scheduled by the school district.

Written progress reports are sent home twice during the school year. All elementary schools have "at-home" reading incentive programs to promote home reading and book discussions.

PUPIL SERVICES DEPARTMENT

CHILD STUDY TEAM

The utilization of the Child Study Team (CST) enables the district to meet the Federal Regulation in regards to Chapter 14 as well as a component of Response to Intervention. The CST is a group of professionals who provide consultative, evaluative, and prescriptive services to parents and students. The CST encompasses parent(s), a regular education teacher, special education teacher, school psychologist, building administrator, guidance counselor, and the Director of Pupil Services. The district's therapist(s): occupational, speech/language, and/or physical therapist, as well as, consultants may also participate as deemed necessary. Any agency representatives that are involved with the child are also invited to be a member of the CST process.

The CST process has assisted our district with providing screenings in various areas (cognitive, emotional, social, and communication). Parents and teachers may request a CST meeting at any time. The CST may recommend interventions, further screening, and/or a referral for a multidisciplinary evaluation (MDE) to determine eligibility for special education as a student with a disability.

CST members review the student's history, including any pertinent medical or health information, as well as, school attendance. Pre-referral interventions and assessment data are reviewed. The team may determine that additional interventions are warranted and would reconvene, or prior written notice for initial evaluation and request for consent form and Procedural Safeguards would be issued to the parents. Once the prior written notice for initial evaluation and request for consent form is received, the Huntingdon Area School District abides by the information as stated in the form. After the evaluation results are gathered, a Multidisciplinary Evaluation Team meeting is convened. The team consists of parent(s)/guardian, school psychologist, Director of Pupil Services, regular education teacher, special education teacher, guidance counselor, and therapists (as deemed necessary). The MDE

team reviews all of the information to determine by consensus if the student is a student with a disability and in need of special education services.

CHAPTER 14: Special Education

A child with a disability means a child who, as the result of a multidisciplinary evaluation, is determined to meet the criteria in one or more of the following categories: intellectual disability, hearing impairment including deafness, speech or language impairment, visual impairment, including blindness, serious emotional disturbance, orthopedic impairment, autism, traumatic brain injury, other health impairment, specific learning disability, deaf-blindness, or multiple disabilities and who is determined to need special education services. Students determined eligible for special education services will receive an Individualized Education Plan (IEP) based on their needs. The program to which a student with a disability is assigned shall be one that provides an appropriate education, seeks to assure success in learning, and offers the least restrictive environment, in accordance with federal and state regulations.

CHAPTER 16: Gifted Support

The policy for identification as gifted for students in the Huntingdon Area School District will require students to meet the following criteria: an IQ of 130 or higher who meets established multiple criteria indicating gifted ability or a school-aged student with an IQ score lower than 130 when other educational criteria strongly indicate gifted ability. Determination of mentally gifted must include an assessment by a certified school psychologist. Gifted education for each identified student is based on the unique needs of the student, not solely on the classification. Gifted education services enables identified students to participate in acceleration and enrichment programs, and to receive services appropriate to their intellectual and academic abilities and needs. Eligibility for gifted support is evaluated on a case-by-case basis.

CHAPTER 12: Overview of K-12 ESL Program

The K-12 English as a Second Language (ESL) Program provides initial assessments and instruction for students who are learning English while enrolled in the district. Instruction is provided to students with limited English proficiency until they are proficient enough to participate fully in grade-level classes. The program also facilitates the student's introduction to American schools and culture. Students generally receive between 1-8 hours of instruction a week, depending on proficiency and grade level. Instruction is conducted in English, and students are generally grouped when close in age and proficiency.

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.

Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students August 2016

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 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.

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

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

INTERMEDIATE UNIT			
Tuscarora Intermediate Unit 11 Ms. Sandi Dinardi 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501	TIU Early Intervention Programming Ms. Fran Merrifield 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501
SCHOOL DISTRICT OFFICES			
Central Fulton School District Ms. Ginger Thompson 151 East Cherry Street McConnellsburg, PA 17233-1400	717-485-3195	Forbes Road School District Forbes Road High School Ms. Maria Scott 159 Redbird Drive Waterfall, PA 16689	814-685-3865

Huntingdon Area School District Administrative Office Ms. Robin Whitsel 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Juniata County School District 2111 Administrative Office Ms. Jill Condo 75 South Seventh Street Mifflintown, PA 17059	717-436-
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. Tracey Quigley-Jones 201 Eighth Street, Highland Park Lewistown, PA 17044	717-248-0148
Mount Union Area School District Administrative Center Ms. Dianne Thomas 603 N. Industrial Drive Mount Union, PA 17066	814-542-2518	Southern Fulton School District Southern Fulton High School Ms. Diane Younker 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267	717-294-3400
Southern Huntingdon School District Southern Huntingdon County High School Ms. Stacey J. Miller 10339 Pogue Road Three Springs, PA 17264-9730	814-447-5520	Corrections Education Trough Creek Youth Forestry Camp #3 Mr. Ronn Bargiel 4534 Tar Kiln Road James Creek, PA. 16657	814-658-4024
NON-PUBLIC SCHOOLS LOCATED IN IU 11			
Tuscarora Intermediate Unit 11 Ms. Linda Dell 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501		
CHARTER SCHOOLS			
New Day Charter School Ms. Deb Goodman 256 South 5th Street. Huntingdon, PA 16652	814-643-7112	Stone Valley Community Charter School 814-667-2705 Dr. Kim Connelly 13006 Greenwood Road Huntingdon, PA 16652	
PRISONS			
Huntingdon County Prison Ms. Robin Whitsel 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Mifflin County Prison Ms. Tracey Quigley-Jones 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.

SCHOOL COUNSELOR

The Huntingdon Area School District employs two elementary school counselors.

The counselor is available for crisis management and is knowledgeable about community agencies and resources, which may be helpful for students and families. The counselor provides guidance and counseling to all students and works with students individually or with small groups that have similar interests or needs, or with a whole class. The counselor is also available to consult with parents about a child's educational or emotional needs, and he can refer parents to additional services and specialists within the school system or community.

Parents may want to call the school counselor for the following reasons:

1. Assistance in helping your child through a family or personal crisis.
2. Change in behavior.
3. Questions about test scores.