

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**

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 learners and the effective and efficient operation of our schools. Please take the time to review the contents of this guide.

2018-2019 CALENDAR

HUNTINGDON AREA SCHOOL DISTRICT 2018-2019 CALENDAR

Approved 3/19/2018

Revised 6/25/2018

July 2018							August 2018 T-9 S-7							September 2018 T-19 S-19							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
1	2	3	VA	5	6	7				1	2	3	4							1	
8	9	10	11	12	13	14	5	FA	IR	8	WE	EK	11	2	VA	4	5	6	7	8	
15	16	17	18	19	20	21	12	13	NTI	NTPD	NTPD	17	18	9	10	11	12	13	14	15	
22	23	24	25	26	27	28	19	IN	SD	FD	23	24	25	16	17	18	19	20	21	22	
29	30	31					26	PD	28	29	30	31		23/ 30	A80½	25	26	27	28	29	
October 2018 T-22 S-22							November 2018 T-17 S-17							December 2018 T-15 S-15							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
	1	2	3	4	5	6					1	2	3							1	
7	PD	9	10	11	12	13	4	5	6	7	A80½	VA	10	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
21	A80	23	24	25	IMP	27	18	19	20	ED/ PTC TD	VA	VA	24	16	17	18	19	20	ED	22	
28	29	30	31				25	VA	VA	28	29	30		23/ 30	VA	VA	VA	VA	VA	29	
January 2019 T-21 S-21							February 2019 T-16 S-16							March 2019 T-21 S-21							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
		VA	VA	3	4	5						1	2							1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	
13	14	15	ISM	17	18	19	10	11	12	A80½	VA	VA	16	10	11	12	13	14	15	16	
20	A80	22	23	24	25	26	17	VA	VA	20	21	22	23	17	A80½	19	20	21	22	23	
27	28	29	30	31			24	25	26	27	28			24/ 31	25	3MP	27	28	29	30	
April 2019 T-19 S-19							May 2019 T-22 S-22							June 2019 T-5 S-3							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
	1	2	3	4	5	6				1	2	3	4							1	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	LD/ED/ GR	IN	SD	8	
14	15	16	17	A80½	VA	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
21	VA	VA	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
28	29	30					26	VA	28	29	30	31		23/ 30	24	25	26	27	28	29	

August 14 - New Teacher Induction
August 15 - New Teacher Professional Development
August 16 - New Teacher Professional Development
August 20 - Inservice Day
August 21 - Staff Development
August 22 - First Day of School
August 27 - Professional Development
September 3 - Labor Day - No School
September 24 - Act 80 Half Day
October 8 - Professional Development
October 22 - Act 80 Day
October 26 - End of 1st Marking Period
November 8 - Act 80 Half Day/Parent-Teacher Conferences
November 9 - No School
November 21 - Early Dismissal/Parent/Teacher Conference Trade Day
November 22 - November 27 - Thanksgiving Break - No School
December 21 - Early Dismissal
December 24 - January 2 - Winter Break - No School
January 16 - End of 1st Semester
January 21 - Act 80 Day
February 13 - Act 80 Half Day
February 14 - February 19 - No School
March 18 - Act 80 Half Day
March 26 - End of 3rd Marking Period
April 18 - Act 80 Half Day
April 19 - April 23 - Spring Break - No School
May 27 - Memorial Day - No School
June 5 - Last Day of School/Early Dismissal/Graduation
June 6 - Inservice Day
June 7 - Staff Development Day

Weather Make up Days

February 19, February 14 and April 23

Parent/Teacher Conferences

Elementary Schools - November 8 from 12:15 p.m. until 7:15 p.m.
Middle School & High School - November 8 from 11:45 a.m. until 6:45 p.m.

PSSA Testing Window

ELA - April 1 - 5, 2019
Math - April 8 - 12, 2019
Science - April 29 - May 3, 2019
Make-Up - May 6 - 10, 2019

Keystone Exams Testing Window

Winter: Wave 1 - December 3 - 14, 2018
Winter: Wave 2 - January 7 - 18, 2019
Spring - May 13 - 24, 2019

Half day dismissal times will be 11:15 a.m. for Middle School and High School Students
and 11:45 a.m. for Elementary Students

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. Shawn Kopp – Principal
Ms. Kristin Musselman – Assistant Principal

STANDING STONE

Ten 29th Street
Huntingdon, PA 16652
814-643-0771
Fax: 814-643-5947
Mrs. Barbara Valchar - Secretary
Mrs. Kelley Shultz - Secretary
Mr. Shawn Kopp– Principal
Ms. Kristin Musselman – Assistant Principal

DAILY SCHEDULES:

Learners are admitted to the school at 8:35 AM. Learners 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

BOARD OF EDUCATION

Mrs. Danyle Shea	President
Mrs. Tammy Peterson.....	Vice President
Mrs. Debra Clark	Board Member
Mrs. Susan Grainey	Board Member
Mrs. Lucinda Dell	Board Member
Dr. Ronald Long.....	Board Member
Mrs. Janice Metzgar.....	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 learners. 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 learner 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. For the 2018-2019 school year, families are encouraged to sign up for Bloomz, a two-way classroom communication tool. More information regarding Bloomz will be sent home.

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 learner 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

Reference [School Board Policy 204](#)

Pennsylvania Public School Code of 1949 Article XIII: Pupils and Attendance

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues. Attendance shall be required of all learners during the days and hours that school is in session, except that authorized district staff may excuse a learner for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the learner's absence. The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

COMPULSORY SCHOOL ATTENDANCE REQUIREMENTS

All learners of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements. Compulsory school age shall mean the period of a child's life from the time the child's parents/guardians elect to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

A learner shall be considered in attendance if present at any place where school is in session by authority of the Board; the learner is receiving approved tutorial instruction, or health or therapeutic services; the learner is engaged in an approved and properly supervised independent study, work-study or career education program; or the learner is receiving approved homebound instruction.

EXCUSED/LAWFUL ABSENCE

The Board considers the following conditions or situations to constitute reasonable cause for absence from school:

1. Illness, including if a learner is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine
4. Family Emergency
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.
10. Nonschool-sponsored educational tours or trips, if the following conditions are met (a through c):
 - a. The parent/guardian submits a written request for excusal prior to the absence.
 - b. The learner's participation has been approved by the Superintendent or designee.
 - c. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
 - d. The district may limit the number and duration of college or postsecondary institution visits for which excused absences may be granted to a student during the school year.
11. College or postsecondary institution visit, with prior approval.
 - a. The district may limit the number and duration of college or postsecondary institution visits for which excused absences may be granted to a student during the school year.
12. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

PARENTAL NOTICE of ABSENCE

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

UNEXCUSED/UNLAWFUL ABSENCE

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence. Learners whose absence is determined to be unexcused may not be allowed to make up work. An out-of-school suspension may not be considered an unexcused absence.

ENFORCEMENT of COMPULSORY ATTENDANCE REQUIREMENTS

Learner is Truant - When a learner has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the learner within ten (10) school days of the learner's third unexcused absence.

If the learner incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.

The purpose of the School Attendance Improvement Conference is to examine the learner's absences and reasons for the absences in an effort to improve attendance with or without additional services. Neither the learner nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference. The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the learner's file. A copy of the Plan shall be provided to the person in parental relation, the learner and appropriate district staff.

Learner is Habitually Truant - When a learner who is subject to compulsory school attendance has six (6) or more school days of unexcused absences during the current school year.

When a student under fifteen (15) years of age is habitually truant, district staff:

1. Shall refer the learner to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the learner.

When a learner fifteen (15) years of age or older is habitually truant, district staff shall:

1. Refer the learner to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate judge against the learner or the person in parental relation who resides in the same household as the learner.

District staff may refer a learner who is fifteen (15) years of age or older to the local children and youth agency, if the learner continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

Regardless of age, when district staff refer a habitually truant learner to the local children and youth agency or file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.

PARENT COMMUNICATION of ABSENCE

The Huntingdon Area School District will take the following actions to communicate and address learners that are absent, truant, habitually truant, or have chronic absenteeism:

1. Each day a learner is absent from school the home will be called by the School Messenger System to notify the parents/guardians of the absence.
2. 1st & 2nd Unexcused Absences - a warning letter will be generated and stored in the family access portal in Skyward. All families have the availability to access Skyward.
3. 3rd Unexcused Absence - a warning letter describing consequences for habitual truancy will be mailed home.
4. 4th Unexcused Absence - an invitation to attend a School Attendance Improvement Conference
5. 7th Day of Cumulative Absence - a letter will be mailed home describing that your learner is approaching ten (10) cumulative absences and will need an excuse from a licensed practitioner of the healing arts once the learner exceeds ten (10) cumulative absences.
6. 10th Day of Cumulative Absence - a letter will be mailed home stating that all future absences from school will require an excuse from a licensed practitioner of the healing arts.

CHRONIC ABSENTEEISM

The state of Pennsylvania identifies chronic absenteeism as an important component to the Every Student Succeeds Act (ESSA). Chronic absenteeism is one indicator that Huntingdon Area High School will be evaluated on as part of our building score.

Chronic absenteeism will be calculated based on the number of learners who have missed more than ten (10) percent of school days across the academic year. Learners must not exceed 18 days absent in order for HAHS to receive a high evaluation.

Any learner who is chronically absent will have his/her absences reviewed by a committee consisting of the Superintendent, Building Principal, and Classroom Teachers. Chronically absent is defined as missing more than 10% of the school days across the academic year. If the committee determines that the absences are not due to health reasons, the learner may receive no credit for all courses being taken.

Chronic absenteeism may result in learners losing the privilege of participating in school sponsored activities.

ABSENCE PROCEDURES:

When a learner returns to school after an absence, the learner must report to the office and present a properly signed excuse from a parent or guardian or provide a medical excuse from a licensed practitioner of the healing arts.

Failure to provide a proper excuse within three (3) days will result in the absence being classified as unexcused. Each day that is not covered by a legal excuse will result in an unexcused day on record. If a learner is under the compulsory school attendance law, proper steps will be taken to enforce that law.

EDUCATIONAL TRIPS

Educational trips during the school year are permitted but are not encouraged. If an educational trip will be scheduled, please avoid our state testing windows. Any educational trip must have prior approval from administration. Educational Trips not exceeding five (5) school days may be excused under the following conditions:

1. A written request for the trip is submitted to the principal five (5) school days in advance.
2. The educational trip is within the first ten (10) absences.
3. The learner must be in good standing. Good standing is determined by administration and the learner's teacher(s) and based on attendance and academic progress.
4. The following must be submitted within 3 days of returning to school:
 - a. All schoolwork missed during the trip
 - b. Evidence of the educational value of the trip. Evidence may be presented in the following formats:
 - i. A slideshow
 - ii. A written reflection
 - iii. Video Log
 - iv. Poster
 - v. Another format pre-approved by building administration

Failure to meet any of the above conditions may result in unexcused absences. The Board may limit the number and duration of tours or trips for which excused absences may be granted to a learner during the school term.

LATE ARRIVAL TO SCHOOL

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

1. Learners will be admitted into the building at 8:35 AM.
2. Learners 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 learner arrives after 8:55 AM, without a doctor's excuse, the tardy will be recorded as illegal.
5. Learners who arrive between 9:31 AM and 1:30 PM will be considered absent for one half day.
6. Learners arriving after 1:31 PM will be considered absent for a full day.

Acceptable reasons for late arrival are:

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

Tardy minutes accumulate and turn into half or whole days absent and are included in the learner's total number of unexcused and illegal absences.

EARLY RELEASE OF LEARNERS

Learners 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 learner 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. Learners 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. Learners leaving between 2:45 and 3:15 will be recorded as having an early release.
6. Learners leaving between 10:31 and 2:44 will be considered absent for one half day.
7. Learners leaving before 10:30 who do not return and provide a written excuse will be considered absent for a whole day.

Acceptable reasons for early dismissals are:

1. Medical or dental appointments
2. Family emergencies

TRANSPORTATION SERVICES

- Our school district provides all eligible learners with an opportunity to be transported by school bus to and from school.
- Learners 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.
- **Learners 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 learners 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 learner 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 learner actions. There are four specific actions for incidents:

1. **Lockout:** this protocol used to safeguard learners and staff within the building. Learners 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 learners quiet and in place. All classroom doors are locked and lights are out.
3. **Evacuate:** this protocol used to move learners 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. Learners 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 LEARNERS

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, learners, practicum learners or learner 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 judgement, the school nurse provides health care to learners 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.

The nurse can be contacted by calling the school that your child attends.

LEARNER 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 and non-prescription medication. However, if under exceptional circumstances a child is required to take medication during school hours, the parent and learner must comply with school regulations. These regulations include the following:

1. Written request from the licensed prescriber that medication be administered to the learner. Included must be the name of the learner, name of the medication, dosage, time to be administered, diagnosis, and possible side effects.
2. Learners 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 learner 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 learners.
3. Under no circumstances will any learner 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 learners 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 learners 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 learner 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 compiles 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. Time(s) 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 learner whose parent/guardian completes the written requirements for the learner 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 learner shall notify the school nurse immediately following each use of an asthma inhaler or use of epi-pen.

Violations of this policy by a learner 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 learners entering Huntingdon Area School District. The School Health Law states that proof of immunizations must be presented to the school prior to the start of Kindergarten. If proof is not provided, the learner will not be allowed to start school and you will be contacted to pick up the learner in the office. Also, if boosters are required, the learner must have them completed 5 days after the first day of school. If this is not completed, the School Health Law requires that the learner be excluded from school until the boosters are obtained.

Exemptions to immunizations requirements may be granted for medical/religious/personal beliefs. It must be presented to the school nurse at Kindergarten registration. Information on exemptions will be provided by a school administrator upon request.

The following minimum immunizations are required for all learners entering school for the first time:

1. Diphtheria and Tetanus - **four** or more properly spaced doses of diphtheria/tetanus toxoid - DTP, DTaP, TD or DT, or any combination of the three with the 4th dose administered on or after the fourth birthday.
2. Polio -**four** or more properly spaced doses of polio vaccine (the final dose after the 4th birthday and at least 6 months after the previous dose).
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 proven by serological evidence determined by the hemagglutination inhibition (HI) or any comparable test.
4. Hepatitis B - **three** properly spaced doses of Hepatitis B vaccine.
5. Varicella - **one** of the following:
 - a. Varicella vaccine - **two** properly spaced doses of varicella vaccine, the first dose administered at 12 months of age or older. Varicella vaccine may be administered as a single antigen or in a combination form.
 - b. Evidence of immunity- immunity may be shown by one of the following:
 - i. Laboratory evidence of immunity or laboratory confirmation of disease.
 - ii. A written statement of history of chicken pox disease from a parent, guardian, or physician.
6. **ALL vaccines must be administered prior to the start of school and/or within the first 5 days of the school year. Documentation must be provided to-the school nurse or the child will be excluded from school until this is resolved per the Pennsylvania Department of Health School Health Law.**

Please be advised that State Law requires the following exams:

- **Physical exam** – must be done in Kindergarten/1st grade. Private physical forms are available from the Health Room. School physician provides physicals at no cost to children who need one done at school.
- **Dental exams** – must be done in Kindergarten/1st grade and 3rd grade. Private dental forms are available from the Health Room. School dentist provides dental screenings at no cost to children who need one done at school.
- **Hearing screenings** – Grades K-3rd - done in the fall.
- **Vision screenings** – Grades K-5th - done in the fall.
- **Body Mass Index (BMI) screenings** – Grades K-5th – done in the fall. 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 learners 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 learners, 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 especially 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.

CLASSROOMS – remind learners 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.

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), learners go out for recess. We get this information daily from weather.com. Learners are permitted to stay inside with a doctor’s excuse. On rare occasions, due to a recent illness, learners may stay in with a written permission slip signed by the parent. Learners 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 weather and time of year.

LEARNER BEHAVIOR

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

We reinforce expectations for learner behavior first through a program called *Schoolwide Positive Behavioral Support*. Learners will earn points for demonstrating positive behaviors in each of the CATS areas below:

C: Choose to be safe

A: Act responsibly

T: Think First

S: Show Respect

Learners earn positive recognition individually, as a classroom, as a whole school, and even while riding the bus. Learners with enough points will be rewarded with monthly schoolwide celebrations.

While this program stresses positive behaviors, we know that learners 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 administration. Learners’ discipline will take into consideration the past disciplinary record of the learner 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 administration have the authority and the responsibility to investigate any behavior and decide if the learner 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 learners
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, Learner, 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: Learner, 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 Learner Discipline Record by the Principal

Participants involved: Learner, Parent, Teacher, Guidance Counselor, and 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: Learner, Parent, Teacher, Guidance Counselor, School Psychologist, Principal, Director of Learner 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 Learner 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: Learner, Parent, Teacher, Guidance Counselor, School Psychologist, Principal, Director of Learner Services, Superintendent, outside agencies when appropriate, Learner 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 learner is being bullied when he or she is the recipient of negative actions on multiple occasions. The learner 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 learners who are bullied
- We will include learners 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.

LEARNER CONDUCT ON THE BUS

Proper bus riding conduct is essential to the safety of all who ride the bus. The bus driver's first concern is for the safety of the learners. If for some reason his/her concentration is disrupted by unruly learners, the welfare and safety of all is in danger. The school bus is an extension of the classroom. The District utilizes School Wide Positive Behavior Support (SWPBS) program to instruct expectations and positively manage learner behavior across all grade levels. The driver of any school bus will be held responsible for the orderly conduct and safety of the learners transported.

Prior to the beginning of the school year, learners bus numbers, pick up, and drop off locations are assigned. Learners are only permitted to ride their designated bus from and to their pick-up and drop off location.

All misconduct on the bus will be treated the same as misconduct in the school building; therefore, drivers are directed to report to the principal any misconduct by learners which is deemed serious enough for further action.

Each driver will establish and post the district bus expectations on rules of his/her bus. Riders will be instructed on what meeting each of these expectations looks like and how they can meet each expectation. It is expected that riders will meet the expectations as instructed. The bus driver will assign all learners a seat.

The principal may suspend a learner from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the learner's transportation.

Unauthorized Entry of School Buses

Only bus drivers and authorized school personnel are permitted to board a school bus. In accordance with state law, persons who enter a school bus without permission could face up to a year in prison and pay a fine up to \$2,500. The school district provides all eligible learners with an opportunity to be transported by school bus to and from school. The riding of a school bus by learners is a privilege and not a right. Disorderly conduct or refusal to respect the authority of the school bus driver will be sufficient reason for a learner to be denied transportation to and from school in accordance with regulations of the local school.

Misconduct on the school bus can result in the following after district investigation:

- **First Offense:** Warning, Reteaching of Expectations, Change in Assigned Seating and/or Conference with Administration.
- **Second offense:** Reteaching of Expectations, Change in Assigned Seating, Loss of Privilege, and/or removal from the bus for one (1) day. Detention(s) or ISS
- **Third offense:** Reteaching of Expectations, Change in Assigned Seating, Loss of Privilege, Implementation of behavior Intervention, Parent Conference and/or removal from the bus for no more than three (3) days. Detention(s) or ISS
- **Fourth offense:** Reteaching of Expectations, Change in Assigned Seating, Loss of Privilege, Implementation of behavior Intervention, Parent Conference and/or removal from the bus for no more than five (5) days.
- **Subsequent offense(s):** Reteaching of Expectations, Change in Assigned Seating, Loss of Privilege, Implementation of behavior Intervention, Parent Conference and/or removal from the bus for additional day or remainder of the year.

While bus rules are posted in each bus, we feel that it is important for learners and parents to review these rules. They are:

1. Observe the same conduct as in the classroom.
2. Learners 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.

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 learners 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 learners who possess or use any tobacco product on school property. Learners 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 learner 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.
6. Any greater amount of the substance will be considered as possession with intent to distribute.

B. Violations

1. First violation for the use or possession of a Controlled Substance or Drug Paraphernalia:
 - a. A minimum out of school suspension for 5 days.
 - b. The learner must attend a minimum of 6 after school substance abuse counseling sessions
 - c. If the learner 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.
 - d. The learner and the parent(s) or guardian(s) shall schedule a conference with the principal before the learner may re-enter school. At this conference, the learner and the parent/guardian shall be asked to sign a statement that they have been informed of the consequences of any subsequent violations. Huntingdon Borough Police Department or State Police will conduct an investigation.
2. Second Violation for the use or possession of a Controlled Substance or Drug Paraphernalia:
 - a. 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 learner activities) for at least the remainder of the school year.
 - b. 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.
 - c. The Huntingdon Borough Police Department or State Police will conduct an investigation.

C. Sale and Distribution

1. 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:
 - a. Immediate out of school suspension for a minimum of 10 days.
 - b. Suspension from all school activities (participation on teams, in clubs, and any other school sponsored learner activities) for at least the remainder of the school year.

- c. 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.
- d. 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 nun-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

1. For the violation of the prohibition against possession or use of a weapon or explosive:
 - a. 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 learner 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

1. 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

1. For the violation of the prohibition against Arson:
 - a. 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 learner 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 learners 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. Learners, 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. Learners that make bomb threats will be reported to the Huntingdon Borough Police Department and the HASD School Board for legal and disciplinary action.

APPROPRIATE USE OF HASD TECHNOLOGY

The appropriate use of HASD technology is described in [*School Board Policy 815: Acceptable Use of Internet, Computers, and Network Resources*](#) which states:

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

CONSEQUENCES FOR INAPPROPRIATE USE

[Policy 815: Acceptable Use of Internet, Computers, and Network Resources](#) also outlines the consequences for inappropriate use of technology:

- The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.
- Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.
- General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.
- Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.
- Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

Parents and learners should read, understand, and be familiar with familiarize themselves with [School Board Policy 815: Acceptable Use of Internet, Computers, and Network Resources](#) which can be accessed through the district website here: <http://www.boarddocs.com/pa/hunt/Board.nsf/goto?open&id=AEWR6N6B0818>

If you have questions about [Policy 815: Acceptable Use of Internet, Computers, and Network Resources](#), or if you do not have access to the internet but would like a paper copy of this policy, please contact your child's school office.

ONE-TO-ONE iPad GUIDELINES AND INSURANCE INFORMATION

PHILOSOPHY

Our primary mission for increasing access to educational technology is to transform learning in the Huntingdon Area School District. We believe that technology rich classrooms, when facilitated by properly prepared teachers, are the vehicles to achieve this goal.

Our goals are:

- To use technology to customize learning and maximize learner success.
- To increase academic rigor, better preparing learners for success in whatever post-secondary path they select.
- To increase learner engagement in our classrooms through the meaningful integration of technology in the daily curriculum.

One specific technological tool that we want to be readily accessible to learners at school is an Apple iPad. This document provides the necessary guidelines for our learners to use the iPad as a powerful educational tool for 21st century learning.

IPAD GUIDELINES

The Apple iPad and case are the property of the Huntingdon Area School District. iPads will be assigned to learners who are enrolled on a full-time basis and must be returned to the Huntingdon Area School District at the conclusion of each school year. The iPad must be returned in original working condition. Damage not covered under insurance will be the responsibility of the learner and/or parent.

The district's Apple iPads are educational tools and are to be used only in that capacity. The Huntingdon Area School District's [Acceptable Use Policy](#) binds learners using district devices, regardless of location of usage. The policy is available through the school district web site (<http://www.huntsd.org>.) The use of the iPad is a privilege that can be revoked upon violation of the [Acceptable Use Policy](#). Inappropriate use or neglect of an iPad, its case, the Internet, or any other installed software will result in the loss of use of the iPad. Loss of the learner iPad will not change classroom expectations and assignment completion.

INTERNET, SOFTWARE, AND E-MAIL GUIDELINES

The [School Board Policy No. 815: Acceptable Use of Electronic Communications Systems, Devices, Network and Internet](#) must be followed at all times. Learners should have no expectation of privacy as related to the iPad and can expect teachers, technical support staff and administrators to conduct spot checks of their Internet history, logs and other records of usage. Inappropriate Web activity or email use may result in loss of iPad privileges. If a learner "accidentally" links to an inappropriate Website, he/she should close the site, note the time and date of the incident and report it to the teacher. Learners may not install or run software that has not been approved by administration.

All learners will be issued a Google Drive account, which includes the G-Suite for Education. However, learners in Kindergarten through Second Grade will not have access to email. Learners in Third Grade through Fifth Grade will have access to filtered internal email only. Gmail email is to be used for school/academic purposes only and must be used in accordance with the [School Board Policy No. 815: Acceptable Use of Electronic Communications Systems, Devices, Network and Internet](#). The district email is set up for school-related activities and should never be used for personal or business communication. The district-provided email account is not private and can be reviewed by building and district administration as well as school district and vendor support. Messages that are blocked by the content filter will be reviewed throughout the school day. Any non-academic email that is blocked by the content filter may be deleted and may not be delivered to the recipient.

GENERAL RULES

- Learners will carry their iPad throughout the school day. Learners are responsible for the iPad at all times. The iPads are not to be left unattended. All iPads must be kept in the provided protective case, at all times. The screen protector should be covering the screen when the iPad is not in use.
- Unless directed by their teacher, learners are not authorized to use other learner's iPads. In addition, learners are not permitted to allow others to access their iPad, including family members and friends.
- Learners may not use the iPad in bathrooms or locker room facilities at any time.
- If a learner is unable to carry and supervise his/her iPad, the iPad is to be locked in the individual learner's assigned classroom cart. It is the learner's responsibility to notify the school office when circumstances arise that prevent the learner from carrying the iPad around school. The school office will review such requests and make alternate arrangements if necessary.
- Learners must keep their passwords confidential.
- Learners are responsible for regularly backing up school documents on their Google Drive. Learners are expected to keep all of their school files in their Google Drive. Failure to back up documents does not constitute an excuse for not turning work in on time.
- Headphones are prohibited in class unless a faculty member grants permission.

- Obscene language and/or inappropriate materials, including screensavers, desktop backgrounds and/or pictures are strictly prohibited. Inappropriate use of the iPad camera is also strictly prohibited.
- Learners must follow all copyright laws. Familiarize yourself with [School Board Policy No. 814-Copyright Material.](#)
- Downloading unauthorized games, applications, or software by learners prohibited.
- All software and apps will be licensed, approved and installed by a District Computer Technician.

GENERAL OPERATING GUIDELINES

- The iPad must remain in the case at all times.
- All iPads and cases must remain free of any writing, drawing, stickers, decals or labels that are not the property of the District.
- Do not remove or alter school identification or nametags on the iPad or case.
- Do not place anything inside the iPad case (i.e. pen, pencil, disks, paper, books).
- Do not eat or drink while using your iPad. Learners prone to spills, drops, or other accidents may wish to invest in insurance.
- When using headphones or other accessories, be sure to carefully remove such accessories when finished.

CHARGING GUIDELINES

- At the end of each day, all learners must return their iPad to their assigned charging cart, and carefully connect the charger. Only the district provided charger should be used to charge district iPads.
- Loaner devices will NOT be given to students who forget to connect and charge their iPad.
- Failure to charge the iPad is equivalent to not being prepared for class.

PERSONAL DATA STORAGE GUIDELINES

- Some apps allow learners to complete work offline. However, it is each learner's responsibility to backup all work regularly to their Google Drive. Failure to backup data does not constitute an excuse for missed assignments.
- There is no expectation of privacy for data stored on District equipment or the Huntingdon Area School District learner Google Drive account.
- Back-up important data from your iPad before turning it over for repairs or at the end of the school year or when requested by a school official. All data will be erased from iPads at the end of the school year.

INTERNET USAGE GUIDELINES

- Do not visit inappropriate websites or click on questionable links.
- The use of proxies to bypass District filtering is not acceptable and violates [School Board Policy No. 815: Acceptable Use Electronic Communications Systems, Devices, Network and Internet.](#)

CLEANING GUIDELINES

- Do NOT use water or other cleaning solutions on the iPad.
- Clean dirty screens with an anti-static cloth. Do not use tissues, paper towels or any other kinds of material that will scratch the iPad screen.
- Any further cleaning needs should be reported to the office.

SUPPORT GUIDELINES

- Learners are responsible for reporting any technical issues affecting the performance of the iPad to a member of the technical staff or administration. This needs to occur in a timely manner to ensure loaner iPad availability.
- Learners with a technical issue should request assistance from the classroom teacher first. If the classroom teacher is unable to resolve the issue, the teacher will contact the district computer technician by filling out a work ticket on the support website.
- In some instances, it may be necessary for a computer technician to access the iPad remotely to resolve a technical problem. If this is needed, the Student will be asked for permission before the remote access is performed. The Student will not be asked for any permission prior to remote software or configuration changes sent out to all iPads. Such software maintenance may involve the correction of altered code or programming, and in some cases, may remove files from the mobile device if the files are deemed to be a threat to the operation or security of the device and/or District Network or are stored in unauthorized software.
- Learners should not attempt any repairs on the iPad themselves. All repairs are to be initiated by district computer technician.

The district utilizes specialized tools to monitor and prevent inappropriate use of district technologies. If learners have reason to believe another learner is using the District network or iPads **for cyber bullying, other behavior violations or any manner that violates [School Board Policy No. 815: Acceptable Use of Electronic Communications Systems, Devices, Network and Internet](#)**, please contact the principal or assistant principal.

2018-19 CHROMEBOOK/iPAD INSURANCE INFORMATION

The Huntingdon Area School District is offering families the opportunity to protect district-owned iPads and Chromebooks ("device") utilized by learners. This optional plan protects the device against accidental damage (drops/spills), loss or theft, fire, flood, and natural disasters. The plan will also act as an extension of the manufacturer's warranty against defects. Insurance is highly recommended, although it is not mandatory. However, if you choose **not** to purchase insurance, the parent/guardian is financially responsible for all repair or replacement costs of the device and its accessories.

Parents/Learners will be responsible for the following deductibles:

- **1st Claim:** \$25
- **2nd Claim:** \$150 or cost of repair (whichever is less)
- **3rd Claim:** Full value of repair/replacement (Chromebook: \$200, iPad: \$350)

Claims submitted are per individual child, not per family and are on a per-year basis. Learners will be responsible for the care of devices, and devices can be tracked by their serial numbers. The insurance fee scale for the 2018-19 school year is listed below. If you qualify for free or reduced lunch status, you also qualify for reduced insurance costs. **If you purchased insurance for your child in 2017-18 there is no fee for 2018-19 for that child due to low claims. This type of offer will be evaluated each year and extended if possible.**

Fee Schedule

Status:	Not Eligible for Free or Reduced Lunch	Eligible for Reduced Lunch	Eligible for Free Lunch
INDIVIDUAL PLAN:	\$30	\$20	\$10
FAMILY PLAN:	\$50	\$25	\$15

Please make check or money order payable to Huntingdon Area School District. If your check is returned for insufficient funds, an additional fee will be charged. Fees are reviewed annually based on claims incurred district-wide.

Parents/guardians will be responsible for the entire cost of replacement or repair for devices damaged through active misuse, abuse or intentional damage. If the iPad is misplaced, lost or stolen you must notify the school immediately and file a report with the School Resource Officer. iPad insurance is voided if an iPad is in an unapproved case.

BACKPACKS AND DESKS

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

ANIMALS IN SCHOOL

Live animals can pose a danger to learner's safety and well-being. Therefore, live animals are not to be brought to school – either by learners or parents. This includes Show and Tell activities. Please direct all comments or concerns to the administrator 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, is against policy. The use of personal electronic or mechanical devices are governed by [School Board Policy 237](#) which can be accessed at:

<http://www.boarddocs.com/pa/hunt/Board.nsf/goto?open&id=A5XTZR5D6D8A>

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 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

Learners are responsible for making up any missed assignments or tests when absent. **Homework requests for a learner 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 learner when a request is made. Learners that habitually fail to complete homework may be subject to disciplinary procedures which may include:

- Communication with parents/guardians;
- Recess detention (to complete work);
- After-school detention (to complete work); and/or
- Other consequences at the discretion of the administration.

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.

LEARNER PROGRESS INFORMATION

LEARNER RECORDS

Educational records are maintained for each learner. 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 learner 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, pay money due from fundraising, or owe any other outstanding debt.

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 learner progress. In addition to teacher-made test and textbooks tests, all elementary school learners 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 learners through the school's budget. Learners 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 instructional materials or owe 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. Learners 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

Learner photo programs and packages are offered to our elementary learners. Purchase of individual or group photos is optional. An announcement is sent home with learners 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 learners studying for certification in elementary education. College instructors, classroom teachers, and the building principals supervise practicum learners/learner teachers. College practicum learners/learner teachers may work with the entire class, small groups or individual learners.

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 learners 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.** Learners 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, keypad number and amount in the envelope. The money will be deposited into an account for each learner and they will access it each day by punching in his/her access code. Weekly or monthly payments are strongly encouraged. Checks should be made payable to HASD Cafeteria.

CHARGING PROCEDURE

1. Learners are expected to have money in their accounts in anticipation of purchases. However, no learner will be denied either breakfast and/or lunch because of negative balances on his/her account.
2. Current balances and a transaction history can be viewed in Skyward. Parents will be notified daily through Skyler if their child has any negative balance or has a low balance of \$5.00 or less.
3. When a learner's account reaches \$ 25.00 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.
 - a. When negative meal account balances equal \$50.00 or more, a certified letter will be sent to the parent or guardian. The cost of the certified letter will be added to the student's negative balance.
4. If no response is received within the ten (10) days allowed, the learner's account will be turned over for collection. Parents will be responsible to pay the amount due to the Food Service Department as well as any and all fees assigned 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 learners with unpaid balances at the end of the school year.
6. Parents of fifth grade learners, 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.

Learners who bring lunch from home may purchase milk. Drinks or purchased food will not be permitted to be taken from the cafeteria. Learners in the intermediate lunch 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 learner'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. Learners will not be permitted to carry flowers or balloons onto the bus. They present safety hazards when learners travel home on buses.

SUPPORT SERVICES

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

HOMEBOUND INSTRUCTION

Learners who have or will have two (2) weeks or more of excused absences due to illness or accident are eligible for homebound instruction. Qualifying learners 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 learners 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 learner, the teacher, and the parents. Learners 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 learners in grades K-5. Assessments are administered to learners 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 learners in September. A learner progress report is also sent home with each learner 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 learners. 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 learner with a disability.

CST members review the learner'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 learner is a learner 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. Learners determined eligible for special education services will receive an Individualized Education Program (IEP) based on their needs. The program to which a learner 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 learners in the Huntingdon Area School District will require learners to meet the following criteria: an IQ of 130 or higher who meets established multiple criteria indicating gifted ability or a school-aged learner 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 learner is based on the unique needs of the learner, not solely on the classification. Gifted education services enables identified learners to participate in acceleration and/or 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 goal of the Huntingdon Area School District's English as a Second Language (ESL) programs is to facilitate the acquisition of English language skills of learners whose native or first language is not English. Upon enrolling into the school district, all families will complete a Home Language Survey (HLS). As a result of the survey, learners whose first language is a language other than English or if a language other than English is spoken in the home, the learner will be assessed in English proficiency in reading, writing, listening, and speaking. A program will then be developed to meet the learner's individual needs, dependent upon the assessment results.

HOMELESSNESS

The McKinney-Vento Homeless Assistance Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. The Huntingdon Area School District works to ensure that homeless learners have the same educational programs and services provided to other district learners. For more information on this Act and how the district may be able to help, contact:

Robin Whitsel

Huntingdon Area School District Director of Pupil Services (including Homeless Liaison) at 814-641-2104

You can also access more information on this Act at: <https://ecyeh.wikispaces.com/>

Annual Public Notice of Special Education Services and Programs, Services for Gifted Learners and Services for Protected Handicapped Learners August 2018

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.

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:

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-Bollman 159 Redbird Drive Waterfall, PA 16689	814-685-3865
Huntingdon Area School District Administrative Office	814-641-2104	Juniata County School District Administrative Office	717-436-2111

Ms. Robin Whitsel 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	Ms. Jill Condo 146 Weatherby Way 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 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. Timothy Miller 4534 Tar Kiln Road James Creek, PA. 16657	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. Autumn Fiscus -256 South 5th Street. Huntingdon, PA 16652 -109 Industrial Circle Mifflintown, PA 17059	814-643-7112	Stone Valley Community Charter School Dr. Kim Connelly 13006 Greenwood Road Huntingdon, PA 16652	814-667-2705
PRISONS			
Huntingdon County Prison Ms. Robin Whitsel 2400 Cassady 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.

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 learners and families. The counselor provides guidance and counseling to all learners and works with learners 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 available community supports.