



# 2024-2025

# HASD

# ELEMENTARY HANDBOOK

**Standing Stone Elementary School**

Ten 29th Street  
Huntingdon, PA 16652

**Southside Elementary School**

10906 Station Road  
Huntingdon, PA 16652

Revised 06/2024

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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](http://www.huntsd.org)  
HUNTINGDON AREA SCHOOL DISTRICT



# HUNTINGDON AREA SCHOOL DISTRICT SCHOOL CALENDAR 2024-2025

**Board Approved 12/18/2023**

AUGUST 2024					DECEMBER 2024					APRIL 2025				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			1	2							1	2	3	4
5	6	7	8	9	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	16	17	18	19	20	21	22	23	24	25
26	27	28	29	30	23	24	25	26	27	28	29	30		
					30	31								
Teacher Days: 10 Student Days: 8 19 Staff Development Day 20 Teacher In-service 21 1st Student Day 30 - Act 80 Day					Teacher Days: 13 Student Days: 13 2-3 Thanksgiving Break Continued 23 - 31 - Winter Holiday					Teacher Days: 20 Student Days: 20 18-21 - Spring Break				
SEPTEMBER 2024					JANUARY 2025					MAY 2025				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
							1	2	3				1	2
2	3	4	5	6	6	7	8	9	10	5	6	7	8	9
9	10	11	12	13	13	14	15	16	17	12	13	14	15	16
16	17	18	19	20	20	21	22	23	24	19	20	21	22	>23
23	24	25	26	27	27	28	29	30	31	26	27	28	29	30
30														
Teacher Days: 20 Student Days: 20 2 - Labor Day Holiday 23 - Act 80					Teacher Days: 22 Student Days: 22 1 - Winter Holiday 20 - Act 80 Day, Martin Luther King Holiday					Teacher Days: 18 Student Days: 17 23 - Last Day for Students ½ day students Dismissal: Secondary 11:15 AM & Elementary 11:45 AM. 26 - Memorial Day Holiday 27 - Teacher In-Service				
OCTOBER 2024					FEBRUARY 2025					JUNE 2025				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
					3	4	5	6	7	2	3	4	5	6
	1	2	3	4	10	11	12	13	14*	9	10	11	12	13
7	8	9	10	11	17*	18	19	20	21	16	17	18	19	20
14	15	16	17	18	24	25	26	27	28	23	24	25	26	27
21	22	23	24	25						30				
28	29	30	31											
Teacher Days: 23 Student Days: 23 18 - Act 80					Teacher Days: 18 Student Days: 18 14 - Vacation 17 - Presidents' Day Holiday					4 - Independence Day Holiday				
NOVEMBER 2024					MARCH 2025					JULY 2025				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
				1	3	4	5	6	7		1	2	3	4
4	5	6	>7	8	10	11	12	13	14	7	8	9	10	11
11	12	13	14	15	17	18	19	20	21	14	15	16	17	18
18	19	20	21	22	24	25	26	27	28	21	22	23	24	25
25	26	>27	28	29	31					28	29	30	31	
Teacher Days: 19 Student Days: 18 7 - ½ day students Dismissal: Secondary 11:15 AM & Elementary 11:45 AM. Parent Teacher Conferences Elem 11:45 AM-7:15 PM Secondary 11:15 AM-6:45 PM 8 - Staff Development Day (Teacher Trade PTC) 27 - ½ day students Dismissal: Secondary 11:15 AM & Elementary 11:45 AM 28-29 - Thanksgiving Holiday					Teacher Days: 21 Student Days: 21 10 - Act 80 day									

= First and Last Student Days  
 = No School For Holiday  
 = No School Inservice  
 = New Teacher Induction  
> = Early Dismissal

Student Days: 180  
 Teacher Days: 184

**\*Snow Make-Up Dates:**  
 February 14, 2025, February 17, 2025  
 Additional Dates if needed: May 23, 2025, May 27, 2025

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

## ELEMENTARY SCHOOL INFORMATION

### SOUTHSIDE

10906 Station Road  
Huntingdon, PA 16652  
814-627-1100  
Fax: 814-627-0301  
Mrs. Joyce Cook – Secretary – ext. 5203  
Mrs. Susan Conese – Secretary – ext. 5201  
Mr. Gregory Shingle – Principal – ext. 5204

### STANDING STONE

Ten 29<sup>th</sup> Street  
Huntingdon, PA 16652  
814-643-0771  
Fax: 814-643-5947  
Mrs. Kathleen Davingnon – Secretary – ext. 4219  
Mrs. Amy Wagner – Secretary – ext. 4204  
Ms. Anna Boughner – Assistant Principal – ext. 2170  
Mr. John Miller – Principal – ext. 4207

### DAILY SCHEDULES:

Students may enter the school at 8:35 AM.  
Students participating in the Breakfast Program may enter 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:

Mr. Ryan Wetzel	President
Mrs. Trista Mitchell	Vice President
Mrs. Heather Fox	Board Member
Ms. Tessa Senel	Board Member
Mr. Richard Scialabba	Board Member
Mrs. Annemaria Millar	Board Member
Dr. Dennis Plane	Board Member
Mrs. Brittany Rutter	Board Member
Mr. Chad States	Board Member

## COMMUNICATION BETWEEN HOME AND SCHOOL

Communication between home and school is vitally important to the success of students. Your child's teacher will provide information about much of what happens in her/his classroom and also about school-wide special events. This communication may take the form of phone calls, notes sent home, LiveSchool, Seesaw, or student progress reports. An updated phone system will allow you to contact teachers or other district staff through a direct extension. There will also be times when families will need to contact the school. You are always welcome to call or stop by the school with questions or information regarding your child. For the 2024-2025 school year, families are encouraged to download the Seesaw parent app, LiveSchool parent app, and Skyward. More information regarding LiveSchool, Seesaw, and Skyward will be sent home with the beginning-of-year packets.

Quick information about schedule changes, early dismissals, cancellations, and important events is available through the School Messenger Service. This service can contact you via phone, text messages, and/or email. You can update your contact info through the parent portal in Skyward. If you 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 assists school personnel in calling parents at home or 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.**



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Follow @HASDbearcats



To receive updates on events, school closures, school delays, and announcements right to your newsfeed!

## SKYWARD

Did you know that you can have up-to-date information about your student's progress at school? Through **Skyward**, you can access...

- ✓ Gradebook
  - ✓ Attendance
  - ✓ Lunch Account
  - ✓ Schedule
- Email teachers and much, much more

### Family Access:

- ★ View report card and schedule
- ★ Each parent or guardian has ONE login for all their students
- ★ Communicate with teachers



### Skylert Notifications

- ★ Enables parents/guardians to receive notifications concerning your child(ren) for:
  - Emergencies, Attendance, Low food service balances
  - School delays and closings
- ★ Parents/guardians have control over how you would like to receive the notifications

### Skyward Food Service

- ★ Check account balances
- ★ See your student's purchases



### Skyward Mobile App

- ★ Mobile version to keep track of information on the go
- ★ Skyward Mobile is available on all major mobile platforms including iOS, Android, and Windows Mobile

We invite you to log in and see what's happening with your student today through **Skyward!**

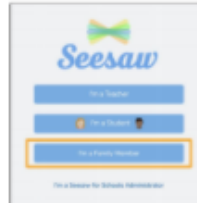
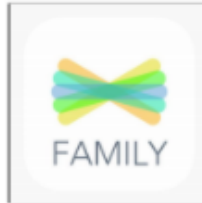
## Seesaw:

Stay connected with your student's classroom, send messages, view classroom assignments/messages, submit assignments, and so much more. Please connect as soon as possible!

### Get Connected on Seesaw

**Family members use the Family app  
or log in as a Family Member at [app.seesaw.me](https://app.seesaw.me)**

Students use the **Class app** to complete assignments and post to the Journal



#### If you received a printed invitation...

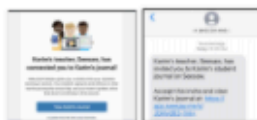
- ✓ Open the Family app or click I'm a Family Member at [app.seesaw.me](https://app.seesaw.me)

#### If you do not have a family account...

- ✓ Click create an account
- ✓ Scan the QR code and follow the prompts

#### If you already have a family account...

- ✓ Sign in
- ✓ Click your profile icon > Add New Child
- ✓ Scan the QR code



#### If you received an **invitation by text or email**...

- ✓ Click the link
- ✓ Create a new account or sign in to an existing account

**NOTE:** You and your child **CANNOT** use the same email address to create accounts.

## SUGGESTIONS FOR PARENTAL INVOLVEMENT

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

- Attend open house to meet your child's teacher and visit the classroom
- Talk with your child each day about their learning
- Ask your student to share their daily planner, take-home folder, and backpack
- Sign and return important documents to the school in a timely manner
- Provide a scheduled time and place to complete homework
- Read notes and newsletters that come home with your child
- Communicate regularly with your child's teacher
- 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: PTG at Southside and PTO at Standing Stone
- Volunteer your time to assist.
- Parent involvement policies are posted on the district website: [www.huntsd.org](http://www.huntsd.org) under each elementary school's page.

## 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 students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student'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 students 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 or graduation. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered, or approved high school.

A student shall be considered in attendance if present at any place where the school is in session by the authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student 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 student 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 an accident.
6. Required court attendance.
7. Death in the 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 a bona fide religious group, upon prior written parental request.
10. Non-School-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 student'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 post-secondary 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 and/or a licensed practitioner of the healing arts 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 that do not meet the criteria indicated above shall be considered an unexcused/unlawful absence. Students 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

Student is Truant - When a student 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 student within ten (10) school days of the student's third unexcused absence.

If the student 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 student's absences and reasons for the absences in an effort to improve attendance with or without additional services. Neither the student 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 student's file. A copy of the Plan shall be provided to the person in parental relation, the student, and appropriate district staff.

Student is Habitually Truant - When a student 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 student 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 student.

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

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

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student 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 student to the local children and youth agency or file a citation with the appropriate judge, district staff shall verify 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 students that are absent, truant, habitually truant, or have chronic absenteeism:

1. Each day a student 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 student is approaching ten (10) cumulative absences and will need an excuse from a licensed practitioner of the healing arts once the student 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 is calculated based on the number of students who have missed more than ten (10) percent of school days across the academic year. Students must not exceed 18 days absent for HASD to receive a high evaluation.

Any student 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 student may receive no credit for all courses being taken.

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

### ABSENCE PROCEDURES:

When a student returns to school after an absence, the student 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 student 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 the 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 student must be in good standing. Good standing is determined by the administration and the student'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 school work 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 student during the school term. Educational trips scheduled during PSSA testing will not be approved.

### LATE ARRIVAL TO SCHOOL

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

1. Students may enter the building at 8:35 AM.
2. Students arriving after 8:55 AM are considered tardy and must report to the office, along with a parent, to sign in.
3. For a late arrival to be excused, a written confirmation (e.g., a doctor's excuse with the date and time of the appointment).
4. If a student arrives after 8:55 AM, without a doctor's excuse, the tardy will be recorded as illegal.
5. Students arriving during period 1 and 2 will be considered tardy.
6. Students that are absent between 3-4 periods will be considered 1/2 day absent.
7. Students that are absent 5 or more periods will be considered absent for a full day.
8. Tardy periods will be totaled toward total days absent, and excessive tardiness may result in a citation being filed with the District Magistrate.

### Elementary Periods:

Homeroom	8:35-8:55
Period 1	8:56-9:47
Period 2	9:47-10:34
Period 3	10:34-11:21
Period 4	11:21-12:08
Period 5	12:08-12:55
Period 6	12:55-1:42
Period 7	1:42-2:29
Period 8	2:29-3:15

### **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 student's total number of unexcused and illegal absences.*

### **EARLY RELEASE OF STUDENTS**

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

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

1. All requests for early dismissal must be in writing. The student must present to the homeroom teacher, in the morning, a written note from his/her parent or guardian requesting the early dismissal. This note must contain the child's name, phone number, the reason for the early dismissal, time of departure, and if the child is returning. The conditions or situations that constitute reasonable cause for early release from school are the same as those that excuse any absence.
2. Parents must come to the office and sign out their child. Students will not be permitted to leave the building until being signed out by a parent.
3. The building secretary will call the child to the office. For security reasons, parents are not permitted to travel through the building to pick up a child.
4. An excuse must be returned for an early dismissal the following day.

### **Acceptable reasons for early dismissals are:**

1. Medical or dental appointments with a note from the doctor to be turned in the following day.
2. Family emergencies with a written note.

### **TRANSPORTATION SERVICES**

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

## PRIVATE TRANSPORTATION

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

1. All students who do not ride school buses at the end of the day must 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 and phone number of the person your child will be riding home with and 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 MUST BE MADE BEFORE 2:00 p.m.** 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) has been implemented to ensure student safety at the classroom level. The Standard Response Protocol is based on responding quickly by the use of consistent vocabulary. Each protocol designates specific staff and student actions. There are four specific actions for incidents:

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

### GUESTS AND VISITORS

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

1. All guests must enter through the front door of the school by ringing the security bell and then be authorized to enter.
2. After entering through the security bell, guests should immediately report to the pass through window in the lobby. All guests needing assistance that does not require entering the second set of secure doors, will be handled through the pass through window in the office. This includes dropping off items (lunches, homework, etc.) or picking up items (forms, homework, etc.) and then the office staff will get the items to the students.
3. Anyone entering the building and going beyond the office will be required to produce a valid driver's license to enter the building. Upon accessing the building through the bell system, all visitors must immediately report to the Visitor's Kiosk in the lobby and follow the directions for entry into the school building. If assistance is needed, a staff member will be available to assist. The self-serve system will require you to scan your driver's license and answer a few brief questions. The kiosk will then print out a one time badge

that you must wear in a visible location at all times. Upon leaving the building, you will need to sign out at the kiosk.

4. 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 the front doors on their own. There are several adults on duty each morning to assist with entry into the building. Parents and/or guardians are not permitted to walk children to their individual classrooms.
5. Students are permitted in the building at 8:35 AM. If they are participating in the Breakfast Program, they may enter the school at 8:30 AM.
6. If you would like to meet with a teacher, please call the school before visiting so that a mutually agreeable time can be arranged. Please remember that all meetings must be scheduled in advance and you will need to follow the procedure outlined above for entry into the building.

## PICTURES AND VIDEOS OF STUDENTS

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

## SCHOOL NURSE

The certified school nurse and LPN are responsible for both elementary schools to ensure a health professional is in a building at all times. The school nurse serves in a pivotal role to provide expertise and oversight for the provision of school health services and the promotion of health education. Using clinical knowledge and judgment, the school nurse provides health care to students and staff, performs health screenings (hearing, vision, dental, physical, height/weight/BMI), and coordinates referrals to the medical home or private health care provider. The school nurse serves as a liaison between school personnel, family, community, and healthcare providers to advocate for health care and a healthy school environment.

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

## STUDENT ILLNESS

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

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 higher, vomiting, or diarrhea will be sent home from school and must remain home until symptoms are resolved **without** medication for 24 hours

If your child is diagnosed with a contagious illness (e.g., COVID, Influenza A, strep throat, pink eye) your child must be 24 hours on medication and symptom-free, before returning to school. Parents are welcome to contact the school nurse to discuss any health issues at the school their child attends.

## 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 student must comply with school regulations. These regulations include the following:

1. Written request from the licensed prescriber that medication be administered to the student. Included must be the name of the student, name of the medication, dosage, time to be administered, diagnosis, and possible side effects.
2. Students are not permitted to transport medication to school.
  - a. **All medication must be brought to school by a parent/guardian** or a responsible adult.

- b. All medication must be in a **prescription bottle** with the **current date** and name of the student on the bottle. Medications in plastic bags or containers other than original containers are **NOT** acceptable.
  - c. Parent/Guardian must send enough medicine to school to cover the prescription until a refill is needed.
  - d. Parent/Guardian must anticipate when medication supply will run out in order to replenish the supply.
  - e. Empty medication containers will **not** be sent home with students.
3. Under no circumstances will any student be permitted to transport medication, except for inhalers for asthma, insulin for diabetes, or Epinephrine for allergic reactions as ordered by a licensed prescriber.
  4. Medication that is to be given 3 times a day may be given before school, immediately after school, and at bedtime - at home.

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

### OVER THE COUNTER MEDICATIONS

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

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Analgesic</b> (age/weight appropriate dose - Chewable Available) | <input type="checkbox"/> <b>Lip Balm</b> (dry, chapped lips)                             |
| <input type="checkbox"/> <b>Antacid</b> (heartburn, upset stomach, indigestion)              | <input type="checkbox"/> <b>Sting-Kill Swab</b> (to be used for bee stings/insect bites) |
| <input type="checkbox"/> <b>Allergy Lotion</b> (apply locally for poison ivy, hives, rash)   | <input type="checkbox"/> <b>Wound Cleanser</b> (minor cuts/abrasions)                    |
| <input type="checkbox"/> <b>Cough Drops</b> (for coughs, sore throats, and stuffy noses)     | <input type="checkbox"/> <b>Antibiotic Ointment</b> (minor cuts/abrasions)               |

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

### POSSESSION/USE OF ASTHMA INHALERS/EPI-PENS

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

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

1. A written request from the parent/guardian that the school complies with the order of the physician, certified registered nurse practitioner or physician assistant.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the physician, certified registered nurse practitioner or physician assistant that states:
  - a. Name of the drug.
  - b. Prescribed dosage.
  - c. 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 the child is qualified and able to self-administer the medication.

A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler/epi-pen and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in the use of the medication.

Forms are available from the school nurse.

The student shall notify the school nurse immediately following each use of an asthma inhaler or use of epi-pen.

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

### PHYSICALS AND PROOF OF IMMUNIZATION

Proof of immunizations is required for all students entering 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 student will not be allowed to start school and parents will be contacted to pick up the student in the office. Also, if boosters are required, the student must have them completed 5 days after the first day of school. If this is not completed, the School Health Law requires that the student 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 students 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 chickenpox 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/1<sup>st</sup> grade. Private physical forms are available from the Health Room. The school physician provides physicals at no cost to children who need one done at school.
- **Dental exams** – must be done in Kindergarten/1<sup>st</sup> grade and 3<sup>rd</sup> 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-3<sup>rd</sup> - done in the fall.
- **Vision screenings** – Grades K-5<sup>th</sup> - done in the fall.
- **Body Mass Index (BMI) screenings** – Grades K-5<sup>th</sup> – completed 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 students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the district in writing. Please include your email address if you would like to be notified electronically.

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

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

## HEAD LICE POLICY

Pediculosis (Head Lice) can be transferred from person to person by direct contact through the 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 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 students to keep their jackets & hats separate!! Whenever it is time for lunch/recess its best for them to return to the classroom to get their clothing than for the clothing to be thrown outside of the gym for recess. This is a BIG way to prevent head lice. Remember it loves DIRECT contact.

## RECESS

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

## STUDENT BEHAVIOR

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

We reinforce expectations for student behavior first through a program called *Positive Behavior Interventions and Supports (PBIS)*. students 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

Students earn positive recognition individually, as a classroom, as a whole school, and even while riding the bus. Students with enough points will be rewarded with quarterly school-wide celebrations. The staff will utilize a system called LiveSchool to award and track behaviors and determine whether students qualify for celebrations. Parents can download a parent app for LiveSchool to view their student's behavior progress.

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

The teacher and the administration have the authority and the responsibility to investigate any behavior and decide if the student has broken a rule. The following are guidelines used to determine consequences. All disciplinary actions are at the discretion of the administration and may result in loss of school-wide celebration time.

## INAPPROPRIATE BEHAVIORS AND CONSEQUENCES

*The administration and teachers retain the right to assign such discipline for infractions that are not specifically listed within each level offense consequence. Students will be disciplined taking into consideration the past disciplinary record of the student and any other extenuating circumstances.*

## ELEMENTARY BEHAVIORAL EXPECTATIONS/GUIDELINES

### Minor behaviors: Behaviors handled within the classroom

Infractions	Definitions	Examples (not limited to)	Violations may result in the following:
Not following rules the first time	Purposely choosing to not follow school rules  Disrupting class by not raising hand	Ignoring teacher/staff/school rules  Shouting out answers	1st offense - reteaching of rules by teacher  2nd offense - reteaching of rules/record in LiveSchool  3rd offense - reteaching of rules/record in LiveSchool/loss of privilege/phone call home
Dress Code Violation	Violation of handbook policy	Wearing shoes with no backs (slides, flip flops)	1st offense - warning  2nd offense - parent called to change clothing
Physical contact -Failure to keep hands/feet to self	Intentional unwarranted physical contact of a peer	Horseplay  Pushing, shoving, running into another student	1st offense - reteaching of rules by teacher  2nd offense - above - record in LiveSchool  3rd offense - above - loss of privilege - call home
Disrupting others	Behavior that hinders the learning of others	Distracting others during small group/large group instruction  Off task behavior during collaborative group work	1st offense - reteaching of rules by teacher  2nd offense - above - record in LiveSchool  3rd offense - above - loss of privilege - call home
Failure to complete assignment	Not completing assigned work	Ignoring homework responsibilities  Not completing classroom assignments	1st offense - reteaching of rules by teacher - finish work at time designated by teacher  2nd offense - above - record in LiveSchool  3rd offense - above - loss of privilege - call home
Infractions Minor Behavior Cont.	Definitions	Examples (not limited to)	Violations may result in the following:
Running in the hallway	Running in the school hallways	Running in the school hallways	1st offense - reteaching of rules by teacher  2nd offense - above - record in LiveSchool

			3rd offense - above - loss of privilege - call home
Failure to use manners in the cafeteria	Not following CATS rules in the cafeteria	Being out of seat Throwing food Yelling	1st offense - reteaching of rules by teacher 2nd offense - above - record in LiveSchool 3rd offense - above - loss of privilege - call home
Failure to use playground equipment correctly	Not following CATS rules with the playground equipment	Going up the slide Swinging jump ropes Throwing objects at inattentive students	1st offense - reteaching of rules by teacher 2nd offense - above - record in LiveSchool 3rd offense - above - loss of privilege - call home

### Major behaviors: Behaviors handled by the office

Infractions	Definitions	Examples (not limited to)	Violations may result in the following:
Repeated minors	Inability to follow procedures after multiple reteaching attempts	Teacher has documented in live school multiple times Teacher has contacted parents/guardians about same behavior	1st offense - reteaching of rules by administrator - record in Skyward - phone call home 2nd offense - above - loss of privilege 3rd offense - above - referral to tier 2 team
Fighting	Use of physical force upon another student	Engaging in physically aggressive behavior which could result in harm	1st offense - reteaching of rules by administrator - record in Skyward - phone call home - ISS/OSS 2nd offense - above - referral to tier 2 team 3rd offense - above
Disrespectful to others	Words or actions meant to hurt or demean others	Major name calling Socially rude or dismissive messages Back talk	1st offense - reteaching of rules by administrator - record in Skyward - phone call home 2nd offense - above - loss of privilege 3rd offense - above - referral to tier 2 team
Inappropriate language	Use of inappropriate language or gestures in school	Using vulgar, perverse, or offensive language	1st offense - reteaching of rules by administrator - record in Skyward - phone call home 2nd offense - above - loss of privilege 3rd offense - above - referral to tier 2 team
Infractions Major Behavior Cont.	Definitions	Examples (not limited to)	Violations may result in the following:
Possession of matches/lighter on school property	Unauthorized possession of matches/lighter on school property	Matches/lighter on person or in belongings	1st offense - reteaching of rules by administrator - record in Skyward - phone call home 2nd offense - above - loss of privilege 3rd offense - above - referral to tier 2 team
Not respecting others property/destroying school property	Destruction of another student's materials	Ripping up papers Destroying school work or personal belongings	1st offense - reteaching of rules by administrator - record in Skyward - phone call home 2nd offense - above - loss of privilege

			3rd offense - above - referral to tier 2 team
Theft	Engaging in any act of theft or attempt at theft	Taking other students personal items  Intentionally taking school items without permission	1st offense - reteaching of rules by administrator - record in Skyward - phone call home  2nd offense - above - loss of privilege  3rd offense - above - referral to tier 2 team
Cheating/Lying	Providing false information to staff  Any cheating that occurs during an academic exercise	Providing false information about witnessed events  Plagiarism	1st offense - reteaching of rules by administrator - record in Skyward - phone call home  2nd offense - above - loss of privilege  3rd offense - above - referral to tier 2 team
Verbal/Physical threats or intimidation, serious threat	Words or actions that are deemed threatening toward another individual	"I'm going to beat you up after school"  "You better watch your back"  student tells the teacher, "I know where you live"	1st offense - reteaching of rules by administrator - record in Skyward - phone call home  2nd offense - above - loss of privilege  3rd offense - above - referral to tier 2 team
Inappropriate location/Leaving school property	Leaving classroom without permission or traveling to other areas instead of intended destination	Hiding in bathroom  Going to the office, nurse, or other area without telling a teacher  Leaving the classroom without permission	1st offense - reteaching of rules by administrator - record in Skyward - phone call home - ISS/OSS  2nd offense - above - loss of privilege  3rd offense - above - referral to tier 2 team
Assault	Unlawful attack on another person with or without injury	Punching  Kicking  Shoving violently	1st offense - reteaching of rules by administrator - record in Skyward - phone call home - ISS/OSS  2nd offense - above - referral to tier 2 team  3rd offense - above
Technology violation- Acceptable use policy violation	Computer or file hacking or mishandling  Using another person's account information	Accessing unauthorized sites  Sharing computer passwords  Changing computer hardware/software	1st offense - reteaching of rules by administrator - record in Skyward - phone call home  2nd offense - above - loss of privilege  3rd offense - above - referral to tier 2 team
<b>Infractions Major Behavior Cont.</b>	<b>Definitions</b>	<b>Examples (not limited to)</b>	<b>Violations may result in the following:</b>
Electronic equipment violation - cell phone/ipad	Violating classroom rules involving ipads  Having cell phone out in school without permission	Cell phone out in school  Playing games on ipad without permission  Taking pictures of others without permission	1st offense - student will place phone on teacher's desk. Teacher returns phone to student at the end of the day  2nd offense - student takes phone to the office - parent notified - skyward entry - Student picks up phone at end of day  3rd offense - above - referral to tier 2 team.
Possession of tobacco products on school property	Possession of or using tobacco products or look-alikes, including eCigarettes, vapes, and juuls	cigarettes e-cigarette, Juul, chewing tobacco, vape, and/or look-alikes on student	1st offense - reteaching of rules by administrator - record in Skyward - phone call home - ISS/OSS  2nd offense - above - referral to tier 2 team  3rd offense - above

Religious, sexual, ethnic, or gender harassment	Harassment of another student that involves the use of religious, sexual, ethnic, or gender to intimidate	Making inappropriate comments about a student's religion, orientation, ethnicity, or gender in a way that is meant to intimidate	1st offense - reteaching of rules by administrator - record in Skyward - phone call home - ISS/OSS 2nd offense - above - referral to tier 2 team 3rd offense - above
Bullying, Cyberbullying	Violation of school district policy	Refer to school district policy	1st offense - reteaching of rules by administrator - record in Skyward - phone call home - ISS/OSS 2nd offense - above - referral to tier 2 team 3rd offense - above
False fire alarm/911	Willfully and without cause, tampering with, altering, or breaking any public or private fire or safety alarm, apparatus, or device	Pulling fire alarm Tampering with fire extinguisher False call to 911	1st offense - reteaching of rules by administrator - record in Skyward - phone call home - ISS/OSS 2nd offense - above - referral to tier 2 team 3rd offense - above
Weapons violation	Intentionally bringing a weapon or object that can be construed as a weapon to school	Bringing a gun, knife, or other object that can be used as a weapon to school	1st offense - reteaching of rules by administrator - record in Skyward - phone call home - ISS/OSS 2nd offense - above - referral to tier 2 team 3rd offense - above
Bomb threat	Threatening the use of a bomb	Writing bomb threats on school property Telling threats to other students or staff	1st offense - reteaching of rules by administrator - record in Skyward - phone call home - ISS/OSS 2nd offense - above - referral to tier2 team 3rd offense - above

## BULLYING PREVENTION

Our elementary schools are designed to be safe, supportive and caring learning environments for all children and adults. We use the Second Step Program to help students develop their social-emotional learning. Second Step includes a research-based bullying prevention unit that incorporates engaging lesson videos and helps to build trust in an integrated approach. The act of bullying negatively impacts the entire school, and it will not be tolerated.

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



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

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

Our school rules against a bully are:

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

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

### STUDENT 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 students. If for some reason his/her concentration is disrupted by unruly students, the welfare and safety of all are in danger. The school bus is an extension of the classroom. The District uses the PBIS program to instruct expectations and positively manage student behavior across all grade levels. The driver of any school bus will be held responsible for the orderly conduct and safety of the students transported.

Prior to the beginning of the school year, students' bus numbers, pick-up, and drop-off locations are assigned. Students 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 students which is deemed serious enough for further action.

Each driver will establish and post the district bus expectations on the 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 students a seat.

The principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student'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 of up to \$2,500.

The school district provides all eligible students with an opportunity to be transported by school bus to and from school. The riding of a school bus by students 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 student 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 on each bus, we feel that it is important for students and parents to review these rules.

They are:

1. Observe the same conduct as in the classroom.
2. students will treat the bus driver with the same respect as other school personnel.
3. No profane language.
4. Keep the bus clean and litter-free.
5. Families will be responsible for any damage done on the bus.
6. No use of tobacco products.
7. Stay in your seat at all times.
8. Keep head, hands, and feet inside the bus.
9. The bus driver is authorized to assign seats and has the authority to change assigned seats.
10. No electronic devices are permitted.
11. No key chains or dangling objects are permitted on book bags.

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

#### **TOBACCO and VAPING PRODUCTS (Board Policy 222)**

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

## CONTROLLED SUBSTANCE OR DRUG PARAPHERNALIA (Board Policy 227)

### 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 is designed for use, or intended by the student for use, in packaging, repackaging, 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 student must attend a minimum of 6 after school substance abuse counseling sessions
  - c. If the student fails to attend the substance abuse intervention follow-up sessions, the days of OSS shall be unexcused absences and no credit shall be given for work missed.
  - d. The student and the parent(s) or guardian(s) shall schedule a conference with the principal before the student may re-enter school. At this conference, the student and the parent/guardian shall be asked to sign a statement that they have been informed of the consequences of any subsequent violations. 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 student 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 student 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 (Board Policy 218.1)**

### 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 student activities) for at least the remainder of the school year.
2. At or before the time of the re-entry conference with the Superintendent, the principal may recommend an additional period of suspension or expulsion from school as deemed appropriate.

## **ARSON**

### A. Definition

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 student activities) for at least the remainder of the school year.
2. At or before the time of the re-entry conference with the Superintendent, the principal may recommend an additional period of suspension or expulsion from school as deemed appropriate.

## **POLICY STATEMENT ON PREVENTION OF SEXUAL HARASSMENT**

**The Huntingdon Area School District prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator, Amy Dunsmore, and/or view our non-discrimination policy on our website at: [www.huntsd.org](http://www.huntsd.org)**

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

Examples of harassment may include the following:

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

The Huntingdon School District will not tolerate or condone the existence of a hostile or offensive school environment in which sexual harassment and intimidation are present. The Huntingdon School District is committed to ensuring that the school environment is free of sexual harassment and other unlawful discriminatory practices. Students, employees and visitors are encouraged to report any instances of sexual harassment. Such complaints should be reported to the office. The punishment for sexual harassment will be in-school suspension. All reports of sexual harassment will be reported to the District's Compliance Officer, Mrs. Jennifer Mitchell, 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 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 is not permitted.
6. Jewelry and cosmetics that may present a safety hazard to children and/or disrupt the educational environment will not be permitted.

### **FALSE FIRE ALARMS/BOMB THREATS**

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

### **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 students should read, understand, and 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 student success.
- To increase academic rigor, better prepare students for success in whatever post-secondary path they select.
- To increase student 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 students at school is an Apple iPad. This document provides the necessary guidelines for our students 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 students 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 its original working condition. Damage not covered under insurance will be the responsibility of the student 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 students using district devices, regardless of the location of usage. The policy is available through the school district website (<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 student 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. Students 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 student "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. Students may not install or run software that has not been approved by the administration.

All students will be issued a filtered district Gmail account along with a corresponding Google Drive account. 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

- Students will carry their iPad throughout the school day. Students 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, students are not authorized to use other student's iPads. In addition, students are not permitted to allow others to access their iPad, including family members and friends.
- Students may not use the iPad in bathrooms or locker room facilities at any time.
- iPads must never be left in unsecured or unattended areas. If a student is unable to carry and supervise his/her iPad, the iPad is to be locked in the individual student's assigned classroom cart. It is the student's responsibility to notify the school office when circumstances arise that prevent the student from carrying the iPad around the school. The school office will review such requests and make alternate arrangements if necessary.
- Students must keep their passwords confidential, and update passwords according to district guidelines.
- Students are responsible for regularly backing up school documents on their Google Drive. Students 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.

- Students may not alter any settings on their iPad.
- Location services must be enabled at all times on all district iPads.
- 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.
- students must follow all copyright laws. Familiarize yourself with [School Board Policy No. 814- Copyright Material](#).
- Downloading unauthorized games, applications, or software by students is prohibited.
- All software and apps will be licensed, approved, and installed by a District Computer Technician.
- Students may not attempt to gain access to the internal electronics or repair the iPad.
- Students may not alter the base operating system of the iPad (which is known as “Jailbreaking”). This is prohibited under all circumstances.
- Students may not throw or slide the iPad.
- Insert and remove cords and cables carefully to prevent damage to the iPad.
- students should use caution when storing iPads in non-temperature controlled locations such as a vehicle in excessive heat or left outside.
- Screens are susceptible to damage from excessive pressure or weight. students may not place or stack objects on iPads. Be aware that overloaded backpacks can damage the device.
- Students may not use sharp objects on the iPad.
- Students may not use cleansers of any type to clean the iPad. Use only a clean soft cloth to clean the screen.
- The district recommends that all students taking their assigned device home use an additional protective iPad sleeve and/or a backpack or bag with a protective device compartment to protect the iPad while in transit.

### 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. Students who are 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 students who are not taking their devices home 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.
- Ipads going home should be fully charged for the following school day.
- Loaner devices may NOT be available 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 students to complete work offline. However, it is each student’s responsibility to back up all work regularly to their Google Drive. Failure to back up 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 student 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.

### 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

- Students 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.
- Students 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. The device will not be used as a surveillance or monitoring tool.
- Students should not attempt any repairs on the iPad themselves. All repairs are to be initiated by a district computer technician.

The district utilizes specialized tools to monitor and prevent inappropriate use of district technologies. If students have reason to believe another student is using the District network or iPads **for cyberbullying, 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.

## TAKING DEVICES HOME (iPad Off-Campus Usage Form)

To continue learning anytime, anywhere, students are permitted to take their assigned devices home for educational use. students wishing to take their iPads home must meet the following requirements:

- Families are recommended to complete an [insurance application](#) to cover the device damage;
- students and their parents/guardians have an [Off-Campus Usage form](#) on file;
- students and their parents/guardians have submitted a signed Acceptable Use Policy form;
- Unless directed by their teacher, students are not authorized to use other student's iPads. In addition, students are not permitted to allow others to access their assigned district iPad, including family members and friends.
- students who forget their iPads at home will not be provided a loaner device and will be considered unprepared for class. This may result in disciplinary action or revocation of off-campus privileges.

The district recommends that all students taking their assigned device home use an additional protective iPad sleeve and/or a backpack or bag with a protective device compartment to protect the iPad while in transit.

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/Chromebook 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. Students should not have an expectation of privacy.

## ANIMALS IN SCHOOL

Live animals can pose a danger to the student's safety and well-being. Therefore, live animals are not to be brought to school – either by students 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 (School Board Policy 237)

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

- ***Cell phones and personal electronic devices (i.e. iPads, handheld gaming devices, airpods, etc...) are not permitted in school.***

## 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, trading cards etc.) to school.** Too often these items become broken, lost, stolen, or present a hazard on the buses.

## HOMEWORK

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

## STUDENT PROGRESS INFORMATION

### STUDENT RECORDS

Educational records are maintained for each student. The record includes basic demographic information, attendance, scholastic achievement, and test results. A separate health record is also maintained. Parents may review records through the office of the school principal. Divorced or separated parents have access to the records

unless there is a written court order specifying limitations. When moving from the district, records are transferred when we receive a written request from the school district in which the student is to be enrolled.

### REPORT CARDS

Report cards are issued four times each year. The report card gives information about academic progress, behavior and attendance. We encourage you to review and discuss the report card with your child. Should concerns arise, you are encouraged to schedule an appointment with your child's teacher. 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, report cards may be held until all materials are returned and all debts are repaid.

### PARENT CONFERENCES

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

### TESTING

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

Grade	Acadience	Spring Math	PSSA ELA and Math	PSSA Science	Writing
K	X	X			X
1	X	X			X
2	X	X			X
3	X	X	X		X
4	X	X	X		X
5	X	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.

### RETENTION AND PROMOTION

A variety of factors are considered when recommending students for promotion or retention. Concerns about student progress and consideration for retention can be discussed during a Problem Solving Team meeting. Excessive absenteeism is a significant factor in considering retention.

## ENROLLMENT

### KINDERGARTEN REGISTRATION

Children must be five years of age on or before September 1, 2024, 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: a birth certificate or a notarized copy of the 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

### INSTRUCTIONAL MATERIALS

All textbooks, workbooks, and instructional materials are provided for students through the school's budget. students are expected to take good care of instructional materials and library books while using them in school and at home. Parents and children are responsible for the replacement costs of textbooks, library books, iPads, and instructional materials that are damaged or lost. 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, report cards may be held until all materials are returned and all debts are repaid.

### 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 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. Students who 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.

Parents may be asked to chaperone some field trips provided that all updated clearances are on file with the office.

### SCHOOL PHOTOS

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

### PARENT-TEACHER GROUP

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

### COLLEGE PRACTICUM/ STUDENT-TEACHER PROGRAM

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

## FOOD SERVICE

Our schools offer a well-balanced, nutritious breakfast and lunch program at reasonable prices. Menus are posted on the district website and are sent home with students each month. Free and reduced rates apply to families who meet eligibility guidelines. Applications for free and reduced rates are sent home with all students at the beginning of each year. Parents/guardians may apply for free or reduced rates at any time during the school year when there is a reduction in income and/or an increase in family members. The federal government establishes eligibility for

free or reduced rates. The Food Service Director will forward written notification of eligibility to you. **Current lunch and breakfast prices are posted on the district website and on monthly menus.** students should turn in payments for their meals in the morning during homeroom time. Payments are to be given to the child's homeroom teacher in an envelope with the following information: child's full name, keypad number, and amount in the envelope. The money will be deposited into an account for each student and they will access it each day by entering his/her access code. Weekly or monthly payments are strongly encouraged. Checks should be made payable to HASD Cafeteria Fund.

## CHARGING PROCEDURE

1. Students are expected to have money in their accounts in anticipation of purchases. However, no student will be denied either breakfast and/or lunch because of negative balances on his/her account.
2. Current balances and 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 student'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. Negative meal account balances equaling \$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 student'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 students with unpaid balances at the end of the school year.
6. Parents of fifth-grade students, who will be entering the Middle School the following year, will receive negative balance letters as well as information explaining that their child will not be permitted to charge in the cafeteria at the Middle School until all past due balances are paid in full.

Students who bring lunch from home may purchase milk. Drinks or purchased food will not be permitted to be taken from the cafeteria. students in the intermediate lunch may also choose to buy more than one lunch at a time. Second lunches may be paid with lunch accounts, but will still be charged full price. Some food items are available for purchase individually to supplement a student's lunch as long as students have a positive account balance. 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 student homerooms in the morning. Input into our school lunch program is encouraged.

If you have suggestions, questions, or concerns, please contact our Food Service Director, Ms. Karlee VanBuskirk, at 641-2190 or via email at [kvanbuskirk@huntsd.org](mailto:kvanbuskirk@huntsd.org) .

## RETURNED CHECKS

In the event that a check was 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 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. Due to an increase in life-threatening allergies, all food items must be store bought with clear ingredient labels that our health professionals can review prior to distribution. 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. The Food Service Department offers options for class parties. Please contact the Food Services Director, Ms. Karlee VanBuskirk at 641-2190 for more information.
6. 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.
7. Parents are asked not to send flowers or balloons to school. Students will not be permitted to carry flowers or balloons onto the bus because these items present a safety hazard.

The HASD food service department will provide "birthday baskets" that can be purchased by families. These birthday baskets can be filled with a small pre-packaged treat for the student's classroom. Please contact the food service department at [kvanbuskirk@huntsd.org](mailto:kvanbuskirk@huntsd.org) for Birthday Basket requests. Individual families must give the food service a week for processing/preparation. Families will be responsible for the cost of the basket. This is a courtesy program and not a requirement of the district.

## SUPPORT SERVICES

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

### HOMEBOUND INSTRUCTION

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

### TITLE I

Title I is a federally funded program that was created by federal law to broaden and strengthen educational programs for educationally disadvantaged children. Federal funds are distributed to each state according to a formula, which is determined through need. The Pennsylvania Department of Education distributes these funds, administers the programs, and evaluates the school districts to ensure federal and state guidelines are being met. The Huntingdon Area School District, in compliance with federal regulations, has implemented a school-wide Title I reading program for students experiencing difficulties in that area. The Title I program is not a substitute for reading in the regular classroom but is offered as a supplement to regular classroom instruction. Title I is a key element of our Response to Instruction and Intervention (RtII) model.

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

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

Parents are encouraged to learn about Title I Programs. Workshops are offered to support their child's learning at home. Parents, working in cooperation with Title I teachers, provide valuable role models for their children. 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

### **PROBLEM-SOLVING TEAM (PST)**

Utilizing the Problem-Solving Team (PST), a component of the Multi-Tiered System of Supports (MTSS) and Response to Intervention (RtI), enables the district to meet the Federal and Pennsylvania Regulations regarding Chapter 14. The purpose of the PST is to review a student's strengths, current levels of performance, and barriers to learning and propose recommendations and a plan of action to help the student succeed. The PST is a comprehensive group of professionals who provide consultative, evaluative, and prescriptive services to parents and students. The PST may include parents/guardians, a regular education teacher, a special education teacher, a school psychologist, a building administrator, a school counselor, and the Director of Pupil Services. The district's therapist(s): occupational, speech/language, and/or physical therapist, as well as consultants, may participate as deemed necessary. Agency representatives involved with the child are also invited to participate in the PST process.

The PST is a comprehensive, individualized, strength-based whole-child approach that considers the student's academic, behavioral, and social/emotional learning (SEL) history, communication needs, pertinent health or medication information, and school attendance when making suggestions to support the student. Families or teachers may request a PST at any time. The PST reviews pre-referral interventions, screening, performance, and assessment data gathered through the MTSS approach. The team may determine that additional interventions are warranted and reconvene at a later date to evaluate the results of these interventions that are believed to have a likelihood for success with the student. Alternatively, the team may make a referral for a multidisciplinary evaluation (MDE) to determine eligibility and need for special education as a student with a disability.

If making a recommendation for an MDE, the district would issue Procedural Safeguards, prior written notice for an initial evaluation, and request parental consent to proceed to determine special education eligibility. Once the prior written notice for initial evaluation and request for consent form is received, the Huntingdon Area School District abides by the information 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, building administrator, regular education teacher, special education teacher, school counselor, and therapists (as deemed necessary). The MDE team reviews all of the information to determine by consensus if the student is a student with a disability and in need of special education services.

### **CHAPTER 14: Special Education**

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

### **CHAPTER 16: Gifted Support**

The policy for identification as gifted for students in the Huntingdon Area School District will require students to meet the following criteria: an IQ of 130 or higher who meets established multiple criteria indicating gifted ability or a school-aged student with an IQ score lower than 130 when other educational criteria strongly indicate gifted ability. Determination of mentally gifted must include an assessment by a certified school psychologist. Gifted

education for each identified student is based on the unique needs of the student, not solely on the classification. Gifted education services enable identified students 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 students whose native or first language is not English. Upon enrolling in the school district, all families will complete a Home Language Survey (HLS). As a result of the survey, students whose first language is a language other than English or if a language other than English is spoken in the home, the student will be assessed in English proficiency in reading, writing, listening, and speaking. A program will then be developed to meet the student's individual needs, dependent upon the assessment results.

## HOMELESSNESS

"The McKinney-Vento Homeless Assistance Act can help provide school stability for your child if you do not have a permanent home and are:

- Staying with friends or family because you lost housing.
- Living in a shelter, including transitional programs.
- Staying in motels because you cannot get your own home.
- Living on the streets, in a car, van, tent or other nonpermanent structure.

If you believe your family may qualify for additional support under the McKinney-Vento Homeless Assistance Act, please contact the district Homeless Liaison, Nancy Mills, at nmills@huntsd.org or (814) 641-2104 for more information."

You can also access more information on this Act at:

<https://www.education.pa.gov/Policy-Funding/BECS/uscode/Pages/EducationforHomelessYouth.aspx>

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

### Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence. This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the website. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice. Children ages three to school-age may be eligible for Early Intervention services if they are experiencing developmental delays. Developmental delays, as defined by the State and as measured by appropriate diagnostic instruments, include a 25 percent delay or a test performance of 1.5 standard deviations below the mean on a standardized assessment in one of the following

developmental areas: physical development, cognitive development, communication development, social or emotional development or adaptive development. A young child may also be deemed eligible if they are determined to have a diagnosed disability as defined by PA Chapter 14 regulations. Eligibility for Early Intervention services is two-pronged. The child must be diagnosed with a developmental delay or a diagnosed disability and display a need for specially designed instruction. Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the child and to ensure access to the general education curriculum.

### Evaluation Process

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

### Consent

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

### Program Development

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

### Confidentiality of Information

The SDs, IUs and CSs 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  
814-542-2501  
Kelly Lawler Zurybida  
Director of Special Education  
2527 US Hwy 522 S  
McVeytown, PA 17051

TIU Early Intervention Programming  
814-542-2501  
Mr. Brian Kritzer  
Supervisor of Special Education  
2527 US Hwy 522 S  
McVeytown, PA 17051

#### SCHOOL DISTRICT OFFICES

Central Fulton School District  
717-485-7000  
Ms. Holly Varner  
151 East Cherry Street  
McConnellsburg, PA 17233-1400

Forbes Road School District  
814-685-3865  
Forbes Road High School  
Ms. Rebekah Rogers  
159 Redbird Drive  
Waterfall, PA 16689

Huntingdon Area School District  
814-641-2104 Administrative Office  
Mr. Tim Snare  
2400 Cassady Avenue, Suite 2  
Huntingdon, PA 16652-2602

Juniata County School District  
717-436-2111  
Administrative Office  
Ms. Christie Holderman  
146 Weatherby Way  
Mifflintown, PA 17059

Juniata Valley School District  
814-669-9150  
Administrative Office  
Ms. Lisa Coble  
7775 Juniata Valley Pike, PO Box 318

Alexandria, PA 16611

Mifflin County School District  
717-248-0148  
Administrative Building  
Ms. Cindi Marsh  
201 Eighth Street, Highland Park  
Lewistown, PA 17044

Mount Union Area School District  
814-542-2518  
Administrative Center  
Dr. Dianne Thomas  
603 N. Industrial Drive  
Mount Union, PA 17066

Southern Fulton School District  
717-294-3400  
Southern Fulton High School  
Dr. Laurel Keegan  
3072 Great Cove Road, Suite 100  
Warfordsburg, PA 17267

Southern Huntingdon School District  
814-447-5520  
Ms. Alisa Scott  
10339 Pogue Road  
Three Springs, PA 17264-9730

Corrections Education  
814-658-4024  
Trough Creek Youth Forestry Camp #3  
4534 Tar Kiln Road  
James Creek, PA. 16657  
&  
South Mountain Secure Treatment Unit  
10056 South Mountain Road – P.O. Box 374  
South Mountain, PA. 17261

NON-PUBLIC SCHOOLS LOCATED IN IU 11  
Tuscarora Intermediate Unit 11  
814-542-2501  
Dr. Brett Gilliland  
2527 US Hwy 522 S., McVeytown, PA 17051

CHARTER SCHOOLS  
New Day Charter School 814-643-7112  
Ms. Brandye Armstrong  
-256 South 5th Street.  
Huntingdon, PA 16652 717-447-0623  
-109 Industrial Circle

Mifflintown, PA 17059

Stone Valley Community Charter School  
814-667-2705  
Ms. Cheryl Casner  
13006 Greenwood Road  
Huntingdon, PA 16652

#### PRISONS

Huntingdon County Prison  
814-641-2104  
Mr. Tim Snare  
2400 Cassady Avenue, Suite 2  
Huntingdon, PA 16652-2602

Mifflin County Prison  
717-248-0148  
Ms. Cindi Marsh  
201 Eighth Street, Highland Park  
Lewistown, PA 17044

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

#### SCHOOL COUNSELOR

The Huntingdon Area School District employs two elementary school counselors. The counselor is available for crisis management and is knowledgeable about community agencies and resources, which may be helpful for students and families. The counselor provides guidance and counseling to all students individually, in small groups, or as 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 support.

#### SCHOOL SOCIAL WORKER

The Huntingdon Area School District also partners with the IU to provide School Social Worker services for students and families in the district.