



McConnellsburg Elementary Student Handbook 2021 - 2022

McConnellsburg Elementary School
151 East Cherry Street
McConnellsburg, PA 17233
Main Office: (717) 485-4438
Fax: (717) 485-9002
Office Hours: 8:00 a.m. to 3:30 p.m.

CF SPARTANS

“Continually **F**ocused on **S**tudent **P**reparation And **R**eadiness **T**o **A**chieve
Next **S**teps”

Our Vision

We envision all students, parents, and community members will be instilled with the value of education, preparing the students for the 21st Century and nurturing life-long learners. We believe in student-centered learning in a safe and supportive environment that cultivates independent thinking and resourcefulness in a global society.

Our Values

We believe all students can be independent thinkers, effective communicators, problem solvers, life-long learners, and responsible members of society.

We believe in building strong character, putting students first, and instilling Spartan Pride and school spirit in each student.

We believe that individualized and customized educational programs for all students lead to academic and vocational success.

SCHOOL BOARD

Cory L. Gress, President
 Jason Sharpe, V. Pres.
 Randy Crouse
 Jeffrey DeShong
 Julia Dovey
 Christopher R. Hann
 Rick E. Marshall
 Jason Sharpe
 Jeffrey Shearer
 Gregory L. Strait
 Michael M. Miller, Solicitor

ADMINISTRATION

Dr. Christina Ramsey,
 Superintendent
 Alicia Mellott, Elementary
 Principal
 Michelle Grammick,
 Transportation Director
 Holly Varner, Special Education
 Director

ELEMENTARY FACULTY**4K**

Maureen Litton
 Jenna Pilkerton

5K

Jennifer Culler
 Nancy DeShong
 Tracy Kendall

Grade 1

Erika Fix
 Heidi McMath
 Leslie May Nesbitt

Grade 2

Dinah Chamberlain
 Keturah Gurish
 Denise Mellott
 Stephanie Shives

Grade 3

Heather Bloomer
 Elaina Buterbaugh
 Jean Chilcote

Beverly Sipes

Grade 4

Kori Baines
 Nicole Fletcher
 Karen Peters
 Tracee Rudy

Grade 5

Val Alexander
 Mary Buterbaugh
 Adam Miller

Special Education

Candace Bard
 Bailey Elbin
 David Gourley
 Angel Knepper

Speech

Joyce Fowler

Reading Specialists

Lori Mellott
 Dawnielle Swope
 Tasha Skiles

Special Classes

Amy Conner, Music
 Cherina Cutchall, Library
 Tonya Angle, Computer
 Angela Zinobile, Physical
 Education
 Bradley Dickerson, Art
 Mary Buterbaugh, STEAM

ESL/Reading

Susan Cordell

Instructional Aides

Connie Brown, Special
 Education
 Pam Cutshaw, Special
 Education
 Susie Fraker, Special Education
 Kathy Gourley, Special
 Education
 Rebekah Helser, 5K
 Whitney Knepper, 4K

Tammy Lynch, 5K
 Susanne Moore, Library
 Kim Pryor, Special Education
 Rena Sipes, 4K

Secretarial Staff

Kelli Miller

Maintenance/Janitorial Staff

Brent Seville, Dir of Maint
 Ken Runkle
 Mike Shaw

Rhonda Feagley, Janitorial
 Supervisor
 Jessica Knepper
 Curtis Mellott
 Justin Schooley

Nurses

Hillary Alexander, R.N. -
 School Nurse
 Deb Tucker, R.N. - Health
 Room Assistant

Counselor

Carleen Grissinger

Gifted/Visually Impaired**Instructor**

Mrs. Amy Conner

Cafeteria Staff

Nancy Buterbaugh
 Diane Cutchall
 Tina Guyer
 Kathy Hedrick
 Jessica Murray
 Judy Speer
 Hattie Seville
 Julie Ramsey, Food Service Dir.

Security

Bryon Myers, School Resource
 Officer

Central Fulton School District School Calendar



2021

2022

August 19th - 20th	Teacher In-Service
August 23rd - 24th	Teacher In-Service
August 25th	First Day for Students
September 6th	No School - Federal Holiday - Labor Day
October 15	No School
October 28th	End of the 1st Marking Period
November 11th	Act 80 - No School For Students- Veteran's Day
November 23rd	Early Dismissal - 1:00
November 24th	Act 80 Day - No School for Students
November 25th -26th	No School - Thanksgiving Break
November 29th -30th	No School - Deer Season
December 22	Early Dismissal 1:00
December 23rd - 31st	No School/Holiday
January 14th	Act 80/ No School For Students
January 14th	End of 2nd Marking Period
January 17th	No School -Federal Holiday-Martin Luther King Day
February 18th	No School - Mid Winter Break
February 21st	No School - Federal Holiday - President's Day
March 18th	Teacher In-service No School For Students
March 24th	End of 3rd Marking Period
April 13th	Early Dismissal - 1:00
April 14th - 19th	No School/Holiday - Spring Break
May 30th	No School/Holiday - Memorial Day
June 2nd	End of 4th Marking Period
June 2nd	Last day For Students

SCHOOL SCHEDULE

- First Bell 8 a.m.
- Tardy Bell 8:15 a.m.
- Dismissal Bell 2:45 p.m.

Arriving at school on time is very important. ALL entry doors to the Elementary School will remain locked, in an effort to ensure student safety. Both upper and lower sets of doors will be supervised beginning at 7:30 am each morning.

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

DISMISSAL PROCEDURES

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

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

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed or departing time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced via the Skylert system. School information is also reported on the district website (www.cfsd.info) and on the district phone system.

DRESS CODE

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

"Flip-Flops" are not permitted due to safety concerns on the playground.

GENERAL INFORMATION

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

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

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

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

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

Electronic devices are discouraged at school. This would include remote control cars, CD players, Ipods, cell phones, etc. These items are expensive and when brought to school there is always a risk of having them broken.

GRADING SYSTEM & REPORT CARDS

GRADES 1-5

Students in grades 1-5 will receive a report card every nine weeks. These are to be signed by the parent and returned to the school. Students and families have access to current grades and assignments in Skyward.

Teachers are expected to notify parents of students having academic or behavioral difficulties.

The evaluation of student achievement in grades 3 - 5 is based on the following system:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

E = below 60

When retention of a student is necessary, the teacher should notify the parent of this possibility by the end of the third grading period. If the parent and teacher do not agree on this recommendation, the final responsibility for the promotion/ retention rests with the principal and teacher. Final decisions will be made in grades K – 2 based on grade level promotion criteria, distributed annually to all students.

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

HOMEWORK

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

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

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

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

McCONNELLSBURG ELEMENTARY SCHOOL DISCIPLINE POLICY

CITIZENSHIP GRADING

The intent of this discipline policy for McConnellsburg Elementary School is to provide a safe and orderly environment in which students may learn, grow, and be respectful school citizens. Our discipline policy emphasizes student **PRIDE** (Persistence, Respect, Integrity, Dedication and Excellence).

It is important that there be open communication between the parent and teacher and it is imperative that the parent be notified when a problem exists. Each classroom teacher will manage the classroom

atmosphere with consistency and structure. When problems arise dealing with homework, classwork, or behavior the teacher will follow the procedure listed below:

1- Talk with the student to determine what the underlying reason is for the behavior and deduct citizenship points.

2 - Follow a system of consequences and/or behavior modification.

3 - Parents will be contacted via note, phone call, email, or disciplinary letter and in situations of repeated infractions, citizenship grade reduction, and higher-level infractions.

The Skyward student system also notifies families (at a provided email address) of disciplinary infractions.

Citizenship Points System:

Every student will earn a citizenship grade each reporting cycle. Each new cycle (i.e. marking period, progress reporting period) begins with a 100%. Any faculty or staff member can recommend point deductions for infractions to citizenship guidelines and/or school rules.

When a student reaches the loss of an entire letter grade in citizenship, the parent/guardian will be notified in writing.

Citizenship points will be deducted according to, but not limited to, the following possible list of circumstances.

2 points

Missed homework assignments (only 1 deduction per day)

Disturbing classroom routine

Infractions to classroom or playground rules (pulling sticks, pulling cards, etc.)

5 points

1st pink slip (Level I offenses)

Showing disrespectful behavior

10 points

2nd – 5th pink slip

1st bus referral

15 points

6th – 11th pink slip

2nd bus referral

Any level II offense

The third and fourth bus referral points will be deducted at a minimum of 15 points for each and with the discretion of additional points by the **Elementary Principal**.

All Level III offense points (at least 10 points) will be deducted at the discretion of the **Principal**.

Pink Slip Procedure:

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

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

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

**Any Level III Offense results in a loss of the marking period reward activity.

**Any OSS assignment of more than three days is an automatic loss of the end of the school year reward activity.

Level I

-Physical behaviors: (such as: hitting, kicking, biting, pinching, spitting, tripping, throwing objects)

-Stealing

-Foul language

-Forgery

-Bullying

-Defiant behavior

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

*First and Second Pink Slip - warnings to the student

*Third Pink Slip – written notification to the parent

*Fourth Pink Slip – written notification to the parent

*Fifth Pink Slip – three days of after school detention

*Sixth Pink Slip – 1 day of in-school suspension (ISS) and loss of recess for five days

*Seventh Pink Slip – 1 day of ISS and loss of **all** privileges for 5 days

*Eighth Pink Slip – loss of **all** privileges for a two week period

*Ninth Pink Slip – continuation of no privileges, referral to counselor

*Tenth Pink Slip – 3 days of out-of-school suspension (OSS)

*Eleventh Pink Slip – Loss of class field trip.

Any additional pink slip will result in additional days of OSS and a conference **with the parent and principal.**

Level II

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

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

Consequences for fighting:

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

Second Offense: 3 days of suspension, in or out at the discretion of the **principal**

Third Offense: At least three days of OSS and a parent/student meeting **with the principal**. This may include a possible referral to SAP or an outside agency for counseling.

Level III

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

Examples of Level III Offenses:

1- physical acts against teachers, or other school personnel

2- leaving school without authorization

3- committing illegal acts, vandalism, using or possessing controlled substances or materials on school property, i.e. tobacco, alcohol, drugs or look-alikes, knives or weapons

4 - physical acts or attacks on other students

5- verbal or written threats to others that could result in serious physical harm

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

- 1- Notification to parents
- 2- Consultation with the Superintendent
- 3- Notification to State Police with possibility of arrest (depending upon the infraction)
- 4- Suspension or expulsion depending on the nature of the act

Level III Offenses will result in a loss of a minimum of 15 citizenship points and a minimum of 3 days of OSS. Repeated offenses will result in increasing days of OSS and loss of points. Elevated consequences are at the discretion of the elementary principal.

ALTERNATIVE PLACEMENT

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

AFTER SCHOOL DETENTION

It shall be the policy of the Central Fulton District to permit the use of after school detention as a disciplinary measure. After school detention shall consist of a student remaining at school after regular school dismissal for a period of time approximating the length of one class period, and may vary from one to five days in duration.

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

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

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

IN-SCHOOL SUSPENSION

In-school suspension may be utilized as an appropriate response to Level II or Level III offenses. A student who has been assigned to in-school suspension will spend an entire day completing assignments. The student will eat lunch in the room and will be escorted to the restroom. The duration of in-school suspension may vary from one to four days.

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

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

BREAKFAST & LUNCH PROGRAM

McConnellsburg Elementary School monitors student food allergies. Due to student allergies, all snacks and food brought to school for the purposes of packed breakfasts, lunches or snacks must be monitored

for nut/peanuts. This includes packed lunches on field trips as well. Students with packed lunches do sit at designated tables at lunch time to minimize the possibility of health emergencies. Pre Kindergarten and Kindergarten students are asked not to bring nut containing products to school.

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

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

5K - 5th grade Breakfast –7:30 a.m.–8:15 a.m.

4K – Breakfast 9:15 a.m.

Lunch – 11:15 a.m. – 1:00 p.m.

REMOVED PRICE CHARTS

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

Lunch – Lunch begins at 11:00 a.m. and ends around 1:00 p.m. Each grade has an assigned time to report to lunch. We welcome parents and grandparents who come in and eat lunch with their children. This gives them a chance to become acquainted with our school and our program. If you decide to come in for lunch, please let us know that you are coming. Send a note with your child or call the office to request a meal. We look forward to seeing you.

CAFETERIA RULES

GRADES 1-2

Be certain to get all food from the line the first time through.

Extra food is not permitted to be purchased.

Go directly to your seat with a tray and then return for condiments with your plate.

Once you've taken your seat you must ask permission to leave.

Tables and floors must be left clean and free from litter.

Food is not to be taken out of the cafeteria.

Soda is not permitted with school meals.

CAFETERIA RULES

GRADES 3-5

Students may go through the line only once. *Buy* extra sandwiches, fries, etc. as you go through the first time.

Once you've taken your seat, permission must be granted to leave.

Tables and floors must be left clean and free from litter.

Food may not be taken out of the cafeteria.

Soda is not permitted with school meals.

Ice cream is available for purchase for students in grades 1-5 on Fridays. Students must bring cash to purchase ice cream or must have available funds in their lunch account.

RECESS RULES

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

BUS REGULATIONS & BEHAVIOR

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

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

*Students receiving school bus referrals may not be eligible for school wide discipline reward activities. Bus referrals result in point deductions from the citizenship grade.

Infractions to be reported:

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

More serious infractions:

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

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

The second written referral shall result in a three day lunch suspension for the student. The student, parent(s) and driver shall be informed by a second written notice.

After the third written referral, a suspension of riding privileges for three (3) days will be assigned with notification to the student, parent and teacher.

After the fourth written referral, a suspension of a minimum of one (1) week shall be given. The student and student's parent shall be informed that a fifth infraction may mean loss of privileges for the remainder of the year.

When a student goes through the bus referral process and loses his/her bus riding privileges, days off the bus will be counted only when the student is in school. Days absent will not count towards suspended days of bus riding privileges.

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

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

4K Transportation: A parent/guardian, or an adult designated by the parent/guardian, must be present when the child enters the transportation vehicle, and when he/she discharges from the vehicle in the afternoon. If an adult is not present in the morning, and the child is waiting at the bus stop, the child should be brought to school in the interest of the child's safety. The parent/guardian should be called immediately by the building principal. If an adult is not present in the afternoon, the child should be brought back to school and the parent called immediately by the building principal or his/her designee to come pick up the child.

BUS VIDEO CAMERAS

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

FIELD TRIPS

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

PARENT VOLUNTEERS AND CHAPERONES

Any parent/grandparent or guardian interested in volunteering in the classroom, library, at PTSO events or on fieldtrips is required to comply with the PA background check procedure. Any extracurricular

event volunteers, coaches or supervisors are also required to complete the PA background check protocol. Necessary background check protocol includes each of the following:

1 – Child Abuse History Clearance

2 – Criminal Records Check

3 – Federal Criminal History Record Clearance Check – Required if you have been a resident of PA for less than a ten year period.

4 - Disclosure Statement for Volunteers

All clearances except the Federal Background Check are free of charge for non-paid positions.

Clearance information can be obtained online at www.cfsd.info under the volunteer link.

VISITORS

Any family member visiting a student for a special event such as Grandparents Day, bookfair visitation, assemblies, and special events must sign in at the front office and obtain a visitor's badge. Clearances are not required for one time visits for those not supervising students or activities.

STUDENT ASSISTANCE PROGRAM (SAP)

SAP is designed to improve the quality of education at Central Fulton School District by providing assistance to students troubled by emotional or drug and alcohol related problems. Using school faculty and community resources, SAP focuses on identifying student behavior that adversely affects learning. Students are then confronted with these behaviors and taught alternative methods to achieve success.

DRUG FREE WORKPLACE AND CAMPUS

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

USE OF DRUG DETECTING DOGS

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

WEAPONS POLICY

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

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

-The minimum discipline that can be recommended is a 10 day out of school suspension.

-A gun or firearm violation will result in maximum expulsion as stated in the federal Gun-Free School Act of 1994 unless the following criteria justify other punishment.

-A complete review of the student's discipline record will occur. Past behavior records will be used as criteria in the recommendation.

-The circumstances of the incident will also be used as criteria in the recommendation.

Procedure:

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

Pursuant to Act 26

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

REFERENCES:

Federal Statute – Gun Free School Act of 1994
Pennsylvania State Statute – Act 26 of 1995

ELEMENTARY LIBRARY

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

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

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

Additional computers are available in the library for student usage. Students can use the computers for research, for compiling reports, or just fun! A variety of software programs or sites are available including: encyclopedias, atlases, dictionaries, storybooks, art programs, reading, math, social studies and science programs, and many challenging games.

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

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

Appropriate Use of Computers

The Central Fulton School District has adopted policies regarding appropriate use of computer networks. There are specific guidelines which students are required to follow. Central Fulton School District provides computer equipment, computer services, and network access for educational purposes only. These services are provided to improve learning and teaching through research, teacher training, administrative support, collaboration, dissemination, and use of materials and resources. Access to networks both inside and outside of the Central Fulton School District carries with it the responsibility for proper use of these resources and Central Fulton School District computing facilities. Central Fulton School District recognizes the fact that most computer users are responsible, thoughtful users. However, the actions of irresponsible users can disrupt and interfere with the rights of all users.

Definition – Educational purposes are defined in this regulation as those purposes directly related to a Central Fulton School District assignment, project, job, and function for which the user is responsible.

Guidelines

1. Network users are often allowed to access other networks. Each network or system has its own set of rules. Actions that are routinely allowed on one network or system may be controlled, or even forbidden on other networks. It is the responsibility of the user to abide by the rules of every network or system.
2. Inappropriate network use may result in termination of network privileges, disciplinary actions and/or other actions determined appropriate, including legal action.
3. Central Fulton School District is not responsible for all of the information found on networks outside of the Central Fulton School District organization, and Central Fulton School District does not have control over information residing on other

systems to which there is access through the Central Fulton School District. Some systems outside the Central Fulton School District may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.

- Central Fulton School District does not condone the use of access to such information.
- Central Fulton School District cannot eliminate access to information that is offensive or illegal and residing on networks outside of the Central Fulton School District organization.
- Central Fulton School District limits access to objectionable materials, and forbids the importation of such information or material into any computer or network within the Central Fulton School District.
- Users are responsible for their actions when accessing information on networks. Central Fulton School District is not responsible for information that may be lost due to system interruptions.

4. Users are expected to keep their disk storage at an acceptable level.

Unnecessary files should be removed on a regular basis.

- System administrators reserve the right to set quotas for disk usage on the system and to remove files if the user fails to maintain their storage area properly.
- System administrators also reserve the right to moderate, monitor, and modify the network hardware, software, and communications.

5. Users are responsible for their own individual accounts. Any violations that can be traced to an individual account name will be

- treated as the sole responsibility of the account name.
- 6. It is impossible to document all appropriate conduct and use of computer facilities. To help users determine appropriate use and
- conduct, the following guidelines are provided. They are not intended to be all inclusive, but should serve as a guide to
- appropriate use of computer facilities and network resources. The following are examples of network use infractions that are prohibited:
 - a. Using the network for purposes other than educational.
 - b. Systems tampering (any unauthorized alteration of operating systems, individual accounts, software, networking facilities, and/or other programs.)
 - c. Using obscene, vulgar, abrasive, or inappropriate language, pictures, or other material.
 - d. Knowingly introducing viruses.
 - e. Vandalizing, including equipment damage and willful tampering with data or software.
 - f. Attempting to read, delete, copy or modify the electronic mail of other users.
 - g. Attempting to decrypt passwords.
 - h. Attempting to gain an unauthorized higher level of network privilege and access.
 - i. Attempting to gain unauthorized access to remote systems.
 - j. Deliberately interfering with other users.
 - k. Attempting to libel, slander, or harass other users.
 - l. Permitting others to use your personal e-mail messages.
 - m. Sharing passwords
 - n. Forging or attempting to forge e-mail messages.
 - o. Unauthorized copying or transferring of copyrighted materials or any

- other violation of copyright law.
- p. Placing copyrighted material in the network without permission of the author.
 - q. Plagiarizing which is taking someone else's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to their source.
 - r. Using networks for illegal activities.
 - s. Using commercial advertising, chain letters, non-educational games.

SCHOOL HEALTH SERVICES

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

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

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

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

Each year the school dentist and physician come to the school to complete the mandated exams for those students without private exams. If the completed private forms are not returned for your child by the date the exams are scheduled, they will receive their exams by the school dentist or physician. Students that have not returned their physical paperwork by the completion of their first year or grades 6 or 11 will not be permitted to attend school the following school year until it is returned.

A properly documented immunization record is needed at the time of registration. No child will be admitted to school unless all of the state required immunizations are met.

The elementary student immunization requirements are:

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

Students who enter a Pennsylvania school from another state or country are permitted a 30 day grace period to obtain their immunizations.

Students who have at least one dose of all required immunizations and are in the process of completing their immunizations must provide within the first 5 days of school a medical plan, signed by a physician or health department, for obtaining all the required immunizations. This medical plan must be followed and is to be reviewed by the school nurse every 30 days.

Children entering 7th grade in 2017-2018 will need:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 2 doses of meningococcal conjugate vaccine (MCV)

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

MEDICATIONS

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

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

- 1) All prescription and over-the-counter medications require a doctor's order.
- 2) A Medication Order Form must be obtained from the nurse's office and filled out by the doctor.
- 3) The parent/guardian must sign the Authorization on the Medication Order Form.
- 4) The Medication Order Form must be returned to the nurse's office with the doctor's order completed and the Authorization signed by the parent/guardian.
- 5) Asthma inhalers must also have an Asthma Action Plan completed by the physician and signed by the parent/guardian. This form can be obtained from the nurse's office. Students with severe asthma may need to carry their inhalers with them; this will be permitted with a doctor's order. The student must report to the nurse's office immediately following the use of the inhaler.
- 6) Students with bee sting allergies need to have a Bee Sting Allergy Action Plan. This form can be obtained from the nurse's office.
- 7) Students with diabetes need to have a Diabetes Action Plan. This form can be obtained from the nurse's office.
- 8) Prescription and over-the-counter medication must be in the original container. Inhalers and EpiPens must be in their original box. (The pharmacy can provide an extra, labeled container for prescription medications.) Sending medications in a plastic bag, envelope, or other container is not acceptable and will not be administered to the student.
- 9) The parent/guardian must bring the medication to school.

It is the student's responsibility to come to the nurse's office to receive their medication. The school and its staff are not responsible for the benefits or consequences of the prescribed medication.

PEDICULOSIS POLICY

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

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

Children returning after lice treatment and/or nit removal will need to be examined by the designated school personnel prior to re-admission to the classroom. Children returning after lice treatment must be brought to school by

a parent or guardian so that if they are not nit-free, they can be sent home immediately.

Parents of children found to have lice or nits shall be given 5 school days to remedy the situation.

During this period of treatment, students shall be considered legally absent. Absences beyond five days shall be considered illegal.

CUSTODY

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

ATTENDANCE

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

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

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

1- After a student under 17 years of age has accumulated 3 days of illegal absences, a legal notice will be sent to the parent or guardian. The first notice is a reminder that 3 illegal days have been accumulated. A meeting will be scheduled for truancy elimination. For any illegal absence after the sixth illegal day, a citation will be issued against the parent or guardian in accordance with state rules and regulations on school attendance.

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

3- A student who has missed 10 days will be sent a warning letter that will note the number of days missed. It will also explain that a doctor's excuse will be necessary for any days missed beyond 17. The doctor's excuse must be signed, dated and state that the student was seen by a doctor.

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

5- Student educational trip – All educational trips must be submitted 2 weeks prior to the trip. The student must see their teachers prior to the trip to make arrangements for work that will be missed. A journal concerning the activities of the trip will be submitted within 5 days. A maximum of 7 days per year will be permitted for educational trips.

6- A student shall be allowed one day's excused absence to attend the State Farm Show if the student has received prior permission from the Elementary School Principal and/or administration. The parents of the student shall write a letter to the Elementary School Office requesting the permission.

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

8- Any student who missed 20 or more days of school may be denied credit for that year's courses, unless the parent or guardian can present evidence that the excessive absences were for medical reasons. A letter will be sent to the parent to appear before a review board consisting of the principal,

superintendent, and the board's designated hearing committee. A written explanation from his/her doctor explaining the excessive absences is to be presented at the meeting.

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

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

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

12- Definition of terms:

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

1. illness
2. quarantine
3. death in the immediate family
4. impassable roads
5. excused upon a farm or domestic service emergency permit
6. exceptionally urgent reasons which affect the child and ordinarily do not include work at home.

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

1. absence through parental neglect
2. illegally employed
3. truancy

Unlawful absence – unexcused absence is unlawful absence for all pupils of compulsory school age.

Unlawful absence is always an unexcused absence.

Tardy – shall mean the missing of a portion of a day up to 1 ½ hours in length. (Excused Tardy – doctor or dental appt.

Unexcused Tardy – late, overslept).

½ day absence – shall mean the missing of more than 1 ½ hours of a school day. Any portion of a day missed beyond 3 hours will be recorded as a full day. (This also pertains to students being sent home by the school nurse.)

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

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

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

In-School Suspension – is temporary in nature. It differs from the regular program in that there is lack of movement from class to class and involves loss of privileges, such as recess and intramural. It nevertheless provides the student with planned and supervised instruction.

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

TITLE 1 PARENT INVOLVEMENT PLAN

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

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

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

Policy: The partnership between home and school will be supported by;

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

Central Fulton School District believes:

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

Non-Discrimination Policy

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 online 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. No preschool, elementary or secondary school pupil enrolled in our school district will be intimidated based on race, color, national origin, age, sex, handicap, or creed, if this should occur consequences will be assigned by the administration. The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. FERPA gives parents certain rights in regards to their child's educational records.

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

August 2021

Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

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

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

Evaluation Process

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

Consent

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

Program Development

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

Confidentiality of Information

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

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

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

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

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

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