



## **SOUTHERN FULTON ELEMENTARY SCHOOL**

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### **Welcome to Southern Fulton Elementary School**

The staff of Southern Fulton Elementary School would like to welcome the returning students or first-time students to our school.

Our school vision statement embodies the beliefs that we as educators hold about children-

- All students will be encouraged, supported, challenged, and guided to reach their full potential.
- All students will learn the skills necessary to compete and succeed in a global society.
- When necessary, students will be identified, remediated, or enriched, as early as possible.

We will work to ensure that these beliefs are lived each day at Southern Fulton Elementary School.

Hervey Hann  
Elementary Principal

Tyler Burns  
Assistant

#### **Mission Statement**

Student futures matter to us.

	Page
ABSENCE AND TARDINESS	4-5
ADDRESS OR PHONE CHANGES	13
ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES & PROGRAMS	22-24
BEHAVIOR ON SCHOOL BUS	14-15
BULLYING	11
CANCELLATIONS & DELAYS	3
CITIZENSHIP GRADES	8-11
COMMUNICATION BETWEEN HOME AND SCHOOL	3
DRESS CODE	12
ELECTRONIC DEVICES	3
ELEMENTARY DISCIPLINE POLICY	7-8
ELEMENTARY PHYSICAL EDUCATION EQUIPMENT POLICY	7
ELEMENTARY TESTING PROGRAM	13-14
ESSA (EVERY STUDENT SUCCEEDS ACT) POLICIES	26-29
EXCUSAL FOR EDUCATIONAL TOURS AND TRIPS	5
FIELD TRIPS	5
FIRE DRILLS	7
GUIDELINES FOR PROMOTION OR RETENTION	12-13
GUIDELINES FOR LOADING AND UNLOADING CHILDREN	19
HEALTH SERVICES	20-21
HOMEWORK POLICY AND GUIDELINES	21-22
IDEA CHILD FIND	22
IMMUNIZATIONS	20
LOST AND FOUND	7
MEDICAL PROCEDURES WHILE BEING TRANSPORTED TO/FROM SCHOOL	17-18
PARENT SIGNATURE PAGE FOR BUS BEHAVIOR ACKNOWLEDGEMENT	16
PUBLIC AWARENESS DOCUMENT	22
REPORT PERIODS	12
SAFETY CONCERNS	3
SEARCHES	11
STUDENT FINES FOR LOSS/MISUSE OF TEXTBOOKS & LIBRARY BOOKS	13
STUDENT RECORDS POLICY	14
STUDENT VISITATION	13
SUPPLIES	4

TRANSPORTATION GUIDELINES	6
UNLAWFUL HARASSMENT	25
VIDEO/AUDIO MONITORING SYSTEM	15
WEAPONS	11

### **SAFETY CONCERNS**

For the safety of the students all doors are locked. For entrance into the elementary school, please push the button on the wall to the right by the front door.

Upon entrance to the building all visitors must stop at the kiosk in the entryway, sign in, and get a visitor's badge. They will then be buzzed into the office. At no time should a parent/guardian go directly to a classroom upon entering the building.

Upon arrival to school, parents may walk their child/children to the front door. All students should walk independently to his/her classroom.

### **COMMUNICATION BETWEEN HOME & SCHOOL**

Communication between home and school is very important. You are encouraged to contact your child's teacher if you have a concern; however, it is important that you schedule a meeting in advance with the teacher or an administrator. Do not show up unannounced between 7:30 and 8:00 AM to talk with a teacher. Teachers are not required to be at school until 7:50 AM. While many teachers arrive early to school, they do so in order to prepare for the school day, and an unexpected arrival will hinder their efforts to prepare for the day's lessons. For safety reasons, visitors to the school not only must sign in at the kiosk, they must also be cleared by office personnel before leaving the office area to go elsewhere in the building. In these times, every school in the country must take precautions to ensure that unannounced and unauthorized visitors do not freely roam the school buildings. It is important for everyone to realize that while the parent may know many students and staff members, not all the students and staff may know the parent. In particular, a substitute staff person may not recognize the identity of the parent and therefore become alarmed.

### **CANCELLATIONS & DELAYS**

There may be times during the year when school is dismissed early for emergency reasons, not just for bad road conditions. Examples are: no electricity, no water, etc. Please make sure that emergency plans are in place for your child if school is dismissed early. The School District also utilizes an automated calling system for these types of events. However, it is good practice to check the following as well in the event that the calling system is not available.

In the event of inclement weather, check the following radio & TV stations for school closings or delays:

<u>Radio Stations</u>	<u>&amp;</u>	<u>TV Stations</u>
90.5 WCRH		WJAC Johnstown
101.5 WAYZ		WTAJ Altoona
95.1 WIKZ		WHAG Hagerstown
104.3 WSKE		School Website
97.5 WLTF		
93.5 WDHC		

### **ELECTRONIC DEVICES**

Section 1317.1 of the Public School Code prohibits the use of electronic equipment communications devices. Students possessing such devices will be required to surrender them to teachers and/or administration, and the device will be turned over to the parent/guardian. Discipline consequences will also be issued. The following items may not be used in school because they are distractions: Smartwatches, Walkmans, MP3 players, iPods, cellular phones, electronic games, laser pointers, and other similar electronic devices. If a student chooses to bring an electronic device to school, the School District is not responsible if the device is broken, lost, or stolen. This includes any other types of toys as well.

## SUPPLIES NEEDED

Students will be responsible for obtaining their own school supplies. A list of elementary supplies may be found on the district website.

## ABSENCE AND TARDINESS

### **Definitions:**

Illegal Absence – Charged to any student 18 years of age or younger for a violation of the State’s Compulsory Attendance Law.

Tardy – Any student arriving after 8:20 am and until 10:00 am. (only medical excuses will be accepted as legal tardies)

**Tardiness will be accumulated and credited as an illegal or unlawful day.**

½ Day Absence – Any student missing between 1 ½ to 3 ½ hours of the school day.

Full Day Absence – Any student missing 3 ½ hours or more of the school day.

Early Dismissal – Any students leaving school up to 1 ½ hours before the end of the school day. **(minutes will be accumulated and credited as an illegal or unlawful day)**

Excused absences – Permitted to make up work:

- A. Illness - pupil
- B. Quarantine (when within limit established by Law)
- C. Impassable Roads
- D. Death – immediate family\* or near relative (clarified by school code -maximum 3 days)
- E. Emergency (coded by Principal and attendance officer)
- F. Suspensions – only to be issued by the Principal
- G. Education travel – pre-approved by Principal and Superintendent upon written request by parents.
- H. Court Order

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\* Immediate family or near relative – father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, sister-in-law

Illegal absences – Not permitted to make up work – a zero for work missed.

### **PENNSYLVANIA COMPULSORY ATTENDANCE LAW (SECTION 1333) STUDENT UNDER SEVENTEEN (18) YEARS OF AGE**

3<sup>RD</sup> illegal absence-an official first notice is sent by certified mail to parents/guardians.

3<sup>RD</sup> illegal absence- The school will submit a compulsory attendance citation to the district justice and the student will be referred to the Fulton County Children and Youth Services. A Truancy Intervention Person (TIP) will be assigned to the case. A meeting will then be set by the school district and letters will be sent inviting parents, TIP, CYS, and the Principal to attend.

6<sup>TH</sup> illegal absence – The school will submit a compulsory attendance citation to the district justice. A hearing will then be set by the district justice and letters will be sent inviting parents and the school district to the hearing.

1. The day a student returns to school from an absence, he/she should bring an excuse for the absence written by a parent or guardian. A period of two days will be given for a student to bring a valid excuse to school. **After three days, the absence will be marked illegal.** The following information must be written on the excuse: name of student, date (s) of absence; date excuse written, reason for absence, and signature of parent or guardian.
2. A student must meet with their teacher(s) within three (3) days of their return to school to make arrangements to complete work missed during the absence.
3. A student will only be allowed 10 parental excused days. After that a doctor’s excuse stating patient **was seen** in office by medical practitioner will be required for each additional absence. Absences which have been excused upon presentation of a doctor’s excuse shall not be counted toward the initial ten-day period of absence.
4. Teachers will collect and initial all excuses for absences. Any questionable excuses will be coded after a meeting of the attendance officer and administration.
5. Children must provide their teacher with a written excuse if they are absent for any part of the day.

6. Absences will be of two kinds – excused and illegal. Work missed as the result of an unlawful or illegal absence shall not be accepted for credit. Tests missed shall be credited as a failed grade.
7. If a parental or doctor's excuse is **altered or forged**, the excuse will be considered invalid, and the day(s) missed will be considered illegal and unlawful.
8. Once a student has missed three illegal and unlawful days, attendance will be closely monitored.
9. The administration is authorized to use social agencies or law enforcement agencies to deal with problems of absenteeism.
10. A student suspended from riding the school bus is required to attend school during the term of suspension. The parent or guardian is responsible to see that the student is transported to school. **Days missed because of a bus suspension will be illegal and unlawful.**

#### **Twenty-five day policy**

Students will not receive an academic credit for school days if twenty-five or more days are missed regardless of excuses. Students will be required to repeat the grade. Parents will be informed of attendance status by first class mail following the tenth day and twenty-fifth day of absence, and by registered letter following the twentieth day of absence. Administration has the discretion to excuse students that have extenuating circumstances.

#### **Homebound Instruction**

Students that have a health problem prohibiting them from attending school must have a written excuse from a medical doctor stating the reason for the homebound instruction and the approximate length of time it will be needed. A student must be absent a minimum of two (2) weeks for consideration for homebound instruction during the time they are absent.

### **EXCUSAL FOR EDUCATION TOURS AND TRIPS**

It shall be the policy of the Southern Fulton School District to grant educational leaves to students in compliance with the law. Parents or guardians wishing to have their children excused for this purpose shall go to the district website for an Educational Trip Form which must be completed and turned into the school office at least **one (1) week** prior to the proposed tour or trip.

Students may be excused from school if the tour or trip described in the written request is evaluated by the Superintendent as being educational. Such trips shall be at the expense of the parents or guardian with no liability to the school district. Supervision and responsibility for student welfare is totally under the control of the parents or guardian.

The Superintendent shall notify the attendance personnel of the approval or denial of approval. Attendance personnel shall notify the principal, instructors, and family of the decision. **Such leave shall be limited to two (2) trips per school year.** Trips shall not exceed ten (10) school days. In the event of unforeseen circumstances which prevent compliance with the policy, the Superintendent shall have the discretionary power to grant or deny individual requests.

Those students who are failing one (1) or more subjects or have missed ten (10) or more days during the **current** or **previous** school year **shall not be approved** for the tour or trip. If the student chooses to go on the trip after notification of denial by the Superintendent, all days absent will be treated as illegal or unlawful days. The student will not be permitted to make up missed work.

Forms may be printed out via the School District Website.

### **FIELD TRIPS/STUDENT ACTIVITY DAYS/VOLUNTEERS**

In order to be a chaperone on a field trip, chaperones must be at least 21 years old. All chaperones must have all required clearances prior to being approved as a chaperone and at least one week prior to the trip. All volunteers, including student activity day volunteers, must have all required clearances prior to being approved as a volunteer for that activity or event. Should this requirement change, parents will be notified by letter.

## **TRANSPORTATION GUIDELINES**

In compliance with these regulations, laws and policy, transportation service will be provided within the following approved guidelines.

1. All public and non-public students will be assigned to a route and a stop using information provided to the transportation department at the end of the current school year. This information will carry over unless you ask for a change in bus schedule.
2. After the school board approves the bus routes, alterations in bus routes will only be honored based on the Transportation Guidelines.
3. Passenger load on bus routes will be maintained as close to full capacity as possible. Students who have a residency address on a bus route will have priority seating over students at a child care address on that route.
4. **CHANGE IN BUS SCHEDULE:** No student is permitted to get on or off at a different bus stop other than his or her assigned stop, unless the school is provided with a bus note prior to the end of the school day.
5. Students that are being picked up from school at dismissal must have a signed note by the parent/guardian by the morning of the day they are being picked up with the exception of a family emergency.

### Temporary Bus change:

- The Temporary Bus Change request must be turned in 24 hours in advance. Beginning with the 2020-2021 school year, the district will no longer accept temporary bus changes for the convenience of the parent/guardian. Temporary Changes will only be accepted for the following reasons:
  - Daycare is closed
  - Early dismissal days
  - Parent work schedule change
  - Medical emergency situation – please provide a medical excuse when student returns
- If an emergency situation requires a bus change immediately, the parent may call the transportation secretary in the elementary office and make the request. Emergencies include events such as a death in the family and /or a medical emergency situation

### Permanent Change of Residence

- If you have moved to a new address, the school building office has a change of address form that must be completed and signed by the parent/guardian.
- If the need would arise for a parent/guardian to permanently change a child's bus assignment due to a change in address or childcare, the parent or guardian may request a "Permanent Bus Change" by completing and submitting such request to the Transportation Secretary. We ask that this form be submitted 48 hours prior to the start of the bus change. The parent/guardian will then be contacted with the new bus assignment information.

PLEASE NOTE: We ask that you make bus changes only when absolutely necessary. If this guideline is abused, Southern Fulton School District may have to discontinue this procedure.

6. **CHILD CARE PROVIDER:** Any change in your child's bus schedule due to a child-care location will be based on availability of seating on that bus.

Arrival time for students at the bus stop should be five (5) minutes before the regular scheduled time.

## **FIRE DRILLS**

1. Alarm – When the fire alarm is sounded, students should quickly get in a single file line with a responsible student in front to lead. Teachers should take roll or count to make sure all students leave the room. Make sure windows and doors are closed and lights are off.
2. Exit – In order to achieve the quickest exit from the school building during a fire drill, all teachers should use the fire drill exit as listed for the particular room in which they are teaching.
3. Progress – All lines must be kept moving rapidly if the building is to be emptied expeditiously. Running, talking, or boisterous actions will not be permitted at any time during the fire drill.
4. Teachers must accompany their students during all fire drills and remain with them during the drill. The first lines exiting should move away from the building far enough so that all students are able to quickly and easily get out of the building.
5. Returning to building – After an alarm, teachers and pupils should never return to the building until the all-clear bell has sounded, or a signal is given by your principal or designee.

## **LOST AND FOUND ARTICLES**

Valuable articles found in the building should be taken to the office. Clothing and other articles should be taken to the Lost and Found Box.

## **ELEMENTARY PHYSICAL EDUCATION EQUIPMENT POLICY**

Physical education is a required planned course of our department of education. It will be taught twice a week for the length of the school year. The following equipment will be required at each grade level. Failure to bring the proper equipment to school on gym days will result in a penalty that a student would get from failure to do homework.

K-6 Students must wear sneakers, athletic shoes, or soft soled shoes with no more than 1 to 2 inch soles. Pants must be worn so that leg bottoms do not drag under the feet, and they must be worn at or above waist level.

### **Grading Policy for Physical Education**

*Students will be graded and allowed to participate depending on the type of shoes they wear for physical education class.*

<b>Kindergarten</b> Not allowed to participate					
<b>Grades 1-2</b>	0 Times & fully participate	S+	<b>Grades 3-6</b>	0 Times & fully participate	S+
	1-2 Times	S		1 Time	S
	3 Times	S-		2 Times	S-
	4 Times	U		3 Times	U

## **ELEMENTARY DISCIPLINE POLICY**

### **Introduction**

The school board recognizes its responsibility to make reasonable and necessary rules governing the conduct of students in school. It recognizes the necessity of carefully avoiding arbitrary or capricious policies. The ultimate goal of disciplinary actions is that students will practice self-discipline and that there will be no future need for discipline to be imposed externally. It is expected that students will exercise self-discipline; however, should a student choose not to discipline him/herself, measures will be taken. The progression generally involves a reprimand, detention, parental involvement, suspension, and/or expulsion.

Recurrence of the misbehavior will merit a more severe response. Major disciplinary breaches are those that exceed the generally recognized realm of simple misconduct. These breaches are normally referred to administrative personnel for action. Chronic disciplinary offenders shall be handled by the administration. Discipline may include detentions, suspensions, and recommended counseling. Different offenses should require different responses to meet the specifics of the offense. The severity of the offense may mean that you skip levels of discipline so as to address the specific severity of the infraction. The authority of the school to impose these rules and all the other rules governing proper student conduct begins when the student leaves home destined for school and continues until the student returns home following school activities and all school-sponsored activities.

The development of discipline is a major function of the curriculum at the Southern Fulton School District. It is not only a desired outcome of schooling, but also a means to enhance learning experiences throughout life and to enable the student to deal with the challenges of adulthood. A system of well-disciplined young people will provide a school environment in which effective learning can take place. The following statement of policy is intended to ensure that such a system is maintained at the Southern Fulton School District.

The process of achieving self-discipline is two-fold. The first aspect is a statement of desired and expected behavior. The common rules of courtesy and respect for the rights of others govern in this matter. Beyond this consideration, there are certain rules and regulations that must be stated to further govern the behavior of individuals in institutions such as schools. The rules and regulations set forth in this statement are intended to supplement the common rules of courtesy and respect. We believe that the process of achieving good discipline consists primarily of teaching, directing, and reinforcing good behavior rather than correcting unacceptable behavior.

The second aspect of the development of self-discipline is the provision for the correction of unacceptable behavior. While a degree of tolerance is necessary in any social system, this policy also provides procedures to correct behavior which disrupts the educational process or violates the common sense rules of courtesy and respect for others. The corrective measures provided are progressive in severity beginning with informal warnings and ending in possible expulsion from school.

Most students behave within acceptable standards and are aware of and support the rights of all students to have the best possible educational environment. It is necessary for clarity, however, to define acceptable and unacceptable conduct. The rest of this discipline policy is devoted to the statement of rules and regulations that govern student behavior along with the penalties that accompany infractions. Because discipline is considered a curricular matter, all discipline obligations must be satisfied before a student's school year is complete.

### **Statement of Authority**

Principals and teachers are directed to maintain order in the schools so that learning can occur. Maintenance of order applies during those times when students are under the direct control and supervision of school district officials. This authority is granted in Section 1217 of the Pennsylvania School Code. It states:

*“Every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them” (In loco parentis).*

Parental permission is not necessary for school officials to administer disciplinary actions towards a student.

The following are the general rules of conduct for all students at Southern Fulton Elementary School:

1. Follow staff directions the first time directions are given.
2. Keep your hands, feet, and objects to yourself.
3. Walk silently in a straight, single-file line.
4. Use kind words and actions.

Students shall follow classroom rules established by the teacher. Both students and faculty share a responsibility for making the school a wholesome place for learning and living. Each person must respect the rights of others. Students may lose points on their Citizenship Grades for infractions of the rules. The following are the guidelines for loss of Citizenship points:

### **CITIZENSHIP GRADES**

- ☐ Any faculty or staff member may recommend point deductions
- ☐ Each student begins every marking period with 100%



- When a student loses a letter grade in citizenship, the parents of the student will be notified in writing
- A failing grade in citizenship may eliminate the student from class field trips
- Students earning an A or B in citizenship at the end of a marking period may participate in an end-of-the marking period reward activity
- All students with an A or B average in citizenship at the end of the school year, will receive a special fun day, unless the student received a grade of a “D” or below in any given marking period.
- Students in grades 1-6 will participate

Here is a list of circumstances that have been past problems and warrant a deduction of citizenship points:

- (-2 points) missed homework assignments, chewing gum or candy during class, disturbing classroom routine
- (-3 points) breaking playground or classroom rules, showing disrespectful behavior
- (-4 points) using profanity, drawing profane pictures
- (-5 points) lying, stealing, cheating, profanity toward an individual, showing excessive disrespectful behavior
- (-6 – 10 points) determined by an administrator in conjunction with the discipline referrals to the office

Any personal harm inflicted upon another student or adult will be directed immediately to the principal’s attention.

**Temporary Suspension** – Serious misconduct that interferes with the safety or the educational rights of others may result in suspension. The principal may suspend a student for a maximum of five school days without a hearing. The parent must appear with the student for a conference prior to the student’s readmission to school.

**Full suspension** – A student may be excluded from school for a maximum of ten school days, provided that an informal hearing before the principal has been offered to the student and student’s parents.

**Expulsion** – A formal hearing before the board of school directors is required before a student can be excluded from school for more than ten consecutive school days. Due process requirements must be observed.

The categories of misbehavior are **Category I, Category II, Category III, and Category IV.** Examples of these offenses and examples of penalties are listed below.

**Category I** Infractions Include:

1. Addressing teachers and students by nicknames, unless requested.
2. Gum chewing.
3. Eating other than at lunch or at an unapproved time or place.
4. Cutting in line.
5. Using or bringing ipods, MP3 players, CD players, cellular phones, or similar devices to school except when permitted by the teacher for an educational use.
6. Loitering in halls, restrooms, gym or playground after bell rings.
7. Running in halls, stairwells, classrooms, and cafeteria.
8. Littering.
9. Disrupting the flow of traffic in halls.
10. Disobeying school safety regulations and restrictions on the playground and equipment.
11. Being in an unassigned area.

**Category I Consequences:**

First Offense – Verbal warning from teacher or staff

Second Offense – A written reprimand by teacher and loss of 1-5 citizenship points

Third Offense – 1 recess detention

Fourth Offense – 2 recess detentions

Fifth Offense- 3 recess detentions

Additional Category I offenses will move to Category II, Step 4.

**Category II** Infractions Include:

1. Misbehavior at assemblies.
2. Misbehavior in cafeteria.
3. Tripping, shoving, or rowdy behavior.
4. Creating unsanitary conditions in lavatories.
5. Destruction of another person’s property.
6. Physical show of affection.
7. Disruptive behavior in school.
8. The use of vulgarities, obscenities, and sign language either displayed or spoken.

9. Repeated Category II infractions can move into Category III, Step 2

**Category II Consequences – Grades K – 2**

First Offense – 1 recess/lunch detention and/or social probation  
Second Offense – 2 recess/lunch detentions and/or social probation  
Third Offense – 3 recess/lunch detentions and/or social probation  
Fourth Offense – ½ day of In-School Suspension (exclusion from school activities)  
Fifth Offense – 1 day of In-School Suspension (exclusion from school activities)  
Repeated Category II infractions can move into Category II – Grades 3-6, Step 5

**Category II Consequences – Grades 3-6**

First Offense – 2 recess/lunch detentions and/or social probation  
Second Offense – 4 recess/lunch detentions and/or social probation  
Third Offense – 5 recess/lunch detentions and/or social probation  
Fourth Offense – 1 day of In-School Suspension (exclusion from school activities)  
Fifth Offense – 2 days of In-School Suspension (exclusion from school activities)  
Repeated Category II infractions can move into Category III, Step 2.

**Category III Infractions Include**

1. Stealing
2. Trespassing
3. Vandalism of, defacing, damaging, or destroying school property; restitution paid.
4. Horseplay involving inadvertent harm to another
5. Leaving School without the authorization of the administration or teachers.

Each **Category III** Infraction carries the following consequences in addition to possible police involvement:

**Category III Consequences – Grades K – 2**

First Offense – 1 day of In-School Suspension (exclusion from school activities)  
Second Offense – 2 days of In-School Suspension (exclusion from school activities)  
Third Offense – 3 days of In-School Suspension (exclusion from school activities)  
Fourth Offense – 1 day of Out-Of-School Suspension (conference/informal hearing)  
Additional Category III offenses will move to Category III, Grades 3-6, Step 4

**Category III Consequences – Grades 3-6**

First Offense = 2 days In-School Suspension (exclusion from school activities)  
Second Offense = 3 days In-School Suspension (conference/informal hearing)  
Third Offense = 1 day Out-of-School Suspension (formal hearing w/Superintendent)  
Fourth Offense = 3 days Out-of School Suspension (possible board hearing)  
Additional Category III offenses will move to Category IV, Step 2.

**Category IV Infractions Include:**

1. Fighting with apparent intent to injure
2. Hitting/kicking/slapping another student with apparent intent to injure
3. Sexual Harassment/Unlawful Harassment
4. Possession of tobacco, vapes, Juuls, and electronic cigarettes
5. Threatening/aggressive/vulgar/profane language/gesture directed at staff member or student
6. Threatening bodily harm
7. Possession of explosive devices, including fireworks, smoke bombs, flares, etc.
8. Willful destruction of computer hardware, software, data or intentional attempt to access restricted resources

Each **Category IV** Infraction carries the following consequences in addition to possible police involvement and in accordance with adopted school policy:

1<sup>st</sup> offense = 2 days Out-of- School Suspension; conference  
2<sup>nd</sup> offense = 5 days Out-of-School Suspension; informal hearing  
3<sup>rd</sup> offense = 10 days Out-of-School Suspension; formal hearing

4<sup>th</sup> offense = Board Hearing; Possible Expulsion

The following **infractions** will receive an immediate three day suspension with parental notification to appear at an informal hearing. If the student is found guilty at the hearing, the student's suspension will be extended to 10 days. Additionally the student will be referred by the superintendent to the school board to be considered for expulsion.

1. Assault and battery on school personnel
2. Arson/Fire
3. Possession of drugs and/or related paraphernalia, including look-alike drugs and substances represented as controlled substances; as defined by the SFSD Drug & Alcohol Policy
4. Possession of a weapon as described in Policy 218.1
5. Possession of alcohol
6. Serious vandalism of property
7. Other criminal acts, as defined by the Pennsylvania Crimes Code

## **SEARCHES**

School officials have the authority to lawfully search students or their belongings including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds, or when otherwise under school supervision, if there is reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety, and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband, or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

## **WEAPONS**

The board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. "Weapon"- the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of any weapon, and other tool, instrument, or implement capable of inflicting serious bodily injury. Possessing – a student is in possession of a weapon when the weapon is found on the person of a student, in the student's locker, under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school. It is the intent of this notice to inform students and parents that this act will be strictly enforced and violation will be referred to the local authorities for prosecution or referral.

## **BULLYING**

### **Anti-Bullying Rules:**

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

### **Consequences For Violations**

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges/Category II infraction
4. Transfer to another classroom or school bus.
5. Exclusion from school-sponsored activities.

6. Detention
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

### **DRESS CODE**

It is necessary to establish regulations regarding student dress or grooming practices which present a hazard to the health or safety of the students. In the school the purpose of these regulations is to prohibit interference with school work, disorder, disruption of the educational program, excessive wear or damage to school property, or preventing the student from achieving his/her own education objectives. It is the responsibility of every student to keep himself/herself (including clothes and hair) clean, neat in appearance and well groomed. Parents may be contacted to bring in other articles of clothing. In order to provide an educational climate with the fewest distractions possible, the following guidelines of dress have been established for the school:

- A. Bare midriffs are not permitted.
- B. Clothing with profanity, obscene language, or suggestive pictures, words or letters are prohibited.
- C. Students are permitted to wear shorts, but must be below the student's fingertips in length.
- D. Students are not permitted to wear pants with leg bottoms that drag under the feet.
- E. Students may be prohibited from certain articles of dress and/or accessories that might constitute a health or safety hazard. (for example: wallet chains)
- F. Pants must be worn at waist level.
- G. Strapless/spaghetti strap attire will not be accepted.
- H. Undergarments are not to be visible to others.
- I. Shoes that pose a safety risk should not be worn to school.
- J. Hats are not permitted to be worn in school, unless permission given by the Principal for a special event.

### **REPORT PERIODS**

1. Report cards are issued four times a year with parent conferences in November and at the teacher/parent request.
2. Parents will be notified at mid-year and at the end of the third marking period, if a student is in possible danger of failing the year.
3. The school has the capability for you and your child to view his/her grades for both a marking period and individual assignments via the internet. You will receive an ID number and password. The website is <http://sis.sfsd.k12.pa.us>. Due to this capability, progress reports will not be sent home to parents. However if parents/guardians do not have access to the internet, please inform your child's teacher by **September 1, 2022**, so that progress reports will be mailed to you.
4. The grading system 92-100 (A) 82-91 (B) 72-81 (C) 64-71 (D) Below 64 (E) for failing.

### **GUIDELINES FOR PROMOTION OR RETENTION**

1. A pupil who has already been retained two times during the elementary school (K-6) years should ordinarily be promoted to the next grades.
2. A pupil who has been in the same grade two years should ordinarily be promoted to the next grade.
3. A pupil two years over age should ordinarily be promoted to the next grade.
4. A student receiving failing grades in two major subjects or one major and two minor subjects will be reason for retention.

Major Subjects: Reading, Math, Science, Social Studies, and English/Writing

Minor Subjects: Art, Music, Physical Education, Health, Spelling, and Library

5. Reading is an essential skill that affects academic success in all subjects; therefore, if a student fails the subject of reading; the administration may retain the child at its discretion.

### **ADDRESS OR PHONE CHANGE**

When students change their home address or phone, it should be reported to the office immediately.

### **STUDENT FINES FOR LOSS/MISUSE OF TEXTBOOKS AND LIBRARY BOOKS**

1. Each student is responsible for the textbooks and library books they receive for use from the School District. Students shall be responsible for any damage to books or for misplaced books. The principal will determine whether the wear and tear to the textbook was normal or shows signs of excess wear or abuse.

If a textbook has been misused and can be repaired, the principal will collect the costs for the repair and shipping costs from the student.

1. If the textbook is lost, stolen or destroyed, the student will reimburse the school district according to the following schedule:

One year old or less -	The student will pay 100% of the current cost to replace the textbook.
Two years to three years old -	The student will pay 90% of the current cost to replace the textbook
Four years to five years old -	The student will pay 80% of the current cost to replace the textbook
Six years to seven years old -	The student will pay 60% of the current cost to replace the textbook.
Eight years to ten years old -	The student will pay 50% of the current cost to replace the textbook.
Over ten years old -	The student will pay 40% of the current cost to replace the textbook.
2. Student who has had textbooks or library books destroyed due to natural disasters or fire will not be required to reimburse the district.
3. Students will be given thirty days from the time they are billed for the costs of restitution to pay the bill. If the bill is not paid in the thirty-day time limit, the collection of the bill will be turned over to the District Magistrate for collection. The student in addition to the costs of textbook replacement will pay all costs associated with the court system.
4. At the conclusion of the school year, report cards will be held by the office until all school materials/books are returned or paid for.

### **STUDENT VISITATION**

Student visitation will only be extended to those students who will be entering Kindergarten during the next school year. Visitation will be during the last week of school only.

### **ELEMENTARY TESTING PROGRAM**

#### *Class Tests*

**Group Tests** – Students from first through sixth grade are given periodic end of the unit/chapter tests to assess student skills and mastery in specific curriculum areas.

Students in kindergarten through sixth grade are given end-of-the-marking period assessments at the end of each of the marking periods to assess retention of State Curriculum objectives.

Students from third through sixth grade are given CDT tests electronically in the Fall and Winter to assess student strengths and weaknesses on grade level State Standards to help guide teacher instruction.

#### *Title I Testing*

These tests are given to students from kindergarten through sixth grade to assist teachers with individualized instruction in reading and math, and assist with determining eligibility for additional Title I remediation. \*These tests are required and approved by Federal Programs. The specific tests and grades are as follows:

Kindergarten – DIBELS – administered Fall, Winter, Spring

Running Records – administered marking periods 2,4

Grade 1 – DIBELS – administered Fall, Winter, Spring

Running Records – administered marking periods 1,2,4

Grade 2 – BOTEL Word Recognition – administered Fall, Spring

BOTEL Word Opposites – administered Fall, Spring

Running Records – administered marking periods 1,2,4

Grade 3-4-5-6 – DIBELS DAZE – administered Fall, Spring

Math Problem Solving – administered Fall, Spring

Math Computation – administered Fall, Spring

Running Records – administered marking periods 1,2,4

#### *Standardized Testing*

Grade 2 – Cognitive Ability Test – administered Spring

Grades 3-4-5-6 – Pennsylvania System of School Assessment (English Language Arts & Math)

\* required by the Pennsylvania Department of Education

Grade 4 – Pennsylvania System of School Assessment (Science)

\* required by the Pennsylvania Department of Education

### **STUDENT RECORDS POLICY**

Student records are confidential. Parents do have the right to review them. District guidelines on student records policy will provide parents with information necessary to obtain access to records. This data is available at the district office. (FERPA)

### **BEHAVIOR ON SCHOOL BUS**

Student behavior – the school bus driver has the responsibility to maintain discipline on the bus. This control shall be exercised without the use of physical punishment, since bus drivers do not have the same legal authority over students as exercised by teachers. Whenever the driver feels he/she needs help or feels there is misconduct on the part of a student, he/she shall report the infraction to the student's building principal. The principal or Dean of Students shall handle the infraction in the following manner:

#### **A. Bus Discipline Infractions:**

1. Improper boarding/departing procedures.
2. Bringing articles aboard bus of injurious or objectionable nature.
3. Failure to remain seated.
4. Refusing to obey the driver.
5. Pushing/tripping.
6. Hanging out of windows.
7. Throwing objects.
8. Spitting/littering.
9. Unnecessary noise.
10. Tampering with bus equipment.

11. Rude, discourteous, and annoying conduct.

#### **B. Bus Discipline Procedures:**

**First Infraction** shall result in a warning to the student, the student's parent/guardians, and the driver. This warning shall define the infraction and the consequences of a second offence.

**Second Infraction** shall result in a suspension of riding privileges for one (1) day. The student's parent/guardian and the driver shall be informed by a second notice.

**Third Infraction** shall require a meeting of the student, the student's parent/guardian, and the principal. Suspension of bus privileges for three (3) days shall be given. The student and the student's parent/guardians shall be informed that a fourth infraction will mean a loss of privileges for five (5) days.

**Fourth Infraction** will result in no bus privileges for five (5) days. Parents will receive notice that a fifth infraction will result in a loss of bus privileges for the remainder of the school year.

**Fifth Infraction** will result in a loss of bus privileges for the remainder of the school year.

#### **C. Core Serious Infractions**

1. Fighting.
2. Smoking.
3. Destruction of property.
4. Harassment of others
5. Safety violations (including getting mail/ blocking traffic, hanging out windows, etc.).

**First Infraction** of a more serious nature will be treated as it would if it occurred in the school setting. Students involved in destruction of bus property will lose their riding privileges until restitution for the property is made. Parent/guardians will be notified as soon as possible. Both student and parent/guardians will be informed of the consequences if the infraction occurs a second time. Bus drivers are entrusted with the safety of our children and they deserve the support of both parent/guardians and the school. In order that each party understands its role, the principal will give a copy of the Student Behavior Section of the Transportation policy to each student riding a bus. Students will be advised to share this policy with their parents/guardians. The principal shall have the discretion to adjust bus consequences.

Animals are not permitted on the bus without prior permission from the principal.

#### **Bus Assignments**

Each student for whom transportation is provided shall be assigned to a route and stop. Students are not permitted to transfer to other stops and/or routes without prior approval. In the event a student needs to ride to and from a relative's and/or student's home, the student may change a bus only with a signed parental note that is approved by the building principal or his/her designee. The student would then be given a bus slip to be handed to the bus driver on that day giving him/her permission to ride in the afternoon and the next morning if necessary.

#### **Unauthorized Entry of School Buses**

The school bus driver is responsible for efficient and economical operation, passenger and vehicle safety, and order and discipline. While students 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 state law, persons who entered a school bus without permission could face up to a year in prison and pay a fine of up to \$2,500.00.

### **VIDEO/AUDIO MONITORING SYSTEM**

The Southern Fulton School District Board of Education fully supports the reduction of student misbehavior and vandalism during daily transportation of pupils to and from school and on all school related trips. Each student is held accountable for his/her actions and should assume that they are being monitored at all times through use of a video/audio monitoring system. Students shall conform to the rules of the respective schools and transportation rules: be obedient and respectful, be courteous and polite, and be clean in person and dress.

#### **VIDEO/AUDIO MONITORING SYSTEM NOTICE**

To all students, faculty, staff, administration, parents, visitors, and all other persons entering Southern Fulton School District property and contracted vehicles:

You are hereby notified that surveillance cameras have been installed outside the Southern Fulton Elementary School Building, as well as, in the hallways of the elementary school building.

The cameras are used to monitor these areas both inside and outside the building.

While on Southern Fulton School District property, your image and movements may be captured by these cameras.

Individuals on district property have no reasonable expectation that their images and actions will not be recorded, taped, or otherwise intercepted while on district property. School officials and personnel may use such recordings, tapings, and /or enforce policy and school discipline and to take other legal action.



**PLEASE RETURN THE FORM BELOW TO YOUR BUS DRIVER**

2022/2023 SCHOOL YEAR

Dear Parent or Guardian,

After you have read the “Behavior on School Bus Section” in the Student manual, please sign your name to this form and return to the school bus driver.

Thank you for your cooperation. If you have any questions, please call the Elementary Office, Telephone Number (717) 294-3400.

**PARENTS – PLEASE SIGN AND RETURN**

I have read and understand the “Behavior on School Bus” section listed in the Elementary student handbook.

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Signature

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Date

TO BE RETURNED TO THE BUS DRIVER WITHIN 5 DAYS OF THE STUDENT STARTING SCHOOL

## **MEDICAL PROCEDURES TO FOLLOW WHILE BEING TRANSPORTED TO/FROM SCHOOL**

Dear Parent,

In an attempt to better serve your child in the event of a medical emergency while on school transportation to/from school, we would ask that you complete the form below. **If your child is not at any greater risk for a medical emergency than any other students in the general population, complete only Section 1, sign & date form. If your child is at a greater risk for a medical emergency, complete the entire form. Return this form to your child's bus driver as soon as possible.**  
**\*\* All information will remain confidential.**

### **Section 1:**

_____	_____
Name	Grade

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
School

\_\_\_\_\_  
Bus/Van Number

\_\_\_\_\_  
Signature parent/guardian

\_\_\_\_\_  
Date

### **Section 2:**

#### **Emergency Telephone Numbers**

\_\_\_\_\_  
Mother's Name

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Father's Name

\_\_\_\_\_  
Work Phone (mother)

\_\_\_\_\_  
Guardian Name

\_\_\_\_\_  
Work Phone (father/guardian)

#### **Emergency Contact Person (s)**

\_\_\_\_\_  
Name/Relationship to Child

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Name/Relationship to Child

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Name of Child's Physician

\_\_\_\_\_  
Phone Number

### **Section 3:**

A. **Child's Medical Condition:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. **What would the driver observe in the event of a medical concern/emergency with your child on the bus/van?**

\_\_\_\_\_

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**C. Is medication available to the bus/van driver in the case of an emergency? If so, where is it kept?**

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**D. What is the driver expected to do to help your child with a medical problem on the bus or at the bus stop?**

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\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

# **GUIDELINES FOR UNLOADING AND LOADING OF CHILDREN AT THE ELEMENTARY**

## **Transportation Drop-Off / Pick-Up Procedures**

### **Parents in the Morning**

The sidewalk on the right side of the school building across from the parking oval is the designated unloading area for children being dropped off by a private vehicle.

When entering the school grounds, drive to the right only and circle around the parking oval.

**DO NOT PULL STRAIGHT INTO THE BUS PARKING AREA.**

Pull parallel along the sidewalk to let the child or children exit the vehicle.

The first vehicle to enter the parking lot should travel around the oval and stop along the sidewalk across from the end of the oval where the red curb ends. This will allow three or four vehicles to unload simultaneously.

When unloaded, turn left between the parking oval and the bus area and exit the school grounds.

When escorting a child into the building, please park in a designated parking space in the parking oval. **DO NOT PARK ALONG THE SIDEWALK.**

### **Parents during the Day**

If a parent comes to get a child anytime during the day, he/she will need to come to the office and remain in the office where the secretary will call the student from the classroom. **At no time should a parent go directly to a classroom upon entering the building.**

Parents and teachers should park in the designated area. There is no need to park in the bus loading-unloading area at any time during the school day.

### **Parents in the Afternoon**

**Pick up time for children being picked up at the end of the day will begin at approx. 3:05 p.m., after all busses have gone.**

When picking up a child from school, please park in a designated parking space in the parking oval or you may drive to the right only and circle around the parking oval. If parking in the oval, the first vehicle in the parking oval should travel around the oval and stop in a parallel position along the sidewalk across from the flagpole. Consecutive vehicles should follow in order. **DO NOT BLOCK THE ENTRANCE TO THE LOWER PARKING AREA AT ANY TIME AS WE HAVE SCHOOL VANS THAT NEED TO HAVE ACCESS IN AND OUT OF THIS AREA.**

**DO NOT ENTER THE BUS PARKING AREA. DO NOT PULL/PARK BEHIND THE BUSES.**

**AFTER BUSES HAVE DEPARTED THE PARKING AREA, parents must report to the area outside the main entrance to sign their name and pick up their children.**

**Parents will not be permitted to wait inside the elementary school until dismissal time for the pick-up children. Also, do not stand outside the doors and take children as they are dismissed. All parents, guardians, driver designees, etc. must enter the office and notify personnel of your presence and intentions at all times. You may be asked to present your driver's license for identification. This is for the safety of all children. Your child will be called to the office once they have been signed out.**

If your child needs to be picked up a few minutes before dismissal for a doctor's appointment, etc., please be sure to park in a designated parking space and notify office personnel. A doctor's excuse must be given the next day for minutes to not count against attendance. Parents will not be permitted to sign students out of the office from 2:50 p.m. – approx. 3:05 p.m. when student pick-up dismissal begins.

**DO NOT WAIT AT THE BUS DOORS FOR CHILDREN OR REMOVE THEM FROM A BUS.**

**IMMUNIZATIONS**

1. The following are the minimum required immunizations for students attending school in Pennsylvania: (Students must have these required immunizations before being permitted to attend school.)

- 4 doses – DT (Diphtheria Tetanus – with at least one dose being after their fourth birthday)
- 4 doses – Polio (with at least one dose being after their fourth birthday)
- 2 doses – MMR (Measles, Mumps, Rubella)
- 3 doses – Hepatitis B
- 2 doses - Varicella Vaccine or history of having chicken pox

**HEALTH SERVICES**

1. The School Health Act of the State of Pennsylvania requires that:
  - A. Each child on school entry, sixth and eleventh grades have a physical examination.
  - B. Each child on school entry, third and seventh grades have a dental examination.
  - C. Each child on school entry, second, third, seventh and eleventh grades have a hearing test.
  - D. Each child on school entry and in the ninth grade be given a test for tuberculin.
  - E. Each child have a vision test annually.
  - F. Each child be weighed and measured annually.
  - G. Each child be screened for scoliosis in sixth and seventh grades.
2. Section 1407 of the Public School Code states in lieu of the medical or dental examinations prescribed by the article, any child of school age may furnish the local school officials with a medical or dental report of examination made at his own expense by his family physician or family dentist on a form approved by the Secretary of Health for this purpose. The report shall be furnished prior to the date fixed for the regularly scheduled examination but no earlier than twelve months prior to the opening of the school term during which the regular examination is scheduled.
3. Head lice are a nuisance for all concerned. The school is required to send home students determined to have head lice. We try to handle each case in a low key and personal manner. When a student in a room is determined to have head lice, all students may be checked. Students with head lice must be properly treated, and all “nits” removed prior to returning to school. A confidential list of children sent home is maintained in the health room so that returning children MUST be checked prior to readmission to class. The health nurse will be available to assist parents having difficulty with this problem. Parents are reminded that the detection and proper treatment for head lice is their responsibility.
4. The school nurse and a teacher will speak to grade five students regarding puberty and hygiene. If you do not want your child to participate in this discussion, please notify the school nurse in writing at the start of the school year.

**Medication**

The school recognizes that parents have the primary responsibility for the health of their children. Although the District strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school. All medication must be brought to the nurse’s office upon arrival at school. The school nurse, or her designee, will supervise the administration of all medications using the following procedures:

- a. The physician must submit a written request to the school officials that medication be administered to the student. Included in the request must be the name of the student, name of the medication, dosage, time to be administered, diagnosis and possible side effects. If the medication changes, a new permission slip from the physician must be provided covering the specific medication.
- b. The parent or guardian must submit a written request to school officials that medication be administered as prescribed in the physician’s statement.
- c. All medication must be in a prescription bottle with the current date and the name of the student on the bottle. (Please ask the pharmacist to make up special bottle with the prescription label attached when you had the prescription filled.)

- d. All medication will be kept in the health room. If the medication is to be taken during a class, the students will be given a note to be excused from class.
- e. Non-prescription medications may be given when absolutely necessary. The same procedure for prescription medications must be followed (i.e. written request from physician and parent) when giving any non-prescription medications. **Any medication** to be administered during the school day, including prescription and non-prescription, shall be taken in the health room and will be supervised by the school nurse or her designee. Questions about medications should be directed to the school nurse. The regulations are for the safety and protection of all the students in the school district. Your cooperation with these procedures will be appreciated.

## **HOMEWORK POLICY AND GUIDELINES**

### 1. Definition

Homework is defined as any work planned or approved by the teacher to be completed by the student during study time or outside the regular classroom without the immediate and direct supervision of the teacher.

### 2. Philosophy

We believe homework and related out-of-school activities are important to the educational development of the children of our school district. Research has proven that children who regularly and consistently do homework are higher achievers than those who do no homework. We further believe that all homework activities should be well planned and appropriate to the needs, capabilities, and interest of the students. While the teacher is responsible for identifying goals, preparing assignments, the student and his/her parents must assume responsibility for its timely completion. Cooperation and communication between the home and school are essential to a successful program.

### 3. All homework should be completed on time.

### 4. Excessive missed homework assignments may result in the loss of a field trip.

### 5. Homework Objectives.

- A. To reinforced learning through the practice, application, integration, and/or extension of knowledge and skills.
- B. To develop study skills, work habits and a sense of personal responsibility so that the student may become an independent learner.
- C. To stimulate originality and creativity.
- D. To enrich the school experience and to encourage a transfer into community service, leisure activities and career-centered interests.

### 6. Responsibilities of the Student

- A. Develop a personal system for recording assignments.
- B. Understand the assignment – its purpose, when it is due, and how it is to be done.
- C. Budget time to complete and return assignments on time.
- D. Initiate the request for help when needed.
- E. Arrange to make up missed assignments as required.
- F. Be familiar with the philosophy and guidelines as well as the specific policies and practices of the school district as they pertain to homework.

### 7. Responsibilities of the Parent

- A. Insist that homework be completed and provide an environment conducive to study: a quiet, well-lighted place, ample workspace, and the necessary basic materials.
- B. Help in the development of a satisfactory schedule.
- C. Give assistance that will help the child complete the assignment, but do not do the assignment for the child.
- D. Check the work to make sure it is the child's best work and that the assignment has been completed.

- E. Accept each child's own best work and avoid undue comparisons with that of other children.
- F. Make suggestions toward growth and independence.
- G. Point out principles involved and give illustrations.
- H. Explain the values of various types of homework
- I. Provide a positive attitude toward school and homework.
- J. In cases of absences, parents should notify the school office by 9:00 A.M. and plan to pick up their child's assignments after 2:00 P.M. in the school office.

### **IDEA CHILD FIND**

Our Child Find is a community wide effort to find and help children between the ages of 3 and 21, who are in need of special education programs and services. Screening, professional guidance and an education program, if needed, are all available free of charge through the school district.

All Pennsylvania Public Schools are required to help identify children in need of service, birth to 21 years of age. So if you know of a child who may have a problem, please call the Southern Fulton High School Office at 717-294-3251 or the Southern Fulton Elementary School Office at 717-294-3400 between 8:00 am and 3:30 pm. All information is confidential.

### **PUBLIC AWARENESS DOCUMENT**

Under Federal Law entitled Individuals with Disabilities Education Act and Pennsylvania Special Education Regulations and Standards, each disabled child has the right to a free education designed to meet the child's learning needs. The term "disabled" includes children with physical, emotional, or mental disabilities. In order to insure that all disabled children are identified, Southern Fulton School District conducts screening and identification activities

The Southern Fulton School District utilizes these screening activities:

- a) Level I screening includes group-based data such as a review of cumulative records, enrollment records, health records, report cards and group achievement testing:
- b) Level II screening includes
  - Hearing screening conducted in Grades K, 1, 2, 3, 7 11 and all special education classes, (Hearing screenings are scheduled for grades K, 1, 2, and 3 in the Nurse's Office in the Southern Fulton Elementary School. Contact the school nurse for a specific schedule.)
  - Vision screening which is conducted in every grade each school year, (Vision screenings are conducted throughout the school year by the school nurse. Contact the school nurse for a specific schedule.)
  - Motor screening which is accomplished through ongoing observations by the regular and physical education teacher.
  - Speech and language screening which is conducted for students about whom there is concern speech and language skills.

### **ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS, SERVICES FOR GIFTED STUDENTS AND SERVICES FOR PROTECTED HANDICAPPED STUDENTS**

August 2022

#### **Notice to Parents**

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

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

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

### **Evaluation Process**

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

### **Consent**

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

### **Program Development**

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

### **Confidentiality of Information**

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

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

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.



- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

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

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

<b>INTERMEDIATE UNIT</b>			
Tuscarora Intermediate Unit 11 Ms. Kelly Lawler Zurybida 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501	TIU Early Intervention Programming 814-542-2501 Ms. Kelly Lawler Zurybida 2527 US Hwy 522 S McVeytown, PA 17051	
<b>SCHOOL DISTRICT OFFICES</b>			
Central Fulton School District Ms. Holly Varner 151 East Cherry Street McConnellsburg, PA 17233-1400	717-485-7000	Forbes Road School District 814-685-3865 Forbes Road High School Ms. Jenna Morgan 159 Redbird Drive Waterfall, PA 16689	
Huntingdon Area School District Administrative Office Ms. Staci Young 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Juniata County School District 717-436-2111 Administrative Office Ms. Christie Holderman 146 Weatherby Way Mifflintown, PA 17059	
Juniata Valley School District Administrative Office Ms. Lisa Coble 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611	814-669-9150	Mifflin County School District 717-248-0148 Administrative Building Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044	
Mount Union Area School District Administrative Center Dr. Dianne Thomas 603 N. Industrial Drive Mount Union, PA 17066	814-542-2518	Southern Fulton School District 717-294-3400 Southern Fulton High School Dr. Laurel Keegan 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267	
Southern Huntingdon School District Southern Huntingdon County High School Mr. Brent Stoltzfus 10339 Pogue Road Three Springs, PA 17264-9730	814-447-5520	Corrections Education 814-658-4024 Mr. Timothy Miller Trough Creek Youth Forestry Camp #3 4534 Tar Kiln Road James Creek, PA. 16657 & South Mountain Secure Treatment Unit 10056 South Mountain Road – P.O. Box 374 South Mountain, PA. 17261	
<b>NON-PUBLIC SCHOOLS LOCATED IN IU 11</b>			
Tuscarora Intermediate Unit 11 Dr. Brett Gilliland 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501		
<b>CHARTER SCHOOLS</b>			
New Day Charter School Ms. Jenna Morgan -256 South 5th Street.	814-643-7112	Stone Valley Community Charter School 814-667-2705 Ms. Cheryl Casner 13006 Greenwood Road	

Huntingdon, PA 16652 -109 Industrial Circle Mifflintown, PA 17059	717-447-0623	Huntingdon, PA 16652
<b>PRISONS</b>		
Huntingdon County Prison Ms. Staci Young 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Mifflin County Prison Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044

\*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.

### **UNLAWFUL HARASSMENT**

It is the policy of the Southern Fulton School District that unlawful harassment, defined as unwanted offensive behavior, usually but not always, directed at someone of the other gender that is verbal, non-verbal or physical, will not be tolerated. Additional information can be found in the Southern Fulton Policy Manual.

### **ESSA (EVERY STUDENT SUCCEEDS ACT)**

#### **NOTICE #1**

#### **Annual Notification of the Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as attorney, auditor, data services contractor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

To file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**NOTICE #2**  
**Annual Notification of Release of Directory Information Under  
The Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Southern Fulton School District, with certain exceptions obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the Southern Fulton School District may disclose appropriately designated "directory information" without consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Southern Fulton School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill showing your student's role in a drama production
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets such as for wrestling showing weight and height of team members.

Directory information which is information that is generally not considered harmful or an invasion of privacy if released can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters upon request with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.

If you do not want the Southern Fulton School District to disclose directory information from your child's educational records without your written consent, you must notify your school principal in writing. Southern Fulton School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone Listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph (including placement on district web pages and in any print or electronic media)
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of Attendance
- Grade level
- The most recent educational agency or institution

**NOTICE #3**  
**Annual Notification of Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

1. It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
2. It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  - Political affiliations
  - Mental and psychological problems potentially embarrassing to the students and his/her family;
  - Sex behavior and attitudes;
  - Illegal, anti-social, self-incriminating and demeaning behavior;
  - Critical appraisals of other individuals with whom respondents have close family relationships;
  - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers or
  - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated should contact their school principal. If the situation is not resolved, parents should contact the Superintendent of Schools.

Parents or students who believe their rights under PPRA may have been violated may also file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

#### **NOTICE #4**

#### **Notice to Parents: Student Health Exams, Privacy, and Surveys**

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct or surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent** before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships.
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
  7. Religious practices, affiliations, or beliefs of the student or parents;
  8. Income, other than as required by law to determine program eligibility.
- **Receive notice and an opportunity to opt a student out of**
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a

student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- **Inspect**, upon request and before administration or use

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

**Southern Fulton School District has developed and adopted** policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

**Southern Fulton School District will directly notify parents and** eligible students of these policies at least annually at the start of each school year and after any substantive changes. The school district will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

If you have any questions regarding this information, please contact your high school principal at 717-294-3251 or elementary principal at 717-294-3400.

### **NOTICE #5**

#### **Right to Request Teacher and Paraprofessional Qualifications**

As a parent of a student in the Southern Fulton School District, you have the right to request information regarding the professional qualifications of the classroom teachers who instruct your child and the paraprofessionals who assist them. ESSA federal law gives you the right to ask the following information about your child's classroom teachers and their paraprofessional assistants;

- Whether the Commonwealth of Pennsylvania has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Commonwealth of Pennsylvania has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances. (The level of state teacher certification – Emergency, Instructional I, Instructional II, etc.)
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar professionals provide services to your child and if they do, their qualifications.

If you would like to receive additional information about any teachers or paraprofessional aides who work with your child, please contact: Mr. Hervey Hann – Elementary Principal or Mr. Tyler Burns – Assistant Elementary Principal at (717) 294-3400.

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts.

### **NOTICE #6**

### **Notice to Homeless Education Programs**

Each year more than 800,000 school-age children in the United States experience homelessness. The federal law ESSA includes a provision to make sure that homelessness does not cause these children to be left behind in school. Homeless children should have access to the education and other services that they need to meet the same challenging state academic achievement standards to which all students are held.

The Southern Fulton School District is required to provide activities for and services to homeless children. This includes preschool-age homeless children and youths and enables them to enroll in, attend, and succeed in school or preschool programs.

The law requires all school districts to inform parents or guardians of their rights under this provision of ESSA. Specifically, it states that pending resolution of a dispute about school placement, a school district must immediately enroll a homeless student in the student's school of origin or other schools selected on the basis of the child's best interest and provide a written explanation of the rights of appeal to the parent or guardian of the student.

If you have any questions about this provision of ESSA, please contact your school principal at:

Mr. Hervey Hann - Elementary Principal or Mr. Tyler Burns - Assistant Elementary Principal at (717) 294-3400