

K-2 Parent Handbook 2020-2021



Selinsgrove Area Elementary School
600 North Broad Street
Selinsgrove, PA 17870
570-372-2285
570-372-2287 (fax)
Selinsgrove Area School District

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MISSION

The Selinsgrove Area School District is committed to providing quality education for life-long learning.

VISION

We envision the Selinsgrove Area School District to be a premier, exemplary student-centered organization where everyone shares the commitment to the education and development of each student.

Our graduates will be problem solvers, critical thinkers, self-directed learners, effective communicators, collaborative workers, quality employees, proficient users of technology, and contributing members of a global society.



SHARED VALUES

1. We believe all students can learn and succeed given appropriate standards-based curriculum and research-based instruction.
2. We believe staff and physical facilities should provide a supportive, safe, and secure environment in which to learn.
3. We believe each student is unique and the educational experience should encourage and develop creativity and imagination.
4. We believe educational excellence must be supported by continuous evaluation of facilities and resources, effective instructional practices, and competent use of technology.
5. We believe education is a life-long pursuit and students must be equipped with the skills for success to meet the challenges of an ever-changing global society.
6. We believe in dedication to excellence and high academic expectations while maintaining fiscal responsibility.
7. We believe academic excellence is achieved through quality instruction supported by continuous, focused staff development which models life-long learning.
8. We believe education should promote character development, ethical behavior, and a positive self-image leading to being responsible citizens.
9. We believe effective leadership at all levels is essential to the success of our educational program.
10. We believe encouragement and support of innovation, flexibility, and creativity is necessary in order to successfully adapt to change.
11. We believe that the school, students, family, and community should have shared responsibility and shared decision-making in the educational process through collaboration and communication.
12. We believe excellence in all areas is identifiable, measurable, achievable, and worthy of pursuit.

K-2 STAFF

SCHOOL ADMINISTRATION

Superintendent of Schools: Dr. Frank Jankowski
Assistant Superintendent: Mr. Brian Parise
Director of Food Services: Mr. Kevin Oswald
Director of Special Education: Mrs. Susan Lipsey
Transportation Coordinator: Mr. Mark Wolfberg
Principal: Ms. Michelle Garman

mgarman@seal-pa.org

KINDERGARTEN TEACHERS

Mrs. Cindy Davis
Ms. Molly McCabe
Mr. Ryan McGuire
Ms. Kelly Miller
Mrs. Jayme Klingler
Mrs. Pamela Musser
Mrs. Julie Prusch
Mrs. Martha Smith
Mrs. Emily Wright

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FIRST GRADE TEACHERS

Mrs. Jennifer Brown
Ms. Mary "Katie" Deppen
Mrs. Mara Diehl
Mrs. Carolyn Fiedler
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SECOND GRADE TEACHERS

Ms. Cyndi Burdett
Ms. Allison DiCola
Mr. Aaron Ettinger
Mrs. Kanda Gabel
Mr. Ryan Hammaker
Mrs. Lindsay Harris
Mrs. Lauren Hoover
Mrs. Ashley Kolak
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ART

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PHYSICAL EDUCATION

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INTERVENTION READING

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Mrs. Melissa Garinger

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INTERVENTION TUTORS

Miss Joelle Billheim

Mrs. Darla DeSantis

Mrs. Tina Hertzog

Mrs. Tracy Youngman

LIBRARY

Mrs. Debra Barrick, Librarian

dbarrick@seal-pa.org

Ms. Darla Klock, Clerical Assistant

SCHOOL NURSE

Mrs. Cathi Crossgrove

ccross@seal-pa.org

CLASSROOM ASSISTANTS

Mrs. Bobbie Klinger - Special Education

Mrs. Karla Smith – Special Education

Mrs. Vicky Dupuis – Autistic Support

Mrs. Karen Pyle – Autistic Support

Mrs. Noreen Robbins – Autistic Support

CLERICAL STAFF

Mrs. Mary Hummel, Principal's Secretary

Mrs. Teresa Moyer, Guidance Secretary

Ms. Bonnie Hoover, Clerical Assistant

CUSTODIAL STAFFMr. Mark Kreider-1st Super

Mr. Charles Hoke

Mrs. Chasity Keister

Mr. Jeremy Benfer

Mrs. Debbie Wenrich

CAFATERIA STAFF

Mrs. Doris Kratzer, Head Cook
Mrs. Cindy Colyer
Mrs. Nancy Cook

Mrs. Joy Hahn
Mrs. Angela Walter

GENERAL INFORMATION

ACCESSING THE DISTRICT WEBPAGE

Go to the District Web Page (www.seal-pa.org). Go to the "Schools" tab and then select the Elementary School link. This page gives you access to links for such things as newsletters and PTSO minutes.

ARRIVAL/DISMISSAL PROCEDURES

Pupils, upon arrival at school and when dismissing from school, shall report to their assigned area. If the student is purchasing breakfast, they should report directly to the cafeteria. Non-bus riding students should arrive at school from 8:00 AM – 8:20 AM. There is no supervision for students arriving prior to this time.

All school doors will be locked until arrival time (8:00 AM). The doors will be unlocked at that time to allow for student arrivals and will then be relocked at the start of the school day (8:25 AM). The doors will remain locked until the end of the school day. To gain admittance to the school you must push the button beside the front door and stand on the painted rectangle, so we can see you in the camera, to be buzzed into the building.

I. Morning Drop Off Procedure

Parents dropping their children off are able to use BOTH loops in front of the school:

A. **Vehicles coming from the North (Rte. 522 Cole's Hardware area)** are encouraged to use the parent loop near Cole's Hardware. They will pull next to the curbing as far forward on the right side as they can in the "drop off zone." The student(s) should exit the vehicle and walk to the main entrance using the sidewalk. All traffic, using either of the Elementary school loops, must exit by turning right onto Broad Street between 7:45-8:25 AM.

B. **Vehicles coming from the South (High School area)** are asked to use the staff loop. They will pull next to the curbing as far forward on the right side as they can in the "drop off zone." The student(s) should exit the vehicle and walk to the main entrance using the sidewalk. All traffic must exit by driving around the middle row of cars and back onto Broad St. **NO** traffic will be permitted to exit onto Seals Avenue. Seals Avenue will become one way (in the morning only) going towards the Middle school. Buses will use the right lane and all other vehicles will use the left lane. All traffic, using either of the Elementary school loops must exit by turning right onto Broad Street between 7:45-8:25 AM.

C. **If a child needs assistance getting out of the vehicle**, parents will use the loop by the parent parking lot (near Cole's Hardware) or park in this lot. If using this loop, parents will pull next to the curb and pull up as far as they can while remaining in line following vehicles in front of them. They will assist their child out of the vehicle and onto the sidewalk as quickly as possible.

D. **If a parent needs to come into the school with their child**, they need to park

in one of the stalls in the parent parking lot and cross at the marked cross walk.

II. Afternoon Dismissal/ Pick Up Procedure

During the afternoon dismissal/pick up, parents may remain with or park their vehicles in either loop.

- A. **Vehicles that utilize the loop closest to Cole's Hardware** (around the parents' parking lot) must exit the same way they entered turning right onto Broad Street (just like in the mornings).
- B. **Vehicles using the loop closest to the High School** (around the faculty parking lot) **MUST** exit onto Seals Avenue. They may turn left to exit onto Broad Street or right to the High School.

CAUTION is to be used on Seals Avenue as this is now two- way traffic. It is one way in the morning between 7:45-8:25 AM from Broad Street to the High School but will be two way traffic the rest of the day.

III. Walker Dismissal

All students who are walkers will be dismissed from the front doors of the school only **AT THE END OF THE DAY**. Parents may park in the faculty parking lot or the loop in front of the school except for the area that is marked for school vans only. During the afternoon dismissal/pick-up, parents may remain with or park their vehicles in either loop. Vehicles that utilize the loop closest to Coles Hardware (around the parents' parking lot) must exit the same way they entered turning right onto Broad Street (just like in the mornings).

IV. Temporary Walker

If a bus riding student is picked up by a parent at the end of the school day, the student will be dismissed with the walkers. If you pick your bus riding student up at dismissal, you do not need to come to the office to sign the pupil out. A note signed by the parent should be sent to the child's teacher who will then forward it to the school office. The note must contain the date(s) you will be picking your child up. **Any phone calls for a change in dismissal should be received by 12:00 noon.**

BULLETINS AND NEWS ITEMS

In order that parents may be informed of school events, etc., bulletins and newsletters will be issued throughout the school year and sent home with the students. The school will send out announcements and reminders via the Sapphire Notification System. Please make sure your information is up to date in Sapphire. Newspapers and local radio stations will also carry school items of interest.

BUS PASS

Bus rider requests to use another bus on a temporary basis will be accepted three (3) days prior to the requested date by the requesting child's parent or guardian, as well as the party receiving the child. The written request must include (1) the name of student making the request, (2) bus number which they are requesting to ride, (3) the name of the party where the child is going, and (4) the reason for the request. The pass will not be accepted or approved for sleepovers, parties, social events, etc. It is the parent's responsibility to provide other means of transportation for social events.

Students requesting to load or unload at a stop other than their assigned stop, even on their regular bus, must also request a Student Bus Pass through a note or letter for this to occur.

A minimum number of passes will be approved each school year. Any abuse of requests for bus passes will be reviewed on a case-by-case basis by the principal or assistant principal of the requesting child's school.

A request will only be considered if there are unassigned seats available. Bus drivers will not accept notes for any changes. The student must turn in their written request at their respective building to obtain a bus pass.

CAFETERIA

I. BREAKFAST PROGRAM

Breakfast is served each school day except for days where there is a one-hour or two-hour delay due to inclement weather.

- Students may eat from 8:00 to 8:20 AM. Students who do not return to the classroom on time will be reported tardy.
- **No students will be allowed to go to the cafeteria for breakfast if less than 5 minutes remains in the time allotted for breakfast.**
- Please inform your child's teacher if you do or do not want your child to eat breakfast, so that they can be sure to either send your child to breakfast or keep them from going to breakfast.

II. SCHOOL LUNCH

The food service department at the elementary school offers nutritional breakfast and lunch opportunities. A computerized accounting (debit account) of student lunch payment is available. All students are given a foodservice debit account that can be accessed by using their student ID number. Parents are encouraged to prepay meals in advance.

- You can pay with cash or check (written to SASD Foodservice) by sending payment in with your child.
- A third payment option is to pay online at www.myschoolbucks.com.
- For additional information on these and other foodservice information, check out our school website at www.seal-pa.org and click on the "Department" button and then "Food Service".

You are invited to purchase lunch from the cafeteria and eat with your child during their lunch period during the school year.

- Please try to request your date at least two days prior to the date you would like to visit.
- Due to space limitations, please limit your days of eating lunch with your child at school to no more than one per marking period.
- We will accept no more than ten visitors for any lunch group.
- Since we are promoting our school lunch program, we strongly encourage you to purchase the school lunch when you eat with your child.
- Each child should have no more than two visitors per day.
- Visitors must sign in at the office and receive a visitor's badge.
- We do not permit parents to bring "fast-food" lunches to school. While we are not against parents treating their children to an occasional special lunch, we do ask that you sign the students out of school over their lunch time on these special days.

Due to the increasing number of students with food allergies, students should not share their food with each other.

III. Current Food Prices	Paid	Reduced	Adult
Breakfast (Elementary)	\$1.30	.30	NA
Lunch (Elementary)	\$2.40	.40	\$3.50

CHANGE OF ADDRESS/MOVING FROM THE DISTRICT

It is extremely important that the guidance office be notified promptly if there is a change in your telephone number(s). Please notify Mrs. Teresa Moyer, Guidance Secretary at 570-372-2289. **All address changes must be processed through the district office. You will need to show proof of your new address.** Please contact Ms. Kelly Hoffman, Central Registration Secretary, of any address changes.

If you plan to move from the district, the school must be notified in advance of your departure so that appropriate action can be taken.

HOMELESS

Any child or youth not attending school who lacks a fixed, regular, and adequate nighttime residence is considered homeless and includes those who are sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, campgrounds, emergency shelters, cars, bus stations, or other similar settings. If you are homeless or know of a child that is homeless, please contact the district at 570-372-2213 for additional information and assistance. Please see the last page for more information.

CUSTODY ORDERS

To ensure the safety of our students, no students will be released to anyone other than the parents unless a note is received in our office. If custody orders have been issued which limit the contact of biological parents with their children, custodial parents are responsible for providing that information to the school. **It is expected that parents will work together in the best interests of their children by sharing information about their children’s school performance and activities. The school will follow the directives of the most current custody order on file in the student’s record. If your custody order has changed, send an updated copy to the guidance office.** If you have specific concerns regarding custody issues, please contact your child’s guidance counselor.

EMERGENCY DELAYS AND CLOSINGS

Weather conditions may require delaying the opening of school by one or two hours and/or dismissing students early. Parents need to have plans made in advance in preparation of altered schedules. Parents should communicate these plans with their children ahead of time. In the event of a delayed opening of school, buses will arrive at stops one hour or two hours later than usual and school will begin one hour or two hours later than usual.

1-hour delay schedule	2-hour delay schedule
9:25 AM – 3:00 PM	10:25 AM – 3:00 PM

Cancellation of school or delays in the start of school will be announced over the Sapphire notification system, local radio and television stations:

WWBE – 92.3 FM	WQKX – 94.1 FM
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WKOK – 1070 AM

WYGL – 1240 AM

WMLP – 1380 AM

WNEP TV – Channel 16

WYOU TV - Channel 22

WBRE TV – Channel 28

Or you can visit the school's website at www.seal-pa.org. Or call (570) 374-1144 and choose option 9 or call (570) 372-2224 and choose option 1.

FINANCIAL ASSISTANCE

Resources are available through the school and community to help families in need. We can help with school supplies, school clothing, food and we have also helped purchase glasses for students. Families in need are encouraged to contact the school counselor(s) for assistance in identifying available resources. Teresa Moyer, the Guidance Secretary, can be reached at 570-372-2289 and will be able to connect you with the Counselor.

GUIDANCE SERVICES

The guidance program provides developmental guidance classes as part of the regular curriculum. Individual and small group counseling is provided as needed. Individual (i.e. KBIT & KTEA, etc.) and group assessments are conducted as needed. The counselor is available for parent consultation by appointment. The guidance counselor may be reached by calling 570-372-2289.

LIBRARY SCIENCE PROGRAM

The elementary library program will provide the opportunity for students to access, evaluate and use information as they become independent, lifelong learners. All students will participate in a scheduled library science class every other cycle with the librarian. The K-2 library program focuses on book care, author/illustrator studies, genres, information access, research skills, and reading promotion.

All students will have the opportunity to borrow books. Book exchange times will be arranged for each class. Students are responsible for returning their books on time and in good condition. To ensure this, please check the date due stamp in the back of the book and practice these book care rules:

1. Books travel to and from school in a backpack or bag
2. Keep books out of reach from pets and younger siblings
3. Do not eat or drink while reading
4. Do not use art supplies in library books
5. Report any book accidents to the library

The library loan period is one 6-day cycle and a book may be renewed one time.

- K-1 students may borrow one book at a time.
- 2nd grade students will have the opportunity to borrow two books at a time.

Reminders will be sent for overdue books and borrowing privileges are suspended until the book is returned. After 4 weeks, a book is considered lost and a letter will be sent indicating the replacement cost. Borrowing privileges will be reinstated upon receipt of payment. Payment will be returned if the book is located and returned to school in good condition.

The library is equipped with book repair materials. Please report any damages to the library. In most cases, the books can be repaired and continue circulating. If a book is damaged beyond repair, the librarian will speak with the student regarding the damage and a letter will be sent

to the parents indicating the replacement cost. Borrowing privileges will be suspended until restitution has been made.

The library will sponsor a reading incentive program each year. To promote family reading, students will earn rewards for the number of books read during a selected time period. Check out the library website to view the library collection, upcoming events, points of interest, and library news.

OPENING EXERCISES

Each student is required to salute the flag and recite the Pledge of Allegiance during each day's opening exercises. Students may decline to recite the Pledge of Allegiance or National Anthem and to salute the flag based on personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do participate.

PARENT TEACHER STUDENT ORGANIZATION (PTSO)

The PTSO sponsors many programs for the students throughout the year as well as paying for admittance fees and transportation costs for field trips. They also support holiday parties and plan many school activities. Please become involved with your school's PTSO.

SELINGROVE AREA K-2 PTSO OFFICERS

Officers: President – TBD
Vice President – TBD
Treasurer – TBD
Recording Secretary – TBD
Correspondence Secretary – TBD

PRIVACY RIGHTS OF PARENTS AND STUDENTS

All information gathered about your child by the public schools is subject to the confidentiality provisions contained in federal and state laws. The District has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure of third party information. Selingsrove Area School District protects the confidentiality of students' records. Educational records and personally identifiable information cannot be released without written parental consent or, if the student is over the age of 18, the consent of the student.

PROCEDURE FOR INVESTIGATING A SCHOOL CONCERN

When a parent feels he/she has a school concern or problem, this concern or problem should be carried first to the person involved. If the situation is not resolved, the next proper recourse is to the Building Principal. We would appreciate cooperation from all parents regarding this procedure.

RELATED ARTS COUNCIL

The Related Arts Council is a group of interested parents, teachers, and administrators whose goal is to bring experiences in the arts to the students of the Selingsrove Area School District. The Council is funded by the PTSO.

TRANSPORTATION VIDEO MONITORING

The Board recognizes that serious misconduct on board a bus jeopardizes the safety of all passengers and that the limited use of video monitoring will help ensure safety by serving as a deterrent to serious behavior.

- Buses are now installed with audio/video camera capability. Bus conduct reports will continue to be the primary tool for reporting misconduct.
- At any given time, your child's bus may be recording the activity on the bus. In certain instances, this tape could be used to clarify information and/or help with investigations of bus misconduct. There is a posted decal on the buses indicating that audio/video recording may be used at any time. Not every bus will be recording every day.

VIDEOTAPING AND PHOTOGRAPHING

The Board reserves for its professional employees the privilege of videotaping or photographing for instructional purposes at all school related activities.

Section 3. Regulations. The Board establishes the following regulations with respect to photographing or videotaping students by persons or groups not contracted or invited by the district for such purpose.

Photographing or videotaping of students or school events for purpose of resale is prohibited.

Parents will be notified annually and given an opportunity to request in writing that their child(ren) not be photographed or videotaped during non-instructional activities conducted on school property.

In cases where photographing and videotaping are permitted, persons will be expected to be courteous and not cause a disturbance to other persons.

Classroom Activities

Instructional Activities – no photographing or videotaping will be permitted during activities deemed by the teacher to be part of the instructional program.

Non-Instructional Activities – Photographing and/or videotaping will be permitted provided that no parent(s) have requested that their child not be photographed or videotaped.

Sporting Events

Videotaping and photographing will be permitted during such activities. In certain circumstances, an area may be designated for this purpose.

Plays, Musicals, Concerts, and Other Performances/Activities outside the Classroom

Videotaping and photographing will be permitted except when such activities are in violation of copyright laws.

When material is protected against photographing and videotaping through any or all of the following means:

- 1) School announcements and newsletters
- 2) Statement on Program
- 3) Public address announcements prior to the start of the performance

VISITING SCHOOL

A better education results from a close cooperation between the home and school. Parents are encouraged to visit our school. It is our hope that parents can find time to visit school during the school year. We request that you make arrangements with the teacher to establish a time

that is mutually agreeable, and all visits should be limited to one hour unless you are there by teacher request. Infants and preschool children may not visit the classroom with parents, as they often distract the attention of the class. **All visitors must report to the main office upon entering the building to sign in and receive a visitor's badge to be worn while in the building. You must bring your driver's license into the office on your first visit. Your license will be scanned through the School Gate Guardian. When leaving, visitors should report to the office, return their visitor badge and sign out.**

VOLUNTEERS:

To promote a strong school/community connection, the school district encourages the use of volunteers at all levels in the school district.

Pursuant to Pennsylvania State Laws, all volunteers must provide clearances prior to being a volunteer. You need to obtain the following:

- 1) Pennsylvania Child Abuse History Clearance (Act 151)
- 2) Pennsylvania State Police Criminal Record (Act 34)
- 3) Federal Bureau of Investigation (FBI) Criminal Background Check (Act 114)
- 4) A Tuberculosis Screening (from your physician)
- 5) A certificate that you completed the Mandated Reporter Training

You can find the information to getting these items on the web page. Go to www.seal-pa.org. Click on Volunteer Handbook on the right-hand side under District Links. Scroll down to Employment and click on the Volunteer Handbook.

To apply to be a volunteer, you will need to fill out the online forms on Talent Ed. You can access Talent Ed on the district website by clicking on the Employment tab on the right-hand side of the webpage. If you need help, you can contact Kay Morton in the Main Office or at 570-372-2293. When volunteering, please do **NOT** bring younger siblings to the building.

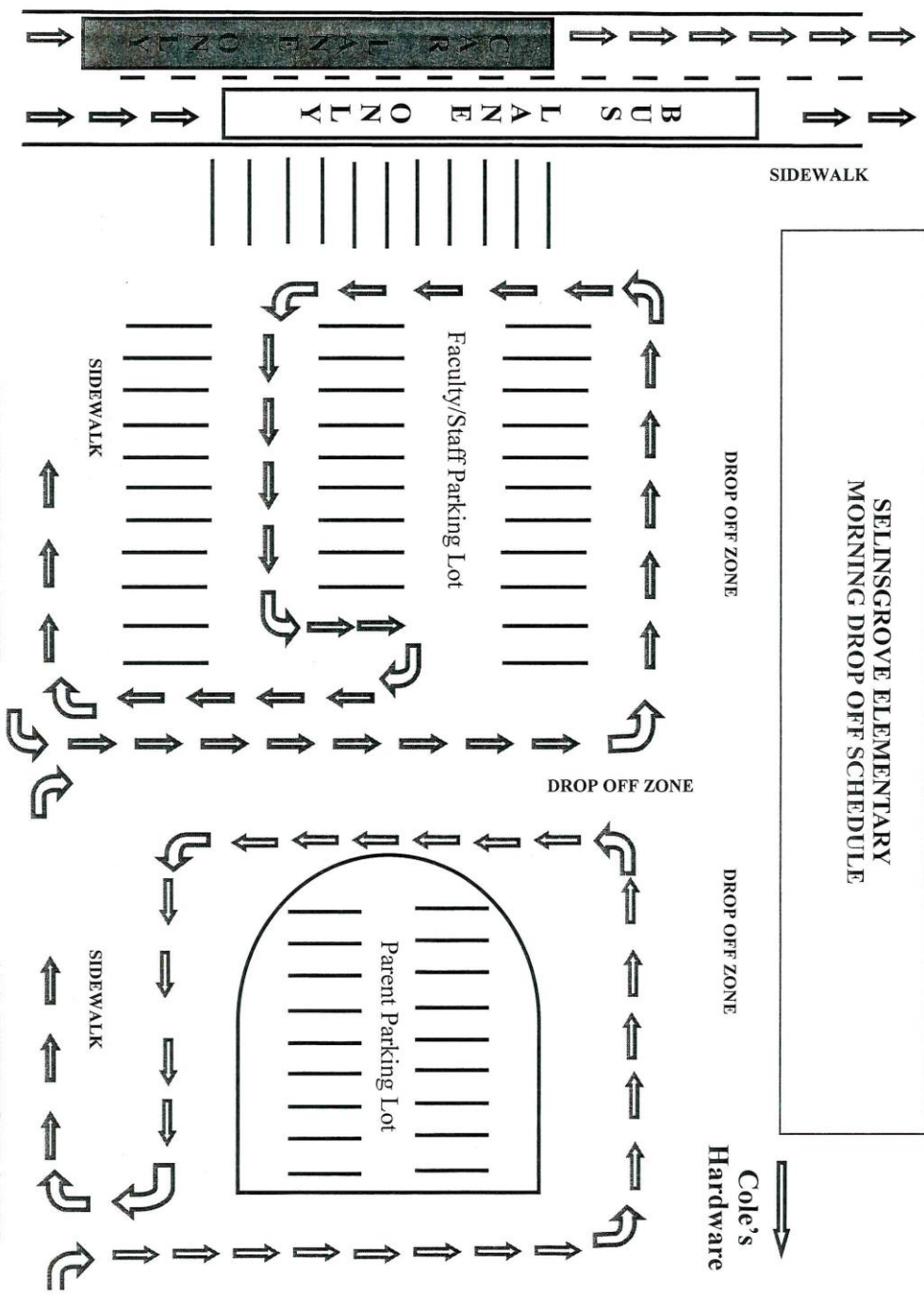
WEATHER/EMERGENCY DRILLS

- **FIRE DRILLS**

A fire drill is conducted monthly in compliance with Section 1517 of the Public-School Code. A building plan will be posted, and each teacher will direct the pupils in leaving the building. Other emergency drills are conducted through out the school year.

BROAD STREET

SEALS AVENUE

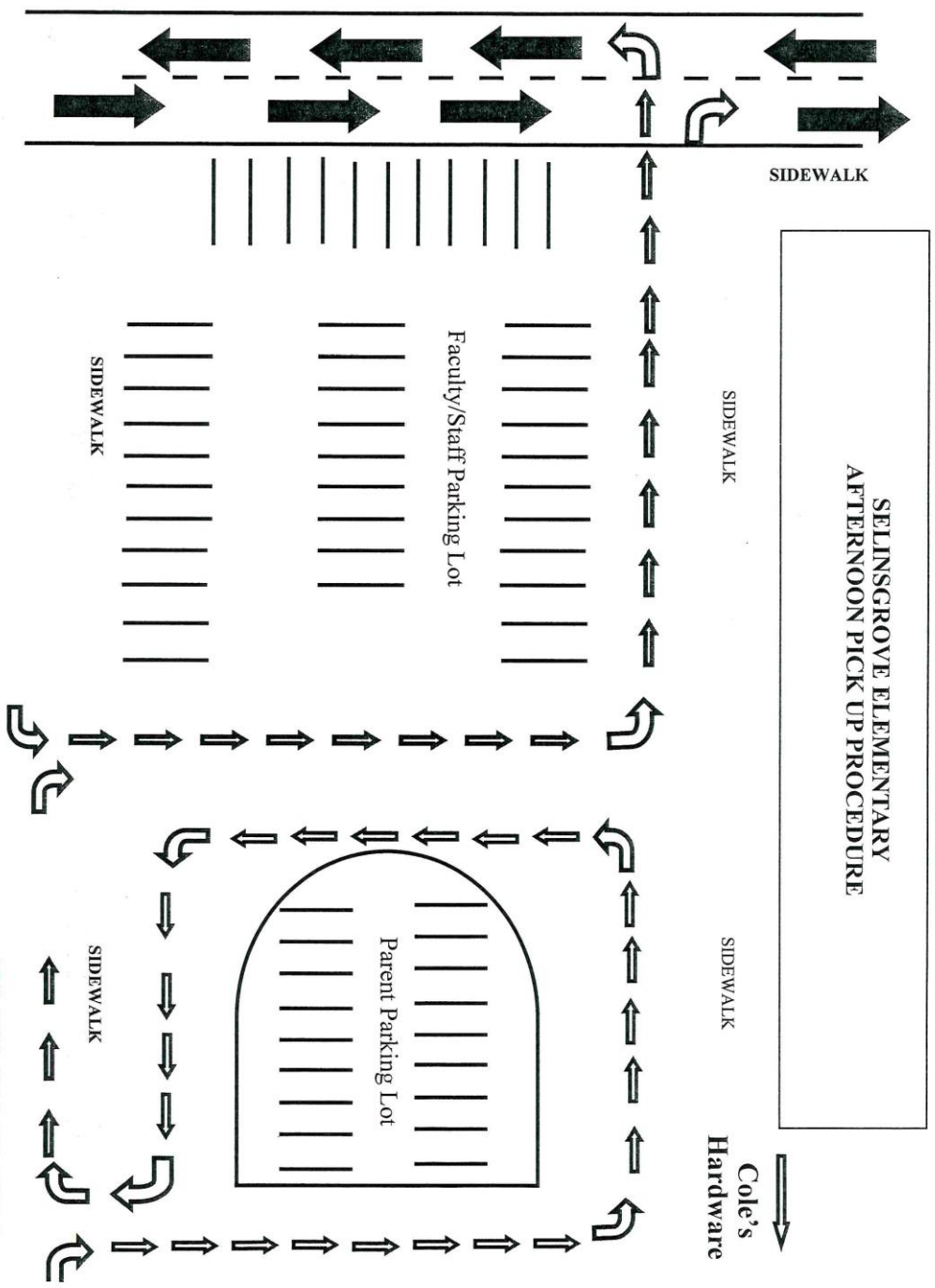


ALL EXITING TRAFFIC
MUST TURN RIGHT

ALL EXITING TRAFFIC
MUST TURN RIGHT

BROAD STREET

SEALS AVENUE



**SELINGROVE ELEMENTARY
AFTERNOON PICK UP PROCEDURE**

**Cole's
Hardware**

**ALL EXITING TRAFFIC
MUST TURN RIGHT**

ATTENDANCE

Selinsgrove Elementary School day is from 8:25 AM to 3:00 PM.

HALF-DAY ABSENCE

A pupil will be considered absent for one-half day if he/she arrives after 10:30 AM or leaves before 1:00 PM. Appointment cards from doctors or dentists will be accepted as valid excuses and are encouraged to be presented as an excuse. These excuse requirements do not apply to students who become ill during school hours and are sent home.

EARLY DISMISSAL

Parents who desire to have their child excused from school earlier than the regular dismissal time are required to write a note to the building administrator stating the time and reason for the request. **If you know in advance you are picking up a student, please send a note instead of a daily telephone call. Telephone calls are for a change in plans, not for daily notification.** Telephone calls cause disruption in the classroom. It is the responsibility of the parents to stop by the school office and sign the student out. If someone other than the parent is picking the student up, the name of person picking the student up should be included on the dismissal note. Individuals should be prepared to show identification to the office staff if requested. This process is in place to protect the students. Thank you for your understanding.

EDUCATIONAL TOURS AND TRIPS (Not School Sponsored)

The Selinsgrove Area School District recognizes that from time to time students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school year. Request to be absent forms are available in the main office. **The form must be submitted prior to the first scheduled day of the trip.** **PLEASE NOTE: Educational trip days will count towards the 10-school day total amount allowed per student per school year.** Each request will be evaluated, and a determination will be made based on the following:

1. Educational value of trip for the developmental level of the student
2. Attendance record (must be free of illegal and/or unlawful absences)
3. Number and frequency of prior requests for Educational Trips
4. Present academic standing
5. Effect of absence on academic standing

If the trip is approved, the student or parent is responsible for contacting teachers to obtain assignments that are going to be missed. All work, tests, quizzes, etc. must be made up in accordance with school policy. For educational trips the teacher will prepare the work no sooner than one week prior to the scheduled trip.

EXCUSES

Pupils who have been tardy or absent from school are required to bring a signed excuse to school within 3 days upon returning after an absence. The excuse shall contain the following information:

1. **Student's first and last name**
2. **Date(s) of absence or tardiness**
3. **Reason for absence or tardiness**
4. **Teacher's name**
5. **Signature of parent or guardian**

If your child has a medical appointment or is seen by any type of medical doctor when they are absent, PLEASE ASK THE MEDICAL OFFICE FOR AN EXCUSE. These excuses do not count as one of the ten excuses allowed to be written by parents and will also include most of the information needed in the office.

Excuses are classified as “Excused” or “Unexcused/Unlawful” according to the reasons for absence. The school law lists the following reasons as “excused” absences:

1. Illness to the pupil
2. Quarantine of the home
3. Pre-approved Educational Trips
4. Death in the immediate Family
5. Exceptionally urgent reasons

Excuses may be faxed to Selinsgrove Area Elementary school at (570) 372-2287.

PLEASE NOTE: All excuses must be turned in to the guidance office within 3 school days after the student returns to school following the absence. If it is not returned within 3 days, all absences will remain illegal. Also, please note that students are allotted 10 days of absence per school year (this includes educational trip days). All absences after 10 days will require a medical note.

EXTRACURRICULAR ACTIVITIES

All students must be in attendance the entire school day to be eligible to participate in extracurricular activities such as choral concerts, family fun nights, etc. The principal will only consider waiving this policy under urgent circumstances or by parent providing a doctor’s excuse. A student who is suspended is not eligible to participate in extracurricular activities. Any student who does not comply with the code of conduct may be denied participation in extracurricular, interscholastic, or other school sponsored events. This includes all sporting events, stage performances, and any school related events held on school property or where the school is represented.

MAKING UP SCHOOL WORK

Pupils are required to make up schoolwork that was missed while absent from school. Homework will only be provided for students who are out for two consecutive days and the request must be received by 10 AM on the second day of absence. Homework may be picked up after 2 PM or can be sent home with another student in the same building if it is a sibling or a neighbor.

TARDINESS

Unexcused tardiness shall result in an unlawful half day when the tardy time accumulates to one half day when the tardy time accumulates to one half (1/2) of the instructional minutes of the school day.

Tardy students are to report directly to the office. Tardy students must sign in and then report to the teacher. Should a child miss a bus, it is the parent’s responsibility to see that the child arrives on time. If a school bus should be late, children are not counted as being tardy.

UNLAWFUL ABSENCES/TRUANCY ELIMINATION

The Selinsgrove Area School District will work closely with families in the event a student begins to accumulate unlawful absences. Our goal is to work collaboratively with families to prevent truancy and improve student attendance and achievement. The following process is outlined by the Pennsylvania Department of Education and consistent with compulsory attendance laws for the state of Pennsylvania.

Unlawful Absences	Plan of Action
1. One unlawful absence	<ul style="list-style-type: none"> Parents/guardians will receive written notification of absence with potential penalties for continued unlawful absence
2. Second unlawful absence	<ul style="list-style-type: none"> Second notification will be sent in order to alert parents/guardians of the absence and outline potential ramification of continued unlawful absence.
3. Third unlawful absence	<ul style="list-style-type: none"> Families will be notified via certified mail of the absence. This notification will also inform parents of the requirement to meet with school district personnel in order to develop a Student Attendance Improvement Plan (SAIP) The school will notify Children and Youth that a SAIP meeting is needed and invite them to attend.
4. Subsequent unlawful absence at any time during the school year	<ul style="list-style-type: none"> An official notice of unlawful absence will be sent via certified mail. This notice will advise the parent/guardian that a citation will immediately be sent to the magisterial district judge.
5. Case of habitual truancy Definition: Habitual truancy is defined as unlawful absence for more than three school days or their equivalent following the first notice of truancy given after a child's third unlawful absence.	<ul style="list-style-type: none"> School district may make a referral to Snyder County Children and Youth Services while simultaneously sending a citation to the magisterial district judge.

**Every parent/guardian of any child of compulsory school age is subject to penalties if compulsory school-age attendance requirements are not met.*

Possible sentences for parents found to be in violation of compulsory attendance law:

- Paying a fine up to \$300 for each offense and court costs, or in lieu of or in addition to any other sentence the district justice may order the parent, guardian or person in

parental relation to perform community service in the school district in which the offending child resides for a period not to exceed six (6) months.

- Completing a parenting education program, and
- In cases where the party convicted fails to pay the fine or complete the parenting education program, a subsequent sentencing to the county jail for no more than five days.
- Completing in lieu of, or in addition to the previous penalties, community service within the school district for a period of no more than six months.

If the parent/guardian is not convicted by the magisterial district judge because the parent/guardian took every reasonable step to insure the child's attendance at school and the child has attained the age of 13, the child may be:

- Subject to a fine of no more than \$300 for each offense, or assigned to an adjudication alternative program pursuant to 42 Pa.C.S. § 1520, and alleged to be dependent under 42 Pa.C.S. §6303(a)(1) by the magisterial district judge if the child fails to pay the fine or comply with the adjudication program.
- Referred by the school district for services or possible disposition as a dependent child as defined under 42 Pa.C.S. § 6302(5), in lieu of prosecution or assignment to an adjudication alternative program, if the child fails to comply with compulsory attendance provisions and is habitually truant

For children convicted of violation of compulsory attendance requirements by the magisterial district judge, the court, including a court not of record, must send a certified record of the conviction or other disposition to the Department of Transportation.

- Upon first conviction, the child's operating privilege for operating an automobile will be suspended for 90 days. Upon the second or subsequent conviction, the child's operating privileges will be suspended for six months. Children who do not yet have a driver's license will be ineligible to apply for a license for the time periods of 90 days for the first conviction and six months for the second and any subsequent conviction.

ACADEMICS

HOMEBOUND INSTRUCTION

When a child is physically unable to attend school, homebound instruction may be requested. This service will be provided depending upon the availability of a tutor and the completion of the required forms. If you feel your child will be absent due to illness for an extended period of time, please contact the Building Principal for help in completing the proper paperwork.

HOMEWORK EXPECTATIONS

We believe the major academic purposes of homework are to help children:

1. Review and practice what they have learned
2. Learn to use resources
3. Explore subjects more fully
4. Develop good work habits and attitudes
5. Manage their time and meet deadlines

Because of these beliefs, your child may be assigned homework on a regular basis. We realize that every child is an individual and will need different amounts of time to complete

assignments. Each year the home expectations will increase, but at no time should the student be spending the entire evening working on homework. Please note that any night your child completes his/her assignments in school, or was not assigned homework, we hope you encourage him/her to read and/or write for ten to fifteen minutes. If you have concerns about homework, please contact your child's teacher.

READING INTERVENTION

Instruction in reading is provided for students in the regular education program who are functioning below grade level. Students who qualify for Reading Intervention shall receive small group and/or individual instruction in and out of their regular classroom. The Intervention curriculum encourages students to attain grade level proficiency in reading. Reading Intervention is included as part of the Response to Instruction and Intervention process.

REPORT CARDS AND GRADING

Report cards will be issued four (4) times during the school year. A skill development section is listed on the report card. Teachers are required to check these statements to better explain the subject mark grade earned.

- End of Marking Period One: October 21, 2020
- End of Marking Period Two: January 8, 2021
- End of Marking Period Three: March 19, 2021
- Last Day of School for Students: May 28, 2021

Report cards of pupils transferring from schools outside the district will be kept on file in the building office. At the end of the school year, these report forms will be attached to our district form and the grades of both used to determine promotion or retention.

A pupil entering our schools from another school must be present for six (6) weeks of the marking period before a grade shall be given for that marking period. Any student in the district less than that time will receive a written narrative to account for the student's progress.

MULTI-TIERED SYSTEM OF SUPPORTS

Child Find Notification of Parents

Parents and guardians are notified annually that the District conducts ongoing identification activities as part of its school program for identifying students who may need special education and related services (eligible students). If a child is identified by the District as possibly in need of such services, the parent will be notified of procedures, individualized services, and programs for the child who is determined to need specially designed instruction due to the following conditions: Autism, Deaf-Blindness, Visual Impairment including Blindness, Hearing Impairment, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Physical Disabilities, Emotional Disturbance, Specific Learning Disability, Speech or Language Impairment and Traumatic Brain Injury.

If a parent believes that their school-age child may need special education services, a written request should be sent to the Special Education Office. The parent may request screening and/or evaluation at any time, without cost even if the child is not enrolled in the district's public school.

In compliance with state and federal law, the Selinsgrove Area School District will provide to each student with a disability those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the public-school program.

Positive Behavioral Interventions and Supports

Positive Behavior Interventions and Supports is a systems approach for establishing the social culture needed for schools to be effective learning environments for all students. Our Positive Behavior Interventions and Supports eliminates barriers to learning, creates and maintains a safe and effective learning environment in our school, and ensures that all students are taught the social and emotional skills needed to succeed in school and beyond. We teach students expected behaviors and social skills, create student behavioral health and academic support systems, and apply data-based decision-making to discipline, academics, and social/emotional learning. Our Positive Behavior Interventions and Supports uses the three-tiered approach of universal interventions (for all students and settings), secondary interventions (for students who are at-risk), and tertiary interventions (for individual students needing specialized assistance).

Some of the expected behaviors that we teach are reflected in our Seals for Success Matrix:

	Classroom	Hallway	Playground	Cafeteria	Bus	Bathroom Area	Dismissal	Assembly
Show Respect	<ul style="list-style-type: none"> -use nice words -be honest -ask first -raise your hand -wait your turn -stay in your space 	<ul style="list-style-type: none"> -use nice words -be honest -stay in line with arms at side 	<ul style="list-style-type: none"> -use nice words -be honest -wait your turn -ask first -stand quietly in line - be a good sport 	<ul style="list-style-type: none"> -use nice words -be honest -wait your turn -stay in your space -raise hand for help -eat first then talk 	<ul style="list-style-type: none"> -use nice words -be honest -wait your turn -stay in your space 	<ul style="list-style-type: none"> -use nice words -be honest -wait your turn -respect others' privacy 	<ul style="list-style-type: none"> -use nice words -be honest -wait your turn -stand quietly in line 	<ul style="list-style-type: none"> -use nice words -wait your turn -stand quietly in line with your arms at your side -stay in your space
Exercise Safety	<ul style="list-style-type: none"> -Walk in the classroom -Keep hands, feet and other objects to yourself -wash hands, cough in sleeves 	<ul style="list-style-type: none"> -Walk in the halls -Feet only on the steps, take one step at a time -walk on the correct side of the hall -use the handrail -Carry your backpack on your back on steps 	<ul style="list-style-type: none"> -Walk to and from playground -Keep hands, feet and other objects to yourself -use equipment properly -call person's name before throwing the ball to them 	<ul style="list-style-type: none"> -Walk in the cafeteria -follow the traffic pattern -Keep hands, feet and other objects to yourself -eat your own lunch -Use hand sanitizer 	<ul style="list-style-type: none"> -Keep hands, feet and other objects to yourself -Eyes and feet facing front -stay seated -keep aisle clear -walk in front of the bus 	<ul style="list-style-type: none"> -Keep hands, feet and other objects to yourself -use bathroom and fountains properly -wash hands 	<ul style="list-style-type: none"> -walk in halls and sidewalks -Keep hands, feet and other objects to yourself -on the steps, take one step at a time -Walkers – let teacher know you see your ride 	<ul style="list-style-type: none"> -Keep hands, feet and other objects to yourself -walk to your place -Eyes and feet facing front -Stay seated during the assembly -Hold onto the railing on the bleachers
Act Responsibly	<ul style="list-style-type: none"> -Clean up your space - Come to school prepared – know where your things are -Use materials properly 	<ul style="list-style-type: none"> -Go directly where you need to be 	<ul style="list-style-type: none"> -Clean up your space -Return equipment to proper place 	<ul style="list-style-type: none"> -Clean up your space -take your tray and trash to the appropriate spot -sit at the assigned table 	<ul style="list-style-type: none"> - treat the bus with care -keep the bus clean -take your belongings with you 	<ul style="list-style-type: none"> -properly dispose of trash -go directly where you need to be and back to class - If there is a problem – tell a teacher 	<ul style="list-style-type: none"> -go directly where you need to be -when your backpack is packed, keep it zipped 	<ul style="list-style-type: none"> -go directly where you need to be -If there is a problem tell the teacher -stay with your class
Listen to Learn	<ul style="list-style-type: none"> -follow directions -listen when others are speaking -Practice at school and at home 	<ul style="list-style-type: none"> -follow directions -whisper voices in the hall 	<ul style="list-style-type: none"> -follow directions -listen for bell -line up facing the school 	<ul style="list-style-type: none"> -follow directions -whisper voices in the cafeteria -be ready when your teacher arrives 	<ul style="list-style-type: none"> -follow directions - whisper voices -Listen to the driver 	<ul style="list-style-type: none"> -whisper voices 	<ul style="list-style-type: none"> -follow directions -whisper voices -wait until you see your ride 	<ul style="list-style-type: none"> -follow directions -listen when others are speaking

	ELA	Math	Behavior	Attendance
ALL Students (Tier 1)	<ul style="list-style-type: none"> SASD K-2 Core ELA Curriculum, including <ul style="list-style-type: none"> Journey's resources Being a Writer Guided Reading Differentiated Instruction Benchmark Assessments Parent Involvement Nights Progress Reports 1st Marking Period Parent Conference 	<ul style="list-style-type: none"> SASD K-2 Core Math Curriculum, including <ul style="list-style-type: none"> Envision resources Differentiated Instruction Benchmark Assessments Parent Involvement Nights Progress Reports 1st Marking Period Parent Conference 	<ul style="list-style-type: none"> SWPBS Classroom Management Plans Guidance Sessions Transition Plan Parent Involvement Nights <ul style="list-style-type: none"> PTSO Events Progress Reports 1st Marking Period Parent Conference 	<ul style="list-style-type: none"> Daily Attendance Monitoring Automated call when absent 1st Marking Period Parent Conference
Some Students (Tier 2)	<ul style="list-style-type: none"> Small group re-teaching Personalized Literacy Plan- T2 (fewer minutes and/or sessions) <ul style="list-style-type: none"> Rdg. Specialist Intervention Classroom Teacher Intervention Progress Monitoring Parent Resource 	<ul style="list-style-type: none"> Small group re-teaching Targeted skill work/ intervention (fewer minutes and/or sessions) <ul style="list-style-type: none"> Parent Resource Progress Monitoring 	<ul style="list-style-type: none"> Teacher-student talk Reteach proper behavior Teacher-parent phone call/note Teacher-parent meeting Contact principal or school counselor Progress Monitoring 	<ul style="list-style-type: none"> Courtesy calls Attendance Letters (lawful and unlawful) Daily Attendance Monitoring
Few Students (Tier 3)	<ul style="list-style-type: none"> Personalized Literacy Plan- T3 (more minutes and/or sessions) <ul style="list-style-type: none"> Rdg. Specialist Intervention Classroom Teacher Intervention Progress Monitoring Parent Resource 	<ul style="list-style-type: none"> Small group re-teaching Targeted skill work/ intervention (more minutes and/or sessions) <ul style="list-style-type: none"> Progress Monitoring Parent Resource 	<ul style="list-style-type: none"> Informal FBA Behavior Plan Child Study Team Principal-Parent Conference Progress Monitoring 	<ul style="list-style-type: none"> Attendance Letters (lawful and unlawful) SAIP (3rd unlawful absence) Daily Attendance Monitoring
Very few students	<ul style="list-style-type: none"> Child Study Team Referral for Multi-disciplinary evaluation Specially-designed instruction (IEP) 	<ul style="list-style-type: none"> Child Study Team Referral for Multi-disciplinary evaluation Specially-designed instruction (IEP) 	<ul style="list-style-type: none"> ESAP referral Formal FBA Revised Behavior Plan ISS OSS Referral for Multi-disciplinary evaluation Specially-designed instruction (IEP) Social Worker 	<ul style="list-style-type: none"> Magistrate (4th unlawful absence) Children and Youth (6th unlawful absence) Daily Attendance Monitoring

RETENTION/PROMOTION PROCEDURE

RETENTION PROCESS

In some instances, parents and/or school personnel may feel it is in the student's best interest to spend an additional year in the same grade. Recommendations for retention require:

- The recommendation of the classroom teacher shall be required for promotion or retention of a student.
- Parents shall be informed well in advance of the possibility of retention of a student.
- The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.

Furthermore, the student should have been involved with Intervention services through our Response to Intervention and Instruction Model (RtII) and discussed at our regularly scheduled RtII data team meetings. For instance, parents currently receive written notice when their child receives Tier II and/or Tier III services and a Personal Literacy Plan is developed for students receiving services through our reading specialists. When concerns arise about a child's readiness to go on to the next grade, parents and school personnel will work together to reach a team decision. See Board Policy 215.

SCHOOL SPONSORED TRIPS/FIELD TRIPS

Field trips are correlated with many units of study. To participate in the field trip, students **must** present a parental consent form. Forms are not required when Elementary students are transported by bus on campus grounds. The forms are made available by the school and are sent home prior to such trips. Field trips are contingent upon the availability of funding. At the K-2 level a rate of 1 chaperone to 8 students is maintained. This means that most classes would have three chaperones on a trip. If a class exceeds 24 students, a fourth chaperone would accompany that class. Chaperones are determined by the teacher and school staff members are used as much as possible. All chaperones must be school board approved volunteers. Students must stay with their assigned chaperone on a trip to not cause unnecessary confusion for the teacher and chaperones.

STUDENT CODE OF CONDUCT

POLICY 227.2 STUDENT CODE OF CONDUCT FOR ACTIVITIES

The Board of School Directors considers participation in activities to be a privilege, not a right. Students who desire to participate in the activities offered by the Selinsgrove Area School District are required to comply with additional rules and undertake added responsibilities.

As representatives of the school district, students involved in activities are scrutinized by the public, become role models to younger children and their peers, and are ambassadors of our community. Having chosen to accept this role, it is the responsibility of every activity participant to refrain from behavior prohibited by the policy.

Please see Policy 227.2 for more information.

BICYCLES & SAFETY REGULATIONS

Students using bicycles on school property are to ride their bicycles only on school district roadways. Riding bicycles on walkways or sidewalks is strictly prohibited. Bicycles are to be walked by students in these areas.

Pupils who ride bicycles to and from school are requested to obey all safety regulations. A disregard for safety and traffic rules will result in restrictive measures. Bicycles are to be parked in designated areas. It is requested that bicycles be locked since the school cannot assume responsibility if stolen or damaged.

Due to the inherent danger, the use of skateboards, scooters and inline skates on school property is prohibited. Students having these and similar equipment on school property will be subject to disciplinary action. This disciplinary action could include but is not limited to loss of privileges, suspension due to unauthorized use of equipment, and /or the filing of charges with the District Magistrate for trespassing and mischievous conduct.

BULLYING/CYBERBULLING

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students. **Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education
2. Creation of a threatening environment
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber bullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct.

BULLYING/CYBERBULLYING (Board Policy #249)

PURPOSE

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

DEFINITIONS

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occur in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

AUTHORITY

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

DELEGATION OF RESPONSIBILITY

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administration regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

GUIDELINES

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

BUS DISCIPLINE PLAN

“Don’t Lose Your Riding Privilege”

Follow These Rules

- 1. Observe same conduct as in the classroom.**
- 2. Be courteous, use no profane language**
- 3. Do not eat or drink on the bus**
- 4. Keep the bus clean**
- 5. Cooperate with the driver**
- 6. Do not smoke**
- 7. Do not be destructive**
- 8. Stay in your assigned seat**
- 9. Keep head, hands and feet inside the bus**
- 10. Bus driver is authorized to assign seats.**

Bus drivers are to enforce the rules listed above. The rules are posted in all school buses and students are required to follow the rules.

All students must be at their assigned loading zone five minutes before the designated loading time. Bus drivers are not required to wait if students are not at the loading zone at the time designated on the published schedule for bus routes. Buses arriving late will make every effort to notify students of their arrival.

Water, water guns, water containers or any potentially dangerous devices (e.g. firecrackers, caps, knives, guns, razors, etc.) are NOT permitted in schools or on the school bus/vehicle at any time and students will be disciplined in accordance with the District’s weapons policy.

The Board of Directors may take any action necessary to provide a safe transportation system including the temporary suspension or revocation of bus riding privileges.

The Selinsgrove Area School District and the school bus drivers have initiated a “School Bus Discipline Plan”. Parents are urged to support the school in their effort to transport students to and from school in a safe manner. When a student chooses to disrupt the bus, he/she is jeopardizing the safety of the other students and disciplinary action will take place.

When a problem is reported, an investigation and a determination are made by the school administrator concerning the extent to which a student is involved. Once this is determined, action will be taken using appropriate consequences for the specific violation.

Continued Violations – Continued violations will mean additional consequences which may lead to permanent suspension from bus riding privileges for the school year.

The administrator may, at his/her discretion, suspend bus riding privileges at any time.

SELINGSGROVE AREA SCHOOL DISTRICT DISCIPLINE PROCEDURES

The school setting in the Selinsgrove Area School District is one which provides students the opportunity to grow from the childhood days of the elementary schools, through the “transescence” of the middle school years, into young adulthood of the high school experience. During these three stages of development, it is the hope that all students will develop good, positive citizenship habits and traits to ensure the continuation of our democratic heritage. To help ensure the successful fostering of our democratic ideals, the Selinsgrove Area School Board of Directors has established policies concerning student expectations and behavior. The development of citizenship skills on the part of each student is an integral part of the elementary school experience. It is expected that all students will act in a courteous, cooperative, and honest manner in all associations with fellow pupils and teachers.

An effective educational environment requires that discipline be an integral part of the educational setting. Students, parents, and staff members must play a role in contributing toward and maintaining an orderly school environment that is conducive to learning.

Discipline being an integral part of the child's development, the elementary school program strives to integrate discipline into each aspect of the program. The approach to discipline is a progressive, tiered approach. This approach focuses on the basic concepts of prevention, understanding and correction. When correction becomes the focus, the elementary school uses a variety of options to aid in the resolution of the behavior problem. It must be remembered, however, that although discipline is tiered, some of the steps may be bypassed in accordance with the severity of the infraction. Discipline is handled on an individual basis.

Section 1317 of the School Laws of Pennsylvania states that, "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 this 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 relations to such pupils may exercise over them."

In keeping with this, teachers are given the responsibility to establish certain reasonable rules and regulations that are deemed necessary in order to successfully conduct their classes. Students are given the responsibility to respect these rules as well as those established by the administration. Failure, on the part of the student, to follow these rules and regulations will result in some type of disciplinary action.

PROCEDURES IN DISCIPLINE

Misbehavior can usually be handled by an individual staff member but sometimes requires intervention of other school support personnel.

The immediate intervention will be by the staff member who is supervising the student or who observes the misbehavior.

One or more of the following actions may be taken to modify behavior:

1. effective classroom management strategies
2. verbal intervention/warning
3. loss of recess/lunch privileges
4. referral to administration with parent notification
5. parent/school conference
6. behavior assessment and contract
7. counseling

DESCRIPTION OF BEHAVIOR

If the type of misconduct involves behavior whose frequency or seriousness disrupts the learning climate of the school, the student is referred to administration for appropriate disciplinary action.

A meeting is held with the student and/or teacher and the administrator to determine the most appropriate action. The teacher is informed of the administrator's action.

The parent may be notified of the disciplinary action by letter, phone, or conference.

One or more of the following actions may be taken:

1. parent/staff conference
2. temporary removal from class
3. behavior contract
4. restriction of recess/lunch privileges
5. counseling

6. referral for psychological evaluation
7. referral to outside agency
8. in-school/out of school suspension
9. suspension of school privileges (recess, activities, and/or bus)
10. expulsion

It is impossible to anticipate any and all situations which may arise; therefore, the administrator or his/her representative is granted direction in handling situations as they arise.

DISTRIBUTION OF INVITATIONS

We recognize that students have parties and other various social activities away from school that may involve certain classmates. However, to promote inclusion of students and not exclusion, we have in the past and will continue to enforce certain limitations. Invitations such as birthday parties, etc. may be handed out in school only if:

1. All boys and only boys receive one
2. All girls and only girls receive one
3. All students in class receive one
4. Invitations are limited to your child's classroom

Invitations to events sponsored by Non-Profit organizations can be made available in the Main Office after being approved by the Superintendent. School Personnel may not release students' names, addresses or phone numbers to other students or parents.

DRESS AND GROOMING

The School Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The School Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others and themselves. The Board authorizes the Administration to enforce school regulations prohibiting student dress or grooming practices which:

Present a hazard to the health or safety of the student him/herself or to others in the school.

1. Materially interfere with school work, create disorder, or disrupt the educational program.
2. Causes excessive wear or damage to school property.
3. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

At the Elementary School we request:

- Mittens, hats and coats should be worn for cold weather days as students go out provided the **FEELS LIKE/WIND CHILL temperature** is 25 degrees or above.
- All students **MUST** wear **rubber soled shoes** for Physical Education for the safety of the children.
- **Flip flops or sandals without a strap on the back are not allowed** because they are dangerous on playground equipment and going up and down steps. "Dress Up" shoes are discouraged because they are uncomfortable to wear for an entire day. Sneakers with wheels on the bottom are banned from the school due to the dangers they present.

DRINKS

Students are not allowed to bring outside drinks to school such as Starbucks, Dunkin Donuts, etc. **Students are encouraged to bring water in a water bottle with their name on it.**

ELECTRONIC DEVICES

Electronic devices from home (including watch phones) may not be utilized nor accessed during the school day. The school will not be responsible for any electronic devices or games that accompany these devices. While some students may bring these types of devices/games to entertain themselves on the bus, these items must stay in their backpack while at school and may only be accessed when on the bus. All school personnel reserve the right to confiscate any electronic devices and will return the device to either the student or to the parent depending on why the device was taken from the student. Students are not permitted to take pictures with their electronic devices.

RECESSES

Recess periods are provided during the school day. It is assumed that students will take part in these recesses and they should be dressed appropriately to participate. This means that on cold days they should have coats, hats and mittens or gloves. Students should also be wearing rubber soled shoes so that they can safely run on the blacktop and climb on the playground equipment. If a teacher feels that a student's footwear poses a danger on the playground equipment, the teacher will not allow the student on the equipment for that day. A pupil returning to school from an illness will be excused from recess for a period of up to three school days provided a written explanation is presented. **For periods longer than three days, or if this is an ongoing request, a doctor's excuse will be necessary.**

Other items to be aware of in determining whether students go outside for recess include:

- If the "feels like" or "wind chill" temperature is 24 degrees or below, students do not go outside. Teachers check this prior to taking students out if there is any question about the outside temperature.
- The conditions of the playground are reviewed before recess to determine if we are holding indoor or outdoor recess.

SCHOOL EQUIPMENT AND PROPERTY

Books, as well as other school supplies, are furnished for the use of the students at public expense. Students are responsible for the loss or damage of both books and school property.

The teacher should be notified immediately when a book is lost. The book should be paid for and another one will be issued to the student. If the book is found later, the money will be refunded upon the return of the book.

Any student who vandalizes school equipment and/or property will be required to pay replacement costs.

SELLING & TRADING

Students are not allowed to sell any items on school property to other students.

Students are not allowed to trade any items on school property. The types of items students have tried to trade include: Pokeman cards, games for game systems, and toys. Most of these items should not be brought to school. If students bring these types of items to school, the items should remain in the student's backpack.

MEDICAL INFORMATION

SCHOOL NURSE

Mrs. Cathi Crossgrove, School Nurse, may be reached from 7:35 AM to 3:00 PM at (570) 374-1144, ext. 2290.

Medical Care During the School Day

Except for obvious serious illness, the school nurse assumes that if a student is sent to school, the parent/guardian considers him or her well enough to attend school and complete the school day. Most minor symptoms of illness can be managed at school and the school nurse will communicate with the parent/guardian as needed to provide that care. The goal of this coordinated care is to allow students to remain in school and not miss classroom instruction.

Students requiring medical attention should get permission from their teacher to go to the nurse's office. If the nurse determines that the student is unable to complete the school day, the nurse will contact the parent/guardian to pick up the student. If we are unable to reach the parent/guardian, we will contact those individuals listed as emergency contacts for the student. **It is very important for parents to keep emergency contact information updated and current in the event your child needs to be picked up from school.** If the nurse is absent from the health suite, students should seek assistance at the main office.

The Selinsgrove School District guidelines on when to keep a student at home:

- The student should be free from vomiting or diarrhea related to illness for 24 hours before returning to school.
- The student should be fever free (<100.0) for 24 hours **WITHOUT** the use of Tylenol or Ibuprofen (Advil or Motrin) before returning to school.
- Any illness symptoms that would prevent the student from participating in his/her usual school day activities.
- If your child has any of the above symptoms in the morning or was sick overnight, please consider the above guidelines when deciding whether to keep them home. Parents/Guardians with questions about whether to send their child to school can always contact the school nurse for further discussion or recommendations.

While we understand that it can sometimes be a challenge to keep students at home when parents/guardians must work, keeping them home will allow them to rest and recover faster and will help us prevent the further spread of illness.

HEALTH PROGRAMS

The following screening programs are carried out in the K-2 Elementary Schools:

1. Pupils will be weighed and measured yearly.
2. Pupils will have a vision screening test yearly.
3. Pupils will have a yearly hearing test.
4. Kindergarten students who have no PA record of a physical examination will have a medical appraisal.

5. Kindergarten students, who have not returned their private dental examination forms, will have a dental appraisal. Students in other grades who have no record of dental examination may also be given a dental appraisal. Parents are notified prior to the time of school dentals and physicals if their child needs to meet this requirement. Referrals for further evaluation are made if other than normal findings are discovered during their screenings.

ILLNESS DURING SCHOOL HOURS

A health room and first aid are available for students who become ill during school hours. In cases of illness, the school nurse will be notified, and the nurse will contact the parents to pick up the child. In cases of emergency, an attempt will be made to contact the parents. If the parents cannot be reached, the person designated by the parent on the Student Information Form will be contacted. In serious cases, when no one can be contacted, the child will be taken for necessary medical treatment. The cost of the treatment will be the responsibility of the parent or guardian.

MEDICATIONS

The Selinsgrove Area School District encourages parents and physicians to arrange medication schedules, so the medications are given at home rather than in school. When this is not possible, a School Nurse or substitute nurse, will administer medications when the following procedures are followed:

Prescription Medications

- There must be a written order from the child's physician which includes: name of student, medication, dosage, time to be given and dates to be given in school. The order should be dated and include the physician's name and phone number.
- There must be a written order by the parent or guardian that the medication be given as prescribed in the physician's order.
- All medications must be brought in the original container. Medication or plastic bags, envelopes or other unlabeled containers cannot be accepted.
- All medications must be brought to the nurse's office at the beginning of the school day.

Non-Prescription Medications

- Students are permitted to bring non-prescription medications to school only when accompanied by a written request from the parent or guardian. The written request must include the student's name, date to be given, name of medication and why it's to be given, dosage and time to be given and parent's signature.
- While students may have cough drops, a note must be sent in by the parent or the cough drops will be confiscated. The teacher reserves the right to hold cough drops so that students do not share them with others nor take them as if they are candy.

All medication (both prescription and non-prescription) must be taken to the school nurse immediately upon arriving at school. It is the student's responsibility to report to the nurse's office at the appropriate time to receive his/her medication. A written record is kept of all medications given in school.

INFORMATION ON EPINEPHRINE AUTO-INJECTORS

According to Pennsylvania State law, epinephrine auto-injectors can be administered to any student believed to be experiencing a life-threatening allergic reaction (anaphylaxis), even if they have not previously had a severe reaction to a known or unknown allergen. The School District Physician provides a standing order that allows the school to maintain and administer epinephrine auto-injectors for use in these emergency situations.

The Pennsylvania School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. To request this exemption, contact the school nurse to make an appointment to discuss this decision and review and sign the opt-out form.

COMMUNICABLE DISEASES

Any student diagnosed by a physician or suspected by the school nurse of having a communicable disease will be excluded from school for an appropriate length of time as established by the Pennsylvania Department of Health. The length of time for some common illnesses is as follows:

- Fever – **Free of fever, without medication, for at least 24 hours.**
- Chicken Pox - At least 6 days from the onset of Chicken Pox; all lesions must be crusted and dry.
- Respiratory Streptococcal (Strep Throat) –24 hours after the first dose of treatment
- Acute Contagious Conjunctivitis (Pink Eye) – 24 hours after the first dose of treatment
- Ringworm (fungus infection), Impetigo, Scabies – 24 hours after first dose of treatment
- Impetigo – 24 hours after the first dose of treatment.
- Lice – Until judged noninfectious by the school nurse or child’s physician. See below for additional information for head lice.

Additional information concerning head lice:

- **HOW YOU GET IT:** Head lice are usually transmitted through close personal contact with another infested individual; through sharing combs, brushes, and other grooming aids; through sharing hats, caps, wigs, or coats; or through co-mingling of these items at the homes of friends at school, at church, or other public places. Most parents have the impression that only persons who are unclean become infested with lice. In the case of head lice, this is NOT TRUE. Frequent bathing will neither prevent head lice nor eliminate an infestation once it has become established.
- **WHAT TO LOOK FOR:** Head lice are elongated insects about this () long and grayish-white with dark margins. Lice do not have wings and therefore CANNOT FLY. Although they DO NOT jump, they do move very quickly; this makes them difficult to find in a child’s hair.
- Since crawling forms are so difficult to find, head louse infestation is frequently diagnosed by finding nits. A nit is a louse egg. Nits are teardrop shaped, about this size (.) and vary from yellowish-brown to white. Head lice attach each nit to a hair shaft with a waterproof, cement-like substance. Thus, nits cannot be washed out or brushed out of the hair like dandruff or other debris that may look like nits to the

naked eye. Clusters of nits may be found in any section of the hair, but in light infestations a careful examination of the entire scalp may be necessary.

A child will not be readmitted to school following a communicable disease until the school nurse is satisfied that the condition is not communicable or until the child presents a certificate of recovery or not infectiousness from a physician.

Please notify the school immediately if a physician diagnoses your child with measles, mumps or any of the communicable diseases listed above.

When in doubt concerning a child's ability to attend school, please contact the school nurse.

SPECIAL EDUCATION SERVICES

ENRICHMENT PROGRAM

The Selinsgrove Area School District provides varying levels of enrichment opportunities to students throughout the overall educational setting. Screening, evaluation, and appropriate services are provided for students demonstrating a need for additional enrichment opportunities beyond the scope of the regular classroom curriculum.

- Parent and teacher referrals can be made through the Guidance Department.
- If the referral was recommended by the DAT team at the end of the previous year and was approved by the principal, the principal should contact the school psychologist prior to the beginning of the next school year.
- If the results of an initial screening indicate the possible need for more specialized enrichment services, parents will be contacted to obtain permission for a formal evaluation.

SCREENING AND EVALUATION FOR SPECIAL SERVICES

The Selinsgrove Area School District uses specific procedures for identifying and evaluating the needs of school-aged students requiring special programs or services.

Screening

To identify students who may be eligible for special education, various screening activities are conducted. Routine screening of a child's hearing is carried out at Kindergarten through third, seventh and eleventh grades. Vision screening is done at every grade level. Speech and Language concerns are screened during Kindergarten Registration, fourth grade, and on a referral basis. Teachers continually assess gross-motor, fine-motor, academic and social/emotional skills.

REFERRAL FOR SPECIAL EDUCATION EVALUATION

When a student has not responded to Tier III interventions that have been implemented consistently and with fidelity over the course of multiple data review cycles, the Student Level DAT may determine that a meeting with the building principal and school psychologist is needed. The Assistant Superintendent shall assign school psychologists to each student and notify the principal. The principal shall schedule a meeting to include: classroom teacher, Reading Specialist, School Psychologist and others as deemed appropriate to the case. This meeting will include the review of all intervention strategies implemented and data. A determination will be made as to whether additional strategies are to be implemented or a

referral for a special education evaluation is warranted. If a special education referral is warranted a meeting will be scheduled with the parent and the district special education process will proceed from this period forward.

Evaluation (ER)/Individualized Education Plan (IEP)

If after receiving interventions and additional instructions from the various tiers a student is still not responding positively the team may recommend that the student be referred for an evaluation to determine eligibility and need for special education services.

- Parental consent must be given before an evaluation can be conducted.

The team would consist of the classroom teacher, the interventionist, the counselor, the school psychologist, the principal and the parent(s). Others may be invited (i.e. the speech pathologist) if deemed necessary. The team will make recommendations for interventions to meet the student's specific needs and this requires parental involvement. Parents are invited to participate in the development of the Comprehensive Evaluation and the development of the Individualized Education Plan (IEP) for determining eligibility, specially-designed instruction and appropriate educational placement.

- If the parents disagree with the recommendations of the IEP Team, they may initiate due process procedures by noting disapproval on the Notice of Recommended Educational Placement (NOREP).

SPEECH AND LANGUAGE SUPPORT

The Selinsgrove Area School District provides speech and language screening, evaluation, and therapy by a Pennsylvania Department of Education Speech and Language Clinician for students demonstrating needs in the areas of articulation, language, fluency, and voice disorders.

Parent and teacher written referrals can be made to the Speech/Language Clinician at any time. If the results of this screening indicate a possible speech/language disorder, parents will be contacted to obtain consent for a formal evaluation.

SCHOOL BOARD POLICY AND LAW

ANNUAL NOTIFICATION OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) afford any parent or students 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record they wish to inspect. Forms to request a review of the student's records are available in the Guidance office at each building. The principal or designees will plan for access and notify the parent or eligible student of a time and place where the records may be inspected.
2. The right to request amendment of the student's education records by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for 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 the FERPA authorizes disclosure without consent.

One exception which permits disclosures without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support 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 District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent of a 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 to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Upon request, the parent or eligible student will be given a copy of the record disclosed.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Parents are hereby notified that information in student records shall be destroyed at the end of grades 2, 5, 8, and 12 if the information is no longer useful or valid. Examples include but are not limited to: Kindergarten screenings, Instructional Support Team information, Enrichment screenings, and duplicate information. Parents or eligible students should contact the student's guidance counselor in writing by April 30th of the year in which their child attends the grades listed above if they wish to have information sent home rather than destroyed.

DISCLOSURE OF DIRECTORY INFORMATION:

Personally, identifiable information of categories "A" and "B" from the education records of a student defined as "directory information" may be disclosed to the publicized news media provided that:

Annual notice before the opening of school in the fall shall be given to the parents of the possible disclosure of said information.

- 1) Parents of eligible students have the right to deny in writing the release of said information. This notice of denial must be presented to the school within two weeks after said notice of intent to release information.
- 2) An institution may disclose directory information from the education records of an individual who is no longer in attendance at the institution without following the procedures under paragraph "c" of this section.

- 3) An institution which wishes to designate directory information shall give public notice of the following:
 - A) The categories of personally identifiable information which the institution has designated as directory information.
 - B) The right of the parent of the student or the eligible student to refuse to permit the designation of any or all the categories of personally identifiable information with respect to that student as directory information, and
 - C) The period within which the parent of the student or the eligible student must inform the agency or institution in writing that such personally identifiable information is not to be designated as directory information with respect to that student.

EXCLUSION FROM SCHOOL

Exclusions from school are regulated by the PA School Code, Chapter 12, Section 12.6 and are assigned at the discretion of the Building Administration.

IN-SCHOOL SUSPENSIONS

In-school suspensions are regulated by the PA School Code, Chapter 12, Section 12.7 and are assigned at the discretion of the Building Administration.

NOTIFICATION TO PARENTS OF INFORMATION TO BE COLLECTED

In accordance with the recommendation of the Superintendent of Schools and the Guidance Department, the Board of Education has given its representational consent to collect the following information on students throughout the current school year.

1. The student's name, address, telephone number, birth date, sex, place of birth, date of entry into school, date of withdrawal from school, school previously attended, and reason for withdrawal
2. The parent's first and last names, address, telephone number, place of work, educational level attained, and where they can be reached in case of emergency.
3. The student's attendance record.
4. The student's academic grades.
5. The student's test scores as revealed through the following testing program:
 - Elementary School
 - A. Kindergarten Screening
 - B. DIBELS Next Reading Screenings (Grades K-2)
 - C. AIMS WEB Testing (K only)

This information will be collected upon registration with the school district and updated as necessary to remain accurate. The information is used to identify the student; for effective communication with the student, parent, guardian or surrogate; to establish ongoing proof of residents and to monitor and evaluate student's educational progress. This information may be made a part of the student's permanent record and will be retained if it continues to be relevant. This information is available to school district personnel who have a specific educational responsibility for the students. Students over age eighteen, parents, guardians, or surrogates have the right to contest the necessity or desirability of the collection of this data information or its use by contacting the school principal.

Should your child transfer to another school system, his or her permanent record will be transferred to the new school system upon request by that school system. If your child transfers to another school district, you may request copies of your child's record to take to the new school. No individual or agency outside of the school system will be permitted to inspect your child's school record without your written permission.

Should you wish to examine your child's record file at any time, you may arrange to do so by making an appointment with the guidance counselor.

OTHER PROHIBITED ACTIVITY

No one shall commit any act or acts on school property, at school functions, and on school buses proscribed or prohibited by the laws of this Commonwealth under the Vehicle Code, Crimes Code, or other similar statute.

POLICE AND JUDICIARY

For the protection of all students, faculty, staff, and administration, it is the policy of the school district to cooperate as much as possible with all police and judiciary departments. Student contact with the police will be limited unless parental permission can be obtained. Whenever possible, the parents will be in attendance for any interrogation or arrest. No child will be released to police authorities without proper warrant, appropriate evidence, or parental permission, except in the event of an emergency or for the protection of life or property as determined by the administration.

PUBLIC AWARENESS NOTICE

To parents of children who reside in Selinsgrove Area School District

In compliance with state and federal law, notice is hereby given by the Selinsgrove Area School District that it conducts ongoing identification activities as part of its school program for identifying students who may need special education and related services (eligible students). If the District identifies your child as possibly in need of such services, you will be notified of procedures, individualized services, and what programs are available for children who are determined to need specially designed instruction due to the following conditions:

- | | |
|------------------------------------------|------------------------------------|
| 1. Autism | 8. Other Health Impairments |
| 2. Deaf/Blindness | 9. Physical disability |
| 3. Visual Impairment including Blindness | 10. Emotional Disturbance |
| 4. Hearing Impairment | 11. Specific Learning Disability |
| 5. Intellectual Disabilities | 12. Speech and Language Impairment |
| 6. Multiple Disabilities | 13. Traumatic Brain Injury |
| 7. Orthopedic Impairment | |

If you believe that your school-age child may need special education services and related programs, or young child (age 3 to school-age) may need early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether your child is in the District's public-school program. Requests for evaluation and screening are to be made in writing to:

Susan Lipsey, Director of Special Education
Selinsgrove Area School District
329 Seals Avenue
Selinsgrove, PA 17870

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), you may contact in writing the person listed above or any building principal.

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to education records, you may contact in writing the person named about or any building principal.

REVIEW OF INSTRUCTIONAL MATERIALS BY PARENTS/GUARDIANS & STUDENTS

Under federal law, the rights provided to parents/guardians to inspect any instructional materials used as part of the student's educational curriculum transfer to the student when the student turns eighteen (18) years old or is an emancipated minor. These rights do not transfer under state law; therefore, parents/guardians retain their rights to access information about the curriculum and to review instructional materials.

SCHOOL BUS "IT'S THE LAW"

Amending Title 18 (Crimes and Offenses) of the Pennsylvania Consolidated Statutes, providing for the offense of unauthorized school bus entry.

5517. Unauthorized school bus entry

(a) Offense Defined – A person who enters a school bus without prior authorization of the driver or a school official with intent to commit a crime or disrupt or interfere with the driver or a person who enters a school bus without prior authorization of the driver or a school bus official who refuse to disembark after being ordered to do so by the driver commits a misdemeanor of the third degree.

For further information, contact your local State Police or the Selinsgrove School District Transportation Office.

SCHOOL BUS TRANSPORTATION POLICY

1. For those students living in bus riding areas, the school district will provide transportation to and from the student's assigned loading/unloading zone to the school they attend.
2. All students who are assigned to ride a school bus will be assigned a seat on his/her bus and are expected to sit in that seat every day.
3. Requests for temporary changes in loading/unloading zones will be honored for students to be transported to locations other than their assigned loading/unloading zone provided the following are met:
 - b) Requests must be submitted by the parent or legal guardian of the student on the form provided by the school district and received by the Business Manager at least THREE SCHOOL DAYS prior to the time change in transportation service is to take place.
 - c) Request to Use a Different Bus Route: the change must be able to be provided by using established school bus/vehicle routes at no additional cost or additional mileage of the school bus/vehicle. There must be available seating for additional students. The requested loading/unloading for the student does not have to be at the same location, but the student must use the same bus/vehicle for transportation to and from school.

- d) Family Emergencies or Parents Out of Town: Requests will only be considered if the student involved is a designated bus rider and seats are available.
- e) Working Parent(s) or Custody Orders – Requests will only be considered if unassigned seats are available. Individuals making the request will be expected to present a regularly assigned work schedule or custody order. The request must involve a consistent and regular change for the entire school year. Approved changes will remain in effect for the school year unless documentation of a change in status is provided at least three (3) days in advance of a new request.
- f) Request to Use the Same Bus: Requests for changes of loading and/or unloading zones within the same bus/vehicle route will be considered for one instructional activity per week or for circumstances such as family emergencies, working parents, or parents being out of town. Approval of requests will be considered for one day or a set weekly schedule not on a “whenever” basis. If these conditions are met, the Business Manager, at his discretion, may temporarily approve the change, but the request shall be presented to the Board of Directors at their next regularly scheduled monthly meeting for approval.

4. Requests for changes or additional school bus loading/unloading zones must be submitted on the form provided by the school district. No change in a loading/unloading zone will be approved by the Board unless the new loading/unloading zone is a safe stopping point.

STUDENT DISCIPLINE CORPORAL PUNISHMENT POLICY

The Board acknowledges that conduct is closely related to learning; an effective instructional program requires a wholesome and orderly school environment.

The Board shall require each student of this district to adhere to these rules and regulations promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The rules govern student conduct in school and during the time spent in travel to and from school.

The administration shall promulgate rules and regulations for student conduct, which carry out the purposes of this policy and shall designate sanctions for the infractions of rules.

Corporal punishment **is not** an option for Selinsgrove Area School Staff when disciplining students. Staff members are not to strike, hit, or paddle any student as a form of punishment.

Reasonable physical force may be used by teachers and school authorities under the following circumstances:

- 1. To quell or prevent a disturbance, thus insuring the safety of all persons.
- 2. To obtain possession of weapons or other dangerous objects.
- 3. For self-defense.
- 4. For the protection and safety of persons or property.

STUDENT RECORD REVIEW POLICY

Parents of students or eligible students have the right to inspect and review the education records of the student in accordance with the following:

- 1. A parent or an eligible student may request to inspect and review the education records of the student by reporting to the building of the student’s attendance and

speaking to the Principal or School Counselor. Parents or eligible students will be asked to submit this request in writing.

2. It is understood that the school will not deny access to an education record without description of the circumstances in which the agency or institution feels it has a legitimate cause to deny a request for a copy of such records.
 - a) Access to such educational records shall be accorded within thirty days of said request.
 - b) Parents or eligible students may receive a copy of said records at no cost.
 - c) Access shall be noted on the student access log.
3. Educational records are maintained within the building of the child's attendance within the following locations:
 - a) Student's official folders which include classroom grades, standardized test Scores, copies of letters to parents and other types of Category "A", "B", "C" information is housed within the Guidance Office, Principal's Office or Main Office.
 - b) Health records are housed in the School Nurse's office.
 - c) Disciplinary records are maintained in the Principal or Assistant Principal's office.
4. Persons who have direct responsibility for collecting, maintaining and releasing records are the following:
 - a) Director of Pupils Services, District Administration Office, 329 Seals Avenue, Selinsgrove, PA 17870.
 - b) Principals, Assistant Principals, or Guidance Counselors in the specific schools:
Selinsgrove Area Elementary School, 600 N. Broad Street, Selinsgrove, PA
Selinsgrove Area Intermediate School, 301 N. 18th Street, Selinsgrove, PA
Selinsgrove Area Middle School, 359 Seals Avenue, Selinsgrove, PA
Selinsgrove Area High School, 500 N. Broad Street, Selinsgrove, PA

No individual or agency outside of the school system will be permitted to inspect a child's school record without the parent's written permission.

STUDENT'S RIGHT AND RESPONSIBILITIES

Rights:

All persons residing in the Commonwealth, between the ages of 6 and 21, are entitled to a free public education. This right extends to migratory children, pregnant or married students, and intellectually disabled students.

No students shall be denied a free public education because of race, religion, sex, or national origin.

A student may not be excluded from extra-curricular activities because of being married or pregnant.

Parents and guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure their children attend an approved educational institution, unless legally excused,

Responsibilities:

Students have the responsibility to attend school regularly, make a conscientious effort in classroom work, and to conform to school rules and regulations. Students also share with the administration and faculty a responsibility to develop, within a school, a climate that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all other involved in the education process.

Students are expected to:

Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.

Be willing to volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property.

Attend school daily, except when excused, and to be on time for all classes and other school functions.

Make all necessary arrangements for making up work when absent from school.

Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.

SUSPENSION FROM SCHOOL

Suspension from school may be made by building administration. Due Process, as outlined in the PA School Code, Chapter 12, Sections 12.6, 12.7 and 12.8 will be followed.

SCHOOL BOARD POLICIES NOTICE

To streamline both the student and parent handbooks for the Selinsgrove Area School District, several of the school board policies that were previously listed have been removed. All school board policies (including those which have never been listed in the handbook) are available online at:

www.boarddocs.com/pa/seli/Board.nsf/Public#

Or go to our district website: www.seal-pa.org

- Click on: Our District
- Scroll to School Board
- Click on Policies

Please note that policies can be reviewed and/or revised throughout the school year, so students and parents are encouraged to revisit the site when specific questions or concerns arise.

Policies formerly found in the student/parent handbooks include (Policy Number)

Attendance (204)

Controlled Substances/Paraphernalia (227)

Non-Discrimination (103)

Promotion/Retention (215)

Searches (226)

Tobacco Use (222)

Weapons & Dangerous Instruments (218.1)

NOTICE OF NON-DISCRIMINATION

The Selinsgrove Area School District is an equal opportunity institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

For more information regarding civil rights or grievance procedures, contact the Business Manager at 329 Seals Avenue, Selinsgrove, PA 17870-1198 (570-374-1144). For information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, also contact the Business Manager.

Education for Children and Youth Experiencing Homelessness

The McKinney-Vento Homeless Education Assistance Improvement Act of 2001 (Public Law 107-110, Subtitle B) was enacted to make sure homeless youth have access to appropriate education while removing barriers that homeless children face. The Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence. Its goal is to minimize interruptions to the education of homeless youth. The Selinsgrove Area School District is committed to working collaboratively with families and local agencies to support homeless youth in our school community. For information on the education of students experiencing homelessness, please contact the resources below.

PA Department of Education Information

<https://www.education.pa.gov/K-12/Homeless%20Education/mckinneyvento/Pages/default.aspx>

District Contact Information

Mr. Brian Parise
Assistant Superintendent
Selinsgrove Area School District

Ms. Kelly Hoffman
Homeless Liaison
Selinsgrove Area School District

329 Seals Ave
Selinsgrove, PA 17870
email: bparise@seal-pa.org

329 Seals Ave
Selinsgrove, PA 17870
email: khoffman@seal-pa.org

Regional Contact Information

Jeff Zimmerman
Luzerne Intermediate Unit 18
(570) 718-4613
email: jzimmerman@liu18.org

*** Please Note: All items in this handbook are subject to change due to Board Policy.