

Selinsgrove Area Intermediate School

301 N. Eighteenth Street
Selinsgrove, PA 17870
www.seal-pa.org

Phone: (570) 372-2270
Phone: (570) 372-2273
Fax: (570) 372-2272



**Student/Parent Handbook
2023 – 2024 School Year**

TABLE OF CONTENTS

A		O	
Alcohol and Other Drugs	Page 28	Opening Exercise	Page 4
Annual Notification of Rights	Page 18	Other Prohibited Activity	Page 29
Arrival at and Dismissal from School	Page 4	Outdoor Education Program	Page 11
Asthma Inhalers and Epinephrine Auto Injectors	Page 22	P	
Attendance Regulations	Page 6	PA Department of Education Information	Page 29
B		Participation in Extracurricular Activities	Page 8
Bicycles and Safety Regulations	Page 10	Police and Judiciary	Page 28
Bulletin and News Items	Page 10	Positive Behavioral Interventions And Supports	Page 12
Bullying	Page 27	Possession and Use of Tobacco	Page 28
C		Procedure for Investigating a School Concern	Page 9
Care of School Books	Page 10	Procedures in Discipline	Page 26
Child Find Notification of Parents	Page 14	PTSO	Page 3
Class Assignments	Page 9	Public Awareness Notice	Page 20
Communication	Page 4	R	
Conditions For Disclosure of Directory Information	Page 19	Recesses	Page 9
Contagious Illnesses	Page 22	Referral For Special Education Evaluation	Page 13
Custody Orders	Page 4	Reporting and Grading	Page 17
D		Response to Instruction and Intervention (RtII)	Page 12
Dental Examination	Page 21	Review of Instructional Materials	Page 20
Description of Behavior	Page 26	S	
Distribution of Invitations	Page 10	S AIS Behavioral Expectations	Page 25
District Mission Statement	Page 3	School Bus "It's The Law"	Page 23
Dress and Grooming	Page 9	School Bus Transportation Policy	Page 23
Drinks	Page 27	School Bus Discipline Plan	Page 24
E		School Day	Page 3
Education for Homelessness	Page 29	School Equipment and Property	Page 10
Educational Tours and Trips	Page 8	School Nurse	Page 21
Electronic Devices	Page 27	School Psychologist	Page 16
Epi-Pen Information and Parent Opt Out	Page 22	Screenings	Page 12
Exclusion from School	Page 29	Searches	Page 29
Excuses	Page 7	Selinsgrove Area School District Discipline Procedures	Page 25
F		Selling	Page 10
Faculty and Staff	Page 2	Special Education	Page 13
Field Trips	Page 6	Special Services	Page 11
Fire Drills	Page 10	Speech and Language Support	Page 14
G		Student Assistance Program (SAP)	Page 17
Gifted Education Program	Page 14	Student Bus Pass	Page 23
Guidance Department	Page 16	Student Code of Conduct For Activities	Page 27
Gum	Page 10	Student Discipline Corporal Punishment Policy	Page 27
H		Student Record Review Policy	Page 17
Head Lice	Page 22	Students Rights and Responsibility	Page 25
Health Screenings	Page 21	Sunscreen Products	Page 22
Homebound Instruction	Page 8	Suspension from School	Page 29
Homeless	Page 5	T	
Homework Expectations	Page 9	Tardiness	Page 7
I		Technology Program	Page 16
If You Need Financial Help	Page 3	Transportation Video Monitoring	Page 25
In-School Suspensions	Page 29	U	
Intermediate School Philosophy Statement	Page 3	Unlawful Absences/Tuancy Elimination	Page 6
L		V	
Library Science Program	Page 15	Videotaping and Photography	Page 11
Lunches	Page 4	Vision	Page 3
M		Visiting School	Page 5
Making Up School Work	Page 8	Volunteers	Page 5
MDE/IEP	Page 14	W	
Medical Care During the School Day	Page 21	Weapons Policy	Page 28
Medications	Page 21		
Moving From The District And Change of Address	Page 5		
Multi-Tier System Of Supports	Page 12		
Music Programs	Page 15		
N			
Non-Discriminatory Policy	Page 5		
Notification To Parents of Information To be Collected	Page 19		

SCHOOL ADMINISTRATION

Superintendent of Schools - Dr. Frank Jankowski
Asst. Superintendent of Schools – Mr. Brian Parise
Director of Food Services – Mrs. Renee Frederick
Director of Special Education – Mrs. Susan Lipsey
Transportation Coordinator - Mr. Mark Wolfberg
Principal – Mr. Paul Bozella – pbozella@seal-pa.org
Asst. Principal – Ms. Michelle Garman –
mgarman@seal-pa.org

THIRD GRADE TEACHERS

Mrs. Christina Briggs - cbriggs@seal-pa.org
Mrs. Tracy Foor - tfoor@seal-pa.org
Miss. Colleen Kerber – ckerber@seal-pa.org
Ms. Rebecca McCartney – bmccartney@seal-pa.org
Mrs. Joelle McEvoy – jmcevoy@seal-pa.org
Mr. Charles Moll – cmoll@seal-pa.org
Miss. Kaylee Rothermel – krothermel@seal-pa.org
Mrs. Leslie Slaybaugh – lslaybaugh@seal-pa.org

FOURTH GRADE TEACHERS

Miss Megan Campbell – mcampbell@seal-pa.org
Mrs. Marcella Catherman – mcatherman@seal-pa.org
Mrs. Elizabeth Gaugler – egaugler@seal-pa.org
Mr. Michael Ferriero – mferriero@seal-pa.org
Mrs. Ashley Kolak @seal-pa.org
Mrs. Kelsey Sands – ksands@seal-pa.org
Mrs. Cameron Trego – ctrego@seal-pa.org
Mrs. Elizabeth Vasquez – evasquez@seal-pa.org
Mrs. Wendy Young – wyoung@seal-pa.org

FIFTH GRADE TEACHERS

Mrs. Erin Bausinger – ebausinger@seal-pa.org
Mrs. Jennifer Debo – jdebo@seal-pa.org
Mrs. Erica Lauver – elauver@seal-pa.org
Mrs. Taylor Moyer – taylormoyer@seal-pa.org
Mrs. Lydia Jackson – ljackson@seal-pa.org
Mr. Ken Schetroma – kschretoma@seal-pa.org
Mr. Zachary Showers – zshowers@seal-pa.org
Mrs. Lisa Whitford – lwhitford@seal-pa.org

SCHOOL COUNSELORS

Mrs. Judy Fatchaline – jfatchaline@seal-pa.org
Mr. Roger Legg – rlegg@seal-pa.org

SPECIAL EDUCATION

Mr. Brett Arnold – barnold@seal-pa.org
Miss. Carrie Bennett – cbennett@seal-pa.org
Mrs. Emily Brion – ebrion@seal-pa.org
Mr. Michael Shay – mshay@seal-pa.org

ART

Ms. Becky Brower – rbrower@seal-pa.org

MUSIC/INSTRUMENTAL

Miss Darby Orris – dorris@seal-pa.org
Mrs. Cheryl Shellenberger – cshellenberger@seal-pa.org

PHYSICAL EDUCATION

Mrs. Kara Rumberger – krumberger@seal-pa.org

ESL

Mrs. Tosha Varner – tvarner@seal-pa.org

ENRICHMENT

Mrs. Stacy Gasteiger – sgasteiger@seal-pa.org

3-5 EMOTIONAL SUPPORT

Mrs. Angela Stebila – astebila@seal-pa.org

K-5 SOCIAL WORKER

Ms. Rebecca Romanic – rromanic@seal-pa.org

SPEECH

Mrs. Lindsay Pyers – lpyers@seal-pa.org

MATH INTERVENTION

Mrs. Lindsay Schaff – lschaff@seal-pa.org

READING SPECIALISTS

Mrs. Teresa O'Brien – tobrien@seal-pa.org
Madalyn Jankowski – mjankowski@seal-pa.org

INTERVENTION SUPPORT STAFF

Mrs. Kathryn Keeney – kkeeney@seal-pa.org
Ms. Lori Kenney – lkenney@seal-pa.org
Ms. Shannon Walter – srwalter@seal-pa.org

LIBRARY

Mrs. Renee Parker – rparker@seal-pa.org
Library Aide – TBD

SCHOOL NURSE

Mrs. Angela Hartman – ahartman@seal-pa.org

CLERICAL STAFF

Mrs. Deb Brubaker – Administrative Assistant
Mrs. Lisa Hoot – Clerical Aide
Mrs. Penny Weir – Guidance Secretary

CAFETERIA STAFF

Mrs. Jamie Fegley, Kitchen Manager
Ms. Michelle Kline, Cook
Ms. Janell Sikoskie, Cook/Cashier
Ms. Angie Walter, Assistant Manager
Mrs. Angie Weaver – Cook/Cashier

CUSTODIAL STAFF

Mrs. Terri Moyle - First Shift Supervisor
Mr. Ken Long - First Shift
Mr. Lamont Costenbader - Second Shift Lead
Mrs. Susan Walter – Second Shift

PROFESSIONAL/SUPPORT STAFF

Mr. Tom Badman –Grade 5 Special Education
Mrs. Megan Dauberman-Yoder – Autistic Support
Miss Jennifer Ferry –Grade 4 Special Education
Ms. Jessica Inch – Autistic Support
Mrs. Marie Nichols – Grade 4 Special Education
Mrs. Colby Roman – Grade 4 Student Support
Mrs. Angela Steimling – Grade 5 Special Education
Mrs. Amy Stoneburg – Grade 3 Special Education
Miss Sky Weir – Autistic Support
Mrs. Amber Young – Grade 3 Special Education

DISTRICT MISSION STATEMENT

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

INTERMEDIATE SCHOOL PHILOSOPHY STATEMENT

The Selinsgrove Area Intermediate School will provide a safe and caring environment to promote education, and socialization of all students, based on individual strengths and needs.

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.

PTSO (PARENT TEACHER STUDENT ORGANIZATION)

President, Amy Scorsone
Vice President, Denise Hubbert
Treasurer, Tara Lerch
Recording Secretary, Trista Hackenberg
Corresponding Secretary, Amber Hauck

IF YOU NEED FINANCIAL HELP

Resources are available through the school and community to help families in need. Needs may be as varied as purchasing a school yearbook or obtaining housing for your family. Families in need are encouraged to contact the school counselor(s) for assistance in identifying available resources.

SCHOOL DAY

The school day is from 8:30 AM to 3:20 PM. Staff member(s) will monitor students starting at 8:05 AM. **It is strongly discouraged for parents/guardians to drop their student(s) off at SAIS prior to 8:05 AM as there will be no staff member available to supervise these students.** Students will be permitted to enter the building at 8:05 AM. At 8:15 AM, students will move to their homeroom areas to get ready to begin their day. All students must be in their homerooms by 8:30 AM.

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 will be accepted as valid excuses.

Pupils are not permitted to leave the school grounds during school hours without a parent or guardian coming into the school building to sign their child out of school. Exceptions to this rule may be made with permission from both the parent(s) and principal.

The above excuse requirements do not apply to pupils who become ill during school and are sent home.

ARRIVAL AT AND DISMISSAL FROM SCHOOL

Upon arrival at school and when dismissing from school, pupils shall report to their designated areas. **Non-bus riding students are not to arrive before 8:05 AM.** When arriving, students should report directly to their designated class areas in the building. From that point, students will be dismissed to their classroom/homeroom.

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. It is the responsibility of the parents to stop by the school office and sign the pupil out. **No parking is allowed in the circle in front of the building during school hours.**

If a bus riding student is picked up by a parent at the end of the school day, the students will be dismissed with the walkers. Parents may not pick up their child a few minutes prior to dismissal to avoid dismissal traffic. Students are still working in their classrooms. **Lost minutes of instruction for students who leave early to avoid traffic will be recorded and may result in accumulated ½ or full days of illegal absences.** 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.

CUSTODY ORDERS

To ensure the safety of our students, no students will be released to anyone other than the biological parents or legal guardians 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 school counselor.

COMMUNICATION

Parents/guardians are encouraged to maintain open communication with their students' teachers as we work together to help each child succeed. Sapphire will be utilized to post homework assignments daily. We realize that, at times, parents may wish to have other designated adults such as grandparents or stepparents receive information about a student's school performance. School personnel are forbidden by law to release information about a student to anyone other than the student's biological parent or legal guardian without written consent from that parent/guardian. If you wish to have school personnel share information with a designated adult, you must complete a "Release of Information" form **each year** to be maintained in the student's file. Contact the guidance department if you have additional questions.

OPENING EXERCISE

Each student shall be required to salute the flag and recite the Pledge of Allegiance during each day's opening exercises. If a student has conscientious objections which interfere with full participation in the flag salute or the Pledge of Allegiance, said student shall maintain a respectful attitude throughout the ceremony. Parents of students refusing to salute the flag shall inform the Building Principal and the parent or guardian shall be required to furnish the school administration with a written statement of their child's conscientious objection.

LUNCHES

The cafeteria in the school serves well-balanced meals. The cashier will collect money as the student enters the cafeteria. A computerized accounting of student lunch payment is also available. Parents are encouraged to prepay a week or more in advance. For additional information on these programs, call Mrs. Renee Frederick at 372-2206 or check the school website at www.seal-pa.org and follow the navigational links to the food service department.

Pupils who do not wish to purchase lunch should pack their lunch. Milk may be purchased as a separate item. All lunches are eaten in the dining room. (Unless packed in the student's lunch, outside restaurant food is not permitted to be eaten in the cafeteria during lunchtime. The student will need to consume the food/drink in the office.)

You are invited to purchase lunch from the cafeteria and eat with your child during their lunch period anytime during the school year. Please try to request your date at least two days prior to the date. Due to space limitations, 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 lunch with your child.**

Each child should have no more than two visitors per day and no more than 2 visits per marking period.

VISITING SCHOOL

Student achievement is enhanced by close cooperation between the home and school. Parents are encouraged to visit our school. It is hoped 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. Classroom visitations are covered under School Board Policy 907.1. For security reasons, all doors are locked after the school day begins. **No parking is allowed in the circle in front of the building during school hours.** Visitors must ring the doorbell and stand in front of the camera to enter the building. **All visitors are required to have a valid photo ID and must report to the main office upon entering the building to sign in, always register and receive a visitor's badge to be worn/displayed while in the building. Visitors are to adhere to current safety guidelines. When leaving, visitors should report to the main office to return the visitor's badge and sign out.**

MOVING FROM THE DISTRICT AND CHANGE OF ADDRESS

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. **It is extremely important that the guidance office be notified promptly if there is a change in your telephone number(s).** Please notify the Guidance Secretary at 372-2275. **All address changes must be processed through the district office. You will need to show proof of your new address. Please contact Kelly Hoffman, Administrative Secretary to the Superintendent, of any address changes.**

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 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 570-372-2285 or 570-372-2230 for additional information and assistance.

NON-DISCRIMINATORY POLICY

Selinsgrove Area School District is an equal opportunity institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs or employment practices in accordance with School Board Policies 103, 104, 113, 303, 404, and 504.

For information regarding services, activities, and facilities that are accessible to and useable by handicapped persons, or for civil rights or grievance procedures, contact our Business Manager at 401 North Eighteenth Street, Selinsgrove, PA 17870-1198, 570-374-1144.

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. PA Child Abuse History Clearance (Act 151)
2. PA 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

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 Deb Brubaker in the Main Office or at 570-372-2273. When volunteering, please do NOT bring younger siblings to the building.

If you are interested in volunteering, please inform the school office. Training sessions may be offered. When volunteering, please do **NOT** bring younger siblings to the building.

FIELD TRIPS

Field trips are correlated with our curriculum and grade level units of study. To participate in the field trip, pupils **must** present a parental consent form. 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. **Because field trips require the coverage of a nurse, students may need to be assigned to different groups because of their medical needs. This is to ensure that potential medical situations are prepared for and handled quickly.**

ATTENDANCE REGULATIONS

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 is consistent with compulsory attendance laws for the state of Pennsylvania.

Unlawful Absences	Plan of Action
One unlawful absence	<ul style="list-style-type: none">Parents/guardians will receive written notification of absence with potential penalties for continued unlawful absence
Second unlawful absence	<ul style="list-style-type: none">Second notification will be sent to alert parents/guardians of the absence and outline potential ramification of continued unlawful absences.
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 to develop a Student Attendance Improvement Plan (SAIP)
Subsequent unlawful absences 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 once six Illegal Absences have been reached.
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 parent education program
- 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.

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(aXI) 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.

TARDINESS

Unexcused tardiness shall result in an unlawful 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. As stated above, unexcused tardiness shall result in an unlawful half day when the tardy time accumulates to one half of the instructional minutes of the school day.

EXCUSES

Pupils who have been tardy or absent from school are required to inform the school via email (preferred) or bring a signed excuse to school immediately upon returning after absence. The email/excuse shall contain the following information:

1. The date of absence or tardiness
2. The reason for absence or tardiness
3. The signature of parent or guardian

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

1. Illness to the pupil
2. Impassable roads
3. Death in the immediate family
4. Exceptionally urgent reasons

Doctor's excuses can be faxed by the medical provider, or a hard copy must be turned in to the guidance office.

Doctors' excuses may be required of those pupils who are frequently absent from school and claim illness as the reason for absence.

PLEASE NOTE: All excuses must be turned in to the guidance office, emailed to pweir@seal-pa.org or faxed to 570-372-2272 within 3 school days after the student returns to school following the absence. If it is not returned after three 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.

EDUCATIONAL TOURS AND TRIPS (Not School Sponsored)

The School District recognizes that students may have the opportunity to participate in pre-planned trips and educational experiences during the 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
3. Number and frequency of prior requests
4. Current academic standing
5. Effect of absence on academic standing. The student's parents or other approved adult person(s) will be directly responsible for the continued educational progress of the child.
6. **PLEASE AVOID Trips during the State PSSA Testing Windows:**
ELA: April 22-26, 2024
ELA makeups: April 29 – May 3, 2024
Math, Science (Gr 4): - April 29-May 3, 2024
Math, Science (Gr 4) makeups: May 6-10, 2024

If the trip is approved, the student or parent is responsible for contacting teachers to obtain missed assignments. 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.**

MAKING UP SCHOOL WORK

Pupils are required to make up schoolwork that was missed while absent from school. Students will have the same number of days to make up missing work due to the absence as the number of days they were absent. After this time, the missing work will be considered incomplete. **If you would like to pick up your child's materials and missing work, on the third day of absence from school, please call the main office prior to 8:20 AM so the teacher has time during his/her prep period to get the work together. Because of the times of prep periods, we ask that you pick up your child's homework between the hours of 3:00 – 4:00 PM.**

HOMEBOUND INSTRUCTION

When a child is physically unable to attend school for a minimum of two consecutive weeks, homebound instruction may be requested. This service will be provided for you 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, please contact the Building Principal for help in completing the proper paperwork.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

All students must be in attendance the entire school day to be eligible to participate in extracurricular activities/events. Only bona fide doctors' excuses or other urgent circumstances will be considered by the principal in waiving this policy.

A student who is suspended is not eligible to participate in extracurricular or interscholastic events. 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, Fun Nights, and any other related events held on school property or where the school is represented.**

DRESS AND GROOMING

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

The 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:

1. Present a hazard to the health or safety of the student him/herself or to others in the school. Flip flops are highly discouraged, and hats/bandanas are not permitted to be worn inside the school building.
2. Materially interferes with schoolwork, create disorder, or promote illegal products for children, use unacceptable words, or disrupt the educational program.
3. Cause excessive wear or damage to school property.
4. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

At the Intermediate School, students should not wear tank-top shirts with thin or “spaghetti straps”, nor should they wear shorts, dresses, or skirts which are shorter than their fingertips if their arms are extended at their side. Undergarments must be covered. Students are not permitted to wear pajamas to school unless a special event coincides with it. Students are not permitted to wear “heelies” or shoes with wheels in them and may not wear athletic shoes with cleats inside the building. Students are also strongly encouraged not to wear flip-flops as they may present an increased risk of injury.

RECESSES

Two recess periods are provided for each grade level. It is assumed that students will take part in these recesses. Sometimes to catch students up on missed instruction and/or work, one recess may be used for this purpose on any given 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, a doctor's excuse will be necessary. We encourage parents to ensure their students are prepared with proper dress for the temperature changes during the school year. When temperatures/conditions are not suitable for outdoor recess time, indoor recess will occur. If the “feels like” temperature is less than 15 degrees, students will be inside for recesses.

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 the Building Administration. We would appreciate cooperation from all parents regarding this procedure.

CLASS ASSIGNMENTS

The Building Administration, in consultation with the School Counselors, makes student assignments. Student needs are taken into consideration when assigning students to classes and involve numerous factors such as academic, social, and emotional needs. In the past, some parents made requests for specific placements for their children. **Because parents may not be aware of issues which may impact a child's placement in a particular room, please be informed that parent requests for specific teachers or teachers of specific genders will not be honored. If you have a specific educational concern regarding placement, you must contact the School Counselor in writing before April 1st.** After April 1st we will begin constructing class lists based on the strengths and needs of the students.

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 will 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 homework 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. Homework assignments will be posted on Sapphire by your child's teacher daily.

CARE OF SCHOOL BOOKS

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

When a book is lost, the classroom teacher should be informed IMMEDIATELY, the book paid for, and another book secured. If the book is later found, the money will be refunded upon the return of the book.

SCHOOL EQUIPMENT & PROPERTY

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

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 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.

SELLING

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

GUM

Gum will not be permitted in the building due to the many carpeted areas in the building.

FIRE DRILLS

Each month, during the school year, a fire drill is conducted in compliance with Section 1517 of the Public-School Code.

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 on these areas.

Pupils who ride bicycles to and from school are urgently 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.

BULLETIN & NEWS ITEMS

In order that parents may be informed of school events, etc., bulletins and newsletters will be issued throughout the school year. This will be done electronically (Website – www.seal-pa.org, Sapphire Announcements, etc.) as much as possible to conserve paper resources. Printed copies of Newsletters and other informational items will be made available on our shelf unit for pickup in the front lobby. Newspapers and local radio stations will also carry school items of interest.

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

WWBE - 99.3 FM
WKOK - 1070 AM, 107.3 FM
WYGL - 1240 AM
WMLP - 1380 AM
WQKX - 94.1 FM
WNEP TV - Channel 16
WYOU TV - Channel 22
WBRE TV - Channel 28

The official school time is set with the time on WKOK 1070 AM.

VIDEOTAPING & PHOTOGRAPHING

The Board reserves for its professional employees the privilege of videotaping or photographing for instructional purposes 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 the purpose of resale is prohibited.

Parents shall 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 photographs and videotaping are permitted, people shall be expected to be courteous and not a disturbance to other people.

Classroom Activities

Instructional Activities: No photographing or videotaping shall be permitted during activities deemed by the teacher to be part of the instructional program.

Non-Instructional Activities:

Photographing and/or videotaping shall 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. This district may in certain circumstances designate an area for this purpose.

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

Videotaping and photographing shall be permitted except when such activity is in violation of copyright laws.

When material is protected by copyright provisions, audiences will be notified of the prohibition against photographing and videotaping through any or all of the following means:

1. School announcements or newsletters
2. Statement on program
3. Public address announcements prior to the start of the performance

OUTDOOR EDUCATION PROGRAM

The Fifth Grade Outdoor Education Program is part of the Science and Social Studies curriculum. At the end of May, students spend four days and three nights at Camp Nawakwa near Gettysburg, PA with their teachers and high school and/or college student counselors. While at camp, they participate in hands-on-science activities and visit Gettysburg to tour the battlefield, visitor's center, and other historical attractions related to the Civil War. During their camp experience, students will stay in cabins in small groups and enjoy both social and emotional growth as they share cabin life with their peers.

Fundraising is an extremely important part of camp. Funds are raised to help finance the students' camping experience. Two major fund-raisers will occur during the school year for fifth grade students. These sales occur around September and January. Other fundraisers include Hoss's and Texas Roadhouse Family Nights, Weis/Giant Shopping Cards and Domino's Pizza Days, among others. Parents and community members are asked to support these fundraisers when possible.

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.

MULTI-TIER SYSTEM OF SUPPORTS

In our school, a "multi-tiered system of supports" is used as an umbrella term that encompasses both response to instruction and intervention (RtII) and positive behavioral interventions and supports. We recognize that academics and behavior often go hand in hand. A student who struggles to acquire and retain grade level academic skills in the classroom is more likely to engage in negative behavior, and a student who is grappling with behavior problems is not going to be able to focus on academics.

Screenings

Various screening activities are conducted on a normal basis. 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 and on a referral basis. Additionally, guidance counselors or school psychologists may complete aptitude or achievement screening assessments to collect data to support students' individual needs in the classroom and as part of the Multi-Tier System of Supports (MTSS). Behavior/Social/Emotional screenings or observations may also be completed by school personnel.

Response to Instruction and Intervention (RtII)

RtII is a strategy that is being utilized in the grades K-5 in the Selinsgrove Area School District. RtII provides all students with standards-aligned concepts and competencies, data-driven instruction and the additional support needed to achieve strong academic results. The Core Characteristics of our RtII strategy are:

- ***Standards aligned instruction:*** High quality instruction and behavioral support in general education for **all** students (the core curriculum) that is supported by research and aligned to Pennsylvania Core Standards and Pennsylvania Academic Standards. Our core curriculum consists of English Language Arts (Reading, Writing, Listening and Speaking), Mathematics, Integrated Science and Social Studies, Music, Art, Health and Physical Education for all students.
- ***Universal screening/ Benchmarking:*** All students are screened throughout the school year (three times per year) to determine which students are "at risk" for not meeting grade level academic standards and benchmarks. Benchmark assessments are identified in the Selinsgrove Area School District Assessment Plan.
- ***Shared ownership:*** All staff (general education teachers, special education teachers, reading specialists, reading tutors, ESL teachers) assume an active role in students' assessment and instruction in the standards-aligned system. We demonstrate shared ownership through collegial planning and delivery of services to our students and parents.
- ***Data-Based Decision Making:*** A public, objective, and normative framework is used to analyze student performance data and to guide school decisions on instructional changes, choices of interventions, and appropriate rates of progress.
 - ***Progress Monitoring:*** We utilize continuous progress monitoring of student performance and use of progress monitoring data by team members to determine intervention effectiveness and drive instructional adjustments, and to identify/measure student progress toward instructional and grade-level goals.
- ***Tiered Intervention and Service Delivery System:*** Students with academic and behavioral need(s) receive increasingly intense levels of targeted, scientifically, research-based interventions dependent upon student need. Instruction is differentiated to meet learner needs and consists of research-validated interventions with proven effectiveness based on the assessed skill area and level of need.

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).

REFERRAL FOR SPECIAL EDUCATION EVALUATION

When a student has not responded to classroom 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 child's educational team including (but not limited to) Parents, Building Administration, School Psychologist, Classroom Teacher(s), Reading Specialist, Guidance Counselor, and Director of Special Education is needed. The team 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.

Special Education

Special education is specially designed instruction, provided at no cost to the parents, which meets the unique needs of a child with a disability. Specially designed instruction means that the content, methodology, or delivery of instruction is adapted or modified to meet a child's specific needs that result from a disability. The instruction helps the child access the general education curriculum so that he or she can meet the educational standards that apply to all children.

Your child may be eligible for special education if he or she:

- Has a disability as defined by IDEA 2004.
- Requires specially designed instruction.

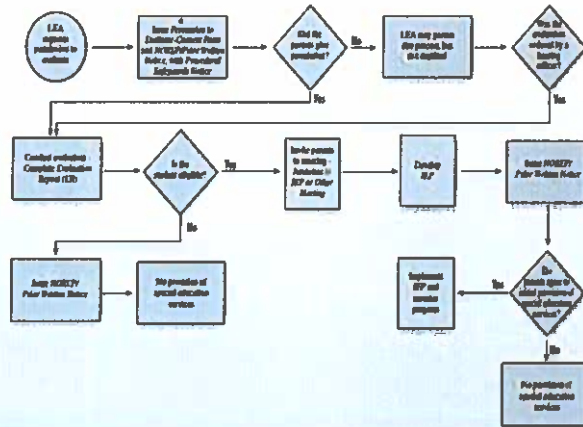
Your child must meet both criteria to be eligible for special education.

There are 13 separate disability categories in IDEA:

- Autism
- Deafness
- Deaf-Blindness
- Emotional Disturbance
- Hearing Impairment
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment, including Blindness

LEA Initiated Request

This flowchart shows the basic steps to be followed and the decisions to be made by Local Educational Agencies (LEAs) to meet the requirements for evaluation and development of Individualized Education Programs (IEPs) for students with disabilities when the request is initiated by the LEA. It is not meant to replace the IDEA or Chapters 14 and 711 of the Pennsylvania Regulations. For more detailed information about the evaluation process, refer to the annotated *Evaluation Report*, available at www.pattan.net.



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 the purpose of 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 be in need of special education services, a written request should be sent to Mrs. Susan Lipsey, Director of Special Education. 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. Although we encourage parents to have their child screened first, they may request an evaluation for special education services at any time. Requests for an evaluation must be made in writing on a form which can be obtained by the building guidance counselor. Parents are notified of their due process rights at that time.

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

Gifted Education Program

Title 22 Education, Chapter 16: Special Education for Gifted Students regulations, the Parent Guide to Gifted Education, the Basic Education Circular Special Education for Gifted Students and the Gifted Guidelines reflect Pennsylvania's commitment to gifted students as "children with exceptionalities" and therefore in need of specially designed instruction.

Gifted education is the shared responsibility of the Bureau of Special Education and the Bureau of Teaching and Learning Support. The integrated approach commits both Bureaus to providing support for Chapter 16.

DOES YOUR CHILD QUALIFY FOR GIFTED EDUCATION?

The multiple criteria indicating a student may be mentally gifted include:

- A year or more above grade achievement level in one or more subjects as measured by nationally normed and validated achievement tests.
- An observed or measured rate of acquisition/retention of new academic content or skills.
- Demonstrated achievement, performance, or expertise in one or more academic areas as evidenced by excellence of products, portfolio, or research, as well as criterion-referenced team judgement.
- Early and measured use of high-level thinking skills, academic creativity, leadership skills, intense academic interest areas, communication skills, foreign language aptitude or technology expertise.
- Documented, observed, validated, or assessed evidence that intervening factors such as English as a second language, learning disability, physical impairment, emotional disability, gender or race bias, or socio/cultural deprivation are masking gifted abilities.

Your child must meet one of either criterion in order to be eligible for gifted education.

Your child may be eligible for gifted education if he or she:

- Is identified by a Licensed School Psychologists having an IQ of 130 or higher.
- If student has an IQ under 130, is identified by a licensed School Psychologist as achieving 12 or more points on the PA Gifted Matrix
- Parent and teacher referrals can be made through the Guidance Department.
- 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.

The K-5 Gifted Support Teacher, Mrs. Stacy Gasteiger, can be reached at 372-2270.

MUSIC PROGRAMS

The Music programs are under the direction of Miss Darcy Orris and Mrs. Cheryl Shellenberger. Music and Chorus classes are offered to all students in grades 3, 4, and 5.

Chorus is an extension of the general music curriculum. There is an annual concert for our Chorus program. Attendance at this concert is optional, but strongly encouraged.

Chorus students in grade 5 will have an opportunity to participate in District 8 Chorus Fest. Auditions for Chorus Fest will be held during the month of February. Once selected, this group will practice one day after school each week until the Chorus Fest event in late April.

Grade 5 students have the opportunity to participate in Band. Students wishing to play an instrument will need to sign up during the first two cycles of school. During this time, an instrumental orientation night will be scheduled at the school. During this evening program, parents will be able to rent or purchase an instrument from Robert M. Sides Music stores. Because Band is a year-long commitment, parent/student requests to add or drop Band after the first two cycles may not be granted. Attendance at concerts, small group lessons, and large group Band will be included in the final grade for each semester.

LIBRARY SCIENCE PROGRAM

The Intermediate School Library Science Program is under the direction of Mrs. Renee Parker, Intermediate School Librarian. The library's Clerical Assistant assists in the library's daily operations, including helping students to locate materials, shelving books, and cataloging new items. The program focuses on library skills, completing research, and participating in reading incentives. Students will learn, develop, and apply skills focusing on accessing, using, and evaluating resources and information to become independent, lifelong readers and learners.

During the academic year, all students will participate in regularly scheduled library science classes with the librarian. After skills are taught, students will have the opportunity to apply them under the direction of the classroom teacher and the librarian. The library program focuses on book use and care, author and illustrator studies, genres, information access and use, research skills and application, technology and digital citizenship, and reading promotion.

Throughout the year, students will have the opportunity to borrow books for independent reading and research. Students are responsible for returning their books on time and in good condition. Please remind your child to check the date due stamp in the back of their books. Also, please help your child follow these rules:

1. Send books to and from school in a backpack.
2. Keep books away from pets and siblings.
3. Do not eat or drink while reading.
4. Do not write or make marks in library books.
5. Report any book accidents to the library.

The library loan period is two five-day cycles, and a book may be renewed one time, as needed. However, a book may not be renewed if it has been placed on hold by another student or faculty member or if the book is overdue. Students may borrow two books at a time, and starting May 1st, all students will be limited to one book at a time.

Reminders will be sent to students for overdue books and borrowing privileges will be suspended until books are returned. Students may also lose privileges, such as classroom parties, Field Day, etc., if lost or damaged books are not returned or paid for in a timely manner. Borrowing privileges will be reinstated upon receipt of payment or return of the lost book.

After a student receives two overdue notices, a book is considered lost. Once a student receives two overdue notices for the same book, check out privileges will be limited to one book at a time for the remainder of the year. If a student has a lost or damaged book, all other books will be collected at that time. If payment is received for a lost book, payment will be refunded if the book is located and returned to school in good condition by the end of April. If the book is found after this time, payment won't be refunded, but the student may keep the book. If a student loses or damages a book, check out privileges will be limited to one book at a time for the remainder of the school year. The library is equipped with book repair materials. Please report any damage to the library and return books so they may be fixed properly.

To promote reading, the library will sponsor reading incentive programs throughout the year. Information will be sent home with students, displayed in the hallways, and shared with staff regarding incentives. The library is meant to be a warm and welcoming place that encourages the love of reading, research and the appreciation for books!

TECHNOLOGY PROGRAM

The opportunity to integrate technology into the classroom curriculum is offered through the use of 1-1 devices. All students are provided with a school issued device. Please refer to the 1-1 handbook for more information. Teachers are responsible for promoting and giving opportunities for students to acquire computer skills as outlined in the technology curriculum. All students must sign the Acceptable Use Policy form when they begin school in the Selinsgrove School District.

SCHOOL PSYCHOLOGIST

The Selinsgrove Area School District employs two School Psychologists, Mrs. Jennifer McHale and Mr. Justin Dively, who are responsible for psycho-educational testing with individual students. Psychologists are available for teacher and parent consultation. The psychologists' office is located at the High School. They may be reached at 570-372-2230.

GUIDANCE DEPARTMENT

We have two school counselors here at the Intermediate School level. The school counselors are Mr. Roger Legg, responsible for students in grade 2 and 3, and Mrs. Judy Fatchaline, responsible for grade 4 and 5. School

counselors push into classrooms for approximately 12 cycles to teach lessons on academic, personal/social and career topics. We encourage academic achievement by focusing on having a growth mindset. Through the lens of growth mindset, we attempt to instill in our students that with effort and a willingness to take on new challenges, this can lead to increased motivation and higher achievement. In the personal/social realm, the emphasis is on the five social emotional learning competencies: 1) self-awareness – the ability to identify emotions and thoughts and how they influence behaviors. 2) self-management – learning to regulate emotions to effectively manage stress and control impulses. 3) responsible decision making – the ability to make constructive choices and understand how those choices affect social interactions. 4) relationship skills – learning how to establish and maintain healthy relationships. 5) social awareness – the ability to have empathy, respect and being able to take the perspective of others. The career component is completed through a series of lessons on a web-based program, Smart Futures. Within these lessons, students will learn about career awareness and preparation, career acquisition, career retention and advancement, and entrepreneurship. An SEL curriculum will be taught by homeroom teachers. A total of 12 lessons will be taught on categories ranging from friendship to empathy. Please contact the guidance office regarding other topics/lessons. The school counselors may be reached by calling 372-2275.

STUDENT ASSISTANCE PROGRAM (SAP)

At SAIS, we have a Student Assistance Program. The SAP program is designed to help students, families and school personnel partner together to assist and provide students/families with support which may be needed to overcome barriers to student learning and school success. The current SAP committee members are...

Mrs. Fatchaline, Mr. Arnold, Mrs. Whitford, Mrs. Rumberger, Mrs. Hartman, Mr. Dively, Mr. Roger Legg, Ms. Michelle Garman, Mr. Paul Bozella

REPORTING AND GRADING

In grades 3-5, progress reports are issued four times during the school year and will be posted on the Community Portal. In addition, report cards are issued four times and will come home with your child at the end of each marking period. Parent-teacher conferences will be conducted in early November. Parents can access student grades via the internet through the district's sapphire parent portal. For more information about accessing this program, please contact the guidance office at 570-372-2275. Parents will be notified of conference dates and times. No report card grade will be issued if a student has not been present at SAIS for at least 6 weeks. If this is the case, teachers will send parents a written narrative of the student's progress to that point in time.

STUDENT RECORD REVIEW POLICY

Selinsgrove 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.

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 of an eligible student may request to inspect and review the education records or the attendance records by contacting the building administration or the school counselor.
2. It is understood that the school will not deny access to an education record without a description of the circumstances in which the agency or institution feels it has 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 report.
 - b. Parents or eligible students may receive a copy of said records at no cost.
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 information are housed within the Guidance office or the Building Administration's office.
 - b. Health records are housed in the School Nurse's office.
 - c. Disciplinary records are maintained in the school office.
4. Persons who have direct responsibility for collecting, maintaining, and releasing records are the following:
Superintendent

Assistant Superintendent
Director of Special Education
Selinsgrove Area School District
Administration Office
329 Seals Avenue
Selinsgrove, PA 17870

The Principals, Assistant Principals, or School Counselors in the specific schools:

Selinsgrove Elementary School
600 Broad Street
Selinsgrove, PA 17870

Selinsgrove Intermediate School
301 North Eighteenth Street
Selinsgrove, PA 17870

Selinsgrove Middle School
359 Seals Avenue
Selinsgrove, PA 17870

Selinsgrove High School
500 North Broad Street
Selinsgrove, PA 17870

ANNUAL NOTIFICATION OF RIGHTS

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

1. The right to inspect and review the student's education records within 45 days of the day SASD 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 designee will plan for access and notify the parent or eligible student of 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, SASD 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 SASD as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent of student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, SASD 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
600 Independence Street
Washington, DC 20202-4605

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, Academic/Behavioral Support (ABS) information, enrichment screenings and duplicate information. Parents or eligible students should contact the student's school 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.

CONDITIONS FOR 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:

1. Annual notice before the opening of school in the fall shall be given to the parents of the possible disclosure of said information.
2. 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.
3. 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. 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 of the categories of personally identifiable information with respect to that student as directory information, and
 - C. The period of time 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.

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 and class rank.
5. The student's test scores as revealed through the following testing programs:
 - A. PSSA Assessment Tests (Grades 3-5)
 - B. Moby Max Placement Tests (Grades 3-5)
 - C. DIBELS Next Reading Screenings (Grades 3-5)
 - D. Classroom Diagnostic Tools (CDT) – Reading and Math (Grades 3-5)
 - E. STAR Reading and Math Assessments
 - F. KTEA and KBIT Assessments
 - G. Read 180, System 44, Spring Math

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 residence and to monitor and evaluate student's educational progress. This information is made a part of the student's permanent record and will be retained as 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 of 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 your child's counselor.

REVIEW OF INSTRUCTIONAL MATERIALS

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 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.

To assist the school in providing the correct records to meet the needs of the requesting party, the request must be in writing to the building principal, setting forth the specific material being sought for review.

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 a part of its school program for the purpose of identifying students who may need special education and related services. If the district identifies your child as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- Autism
- Visual Impairment including Blindness.
- Hearing Impairment including Deafness.
- Intellectually Disabled
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Physical Disability
- Emotional Disturbance
- Specific Learning Disability
- Speech and Language Impairment
- Traumatic Brain Injury

If you believe that your school-aged child may need special education services and related programs, 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 or not your child is in SASD public school program. Requests for evaluation and screening are to be made in writing to:

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

Mrs. Jennifer McHale/Mr. Justin Dively
School Psychologists
Selinsgrove Area School District
500 North Broad Street
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 educational records, you may contact in writing the person named above or any building principal.

SCHOOL NURSE

The school nurse supports the educational process by promoting wellness and providing care for acute illnesses and injuries to students. The school health program provides for assessment and evaluation of health care needs by performing annual health screenings. Mrs. Angela Hartman, RN is the School Nurse at SAIS and may be contacted from 7:50AM to 3:20PM at (570) 372-2276.

HEALTH SCREENINGS

Height, weight, and vision screenings are performed annually on each student. Hearing is evaluated on Grade 3 students and those who are suspected or identified with hearing deficits. Any abnormal findings are reported to parents/guardians for further evaluation of student's health care provider.

DENTAL EXAMINATION

The Pennsylvania School Code requires all students in Grade 3 to have a dental examination. It is best to have a dental examination provided by your private family dentist as they know your child best. School dental examinations are offered once a year to students that have not returned their private dental examination forms. Parents are notified prior to school dental exams if their child needs to meet the dental requirement. Parent/guardian permission and signature must be submitted before the contracted school dentist will examine his/her child. Referrals for further evaluation are made if other than normal findings are discovered during the school dental screenings.

MEDICAL CARE DURING THE SCHOOL DAY

Except for obvious serious illness, the school nurse assumes that if a student is sent to school that the parent/guardian considers their child to be well enough to attend 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/ guardians 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 fever free (<100.0) for 24 hours WITHOUT the use of Tylenol (Acetaminophen) or Advil/Motrin (Ibuprofen) before returning to school.
- The student should be free from vomiting or diarrhea due to illness for 24 hours 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 at 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.

MEDICATIONS

Although the Selinsgrove Area School District strongly recommends that medications are administered at home, it realizes that medication for the health of some students is required to be administered during school hours. To ensure medication safety, the following guidelines MUST be followed:

- Parent and/or physician should confer with the school nurse.
- An approval/ request form must be completed and signed by the parent and when deemed necessary, the

prescribing provider. The approval document(s) must be returned to the school nurse before any medication can be administered at school. This includes prescription and may include over-the-counter medication.

- The medication must be brought to school in the original, properly labeled pharmaceutical bottle/package.
- For the protection of all students, upon arrival at school delivers medication to the school. **ALL MEDICATIONS MUST BE REGISTERED AND MUST REMAIN IN THE NURSE'S OFFICE. This includes all prescriptions and over the counter medications.**

Medication brought in plastic bags, envelopes or other unlabeled containers will NOT be accepted. A complete medication administration form may be brought to the nurse's office or faxed to 570-372-2272.

The school district provides several medications for use as needed: generic forms of Tylenol, Ibuprofen, Benadryl, Oragel, TUMS, and cough drops. Parents will be asked to give permission for administration of these medications at the beginning of each school year.

Possession and Use of Asthma Inhalers and Epinephrine Auto-Injectors

- Students are permitted to possess and self-administer asthma inhalers when authorized by parents and the prescribing provider. Permission for possession and use of an asthma inhaler by a student is effective for the school year for which it is granted and needs to be renewed each school year. Failure by a student to use the inhaler as prescribed will result in loss of privileges to carry and self-administer medication.
- Students are permitted to possess epinephrine auto-injectors when authorized by the parents and the prescribing provider. Permission for possession is effective for the school year for which it is granted and needs to be renewed each school year.

Additional 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.

Sunscreen Products during School Hours

With parent/guardian permission, students may possess and self-apply non-aerosol topical sunscreen products that have been approved by the Food and Drug Administration (FDA) for over-the-counter use and does not require a prescription by the student's medical provider. Parents may choose to supply their child with FDA approved non-aerosol topical sunscreen. Parents and students must complete and submit a sunscreen form each school year in order to possess and use sunscreen during school hours, school sponsored events or while under the supervision of school personnel. If you do not wish for your child to use sunscreen at school, please sign the sunscreen form at the designated area.

CONTAGIOUS ILLNESSES

If the school nurse is concerned that a student may have a contagious illness, the student is recommended to have further evaluation by a medical provider. If a student is diagnosed with a contagious illness, the student shall be excluded from school for an appropriate length of time as prescribed by the student's medical provider.

The expected length of time for some common illnesses is as follows:

- 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 appropriate medication as prescribed by a physician.
- 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.

HEAD LICE

The most common transmission of head lice is direct head-to-head contact. Head lice does not spread disease or reflect hygiene. Head lice have three forms: the egg (nit), nymph, and adult. The most common

symptom of head lice is an itchy scalp. Lice do NOT jump, hop, or fly. Lice do crawl very quickly which makes them difficult to find in a child's hair. Head lice is frequently diagnosed by finding nits. A nit is a louse egg. Nits are teardrop shaped and vary from white, tan, or brown. Adult lice are greyish white in color and grow to the size of a sesame seed. 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. They are mostly found on the scalp behind the ears and neckline.

If head lice are observed at school, a parent/guardian is notified and made aware of their child having head lice. It is expected and the responsibility of the parent/guardian to treat their child for head lice and have their child return the next school day lice free.

We follow the AAP guidelines regarding head lice and do not exclude students from school.

Additional information about head lice is available on our website or from the school nurse.

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 refuses 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.

STUDENT BUS PASS

Bus rider requests to use another bus on a temporary basis must be **submitted 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 the 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 year. Any abuse of requests for bus passes will be reviewed on a case-by-case basis by the Administration of the requesting child's school.

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

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 particular 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 and the following must be met:
 - A. 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 TWO SCHOOL DAYS prior to the time change in transportation service is to take place.
 - B. 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. The school bus/vehicle must have available seating capacity 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.**
 - C. Family Emergencies or Parents Out of Town - Requests will only be considered if unassigned seats are available. Approval of requests will be considered for a minimum of three consecutive school days.
 - D. 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 two (2) days in advance of a new request.

E. Request to Use the Same Bus -

Requests for changes of 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 shall be approved by the Board unless the new loading/unloading zone is considered to be a safe stopping point.

SCHOOL BUS DISCIPLINE PLAN

“Don’t Lose Your Riding Privilege”

Follow These Rules

- 1. Observe the 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 your head, hands and feet inside the bus.**
- 10. Bus drivers are 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 are required to be at their assigned loading zone five (5) 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, etc.) are **NOT** permitted in schools or on the school bus/vehicle at any time.

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 actions will take place.

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

1st Reported Violation - The student will be sent to the principal and a follow-up letter will be sent to the parents. The student and the administrator will review behavior expectations for riding the bus.

2nd Reported Violation - The student will be sent to the principal and a phone conference will take place with parents. If the principal is unable to reach the parents by phone, a letter will be sent to indicate that continued violations may result in the suspension of bus riding privileges.

3rd Reported Violation - The student will be sent to the principal for disciplinary action. Parents will be notified if bus riding privileges are to be suspended. Parents will be responsible for providing transportation to and from school. A parent and/or child conference may take place prior to resuming the riding of the bus.

Severe Clause - If the violation is of a severe nature, the administrator may move directly to a suspension of bus riding privileges.

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

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

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 night.

STUDENT'S RIGHTS 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 cognitively impaired students.

No student shall be denied a free public education on account of race, religion, gender, 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 6 and 18 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 others involved in the educational 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.

SELINGROVE 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 "transcendence" 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 Intermediate 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.

Basic rules for all students in the Intermediate School are covered below:

SAIS Behavioral Expectations

S - Show Respect

E - Exercise Safety

A - Act Responsibly

L - Listen to Learn

A copy of the SAIS Code of Conduct is in the library.

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 Intermediate 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 these basic concepts of prevention, understanding and correction. When correction becomes the focus, the Intermediate 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 relation 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 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 interventions/actions may be taken to attempt to modify behavior:

1. effective classroom management strategies
2. verbal intervention/warning
3. loss of recess privileges
4. referral to administration with parent notification
5. after school detention
6. parent/school conference
7. behavior assessment and contract
8. counseling
9. Child Study Team conference
10. Social Emotional Learning lesson
11. other interventions and consequences

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

It is impossible to anticipate all situations which may arise; therefore, the administrator or his/her

representative is granted direction in handling situations as they arise.

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 Board Policy 227.2 for more information.

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 District 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 any of the following circumstances:

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

DRINKS

Students are not allowed to bring outside drinks to school such as Starbucks, Dunkin Donuts, etc. Only water is permitted. It is highly encouraged to use clear plastic bottles.

ELECTRONIC DEVICES

In accordance to School Board Policy 237, students are permitted to have electronic devices, such as cell phones, tablets, e-Readers, etc. on their person if they so desire. However, they must be turned off upon entering the building and kept in their backpacks/lockers during school hours, unless there is an emergency. **This includes watch phones as well.** Kindles, Nooks or other electronic reading devices are permitted during independent reading times, etc. if approved by the classroom teacher. A parent note giving permission for a student to have this device must be submitted to the principal. It is the responsibility of the student for proper care/protection of this device. **If a student has an electronic device out or turned on during the school day, it will be turned over to the principal. The principal will contact the parent and make it available to be picked up by the parent. Subsequent offenses will be considered defiance and additional consequences, along with parents picking up the device, will be issued.**

BULLYING

In accordance with School Board Policy 249, bullying and cyber bullying will be considered an intentional 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
4. Students are encouraged to report such acts to a faculty member immediately.
5. Consequences may range from talking with the principal or counselor to expulsion and the contacting of

law enforcement officials.

POSSESSION AND USE OF TOBACCO

Tobacco and tobacco products are strictly always prohibited in the building, on the grounds, and on school buses. Students will be required to surrender all tobacco and tobacco products.

Chewing, smoking, or being in possession of a lighted cigarette is strictly always prohibited in the building, on the school grounds, and on school buses.

In compliance with Act 145 of 1996, Section 6306.1 - A pupil who possesses or uses tobacco in a school building, a school bus, or on school property, commits a summary offense. We will implement the following steps when a student is in violation of the law:

- Step 1 - The building principal and his/her designee will file a complaint.
- Step 2 - A private complaint should be made in the local magistrate's office by the individual identified in Step 1.
- Step 3 - A hearing will be scheduled by the magistrate at which time witnesses will be heard.
- Step 4 - The magistrate will decide and issue an order.

ALCOHOL AND OTHER DRUGS

The use, possession, or distribution of any drug during school hours, on school property, on school buses, or at any school sponsored event, is prohibited. Nor should anyone come onto school property or attend any school sponsored event under the influence of drugs or alcohol. The term "drug" shall mean all dangerous, controlling substances including beverages manufactured or sold as "look alike" alcoholic beverages whether or not prohibited by law, tobacco or tobacco products as is defined in the Student Handbook under "Use of Tobacco." Also prohibited are devices, apparatus, utensils, or paraphernalia commonly used with or associated with the use of the above. In determining whether a beverage is a "look alike" beverage the following factors shall be considered.

1. Whether the beverage in its overall finished package or container which, or the labeling of which, bears markings or printed material is substantially similar to packages or containers of alcoholic beverages.
2. Whether the beverage is contained in containers used for alcoholic beverages.

WEAPONS POLICY

It is the policy of the school district to maintain a positive, safe, secure learning and working environment. In striving to attain such an environment, the district takes the position of no tolerance for weapons in our schools except as specifically stated below. All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone, except for additional purposes as authorized in advance by the building principal or designee.

Students and non-students, including employees and other adults, are forbidden to possess knowingly or voluntarily, store in any area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in any of the school environments.

Students who see or become aware of a weapon at school must not touch it nor remain in the presence of a person or group if a weapon is present. Students must notify an adult immediately for the safety of all concerned.

"Weapon" means any firearms whether loaded or unloaded; any chemical, substance, device, or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, strike terror, or cause bodily harm or death.

Act 30 grants the school districts the authority to expel a student for up to one (1) year for possession of a weapon on school property. According to Act 30, no person shall bring onto school property or possess on school property, at school functions and in school buses, any firearm, deadly weapon, or other implement for the infliction of serious bodily injury which serves no common lawful purpose. Possession of such items could result in suspension or expulsion.

POLICE AND JUDICIARY

For the protection of all students, faculty, staff, and administration, it will be the policy of the Selinsgrove Area 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 shall 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.

SEARCHES

Students are hereby notified that all school lockers are and shall remain the property of the Selinsgrove Area School District. As such, students shall have no expectation of privacy in their lockers. The school board reserves the right to authorize its employees to inspect a student's locker at any time for the purpose of determining whether a locker is being improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a hazard to the safety and good order of the school.

Locker searches are regulated by the Pennsylvania School Code, Chapter 17, Section 12.14.

Upon reasonable suspicion, students suspected of using, selling, or possessing drugs or contraband will submit to a search, in the presence of a principal or a parent; refusal may result in suspension or expulsion. Articles used for storage of personal property, including but not limited to, book bags, back packs, gym bags, purses, school desks, etc., may also be searched upon reasonable suspicion that they contain drugs or contraband. Upon reasonable suspicion, students suspected of being under the influence of drugs or alcohol shall submit to a blood, breath or urine test performed by qualified personnel; refusal may result in suspension or expulsion.

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.

SUSPENSION FROM SCHOOL

Suspension from school may be made only by the Intermediate School Administration. Due Process, as outlined in Chapter 12, Sections 12.6, 12.7, and 12.8 will be followed.

IN-SCHOOL SUSPENSIONS

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

EXCLUSION FROM SCHOOL

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

****PLEASE NOTE:** All items in this handbook are subject to change per School Board Policy adoptions and revisions **

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

Ms. Rebecca Romanic
Homeless Liaison
Selinsgrove Area School District
301 18th St
Selinsgrove, PA 17870
email :rromanic@seal-pa.org

Regional Contact Information

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