

**CENTRAL FULTON SCHOOL
BOARD**

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

ADMINISTRATION

Mr. Hervey P Hann, Interim
Superintendent
Alicia Mellott, Elementary
Principal
Billie Jo Beatty, Elem. Asst.
Principal
Amanda Cunningham,
Transportation Director
Dr. Janet Foor, Director of
Student Services

ELEMENTARY FACULTY

4K
Nicole Fletcher
Maureen Litton

5K
Jennifer Culler
Nancy Harris
Tracy Kendall
Tasha Skiles

Grade 1
Jenna Pilkerton
Erika Fix
Heidi McMath
Leslie May Nesbitt

Grade 2
Dinah Chamberlain
Keturah Gurish
Denise Mellott
Stephanie Shives

Grade 3
Heather Bloomer
Jean Chilcote
Elaina Buterbaugh
Beverly Sipes

Grade 4
Kori Baines
Karen Peters
Mendy Mellott

Grade 5
Val Alexander
Amy Boyer
Mary Buterbaugh
Adam Miller

Special Education
Candace Bard
Bailey Elbin
David Gourley
Angel Knepper
Gabrielle McGarvey

Speech
Joyce Fowler

Reading Specialists
Lori Mellott
Dawnielle Swope

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

ESL/Reading
Susan Cordell

Instructional Aides
Connie Brown, Special Education
Pam Cutshaw, Special Education
Susie Fraker, Special Education
Kathy Gourley, Special Education
Rebekah Helser, 5K
Whitney Knepper, 4K
Tammy Lynch, 5K
Nichole McCracken, Special
Education
Mendy Mellott, 1st and 2nd Grade
Crystal Michael, Special
Education
Susanne Moore, Library
Kim Pryor, Special Education
Deb Seiders, Special Education
Rena Sipes, 4K
Stacy Snyder, Special Education

Secretarial Staff
Kelli Miller

Maintenance/Janitorial Staff
Brent Seville, Dir of Maint
Rhonda Feagley, Supervisor
Janitorial Staff
Melanie Brady
Jessica Knepper
Curtis Mellott
Jessica Murray
Justin Schooley
Jeff Deshong
Ken Runkle
Mike Shaw

Nurses
Hillary Alexander, R.N.

Counselor
Carleen Grissinger

**Gifted/Visually Impaired
Instructor**
Mrs. Amy Conner

Cafeteria Staff
Nancy Buterbaugh
Dianne Cutchall
Tina Guyer
Kathy Hedrick
Melanie Keener
Judy Speer
Hattie Seville
Julie Ramsey, Food Service Dir.

Security
Bryon Myers, School Resource
Officer
Shirley Sample, Security Guard

SCHOOL SCHEDULE

First Bell 8 a.m.

Tardy Bell 8:15 a.m.

Dismissal Bell 2:45 p.m.

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

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

DISMISSAL PROCEDURES

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

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

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed or departing time delayed. The

same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced via the Skylert system. School information is also reported on the district website (www.cfsd.info) and on the district phone system, option 8.

DRESS CODE

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

GENERAL INFORMATION

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

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

Parents are encouraged to visit the school and have conferences with the teachers. Visitations should be scheduled with teachers in advance. Cell phone

use by visitors is prohibited during class time.

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

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

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

GRADING SYSTEM & REPORT CARDS

GRADES 1-5

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

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

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

A = 92-100;

B = 84-91;

C = 76-83;

D = 68-75

E = below 68

When retention of a student is necessary, the teacher should notify the parent of this possibility by the end of the third grading period. If the parent and teacher do not agree on this recommendation, the

final responsibility for the promotion retention rests with the principal and teacher. Final decisions will be made in grades K - 2 based on grade level promotion criteria, distributed annually to all students.

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

HOMEWORK

All students need to develop sound study habits if they are to achieve their fullest potential. When homework is assigned, please see that it is completed on time. Failure to complete the homework assignments will affect their citizenship grade and possibly their daily subject area grade. A student with consistent problems with homework completion may be required to stay for after school detention to complete work. It is important that students have a quiet place in the home to study for tests and complete assignments. Although they may need some help, please try to encourage independent work habits.

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

McCONNELLSBURG ELEMENTARY SCHOOL DISCIPLINE POLICY CITIZENSHIP GRADING

The intent of this discipline policy for McConnellsburg Elementary School is to provide a safe and orderly environment in which students may learn, grow, demonstrate respectful behaviors as school citizens and

teachers may teach effectively. Our discipline policy emphasizes student self control, self-direction, and accountability for good decision making in the management of their actions. It is important that there be open communication between the parent and teacher and it is imperative that the parent be notified when a problem exists. Each classroom teacher will manage the classroom atmosphere with consistency and structure. When problems arise dealing with homework, classwork, or behavior the teacher will follow the procedure listed below:

1- Talk with the student to determine what the underlying reason is for the behavior and deduct citizenship points.
2 - Follow a system of consequences and/or behavior modification.

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

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

Citizenship Points System:

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

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

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

2 points

Missed homework assignments (only 1 deduction per day)

Disturbing classroom routine

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

5 points

1st pink slip (**Level I offenses**)
Showing disrespectful behavior

10 points

2nd - 5th pink slip
1st bus referral

15 points

6th - 11th pink slip
2nd bus referral
Any level II offense

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

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

Pink Slip Procedure:

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

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

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

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

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

Level I

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

-Stealing

-Foul language

-Forgery

-Bullying

-Defiant behavior

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

*First and Second Pink Slip - warnings to the student

*Third Pink Slip - written notification to the parent

*Fourth Pink Slip - written notification to the parent

*Fifth Pink Slip - three days of after school detention

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

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

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

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

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

*Eleventh Pink Slip - Loss of class field trip.

Any additional pink slip will result in additional days of OSS and a conference with the parent, Assistant Principal, and Principal.

Level II

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

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

Consequences for fighting:

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

Second Offense: 3 days of suspension, in or out at the discretion of the Assistant Principal or Principal

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

Level III

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

Examples of Level III Offenses:

1- physical acts against teachers, or other school personnel

2- leaving school without authorization

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

4 - **physical acts or attacks on other students**

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

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

1- Notification to parents

2-Consultation with the Superintendent

3- Notification to State Police with possibility of arrest **(depending upon the infraction)**

4- Suspension or expulsion depending on the nature of the act

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

the discretion of the Elementary Principal and Assistant Principal.

ALTERNATIVE PLACEMENT

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

AFTER SCHOOL DETENTION

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

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

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

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

detention shall equal one day of in-school suspension.

IN-SCHOOL SUSPENSION

In-school suspension may be utilized as an appropriate response to Level II or Level III offenses.

A student who has been assigned to in-school suspension will spend an entire day completing assignments. The student will eat lunch in the room and will be escorted to the restroom.

The duration of in-school suspension may vary from one to four days.

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

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

BREAKFAST & LUNCH PROGRAM

McConnellsburg Elementary School monitors student food allergies. Due to student allergies, all snacks and food brought to school for the purposes of packed breakfasts, lunches or snacks must be monitored for nut/peanuts. This includes packed lunches on field trips as well. Students with packed lunches do sit at designated tables at lunch time to minimize the possibility of health emergencies. Pre Kindergarten and Kindergarten students are asked not to bring nut containing products to school.

Our school participates in the national free/reduced lunch program. Your child will receive either a letter saying that they are pre-approved or else an application for you to complete if you wish to apply for these benefits. If you do not want to

apply there is no need to return an application.

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

Breakfast -7:30 a.m.-8:15 a.m.
4K - Breakfast 9:15 a.m.

\$1.50 - paid student
\$.30- reduced student
\$2.00 - Adult

Lunch - 11:15 a.m. - 1:00 p.m.

\$2.20 - 4K and 5K
\$2.20 - 1st thru 5th
\$.40 - reduced student
\$3.45 - adult

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

Lunch - Lunch begins at 11:15 a.m. and ends around 1:00 p.m. Each grade has an assigned time to report to lunch. We welcome parents and grandparents who come in and eat lunch with their children. This gives them a chance to become acquainted with our school and our program. If you decide to come in for lunch, please let us know that you are coming. Send a note with your child or call the office to request a meal. We look forward to seeing you.

CAFETERIA RULES GRADES 1-2

Be certain to get all food from the line the first time through. Extra food is not permitted to be purchased.

Go directly to your seat with a tray and then return for condiments with your plate. Once you've taken your seat you must ask permission to leave. Tables and floors must be left clean and free from litter. Food is not to be taken out of the cafeteria. Soda is not permitted with school meals.

CAFETERIA RULES GRADES 3-5

Students may go through the line only once. Buy extra sandwiches, fries, etc. as you go through the first time. Once you've taken your seat, permission must be granted to leave. Tables and floors must be left clean and free from litter. Food may not be taken out of the cafeteria. Soda is not permitted with school meals.

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

RECESS RULES

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

BUS REGULATIONS & BEHAVIOR

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

The school bus driver has the responsibility to maintain discipline on the bus. This

control shall be exercised without the use of physical punishment. Whenever the bus driver feels there is sufficient and/or repeated misconduct on the part of a student, he shall report the infraction to the Elementary Assistant Principal by filing a School Bus Referral form.

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

Infractions to be reported:

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

More serious infractions:

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

The first written referral shall result in a notice to student, student's parents and driver. This notice shall note the

infraction and the consequences of a second offense.

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

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

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

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

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

Unauthorized Entry of School Buses: Like the captain of a ship, the school bus driver is responsible for efficient and economical operation, passenger and vehicle safety, and order and discipline. While children are on the bus, their safety is in the driver's hands. Accordingly, only the driver and authorized school personnel are permitted to board a school bus. In accordance with

Title 18, Crimes and Offenses, a person who enters a school bus without prior authorization of the driver or a school official, with the intent to commit a crime or disrupt or interfere with the driver, or who refuses to disembark after being ordered to do so by the driver, commits a summary offense which carries a fine and prosecution.

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

BUS VIDEO CAMERAS

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

FIELD TRIPS

Field trips are provided for each grade by PTSO. These educational trips are held for the students of that grade. Chaperones are chosen by the individual class teachers. It is strongly encouraged that this be a special day for that student,

therefore siblings who are not members of the class/group may not become part of the trip or group at the activity. In the event that parents attend by personal vehicle, a release roster must be signed in order to bring any student home by private vehicle at the end of the day's activities. In addition, any parent interacting with students on the trip must have necessary clearances.

PARENT VOLUNTEERS AND CHAPERONES

Any parent/grandparent or guardian interested in volunteering in the classroom, library, at PTSSO events or on fieldtrips is required to comply with the PA background check procedure. Any extracurricular event volunteers, coaches or supervisors are also required to complete the PA background check protocol. Necessary background check protocol includes each of the following:

1 - Child Abuse History Clearance

2 - Criminal Records Check

3 - Federal Criminal History Record Clearance Check -

Required if you have been a resident of PA for less than a ten year period.

4 - Disclosure Statement for Volunteers

All clearances except the Federal Background Check are free of charge for non-paid positions. Clearances can be obtained online at www.cfsd.info under the volunteer link.

VISITORS

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

STUDENT ASSISTANCE PROGRAM (SAP)

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

DRUG FREE WORKPLACE AND CAMPUS

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

USE OF DRUG DETECTING DOGS

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

APPROPRIATE USE OF COMPUTER NETWORK

The Central Fulton School District has adopted policies regarding appropriate use of computer networks. There are specific guidelines in which students are required to follow. When your child is permitted to use these networks for educational purposes a contract with guidelines is provided for

both you and your child to review and approve.

WEAPONS POLICY

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

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

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

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

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

-The State Police will be called to investigate the incident as required by the Acts and to

prosecute through the Juvenile Justice System.

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

Persuant to Act 26

- “Weapons” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool.
- Whenever a pupil transfers from another school entity, a certified copy of the student’s disciplinary record shall be required from the sending school. Central Fulton School District will continue the enforcement of expulsion for any student presently serving a term of expulsion due to a weapon’s violation.
- A parent or guardian wishing to transfer a student to the Central Fulton Schools must sign a release of information form for all educational and discipline records from the sending school, at the time admission to the school is requested.
- The parent, guardian or other person having control or charge of a student shall upon registration provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school of this Commonwealth or of any other state for any act or offense involving weapons, alcohol or drugs or the willful infliction of

- injury to another person or for any act of violence committed on school property. This registration shall be maintained as part of the student’s disciplinary record. A record of all weapon’s violations will be maintained on all incidents that will include, but not limited to:
- age and grade of student
 - name and address of school
 - circumstance surrounding the incident, including type of weapon
 - sanction imposed by the school
 - notification of law enforcement (case number)
 - remedial programs involved
 - arrests, convictions and adjudication if known
 - the parental involvement required

REFERENCES:

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

ELEMENTARY LIBRARY

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

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

The elementary library is currently using an automated circulation system. All of the books are bar coded with a label which allows the student to borrow a book by using the

computer system. The cost to replace a damaged barcode label is \$1.00. The students also can search for their books by using a computer to locate titles, subjects, or favorite authors. Additional computers are available in the library for student usage. Students can use the computers for research, for compiling reports, or just fun! A variety of software programs or sites are available including: encyclopedias, atlases, dictionaries, storybooks, art programs, reading, math, social studies and science programs, and many challenging games.

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

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

SCHOOL HEALTH SERVICES

If your child is ill, keep him/her home. Do not send your child to school if their temperature is 100 degrees or higher. A School Nurse and/or Health Room Technician are on duty during the regular school day. If there is an illness or injury serious enough that the child must go home, the parents will be called. Please complete the Emergency Information Update that is either sent home at the beginning of the school year or is

maintained on the online system. Please notify the nurse when any information changes throughout the school year; including new health conditions, allergies, medications, and phone numbers. The Pennsylvania State Health Law mandates annual vision screening for all students; annual hearing screening for students in grades K, 1, 2, 3, 7, and 11; a dental examination for students in grades K, 3, and 7; and a physical examination for students in grades K, 6, and 11. Annual heights and weights are recorded for all students. Each year the school dentist and physician come to the school to complete the mandated exams for those students without private exams. If the completed private forms are not returned for your child by the date the exams are scheduled, they will receive their exams by the school dentist or physician. Students that have not returned their physical paperwork by the completion of their first year or grades 6 or 11 will not be permitted to attend school the following school year until it is returned.

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

The elementary student immunization requirements are:

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

Students who enter a Pennsylvania school from another state or country are permitted a

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

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

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

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

MEDICATIONS

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

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

- 1) All prescription and over-the-counter medications require a doctor's order.
- 2) A Medication Order Form must be obtained from the nurse's office and filled out by the doctor.
- 3) The parent/guardian must sign the Authorization on the Medication Order Form.
- 4) The Medication Order Form must be returned to the nurse's office with the doctor's order

completed and the Authorization signed by the parent/guardian.

5) Asthma inhalers must also have an Asthma Action Plan completed by the physician and signed by the parent/guardian. This form can be obtained from the nurse's office. Students with severe asthma may need to carry their inhalers with them; this will be permitted with a doctor's order. The student must report to the nurse's office immediately following the use of the inhaler.

6) Students with bee sting allergies need to have a Bee Sting Allergy Action Plan. This form can be obtained from the nurse's office.

7) Students with diabetes need to have a Diabetes Action Plan. This form can be obtained from the nurse's office.

8) Prescription and over-the-counter medication must be in the original container. Inhalers and EpiPens must be in their original box. (The pharmacy can provide an extra, labeled container for prescription medications.) Sending medications in a plastic bag, envelope, or other container is not acceptable and will not be administered to the student.

9) The parent/guardian must bring the medication to school.

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

PEDICULOSIS POLICY

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

Those children found to have lice or nits are to be sent home

immediately with information regarding lice treatment and nit removal.

Children returning after lice treatment and/or nit removal will need to be examined by the designated school personnel prior to re-admission to the classroom. Children returning after lice treatment must be brought to school by a parent or guardian so that if they are not nit-free, they can be sent home immediately. Parents of children found to have lice or nits shall be given 5 school days to remedy the situation. During this period of treatment, students shall be considered legally absent. Absences beyond five days shall be considered illegal.

CUSTODY

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

ATTENDANCE

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

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

Legal excuses for not attending school shall be limited to: illness

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

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

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

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

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

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

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

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

8- Any student who missed 20 or more days of school may be denied credit for that year's courses, unless the parent or guardian can present evidence that the excessive absences were for medical reasons. A letter will be sent to the parent to appear before a review board consisting of the principal, superintendent, and the board's designated hearing committee. A written explanation from his/her doctor explaining the excessive

absences is to be presented at the meeting.

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

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

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

12- Definition of terms:

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

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

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

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

Unlawful absence - unexcused absence is unlawful absence for all pupils of compulsory school age. Unlawful absence is always an unexcused absence.

Tardy - shall mean the missing of a portion of a day up to $1\frac{1}{2}$ hours

in length. (Excused Tardy - doctor or dental appt.

Unexcused Tardy - late, overslept).

$\frac{1}{2}$ day absence - shall mean the missing of more than $1\frac{1}{2}$ hours of a school day. Any portion of a day missed beyond 3 hours will be recorded as a full day. (This also pertains to students being sent home by the school nurse.)

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

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

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

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

Under the Compulsory School Attendance Act, the Pennsylvania School Law mandates regular school

attendance. Therefore, School attendance will be expected and it will be enforced according to law.

TITLE 1 PARENT INVOLVEMENT PLAN

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

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

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

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

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

Central Fulton School District believes:

- 1) Every aspect of the school climate is open, helpful and friendly.
- 2) Communication with parents must occur frequently and be two-way.
- 3) Parents are treated as collaborators in the educational process.

- 4) Parents are encouraged to share in decision-making.
- 5) Volunteer participation from parents and the community is essential.
- 6) It has a responsibility to develop and foster a partnership with all families in the school.
- 7) Parents should be provided with information such as school performance profiles, and individual assessment results for their child.
- 8) Descriptions and explanations of curriculum in use, forms of assessment and proficiency levels should readily be made available to parents.