



# Forest Hills Elementary School

PO Box 290, 547 Locust Street  
Sidman, PA 15955  
(814) 487-7613 [www.fhrangers.org](http://www.fhrangers.org)

## STUDENT HANDBOOK 2019-20

### *A MESSAGE FROM THE ELEMENTARY PRINCIPAL*

The Forest Hills Elementary School faculty and staff join me in welcoming you to the 2019-20 school year. We are committed to motivating, challenging, and inspiring your child to become his or her best. We strive for students to experience a well-rounded program that helps them harness their uniqueness and strengths. You will find your child's teachers are your best resources, and I encourage you to build a positive partnership with them.

You, as parents, are a critical part of our school success. You take an active and crucial role in providing an atmosphere that promotes education and quality work habits. Your support provides the foundation for students to come ready to learn. I strongly encourage you to be an active part of your child's education by making sure they get to school on time and attend school regularly.

Please go through this handbook/planner with your child and take note of the many ways in which it will be a strong, beneficial addition to his/her learning. **In addition, please note that several changes and updates have been added to the 2019-20 handbook/planner.** This tool is intended for your child to become a more independent and responsible learner and promote your more active involvement in your child's education.

**I have reviewed and discussed this handbook/planner with my child and will encourage him/her to use it wisely and regularly.**

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

### *This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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## **WELCOME**

Welcome to Forest Hills Elementary School. The administrators, teachers and support personnel sincerely hope that this, and all of the school years at the elementary, will be filled with meaningful and exciting experiences. Our goal is to make the student the best person he/she can be. We look forward to a future of positive accomplishments.

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## **PURPOSE**

The purpose of this handbook is to keep the parents and students informed of the many facets of school life. We urge you to read and discuss this booklet together.

## **HANDBOOK**

These handbooks are being provided to the student by the Forest Hills School District. The student is responsible for possession and maintenance. If a replacement is necessary, a \$5.00 charge will be imposed for the handbook/planner.

## NON-DISCRIMINATORY STATEMENT

The Forest Hills School District does not discriminate in educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

### DAILY TIME SCHEDULE

8:20-8:55	Homeroom Activities
8:55	Classes Begin
11:00	Kindergarten Lunch/Recess
11:10	Grade 4 Lunch/Recess
11:20	Grade 3 Lunch/Recess
11:30	Grade 1 Lunch/Recess
11:40	Grade 2 Lunch/Recess
11:50	Grade 6 Lunch/Recess
12:15	Grade 5 Lunch/Recess
3:15	Classes End
3:20	Dismissal Begins

### Pre-K Time Schedule

8:45-11:25	AM Pre-K Class
8:20	(Breakfast)
12:20-3:05	PM Pre-K Class
12:10	(Lunch)

## SCHOOL CALENDAR

August 21	Teacher In-Service Day	January 20	Schools Closed (Offices open)
August 22	ES Open House 6:00-7:30 p.m.		First Day of Quarter 3
August 26	First Student Day	February 17	Teacher In-Service
August 30	Schools Closed (Offices open)	February 18	Teacher In-Service
September 2	Labor Day – Schools Closed	March 26	Early Dismissal – Teacher In-Service
September 20	Early Dismissal – Teacher In-Service	March 27	Teacher In-Service
October 14	Parent-Teacher Conferences 12-8pm		First Day of Quarter 4
October 15	Parent-Teacher Conferences 8am-4pm	April 8	Early Dismissal
October 28	Early Dismissal – Teacher In-Service	April 9	Easter Break – Schools Closed (or Snow make up day #1)
October 29	First Day of Quarter 2	April 10	Easter Break – Schools Closed
November 11	Veteran’s Day – Schools Closed	April 11	Easter Break – Schools Closed
November 27	Early Dismissal	April 13	Easter Break – Schools Closed
November 28	Thanksgiving Break – Schools Closed	April 20-24	ELA PSSA
November 29	Thanksgiving Break – Schools Closed	April 27-May 8	Math and Science PSSA
December 2	Thanksgiving Break – Schools Closed	May 4	Teacher In-Service Day
December 20	Early Dismissal	May 25	Memorial Day – Schools Closed
December 23-31	Christmas Break – Schools Closed	June 2	Early Dismissal
January 1	Schools Closed	June 3	Tentative Last Day of School
January 17	Early Dismissal	June 4-9	Snow Make-Up Days #2-#5

## PERSONNEL

### BOARD OF SCHOOL DIRECTORS

Galen George, President  
Tracy Helsel, 1<sup>st</sup> Vice President  
Deborah Petrunak, 2<sup>nd</sup> Vice President  
John Bopp, Secretary

Dr. Tim Ondrejlik, Treasurer  
Dr. Richard Knavel, Member  
Corina Long, Member  
Keith Rager, Member  
Robert Beyer, Member

## ADMINISTRATION

Dr. David Lehman, Superintendent  
Lucas Jacobs, Director of Education  
Donna Murphy-Carosi, School Psychologist  
Erica LaMantia, Special Education Supervisor  
Rebecca Roberts, Elementary Principal  
Dr. Robert Dill, Assistant Principal  
Jesslyn Anslinger, Food Service Director

## SECRETARIES

Bernice Cononie, Special Education  
Regina Fyock, Elementary Office  
Geri Maul, Elementary Office  
Karen Wilson, Elementary Office  
Jill Wolfhope, Food Services

## ELEMENTARY FACULTY

Jennifer Ambrose	Mindy Jani	Tammy Ohler
Tammy Bachota	Jake Kearney	Mike Pasierb
Kristin Bahorik	Julia Kehn	David Pcola
Lindsay Baker	Nicole Kerr	Kathleen Perry
Angela Beyer	Timothy Kestermont	Jennifer Poldiak
Dana Bolvin	Kayla Krise	Ann Ray
Mike Branas	Ron Kulback	Laurie Roberts
Anthony Brezovec	Scott Lashinsky	John Saksa
Matthew Brillhart	Cassandra Layman	Eva Seftic
Edward Burda	Stacey Lewis	Sarah Senft
Ann Carpenter	Tracy Locher	Cynthia Shilcosky
Denon Carpenter	Sarah Maderia	Nate Shilcosky
Kelsey Colosimo	Heather Manges	Nicole Shope
Chad Cordek	Elise Markum	Christina Stiffler
Rebecca Daly	Kara Matthews	Eric Stone
Denae Dorian	Kimberly Mayes	Jody Summits
Julie Eppley	Dawn McCall	Jena Tully
Staci Faith	Deana McGough	Michele Varner
Maria Gibson	Jennifer Miller	Amanda Vescovi
Wendy Gordon	Noelle Miller	Becky Wehner
Kelly Griffith	Jamie Montag	Amanda Williamson
Kimberly Hostetler	Kelly Myers	Kaitlyn Young
Tracey Howell	Justin Myers	Michele Zahurak
Dianna Hupkovich	Bonnie Nadonley	

## DISCIPLINARY GUIDELINES and PROCEDURES

### PHILOSOPHY

Administrators, teachers, and support staff members of the Forest Hills School District believe that the educational environment of our student-centered school must be one of order and discipline. We believe that attainment of this goal requires a code of discipline that categorizes unacceptable behavior and provides for appropriate disciplinary options. **In that no written code can cover all possible situations, the following code may be adapted by the principal/assistant principal when their judgment deems necessary.**

### SCHOOL RESPONSIBILITIES

The school is responsible for students and student behavior during the following times:

1. During the instructional hours of the school day in school.
2. During the instructional hours of the school day on school district property.
3. On school district vehicles, whether they are owned, rented, leased, or contracted.

4. At the bus stop prior to school and immediately after disembarking the bus after school.
5. At school district events held before, during or after school that are directly observed and supervised by school district staff.

### **STUDENT RESPONSIBILITIES**

It is the belief of the Forest Hills School District that **all students have a responsibility to behave in a manner that neither prevents teachers from teaching nor students from learning, nor violates the basic rights of any individual in the school community.** With this in mind, each student in the Forest Hills Elementary School is expected to:

1. Accept responsibility for his/her own actions.
2. Respect the rights of others, including his/her right to secure an education in an environment that is orderly and disciplined.
3. Attend school on a regular basis.
4. Be punctual at all times.
5. Maintain personal cleanliness, neatness, good grooming and safety.
6. Respect school property and help to keep it free from damage. Reimbursement is necessary for damage to books or property.
7. School personnel share in the responsibility of behavior and discipline from the time a student enters school until he/she leaves school, as well as during any sponsored activities.
8. Make an effort to do his/her best work.
9. Show self-control at all times in walking/traveling to and from school.
10. Obey school regulations and rules made by school authorities.
11. Maintain an atmosphere that is conducive to learning and personal growth.
12. Look out for and be aware of the safety and well-being of other students. If the safety of others is in jeopardy, students should contact their teachers, guidance counselor or principal
13. Refrain from making any type of threatening statement to staff or students.

### **SEARCH PROCEDURE**

The School District continues to strive to make the school the safest educational environment in which your son or daughter can learn. As part of the overall educational process, the following procedure related to the Elementary School has been adopted concerning sniff searches of backpacks, purses and book bags.

Students who choose to carry book bags, backpacks, purses, etc. must understand that, first and foremost, the School District has a responsibility to create a safe educational environment conducive to learning. Students must understand that carrying a backpack to school is a privilege given to a student, and the School District has the right to sniff search and seize any or all items that are deemed suspicious or may prove to be a threat to the welfare of students or other individuals.

An administrator may seize any evidence discovered as a result of a search of a student's property, clothed body, or areas designated for student use, if the search is proper and reasonable, and there is an indication that a student is violating or has violated the law or a school rule.

A student who refuses the request for a search by an administrator that is proper and reasonable may be disciplined under the District's discipline policy. Action may include suspension or referral to the board for an expulsion hearing.

### **LEVEL I**

#### **DESCRIPTION OF BEHAVIOR**

Level I misconduct involves behavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school.

**Examples** include, but are not limited to, the following:

- \* Violation of classroom and/or school rules or procedures
- \* Chewing gum anywhere in the school building
- \* Showing disrespect toward fellow students or their property
- \* Running, shoving, or pushing in any school area

- \* Unauthorized eating/drinking outside the cafeteria area
- \* Throwing objects

These misbehaviors will be handled by an individual staff member. They should be dealt with consistently, swiftly and fairly.

### **LEVEL I PROCEDURES**

Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehaviors require a parent/ teacher conference and/or parent conference with the principal or assistant principal. If necessary, a proper and accurate discipline log of the offense is recorded and kept by the staff member.

**DISCIPLINARY OPTIONS** - May include, but are not limited to, the following:

- \* Verbal reprimand.
- \* Parent conference (person or phone)
- \* Academic/Behavioral Intervention
- \* Classroom Interventions

## **LEVEL II**

### **DESCRIPTION OF BEHAVIOR**

Level II misconduct involves behavior whose frequency or seriousness tends to disrupt the learning climate of the classroom or of the school.

**Examples** include, but are not limited to, the following:

- \* Unmodified Level I behavior
- \* Inappropriate attire
- \* School tardiness
- \* Failure to serve detention assignments
- \* Abusive or obscene language or gestures
- \* Disruptive behavior
- \* Insubordination
- \* Using forged notes/excuses
- \* Leaving school without authority
- \* Improper behavior during lunch time, assemblies, or any activity outside the classroom
- \* Dishonesty
- \* Failure to accept any reasonable discipline from a teacher or principal
- \* Conduct unworthy of a FHSD student in school or at any school-related activity
- \* Direct verbal refusal to obey a reasonable request made by any adult who is employed by the FHSD
- \* Violation of Acceptable Use Policy

These infractions usually result from a continuation of Level I misbehaviors and require the intervention of personnel on the administrative level because the execution of the Level I disciplinary response(s) has failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel.

### **LEVEL II PROCEDURES**

The student may be referred to an administrator for appropriate disciplinary action. A proper and accurate discipline log of the offense is recorded by the staff member and sent to the office. The administrator meets with the student and decides the most appropriate action. A proper and accurate record of the offense and the disciplinary action is maintained by the administrator. Parent/Guardian is informed when deemed necessary.

**DISCIPLINARY OPTIONS** - May include, but are not limited to, the following:

- \* Parent/staff conference

- \* Referral to Student Support Services (SSS)
- \* Referral to guidance counselor
- \* Behavior contract
- \* Academic/Behavioral Intervention
- \* Referral for psychological evaluation
- \* Saturday Detention
- \* After-School Detention
- \* Technology Use Restrictions
- \* Modified school day
- \* Suspension (in-school or out-of-school)

### LEVEL III

#### DESCRIPTION OF BEHAVIOR

Level III misconduct involves acts directed against person or property, but whose consequences do not seriously endanger the health or safety of others in the school.

**Examples** include, but are not limited to, the following:

- \* Unmodified Level I and Level II behaviors
- \* Behavior which may result in any injury
- \* Theft/possession/sale of stolen property
- \* Abusive or obscene language or gestures to staff
- \* Threatening students
- \* Threatening staff
- \* Stealing
- \* Possessing pornographic materials
- \* Forgery of grades, passes or signatures

**These acts can be most frequently handled by the disciplinary mechanism in the school. Corrective measures which the school undertakes depend on the extent of the school's resources for remediating the situation in the best interest of all students. If these acts are considered criminal in nature, they will automatically be referred to the appropriate law enforcement office.**

#### LEVEL III PROCEDURES

The administrator initiates disciplinary action by investigating the infraction and conferring with the staff on the extent of the consequences.

The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action.

A proper and accurate record of offenses and disciplinary actions is maintained by the administrator.

**DISCIPLINARY OPTIONS-** May include, but are not limited to, the following:

- \* Parent/staff conference
- \* Referral to Student Support Services (SSS)
- \* Referral to guidance counselor
- \* Behavior contract
- \* Academic/Behavioral Intervention
- \* Referral for psychological evaluation
- \* After-School Detention
- \* Saturday detention
- \* Modified school day
- \* Suspension (in-school or out-of-school)

## LEVEL IV

### DESCRIPTION OF BEHAVIOR

Level IV misconduct involves acts which result in violence to another person or property or which poses a direct threat to the safety of others in the school. **Examples** include, but are not limited to, the following:

- \* Unmodified Level I, II, and III behaviors
- \* Destruction of school property
- \* Fighting (Using physical means to settle a disagreement is not acceptable.) Any physical confrontation that may result in disciplinary action by the administration may result in the involvement of local law enforcement, including the SRO, as well as a severe fine involving the magistrate or juvenile court system.
- \* Making terroristic threats or misuse of the 911 emergency system
- \* Carrying or concealing any item that may be construed as a weapon onto school property (See District Weapons Policy #218.1)
- \* Possessing or using tobacco products on the bus or on school property (see District Tobacco Policy #222)
- \* Possessing, using or distributing drugs, alcohol, or tobacco, including look-alike representations
- \* Assault as defined by the Pennsylvania Crimes Code
- \* Terroristic threats

These acts are so serious that they always require administrative actions that may result in the immediate removal of the student from school, and may require the intervention of law enforcement authorities, and/or action by the Board of School Directors.

### LEVEL IV PROCEDURES

The administrator verifies the offense, confers with the staff involved, and meets with the student.

Parents are notified and the student may be removed from the school environment.

School officials contact the law enforcement agency and assist in prosecuting the offender, when appropriate.

A complete and accurate report will be submitted to the Superintendent for Board review.

**DISCIPLINARY OPTIONS** - May include, but are not limited to, the following:

- \* Parent conference
- \* Referral for psychological treatment
- \* Out-of-School suspension
- \* Action which results in appropriate placement
- \* Charges under the Pennsylvania Civil Criminal Code or referral to the appropriate law enforcement agencies.

### AFTER-SCHOOL DETENTION

A student who has accumulated more than ten (10) days in the LGI room will be placed in After-School Detention for a period of one (1) hour. After-School Detention will be held from 3:45 pm to 4:45 pm in the LGI room. It will be the parent's responsibility to provide transportation home for the student.

### SCHOOL BUS DISCIPLINE POLICY

All students are under the jurisdiction of the School District at all times when riding to or from a school-sponsored activity, including extra-curricular activities. All reports of violations will be submitted in writing on the Bus Conduct Report Form. The Forest Hills School District and/or Bus Contractor reserves the right to charge for repairs or file criminal or civil charges in addition to enforcing the disciplinary policy.

### BUS RULES

1. No food or drink will be consumed, including gum and candy.
2. Stay in your assigned seats.



3. Keep all parts of your body to yourself and inside the bus.
4. No pushing, shoving, or fighting at any time.
5. No swearing, using inappropriate language, or speaking too loudly.
6. The school bus driver is in charge of the bus.

### **BUS DISCIPLINARY OPTIONS**

Students who violate these rules may be denied transportation by school authorities. If a student receives a bus conduct report, it may be processed as follows:

First Bus Conduct Report – Parent is notified, and student has a conference with the administration.

Second Bus Conduct Report – Parent-Student conference with administration to formulate a transportation behavior contract.

Third Bus Conduct Report – Student suspension from bus for a minimum of one day.

Any further Bus Conduct Reports will result in additional student suspensions from bus transportation, including loss of transportation privileges.

At administrative discretion, bus conduct options may result in additional discipline, not otherwise stated, depending on the severity of the bus infraction.

### **TRANSPORTATION**

The Forest Hills School District does not accommodate day-to-day alternate bus transportation requests that are written in a child's planner or requested through a note. Some examples of requests that are not permitted are play dates, sleepovers, parties, lessons, etc. If a parent or guardian deems a request as a true emergency, then the parent/guardian must contact the **Transportation Coordinator, Mr. Joe Gironda**, directly. Please note the following:

- Students are only permitted to ride their assigned bus.
- Transportation arrangements must remain the **same** (Monday through Friday). \*\*
- Students will have one regular AM bus stop and one regular PM bus stop. \*\*
- The AM and PM bus routes will be determined based upon a student's home address (which is listed in Power School according to the information provided by the parent/guardian) unless the Transportation Coordinator is contacted directly otherwise. A parent/guardian may change a bus stop location other than a home address one time; however, it must remain the same Monday through Friday.
- If a child attends daycare, it is the parent/guardian's responsibility to notify the Transportation Coordinator **annually** if a parent/guardian is requesting transportation to one of these locations.
- There will not be any assumption that the stop locations put in place for the previous year will be the same for the following year. Specifically, at the beginning of each school year, the AM and PM stop for a student will automatically revert back to the home address (which is listed in Power School according to the information provided by the parent/guardian) unless the Transportation Coordinator is contacted directly.
- Any bus stop change requests must be submitted **at least five (5) days before** the requested date of change.
- Any bus stop change must be a **permanent**, every day change. Transportation will not accommodate intermittent or every- other-day requests.
- The deadline to provide any stop requests, including daycare, is August 8<sup>th</sup>. The only exception to this date will be newly enrolled students or recent address changes due to a move. **If a parent/guardian has any questions or needs to update a child's bus stop, email the Transportation Coordinator at [jgironda@fhrangers.org](mailto:jgironda@fhrangers.org) or call (814) 487-7613, extension 3706, to leave a detailed voice message.**

*\*\*The only variation to this may occur when parents reside at different addresses within the FHSD and have shared legal custody. A copy of the custody agreement must be provided to the school before accommodations will be established.*

Additionally, there are certain rules that are established for the discipline and safety of the occupants of a school bus. It is the students' responsibility to know and obey these rules. Repeated failure to conform to these rules may result in the suspension of bus riding privileges.

#### **Before boarding the bus:**

1. Be on time at the designated school bus stop, at least 5 minutes before the scheduled pick-up time. **Do not wait inside your house until the bus arrives and then come out.**
2. Stand at the side of the highway or sidewalk. Do not interfere with traffic. Wait until the bus comes to a complete stop before attempting to enter the bus.
3. Enter in an orderly manner.
4. Respect the property rights of people who reside at or near the bus stop.

**BULLYING**

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

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

**Bullying** as defined in this policy includes Cyberbullying that may occur outside the school setting. **School setting** means in the school, on school grounds, in school vehicles, at designated bus stops or at any activity sponsored, supervised or sanctioned by the school. Any violators of the district’s bullying/cyberbullying policy will be handled in accordance with the discipline code.

**DRUG – ALCOHOL - TOBACCO GUIDELINES**

The Elementary staff is committed to the task of an alcohol, drug and tobacco free school, and in so doing, espouses the following as control guidelines relating to the specific rules and regulations with established school district policy.

<u>SITUATION</u>	<u>ACTION</u>
(a) There is a suspicion that a student could possibly be involved in the use or distribution of drugs, alcohol, or tobacco, including look-alike representations and unauthorized over-the-counter drugs or controlled substances	A conference is scheduled consisting of parents, guidance counselor and building administration.
(b) A student possesses drugs, alcohol, tobacco or look-alike representations and unauthorized over-the-counter drugs or controlled substance	<ol style="list-style-type: none"> <li>1. The student and his/her possessions will be searched and any found substance will be confiscated.</li> <li>2. A conference is scheduled consisting of parents, guidance counselor and building administration.</li> </ol>
(c) A student uses or is under the influence of drugs or alcohol.	<ol style="list-style-type: none"> <li>1. A school nurse is summoned.</li> <li>2. Police are summoned.</li> <li>3. A parent conference is held as an informal hearing to discuss disciplinary and rehabilitative measures.</li> </ol>
(d) A student is distributing drugs, alcohol, or a controlled substance, including look-alike representations and unauthorized over-the-counter drugs or controlled substances.	<ol style="list-style-type: none"> <li>1. Police are notified.</li> <li>2. A parent conference is conducted as an informal hearing to discuss disciplinary and rehabilitative measures.</li> </ol>
(e) A student has a drug or alcohol related emergency.	<ol style="list-style-type: none"> <li>1. A school nurse is summoned and the student is transported to a medical facility. Parents and police are notified and rehabilitative measures are taken.</li> </ol>

### **TOBACCO POLICY**

The Forest Hills School Board prohibits students from possessing and using tobacco or any look-alike product at any time upon school property, including all district buildings, grounds, athletic facilities, vehicles, school busses, bus stops, and at all school-sponsored activities. In addition, the use and possession of tobacco shall be prohibited by students proceeding to and from school and/or school related or sponsored activities. The school district may initiate prosecution of any student who violates this policy; in addition, the student may receive school disciplinary consequences as well. Under Act 145 of 1996 of the Pennsylvania Crimes Code, which amends the Crimes Code (Title 18), a student convicted of possession or using tobacco in a school building or on a school bus or school property shall be fined progressively as determined by the District Magistrate. **Disclaimer: Additionally, community service may also be assigned at the discretion of the magistrate and/or school district.**

For the purpose of this policy, tobacco or tobacco substitutes shall be defined as a lighted or unlighted cigarette, cigar, or pipe; other lighted or unlighted smoking products including electronic cigarettes; vaping; and smokeless tobacco in any form. This includes devices and partial products, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vapes, or under any other product name or descriptor.

### **HAZING - District Policy #247**

The purpose of this policy is to maintain a safe, positive educational and extra-curricular environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the Forest Hills School District and are prohibited at all times.

Hazing shall hereafter be defined as any intentional, knowing or reckless act, occurring on or off School District property, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of initiation or membership in or affiliation with any organization whose members are or include students of the Forest Hills School District.

### **DRUG TESTING KITS**

The Forest Hills School District will make available upon parental/guardian request, a urine-screening device at no cost to the parent/guardian. This will enable a parent/guardian with a means to do an in-home screening for their children. A parent/guardian would then decide whether to pursue further diagnostic measures in regard to the child(ren). In the event that positive results are confirmed by additional laboratory testing, a parent/guardian may contact the building principal or assistant principal for treatment resources available through the Student Assistance Program.

### **UNLAWFUL HARASSMENT - District Policy #248**

The Board strives to provide a safe, positive learning climate for students in schools. Therefore, it shall be the policy of the District to maintain an educational environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated.

Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.

### **THREATENING STATEMENTS**

The School responds to threatening statements in a very serious manner. Students who make threatening statements about their intent to bring a weapon to school to harm themselves or others result in disciplinary action, which may include suspension from school.

All parents/guardians and students are to be aware that statements such as “I was just kidding” or “I didn’t mean it” are not acceptable excuses. The age of student and the context of the statement will be taken into consideration when determining the number of days of suspension or possible expulsion.

### **WEAPONS POLICY**

**Purpose** - The Board recognizes the importance of providing a safe and orderly school environment.

**Authority** - Possession of weapons and/or destructive devices is strictly prohibited on school property, at any school-sponsored activity, or any public conveyance providing transportation to any school-sponsored activity.

**“School Property”** – is defined as all buildings, facilities, and grounds on the school campus sites, school buses, and other conveyances providing transportation to or from school or school-related functions or activities.

**“Weapons”** - includes, but is not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool or instrument capable of inflicting serious bodily injury.

**“Destructive Devices”** – includes any explosive, incendiary, or poison gas bomb, grenade, missile, rocket, mine or device similar to any of the devices described in this definition.

**Delegation of Responsibility** - Except as otherwise provided in this policy, the Board of School Directors shall expel for a period of not less than one year, any student who is determined to have brought and/or possessed a weapon or destructive device on any school property, at any school sponsored activity, or on any public conveyance providing transportation to a school or school-sponsored activity. **Expulsions shall be conducted pursuant to all applicable regulations.**

The Superintendent may recommend discipline short of expulsion on a case-by-case basis. The Superintendent shall, in the case of an exceptional student, take all steps necessary to comply with the Individuals with Disabilities Education Act. The Provisions of this policy shall not apply to the following:

1. A weapon being used as part of a program approved by the Superintendent or Building Principal.
2. A weapon that is unloaded and is possessed by a student while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry on school premises is authorized by school authorities.

The School District shall report all incidents involving possession of a weapon or destructive device prohibited by this section to local law enforcement officials.

1. The Superintendent or Building Principal shall report the discovery of any weapon or destructive device prohibited by this section to local law enforcement officials.
2. The Superintendent shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school property, at any school sponsored activity, or on any public conveyance providing transportation to a school or school-sponsored activity required under Section 1302-A.

**When a student enters Forest Hills Elementary, the parent must sign an Affirmation of Prior Discipline Record as stated in Act 26.**

### **ALTERNATIVE EDUCATION**

A student placed in an Alternative Education Program for disciplinary reasons is a student who poses a clear threat to the safety and welfare of other students or school staff, or who creates an unsafe school environment, whose behavior materially interferes with the learning of other students, disrupts the overall educational process, or exhibits to a marked degree the conditions specified in law.

Students placed in an Alternative Education Program, when established methods of discipline have failed, are not eligible to participate in extracurricular events or activities while they are enrolled in the Alternative Education Program.

### **SCHOOL RESOURCE OFFICER (SRO)**

Forest Hills School District, in conjunction with the Adams Township Police Department, employs a full-time school resource officer for the school district. The officer will be available in each building and will be responsible for school safety both during the school day and at after-school events. The officer will provide educational programs for students and will assist and/or lead investigations regarding school discipline.

### **SAFE2SAY SOMETHING**

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. Safe2Say Something can be accessed by calling 1-844-723-2729.

### **BUILDING SECURITY**

#### **School Volunteers**

The Elementary Administration values the unique contributions made by parent/guardian and community volunteers to the educational programs of the Forest Hills Elementary School. Accordingly, the Administration encourages the participation of parent/guardian and community volunteers, subject to certain requirements and procedures as set forth below.

All volunteers assisting in the presence of a teacher/administrator with students will be required to sign the PDE 6004 form. This standardized form has been developed by the Pennsylvania Department of Education as an additional proactive safety measure.

#### **Out of concern for the safety and welfare of the students at Forest Hills Elementary School ALL VISITORS**

##### **MUST:**

1. Use the security intercom at the main entrance to enter the building between the hours of 8:00 AM and 4:00 PM.
2. Report directly to the office with a valid driver’s license or state-issued identification that will be scanned through the Raptor Visitor Management System.
3. Depending on the nature of the visit, a visitor badge, generated by the Raptor System, will be printed and must be visibly worn if traveling beyond the office area. No admittance will be granted into the building without a Raptor badge.
4. When bringing a child to school after 8:45AM, parent/guardian must sign the register and provide written documentation (handwritten or doctor excuse) for the office. The student may then proceed to the classroom on his/her own.
5. If you have a need to come into the school in the morning before the start of school, you are not permitted to park on the loop road behind the school. You must park in the parking lot and enter via the main entrance.
6. When coming to pick up a child before the 3:25 PM dismissal time, parents/guardians use the security intercom at the main entrance to enter the building and sign him/her out. If the reason for having the child excused early involves a scheduled appointment, please send a note with your child that morning so the teacher can prepare for the student’s absence.

### **END-OF-THE-DAY PARENT PICK-UP PROCEDURES**

If your child(ren) will be getting picked up on a regular basis, it is the parent/guardian’s responsibility to request a Student Pick-Up Card from the office. Student Pick-Up Cards must be obtained from the office; they will not be given to students. If there is a pick-up change, the parent/guardian must notify the teacher by note or office by phone before 3 PM.

The loop road behind the cafeteria will be used for parent pick-up procedures. Vehicles will **not be permitted** to enter the loop road until 3:10 pm. Vehicles should be lined up **along the right side of the road** with the name of the student(s) prominently displayed on the dashboard or on the window. Children will be dismissed from the school in the order of the lined up vehicles. For the safety of students and drivers, please maintain a safe speed and be alert when entering or exiting the loop road.

Please get the children secured and leave as quickly as possible, **not passing** but following the vehicle in front of you, so as to not hold up the line.

### **WALKERS FROM SCHOOL**

Any student, as determined by the administration, to be a walker from school will be dismissed at 3:25 PM and escorted by school personnel to a designated location. Criteria for student walkers will be based the student's residence and age.

### **CORPORAL PUNISHMENT**

The State Board of Education has adopted the Regulations and Guidelines of Students Rights and Responsibilities. The Forest Hills School District complies with their regulations.

**Corporal Punishment (padding) is not an acceptable form of discipline in the Forest Hills School District.**

### **MEAL PRICES/PROCEDURES**

Meal prices for the 2019-20 school year have been set at:

<b>Breakfast:</b> \$1.10	<b>Reduced Breakfast Price:</b> \$ .40	<b>Drinks:</b> \$ .40
<b>Student Lunch:</b> \$2.40	<b>Reduced Lunch Price:</b> \$ .40	<b>Adult Lunch:</b> \$3.75

Second lunches or second entries are not an option for elementary students. Second servings of fruits and vegetables may be purchased for \$.55 (excluding potato items).

Student meal accounts are managed by Power School's computerized lunch system. Students make deposits to their accounts, the cost of their meals will be deducted from their account, and the computer keeps a running balance. Students in grades 2, 3, 4, 5, and 6 access their meal accounts by entering a student identification number (five or six digits) into a pin pad. Student accounts in Kindergarten and grade 1 will be accessed using a roster book until ID numbers are memorized.

Stamped deposit envelopes are available to students in each homeroom. To ensure that deposits can be made to the correct account, please fill out student information completely. Checks should be made payable to Forest Hills Cafeteria Fund.

Students are permitted to charge a meal, as a courtesy, if they forget their money. However, the system is set up as a debit system, not a charge account. Parents are encouraged to check balances at home on the Forest Hills School District website by using their Power School Student ID access numbers issued to parents from the office or by calling the cafeteria office anytime, at 487-7613 extensions 3672 or 3673. Statements are mailed home at the middle and end of each month to those who have reached a negative balance. At the end of each school year, positive balances will be carried over to the following school year.

### **HOMEWORK**

Homework is one of the most valuable tools in a child's overall learning process. It provides enriching experiences and fosters a strong desire to learn in and out of school. By its completion, a child can gain self-confidence and self-esteem. Furthermore, through regular and purposeful homework assignments, a child learns to work independently, to organize time, to use good study skills, and to develop a higher measure of self-discipline by accepting full responsibility for its completion. The amount and type of homework assigned by teachers will vary by class and even by students.

Parents and students are encouraged to ask in advance (3 days preferred) for homework when they are aware of an upcoming absence. If your child is absent two or more days, a request for work may be made. However, the requests for homework should be made by 8:45AM. There are no guarantees that requests will be fulfilled if calls are received after 8:45AM.

When a child is absent for a single day absence, please rest assured that the teacher will work with the child upon his/her return. Therefore, there is no need to request missed work for a single day absence.

## RECESS

Students will go outside if the temperature is at or above 40 degrees, and there is no precipitation. In the event that the ground is wet, the administration will check the playgrounds, and an announcement will be made regarding outdoor recess for the day. Students will receive approximately twenty-five (25) minutes of recess per day. A second recess for grades K-2 will be at the discretion of the classroom teacher. A second recess is available for grade 3 students two (2) additional days per week. All students must be in the building by 3 PM. Indoor recess consists of interactive play and activities within the classroom for students in grades K-5.

## POWER SCHOOL PARENT ACCESS

As another means of improving communication between the school and the home, the Forest Hills School District has extended an invitation to parents to participate in the Power School Access Program. This provides parent/guardians with a way to view your child(ren)'s grades, attendance and lunch balance at their convenience. Access is gained through the internet by using a unique username and password. No individual student information may be altered or deleted by the parent, and parents can only access information for their own child(ren).

## SCHOOL ATTENDANCE

Pennsylvania School Laws define and delegate the regulation for school attendance. In administering these regulations, the following guidelines prevail at our building:

### (A) Compulsory Attendance

Subsequent to a child's enrollment into grade one, the commonwealth's compulsory attendance laws prevail.

### (B) Absences from school

1. Excused absences are granted for illness and emergency situations.
2. Written parent excuses **are required for each period of absence**, regardless of the reason, unless the child was sent home from school by the school nurse or administration. Excuses are to be turned in **on the day the student returns to school**. Excuses are to be given to the homeroom teacher. **Failure to provide a written excuse from a parent or guardian within three days of returning to school constitutes an illegal absence**. Excuses must contain the following information: parent's signature, date, and specific reasons for the absence. The Principals will determine illegal absences.
3. Unexcused/unlawful Absence Procedures:
  - 1<sup>st</sup> Offense - Parental Letter
  - 2<sup>nd</sup> Offense - Parental Letter/Phone Call
  - 3<sup>rd</sup> Offense - Parental Letter/Student Attendance Improvement Plan (SAIP) Meeting
  - 4<sup>th</sup> and 5<sup>th</sup> Offenses – Parental Letter/Review of SAIP
  - 6<sup>th</sup> Offense - Charges will be filed with the District Magistrate.

\*Children and Youth and/or Cambria County Juvenile Probation may be contacted at any time\*
4. Pennsylvania School Code Section (D) 24-13- 1327 - A maximum of ten days (10) of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days should require an excuse from a physician. As required by the District Magistrate, a student placed on medical evidence will be placed on an attendance contract. A total of thirty days (30) throughout any one school year will cause the student's promotion status to become questionable.
5. Children who are absent due to scheduled appointments (doctor/dentist) will be required to procure a written (doctor/dentist) excuse. The medical secretary will complete one upon request at the doctor's office. Parents writing an excuse that states "my son/daughter was at the doctors" **will not** be considered a legitimate (doctor/dentist) excuse.
6. If a student is going on a (non-school sponsored) educational trip, the parents **must** contact the assistant principal. A special form must be completed two (2) weeks **prior** to going on the trip.

Failure to turn in the proper paper work will result in the day(s) being considered **Illegal Absence(s)**. A student will be excused for a maximum of ten (10) school days per academic year. Education trip days exceeding 10 days will be considered illegal absences.

**(C) Tardy and leaving school early**

Students arriving between the hours of 8:50AM and 9:20AM are considered **tardy**. The student must be brought into the office and signed in by a parent. **A student arriving after 9:20AM will be marked half day absent for the morning session. Children must be in school until 2:55pm to be considered present for the full day.**

On scheduled early dismissal days, students **must be present until 12:50 PM** to receive credit for the entire day. **Those students leaving before 12:50 PM will be marked absent for a half day.**

**DRESS CODE**

In an attempt to provide comfort for the students during the hot temperatures of fall and spring, while at the same time preserve a sense of dignity with dress, students may wear shorts to school.

The following are guidelines:

- No short shorts, shorts with holes or tears of any kind or tight fitting spandex clothing.
- No jeans with holes or tears of any kind are permitted unless tights or leggings are worn underneath.
- Cut-off tee shirts, obscenely monogrammed tee shirts, halters and midriffis are not acceptable attire.
- Articles of clothing advertising alcohol, tobacco or drug products are not acceptable, nor are articles of clothing that may somehow cause a disturbance or distraction in class.
- Hats should be removed upon entering the building unless approved by administration.
- Undergarments must be worn and covered.

Considering the wide range in the maturity of our students between pre-kindergarten and sixth grade, the elementary administration reserves the right to determine if clothing is inappropriate and take specific action to remedy the situation.

When selecting the proper shoes for your child(ren) for school, please consider that they may traverse many stairs in a day and play active games at recess and run on bark mulch. Always put your child's safety as the top priority, even ahead of fashion. Flip flops seem to be the cause of many accidents and injuries and are not recommended.

**PERSONAL BELONGINGS**

When determining whether to allow your child to bring personal belongings (electronics, cell phones, favorite toys, etc.) with him/her to school, please be reminded that the school district is not responsible for lost, stolen, or broken items. The safest option is to keep those important and often expensive items at home. While we will do all we can to try to recover lost or stolen items, we cannot guarantee their safe return home. Students should not bring cell phones or smart watches to school. In the event that a cell phone or smart watch must be brought to school, it should be turned off and remain in the student's book bag while on school property (including the school bus).

**REGISTRATION**

Registration for pre-k and kindergarten is conducted during the spring of each year. Advance notices of the dates for this procedure are provided through the news media and information releases from the school office.

**Pre-K students must be four years old as of September 1 and kindergarten pupils must be five years old as of September 1 of the year in which they are entering. First grade students entering school for the first time must be six years old as of September 1 of that year.**

**Note:** The Forest Hills School District will not enroll students who are 5 years old before September 1<sup>st</sup> into the 4-year-old program.



When enrolling your child (whether transferring from another district or an original entry), you are required to provide proof of birthdate, a complete immunization record, and proof of residency within the Forest Hills School District. When transferring from another district, a transfer card will also be expected at the time of registration.

### TRANSFERS

Students moving from the school district should inform their teacher and the school office in advance regarding this intent. The parent must come to the school to sign a withdrawal form for the child(ren). District Policy is that **no** school records are given to parents to be hand carried to the new school. Test data, report cards, and other recorded information maintained by the school will be mailed to the pupil’s new school upon request from the school.

### SCHOOL CLOSINGS

School may be closed when weather conditions are such that it is determined to be too dangerous for the school buses to travel or temperatures are determined to be detrimental to the health of the child. The local television and radio stations, along with the school district website ([www.fhrangers.org](http://www.fhrangers.org)) and FH social media sites, will keep you alerted as to when school is being closed due to poor weather conditions. It is important in an emergency to keep the phone lines open. Please do not call the school office or the home of school officials.

When an entire day of school is missed due to an emergency situation, it obviously affects many schedules. Considering our four-day rotation of special classes, if a Day #3 is missed due to a school cancellation, the next day the students return will be a Day #4 and then continue from there. When that day of school is made up, we will make up the Day #3. Always refer to the menu for the correct day.

At the beginning of school, it is imperative that parents have a pre-arranged plan as to where their child should go after school if an emergency situation necessitates an early dismissal. Be sure the teacher knows if the child is to take a different bus in an emergency early dismissal situation. We cannot take a child’s word alone that they are to ride a different bus. **In an emergency early dismissal situation, phone lines are busy with incoming calls so it is very difficult to contact a child’s parent to assure confused students on where to go before buses depart. Please make your arrangements known to the teacher, in writing, ahead of time to insure that your child gets where they need to go.**

### CONFERENCES

A parent/teacher conference can offer an opportunity for both the parent and the teacher to discuss mutual concerns regarding the child’s education. Specific days are set aside as part of the elementary school calendar each year for the purpose of having all parents visit the school and the teachers of their children. While the time spent in conversation between a teacher and a parent is typically brief (10 to 15 minutes), it is felt that every opportunity for the teacher and parent to communicate is of benefit to the child. In addition to our scheduled program of parent/teacher conferences, parents are encouraged to initiate a conference appointment when concerns develop regarding some phase of a child’s school experience. Conferences must be scheduled at a time that will not interfere with regular classroom instruction for school personnel.

### GRADING PROCEDURES

**Pre-K, Kindergarten, and Grade 1** report cards indicate progress in developmentally appropriate areas using individualized/group testing, teacher observation, and performance assessment.

Report cards are sent home three (3) times per year – every twelve (12) weeks.

Characteristic Marks	+	/	O
	Consistent Strength	Developing	Practice

Standards Marks	3	2	1
	<b>Proficient</b> – meets grade-level standards	<b>Basic</b> – approaching grade-level standards	<b>Below Basic</b> – not yet making sufficient progress toward grade-level standards

Progress is noted in the areas of social and motor development, reading and math skills development, and letter/number knowledge.

**Grades 2, 3, 4, 5 and 6**

**Language Arts** - Reading, English and Spelling assessment scores will be combined to form one (1) letter grade for Language Arts four (4) times per year – every nine (9) weeks.

**Grade 2** – Report cards sent home four (4) times per year – every nine (9) weeks

Letter grades are received in Math and Language Arts.

Science, Social Studies, Art, Music, Phys. Ed. and Library are Satisfactory unless otherwise noted.

**Grades 3, 4, 5 and 6** – Report cards are sent home four (4) times per year – every nine (9) weeks.

Students will be graded with a letter grade based on the following percentage scale:

<b>Grade</b>	<b>Percentage Range</b>	<b>Description</b>
<b>A</b>	92 - 100	Excellent
<b>B</b>	82-91	Above Average
<b>C</b>	72-81	Average
<b>D</b>	62 - 71	Below Average
<b>F</b>	55 - 61	Unsatisfactory
<b>S</b>	72 -100	Satisfactory (A-B-C work)
<b>N</b>	55 - 71	Needs Improvement and Unsatisfactory (D-F work)

The final grade (F1) is calculated by adding the four quarter percentages and dividing by four, then applying the current grading scale to assign a letter grade.

1. Teachers shall be mandated to offer 5% of the total grade in bonus activities. A letter from the teacher to the parents will be sent home detailing the type of bonus work students will be permitted to submit. Bonus work will not be accepted until all regular course work is completed. The acceptance will be at the discretion of each individual instructor in compliance with student rights and responsibilities.
2. Teachers will send a preliminary progress report home at the mid-point of the marking period for all students in grades 2-6. These reports are reviewed by the administration and given to the IST teachers for monitoring “at-risk” students.
3. Level I screening will be conducted by administrators at the end of every nine-week marking period to make sure those students needing instructional support have been referred.
4. Students in IST – teachers will test and grade students in the Instructional Support Program according to the adaptations recommended by the Instructional Support Team, of which the parent is an integral part.
5. Students with an IEP – teachers will test and grade the students according to the recommendations on the Individualized Education Program. Teachers are required to monitor individual students utilizing the school nurse, school psychologist, guidance counselor, Title I Teachers and instructional support teachers to insure flexibility in testing and grading when deemed necessary.
6. Honor Roll – students in grades 4, 5 and 6 attain honor roll status by achieving all B’s or better during a nine-week marking period.
7. An incomplete (I) may be given for work not completed. Credit will not be given until work is completed. An “I” does not automatically become an “F.” A student is responsible to contact the teacher and make arrangements for make-up work.
  - (a) The student must contact the teacher involved within three days after returning from an absence. A student is permitted two weeks to make up an incomplete nine-week grade.
  - (b) A teacher will present the student with a schedule of work to make up the missed assignments. A student is

permitted two days to complete the make-up work for each day missed, beginning with the day after the schedule is presented to the student.

- (c) A student not adhering to the above procedure will be referred to the office and possibly forfeit his right to make up missed work and exams. This could result in an incomplete grade for the year.

### **ENGLISH AS A SECOND LANGUAGE**

The Forest Hills School District, in keeping with its goal of academic excellence, has endeavored to establish a quality ESL (English as a Second Language) program that provides a student with the best education possible. In response to this desire, and in keeping with various federal and state regulations related to the education of ELL students, the Forest Hills School District formally established and adopted District Policy #138 – English as a Second Language/Bilingual Program, on July 10, 2002. The stated purpose of the policy is to enable identified ELLs (English Language Learners) to attain academic proficiency and success in English, specifically reading, reading comprehension, writing, speaking, and listening.

### **DISTRIBUTION OF MATERIALS**

In order for an outside group, agency, or organization to distribute materials such as fliers within the school to our student population, the following conditions must be followed:

1. Materials must be approved by the school administration prior to distribution.
2. The group must have a connection with the students or the school.
3. It must be non-partisan information and not related to an election or labor negotiations.
4. The dispersed information does not seek or exploit students for the benefit of a profitmaking organization.
5. The flyers are pre-counted and sorted for quick distribution to the intended homerooms and/or student groups.
6. The flyers must include a contact name and phone number.

### **ORIENTATION**

In order to reduce the fears and concerns frequently felt by many pre-k and kindergarten aged children (and oftentimes by their parents), a brief “Orientation to the World of School” program is scheduled prior to the opening day of the new school term. The purpose of this program is to acquaint the young child and his/her parents with the building setting, the materials to be experienced, and the teacher with whom the child will be working.

### **CHILD CUSTODY**

During situations when problems surface concerning who (mother/father) is or isn’t permitted to see the child on the school premises, a **Court Order** verifying legal custody and limitations must be presented to the administration. **Without verification of this document, either parent may see or pick up the child.** Federal regulations give both natural parents the right to access their child’s education records unless there is a court order or legally binding document prohibiting access.

**It is the responsibility of parents to annually notify the school in writing if duplicate sets of report cards, records and school notifications are to be sent to the non-custodial parent. Additionally, it is also the responsibility of the parents to annually provide the school with child custody agreements.**

**PLEASE – Do not put the school in the middle of custodial disagreements.**

### **STUDENT SUPPORT SERVICES (SSS)**

The Student Support Services (SSS) Team addresses the challenge of helping those elementary students who are having trouble in school. The SSS process is a positive, success-oriented program. SSS is an intervention program, not a treatment program, designed to identify high-risk students who are having academic or behavioral concerns at school. It is a team approach designed to assist students to function successfully in the elementary school environment. The goal for the SSS Team is to maximize individual student's success. Any student (grades Pre-K - 6) who is experiencing difficulty functioning successfully in the classroom due to consistent academic or behavioral problems may be a candidate for SSS services. All information regarding a student's involvement in the program is confidential and maintained in the best interest of the student. Parents can request an SSS meeting at any time throughout the school year by calling the school at (814) 487-7613, extension 2746.

### **STUDENT ASSISTANCE PROGRAM (SAP)**

SAP is a school-based Student Assistance Program at Forest Hills Elementary School. The SAP team is comprised of professionally trained school and Cambria County agency staff. The purpose of the program is to identify and assist students who are experiencing barriers to learning.

The SAP team will work with parents/guardians to help find services and assistance within the school or, if needed, in the community for our students. The SAP team does not diagnose, treat, or refer your child for treatment. Instead, the SAP team will provide parents/guardians with information to make the choices that best meet their child's needs.

Anyone can refer a child to the SAP team. Some students are referred by teachers or other school personnel. A friend or family member can also let the SAP team know that they are worried about someone. The child can even go directly to the SAP team to ask for help. The SAP team will gather information to determine how the student is doing in his/her classes. However, the SAP team will not proceed unless a parent/guardian provides written permission. Once permission is received, the SAP team will work with the parent/guardian to develop a plan of action to help the referred child achieve success in school. Participation in the SAP program is voluntary.

### **SPECIAL EDUCATION**

The Forest Hills School District provides a wide variety of programs to meet the needs of students with disabilities. Students participating in a special education program are provided an individually designed educational program to meet their unique educational needs. Programs are either operated by the District or provided by contract with the Appalachia Intermediate Unit 8.

Educational disabilities include autism, deafness, blindness, emotional disturbance, hearing impairment, specific learning disability, intellectual disability, multiple disabilities, other health impairments, speech or language impairment, visual impairment including blindness, and traumatic brain injury.

The Forest Hills School District has developed procedures for screening and evaluating school-aged children who are experiencing academic and/or emotional/behavioral difficulties.

Special education programs include Learning Support, Speech/Language Support, Life Skills Support, Hearing Impaired Support, Visual Impairment Support, Multiple Disability Support, Autistic Support, and Emotional Support.

The Forest Hills School District strives to ensure that all students with disabilities have available to them a Free Appropriate Public Education (FAPE). District educators are committed to individualizing and supporting students in general education classes to the maximum extent possible and to provide small group intervention when needed to meet individual needs. General and special educators work together as a team to meet the instructional needs of special learners.

### **GIFTED EDUCATION**

Gifted education services are provided by the Forest Hills School District and focus on enrichment and/or acceleration activities that supplement the general education program. Instructional services are provided through direct instruction, consultation, and classroom enrichment. Services are provided to students who qualify as mentally gifted and who demonstrate a need for Gifted Education Services.

### **GUIDANCE**

Two elementary school counselors provide assistance for the classroom teacher to more completely understand each child and to subsequently provide an adequate program for meeting his/her needs. This is accomplished through individual and small group sessions with the child and counselors, by scheduling and facilitating programs in the school from outside agencies, and through increased communication between the school and the home.

**PENNSYLVANIA EDUCATION FOR CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS**  
**PROGRAM**

The Pennsylvania Education for Children and Youth Experiencing Homelessness Program (PA ECYEH Program), assures execution of the federal legislation, *McKinney-Vento Homeless Assistance Act* of 1987. The Act defines the term “homeless children and youth” as individuals who lack a fixed, regular, and adequate nighttime residence. Implementation of this program ensures that homeless children and youth have equal access to the same, free, appropriate, public education; including preschool education, as provided to other children and youth.

**Rights of Homeless Children & Youth Include:**

- Continuing their education in their current school, and provide transportation to that school, (if feasible);
- Immediate enrollment in the school district where they are temporarily housed;
- Assistance with obtaining school records  
\*Note: lack of school records may not affect the right to immediate enrollment;
- Participation in all applicable school programs, including supplementary instructional programs, field trips, and other enrichment activities as well as after-school recreational programs, etc.;
- Assistance with school-related expenses, such as: supplies, clothing, uniforms, meals, etc.

Each school district in the United States has a designated Homeless Liaison. This person is responsible for assuring that each homeless child or youth receives all the services guaranteed by federal law. Mr. Lucas Jacobs, Director of Education, is the Forest Hills School District Homeless Liaison. Please Contact Mr. Jacobs at (814) 487-7613 EXT: 3249 or [ljacobs@fhrangers.org](mailto:ljacobs@fhrangers.org) if you have additional questions or need assistance.

**JOURNALS/DIARIES**

Keeping a journal/diary is a technique that may sharpen language arts and writing skills. Teachers may choose not to read these items on a regular or even random basis. However, if a teacher does read a student’s journal/diary and finds it to contain anything that may deal with abuse, neglect, harm to oneself or harm to others, there will be no such thing as confidentiality. Parents and /or the responsible school officials will be contacted immediately.

**LIBRARY**

The elementary school houses an attractive library which includes an abundance of reference, fictional and non-fictional materials. Formal instruction in library procedures embracing Pre-K through sixth grade are scheduled on a rotating basis. Flexible scheduling allows for the use of the library as a resource room for teachers and students. Students at all grade levels are provided time each week for book selections. Technology instruction will be a regular part of library instruction.

**(F<sup>H</sup>OSS) FOCUS ON STUDENT SKILLS**

Focus on Student Skills (F<sup>H</sup>OSS) is a program designed to assist students with their literacy skills. F<sup>H</sup>OSS is designed after a PA Department of Education initiative called MTSS (Multi-Tiered Systems of Support) is a comprehensive standards-aligned school reform strategy that enables early identification and intervention for students needing additional opportunities to learn high level content. In addition, MTSS provides benchmark students the opportunity to enrich and “grow” their skills and talents.

The administration and elementary faculty will use available data to create groups of students who will be working with another instructor other than their classroom teacher. The number of students in each group will vary according to the level of student needs. All of the students will be given the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) assessment at the beginning of the school year. DIBELS is our universal screening tool used with all K-6 elementary students to determine their academic status against grade level reading benchmarks. The administration will review progress monitoring and benchmark data to determine whether students need to be moved into a different group to address their academic needs throughout the school year. The F<sup>H</sup>OSS program will include all students in grades K, 1, 2, and 3.

### **REMEDIATION (Reading)**

The elementary faculty includes remedial reading specialists in grades K through four who offer additional supportive instruction in basic reading skill areas to those students who qualify for involvement in this Title I federally funded program. The guidelines of this program dictate small class size for increased individualized attention, and request diagnostic evaluation to determine the participant's academic status.

### **INSTRUMENTAL MUSIC**

All elementary students in grades four through six are given an opportunity to learn to play a musical instrument. Fourth, fifth and sixth graders who so choose will have instrumental lessons geared specifically to the instrument of their choice. Fifth and sixth graders' instrumental lessons will culminate in a performing Fifth and Sixth Grade Band.

### **CHORUS**

All fifth and sixth grade students have an opportunity to join the chorus. The "Rockin' Ranger Ensemble" generally practices once a week and performs at various functions throughout the school year.

### **PHYSICAL EDUCATION**

Our elementary physical education program offers a wide variety of developmental programs to students. Intramural activities are available to students in grade 6 on a scheduled basis, and may be available to 5th graders, depending upon time constraints.

The following are presented as guidelines for student participation:

1. Loose fitting shorts
2. Comfortable T-shirt
3. Socks
4. Sneakers
5. Towel/wash cloth & soap
6. Headbands for those with long hair
7. No jewelry - watches, pierced earrings, bracelets.

**Note:** Showering facilities are available and highly recommended for students in grades 5 and 6.

If a child is unable to participate in physical education activities on a given day due to temporary illness, a note explaining the details of the illness should be sent by the parent to the physical education teacher. Frequent failure by the child to participate in physical education activities will result in a request from the school for a doctor's excuse verifying the validity of the absences.

### **SCHOOL SPONSORED EDUCATIONAL TRIPS (Field Trips)**

Occasionally during the school year, elementary students take part in a study trip (field trip). These trips are scheduled to places of interest with the goal of enhancing the classroom educational program. Permission slips are sent home prior to the trip and must be returned before a child makes the trip. A child will not be allowed to go on a field trip without parental permission. The permission slips contain all the pertinent information regarding trip details.

### **WELLNESS**

The Forest Hills Board of Education approved the Forest Hills School Wellness Policy #246 on July 13, 2017. The policy can be found on the District's website at [www.fhrangers.org](http://www.fhrangers.org)

### **PARTIES**

A few times during the year food parties are permitted in classrooms. These occasions include Halloween, Christmas, Valentine's Day and Easter. For these classroom parties, parents and teachers are to offer minimal amounts of food that contain added sugar as the first ingredient (maximum 2-3 items). The use of fresh fruits, vegetables, water, 100% fruit juice or milk is also encouraged.

**As a safety precaution, homemade treats are not allowed to be distributed during these activities. Only commercially packaged food items are permitted for school use.**

**Birthday parties may continue to be celebrated at the discretion of the individual classroom teacher; however, these are not to be food parties.** These occasions may be marked with pencils, tablets, books, trinkets, etc.

### **PARTY INVITATIONS**

At times parents wish to use the school as a venue to distribute invitations to their child's classmates for at-home parties. This may only be done if it includes all the students of a particular group. For example, **invitations may be given to the whole class, or all the girls, or all the boys.** This will help assure that feelings aren't hurt by leaving out a student.

### **SCHOOL HEALTH**

School health services in the Forest Hills School District are organized and developed in accordance with the school laws of the Commonwealth of Pennsylvania, the health needs of school children in this district, and national standards for a sound school health program.

#### **(A) Pre-School Immunizations**

Prior to entry into school at Forest Hills Elementary, a child must be properly immunized. Students in **Pre-K** must be immunized against rotavirus, haemophilus, influenza type B (Hib), pneumococcal, diphtheria, polio, pertussis, tetanus, rubella, rubeola, mumps, hepatitis B and varicella (chicken pox). Students in **Kindergarten** must be properly immunized against diphtheria, polio, pertussis, tetanus, rubella, rubeola, mumps, hepatitis B, and varicella (chicken pox).

**A physician's record reporting the dates of these immunizations is required from the parent at the time of registration of the child.** Enforcement of the immunization records as a pre-requisite for school attendance will be in conjunction with the dictates of district policy and state mandates.

#### **(B) Required Examinations**

Pennsylvania School Law requires a medical examination of pupils upon original entry to school (pre-k, kindergarten or grade one, as the case may be) as well as in grades six and eleven. Parents are encouraged to have their family physician complete their child's physical examination simply because the family physician is more familiar with the child's medical history. Medical forms for the family physician are available in the health room office.

Children not examined by their family physician will be examined by the school physician during the school term. Times for such school examinations are scheduled in advance and parents are informed of these dates. Physical defects discovered or suspected by the examining physician are reported to the parents.

Pennsylvania School Law requires a dental examination for pupils upon original entry to school (pre-k, kindergarten or grade one as the case may be) third grade, and seventh grade. Parents are encouraged to have dental examinations done by their family dentist. Children who do not have private dental examinations done will have one conducted by the school dentist during the school term.

Failure to comply with the Pennsylvania School Law requirements by providing the appropriate medical and/or dental documentation or participation in school dental or physical examinations MAY result in the child being excluded from any grade level field trips.

School health law further requires that every pupil in kindergarten through grade twelve be weighed and measured. BMI (body mass index) will be calculated and these results are to be reported to parents or guardians of students in grades Pre-K-6.

All pupils in Pre-K through grade twelve will have a vision screening once yearly.

All pupils in Pre-K through grade 3 shall be given a hearing screening each year. Pupils in other grades who are known to have a hearing loss or show evidence of hearing difficulty will be tested.

### **(C) Illness/Injury**

Parents are urged to report any health problems that may arise during the school year to the nurse. Parent-nurse conferences are encouraged and can be arranged by calling the school nurse.

The school health room is equipped to handle first aid and illness during the school hours. **Treatment of wounds, removal of splinters, treating colds, or other conditions occurring at home is not the responsibility of the teacher or nurse. Please do not send a child to school if he/she is ill.**

### **(D) Homebound Instruction**

In the event of a child needing to be out of school because of illness or injury for an extended period of time, arrangements can be made for homebound instruction services at no expense to the parents. Homebound instruction is only provided subsequent to a request from the parent, completion of the appropriate forms and a recommendation by the attending physician.

### **(E) Medications \*\*\* Important**

**The following is the method that the Forest Hills School District nurses must use to dispense non-prescription (over-the-counter) medications.**

**Any non-prescription (over-the-counter) medication, other than what is listed below, must have an order from a licensed prescriber before it can be dispensed by school nurses. A copy of the form to be completed by the parent and the licensed prescriber (doctor, physician's assistant), dentist, certified registered nurse practitioner (CRNP) is located on the back page of the handbook.**

The Pennsylvania Department of Health now requires school nurses to have a medication order from a licensed prescriber for non-prescription (over-the-counter) medications. School nurses **cannot** dispense any non-prescription (over-the-counter) medications to students that are **not** covered under the school physician's standing order. However, when parents sign the Emergency Procedure Card, school nurses **may** dispense the following medications as prescribed by the school physician.

- Tylenol or ibuprofen
- Tums (antacid)
- Benadryl
- Calamine lotion
- Sucrets
- Blistex
- Sting kill topical
- Anbesol
- Neosporin ointment

A signed medication order from a licensed prescriber is needed only when the non-prescription medication is **not** on the list above.

Any medications to be administered during the school day must be taken to the nurse's office (or main office) by the parent or guardian. **No student is permitted to carry any medication to or from school or during school hours.**

The guidelines of the Forest Hills School District indicate that all children's medications be administered at home. Medication other than those covered by the school doctor's standing orders (indicated on the Emergency Procedure Card) **MUST** have a medication order from a licensed prescriber. This includes over-the-counter non-prescription medication. However, if under exceptional circumstances a child is required to take medication during school hours, the parent and student must comply with school regulations. These regulations include the following



1. Written request from the physician to the school officials that medication be administered to the student. Included in the request must be the name of the student, name of the medication, dosage, time to be administered, diagnosis and possible side effects.
2. Students are not permitted to transport medication to or from school.
  - a. **A parent/guardian or responsible adult must bring the medication to school.**
  - b. All medications must be in a **prescription bottle** with **current date** and name of the student on the bottle. Medications in plastic bags or containers other than original containers are **NOT acceptable**.
  - c. Parent/Guardian must send enough medicine to cover the prescription until a refill is needed.
  - d. Parent/Guardian must anticipate when the school medication supply will run out in order to replenish the supply.
  - e. Empty medication containers **will not be** sent home with students.
3. **Under no circumstances will any student be permitted to transport medication, except for inhalers for asthma, insulin for diabetes, or Epinephrine for allergic reactions as ordered by a licensed prescriber.**
4. Medication that is to be given 3 times a day may be given at home before school, immediately after school, and at bed time at home.

These regulations are for the safety and protection of all students in the school district. Your cooperation with these guidelines will be greatly appreciated.

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

#### **(F) Communicable Diseases**

Guidelines for the recommended lengths of absence for communicable diseases vary with the particular disease. Students must remain absent from school until the student is judged non-infective by the child’s physician.

#### **(G) Lice Procedures**

1. All students will be checked at the beginning of the school year.
2. Whenever it is discovered that a student has lice, the school nurse checks all students in close contact.
3. A parent communication letter is sent home at the beginning of the school year with suggestions on how to treat and control lice. This information is also available on the school website.
4. Once the student has been treated, the student must be checked by the school nurse before returning to school. Forest Hills has a LIVE LOUSE POLICY, as recommended by our school physician, which means a student must be lice free in order to be readmitted to school.
5. After checking the student the school nurse will determine whether the student returns to the classroom or returns home for further treatment.
6. Programs are conducted yearly with the students concerning the prevention and treatment of controlling lice.

#### **PUPIL ACCIDENT INSURANCE**

The School District is not responsible for payment of doctor or hospital bills you might incur for injuries that happen in or around the school. This includes physical education classes, cafeteria and recess.

We urge all students to carry the pupil’s accident insurance that is available through the school. Medical and hospital coverages are explained in the policy you receive when you purchase the insurance. This coverage is available only at the beginning of the school year. Insurance forms will be sent home with all students. Call the school if your child does not bring a form home.

School accident insurance only covers interscholastic injuries after the primary insurer has been billed.

### **AMBULANCE SERVICE**

The Forest Hills School District has contracted with the Forest Hills Ambulance Association to provide emergency ambulance service. In the event that it would be deemed necessary by School District personnel to have a student transported to the hospital from school in an ambulance, the cost of the ambulance service would not be billed to the parents/guardians.

### **SUNSCREEN PROTECTION**

In October of 2018, the Pennsylvania School Code was amended to include sun protection measures for students. Section 1414.10 (2) of the PA School Code allows for the use of a non-aerosol topical sunscreen product by students in school if:

- The product is approved by the Food and Drug Administration;
- The parent/guardian must submit a form allowing the student to use the topical sunscreen; and
- The student must submit a form stating that he/she is aware of the proper use, is familiar with the safety precautions of the product, and will handle the product appropriately.

The school district may rescind or restrict the use of the sunscreen if the student does not follow the school rules and/or the student is unwilling or unable to keep the non-aerosol sunscreen product guarded from other students' use.

### **USE OF RESTRICTED/ UNAUTHORIZED DEVICES**

The Forest Hills School District prohibits the use of restricted and unauthorized devices, as defined in policy, by students during the academic school day. Such devices shall be turned off or made inoperable during the academic school day. In the event that a student uses or displays one of the devices listed here during the academic school day, the device will be confiscated and returned to the student's parent/guardian only.

The term restricted and unauthorized device is defined as cellular telephones, 2-way radio wireless devices, telephone paging devices commonly known as beepers, any device that is capable of operating as a telephone paging device, laser pointers, and any other items deemed by the administration to interfere with the orderly management of the school.

The term academic school day is defined from the time the student arrives on school property to the official dismissal time set forth by the school district for that particular building.

### **PARENT TEACHER ORGANIZATION**

The goal of the Forest Hills Parent Teacher Organization is to enhance learning and social opportunities which normally would not be funded by our school. Enthusiasm expressed by the parents in our children's education will be reflected in our children's attitudes. All persons are welcome to participate in P.T.O. activities (Grandparents, Aunts, Uncles) even though they do not have children attending the elementary school.

Many activities are initiated by the PTO. You are encouraged to attend the PTO meetings and voice your suggestions and ideas. Meetings are usually scheduled for the 3rd Monday of specified months at 6:00 p.m. in the elementary school. Get involved with your child's education. Your opinion is valued.

### **COMPLAINT PROCEDURES FOR EXTRACURRICULAR ACTIVITIES**

The Forest Hills School District, in conjunction with its extracurricular staff, will follow the five-step procedure listed below. The order of this line of communication must be followed if you elect to pursue any concern you may have with regard to the extracurricular program.

1. Head Coach/Advisor
2. Athletic Director (if related to a sports program.)
3. Building Principal
4. Superintendent
5. Board of Education

The information provided in the "Communication Guide" is intended to help you and your child to have a rewarding and enjoyable experience.

**Parent Right-to-Know Information as Required by Elementary and Secondary Education Assistance (ESEA)  
[Section 1112(e)(1)(A)]**

**Every Student Succeeds Act (ESSA) [Section 1112(e)(1)(A)]**

Forest Hills Elementary School receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you.

At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching.
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes

- Information on policies regarding student participation in assessments
- Information on required assessments that include subject matter tested, purpose of the test, source of the requirement (if applicable), amount of time it takes students to complete the test, and time and format of disseminating results.

The Forest Hills School District is dedicated to meeting the educational needs of our students and is working to ensure that your child receives the best possible education. The district is fully committed to the success of your child. We appreciate your partnership in our efforts.

# Forest Hills School District

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## MEDICATION ADMINISTRATION CONSENT & LICENSED PRESCRIBER ORDER

**Student Name:** \_\_\_\_\_ **Date/Time:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Teacher/Grade:** \_\_\_\_\_

In accordance with school policy, medication(s) should be given at home before and/or after school. However, when this is not possible, prior to receiving the medication at school, each student must provide the school nurse with a **Medication Administration Consent Form** signed by the student's parent/guardian and a **Medication Order** from a licensed prescriber. All medication must be in an original prescription bottle/container from a pharmacy.

### **Parent/Guardian Consent:**

I give my permission for my child, \_\_\_\_\_, to receive the following medication ordered by a licensed prescriber during the school day. I understand that the medications will be given by school health personnel according to my child's licensed prescriber's directions.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed: \_\_\_\_\_ Phone: \_\_\_\_\_

I hereby release, discharge, and hold harmless the Forest Hills School District, its agents and employees, from any and all liability and claim whatsoever for the administration of the above medication to my child/ward should there develop an allergic or other reaction from the medication.

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### **Licensed Prescriber Medication Order:**

Patient's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Route and Dosage: \_\_\_\_\_

Time of Administration: \_\_\_\_\_

Directions: \_\_\_\_\_

Diagnosis/Purpose: \_\_\_\_\_

Discontinuation Date: \_\_\_\_\_ Allergies: \_\_\_\_\_

Licensed Prescriber Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Licensed Prescriber Name Printed: \_\_\_\_\_

*Revised 2010*