



Forest Hills Elementary School

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Sidman, PA 15955
(814) 487-7613 www.fhrangers.org

STUDENT HANDBOOK 2022-2023

A MESSAGE FROM THE ELEMENTARY ADMINISTRATION

Welcome to an exciting school year at Forest Hills Elementary School. 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. Forest Hills Elementary School embraces a collaborative partnership between teachers and parents in order to empower students to reach their potential.

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. We 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 review this handbook/planner with your child. **In addition, please note that several changes and updates have been added to the 2022-2023 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

8:20-8:50	Homeroom Activities
8:55	Classes Begin
10:55	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
12:10	PM PreK Lunch
12:15	Grade 5 Lunch/Recess
12:30	Grade 6 Lunch/Recess
3:20	Classes End
3:25	Dismissal Begins

Pre-K Time Schedule

8:45-11:25	AM Pre-K Class
12:20-3:05	PM Pre-K Class

PERSONNEL

BOARD OF SCHOOL DIRECTORS

Galen George – President
Dr. Richard Knavel – 1st Vice President
Deborah Petrunak – 2nd Vice President
Keith Rager – Secretary
Dr. Tim Ondrejik – Treasurer
Edward Hudak – Member
Corina Long – Member
Daryl Bodenschatz – Member
Colleen Wolfhope – Member
Beard Legal Group, Solicitor

ADMINISTRATION

Dr. David Lehman - Superintendent
Lucas Jacobs – Director of Education
Olivia Kudlawiec – School Psychologist
Elissa Boyd – Special Education Supervisor
Dr. Robert Dill – Elementary Principal
Kristin Wilson – Elementary Assistant Principal
Jesslyn Anslinger – Food Service Director

SECRETARIES

Bernice Cononie – Special Education Office
Regina Fyock – Elementary Office
Wendy Schrock – Elementary Office
Annette Shaffer – Elementary Office
Jill Wolfhope – Food Services

ELEMENTARY FACULTY

Jennifer Ambrose
Tammy Bachota
Kristin Bahorik
Lindsay Baker
Angela Beyer
Megan Bodie
Dana Bolvin
Anthony Brezovec
Matthew Brillhart
Edward Burda
Ann Carpenter
Denon Carpenter
Dillion Charlton
Kelsey Colosimo
Hannah Conklin
Chad Cordek
Rebecca Daly
Julie Eppley
Staci Faith
Denaë Fogle
Maria Gibson
Wendy Gordon
Kelly Griffith
Amanda Herter

Kimberly Hostetler
Tracey Howell
Dianna Hupkovich
Mindy Jani
Autumn Jones
Jake Kearney
Julia Kehn
Nicole Kerr
Jaclyn Klein
Kayla Krise
Ron Kulback
Scott Lashinsky
Cassandra Layman
Tracy Locher
Elise Long
Sarah Maderia
Heather Manges
Elise Markum
Kara Matthews
Kimberly Mayes
Dawn McCall
Deana McGough
Jennifer Miller
Noelle Miller

Justin Myers
Kelly Myers
Jamie Montag
Bonnie Nadonley
Tammy Ohler
David Pcola
Jennifer Poldiak
Ann Ray
Laurie Roberts
Sarah Senft
Cynthia Shilcosky
Nate Shilcosky
Nicole Shope
Carissa Sinosky
Christina Stiffler
Eric Stone
Jody Summits
Jena Tully
Amanda Vescovi
Becky Wehner
Mattison Weimer
Lauren Yakicic
Kaitlyn Young
Courtney Zaramba

PHILOSOPHY

Our goal is to create an outstanding educational environment where staff, students, and families treat each other with respect. To accomplish this goal, we need to be responsible for our actions and work hard to achieve our fullest potential-

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 accept responsibility for his/her own actions. To do so, students should

1. Respect the rights of others, including his/her right to secure an education in an environment that is orderly and disciplined.

2. Attend school on a regular basis.
3. Arrive to school and all classes on time.
4. Maintain personal cleanliness, neatness, good grooming and safety.
5. Respect school property and help to keep it free from damage. Reimbursement is necessary for damage to books or property.
6. 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.
7. Make an effort to do his/her best work.
8. Show self-control at all times in walking/traveling to and from school.
9. Obey school regulations and rules made by school authorities.
10. Maintain an atmosphere that is conducive to learning and personal growth.
11. 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
12. Refrain from making any type of threatening statement to staff or students.

INSTRUCTIONAL MODEL

Forest Hills Elementary School provides students with the opportunity to engage in personalized, innovative, and intensive academic preparation that inspires and educates students to achieve the highest levels of academic knowledge and skills. We do this through a focused and intentional instructional model that includes the blended learning opportunities of face-to-face instruction and online learning through the school's learning management system. Whether attending traditional or online schooling, students engage daily in high levels of rigor and relevance through interactive, standards-based learning experiences. When engaged in online learning, students may participate using either synchronous or asynchronous learning paths.

Synchronous learning environments offer students and teachers multiple ways of interacting, sharing, and collaborating in real-time during live class instruction led by a teacher.

Asynchronous learning paths offer students the ability to participate actively in their own learning through the use of online content lessons and additional resources. Students work through course content on their own, while also having opportunities to attend live classes to interact with their peers. In an asynchronous path, students and teachers are not always online at the same time.

During remote or virtual instructional days, students are expected to complete and turn in their assigned work as if they were attending in-person school.

USES OF SCHOOL-ISSUED COMPUTERS AND INTERNET PRIVILEGES

Students shall respect the computer privileges granted to them. Students should refrain from:

- giving his/her password to another individual or using another individual's account;
- illegally downloading or uploading copyrighted materials from the Internet;
- visiting sites on the Internet that contain inappropriate or explicit material;
- harming or destroying data of another student or person, the Internet, or other networks;
- creating, downloading, or uploading computer viruses;
- downloading, creating, saving, or displaying inappropriate or offensive images on Chromebooks;
- playing games, conducting personal Google searches, or other non-related school uses; and
- violating any rule outlined in the Acceptable Use Policy.

School-issued computers are for school uses only. Additionally, students should arrive to school with their Chromebooks fully charged. Students should also bring their chargers with them to school.

School-issued computers must be returned at the end of the same academic year in the same condition as when received.

- Insurance options are available for purchase.
- Parents/guardians are responsible for damaged or missing Chromebooks and/or accessories.

NETWORK ETIQUETTE

Parents and students are expected to follow the rules of network etiquette. Network etiquette refers to common-sense guidelines for conversing with others online. Please abide by these standards:

- Avoid sarcasm, jargon, and slang. Swear words are unacceptable.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.
- Focus your responses on the questions or issues being discussed, not on the individuals involved.
- Be constructive with your criticism, not hurtful.
- Review your messages before sending them. Remove easily misinterpreted language.
- Respect other people’s privacy. Don’t broadcast online discussions, and never reveal other people’s email addresses.

STUDENT BEHAVIOR, INFRACTIONS, AND CONSEQUENCES

LEVEL ONE	
Rules and Infractions	Possible Consequences or Interventions
Level I misconduct involves student behaviors that impede orderly classroom or school operation. Violations include: <ul style="list-style-type: none"> • Violating classroom and/or school rules or procedures • Chewing gum anywhere in the building • Showing disrespect toward fellow students or their property • Running, shoving, or pushing in any school area • Unauthorized eating/drinking outside of cafeteria area • Throwing objects • Cell phone violation 	<ul style="list-style-type: none"> • Discuss incident with student (verbal reprimand) • Parent conference (in person or over the phone) • Recess-time detention • Loss of classroom privileges
LEVEL TWO	
Rules and Infractions	Possible Consequences or Interventions
Level II misconduct involves student behaviors in which the frequency or seriousness tends to disrupt the learning climate of the classroom or of the school. Violations include: <ul style="list-style-type: none"> • Unmodified level 1 behavior • Inappropriate attire • School tardiness 	<ul style="list-style-type: none"> • Discuss incident with student (verbal reprimand) • Parent conference (in person or over the phone) • Referral to Student Support Services (SSS) • Referral to the guidance counselor • Recess-time detention

<ul style="list-style-type: none"> ● Failure to serve detention assignments ● Abusive or obscene language or gestures ● Threats to others in school ● Disruptive behavior ● Insubordination ● Using forged notes/excuses ● Leaving school without authorization ● Improper behavior during lunch time, assemblies, or any activity outside of the classroom ● Lying ● Plagiarism ● Failure to accept reasonable discipline from a teacher or principal ● Violating the Acceptable Use Policy ● Conduct unworthy of FHSD in school or at any school-related activity ● Direct verbal refusal to obey a reasonable request made by adult employed by FHSD 	<ul style="list-style-type: none"> ● Behavior contract ● Referral for psychological evaluation ● Saturday Detention ● After-School Detention ● Loss of credit for assignment ● Loss of privileges ● Modified school day ● Social Probation* ● Loss of computer privileges ● Suspension (in-school or out-of-school)
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LEVEL THREE

Rules and Infractions	Possible Consequences or Interventions
<p>Level III misconduct involves acts directed against a person or property that do not seriously endanger the health or safety of others in school. Violations include:</p> <ul style="list-style-type: none"> ● Unmodified Level I and Level II behaviors ● Behaviors that 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 ● Forging grades, passes, or signatures 	<ul style="list-style-type: none"> ● Discuss incident with student (verbal reprimand) ● Parent conference (in person or over the phone) ● Referral to Student Support Services (SSS) ● Referral to the guidance counselor ● Recess-time detention ● Behavior contract ● Referral for psychological evaluation ● Saturday Detention ● After-School Detention ● Loss of privileges ● Modified school day ● Social Probation* ● Suspension (in-school or out-of-school) ● If these acts are considered criminal in nature, they will automatically be referred to the appropriate law enforcement office.

LEVEL FOUR

Rules and Infractions	Possible Consequences or Interventions
<p>Level IV misconduct involves acts that result in violence to another person or property or that poses a direct threat to the safety of others in the school. Violations include:</p> <ul style="list-style-type: none"> ● Unmodified Level I, II, III, and IV behaviors ● Destruction of school property ● Fighting – Using physical means to settle a disagreement is not acceptable. 	<ul style="list-style-type: none"> ● Parent conference (in person or over the phone) ● Referral for psychological evaluation/treatment ● Ten days of out-of-school suspension ● Alternative educational setting ● Payment of full restitution for acts of deliberate damage or graffiti. Costs for damages to school property may include labor, materials, and other

<ul style="list-style-type: none"> ● 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 or using e-cigarettes or vaping apparatuses ● Any act in violation of a local, state, or federal law ● Possessing, using, distributing drugs, alcohol or tobacco, including look-alike representations ● Assault as defined by the Pennsylvania Crimes Code ● Terroristic threats 	<p>costs associated with replacing or restoring the damaged property.</p> <ul style="list-style-type: none"> ● Charges under the PA Civil Criminal Code or referral to the appropriate law enforcement agencies ● Action by the Board of School Directors
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*Social Probation limits or restricts student attendance and/or participation in school related activities. Students who engage in a serious violation of the Code of Conduct, frequently disregard procedural policies, are chronically absent (illegal or unexcused) or demonstrate a threat to the health, safety and welfare of the student body, staff, or general public may be placed on social probation at the discretion of the administration. Social Probation may include the following: students are not permitted on Forest Hills School District property outside of normal school hours, students are prohibited from participating in extra-curricular (academic competitions) or co-curricular (band, chorus) activities, and/or students may not attend school sponsored field trips. The administration will review the circumstances on a case-by-case basis before imposing social probation. The degree and length of social probation will be clearly delineated to the student and the student’s parent/guardian.

Please note that the description of student behaviors, infractions, and consequences is not comprehensive; therefore, it may be adapted by administrators when their judgement deems it necessary.

CELL PHONES

Bringing cell phones to school is strongly discouraged. If it is essential that a student bring a cell phone to school, the cell phone must remain in the “off” mode during the school day and be kept in a secure location. Please note that the school is not responsible for any missing or damaged phones. When cell phones are confiscated, the following will result:

First Offense – The cell phone will be returned to the student at the end of the day.

Second and Subsequent Offenses – The cell phone will be returned to the parent/guardian during school hours. An adult must come to the school to pick up the device.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

Ranger Pride Pledge

To continue to improve our school culture and climate, Forest Hills Elementary School implemented the **Ranger Pride Pledge** to create a positive school climate that fosters making good choices, being kind, being responsible, and showing respect. The **Ranger Pride Pledge**, tailored to the needs of Forest Hills Elementary School, is part of PBIS (Positive Behavioral Interventions and Supports).

PBIS is a school-wide, evidence-based program that is designed to create and maintain a positive, safe, consistent, and more effective school climate. The **Ranger Pride Pledge** reinforces students who are exhibiting expected behaviors while also providing consistent consequences for inappropriate behaviors. The goal of the **Ranger Pride Pledge** is to encourage all students to be socially and behaviorally successful.

Ranger Pride Pledge Expectations

The **Ranger Pride Pledge** defines four expected behaviors for all of our students. The expectations are as follows:

Through *courage*,

- **We will make good choices.**
- **We will be kind to others.**
- **We will be responsible.**
- **We will respect others.**

All students are to follow the expectations for all school locations, including the classroom, cafeteria, restroom, recess/playground, hallway, and bus.

Working together to promote positive behavior will invariably increase student achievement, sustain a positive school climate, and equip students with the knowledge, skills, and habits necessary to become responsible citizens in our global community.

STUDENT SEARCHES

The School District continues to strive to make the school the safest educational environment in which your son or daughter can learn. School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions without a search warrant when in school, on school grounds or when otherwise under school supervision; if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population; or evidence that there has been a violation of the law, Board policy, or school rules. Any illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary hearing or proceeding and may be turned over to law enforcement authorities.

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.

AFTER-SCHOOL DETENTION

A student may be placed 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/guardian is notified, and student has a conference with the administration.

Second Bus Conduct Report – Parent/guardian is notified, student has a conference with administration to review and initiate a transportation behavior contract. A copy of this contract will be sent home for parent/guardian signature.

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

Unless arrangements are confirmed with the school district's transportation coordinator for a child to be assigned to a bus other than the one originally designated, he/she will not be reassigned. Toward this end, if a parent or guardian desires a temporary change of bus for any reason or period of time, a note must be sent to the classroom teacher and forwarded to the office for approval. This will then be sent to the transportation coordinator for approval. Please include the name, address and phone number to where the child needs transported. Likewise, if a change is initiated by the school, parents or guardians will be notified. **Please contact the elementary office prior to 3:00 PM if a last minute bus change needs to occur.**

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 as stated above.

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. **Cyberbullying** includes misusing technology to harass, tease, intimidate, threaten, or terrorize another student or staff member by way of any technological tool. Cyberbullying includes sending inappropriate or derogatory emails, instant messages, text messages, pictures, blogs or website postings when the intentional act substantially interferes with a student’s education, creates a threatening environment, or disrupts the orderly operation of the school.

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 dealt with 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>
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,	<ol style="list-style-type: none"> 1. A conference is scheduled consisting of parents, guidance counselor and building administration.
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"> 1. The student and his/her possessions will be searched and any found substance will be confiscated. 2. A conference is scheduled consisting of parents, guidance counselor and building administration.
A student uses or is under the influence of drugs or alcohol.	<ol style="list-style-type: none"> 1. A school nurse is summoned. 2. Police are summoned. 3. A parent conference is held as an informal hearing to discuss disciplinary and rehabilitative measures.
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"> 1. Police are notified. 2. A parent conference is conducted as an informal hearing to discuss disciplinary and rehabilitative measures.
A student has a drug or alcohol related emergency.	<ol style="list-style-type: none"> 1. A school nurse is summoned and the student is transported to a medical facility. 2. Parents and police are notified and rehabilitative measures are taken.

TOBACCO POLICY

The possession and use of tobacco at any time upon school property, including all district buildings, grounds, athletic facilities, in vehicles and at all school-sponsored activities are strictly prohibited. In addition, the use and possession of tobacco shall be prohibited by students proceeding to and from school and /or school related or sponsored activity.

The school district may initiate prosecution of any student who violates this policy. Under Act 145 of 1996 of the Pennsylvania Crimes Code, which amends the Crimes Code (Title 18), a student convicted of possession or use of tobacco in a school building or on a school bus or school property may be fined up to \$50.00 plus court costs or admitted to alternative adjudication.

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 occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

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.

NONDISCRIMINATION/DISCRIMINATION HARASSMENT - District Policy

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The District strives to maintain a safe, positive learning environment for all students that is free from discrimination, Discrimination is inconsistent with the educational and programmatic goals of the District and is prohibited on school grounds, at school-sponsored activities, and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

For purposes of this policy, **harassment** shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Sexual Harassment

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or
4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. **Sexual violence** means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

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 will face disciplinary action that could result in out-of-school suspension, a referral to local law enforcement, or expulsion by the Board of School Directors.

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 - District Policy #218.1

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take required steps to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies.

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.

SAFE SCHOOLS HELPLINE

The Forest Hills School District instituted the SAFE SCHOOL HELPLINE for reporting threats of violence, depression, and illegal activity that could harm children in school. A call to the helpline is private, confidential, and anonymous. The SAFE SCHOOL HELPLINE can be accessed by calling 800-418-6423, ext. 359 or online at www.safeschoolhelpline.com.

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. You must park in the parking lot, not the bus loading zone.

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 3:00 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 3:20 PM and escorted by school personnel to a designated location. Criteria for student walkers will be based on 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 (paddling) is not an acceptable form of discipline in the Forest Hills School District.**

MEAL PRICES/PROCEDURES

For the 2022-2023 school year, all students attending Forest Hills School District will be entitled to receive a free breakfast and lunch.

Student meal accounts will be managed through SchoolCafe.com. Students can make deposits to their accounts and the cost of any extra beverages purchased will be deducted from their account, the computer system will track their sales and keep a running balance. Students will access their meal accounts by providing their student identification number to the cashier at the end of the serving line. Cashiers will assist the younger students with this until they are able to memorize their ID numbers.

Stamped deposit envelopes are available to students in each homeroom. To ensure the money is deposited into the correct student account, please be sure to fill out the student information completely. Checks should be made payable

to Forest Hills Cafeteria Fund. **Parents will also have the option to add funds to their child's account online through SchoolCafe.com (please note that there is a service fee for this option).**

Students must have money in their account if they would like to purchase water, juice or extra milk. Parents are encouraged to check balances at home through SchoolCafe.com using their child's student ID number. If a parent is unsure of his/her child's ID number, please call the cafeteria office at 487-7613 at extensions 3672 or 3673.

Statements are mailed home monthly to those who have reached a negative balance of over -\$5.00. At the end of each school year, all negative accounts must be paid in full and positive balances will be carried over to the following school year. Students transferring out of the district will be reimbursed any balance in their lunch account upon request to the Food Service Director within three months of transferring from the district. Any unclaimed balances will remain in the Food Service Account.

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 33 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 (20) 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 3:00 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). If a parent is unsure of his/her child's login, please call the elementary office at 487-7613 extension 3602.

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. Compulsory school attendance laws apply to children under the age of six whose parents enrolled them in public kindergarten programs.

(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. Administrators will determine illegal absences.
3. Unexcused/Unlawful Absence Procedures:
 - 1st Offense** - Parental Letter
 - 2nd Offense** - Parental Letter/Phone Call
 - 3rd Offense** - Parental Letter/Student Attendance Improvement Plan (SAIP) Meeting
 - 4th and 5th Offenses** – Parental Letter/Review of SAIP
 - 6th 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 doctor" **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. Homework should be secured prior to the trip.
7. 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. Educational trip days exceeding 10 days will be considered illegal absences.
8. Students are provided one day for each day of absence to make up missing assignments. For example, if a student is absent for two consecutive days, the student has two days to make up missing assignments. If a student has extenuating circumstances, such as a medical issue, additional time may be afforded to complete missing assignments.

(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 9:20 AM will be marked half day absent for the morning session. Children must be in school until 2:55 PM to be considered present for the full day.**

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

DRESS CODE

Student dress must comply with all health and safety codes. Dress must not interfere with the educational process or rights of others. Pants or shorts must be worn no lower than the waist, be appropriately fastened to remain in position, and be of such length and width as to be appropriate for a school setting.

Items NOT approved include the following:

- Extremes in make-up, hairstyles, clothes, etc.
- Sleeveless tops/Tank tops, Crop-top shirts above the waist, or see-through tops
- Jeans with excessive holes or tears (unless tights or leggings are worn underneath)
- Spandex and cut-off sweats
- Sleepwear/Pajamas unless otherwise indicated by school administration
- Short shorts (including, but not limited to, cheerleading shorts, volleyball shorts, bike shorts)
- Hats, Sweatbands/Wristbands, Bandanas (displayed or worn), or Slippers
- Clothing that depicts drugs, alcohol, material of implied sexual content, messages that are obscene, vulgar, or depict criminal, racist, hate or violent groups or activities
- Clothing that allows private areas to be exposed. (Undergarments must be worn and covered.)

In the case of questionable apparel, the administration reserves the right to make the final decision on the appropriateness.

When selecting 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 top priority, even ahead of fashion. Flip flops seem to be the cause of many accidents and injuries are not recommended.

PERSONAL BELONGINGS

When determining whether to allow your child to bring personal belongings (electronics, cell phones, favorite toys, cards, 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 FH social media along with the schools website (www.fhrangers.org).

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 1st into the 4-year-old program.

When enrolling your child (whether transferring from another district or an original entry), you are required to provide a birth certificate, an updated immunization record, and proof of residency within the Forest Hills School District. When transferring from another district, you will need to complete a request for records form 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), Facebook page (Forest Hills Elementary-Sidman) and other 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.**

FLEXIBLE INSTRUCTION DAYS (FIDs)

The Pennsylvania Department of Education (PDE) approved the use of Flexible Instructional Days (FIDs) as an alternate form of instruction in place of a day otherwise canceled due to inclement weather or building emergency. FIDs count as a full day of school and will be implemented at the discretion of the Superintendent of Schools. On a Flexible Instructional Day, students will complete learning assignments provided by the teacher at home on the day that otherwise would have been canceled. Students in grades Pre-K through 12 will be expected to complete asynchronous lessons and assignments provided to them by their teachers in order to be marked present for the Flexible Instructional Day. Teachers will be available via Zoom and email

The Forest Hills School District will use its current communication media tools to notify students, parents/guardians, and employees that a flexible instructional day has been instituted.

Any student who fails to complete their FID assignment within three (3) school days will receive an unexcused absence from school. If an assignment is not completed, students may lose the point value or grade for the assignment. This loss of points could negatively impact a student’s marking period grade.

Technology support will be available via the Technology Department link on the District website. As a reminder both the Elementary and Junior-Senior High Schools have Wi-Fi hotspots in the parking lots that are available for your use, at your discretion.

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. Conferences can be scheduled via Zoom or Google Meets if preferred.

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
	Proficient – meets grade-level standards	Basic – approaching grade-level standards	Below Basic – 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. *Please note this change from Grade 1.

Science, Social Studies, Art, Music, Phys. Ed., STEAM 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:

Grade	Percentage Range	Description
A	92 - 100	Excellent
B	82-91	Above Average
C	72-81	Average
D	62 - 71	Below Average
F	55 - 61	Unsatisfactory
S	72 -100	Satisfactory (A-B-C work)
N	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 in grades 3-6. 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 students in grades 2-6 who are receiving a D or F. 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.
8. Students who fail their ELA and Math courses for the year may be retained. Students will only be retained as a last resort and such analysis will be conducted in correlation with the District Team and Retention and Administrative Regulation Procedures.

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 May 10, 2018. 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 any updated 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 2621.

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. Additionally, the school counselors provide classroom lessons.

PENNSYLVANIA EDUCATION FOR CHILDREN AND YOUTH

EXPERIENCING HOMELESSNESS PROGRAM

The Pennsylvania Education for Children and Youth Experiencing Homelessness Program (PA ECEYEH 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 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 that 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^HOSS) FOCUS ON STUDENT SKILLS

Focus on Student Skills (F^HOSS) is a program designed to assist students with their literacy skills. F^HOSS is an MTSS (Multi-Tiered Systems of Support) model, 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. Students in grades K-3 will be given the Acadience reading assessment at the beginning of the school year. Acadience is our universal screening tool used with all K-3 elementary students to determine their academic status against grade level reading benchmarks. Students qualifying for FhOSS will be given a screener to look at specific skill deficits. Certified Title I and elementary teachers facilitate this progress.

Teachers and 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^HOSS program will include all students in grades K, 1, 2, and 3.

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 fourth, 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. Headbands for those with long hair
6. No jewelry - watches, pierced earrings, bracelets.

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 December 6, 2018. The policy can be found on the District's website at 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. Please refrain from large bags/boxes of treats. Your child should be able to carry treats on the bus.

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 celebrated with pencils, tablets, books, trinkets, etc. Please be advised that certain classrooms are designated as allergy-free classrooms; therefore, please consult your child's teacher before sending food items to school with your child.

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 A and B, varicella (chicken pox), and influenza. 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. Parents must contact the school nurse if their child has a medical, ethical, or religious exemption.

(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 district website or can be requested by calling the school nurse.

The Pennsylvania Department of Health 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 (acetaminophen) or ibuprofen
- Tums (antacid)
- Benadryl (diphenhydramine)
- 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. A written release must be provided 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.

(H) Bedbugs

Bed bugs are a nuisance, but their bites are not known to spread disease. Bed bugs are usually active at night and feed on human blood. The bite does not hurt at first, but it may become swollen and itch, much like a mosquito bite. Watch for clusters of bites, usually in a line, on exposed areas of the body. If you have medical concerns for you or your child, please contact your doctor.

The source of bed bugs often cannot be determined. Bed bugs may be found in many places including hotels, planes, and movie theaters. Even though it is highly unlikely for bed bugs to infest a school, the Forest Hills School District will conduct an inspection and, if needed, will implement an integrated pest management plan in the area where the bed bug was found. The Forest Hills School District will continue to work to identify bed bugs, provide thorough inspections of schools, and have licensed pest control specialists assist with pest management. The Forest Hills School District has trained staff that will take precautionary actions and implement pest management procedures and protocols.

If concerned, you may wish to contact your physician or school nurse for proper care and treatment of bed bug bites. If you have any questions regarding bed bugs found in your home, contact your local health department or visit <http://www.pa.gov/bedbugs>.

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.

ELEMENTARY AND SECONDARY EDUCATION ASSISTANCE

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) 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.