

FORBES ROAD ELEMENTARY HANDBOOK

2020-2021

MISSION

The mission of the Forbes Road School District is to provide an exemplary educational program which serves the Individual, the Community, the State, and the Nation by enabling students to develop respect for self and others, acquire essential knowledge, develop learning and thinking skills, develop talents and abilities, and become independent lifelong learners and responsible citizens.

ELEMENTARY VISION

Teaching our children how to learn for life

The information contained in this handbook is for a typical school year. For the start of 2020-2021 school year, information in the school's COVID Manual supersedes any information that may conflict in this handbook.

FACULTY AND STAFF

ADMINISTRATORS

Mrs. Maria Scott-Bollman	Superintendent/ Principal
Mrs. Cindy McClain	Dean of Students
Mrs. Tammy Fraker	Assistant to Supt.
Mrs. Kristie Hohman	Business Manager
Mrs. Brandi Robertson	School Counselor
Mrs. Elizabeth Locke	School Nurse
Mrs. Wendy Mumma	Admin. Assistant
Mr. Chris Seymore	Facilities and Transportation Mgr.

BOARD MEMBERS

Mr. Kirby Shoemaker	President
Mr. Brian Barton	Vice-President
Mrs. Peggy Bolinger	Treasurer
Mrs. Kathy Baker	
Mr. Brian Barton	
Mrs. Cassie Broadwater	
Mr. Sean Fraker	
Mrs. Dulce Hall	
Mrs. Lori Kendall	
Mrs. Melissa Lane	

FACULTY

Mrs. Haley Mills	Red Birds
Ms. Jacquelyn Brode	Kindergarten
Mrs. Erika Cooper	Kindergarten
Mrs. Kayla Cromer	First Grade
Mrs. Anitra Plummer	First Grade
Ms. Samantha Conner	Second Grade
Mrs. Angela Gabrielson	Third Grade
Mrs. Mechele Seville	Third Grade
Mrs. Sharon Bakner	Fourth Grade
Mrs. Ashley King	Fourth Grade
Ms. Michele Grace	Fifth/Sixth Grade
Ms. Misti Keebaugh	Fifth/Sixth Grade
Mrs. Nichole Parson	Fifth/Sixth Grade
Mrs. Rebecca Ayers	Learning Support
Mrs. Shawna Angelo	Learning Support

CUSTODIAL STAFF

Mr. Sid Hoover	Custodian
Mrs. Wanda Johnson	Custodian
Mr. James Knepper	Custodian

CAFETERIA STAFF

Mrs. Sue Fleming	Head Cook
Mrs. Linda Englert	Cook
Mrs. Rita Kling	Cook
Mrs. Betty Oakman	Cook
Mrs. Deb Oliver	Cook

SPECIALISTS

Mrs. Shannon Brown	Title I Reading/Math
Ms. Amanda Brown	Librarian
Mrs. Lisa Black	Art
Mrs. Cindy McClain	Physical Education
Mrs. Cindy Robinette	Vocal Music/Reading

PARAPROFESSIONALS

Mrs. Kari Barton
Mrs. Linda Blair
Mrs. Ashley Herbert
Mrs. Ann Smith
Mrs. Tina Wilkins

All contact with faculty and staff MUST be done through the elementary office. Parents wanting to contact a teacher should call 685-3865 ext. 2132. Parents may request email addresses from the secretary or leave a message for a teacher.

SAFETY CONCERNS

For the safety of the students all exterior doors are locked at all times. For entrance into the elementary school, please push the button at the front door.

Upon entrance to the building all visitors must stop in the office and sign in. **At no time should parent/guardian go directly to a classroom upon entering the building.**

Upon arrival to school, parents may walk their child/children to the front door. All students should walk independently to his/her classroom.

All parent(s)/guardian(s) are expected to remain in the office at all times unless specifically invited by a teacher to participate in a classroom activity.

COMMUNICATION BETWEEN HOME & SCHOOL

Communication between home and school is very important. You are encouraged to contact your child's teacher if you have a concern; however, it is important that you schedule a meeting with the teacher in advance. Do not show up unannounced before school to talk with a teacher. First, teachers are not required to be at school until 8:00 a.m. Second, while many teachers arrive early to school, they do so in order to prepare for the school day, and an unexpected arrival will hinder their efforts to prepare for the day's lessons. Finally, for obvious safety reasons, visitors to the school must sign the visitor's log, they must also be cleared by office personnel before leaving the office area to go elsewhere in the building.

ELECTRONIC DEVICES

Section 1317.1 of the Public School Code prohibits the use of electronic equipment or communications devices. Students possessing such devices will be required to surrender them to teachers and/or administration and the device will be turned over to the parent/guardian. The following items may not be used in school because they are distractions: pagers, walk-mans, MP3 players, iPods, cellular phones, electronic games, laser pointers, and other similar electronic devices. If a student chooses to bring an electronic device to school, the School District is not responsible if the device is broken, lost, or stolen. This includes any other types of toys as well.

SCHOOL UPDATES & CALENDAR

A weekly calendar and monthly updates will be available through our district website and/or School Reach calls. This will include current events in the school as well as general announcements of important topics for students and their parent(s)/guardian(s). This information will also be available through email if requested.

EMERGENCY SCHOOL CLOSINGS

In case of emergency, such as snow, ice, mechanical difficulties, etc., information regarding the closing of school will be broadcast on our district website (www.frsd.info) and over the radio and TV stations listed below.

Altoona	WFGY – 98.1	Penn State	WPSX
Chambersburg	WCHA – 800	Johnstown	WKYE – 96.5
Chambersburg	WIKZ – 95.1	Johnstown	WYGI – 95.5
Everett	WSKE – 104.3	Altoona	WTAJ – Channel 10
Mercersburg	WCBG – 1590	Johnstown	WJAC – Channel 6
Mercersburg	WSRT – 92.1	Hagerstown	WHAG – Channel 25

BELL SCHEDULE
(Not during COVID)

ARRIVING AT SCHOOL ON TIME IS VERY IMPORTANT!!

Regular Day Schedule

8:00 Homeroom
8:20 Tardy Bell
8:25 Announcements
Classes begin
10:50 Lunches begin
11:20 Recesses begin
3:12 Parent Pick up/Van Riders
3:15 Student Dismissal

Two-Hour Delay Schedule

10:00 Homeroom
10:05 Announcements
Classes begin
10:50 Lunches begin
11:20 Recesses begin
3:12 Parent Pick up/Van Riders
3:15 Student Dismissal

Note:

Students will usually be served lunch on early dismissal days.

ACCIDENT INSURANCE

You may obtain insurance (a day or round-the-clock) for your child at a nominal cost. Information is sent home early in the school year.

Injuries that occur on school property or in gym class during the school day are the responsibility of the parent and not the school district.

If the parent/s have purchased school time insurance or 24-hour insurance through the school district student accident insurance, a claim must be completed by the school nurse. The school nurse completes the top part of the claim from (Part A). The parent completes Part B. It must then be sent into the District office for a signature

ANIMAL POLICY

In order to protect students we are asking that NO animals be brought to school, except for educational purposes, which need administrative approval.

ATTENDANCE

Definitions:

Illegal Absence – charged to any student 16 years of age or younger for a violation of the State’s Compulsory Attendance Law.

Tardy - any student arriving after 8:20 and until 10:00 (only medical excuses will be accepted as legal tardies). **Tardiness will be accumulated and credited as an illegal or unlawful day.**

1/2 Day Absence – any student missing between 1 1/2 to 3 1/2 hours of the school day.

Full Day Absence – any student missing 3 1/2 hours or more of the school day.

Early Dismissal – any student leaving school up to 1 1/2 hours before the end of the school day

(minutes will be accumulated and credited as an illegal or unlawful day). **Students who leave before 3:15 must have a parental note explaining in detail the reason why it is necessary to leave before 3:15.**

**Pennsylvania Compulsory Attendance Law (Section 1333)
Student Under Seventeen (17) Years of Age.**

3rd Illegal absence – an official first notice is sent by certified mail to parents or guardians

4th+ Illegal absence – the school will submit a compulsory attendance citation to the district justice and the student will be referred to the Fulton County Children and Youth service.

The administration is authorized to use social agencies or law enforcement agencies to deal with problems of absenteeism.

A student suspended from riding the school bus is required to attend school during the term of suspension. The parent or guardian is responsible to see that the student is transported to school. Days missed because of a bus suspension will be illegal and unlawful.

Student's attendance at school is critical in determining their academic achievement; therefore, we take absences, tardies, and early dismissals very seriously.

In accordance with Act 138, after three unexcused student absences, the school must hold a School Attendance Improvement Conference to create a School Attendance Improvement Plan. Parents will be invited to the conference to participate, but if parents do not attend, the school is mandated to proceed with both the conference and plan.

ABSENCES – LAWFUL & UNLAWFUL

Recognized reasons for lawful absences include:

1. Illness of the student
2. Death in the family
3. Family emergencies
4. Pre-approved educational trips

Students without sufficient reasons for being absent will be marked unlawful. After a cumulative total of seven (7) days lawful absences on a parental signature, a doctor's excuse is required. After a student has missed three (3) unlawful absences, the parents will be sent a notice. This first notice is a warning that additional unlawful absences will make the parents liable for a fine.

MAKE-UP WORK, LEGAL ABSENCE

Students have one day to make up work for each legal day they miss. For example, if a student has a legal absence on a Wednesday and homework is assigned that day, and the student returns on Thursday, that homework will be due on Friday.

Any student who turns in a late assignment within the week following the due date will lose 25% of the total possible score. Any student who turns in a late assignment more than a week past due will lose 50% of the total possible score. All assignments must be submitted by the end of the marking period in which they were assigned. "incompletes" will be given if the student misses a test or work the week grades are due. All incompletes must be made up by the last day of the marking period in which the incomplete is given. Students who have legal absences the last week of the marking period will be allowed a one-day extension beyond the marking period to complete work for each day missed.

MAKE-UP WORK, ILLEGAL ABSENCE

Work missed due to an illegal absence will need made up following the same procedure as above; however, the student's grades for the missed assignments will be reduced by 25% when submitted on time and 50% when submitted more than a week later.

PROCEDURES FOR REPORTING ABSENCE

When your child returns to school after being absent (THIS ALSO PERTAINS TO THE STUDENT BEING SENT HOME BY THE SCHOOL NURSE), you are REQUIRED to send a note to the office containing the following:

1. Name of the student who was absent and homeroom teacher's name.
2. The date of the absence.
3. A brief but specific reason for the absence.
4. Parent/Guardian's signature.

A student must actually see a doctor in order for the school to recognize the doctor's excuse for absence. Otherwise, the excuse will be treated as a parent note. An exception is allowed in the case where a phone contact to a doctor results in a prescription.

If a parental or doctor's excuse is altered or forged, the excuse will be considered invalid and the day(s) missed will be considered illegal and unlawful.

ALL excuses must be received within three days of the absence, or the day will automatically be recorded as an illegal absence.

TARDINESS

If a student arrives late to school, he/she must report to the office accompanied by parent/guardian before going to class. A note from the parent/guardian explaining the tardiness is required. **A record will be kept of minutes tardy which when accumulated may result in a half day absence** (only medical excuses will be accepted as legal tardies). **Tardiness will be accumulated and credited as an illegal or unlawful day.**

MORNING ARRIVALS

NO STUDENTS WILL ENTER THE ELEMENTARY BUILDING BEFORE 8:00.

Students utilizing school district transportation will arrive and enter school at the prescribed time.

Students using private transportation must make prior arrangements with the principal if a student needs to be dropped off before 8:00. Parents must complete the "Early Drop-off" form stating why it is necessary for the student(s) to arrive before 8:00. If approval is granted, students will be permitted to enter the high school cafeteria, but not before 7:30.

Students arriving after 8:20 must be accompanied by parent or guardian to the elementary office to be signed in. All students should walk independently to his/her classroom.

In case of two hour delays breakfast won't be served and students aren't allowed to enter the building until 10:00. Students that are being dropped off by parent(s)/guardian(s) are expected to remain in the vehicle until 10:00 when school personnel will escort them across the parking lot to the sidewalk.

PARENTS PICKING UP STUDENTS

Parent/Guardian must send a note with their child if the student has an appointment that requires them to leave the building before 3:15. In the event of an emergency, please contact the elementary office by phone to arrange a pick up time. **A record will be kept of minutes the student missed which when accumulated may result in a half day absence.**

Otherwise, all students being picked up by parents at the end of the day will be held until students are dismissed. (Parent pick up dismissal time will be 3:12 p.m.)

Parents/Guardians must come to the office to pick up the child rather than go to the classroom. ALL STUDENTS MUST BE PICKED UP AT THE OFFICE.

TWENTY-FIVE DAY POLICY

Students will not receive academic credit for school days if twenty-five or more days are missed regardless of excuses. Students will be required to repeat the grade. Parents will be informed of attendance status by first class mail following the fifteenth day of absence, and certified mail following the twenty-fifth day of absence. Administration has the discretion to excuse students that have extenuating circumstances.

HOMEBOUND INSTRUCTION

Students that have a health problem prohibiting them from attending school must have a written excuse from a medical doctor stating the reason for homebound instruction and the approximate length of time it will be needed. A written parental request asking for permission must also be submitted. A student must be absent a minimum of two (2) weeks for consideration for homebound instruction during the time they are absent.

WITHDRAWAL PROCEDURES

The parent/guardian's signature is necessary for release of records to the new school. Students must turn in all educational materials, equipment, and pay all debts prior to leaving. Failure to do so will delay transfer of records to the new school. On the student's last day of attendance, a transfer sheet will be given for presentation at the new school.

Phone number for Forbes Road Elementary is 814-685-3865 ext. 2132
Fax number is 814-685-3217

EDUCATIONAL TRIPS

If you plan to take your child out of the school for an extended trip or on a family activity, you must request prior permission from the principal and superintendent. This is accomplished by requesting and completing an educational leave form which can be obtained from the office. It must be returned to the principal at least 15 days prior to the scheduled absence. Failure to request permission before the trip will result in an unlawful absence. Such leave shall be limited to two (2) trip per school year. Trips shall not exceed ten (10) school days. The superintendent shall have the discretionary power to grant or deny individual requests. Prior to departure the child/parent should contact the classroom teacher regarding assignments one week in advance.

SWITCHING BUSES

Students must ride the bus to which they are assigned. Exceptions to this rule may be considered if a written note is provided 24 hours prior to the day of the bus assignment change or a personal visit by the parent/guardian in order to provide proper documentation. Students do not have the option of choosing which bus they will ride if more than one bus comes near their home. When a child needs to ride a different bus on a permanent basis, parents must discuss the need for a change with the superintendent. Students aren't allowed to be assigned to more than one bus. Parent(s)/Guardian(s) must decide on one location for a student's regular pick up and drop off. Therefore, it is not the responsibility of the school district to keep track of whether a student is to be taken to their home or a babysitter on a daily basis.

Riding a different bus to a friend's home is STRONGLY DISCOURAGED. We will not permit a student to ride to a friend's residence if we fail to receive both signed notes from each student's parents. We reserve the right to deny such a request if our records indicate that the bus is filled to capacity.

BUS DISCIPLINARY GUIDELINES

Student transportation is a privilege. The following outlines what is expected of students who ride vehicles provided by the Forbes Road School District. Abuse of these rules may result in the loss of

District transportation.

Behavior on School Buses/Vans:

Because improper behavior jeopardizes the safety of all passengers, the following regulations will be strictly enforced:

1. Students must be on time. Plan to be at the bus stop 5 minutes before the bus arrives. Waiting for one tardy student upsets the schedule for the entire busload. Drivers are not to wait for students who make a habit of arriving late to the bus stop.
2. Students must board and leave the bus at their regular stop location, unless written permission from the principal has been received by the bus driver. Students that board at atop not assigned to them, without written permission from administration, will receive a referral. Bus passes protect our students and drivers.
3. Throwing objects of any kind on or around the bus is dangerous and will not be permitted. This behavior is subject to charges under the law.
4. The driver has the right to assign seats. Students may be required to sit three (3) to a seat. Students shall remain seated at all times while the bus is in motion. Keep the aisle clear.
5. Talking is permitted in a low conversational voice. This allows the driver to hear emergency vehicles or if someone needs help.
6. Students shall not use obscene or profane language in or around the school bus.
7. Students shall not engage in pushing, fighting or other unruly behavior in or around the bus. Bullying is absolutely not tolerated.
8. No student shall disobey, abuse, or show disrespect for the driver. The driver should be shown the same respect as a teacher.
9. Students shall keep hands, head, and arms inside the bus at all times. Windows shall remain closed unless the driver gives permission to lower them.
10. Students shall not deface or damage any part of the vehicles. Damage will be paid for by the individual. Tampering with or destroying bus equipment is a very serious infraction and must be treated as such.
11. There shall be no tobacco products or lighted flames at any time in or around the bus.
12. There shall be no drinking of any liquid or eating of food unless permitted as a special privilege by the driver.
13. There shall be no littering from the vehicle or in the vehicle. The bus is to be as clean at the end of the run as the beginning of the run.
14. Students will keep all pencils and other sharp objects in pockets, purses or book bags.

Bus Discipline Policy

1. All rules and regulations concerning student behavior should be well known and clearly understood by the administration, teachers, parents, bus drivers and students.
2. Students transported by the Forbes School District are under the authority of and responsible to the driver of the vehicle.
3. A driver cannot require a student to leave the bus before each student has reached his/her destination *UNLESS* the behavior of a student endangers the safety of other students or the bus driver. If such an emergency arises, the driver is to pull their vehicle out of the line of traffic, and call the State Police to remove that particular student from the bus. As soon as possible, the driver will call the Contractor and Principal and inform him/her of the incident. A written report must be submitted to the Principal within 24 hours. A parent, student, and Principal conference is required before the student can be reinstated.
4. If a student is suspended/expelled from the bus, it is the responsibility of the parent/guardian to transport him/her to/from school. Once a driver has received notification of suspension/expulsion of a student, they shall not transport the student. The student is not permitted to enter any vehicle controlled by the Forbes Road School District during the suspension.

CLOTHING

Any child improperly dressed for school will be referred to the school nurse and a parent will be notified for correction. For the protection of your child, we request that gym shoes be worn during the physical education period. Please label all hats, boots, and jackets. A loop sewn on the inside of coats and jackets keeps them from falling to the floor.

DRESS CODE

Students are to dress and groom appropriately for school and related activities. The purposes of the Dress Code are to provide an atmosphere that promotes the educational process and to insure the health and safety of all those involved. School officials may impose limitations on dress or articles that cause a disruption of the educational process or constitute a health or safety hazard.

Skirts and shorts must be long enough to reach the length of the student's fingertips when standing with arms down at sides. Short- shorts, mini-skirts, skorts (any skirts with slits above the knee) are prohibited.

Hats are to be taken off indoors. Bandannas and head coverings of any kind should not be worn in the building.

Coats: Outer coats are not to be worn inside. Coats and jackets will not be worn during school (unless a heating problem occurs or approved by administration and staff). Trench coats may be worn to school only, not to classes.

Hair: Students have the right to govern the length and style of their hair including facial hair. Any limitation of this right shall include evidence that the length or style causes a disruption of the educational process or constitutes a health or safety hazard.

Clothing: Clothing, buttons, accessories, or other insignia which condone or encourage the use of alcohol, drugs, or tobacco are prohibited. Apparel which promotes violence, sex, or which expresses profanity is forbidden. Attire with messages meant to mock, ridicule, or demean others because of race, religion, national origin, or individual views is forbidden.

No spaghetti straps, halter, tube, mesh, strapless, bare midriff, bareback, low-cut, see-through blouses or shirts, tops that expose shoulders are prohibited. Shirts with deeply cut arm holes or that have only one shoulder are also prohibited.

Sunglasses should be kept in student's locker. Sunglasses are not permitted to be worn in class.

Pants must be worn at waist level and, if necessary, secured with a belt. Undergarments are not to be visible to others, especially when seated. Students are not permitted to wear pants with leg bottoms that drag under the feet. Pants with holes must meet skirt requirements, no holes above mid-thigh and worn areas of the pants need to be moderate in nature. Leggings, yoga pants, athletic shorts and other tight-fitting pants must be covered by a shirt that reaches the length of the student's fingertips when standing with arms down at sides.

Earrings and body rings worn in locations other than the ears are not allowed unless they are clear. (These include rings worn in the nose, eyebrow, tongue, cheek or any other visible location besides the ears.)

Chains worn on wallets will be no longer than 12 inches.

Footwear: Sneakers, shoes, boots and sandals (with back-straps) are approved.

Periodically, there occur special dress days (e.g., Spirit weeks, etc.). Students are encouraged to participate in these occasions, but are still bound by the dress policy of the school district.

Pajamas/pajama pants are only approved during school spirit weeks as designated. They are not to be worn during a regular school day.

CUSTODY PAPERS

If you have custody papers for your son or daughter, it is necessary for you to place a copy on file with the elementary school office. Parents who share/alternate custody are asked to provide an agreed upon written schedule by the first of each month to the School Office as to who will be picking up the child/where the child will be bussed. The note should list specific dates of physical custody for each parent. (Telling the school “every other week” is insufficient.) Changes to the schedule, once submitted, must be made in writing and turned in to the School Office. It is our policy to communicate only with primary residential custody holders unless otherwise requested in writing.

DISTRIBUTION OF MATERIALS

No materials (print or otherwise) may be distributed by anyone in school without the permission of the Principal.

EMERGENCY INFORMATION

You are required to provide the school with name, address, and telephone number of a relative, friend, or neighbor who we may contact in case you cannot be reached should there be an emergency (emergency forms are sent home at the beginning of each school year). The telephone number of your place of employment should also be on this form. If you have a cell phone, that number would be helpful as well. **Please help the school keep this information current by letting the secretary know of any changes.**

VISITORS FOR LUNCH

Contact the elementary office before 10:00 if you plan to join your child for lunch. Parent(s)/Guardian(s) are encouraged to eat lunch with their children, but aren't permitted to go with their children for recess or to visit classrooms unless prior arrangements were made with the teacher and approved by the Principal.

FIELD TRIPS *Not during COVID*

Teachers are responsible for providing information to families about class field trips. Field trips and extra-curricular activities are school functions and are not designed to be family activities. Students who ride the bus to a field trip/extra-curricular activity destination must ride the bus on the return trip to school. Parents may not take students directly home from the trip location without prior approval from the advisor/coach, principal or superintendent.

Parents/Guardians who are interested in chaperoning must meet the following criteria:

- Be at least 21 years old
- Have current Criminal History and Child Abuse clearances on file with the district at least two weeks before the date of the field trip
- Must be willing to be responsible for a group of children (rather than only that parent's child)
- Must follow all school rules and the rules of the field trip establishment
- May not bring additional children along on the trip

Parents/Guardians should notify the classroom teacher if interested in chaperoning a particular trip. If more parents demonstrate interest than are needed, chaperones shall be selected at random and notified by the classroom teacher.

CLASSROOM PARTIES—Not during COVID

Parties for all students are subject to prior approval by the Classroom Teacher and Principal. **Any parent wishing to take their child home following the party will need to notify the office of their intentions prior to the day of the party.**

1. Acceptable foods for parties and snacks include: popcorn, pretzels, fruit, vegetables, cheese and crackers, granola bars, yogurt, Rice Krispy treats, Jell-o, and pudding.
2. Sodas are NOT permitted during school time.

PLEASE BE MINDFUL OF STUDENTS WHO HAVE ALLERGIES SUCH AS PEANUT ALLERGIES, when preparing a treat for your child's classroom party.

Parents/Guardians will attend classroom parties only if invited by the classroom teacher.

CLASSROOM VISITS/OBSERVATIONS—Not during COVID

In an effort to maximize student achievement and minimize the distractions to the regular classroom instruction schedule parents/guardians will only be permitted to visit/observe classrooms if granted prior permission by the teacher and Principal.

Our school maintains a welcoming atmosphere to visitors. However, parents, volunteers and general visitors often ask what proper, acceptable procedures are to be followed when visiting the school. For purposes of this writing "visitors" refers to volunteers, parents and general visitors.

In order to maintain an effective educational program for all pupils in classes, it is essential that as many distractions as possible be eliminated for students and teachers. The following are procedures that will help our schools maintain a high level of instruction and allow all visitors knowledge of expected procedures while present at our schools:

- A. Every visitor must stop at our school office before going to another area of the building. Visitor badges should be worn in the building.
- B. If visiting/volunteering in a specific classroom, please knock at the teacher's door prior to entering the classroom. Always clear admission to the classroom with the teacher before entering the classroom.
- C. If visiting the school to discuss your child's educational progress, make certain that this to discuss the problem candidly with you.
- D. Visiting/volunteering in school buildings after student school hours is discouraged unless an appointment has been made or a building teacher is present to supervise.
- E. Visitors/volunteers are requested to stay with the purpose of the visit or volunteer task. For instance, if a visitor has an appointment with a specific teacher, that is where the visitor should be. If the volunteer's task is copying papers, it would be inappropriate to be at another spot in the building or outside the building.
- F. Student health or emotional concerns that may come incidentally to a visitor's attention should be referred to school office personnel or teacher and should never be cared for by the visitor. This is for the protection of the visitor.
- G. Visitors are requested to refrain from any inappropriate physical contact with students while at the school.
- H. Parents and students often ask about bringing visitors along to school to visit classes for a day. This presents a special problem with liability insurance and cannot be permitted.
- I. There is a district policy regarding those individuals wishing to visit the building for the

purpose of observation. Requests to observe a classroom must be submitted at least two instructional days prior to the desired date of visitation. You will need to provide the name of the classroom teacher, the visitation date and time, and the reason for the visitation. There will be a post visitation conference with the building principal or his/her designee.

Remember, the intent of these procedures is to assure every parent that their child is safe within a school and that their child's instruction can proceed with as few distractions as possible.

All volunteers must submit valid clearances; complete an administrative interview and induction process. All volunteers must receive approval from the Principal in order to begin volunteering in classrooms.

FIRE DRILLS

Alarm – When the fire alarm is sounded, students should quickly get in a single file line with a responsible student in front to lead. Teachers should take roll or count to make sure all students leave the room. Make sure all windows and doors are closed and lights are off.

Exit – In order to achieve the quickest exit from the school building during a fire drill, all teachers should use the fire drill exit as listed for the particular room in which they are teaching.

Progress- all lines must be kept moving rapidly if the building is to be emptied expeditiously. **Running, talking, or boisterous actions** will not be permitted at any time during the fire drill.

Teachers must accompany their students during all fire drills and remain with them during the drill. The first lines exiting should move away from the building far enough so that all students are able to quickly and easily get out of the building.

Returning to building – After an alarm, teachers and pupils should never return to the building until the all-clear bell has sounded or your principal gives a signal.

STUDENT CONDUCT

STATEMENT OF AUTHORITY

Student behavior is not merely convenient conformity by the students to the wishes of adults, but the conscious development of self-discipline and self-direction toward socially desirable ends. School, to be effective, must give all students the opportunity to learn; disciplined behavior is an outcome of education. Students must be taught that the advantages of group living demand that individual actions be tempered and limited.

Principals and teachers are directed to maintain order in the schools so that learning can occur. Maintenance of order applies during those times when students are under the direct control and supervision of school district officials. This authority is granted in Section 1217 of the Pennsylvania School Code. It states: *“Every teacher, vice-principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them” (In loco parentis).*

Parental permission is not necessary for school officials to administer disciplinary actions towards a student. NOTE: Depending on the severity of the incident, the sanctions are at the Principal and/or Dean of Students discretion.

Proper conduct is expected of all students on school property, on school related vehicles, on

school approved educational trips, and at all extra-curricular activities.

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. No student has the right to interfere with the education of fellow students. Students, administration and faculty share a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

OUR SCHOOL RULES:

1. Follow teacher and staff directions the first time directions are given.
2. Keep your hands, feet, and objects to yourself.
3. Walk silently in a straight, single-file line.
4. Use kind words and actions.

CITIZENSHIP GRADES—Not during COVID

Students in grades 1-6 will begin each marking period with a 100% in citizenship. In school and in life, citizens must follow rules set by their government, their workplace and a variety of organizations. Points are deducted only for those behaviors that are in complete control over the student, are observable and are correctable. (For instance, first graders have very limited control of whether their parents drive them to school on time. Late arrival will result in a conference with the parent, but it will not result in a deduction of points for the child.) Examples of behaviors for which a child could lose citizenship points include:

1. Insubordination to faculty, staff or administration
2. Bullying or a lack of respect for classmates
3. Inappropriate language
4. Cheating or lying
5. Refusing to do class work
6. Disorderly conduct in any part of the school (including but not limited to the classroom, cafeteria, hallways, gym, auditorium and playground)
7. Breaking rules posted in classrooms
8. Loud talking or noises that disrupt learning

Any staff or faculty member may recommend point deductions to the Dean of Students or Principal. Faculty must report all deductions to administration.

Students receiving 65% or below on their report card in citizenship could result in the loss of privileges that include:

- Recess
- Field trips
- School activities
- Other penalties as deemed appropriate by the Principal or Dean of Students

In-School (ISS), Out-of School (OSS) and Expulsion

Serious misconduct that interferes with the safety or the educational rights of others may result in suspension. The Principal or Dean of Students may suspend a student for a maximum of ten school days without a hearing. In cases of Out-of School Suspension, parents/guardians must appear with the student for a conference prior to the student's readmission to school.

In matters of expulsion, a formal hearing before the School Board is required before a student can be excluded from school for more than ten consecutive days. Due process requirements must be observed.

DEFINITIONS:

Suspension – Serious misconduct that interferes with the safety or the educational rights of others may result in suspension. The principal may suspend a student for a maximum of ten school days without a hearing. The parent must appear with the student for a conference prior to the student's readmission to school.

Expulsion – A formal hearing before the board of school directors is required before a student can be excluded from school for more than ten consecutive school days. Due process requirements must be observed.

Generally, students have the responsibility to:

- attend school on a regular basis and be on time
- complete all academic work assigned
- bring appropriate materials/supplies to class (books, etc.)
- obey school rules and state & federal laws
- respect the rights of others
- be in control of their actions
- use appropriate language
- respect school property
- dress appropriately for school and abide by the rules of modesty, safety, and cleanliness.

Classroom Behavior

Each teacher is expected to maintain order in the classroom by establishing guidelines for student conduct. These guidelines include, but are not limited to, the following:

1. No loud talking or other inappropriate noise.
2. Respect should be shown to everyone.
3. Attendance should be regular.
4. Trash should be disposed of properly.
5. Obey regulations established by the teacher.
6. Handle school and personal property carefully.
7. Refrain from bringing toys, candy, gum and pocket items to school.
8. Students may not bring open bottles of water or other beverages to school. Students with medical conditions that require them to carry water must provide a doctor's note.
9. Be orderly.
10. Be honest.
11. Stay in line and walk quietly in the halls.

Cafeteria Behavior

1. No loud talking or other inappropriate noise.
2. Respect should be shown to everyone.
3. Form lines when waiting for lunch and returning trays with no breaking in line.
4. Practice good table manners.
5. No food is to be taken from the cafeteria.
6. Stay at your table until dismissed by the person on duty.
7. Students are asked to tidy their eating area before leaving. This includes paper, spilled food, etc.
8. Sharing food is inappropriate.
9. Supervisors will help with problems. Students are asked to raise their hand to indicate a need for help.
10. Line up quietly to return to classroom.

11. Pencils, paper, books, toys, etc. do not belong in the cafeteria.
12. Saving of seats is not permitted.
13. All necessary eating items are to be picked up in the serving line. If students forget an item, he or she should raise his/her hand for assistance.
14. Throwing anything in the cafeteria is not permitted.

Playground Behavior--Differs due to COVID

1. Students will respect requests or discipline from any teacher or paraprofessional on playground duty. They are also to report any incidents or problems to the on-duty teacher immediately.
2. Students may bring equipment to be used in designated areas. Guns, knives or other dangerous items are prohibited. Students are responsible for personal equipment that is stolen, broken, or lost.
3. Students are not permitted to retrieve balls that go outside of the play area. The on-duty teacher must be notified.
4. Students are to remain in the classrooms until the on-duty teacher exits the building. Students will walk quietly to the exit and enter the building. Students will assemble quietly and quickly at designated areas to reenter the building.
5. After going out for recess, students may not enter the building without permission from the on-duty teacher.
6. No candy or gum is permitted on the playground
7. The bleachers and tables are to be used for quiet sitting activities.
8. Safe play at the sliding board includes lining up to take turns and sitting down with feet first when going down the slide.
9. On the swings, students are to take turns and be seated during the ride with no jumping off for dismount. The chains are not to be twisted.
10. Students will not jump from the top of the crossbars nor the jungle gyms. Students should hold on to a crossbar while playing on the jungle gym. Playing tag is not permitted on these.
11. Students will not hang from the basketball hoops or hang upside down on playground equipment.
12. All students who are required to make up work will go promptly to the designated area with all necessary materials during recess.
13. When recess is limited to the blacktop, balls are not permitted outside.
14. Restroom breaks should be taken during the first 5 minutes of recess; students may not be in the hallway after this time.
15. Students playing on the intermediate playground should not be around the culvert or the surrounding bank.
16. Students must wear clothing which is appropriate for existing temperatures.

Compliance with standards of conduct is mandatory.

STUDENT DISCIPLINARY CONSEQUENCES

Consistent guidelines for discipline will be used by staff and administration in discipline cases. A detailed rubric can be found on the district website at www.frsd.info. A printed copy is also available at the office upon parent request.

Generally, the rubric includes consequences such as:

1. Parent contact/conference
2. Behavior contract
3. Removal of privileges/timeout
4. Verbal reprimand
5. Student apology to parties involved

6. Room clean-up assignment/Repayment for damages
7. Other remedy deemed appropriate by principal or dean of students/teacher
8. Referral to principal/Dean of Students
9. In-school suspension
10. Out-of-school suspension

Please Note: Automatic suspension and notification of State Police can be given for any of the following:

1. Possession of a weapon, replica of a weapon, dangerous object on school buses or school grounds
2. Possession of/use of dangerous substances or drugs or drug paraphernalia, including vape pens
3. Acts of major vandalism
4. Terroristic threats directed toward staff or students
5. Fighting with malicious intent to injure or harm

CELL PHONES/ELECTRONIC DEVICES

Use of cell phones/electronic devices during school hours is not allowed. This includes texting/receiving texts and calling/receiving calls from parents and/or guardians. Teachers will collect and store student phones in a secure area and return them at the end of the school day. Students who are found to be using a cell phone during the school day will have the following consequences:

- 1st Offense: Cell phone/electronic device will be confiscated until the end of the day.
- 2nd Offense: Cell phone/electronic device will be confiscated until the dean of students has a phone conference with parents.
- 3rd Offense: Cell phone/electronic device will be confiscated for one week. The dean of students will meet with the parents at school before returning it.
- 4th Offense: Cell phone/electronic device will be confiscated for one month. The dean of students will meet with parents to create a student behavioral contract. In the event of an emergency, students may request to use the school phone or their cell phone in the school office.

IN-SCHOOL SUSPENSION

Occasionally, a child will be involved in misbehavior which warrants consequences described as in-school suspension. When a student is placed on in-school suspension, our procedure for the child involved will be:

1. No special classes will be attended such as music, physical education, art, library, band, and chorus.
2. No assemblies will be attended.
3. No recesses will be allowed.
4. Lunch will be eaten in isolation.
5. Bathroom breaks will be given by a supervisor.
6. Work for the day will be given as homework along with regular assignments to be completed and returned the following day.
7. Parents will be required to conference with school personnel before the child is readmitted to classes.
8. **NO EARLY DISMISSALS WILL BE PERMITTED FOR STUDENTS SERVING ISS.**

EXTRA-CURRICULAR ELIGIBILITY

In order to participate in extra-curricular activities, students must meet eligibility requirements. Students' grades will be monitored weekly by the homeroom teacher and/or the athletic director. Failing two or more classes for the marking period will render that student ineligible to participate in

the activity for the following week. If report cards are below the school requirements, the student will be ineligible for the first four weeks of the next marking period. All students must be in attendance the day of the game, practice, event, competition, program or production by 11:30 a.m. with a legal excuse in order to participate.

LOST AND FOUND

Occasionally students will leave articles of clothing or possessions behind. When found, such articles are kept in the main hallway between the two big pencils. Your child is asked to check there for anything he/she has lost or to turn in items found. Unclaimed articles are given to charity at the end of the school year.

MEAL PROGRAM

Our school offers a daily breakfast as well as a hot lunch program. Milk is available for those students who carry their lunches. The FRSD Food Service has implemented a computerized Point-Of-Sale (POS) cashier system. Students will be able to purchase extras once they finished their original serving. Students are responsible for paying for any extras. Lunch menus are posted in every classroom and are published on the District website. Costs for these meals will be advertised early in the school year.

Parents are responsible for maintaining student lunch account balances. If a student owes money on a lunch account, he or she may not purchase a la carte or extra food items. If the amount owed exceeds \$5.00, the student will be served a tuna fish sandwich, fruit, and milk rather than the regular lunch until the balance is paid.

Any parent who is having financial difficulty paying for student lunches should contact the Principal to apply for the Free and Reduced Student Lunch Program.

POLICY GUIDELINE - GRADING OF STUDENTS WHO RECEIVE SPECIAL EDUCATION, 504 PLAN, AND MTSS SERVICES

Special Education

Students with disabilities interact with the educational environment at a rate that is different than their peers. The grading policy for this population must be flexible and individualized to reasonably represent a student's performance in the curriculum, as deemed appropriate by building administration and the Individualized Education Program (IEP) team. Examples of such flexibility and individualization include: 1) a student shall be graded on a pass-fail basis if his/her earned grade is less than 69 percent, and 2) a student shall be graded on a percentage or an equivalent grade basis if he/she earns a grade of 69 percent or higher.

504 Plan

Students with 504 Accommodation Plans require reasonable modifications and adaptations to access and perform in the general education curriculum. As deemed appropriate by building administration and the 504 Planning team, one such modification may include individualized/modified grading procedures.

Multiple Tiered Systems of Support (MTSS) formerly Multiple Tiered Systems of Support (MTSS). Students who receive MTSS services likely have minimal response to the general education curriculum without accommodation. Depending on data collected through the MTSS process, delivery of instructional strategies, and interaction with the curriculum, individualized/modified grading procedures may be necessary, as deemed appropriate by building administration and MTSS team.

MULTIPLE TIERED SYSTEMS OF SUPPORT (MTSS)

It is common for students' rate of learning and behavioral growth to vary throughout their educational career. In some cases, this variance might require more focused and explicit efforts on behalf of faculty, staff, and administration to facilitate students' growth. Our elementary staff utilizes the MTSS Team for students who demonstrate such needs. The MTSS team emphasizes home-school collaboration while collecting data, emphasizing problem-solving strategies, and implementing research based interventions to address students' academic and behavioral needs.

Participants of MTSS include: the parent, classroom teacher, intervention specialist, and building principal, at minimum. The school psychologist, speech-language therapist, and/or guidance counselor may also participate, as necessary.

PROMOTION/RETENTION

Promotion/retention decisions for at-risk students are stigmatizing and have the potential of influencing lifelong effects. Thus, the results of promotion/retention decisions must be based on quantitative student data to the largest extent possible. Data sources should include at minimum: classroom performance, curriculum based assessment, rate of attendance, performance on teacher made tests, standardized group and individual achievement scores, and structured classroom observations. Data are then reviewed by the building principal, classroom teacher, and parent. Related district staff may be involved if necessary.

The MTSS, Special Education, 504 Plan team must meet, at minimum, on one occasion prior to formally considering retention for a student at-risk. Parent attendance is necessary.

For students in the regular education curriculum, teacher-parent communication must be documented and the at-risk student must receive MTSS services before retention can be formally considered.

Parental permission is required for retention in Redbirds and Kindergarten since enrollment is optional, not mandatory.

OPENING EXERCISES

Each school day begins with a short program consisting of the Star Spangled Banner, the Pledge of Allegiance to our flag, and a brief period of personal reflection. Students are asked to be respectful through each part of the opening exercise program.

PARENT CONFERENCES

There are several ways to maintain good communication with your child's teacher.

1. Our teaching staff can meet with parents during their daily planning time. Appointments should be made in advance for these meetings.
2. Writing notes or email to a child's teacher is another way to communicate.
3. Telephone calls are also a good way to communicate with a teacher. However, parental discretion should not be during a teacher's instructional time.
4. Check parent conference times in November of each year.

RECESS

1. If outdoor temperature is 29 degrees or below, there will be NO outside recess.
2. At 30-32 degrees, the Principal or Dean of Students will make the final decision concerning recess, taking the following into consideration: 1) relative humidity; 2) wind chill factor; 3) sunshine ****Students must have a doctor's note in order to be excused from going outside for recess.**

REPORT CARDS

Report cards will be issued every nine weeks in all grades except Redbirds (three report cards per school year). Kindergarten and first grade students will receive report cards at the end of the 2nd, 3rd and 4th nine weeks. The report cards will be sent home for the parents' review and signatures.

FORBES ROAD ELEMENTARY GRADE SCALE

90% - 100%	A
80% - 89%	B
70% - 79%	C
66% - 69%	D
0% - 65%	F

Differs during COVID

O – Outstanding

S – Satisfactory

NI – Needs Improvement

U – Unsatisfactory

REQUESTS FOR SPECIFIC TEACHER/CLASSROOM

Parent/Guardian requests for specific teachers/classrooms are discouraged. The final assignment of all students will be at the discretion of the Principal. Any requests must include an educational reason or will be denied immediately.

DEBTS OWED/DAMAGED LOST PROPERTY

Students owing money to the school for any of the following reasons won't receive their report cards and/or awards until these debts are paid: 1) cafeteria; 2) fundraiser; 3) pictures; 4) library fines/books; 5) damaged or lost textbooks and/or equipment.

RESPONSIBILITY FOR SCHOOL PROPERTY

Each student will be issued materials considered necessary for learning in each of the subjects taught. In some cases, supplies such as paper, pencils, art supplies, etc. are made available as needed. All such materials and supplies are the property of the school district and are loaned to students by their teachers. Unlawful taking, destroying or disfiguring, or any form of vandalism will be prosecuted, and payment for the loss or partial loss will be required.

SEXUAL HARASSMENT

It is the Policy of the Forbes Road School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this Policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined below.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcome touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc. Any person who alleges sexual harassment by any staff member or student in the district may use the district's complaint procedure or may complain directly to his/her immediate supervisor, building principal, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.

The district will act positively to investigate alleged sexual harassment claims and to effectively remedy them when an allegation is determined to be valid. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a student in the school district shall subject that student to student disciplinary action including suspension or expulsion, consistent with the student discipline code. Given the nature of the type of discrimination, the district also recognizes that false accusations of sexual harassment can have serious effects on innocent people. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment.

The following procedures shall be used in cases of sexual harassment by a student:

1. **Verbal Harassment:**

FIRST OFFENSE: Removal of privileges (recess, assemblies, etc.) for a three day period.

SECOND OFFENSE: One day in-school suspension and removal of privileges.

THIRD OFFENSE: Two days in-school suspension and removal of privileges for five (5) days and loss of class trip.

FOURTH OFFENSE: Two days of out-of-school suspension with removal of privileges.

2. **Gestures:** Same as above.

3. **Physical Contact:** Administrative discretion will be used in all cases of physical contact. The punishment for each case may include in school or out-of-school suspension and contact to appropriate social agencies.

In all cases, parents of all parties will be contacted by the school and school support services, such as the guidance services, will be involved.

TELEPHONE USE

Use of the office or classroom telephone should be kept to a minimum. Only those students with permission from their teacher will be permitted to use the school telephones.

TOILET TRAINING

Toilet training can be a difficult developmental issue, and we want to be as supportive of parents' efforts as possible; however, we need to have a clear policy in place. **All students must be completely toilet trained prior to admission to school at Forbes Road Elementary.**

Students that have a medical condition, which is verified through documentation from a doctor, will be given consideration in this area. This means they must be able to take care of all toilet needs.

Disposable pull-up pants may not be worn. Specifically they must be able to recognize

independently when they need to go to the bathroom and be able to sit on the toilet without help.

We understand that the first few weeks at a new school can be overwhelming for any child. At first, an occasional accident may occur. Please be sure that your child has a complete set of extra clothes at the school including underwear, pants, shirt and socks. In the event of an accidental wetting, children will be changed into dry clothes. In the event of a bowel accident, students will be sent to the school nurse's office to be cleaned and changed into other clothes. If these clothes are provided by the school, please wash and return them as soon as possible. Parents will be notified either through a phone call or a note letting them know about the accident.

All children are observed by their teachers for the first several weeks of school to assess whether or not children are trained. If a child does not appear to be trained, the Principal will call for a conference with the parent(s)/guardian(s). The Principal will inform the parent(s)/guardian(s) that their child won't be permitted to return to school until they can prove their child has been successfully toilet trained.

TOBACCO

The Pennsylvania law effective February 3, 1997 defines possession or use of tobacco products or smokeless tobacco by a student in a school building, a school bus or on school property owned by, leased by, or under the control of a school district as a summary offense. School Districts must initiate prosecution. The student may be sentenced to a fine of not more than \$50 for the benefit of the school district in which such offending pupil resides, and to pay court costs, or be assigned to an adjudication alternative. Conviction of this offense cannot be placed on a criminal record.

Smoking or possession of tobacco in any form is prohibited before, during, or after school in the building, on the grounds, at extracurricular activities, on the bus, or on the field trips.

- | | |
|------------------------|--|
| FIRST OFFENSE: | Notify parent, Citation through District Justice, and Exclusion from classes for a period of two days, |
| SECOND OFFENSE: | Notify parent, Citation through District Justice, and Exclusion from classes for a period of three days |
| THIRD OFFENSE: | Notify parent, Citation through District Justice, and Out of school suspension and an informal hearing which may result in a long period of suspension out of school |
| FOURTH OFFENSE: | The student will be referred to the Superintendent and expelled from school |

FORBES ROAD DRUG/ALCOHOL POLICY

I. Philosophy

Forbes Road School District's responsibility is to safeguard the health and safety of all students. Since the abuse of substances constitutes a health hazard, the administration shall:

- A. Provide for controlled substance education in both the elementary and secondary schools. Instruction shall be suitable to the age of the students
- B. Cooperate with any law enforcement agency in the investigation of controlled substance use and/or sale
- C. Seek the cooperation of students in controlling the use of controlled substances by students
- D. Pursue any method of resources necessary to curtail drug problems

II. Definitions

- A. **Drugs** all prescription drugs, patent drugs and controlled substances
- B. **Prescription Drugs** those medicines prescribed by a physician
- C. **Patent Drugs** those drugs sold over the counter without a prescription
- D. **Controlled Substance** those substances identified in the schedule contained in the "The Controlled Substance, Drug, Devise, and Cosmetic Act" of the Commonwealth of Pennsylvania
- E. **Alcohol and Beverage** sold under state license containing alcohol
- F. **Misbranded Substance** those substances offered for sale or sold under the name of drug or represented in such a manner as to give rise to a reasonable probability that the purchaser will be led to believe he is purchasing a drug. This includes "look a-like" substances
- G. **Volatile Chemical** Those substances and/or inhalants containing dangerous or toxic properties. This includes, but is not limited to, gasoline, kerosene, butane, freon,"RUSH", glue, etc.
- H. **Drug or Substances Paraphernalia** Includes any utensil or item which, in the school's judgment, can be associated with the use of drugs, alcohol, or mood altering substances. Examples of this include, but are not limited to: roach clips, injection needles, pipes, bowls, rolling papers, "bongs" marijuana seeds, etc.
- I. **"Expulsion"** shall be defined as exclusion from school for an offense for a period exceeding ten school days and may be permanent expulsion from the school rolls
- J. **User** one who possesses or partakes of drugs, alcohol, misbranded substances, volatile chemicals or possesses drug related paraphernalia
- K. **Pusher** One who possesses for sale, sells, or distributes drugs, alcohol, misbranded substance, volatile chemicals or drug paraphernalia

III. Procedures

A. Emergency Situation

When there is evidence that a student is functioning under the influence of a controlled substance, the following procedure is in order:

1. School authorities will seek immediate medical attention for the student.
2. Parents will be notified.
3. The school nurse will be informed and involved at all times.
4. Discipline will follow under the user procedure.

B. User (Possessor)

first offense each step to be followed as outlined.

The Forbes Road School District prohibits the use, possession, sale or distribution of any drug, alcohol, misbranded substance, or drug paraphernalia on school property, on school buses, or at any school - sponsored activity.

1. State Police may be notified.
2. Parents will be notified.
3. School nurse is informed and involved.
4. The student, his/her locker, desk, car and other possessions may be searched.
5. Three (3) day temporary suspension is issued.
6. Superintendent's office is notified for informational purposes
7. The student will receive full suspension for a ten (10) day period after an informal due process hearing in the office of the principal within the 3 days of the temporary suspension.
8. A parent conference with the school administration is required before the student's re-admittance to school.
9. The student will be referred to an approved drug counseling agency and documentation of sessions is required before readmission to school. If this course of action is not undertaken by parents, the administration reserves the right to file charges with the probation department.
10. The administration reserves the right to use its discretion in all first offense cases.

C. Steps for User

Second offense and Pusher offense are similar to above. Full text can be obtained in Board Policy Manual

D. Self-Help

When a student is seeking help, offer help immediately through agencies/counselors, etc.. CONFIDENTIALITY must be honored.

E. Prescribed Medication (medical and/or parental)

It is recognized that prescribed medications may need to be administered to students in school. This policy is not designed to infringe in these circumstance, however, each school will develop procedures for housing these medications in a safe place and will administer the medication in a confidential manner.

F. The above policy will be reviewed periodically.

WEAPONS IN SCHOOLS AND ON SCHOOL PROPERTY POLICY

Weapons and replicas of weapons are forbidden on school property. For purposes of this policy, school property means the school, school ground, school buses, or any property, grounds, or vehicles used for official school purposes.

Weapons include, but not limited to: firearms, bullets, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

"Dangerous weapon" means any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury. Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture.

Incidents of students possessing weapons will be reported to the student's parents. Students or adults possessing weapons on school property may be reported to the police. Appropriate disciplinary and/or legal action will be taken against anyone who possesses weapons or assists possession in any way.

Weapons under the control of law enforcement personnel are permitted.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Forbes Road School District, in compliance with the Family Educational Rights and Privacy Act of 1974 and in conformity with the State Board of Education's "Guidelines for the Collection, Maintenance and Dissemination of Pupil Records" issues the following statement:

1. The parent of a student or an eligible student will have the right of access and/or challenge of student records as outlined in the Forbes Road School District Collection, Maintenance and Dissemination of Pupil Records Policy.
2. The parents of a student or an eligible student will have the right to a hearing and to file an explanation or complaint concerning information contained in the student record. Following the hearing, the parent or an eligible student may file a written complaint with the Family Educational Rights and Privacy Act Office, H.E.W., 300 Independence Avenue SW, Washington, D.C. 20201
3. The Forbes Road School District will disclose directory information which includes: the student's name, address, birthdate, attendance record, activity record, major field of study, weight and height, awards and honors received, the educational agency most recently attended, and other similar information. Should the parent or eligible student wish to refuse disclosure of this information, written notice must be sent to the Forbes Road School District within thirty (30) days of receipt of this notice.
4. The Forbes Road School District will release information from a student's educational record without prior consent to officials in other schools in which the students seek to enroll.
5. Transcripts to post-secondary institutions in which a student seeks to enroll will be sent upon request of parents or eligible student.
6. Parents, upon written request, may receive a copy of records that are released by the school. The parent may challenge information by notification in writing to the district superintendent.

NON-DISCRIMINATION POLICY

It is the policy of the Forbes Road School District to provide an equal opportunity for all children to be admitted and to achieve their maximum potential through the programs offered in the schools and not to discriminate against students or employees on the basis of race, color, creed, religion, handicap, sex, ancestry, or national origin in the district's educational and vocational programs, activities or employment as required by Title VI, Section 504 and Title IX of the Civil Rights Act.*

Inquiries regarding compliance with Title VI and IX and Section 504, may be directed to Mr. Mark Loucks, Superintendent, 159 Red Bird Drive, Waterfall, PA 16689, telephone 814-685-3866, or to the Director of the Office of Civil Rights, U.S. Department of Education.

*Title VI of the Civil Rights Act of 1964 refers to discrimination on the basis of race. Title IX of the 1982 Educational Amendments refers to discrimination on the basis of sex. Section 504 of the Rehabilitation Act of 1973 refers to discrimination on the basis of handicap.

Approved August 12, 1985

Bullying Policy

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

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

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

Authority

The Board prohibits all forms of bullying by district students.

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

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

Discrimination/Discriminatory Harassment

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Delegation of Responsibility

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

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

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

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

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

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

Guidelines

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

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.

Education

The district shall develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.

3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

SPECIAL EDUCATION PROGRAMS PROVIDED

The Forbes Road School District provides a continuum of support services and special education programs. Programs provided directly by the district include learning support and gifted support. Speech language, occupational therapy, physical therapy and other related services are provided to students requiring these services in order to access their educational programs. Additionally, the district contracts with the Tuscarora Intermediate Unit #11 to provide programs and services for exceptional students needing autistic support, emotional support, hearing impaired support, life skills support, multiple disabilities support, and visually impaired support.

The Tuscarora Intermediate Unit also provides early intervention services for eligible preschool children. A variety of screening activities take place in an effort to identify students who may be at-risk. All students who register for kindergarten undergo screening to determine each child's developmental level in language, visual and motor areas. Vision screening is conducted on a yearly basis for all students. Hearing screenings are conducted yearly from kindergarten through third grade, then in seventh grade and eleventh grade. Additionally, programs are provided by the Tuscarora Intermediate Unit to identify preschool children who may need early intervention services.

In accordance with the School Records Policy of the Forbes Road School District, information obtained regarding a specific child is maintained in a confidential manner. The Student Records Policy incorporates provisions from state, as well as federal regulations relating to the confidentiality of student records.

For additional information regarding special education and services in the Forbes Road School District, contact Mr. Mark Loucks, Superintendent, or Mrs. Maria Scott-Bollman, Director of Special Education, 685-3866.

EVERY STUDENT SUCCEEDS POLICIES

Notice # 1

Annual Notification of the Family Education Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place

- where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board, a person or company with whom the school has contracted to perform a special task (such as attorney, auditor, data services contractor, medical consultant, or therapist); or a parent or student serving in an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

To file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

NOTICE #2

Annual Notification of Release of Directory Information under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Forbes Road School District, with certain exceptions obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the Forbes Road School District may disclose appropriately designated "directory information" without consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Forbes Road School District to include this type of information from your child's educational records in certain school publications. Examples include:

- A playbill showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets such as for wrestling showing weight and height of team members.

Directory information which is information that is generally not considered harmful or an invasion of privacy if released can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters upon request with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.

If you do not want the Forbes Road School District to disclose directory information from your child's educational records without your written consent, you must notify your school principal in writing. Forbes Road School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph (including placement on district web pages and in any print or electronic media)
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution

NOTICE #3

Annual Notification of Protection of Pupil Rights Amendment (PPRA)

The Protection Pupil Rights Amendment (PPRA) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

1. It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED – funded survey, analysis, or evaluation in which their children participate; and
2. It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 - Political affiliations
 - Mental and Psychological problems potentially embarrassing to the students and his/her family; Sex behavior and attitudes;
 - Illegal, anti-social, self-incriminating, and demeaning behavior;
 - Critical appraisals of other individuals with whom respondents have close family relationships;
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers, or
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated should contact their school principal. IF the situation is not resolved, parents should contact the Superintendent of Schools.

Parents or students who believe their rights under PPRA may have been violated may also file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

NOTICE #4

NOTICE TO PARENTS: STUDENT HEALTH EXAMS, PRIVACY, AND SURVEYS

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct or surveys, collection and use of information for marketing purpose, and certain physical exams. These include the right to:

Consent before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self- incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships.
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for an of the above marketing, sales, or other distribution purposes, and
3. Instructional material used as part of the educational curriculum.

Forbes Road School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Forbes Road School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The school district will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4606

If you have questions regarding this information, please contact your school principal at 814-685-3866.

NOTICE #5

Right to Request Teacher and Paraprofessional Qualifications

As a parent of a student in the Forbes Road School District, you have the right to request information regarding the professional qualification of the classroom teachers who instruct your child and the paraprofessionals who assist them. Every Student Succeeds federal law gives you the right to ask the following information about your child’s classroom teachers and their paraprofessional assistants:

- Whether the Commonwealth of Pennsylvania has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Commonwealth of Pennsylvania has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances. (The level of state teacher certification; Emergency, Instructional 1, Instructional II, etc.)
- The teacher’s college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.

- Whether any instructional aides or similar professionals provide services to your child and if they do their qualifications.

If you would like to receive additional information about any teachers or paraprofessional aides who work with your child, please contact: Mrs. Scott-Bollman, Elementary Principal at (814) 685-3866.

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts.

NOTICE # 6

Notice to Homeless Education Programs

Each year more than 800,000 school-age children in the United States experience homelessness. The federal Every Student Succeeds Act of 2001 includes provision to make sure that homeless does not cause these children to be left behind in school. Homeless children should have access to the education and other services that they need to meet the same challenging state academic standards to which all students are held.

The Forbes Road School District is required to provide activities for and services to homeless children. This includes preschool-age homeless children and youths and enables them to enroll in, attend, and succeed in school or preschool programs.

The law requires all school districts to inform parents or guardians of their rights under this provision of ESSA. Specifically, it states that pending resolution if a dispute about school placement, a school district must immediately enroll a homeless student in the student's school of origin or other schools selected on the basis of the child's best interest and provide a written explanation of the rights of appeal to the parent or guardian of the student.

If you have any questions about the provision of ESSA, please contact your school principal, Mrs. Maria Scott-Bollman, at (814) 685-3866.

Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students August 2020

Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children ages three to school-age may be eligible for Early Intervention services if they are experiencing developmental delays. Developmental delays, as defined by the State and as measured by appropriate diagnostic instruments, include a 25 percent delay or a test performance of 1.5 standard deviations below the mean on a standardized assessment in one of the following developmental areas: physical development, cognitive development, communication development, social or emotional development or adaptive development. A young child may also be deemed eligible if they are determined to have a diagnosed disability as defined by PA Chapter 14 regulations. Eligibility for Early Intervention services is two-pronged. The child must be diagnosed with a developmental delay or a diagnosed disability and display a need for specially designed instruction. Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the child and to ensure access to the general education curriculum.

Evaluation Process

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit staff.

Consent

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, www.Pattan.net or your educational agency. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information

The SDs, IUs and CDs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

INTERMEDIATE UNIT			
Tuscarora Intermediate Unit 11 Ms. Sandi Dinardi 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501	TIU Early Intervention Programming 2501 Ms. Fran Merrifield 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501
SCHOOL DISTRICT OFFICES			
Central Fulton School District Dr. Michelle Hall 151 East Cherry Street McConnellsburg, PA 17233-1400	717-485-3195	Forbes Road School District Mrs. Laurel Keegan 159 Redbird Drive Waterfall, PA 16689	814-685-3865

Huntingdon Area School District Administrative Office Mr. Chris Evans 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Juniata County School District Administrative Office Ms. Jill Condo 146 Weatherby Way Mifflintown, PA 17059	717-436-2111
Juniata Valley School District Administrative Office Ms. Lisa Coble 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611	814-669-9150	Mifflin County School District Administrative Building Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044	717-248-0148
Mount Union Area School District Administrative Center Dr. Dianne Thomas 603 N. Industrial Drive Mount Union, PA 17066	814-542-2518	Southern Fulton School District Southern Fulton High School 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267	717-294-3400
Southern Huntingdon School District Southern Huntingdon County High School Ms. Stacey J. Miller 10339 Pogue Road Three Springs, PA 17264-9730	814-447-5520	Corrections Education Trough Creek Youth Forestry Camp #3 Mr. Timothy Miller 4534 Tar Kiln Road James Creek, PA. 16657	814-658-4024
NON-PUBLIC SCHOOLS LOCATED IN IU 11			
Tuscarora Intermediate Unit 11 Dr. Brett Gilliland 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501		
CHARTER SCHOOLS			
New Day Charter School Ms. Jenna Morgan -256 South 5th Street. Huntingdon, PA 16652 -109 Industrial Circle Mifflintown, PA 17059	814-643-7112	Stone Valley Community Charter School Dr. Kim Connelly 13006 Greenwood Road Huntingdon, PA 16652	814-667-2705
PRISONS			
Huntingdon County Prison Mr. Chris Evans 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Mifflin County Prison Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044	717-248-0148

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

AHERA Annual Notification

This notification is to inform you that the Forbes Road School District complies with the Asbestos Hazard Emergency response Act (AHERA) as laid out in 40 CFR Pat 763. AHERA requires school districts to inspect their buildings for asbestos containing building materials and to have a written asbestos management plan.

No activity disturbing asbestos containing building materials has taken place in the district in the last year.

The district asbestos management plan can be found on file in the High School office. If you would like to view this plan, please contact Chris Seymore at (814) 685-3866 x. 1116. A copy of this plan can also be found in the Elementary office.

**FORBES ROAD SCHOOL CALENDAR
2019 - 2020**

September 3, 4	Teacher In-Service
September 8	First Day for Students
October 16	No School—Fall Folk Festival
November 11	Veteran’s Day—No School for Students/Act 80 for Staff
November 24	Noon Dismissal for Students/Parent Conferences 4-7:30 p.m.
November 25	No School for Students/Parent Conferences 8-Noon
November 25 – November 30	Thanksgiving Break
December 23	Noon Dismissal
December 24– January 1	Christmas Break
January 18	Federal Holiday, No School
February 12-16**	Mid-winter Break/ 2/12, 15 and 16 Snow Make-up Days
March 19	No School for Students/Act 80 for Staff
March 22**	No School for Students/Staff (Snow Make-Up Day)
March 31**	12:00 p.m. Early Dismissal (Snow Make-Up Day)
April 1-6	Spring Break (April 6 Snow Make-up Day)
May 31	No School—Memorial Day
June 15	Last Day of School/10:00 Student Dismissal
June 16-17**	Teacher In-Service (Snow Make-up Days)

** Snow make-up days: 2/12, 2/15, 2/16, 3/22, 3/31, 4/6, 6/16, 6, 17. Any additional snow days would continue to be added beyond the scheduled school calendar.

INDEX

- absences, pgs. 5-7
- accident insurance, p. 5
- animal policy, p. 5
- AHERA notice, p. 35
- attendance, pgs. 5-7
- behavior, pgs. 15-17
- bell schedule, p. 5
- bullying policy, pgs. 26-28
- bus discipline, pgs. 8-9
- calendar, p. 36
- cell phones, p.17
- citizenship, p. 14
- classroom parties, p. 12
- classroom visit/observation, pgs. 12-13
- clothing, pgs. 10-11
- communication: home/school, p. 4
- custody papers, p. 11
- debts owed/damaged property, p. 20
- disciplinary consequences, pgs. 16-17
- distribution of materials, p. 11
- dress code, pgs. 10-11
- drug/alcohol policy, pgs. 22-24
- educational trips, pg. 8
- electronic devices, p. 4
- emergency information, p. 11
- expulsion, p. 15
- extra-curricular eligibility, pgs. 17-18
- essa policies, pgs. 26-29
- faculty and staff, p. 3
- family ed. rights/privacy act, p. 25
- field trips, pgs. 11-12
- fire drill, p. 13
- homebound instruction, p. 8
- lost and found, p. 18
- MTSS, pgs. 18-19
- meal program, p. 18
- mission statement, p. 1
- morning arrivals, p. 7
- non-discrimination policy, p. 25
- opening exercises, p. 19
- parent conferences, p. 19
- principal's letter, pgs. 1-2
- recess, p. 19
- report cards, p. 20
- retention policy, p. 19
- safety concerns, p. 4
- school closing, p. 4
- school property, p. 20
- sexual harassment, pgs. 20-21
- special education policy, p. 18
- special education programs, pgs. 28-29
- student conduct, pgs. 13-14
- student pick-up, pg. 7
- suspension, p. 15
- switching buses, p. 8
- tardiness, p. 7
- teacher requests, p. 20
- telephone use, p. 21
- tobacco, p. 22
- toilet training, pgs. 21-22
- transportation changes, p. 8
- twenty five day policy, p. 8
- vision statement, p. 1
- visitors for lunch, p. 11
- weapons policy, pgs. 24-25
- withdrawal procedures, p. 8

Note: Forbes Road School District reserves the right to make changes to policies, rules, schedules and dates contained in this handbook during the school year without prior notice