

GLENDALE



STUDENT HANDBOOK 2016-2017

"Inspiring Today's Learners for Tomorrow's Challenges."

ELEMENTARY

GLENDALE ELEMENTARY SCHOOL

1500 BEAVER VALLEY ROAD

STUDENT IDENTIFICATION

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

TEACHER: _____

PARENT OR GUARDIAN: _____

NON-DISCRIMINATION POLICY

The Glendale School District recognizes its responsibility to all students and employees and hereby affirms that all educational programs, activities, and employment practices will be handled without discrimination based on sex, race, color, and religion, national origin, or disability. For information regarding civil rights, grievance procedures, services, activities and facilities that are accessible to and usable by handicapped persons, contact the Title IX/Section 504 Coordinator for Glendale School District, Rick Stackhouse, Principal, Glendale Junior-Senior High School, 1466 Beaver Valley Road, Flinton, Pennsylvania 16640-9496, (814) 687-4262.

GENERAL PHILOSOPHY

The Glendale Board of Education realizes that the educational process covers all activities and programs which are included in the school community and which are essential in educating the whole student.

With this in mind, the Board of Education has adopted the following guidelines and regulations to govern the conduct of the students while participating or representing the school in activities and programs which are part of the school community.

TABLE OF CONTENTS

Faculty Directory	4-5
School Calendar	6-7
Arrival/Dismissal/Excusal	8
Attendance.....	9
Bus Arrival/Breakfast Program.....	10
Cafeteria, Guidance	11
Emergency School Closing	11
Family Educational Trips.....	12
Fire Drills, Grading	13
Gym Class, Honor Roll	13
Homework, Interim Grading, Lockers.....	14-15
Medical Services.....	15-21
Parent Conferences, Student Debt,	21
Student Promotion/Retention.....	21
Transfer of Buses	22
Student Pick Up Policy.....	22
School Dress.....	23
School Volunteers.....	24
Schoolwide Positive Behavior	24-32
Student Phone Calls	33
Glendale PTO	33
Visitors	34
Communicating a Concern	34-35
Special Education Services	35-36
Building Map	37-38
Parent/Student Forms	39-40

2016-2017 FACULTY DIRECTORY

Superintendent:	Mr. Edward DiSabato	edisabato@gsd1.org
Business Manager:	Mr. Jeffrey Westover	jwestover@gsd1.org
Elementary Principal:	Mrs. Kate Bacher	kbacher@gsd1.org
Secretary:	Mrs. Karen Gates	kgates@gsd1.org
Secretary:	Mrs. Lisa Miles	lmiles@gsd1.org
Special Education Supervisor:	Mrs. Ginger Bakaysa	gbakaysa@gsd1.org
Secretary:	Mrs. Diane Oshell	doshell@gsd1.org
Technology Director:	Mr. Eric Frank	efrank@gsd1.org
Psychologist:	Mrs. Jacqueline Runk	jrunk@gsd1.org
Maintenance Supervisor:	Mr. Charles Chilcote	cchilcote@gsd1.org
Nurse	Mrs. Georgette Selecky	gselecky@gsd1.org
Cafeteria Supervisor		
Chorus/Music	Mr. Lawrence Putorek	lputorek@gsd1.org
Elementary Art:	Ms. Melissa Poole	mpoole@gsd1.org
Elementary Guidance:	Ms. Sheri Brooks	sbrooks@gsd1.org
Elementary Librarian:	Mrs. Kelly Bottenfield	kbottenfield@gsd1.org
Elementary Physical Education:	Ms. Sara McGarvey	smcgarvey@gsd1.org
Enrichment:	Mrs. Renee McQuown	rmcquown@gsd1.org
Instrumental Music:	Mr. Brian Stacey	bstacey@gsd1.org
Learning Support (Life Skills):	Ms. Lauren Madonna	lmadonna@gsd1.org
Learning Support:	Mr. Nathan Pino	npino@gsd1.org
Learning Support:	Mrs. Beth Sherkel	bsherkel@gsd1.org
Learning Support:	Ms. Rebekah Rhodes	rrhodes@gsd1.org
Learning Support:	Mrs. Nicole James	njames@gsd1.org
Speech:	Mrs. Joann Fedore	jfedore@gsdd1.org
Title One:	Mrs. Patty Harrison	pharrison@gsd1.org
Title One:	Mrs. Patty Kimberly	pkimberly@gsd1.org
Title One:	Ms. Susan Farabaugh	sfarabaugh@gsd1.org
Title One:	Mrs. Allyson Gates	agates@gsd1.org
Kindergarten:	Mrs. Jodi Chilcote	jchilcote@gsd1.org
Kindergarten:	Mrs. Shannon Dudurich	sdudurich@gsd1.org
Kindergarten:	Ms. Brenda Hewitt	bhewitt@gsd1.org
Kindergarten:	Mrs. Marissa Henry	mahenry@gsd1.org
First:	Mrs. Lyncola Gallaher	lgallaher@gsd1.org
First:	Ms. Shannon King	sking@gsd1.org
First:	Mrs. Bonnie Westrick	bwestrick@gsd1.org
Second:	Mrs. Margrett Master	mmaster@gsd1.org
Second:	Mrs. Karen Fortney	kfortney@gsd1.org
Second:	Mrs. Tisha Rorabaugh	trorabaugh@gsd1.org
Third:	Mrs. Gena Worthington	gworthington@gsd1.org
Third:	Mrs. Jenna Yeckley	jyeckley@gsd1.org
Third:	Mrs. Amy Abram	awhittaker@gsd1.org
Fourth:	Mrs. Becky Link	blink@gsd1.org
Fourth:	Mrs. Jennifer Lechner	jlechner@gsd1.org
Fourth:	Mrs. Theresa Wiedemann	twiedemann@gsd1.org
Fifth:	Mr. Michael Davis	mdavis@gsd1.org

Fifth:	Ms. Amanda Sloppy	asloppy@gsd1.org
Fifth;	Mrs. Jill Klezek	jmiles@gsd1.org
Sixth:	Mr. Ron Lynch	rlynch@gsd1.org
Sixth:	Mrs. Jenny Williams	jwilliams@gsd1.org
Sixth:	Ms. Stephanie Kasaback	skasaback@gsd1.org

Paraprofessional:	Mrs. Laurie Hutton	lhutton@gsd1.org
Paraprofessional:	Mrs. Lisa Matier	lmatier@gsd1.org
Paraprofessional:	Mrs. Pam Reese	preese@gsd1.org
Paraprofessional:	Mrs. Charell McGary	cmcgary@gsd1.org
Paraprofessional:	Mrs. Diane Gorman	dgorman@gsd1.org
Paraprofessional:	Mrs. Melissa Blake	mblake@gsd1.org
Paraprofessional:	Mrs. Deann Glass	dglass@gsd1.org

Cafeteria Staff:	Mrs. Connie Cusick
Cafeteria Staff:	Mrs. Linda Yaworski
Cafeteria Staff:	Mrs. Sheila Irvine
Cafeteria Staff:	Mrs. Gretchen Keith
Cafeteria Staff:	Mrs. Carol Sahm
Cafeteria Staff:	Mrs. Debbie Gregg
Cafeteria Staff:	Mrs. Michelle Visnofsky

Custodial Staff:	Mrs. Janet Dreese
Custodial Staff:	Mr. James Dudurich
Custodial Staff:	Mr. Rob Palmer
Custodial Staff:	Mrs. Kay Sinclair

BOARD OF DIRECTORS:

Dr. Andy Mulhollen, President
Mr. Richard Cree, Vice President
Mrs. Brenda Dubler, Treasurer
Mr. Richard Gates
Mr. Ron Jasper
Mrs. Theo Sinclair
Mrs. Kay Stiver
Mr. Gary Walstrom
Mr. Ken Mencer

**ANY SCHOOL POLICY OR PENALTY MAY
BE CHANGED AT THE DISCRETION
OF THE SCHOOL ADMINISTRATION
TO EFFECTIVELY RUN THE SCHOOL**

GLENDALE SCHOOL DISTRICT
2016-2017 SCHOOL CALENDAR

AUGUST 2016

22	23	24	25	26
29*	30	31		
T-5 S-3				

SEPTEMBER 2016

		1	2		
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
T-21 S-21					

OCTOBER 2016

	3	4	5	6	7
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27a	28	
31					
T-21 S-19					

NOVEMBER 2016

	1	2	3*	4*
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
T-17 S-16				

DECEMBER 2016

		1	2		
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
T-16 S-16					

JANUARY 2017

2	3	4	5	6
9	10	11	12	13
16	17	18b	19	20
23	24	25	26*	27*
30	31			
T-21 S-19				

FEBRUARY 2017

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			
T-18 S-18				

MARCH 2017

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27c	28	29	30	31
T-23 S-22				

APRIL 2017

	3	4	5	6	7
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28 ^h	
T-17 S-17					

MAY 2017








	1	2	3	4	5
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			
T-22 S-22					

JUNE 2017

				1	2
		5d**	6	7	8
					9
T-4 S-3					

Cancellation Make-Up Days

- February 17, 2017
- February 20, 2017
- April 13, 2017
- April 17, 2017
- June 6, 2017
- June 7, 2017

- * First day for students
- ** Last day for students
-  Inservice day – teachers only
-  Holiday for students/teachers
-  Open house - Evening
-  Parent-Teacher conf. – Evening
-  Parent-Teacher conf. – 8:00am – 12:30 pm (No school all day for students)
-  Early dismissal – students leave before lunch
-  Act 80 – teachers only

First day for teachers.....	August 25, 2016
First day for students.....	August 29, 2016
Labor Day	September 5, 2016
Open House, evening.....	September 7, 2016
Act 80 day, teachers only.....	October 10, 2016
Act 80 day, teachers only.....	October 28, 2016
Parent-Teacher conferences- Evening (4:00 pm – 7:00 pm)	November 3, 2016
Parent-Teacher conferences (8:00 am – 12:30 pm) No school all day for students	November 4, 2016
Veteran's Day.....	November 11, 2016
Thanksgiving vacation	November 24, 25, 2016
Buck season	November 28, 29, 2016
Christmas vacation.....	December 23, 2016 thru January 2, 2017, inclusive
Act 80 day, teachers only.....	January 16, 2017
Parent-Teacher conferences- Evening (4:00 pm – 7:00 pm)	January 26, 2017
Parent-Teacher conferences (8:00 am – 12:30 pm) No school all day for students	January 27, 2017
Mid-winter break	February 17, 20 2017
Act 80 day, teachers only.....	March 10, 2017
Easter vacation	April 13, 14 and 17, 2017
Early dismissal.....	April 28, 2017
Memorial Day.....	May 29, 2017
Last day of school, students	June 5, 2017
Inservice day, teachers only.....	June 6, 2017

ACTIVITIES

August 17, 2016	7th Grade Orientation
December 15, 2016	Band/Choral Christmas Concert
April 27, 2017	Concert Band/Choir Spring Concert
April 28, 2017	Prom
May 11, 2017	Scholarship Program
May 16, 2017	Jazz Band/Choral Spring Concert
June 2, 2017 (tentative).....	Sixth Grade Promotion
June 5, 2017 (tentative).....	Graduation

GRADING PERIODS

- (a) 1st marking period ends Oct. 27, 2016
- (b) 2nd marking period ends Jan. 18, 2017
- (c) 3rd marking period ends March 27, 2017
- (d) 4th marking period ends June 5, 2017

ARRIVAL/DISMISSAL/EXCUSAL PROCEDURES

If parents provide transportation for children, please do not have your child at school before **8:35 a.m.** Please pick up your child promptly at dismissal time. Those parents transporting their own students at dismissal are requested to arrive **from 3:15-3:20 for dismissal at 3:25 p.m.** Students riding the bus will be **dismissed at 3:25-3:30 to load buses and buses will ALL depart at 3:35 p.m.** When picking up students for dismissal, parents should enter the office and let the staff know who you are and which students you are picking up. Adults picking up students **MUST** be listed on that student's emergency card and could be asked to present identification.

LATE ARRIVAL/EARLY DISMISSAL

When students arrive late for school they must be signed in at the office.

- A. All students must have an excuse prior to or the day of the late arrival/early dismissal, stating the reason for the late arrival/early dismissal.
- B. All students must remain in scheduled classes until called to the office for the early dismissal. **All persons must report to the office for late arrivals/early dismissals and sign the student in/out.**
- C. Upon a late arrival, office staff will give each student a late pass which must then be presented to the classroom teacher. Any student arriving to the classroom late without a late pass will be asked to report back to the office to properly sign in.
- D. The following reasons constitute excused late arrival/early dismissals:
 - 1. Doctor and dentist appointments.
 - 2. Exceptionally urgent reasons which directly affect the student.

Late arrival/early dismissal for any other reason will be considered as unexcused.

- E. If students arrive at school after 8:55 a.m. but before 9:30 a.m., they are considered tardy but present all day.
- F. If students arrive at school after 9:30 a.m. but before 12:15 p.m., they are considered absent for 1/2 day.
- G. If students leave school between 12:15 p.m. and 3:00 p.m., they are considered absent 1/2 day.
- H. If students leave school between 3:00 p.m., and 3:20 p.m., their absence will be considered an early dismissal.
- I. Absence for students leaving and returning within one school day shall be determined by hours attended.
- J. No student is permitted to practice or participate in extracurricular activities unless they have been present all day. Please contact the principal for special circumstances

ATTENDANCE

- A. Whenever students are absent for reasons of illness, they must present to their homeroom teacher on the day they return a written excuse, signed by a parent or guardian, giving the date and the reason for their absence. These are kept on file. **Students must submit an excuse within a three-day period after returning.** If an excuse is not submitted within this three-day period, the absence will be considered unexcused. The administration reserves the right to request the submission of a physician's statement to substantiate the nature of claimed illness.
- B. The following reasons constitute **excused** absences:
- Illness – supported by a parent's or doctor's written excuse
 - Quarantine
 - Death in the family
 - Required court attendance
 - Educational Trip **when prior administration approval has been given**
 - Out-of-school suspension
 - Impassible roads or inclement weather, when deemed by a school administrator.
 - Doctor/dental appointment if reasonable time used for appointment.

The attendance records of the elementary school office shall be used as verification of the days absent. The purpose of this attendance policy is to ensure that students receive the best education possible.

- C. The following reasons constitute **unexcused/illegal absences**: truancy, parental neglect, oversleeping, missing the bus, shopping/preparing for prom, babysitting, visiting relatives, hunting, fishing or stocking fish, working at home, and remaining home to do homework.
- D. When any student accumulates three (3) days of unexcused/unlawful absence the parent/guardian will be notified by certified mail. Any student under 17 years of age who receives **three (3) or more days** of unlawful absence makes his/her parent(s) or guardians liable to fine or imprisonment or both under provisions of the State Attendance Law.
- E. Students are permitted up to twelve (12) days of excused absences supported by parent/guardian written excuses.
- F. When a student reaches eight (8) days of parent/guardian excused absences the parent/guardian will be notified by mail.
- G. When a student reaches twelve (12) days of excused absences supported by parent/guardian written excuses, the parent/guardian will be notified by certificate of mailing that all subsequent absences will require written verification by a physician/dentist or the absence will be considered unexcused.
- H. Excessive absences over and above the stated limits may result in possible retention and/or referral to truancy or child protective services to enforce any violations of the compulsory attendance law.

PERFECT ATTENDANCE

The connection between school attendance and academic achievement is very strong. Every day is valuable and students are encouraged to be present and participate in their educational opportunities. Perfect attendance is defined as the recognition that a student has not missed any days of school during the school year for any reason. The intention of this recognition is to encourage daily school attendance and to reward students able to achieve this.

While encouraging school attendance, Glendale Elementary School recognizes that there will be life events such as an illness or death in the family that would prevent students from obtaining perfect attendance. We certainly would expect and encourage students in these circumstances to take the time to address these situations and return to school as soon as possible. We do not encourage students to come to school while ill or miss an urgent family event. Our attendance policy accommodates for these types of circumstances.

Therefore, when students do miss for any reason, they no longer qualify for perfect attendance recognition. It is suggested that students in this situation focus on their academic efforts and achieving recognition in this important area.

Students qualifying for perfect attendance recognition shall not have more than **four (4)** tardies (arrival after 8:55 but before 9:30 a.m.) or **four (4)** early dismissals (leaving from 3:00 to 3:25 p.m.) and shall not have any recorded detentions or suspensions for that school year.

BUS ARRIVALS/BREAKFAST PROGRAM

1. Buses arrive at the elementary school between **8:35 a.m. and 8:50 a.m.** Students **should not** report to the school **before** 8:05 a.m. as there is no organized supervision. **Students arriving between 8:05-8:35 must report the early arrival room where staff members are present to supervise.** Please look for signs in the lobby to determine which classroom is the early arrival room as this changes each marking period.
2. Students participating in the breakfast program report directly to the cafeteria upon arrival. They do not go to their assigned classroom until after their school breakfast. The only exception to this is kindergarten students who report to their classroom prior to going to the cafeteria for breakfast. Also, students in grade 4-6 may choose to participate in the Grab and Go breakfast cart locate in the lower lobby by the playground doors. They will then take their breakfast to their classroom to eat rather than eating in the cafeteria.
3. The cost of the school breakfast program is as follows:

Full Price:	\$1.35
Reduced Price:	.30
Free	

4. Students report directly to their assigned classroom if they are not having a school breakfast.
5. Anyone may partake of the breakfast program at any time. There will be **NO** breakfast served on delayed school days.

CAFETERIA

The cost of the school lunch program is as follows:

Full Price: \$2.10
Reduced Price: .40
Free

Students should be instructed at home as well as at school about proper table manners.

Applications for the free/reduced meal program are sent home with every student at the beginning of the school year and are available at the school office at any time. Families must apply for participation in this program yearly. The applications will be reviewed to determine eligibility. Families will be notified regarding their eligibility for the program. **Applications can be submitted throughout the school year if there is a change in household income that may change the eligibility status for free or reduced meals.**

GUIDANCE

Guidance services are provided for elementary students in grades kindergarten through six. The elementary guidance counselor serves as an advocate for students, resource for parents, and consultant for staff members. Services of the guidance counselor include individual counseling, academic support, attendance concerns, peer mediating, and referral to community agencies. Please contact the elementary school counselor at 687-4263 to make an appointment to discuss specific student concerns or to find out more about programs offered.

EMERGENCY SCHOOL CLOSING

On a given day, weather conditions can occur that will cause us to close school earlier than the scheduled times. If a parent is not home to receive the children, arrangements **MUST** be made for someone to provide temporary shelter without rerouting your child to a different bus. Most of our buses are at their capacity and cannot accommodate additional passengers. Your child must know about this arrangement in advance. Please be sure he/she knows where to go in case of an early dismissal.

All families will be notified using the automated calling system with important school closing and delay information. You may update your contact information by calling the school office or by logging into the Parent Portal of Powerschool.

The following radio and television stations will announce any Glendale School District cancellations, delays, or early dismissals due to weather or other emergencies:

RADIO: Altoona WPRR – 100.1 ON FM Dial
 Altoona WFGY – 98.1 FM
TV: Johnstown WJAC Channel 6
 Altoona WTAJ Channel 7

FAMILY EDUCATIONAL TRIPS

Parents who are planning to take their children on an educational trip during the time that school is in session may request an excused absence for the students. Consideration of such a request is dependent on these conditions:

1. The maximum of five days permitted may be used for no more than two such trips in any one school year. Any number of days less than five used in two trips will be forfeited.
2. Any days beyond the maximum of five days permitted will be considered unexcused and unlawful for students under age seventeen and appropriate legal action will be taken.
3. The Board and administration strongly advise parents not to plan educational trips within the first or last ten (10) school days of the school term.
4. An educational trip beyond two school days will not be granted for the same student if it follows an approved educational trip in the same or previous school term.
5. The purpose, itinerary, and supportive educational aspects must be clearly explained for justifying such an experience beyond the classroom.
6. Such a request shall be made by the parent five (5) school days prior to the student's anticipated absence using the proper form, which may be secured, from the school principal's office. Also, a copy of this form is attached for your information.
7. Educational trips scheduled during state PSSA testing cannot be approved. Please be aware of testing dates prior to planning educational trips.

The school principal shall review each request for compliance with the stated conditions before submitting it to the Superintendent for consideration. The following will be taken into consideration by the principal in granting permission for the trip:

- the student's academic standing;
- the student's attendance record;
- the effect the absence will have on the student's educational welfare;
- the exceptionality of the request.

If approval is granted before the trip is taken, the student's absence will be excused. If prior approval is not received, the absence will be classified as an unlawful and/or unexcused absence. Should the student's absence extend beyond the approved time, such days will be classified as unlawful and/or unexcused. The student is expected to complete all school work that is assigned during the approved absence. Such assignments will be given to the student immediately prior to the absence.

FIRE DRILLS

Fire drills are held monthly as weather permits. The staff and students are given specific procedures for fire drills in order to exit the building in a safe and orderly manner.

Schools also conduct bus evacuations two (2) times per year, the first bus evacuation to occur during the first week of each school year and the second to occur during the month of March.

GRADING SYSTEM

All teachers will be using the following four items in computing grades for their classes:

1. tests
2. quizzes
3. class participation
4. homework

The following system is in present use:

A	92 - 100	O – Outstanding	(92 to 100)
B	83 – 91	S – Satisfactory	(70 to 91)
C	76 – 82	N – Needs Improvement	(0 to 69)
D	70 – 75	I - Incomplete	
Below D- Failure	0-69		

In all cases averages will be rounded off to the next whole number if .5 or more. The lowest grade a student could receive on his/her report card in any subject is 50%.

GYM CLASS

Gym shoes or sneakers as well as appropriate clothing will be required on days that students are scheduled for gym. Students may have a note from a physician to be excused from gym class on an as-needed basis.

HONOR ROLL

The honor roll will be calculated only for grades 4, 5, and 6.

CRITERIA:

1. The student must attain a 90% average of all major subjects. Only major subjects are considered in the honor roll average. These major subjects are reading, mathematics, language arts, social studies and science. Individual grades for any of these major subjects must not fall below an 85% by the end of the marking period.
2. The student must be passing all minor subjects (art, music, phys. ed. etc.).
3. The student must not have an unsatisfactory/needs improvement in any other subjects.
4. The student cannot have been suspended and/or have had a detention.
5. Students who attain honor roll status will receive a BLUE ribbon.

HIGH HONOR ROLL

In addition to the honor roll, Glendale Elementary School currently has a high honor roll. The following criteria for the high honor roll are listed below. The goal is to encourage students to strive to do their best.

CRITERIA:

1. The student must attain a 94% average of all major subjects. Only major subjects are considered in the honor roll average. These major subjects are reading, mathematics, language arts, social studies and science. Individual grades for any of these major subjects must not fall below a 94% by the end of the marking period.
2. The student must be passing all minor subjects (art, music, phys. ed. etc.).
3. The student must not have an unsatisfactory in any other subjects.
4. The student cannot have been suspended and/or have had a detention.
5. Students who attain high honor roll status will receive a GOLD ribbon.

HOMEWORK

Homework should reinforce school learning, provide practice, and expand application of knowledge and skills according to the individual academic and career needs and goals of every child.

Homework is properly defined as any work planned or approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher.

The educational process is a cooperative effort. Parents should encourage and support good study

habits and the daily completion of homework assignments.

Students who have been absent are expected to make up all missed work. If a student will be absent for more than one or two days, be sure to contact your child's teacher so that you can make arrangements for the missed work.

INTERIM REPORTS

Interim reports will be sent home with students at the 4 1/2 week point of each 9 week marking period. These reports must be signed by the parent or guardian and returned within 3 days to the issuing teacher.

Teachers may use other forms to relay this information to parents.

Parents/guardians may access and monitor their child's grades throughout the school year using Progress Book online. A password for access to a child's grades is given only to authorized parent(s) and/or guardians. Confidentiality of student records is maintained as required by law and District Policy.

LOCKER INSPECTION AND SEARCH

The Glendale School District provides space for storage of books, clothing, school materials and other personal property. All lockers, desks and other storage spaces are and shall remain the property of the school district. As such, students have no reasonable expectation of privacy in their lockers, desks or other storage spaces. All students should be aware that because school property is subject to search at any time, any expectation of privacy by a student in an assigned school locker or the contents therein shall be deemed unreasonable. Accordingly, students should not keep or place any material or item in lockers, desks or other storage areas which the student does not want discovered or searched by district officials. School officials or their authorized agents may conduct random, periodic, sweeping or generalized inspections or searches of all lockers, desks or other storage spaces.

MEDICAL SERVICES

Pursuant to the Family Education Rights and Privacy Act, students health records are deemed to be part of the educational record and the information contained therein cannot be released to anyone without your authorization except in limited circumstances.

A Certified School Nurse is employed by the District to assist in implementing the school health program which includes:

1. Health record keeping
2. Immunization compliance and communicable disease prevention
3. Physical examination of newly enrolled K or 1, as well as grades 6 and 11.
4. Dental check-up for newly enrolled K or 1, as well as grades 3 and 7.
5. Hearing screening for grades K, 1, 2, 3, 7, 11, and all special education students.
6. Height, weight, and vision screening for all grades that includes the Body Mass Index (BMI).

7. Scoliosis examinations for all students in grades 6 and 7
8. First aid and emergency service for school related injuries and illness
9. School medical referrals for health care
10. Inspection of children as necessary to lessen the spread of communicable conditions
11. Communication with parents regarding anything affecting the health of the child
12. Promotion of good health habits through health education.

Emergency cards are sent home at the beginning of the school year and must provide current information for parent/guardian contact and alternate contact in the event parents/guardians cannot be reached or is unavailable. The back side of this card contains medical information as well as parent/guardian consent to administer over-the-counter medications such as acetaminophen. No over-the-counter medicine will be given to a student who did not return a completed emergency card.

HEALTH EMERGENCIES

Every effort will be made to reach the parents/guardians in the event of a life-threatening health emergency. If unable to reach parents/guardians, student will be transported to the hospital by ambulance.

MEDICATION POLICY

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed or over-the-counter medication in accordance with the direction of a parent and licensed prescriber to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours. Medications will be expected to be given BEFORE and AFTER school hours whenever possible.

Medications include those prescribed by a licensed prescriber and over-the-counter drugs as approved by the school physician such as acetaminophen, ibuprofen, antacid, soothing eye drops, topical analgesics/anti-itch lotion, and cough/throat lozenges.

All medications must be brought to the school nurse by parents/guardians in a properly labeled and original container. Medications brought to school in unmarked containers such as a baggie, is not permitted and cannot be accepted.

All medications must be administered by a licensed nurse and dispensed as ordered and in the manner prescribed by the licensed prescriber.

For those students who have emergency medications such as asthma rescue inhalers or Epipens for anaphylaxis, please see the section on Emergency Medication.

INDIVIDUAL MEDICATION ORDERS

If a physician requires prescription medication to be administered during the school day, a Consent and Authorization for Medication during School Hours form must be completed by the licensed prescriber and signed by the parent/guardian before medication can be given in school. A copy of this form is available

in the office or from the school nurse.

Prescription medication brought to school MUST be in a properly labeled container from the prescriber or pharmacy. The label MUST include the student's name, physician's name, date of prescription, and the name of the medication, the dosage and the frequency of administration. NO medication will be administered from an unmarked container.

All medications brought to school must be kept in the nurse's office in a locked cabinet. Written documentation of the administration of medication will be kept by the school nurse.

EMERGENCY MEDICATION

Any student who requires a prescription emergency medication such as an asthma rescue inhaler or an epinephrine auto-injector (EpiPen), must have a parent/guardian consent and licensed prescriber order on file in the nurse's office. Students permitted to carry and self-administer as noted by their prescriber, cleared by the school nurse, and with parent/guardian consent, will be allowed to carry emergency medications with them throughout the school day and during school activities. If at any time a student violates the school's Possession/Use of Asthma Inhalers/Epinephrine Auto-injector policy (210.1), the privilege to carry and self-administer will not be permitted. Any student unable to carry or self-administer, will have immediate access to, and assistance with, its administration. Administration of emergency medication by trained staff is permitted. Students should keep an extra inhaler or EpiPen in the nurse's office as a spare.

Any student who self-administers their emergency medication must immediately notify the school nurse so they can be evaluated and the medication administration documented.

The parent/guardian relieves the school entity and/or any school employee of any responsibility for the benefits or consequences of the prescribed medication when it is parent-authorized and acknowledge that the school entity bears no responsibility for ensuring that the medication is taken.

OVER-THE-COUNTER MEDICATION

No over-the counter medication will be administered within the School District without parent/guardian signed consent. For long-term use of OTC medication, both parent/guardian consent AND your child's licensed prescriber's order must be completed and on file in the health office. If tylenol or ibuprofen is administered to a student during the school day, the nurse will send home written verification of dose and time.

DISPOSAL OF INDIVIDUAL PRESCRIPTION MEDICATION

At the end of each school year, the parent/guardian must pick up unused medications. If the parent/guardian does not retrieve the medication at the end of the school year, the licensed nurse and one witness will dispose of the medication and document its disposal per the school's medication policy.

STUDENTS WHO ARE ILL

When should my child stay home from school?

The American Academy of Pediatrics recommends your child stay home from school when:

- An illness prevents the child from participating comfortably in activities
- An illness results in a need for care that is greater than staff can provide without compromising the health and safety of other students
- A sudden change in behavior including extreme fatigue, lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash.
- Temperature above 100°F and other signs/symptoms such as sore throat, rash, vomiting, diarrhea.
- Diarrhea - watery stools or decreased form of stool not associated with changes of diet.
- Blood or mucus in the stools
- Vomiting more than two times in the previous twenty-four hours
- Abdominal pain for more than two hours or intermittent pain with fever or other signs of illness
- Mouth sores with drooling unless the student's physician states the child is noninfectious
- Impetigo until treatment has been started
- Strep throat or other streptococcal infection until twenty-four hours after treatment has been started
- Scabies, until after treatment has been given
- Chickenpox (varicella), until all lesions have dried/crusted

Excluding students with mild illnesses is unlikely to reduce the spread of most infectious agents (germs) caused by bacteria, viruses, parasites and fungi. Most infections are spread by those who do not have symptoms as the germs usually spread before or after the illness when symptoms are not present. Exposure to mild infections actually helps the immune system develop in a healthy way. Since exclusion is unlikely to reduce the spread of disease, the most important reason for exclusion is the ability of the child to participate in activities and the staff to care for the child. The most effective way to prevent the transmission of germs is by proper hand washing and personal hygiene.

(AAP, 2015)

When should my child be sent home from school?

When a student becomes ill but does not require immediate medical help, a determination must be made regarding whether the student should be sent home. The school nurse will determine if the illness:

- Prevents the student from participating comfortably in activities
- Results in a need for care that is greater than the staff can provide without compromising the health and safety of other children
- Poses a risk of spread of harmful diseases to others

If any of these criteria are met the parent/guardian will be contacted. Please ensure you have a backup plan in the event you are unavailable.

CARE AND RELEASE OF SICK OR INJURED CHILDREN

Minor first aid and treatment for illness is provided as needed. If a student needs to be sent home or requires further treatment, the parent/guardian will be contacted and the student will be retained in school under supervision until transportation arrangements can be made. The responsibility of transportation rests with the parents. **NO STUDENT WILL BE RELEASED WITHOUT PROPER IDENTIFICATION PRESENTED TO SCHOOL**

AUTHORITIES. Parents/guardians must provide the names and phone numbers of relatives or friends who may be called when they cannot be reached.

If a true emergency arises, the student will be taken to the hospital by ambulance. All efforts to contact the family will be continued.

SCHOOL IMMUNIZATION REQUIREMENTS

Pennsylvania State requires children in ALL GRADES (K-12) receive the following immunization for school attendance. Students who are not in compliance may be excluded from school per PA State School Health regulations.

K-6th grade

- 4 doses of tetanus – (1 dose on or after 4th birthday)
- 4 doses of diphtheria – (1 dose on or after 4th birthday)
- 3 doses of polio
- 2 doses of measles
- 2 doses of mumps
- 1 doses of rubella
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

Entering 7th grade

- 1 dose tetanus and diphtheria (if 5 years have elapsed since last tetanus)
- 1 dose of meningococcal (MCV)

IMMUNIZATION EXEMPTION

PA school law permits immunization exemption for medical, religious, or strong moral beliefs. To be exempted, the parent/guardian must submit in writing a letter to the health office stating the reason for exemption. If your child is exempt from immunization, he/she may be removed from school during an outbreak. Pennsylvania's school immunization requirements can be found in 028 PA Code Chapter 23 School Immunization.

YOUR CHILD AND COMMUNICABLE DISEASES

Fortunately, many of the communicable diseases listed below have been controlled by childhood immunizations. In the event a child does contract one of the following diseases, school exclusion is mandatory and requires a physician's or health department clearance to return.

COMMUNICABLE DISEASE (School Exclusion/Requires permit to return to school)

- Diphtheria
- Smallpox
- Meningitis (Meningococcus)
- Polio
- Infectious Hepatitis
- Rubella (German Measles)

COMMON COMMUNICABLE DISEASES SEEN IN SCHOOL

- *Respiratory streptococcal infections (strep throat) including scarlet fever or scarletina* 24 hours after antibiotic started student may return to school
- *Infectious conjunctivitis (pink eye)* After treatment is initiated and there is no drainage student may return to school
- *Ringworm* After treatment is initiated and lesions are covered (if dried they do not need covered) student may return to school
- *Impetigo* 24 hours after appropriate treatment student may return to school
- *Scabies* After appropriate treatment is completed student may return to school

For a complete list of communicable diseases and time out of school, please refer to 28 Pa Code §27.71 or call the health office at school.

HEAD LICE

Pediculosis Humanus Capitis, or head lice, are parasites of the human host. Lice are not able to hop, leap, or fly from person to person, rather they move from hair shaft to hair shaft. They do not survive for more than one or two days away from their food source (the human head). The adult louse will lay her egg (nit) on the hair shaft and when the new louse hatches, the empty shell is left behind. This is also referred to as a 'nit'.

Research has shown that:

- Head lice are not a health hazard and are not responsible for the spread of any disease.
- Head lice are the causes of much embarrassment and misunderstanding.
- Many unnecessary days of school are lost. Absenteeism is directly related to poor academic achievement.

LICE DO NOT TRANSMIT Communicable or Non-Communicable Diseases.

The need for head lice screening will be determined and performed by the school nurse only in the classroom or the health office. A student found to have head lice will be treated in a professional and confidential manner as not to embarrass or exclude them. According to the American Academy of Pediatrics, school wide head lice screening programs have not been proven to have a significant effect on the incidence of head lice in the school setting over time, and are not cost effective. Therefore, school wide screenings will be substituted with individual head checks of suspected and reported cases of head lice.

The American Academy of Pediatrics and the National Association of School Nurses discourages “No Nit policies” because no child should miss unnecessary school time due to head lice.

If a student has active head lice, the parent/guardian will be notified and given instruction on how to treat their child and clean the environment. The student may remain in school until the end of the day and will be permitted to ride the bus home. If it is determined that your child is unable to remain in school until dismissal, they will be sent home. If the parent or guardian is unable to be reached, the child will be sent home with instructions. When the child returns to school the following day, they must go directly to the nurse for a re-check and admittance to school.

PARENT CONFERENCES

Parents who wish to speak to their child's teacher or the principal may do so by calling the school and setting up a time and day to have the conference. The elementary school's telephone number is 687-4263.

The following are scheduled parent/teacher conference dates: Open House- September 7 (6:00-8:00 PM), November 3 (4:00-7:00 PM); November 4 (8:00 AM – 12:30 PM, no school all day for students); January 26 (4:00-7:00 PM); January 27 (8:00 AM – 12:30 PM, no school all day for students).

STUDENT DEBT

Parents will be sent a letter notifying them of student debts, explaining the nature of the debt, and stating the amount due. Report cards will be held until all debt has been paid.

STUDENT PROMOTION OR RETENTION

A student that is failing will be referred to the Child Study Team. Parents, teachers, and team members will address the academic, social, and emotional aspects of the child. Retention may be considered through team recommendation and teacher-parent conference. Retention will be considered if it is in the best interest of the child.

A child may be considered for retention if they are failing 2 major subjects. To have a passing grade in a subject, the student must attain a 70%.

Parents will be advised of the possibility of their child's retention at the end of the second grading period or the earliest time thereafter. Parent-teacher-principal conferences will be scheduled as needed. Retention letters will be sent out during January or February. This does not necessarily mean that your child will be retained but will serve as a precautionary measure if your child is struggling academically.

TRANSFER OF BUSES

A student who is riding a bus other than the one he/she is assigned to must have a note signed and dated by the parent stating such. No student will be permitted to transfer buses without parental permission and school approval. **Any bus changes should be requested in writing and received in the office no later than 9:00 am the day of the change.** Same day phone requests will only be honored in cases of emergency circumstances only.

As much as possible, please limit transportation home arrangements to one plan. Management of different plans poses a difficult situation for the children and for the school. Getting all children home safely is our priority and changes to arrangements make that more challenging.

Please include the following information on your written note for a bus pass: student name, date, bus number, and signature.

STUDENT PICK UP POLICY

Parents are asked to drop off and pick-up their students by parking in the elementary parking lot in the designated areas. Signs and pavement markings are placed in order to improve traffic flow, safety and to reduce crossing in multiple areas.

Please note the following:

- Parents are to enter the top entrance of the elementary parking lot and continue slow in a counter clockwise pattern through the parking lot.
- **“5 minute”** parking spots for dropping off or picking up students by parents are designated by the white diagonal lines. This is short term parking only and not meant for school employees or parents/visitors who will be at events or meetings at the school during arrival times (**8:35 a.m. - 9:00 a.m.**) and dismissal times (**3:00 p.m. – 3:35 p.m.**).
- Do not block or park in the traffic flow area painted in yellow diagonal lines.
- If parents are not coming into the building, then simply drop your child off at the upper cross walk and continue on your way. Be certain that your child looks before crossing.
- Use other available parking spaces if needed.
- Buses will be parking on an angle (“chevron” style) in the bus lane to load and unload to prevent traffic from going through the bus lanes and students/parents from going between each bus.
- Buses will park “chevron” style in such a manner as to allow an extra wide and highly visible approach to the upper cross walk for parents and students to cross.
- The bus lane will also be closed to vehicle traffic during the school day as it serves as a “Fire Lane” for use by emergency vehicles.
- We encourage parents to utilize bus transportation to and from school. School bus transportation is recognized as the safest and most reliable form of transportation. Riding the bus reduces congestion and reduces the use of fossil fuel over numerous cars on the road.

SCHOOL DRESS

The School District prohibits attire that disrupts the educational process or constitutes a health or safety hazard. Students should select their clothing with discretion and good taste using common sense. Students are not permitted to wear the following during the school day or extra curricular activities:

- a. See-through blouses or shirts, miniskirts, clothing which allows the mid-section exposed, clothing which allows the shoulders exposed or PJ's/lounge pants/clothing considered nightwear.
- b. Jackets should not be worn or carried to class during the school day.
- c. Sandals without back straps, thongs or shower-type shoes are not permitted because of health regulations and possible injury to the student.
- d. Hats, headwear or any head covering for boys or girls are not to be worn during the school day.
- e. Shorts will be permitted to be worn all year. Shorts must be hemmed. Cut offs, sweat cut offs and spandex are not permitted. **When standing with hands down at sides, the bottom of shorts should extend past fingertips.**
- f. Jewelry which requires body piercing may be worn in the ears only.
- g. District policy prohibits large link chains.
- h. Clothing that depicts: drugs, alcohol, tobacco, material of a specific or implied sexual content, messages that are obscene, vulgar or depict criminal, racist, hate or violent groups or activity.
- i. Pants, trousers and shorts must be worn no lower than the waist and be of such length and width as to be appropriate for school wear. The width of the pant legs should not exceed the shoe.
- j. Students are permitted to keep backpacks, gym bags and other similar items that exceed 12' x 12' in size in their classroom lockers during the school day.
- k. Students are permitted to bring backpacks, gym bags and other similar items to school. These must be kept in the classroom lockers during school hours.
- l. No "Heelys" permitted on school grounds.
- m. Students will be required to change clothes in order to meet dress code policy.

SCHOOL VOLUNTEERS

The Glendale Elementary School is committed to making sure our students are in a safe environment and also feel that our students' experiences are greatly enhanced by the energy and dedication of our volunteers. In order to maintain the optimal level of safety for our students as well as to comply with the changes in the state law regarding mandatory background checks, the Glendale School District policy effective April 22, 2015 for all employees, chaperones and volunteers will be to obtain and submit all three clearance checks:

Act 151 PA Child Abuse History Clearance
Act 34 PA State Criminal Record Check
Act 114 Federal Criminal History Record Check Fingerprinting

These will need to be updated every five years. No one will be permitted to chaperone or volunteer for the district without these clearances starting August 25, 2015. Submitted clearances must be dated within the past twelve (12) months. Costs for clearances will be incurred by the volunteer and are no longer reimbursable by the district. TB tests will only be required for volunteers serving in direct contact with students more than ten hours per week.

Further information and links to apply for these clearances are available on our school website or by contacting the elementary office. Once you have received a copy of all three, please bring the original documents to the elementary office for processing. Volunteers will then be notified in writing upon board approval.

SCHOOLWIDE POSITIVE BEHAVIOR

To continue to improve our school culture, our school has worked together to create a Schoolwide Positive Behavior Program to foster positive behavior and cooperation in our building. The focus of this program is prevention of problem behavior by teaching and re-teaching the correct behavior expectations. The team has worked hard to ensure that our behavior expectations are consistent throughout our building so students can understand the expectations from one environment to the next. We assume students want to make good choices when they know what the correct behavior should look and sound like.

Students will learn what it means to be respectful, responsible, safe, and caring at Glendale Elementary School. Students will learn these expectations through classroom lessons, modeling, and practice. Posters will be placed around the building to remind students of these expectations. Included in SWPB is a reward system to acknowledge those students who are respectful, responsible, safe and caring. HERO tickets will be distributed that reward students for consistently helping, encouraging and respecting others and used in random drawings for prizes and rewards. Students may win extra recess, seating at a special lunch table, or an opportunity to use the principal's chair for the day as just a few examples of special activities used as rewards for positive behavior.

We encourage parents to review appropriate behaviors with your child. Ask your child questions to make sure he/she understands the expectations in different environments around the school. Please discuss the importance of these expectations and encourage your child to be a positive influence in

the school. With your continued support, Glendale Elementary will continue to create a positive and safe learning environment for all students.

Definitions:

Arson	Student plans and/or participates in malicious burning or property.
Bomb Threat/False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion or tampers with rescue assistance call buttons, fire extinguishers or other safety devices.
Bullying	The delivery of direct or technology-based messages that involve intimidation, teasing, threats, or name calling.
Defiance/Disrespect/Noncompliance	Student fails to follow directions, talks back, delivers rude or dismissive messages to others (insubordination).
Disruptive Conduct	Student engages in behavior causing an interruption in a class or activity. Includes sustained loud talking, yelling, screaming, noise with an object, horseplay or roughhousing, and/or sustained out-of-seat behavior.
Dress Code Violation	Student wears clothing that does not comply with the dress code guidelines practiced by the school district.
Explosive Device	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid)
Fighting	Student is involved in mutual participation in an incident involving physical violence or assault/battery.
Harassment	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class. Includes libel, slander, hazing, sexual harassment, and extortion.
Inappropriate Display of Affection	Student engages in inappropriate, consensual verbal and/or physical gestures, contact, of a sexual nature to another student or adult.
Inappropriate Language	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Inappropriate Location	Student is in an area that is outside of school boundaries (as defined by school).
Physical Contact/Aggression	Student engages in actions involving physical contact where injury may occur (hitting, punching, hitting with an object, kicking, hair pulling, scratching)
Lying/Cheating	Student claims someone else's work as their own or delivers false statements to any school official.
Possession/Use of Drugs and Alcohol	Student is in possession of or is using alcohol or illegal or prescription (without authorization) drugs/substances/imitations.
Possession/Use of Tobacco	Student is in possession of or is using tobacco or tobacco products.
Property Misuse/Damage	Student uses school property for a reason other than its intended purpose or participates in an activity that results in destruction or disfigurement of property.
Technology Violation	Student engages in inappropriate (as defined by school) use of cell phone, pager, music, video players, camera, computer or other device.
Theft, Plagiarism, Forgery	Student is involved in taking someone else's property, has possession of someone else's property, has signed a person's name without that person's knowledge, or claims someone else's work as their own.
Weapon	Student is in possession of knives, guns (real or look-alike), or other objects capable of causing bodily harm.

Consequences Classroom Managed Behavior:

In addition to the classroom teacher's classroom discipline plan:

1 st Offense	Teacher redirects student and reteaches correct behavior.
2 nd Offense	Teacher conferences with student and reteaches correct behavior. Reflection log is completed by student.
3 rd Offense	Teacher conferences with student and reteaches correct behavior. Reflection log is completed by student. Teacher makes phone call to parents. Principal Notification is made.
4 th Offense	Teacher conferences with student and reteaches correct behavior. Reflection log is completed by student. Teacher makes phone call to parents. Principal Notification is made. Possible Office Discipline consequence applied.

Consequences Office Managed Behavior:

<i>Category 1</i>	
1 st Offense	Conference with student. Possible phone call to parents. Reteach with teacher. Reflection log is completed by student and turned in to teacher.
2 nd Offense	Conference with student. Phone call to parents. Reteach with teacher. Reflection log is completed by student and turned in to teacher. Possible detention, isolated lunch, or bus suspension.
3 rd Offense	Conference with student. Phone call to parents. Reteach with teacher. Reflection log is completed by student and turned in to teacher. Detention, isolated lunch, or bus suspension.
4 th Offense	Conference with student. Conference with parents. Reteach with teacher. Reflection log is completed by student and turned in to teacher. Detention, isolated lunch, or bus suspension.

<i>Category 2</i>	
1 st Offense	Conference with student. Phone call to parents. Reteach with teacher. Reflection log is completed by student and turned in to teacher. Possible detention, isolated lunch, or bus suspension.
2 nd Offense	Conference with student. Phone call to parents.

	<p>Reteach with teacher.</p> <p>Reflection log is completed by student and turned in to teacher.</p> <p>Detention, isolated lunch, or bus suspension.</p>
3 rd Offense	<p>Conference with student.</p> <p>Conference with parents.</p> <p>Reteach with teacher.</p> <p>Reflection log is completed by student and turned in to teacher.</p> <p>Possible ISS or OSS.</p>

<i>Category 3</i>	
1 st Offense	<p>Conference with student.</p> <p>Conference with parents.</p> <p>Reteach with teacher.</p> <p>Reflection log is completed by student and turned in to teacher.</p> <p>Detention, isolated lunch, or bus suspension.</p>
2 nd Offense	<p>Conference with student.</p> <p>Conference with parents.</p> <p>Reteach with teacher.</p> <p>Reflection log is completed by student and turned in to teacher.</p> <p>Possible ISS or OSS.</p>
Disorderly Conduct	<p>Disorderly conduct charges (Title 18, Sec 503) may be filed if it is found that a hazardous or physically offensive condition is created.</p>
Fighting	<p>A student will be suspended for three (3) days for a first offense, ten (10) days for a second offense plus ½ year probation from the date of the incident, and a ten (10) day suspension and formal hearing before the school board for expulsion for a third offense. After any suspension, a conference between the building principal and parent/guardian is required. Referral to the district magistrate is possible.</p>
Possession/Use of Tobacco	<p>Violation of Act 168 shall be punishable by a civil fine. First Offense will result in a three (3) day suspension. Second Offense will result in a ten (10) day suspension. Third Offense will result in a suspension, pending a hearing before the school board, for purposes of expulsion. Student possession of a lighter will immediately be suspended for three (3) days.</p>
Possession/Use of Drugs or Alcohol	<p>Any student found to possess, use, dispense, consume, transport, sell, or is under the influence of controlled drugs or alcohol while under the jurisdiction of the school district will be suspended immediately and referred to the Student Assistance Program. Full suspension procedures shall then be instituted, including a formal hearing at which the student and parents/guardians must meet with the principal. A formal SAP intervention team will formulate a plan of action. After the formation of a plan of action, the student may be readmitted upon probationary terms according to guidelines as established by school authorities. Parents will be required at the time of the conference to sign a statement that they received a copy of the policy and have read it. The police and other proper authorities shall be notified.</p>
Severe Bullying/Terroristic Threats	<p>A student will be suspended for three (3) days for a first offense, ten (10) day suspension for a second offense plus ½ year probation from the date of the incident for a second offense, and ten (10) day suspension and formal hearing before the school board for possible expulsion for a third offense. After any suspension, a conference between the building principal and the parent/guardian is required. Referral to the district magistrate is possible.</p>
Weapons	<p>Weapons and replicas of weapons are forbidden on school property. Weapons shall include, but are not limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating, or poisonous gases, poisons, drugs, or other items fashioned with intent to use, sell, harm, threaten or harass. Any weapon possessed on or about a person while on district property is subject to seizure or forfeiture. Weapons under the control of law enforcement personnel are permitted. The Superintendent may authorize other persons to possess weapons in school</p>

	buildings. Violations of the weapons policy must result in an expulsion from school for a period of no less than one (1) year. The Superintendent is permitted to recommend a modification of the period of expulsion for less than one year on a case-by-case basis.
--	---

<i>Cafeteria Offenses</i>	
1 st Offense	Reteach with teacher and lunch monitor.
2 nd Offense	Reteach with teacher and lunch monitor. Parent phone call by teacher.
3 rd Offense	Reteach with teacher and lunch monitor. Parent phone call by teacher. Notification of principal. Possible 2 day isolated lunch.
4 th Offense	Reteach with teacher and lunch monitor. Parent phone call by teacher. Notification of principal. Possible 5 day isolated lunch.
5 th Offense	Reteach with teacher and lunch monitor. Parent phone call by teacher. Notification of principal. Possible 10 day isolated lunch.

Buses

Safety and proper behavior in bus transportation, as well as in all phases of the school day, are of prime concern to the administration and Board of School Directors. Students need to familiarize themselves with the obligation and courtesies of the school district transportation program. Pupils are expected to maintain self-discipline with using school transportation or risk forfeiting this privilege and rely on another means of transportation. The school bus driver is authorized to enforce safety and standards on the bus, and in accordance with the Pennsylvania School Code, he/she has the same authority as a teacher. The relationship of the operator and the student must be one of cooperation.

1. All pupils are under the jurisdiction of the School District at all times when riding to a school sponsored activity, including extra-curricular activities.
2. All reports of violations must be submitted in writing on the Bus Conduct Report and given to the building administrator.
3. The Glendale School District reserves the right to charge for repairs or file civil or criminal charges in addition to enforcing the disciplinary policy.
4. No food or drink will be consumed while the bus is in motion. This includes gum and candy. This is a State Law violation. **Students will not be able to carry a drink on the bus or into the school. If a drink needs to be brought to school as part of their lunch, snack, or special circumstances, it should be kept in the student's backpack until the appropriate time.**
5. At any time the bus driver or principal may reassign a student's assigned seat.

Rules:

- Follow the directions of the bus driver.
- Sit in assigned seat and stay in your seat for the entire trip.
- Keep all parts of your body to yourself and inside the bus.
- Electronic devices must be muted or headphones utilized.
- **NO pictures or videos are to be taken on the bus.**
- Use assigned bus stop to and from school unless a bus note has been provided.
- Enter and exit the bus in single file.
- Stay 10 feet back from the road at the bus stop.
- Only cross in front of the bus.
- Always wait for red flashing lights and look both ways before crossing the road.
- Stay seated until bus comes to a complete stop.
- No pens or pencils out while the bus is in motion.
- Never go under the bus for any reason.
- No pushing, shoving, or fighting at any time.
- No eating, drinking, smoking, or gum chewing.
- No cursing, swearing, or talking loudly.
- Unless it is an emergency, do not leave your seat to approach the bus driver. Talk to the driver about any concerns once the bus has stopped.

Categories of Violations:

Category A: Pushing, shoving, tussling at the bus stop or on the bus; harassing or aggravating other students; littering; not sitting in assigned seat; failure to comply with reasonable requests of the driver; putting body parts out of the windows; shouting out of windows; standing or moving about while the bus is in motion.

Category B: Fighting; using abusive or obscene language or gestures; vandalism; insubordination; throwing objects in, out, or at the bus; misbehavior that distracts the driver; smoking or chewing tobacco.

Category C: Consumption, possession, or being under the influence of alcohol or drugs; opening of the emergency door except for cases of emergency; tampering with bus controls; physical assault or throwing objects at the driver; possession of a weapon.

<i>Bus Offenses</i>	
A- 1 st Offense	Reteach with teacher and bus driver. Principal conference with student. Reflection log completed by student and turned into teacher. Contact with parent by principal.
A- 2 nd Offense	Reteach with teacher and bus driver. Principal conference with student. Reflection log completed by student and turned into teacher. Contact with parent by principal.

	Possible suspension of bus privileges for one (1) to three (3) days.
A- 3 rd Offense B- 1 st Offense	Reteach with teacher and bus driver. Principal conference with student and parent. Reflection log completed by student and turned into teacher. Suspension of student's bus privileges for one (1) to three (3) days.
A- 4 th Offense B- 2 nd Offense	Reteach with teacher and bus driver. Principal conference with student and parent. Reflection log completed by student and turned into teacher. Suspension of student's bus privileges for three (3) to ten (10) days.
A- 5 th Offense B- 3 rd Offense C- 1 st Offense	Reteach with teacher and bus driver. Principal conference with student and parent. Reflection log completed by student and turned into teacher. Suspension of student's bus privileges for one calendar year.

Detention

1. Students who are assigned detention will report on the assigned day. Detentions will be assigned at the discretion of the administration.
2. Detentions shall begin promptly at 3:35 each day. Students must be in assigned room and seated by this time. Those who do not arrive promptly will receive an additional day of detention. Detention will last one hour until 4:35.
3. It will be the responsibility of each parent/guardian to make arrangements for transportation at 4:35. The school district will not provide transportation for students with detention assignments.
4. Detention assignments shall take precedence over all other after-school commitments. Students with an after school medical or dental appointments must make arrangements at least one day prior to the date of the appointment to reschedule detention.
5. Failure to report to detention will result in an additional day of detention.
6. Students will be expected to remain quiet and to report with sufficient schoolwork to occupy the full one hour period. Failure to remain quiet and working will result in an automatic one-day additional detention assignment.
7. All school rules for the regular school day are in effect during detention.
8. Student should not request early dismissal on the days they are assigned to detention. Early dismissal will not be considered an excuse for not reporting to detention.
9. Students who are legally absent from school on the day they have been assigned to detention will reschedule the detention with the building principal.

Suspension

1. In-school suspension is defined as exclusion from regular classes and all other school activities. The student will report to the Principal's office immediately upon arrival at school. The student is not permitted to participate in extra-curricular activities that day.
2. Out-of-School Suspension is defined as exclusion from school and also the loss of rights and privileges as a student for those days including extra-curricular activities.

3. Expulsion is defined as the exclusion from school and all related school activities for an indefinite period of time as decided by the school board. Students cannot be readmitted without school board action.
4. Informal hearings are before the principal. Formal hearings are before the school board or a committee thereof.
5. No student is permitted to be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Parents and guardians will be contacted, however, a suspension may be imposed without prior notice to the parents so long as the parents and the Superintendent are notified immediately in writing of the suspension. If the suspension exceeds three (3) days but is less than ten (10) days, the Administration must offer an informal hearing to the parents and offer to hold the informal hearing within the first five (5) days of the suspension.

Glendale Elementary Schoolwide Positive Behavior T-Chart

Classroom Managed

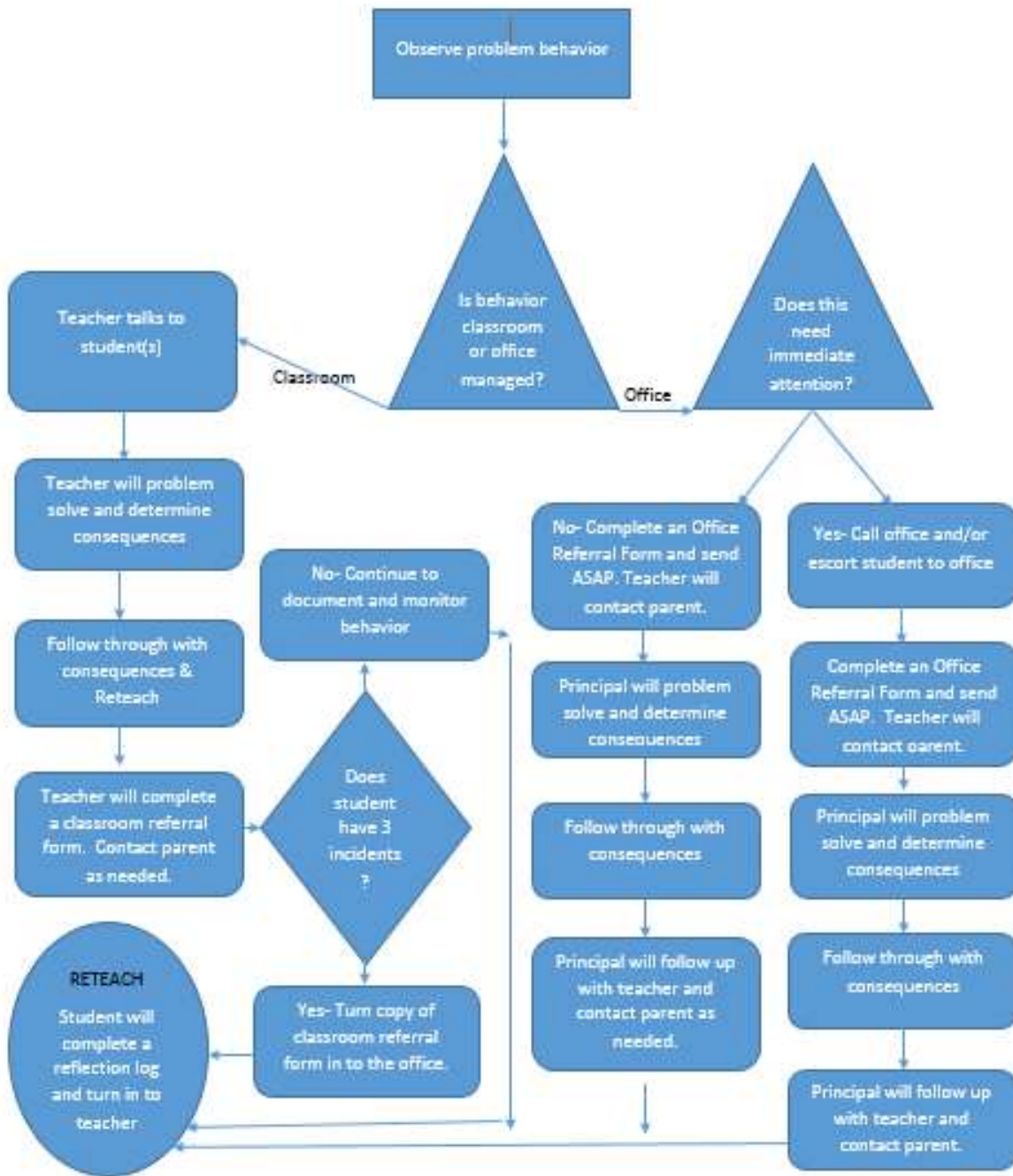
Office Managed

Disruptive Conduct
 Defiance/Disrespect/Noncompliance
 Dress Code Violation
 Inappropriate Language
 Physical Contact/Aggression
 Property Misuse
 Technology Violation

Arson
 Bomb Threat/False Alarm
 Bullying
 Disruptive Conduct
 Defiance/Disrespect/Noncompliance
 Explosive Device
 Fighting
 Harassment
 Inappropriate Display of Affection
 Inappropriate Language
 Inappropriate Location
 Physical Aggression
 Lying/Cheating
 Possession/Use of Drugs or Alcohol
 Possession/Use of Tobacco
 Property Damage
 Technology Violation
 Theft/Plagiarism/Forgery
 Weapon

Depending on severity of situation, a classroom managed behavior incident may automatically be referred to the principal's office. The principal will be routinely notified upon three classroom incidents.

Glendale Elementary School Behavior Flowchart



STUDENT PHONE CALLS

The student's homework, lunch money, or instruments should be his/her responsibility and students should not be making calls home. However, if a need arises on an infrequent basis, students will be able to use the office phone for urgent needs only.

Students are not permitted to use cell phones, pagers, or electronic devices during school hours.

GLENDALE PARENT TEACHER ORGANIZATION

What is the PTO?

PTO (Parent Teacher Organization) is a non-profit organization comprised of parents, teachers and staff of the Glendale Elementary School. The primary goal of the PTO is to provide our school with programs, resources, and funds that will enrich the education of every child. The PTO gives parents many volunteer opportunities to become involved with their child's elementary school experience.

PTO provides students:

Field Trips and Transportation, Fall and Spring Book Fairs, Movie Nights, supports many end of the year awards & recognitions, and much more!

Who can join the PTO?

ANYONE! We welcome any parent, grandparent, aunt, uncle, guardian, or friend.

Why should I join the PTO?

Joining the PTO is an excellent way to get involved in your child's education. Research shows that students whose families are involved in their education have better grades and fewer discipline problems.

How can I help the PTO?

There are many ways to get involved and volunteer your time with the PTO. You can attend an occasional meeting and meet other parents, sign up to help with a specific event, or help with fundraising. The PTO has many volunteer opportunities with a wide range of positions available to fit your schedule and areas of expertise. Volunteer as many or as few hours as you would like. Volunteering is a great way to meet people and to become involved in your child's school and is MUCH APPRECIATED by students, staff, and families.

VISITORS

Glendale Elementary School welcomes parents, family, and friends at appropriate times to share in the educational efforts and events of our students. The following rules and regulations apply to all visitors to any of the District's schools:

1. For security the elementary building will be locked during the school day. Upon arrival at the school, visitors must ring the buzzer at the main door of the elementary school. You will be asked to state your name and business. Upon approval you will then be buzzed into the building.
2. All visitors must register in the principal's office.
3. Each school is to maintain an appropriate log to record all visitors on a daily basis.
4. The person, if available, to whom the visitor wishes to speak should come to the office to meet with the visitor or visitors.
5. Staff and students should constantly be on the alert for strangers seen in the building and they should not hesitate to report these people to the proper authorities.
6. If you wish to speak with a teacher, please call or email for an appointment. Teachers will not be available for telephone calls during class time.

How to Communicate a Question or Concern

There are times when a parent, resident or taxpayer may have a question, concern, complaint, suggestion or request and is uncertain as to the procedure to follow in contacting the school district. Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. The Parent and Community Communication Process Flow Chart Chain of Command should be of assistance when addressing each situation. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. Contact information for staff members is available on the staff section of the district website at www.gsd1.org.

Occasionally, a parent, resident, or taxpayers will call school board directors in an attempt to obtain an answer to their questions or concerns. Upon receiving such a call, the board director calls the district superintendent. The district superintendent must then call the building principal to inform him or her of the problem or concern. The principal will then research the concern and communicate with the parent. Therefore, it is wise that you first call the teacher, counselor or principal so that he or she can respond without any undue delay. It is important to note that the board directors only have authority at legally convened meetings and direct the school administration to handle matters.

**PARENT AND COMMUNITY COMMUNICATION PROCESS FLOW CHART
CHAIN OF COMMAND**

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level	Sixth Level
Athletics	Coach	Athletic Director	Principal	Superintendent	Board	
Athletic Facilities	Athletic Director	Principal	Superintendent	Board		
Athletic Injuries	Coach	Athletic Trainer	School Nurse	Athletic Director	Superintendent	Board
Business Office	Business Administrator	Superintendent	Board			
Curriculum/Academic	Teacher	Principal	Curriculum Director	Superintendent	Board	
Instruction	Teacher	Principal	Curriculum Coordinator	Superintendent	Board	
Discipline	Teacher	Assistant Principal (Jr-Sr High School Only)	Principal	Superintendent	Board	
Facilities	Building Maintenance	Maintenance Supervisor	Building Principal	Superintendent	Board	
Guidance	Counselor	Principal	Superintendent	Board		
Special Education	Teacher	Special Education Supervisor	Superintendent	Board		
Student Concern	Teacher	Assistant Principal	Principal	Superintendent	Board	
Computer/Hardware Problem	Teacher	Director of Technology	Principal	Superintendent	Board	
Computer/Software Problem	Teacher	Director of Technology	Principal	Superintendent	Board	
Transportation	Building Principal	Superintendent	Board			
Taxes	Business Manager	Superintendent	Board			

**PROGRAMS, SERVICES FOR GIFTED STUDENTS, AND SERVICES FOR
PROTECTED HANDICAPPED STUDENTS**

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 and intermediate units 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 and intermediate unit 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 and intermediate unit shall publish written information in the handbook and on the website. 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 their district of residence. Contact information is listed at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information contact the intermediate unit. Contact information is listed at the end of this public notice.

Evaluation Process

Each school district and intermediate unit 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. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Early Intervention Program Director, Central Intermediate Unit #10, 345 Link Road, West Decatur, PA 16878.

Consent

School entities cannot proceed with an evaluation 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. 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 educational evaluation at public expense. Page 41

Program Development

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) 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 or intermediate unit 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 school districts and to some extent the intermediate unit maintain records concerning 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 states. 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.

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 entity listed below. For preschool age children, information, screenings and evaluations requested, may be obtained by contacting the intermediate unit.

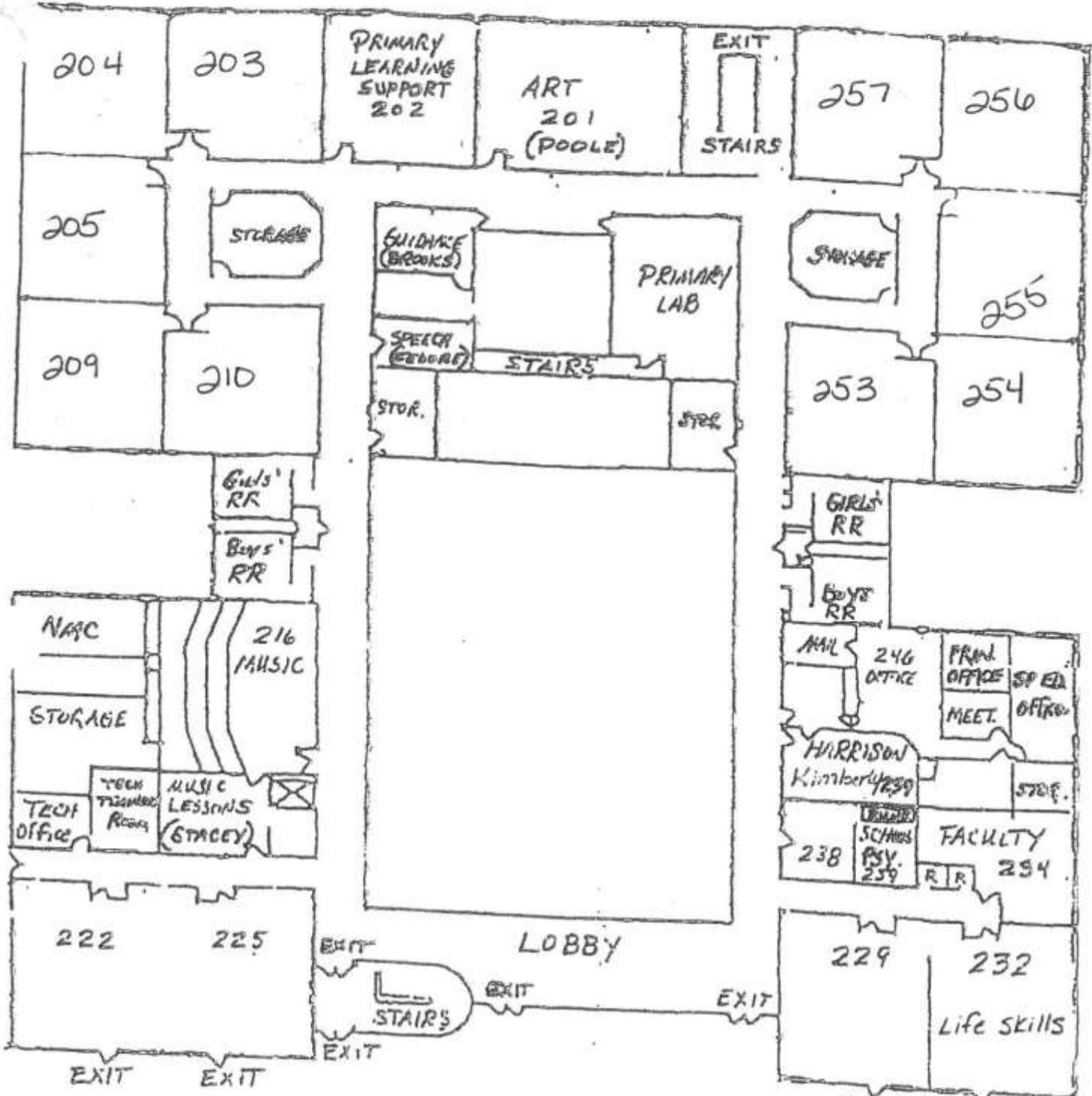
INTERMEDIATE UNIT OFFICE

Central Intermediate Unit # 10

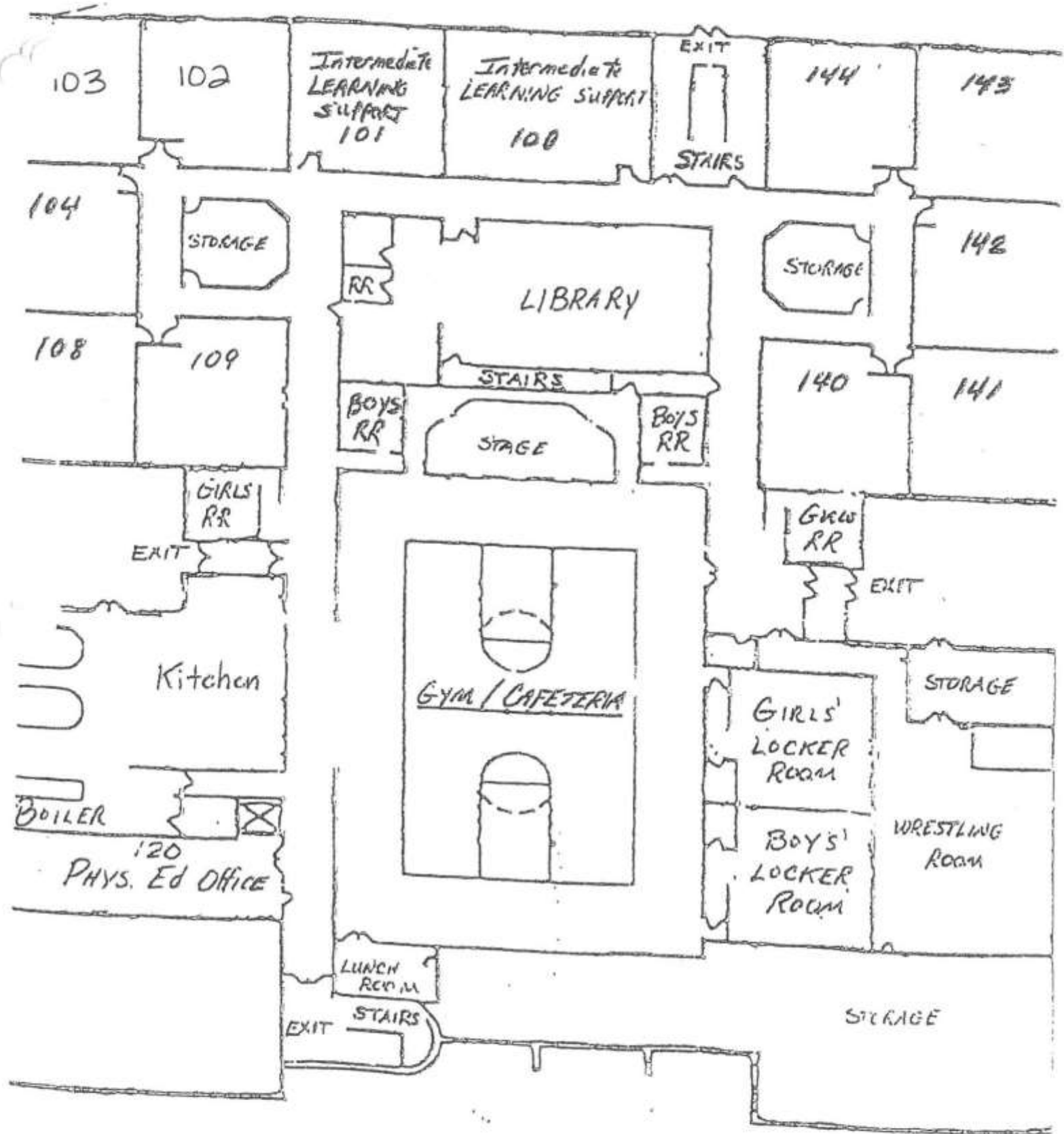
345 Link Road

West Decatur, PA 16878

814-342-0884 or 800-982-3375 (PA Only)



ELEMENTARY SCHOOL UPPER LEVEL FLOOR PLAN



ELEMENTARY SCHOOL LOWER LEVEL FLOOR PLAN

GLENDALE ELEMENTARY PERMISSION TO PHOTOGRAPH

The Glendale School District web site includes pages for each of its elementary and secondary buildings to inform the public of what our students and staff are accomplishing and what our school district has to offer. As part of our on-going web development, your child's work, picture, and/or opinions may be chosen to represent the school district on our web site or a school district sponsored internet project. Your child's work, picture, and/or opinions may also be used in a presentation or publication that serve to help students, teachers, educational administrators, board members, business partners, and community members who are interested in learning more about our students, staff, school and educational systems.

Before your child's picture can be taken or their work published, we must first have the permission of the child's parent or guardian. Please complete the bottom of this form and return it to your child's teacher.

Child's Name _____

Teacher Name/Grade _____

_____ I give permission for Glendale School District to photograph and/or videotape my child on school grounds. I give permission for my child's work and/or opinions to be posted on the Glendale School District web pages or GSD sponsored Internet projects done at school or to be used in presentations or publications. I understand that this will be used for **educational purposes only**.

_____ I **DO NOT** give permission for Glendale School District to photograph and/or videotape my child on school grounds nor for my child's work or opinions to be posted on the Glendale School District web pages or GSD sponsored Internet projects.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____

Date: _____

GLENDALE ELEMENTARY STUDENT HANDBOOK REVIEW

Please sign and return to student's teacher

I _____ have read and reviewed this handbook with my
(Parent's Name)

son/daughter _____
(Student's Name)

Parent's signature

Student's signature