

Welcome to Saltsburg Elementary School!

Dear Parents and Guardians:

This handbook will provide you with information about the programs and policies of Saltsburg Elementary School. Please read, review, and discuss the information in this booklet with your child.

Your children come to the elementary school as special children, unique in their own physical, social, intellectual, and emotional development. Therefore, in addition to providing a strong curriculum, which stresses math and reading and academic excellence, we offer programs that will enhance self-esteem, foster success and nurture curiosity and creativity.

Your child's success is our highest priority. The home and the school form a strong partnership. We hope the information provided in this handbook assists you in this partnership. Please feel free to contact the school whenever you have a question or concern.

With your help and support, we are confident that your children will find Saltsburg Elementary School a great place to learn and grow.

Sincerely,

Tracy Richards, Principal

BLAIRSVILLE-SALTSBURG SCHOOL DISTRICT
MISSION STATEMENT

The mission of the Blairsville-Saltsburg School District is to prepare each student to become a responsible, productive and competitive member of an ever-changing global society.

BELIEF STATEMENT

To accomplish our mission, we believe that:

The school district must provide leadership and opportunities for all students;

Our students need to be challenged and actively engaged in the learning process;

Excellence in education requires cooperation between all people and organizations associated with the school district;

The school climate must be positive; and,

Students must develop a life-long learning philosophy.

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BOARD OF DIRECTORS:

Mrs. Beverly CaranesePresident
Mrs. Linda Johnson Vice President
Mr. B. Edward Smith..... Treasurer

Mr. Paul A. Bell..... Mrs. Linda Brown
Mr. Michael LaMantia.....Mr. George L. Rowley
Mr. Michael Smith Mr. Brett Treece

Non-Members:

Mrs. Leigh A. Free Secretary
Mr. Jack Cambest..... Solicitor

ADMINISTRATIVE STAFF:

Interim Superintendent.....Dr. Stephen J. Whisdosh
Business Manager Mr. Eric Kocsis
Transportation DirectorMrs. Leigh A. Free
Technology Coordinator..... Mr. Dan Cunkelman

BUILDING PRINCIPALS:

Blairsville Middle/High School (Grades 6-12).... Mr. Joe Baker, Jr.
Saltsburg Middle/High School (Grades 7-12)..... Mr. Eric Kostic
Blairsville Elementary School (Grades K-5)Mrs. Debra Shirley
Saltsburg Elementary School (Grades K-6) .. Mrs. Tracy Richards

ATTENDANCE REQUIREMENTS

Attendance for students is mandatory as required by Pennsylvania State Public School Code of 1949 Section 1327 and Blairsville-Saltsburg School district policy #204. Penalties and legal action for violation of the compulsory attendance regulation will be enforced as cited in section 1333 of the same code.

Absence from School: When a student is tardy or absent from school, regardless of the length of the absence, the parent or guardian shall furnish a written explanation (excuse) for the absence of the child. A written excuse is the parent's only protection from arrest and should be presented to the classroom teacher **immediately** upon return from the absence; i.e., the day following the absence the student is to report to homeroom and submit his or her excuse. The student has **two (2) days** after his or her return from an absence to turn in the excuse to the classroom teacher. After these two days, if no excuse is submitted, the absence will automatically be illegal. Failure to provide an excuse may result in legal action as described in the Pennsylvania Public School Code of 1949.

Excused Absence: A student's absence will be recorded as excused if the absence occurred due to legitimate reasons as determined by the Principal, based upon review of the written excuse. When a student has missed **10 days** of school, a warning letter is sent to parents to inform them of their child's absences and that, if this pattern continues, they "**may**" be required to submit a doctor's excuse to the school. At **15 days** of absence, a "**will**" letter will be sent requiring the student to have a doctor's excuse. Following the "**will**" letter, the district will file truancy charges through the Magistrate's Office for absences not excused by the doctor (at the discretion of the building Principal). When the student has missed **20 days**, an **Administrative Hearing may be held**. The school can, at any time, require a student to have a doctor's excuse for any absences. Failure or refusal to supply a valid doctor's excuse will result in an **unlawful absence**. Any altered physician's certificates will be considered illegal and may be referred to the authorities.

Illegal Absence: These are recorded as a result of:

1. The student's failure to submit a written excuse, within **two (2) days** of his or her return to school, from his or her parent or guardian indicating the reason for the absence.
2. An unacceptable reason for the absence.

Schoolwork missed due to an illegal absence is not allowed to be made up. This loss of instructional time will have a negative effect on student achievement in each class.

Note regarding excused/illegal absences: Excessive absences, whether excused or illegal will have a negative impact on your student's academic achievement.

Educational Trips: Educational trips are a legitimate excuse for being absent from school. Arrangements, reservations, and appointments for such trips are usually made well in advance of the day of the trip and permission to be excused from school must be granted by the Principal at least three (3) days prior to the intended absence for the trip to be considered excused.

A written request must be submitted for approval for an educational trip. Forms are available in the office.

Tardy: Students are tardy upon entering the building after **8:50 a.m.** Students arriving at or after **11:55 a.m.** will be considered absent for one-half day. Students departing school before or at **11:55 a.m.** will be considered absent for one-half day. Parents must sign in tardy students at the office and present a written excuse for the tardiness. An accumulation of time missed from school due to tardiness that equals an instructional day will be considered one (1) day of truancy.

Regular attendance is a necessity if a student is to attain any degree of success in school. Children should attend school and be on time every day.

Early Dismissal: Classroom instruction is provided until 3:15 p.m. If a child is to be dismissed early, a note must be sent with the child on the day he or she is to be excused (or the day prior to the early excusal, if possible). The note should include the date and the time the child is to be excused, the reason for the excusal and the means of transportation. If an early dismissal occurs due to a doctor appointment, please provide a doctor's excuse. Parents are to report to the office when a child is to be dismissed other than the normal time. **Parents must sign students out in the office log book.**

In case of an emergency, the parent should phone the school office and give the necessary information.

Parents that transport children: In the morning parents should plan to drop off children between **8:40 a.m. and 8:45 a.m.** For safety reasons vehicles are not permitted to pass buses and no cars at the entrance while buses are unloading, please park in the bottom parking lot.

Pick-up procedure: If your child will not be riding the bus home, please send in a note to school with your child or call before **3:00 p.m.** Before the buses are called, a list of students that should remain in their homeroom for parent pick-up will be read. If the school is not notified of the parent pick-up before 3:00 p.m., your child will be sent home on the bus. Please enter the school via the multipurpose room, sign the student log book and remain in the multipurpose room until your child arrives. Again, the students will not be dismissed until 3:25 p.m.

BASIC CURRICULUM

The full-day Kindergarten program is designed to prepare children academically, emotionally, and socially for the years ahead. This includes attitudes, habits, skills, and interests that are necessary for

success in school. The educational program places specific emphasis on readiness for reading and math.

A comprehensive program of instruction is offered in grades K-6. The emphasis in kindergarten, 1, 2, and 3 is placed upon reading, spelling, and math and constitutes a large part of the school day. In grades 4, 5, and 6, additional time is spent on language, social studies, science and spelling. In K-3, language, social studies, and science are integrated into the curriculum. Computers are available for students' use in grades K-6.

Special subjects such as music, physical education, and library science are offered in grades K-6 on a weekly basis. Band and chorus opportunities are available in grades 4, 5, and 6. Art is integrated on a weekly basis in grades K-6.

Support services may be provided to children who require special help. This specialized educational assistance may be given in the areas of gifted education, vision, speech, auditory, communication, learning support, emotional support and reading. Parental permission is necessary before children receive any of the support services.

STUDENT TRANSPORTATION GUIDELINES

Conduct of students on the school bus is an important factor in the safe transportation of school students. Students who misbehave can jeopardize the safety and welfare of other students.

The District may file disorderly conduct charges for certain student actions. Examples are as follows: **standing on the bus, moving about the bus while it is in motion, excessively loud and boisterous talk, harassment of other students or the bus driver, leaning out or throwing things out the window, or any activity that distracts the driver from watching the road and practicing good driving techniques.** The above are examples of student actions and are not limited to those listed.

What does filing disorderly conduct charges mean to you? This means that after the charges are filed and the student is served with the citation from the police, a hearing will be held before the District Justice. If the student is found guilty, the charge may result in a \$300 to \$400 fine and possible other consequences. *The school district will provide all possible evidence to the District Justice including the tapes from the cameras on the school buses.*

EXPECTATIONS

In order to establish a safe and efficient school bus transportation program, the following rules and regulations have been established:

2. Students should board the bus and remain seated throughout the bus ride. Students will receive assigned seating and must sit in that seat for the entire school year or until the bus driver reassigns seats.

2. Students are not permitted to throw anything out the windows or within the bus. Keep hands, arms, and head inside the bus at all times.
3. Listen to the bus driver and follow his or her directions. Talk quietly so the driver is not distracted. Students are not permitted to use vulgarity on the bus.
4. Students must remain seated until the bus comes to a complete stop before making an attempt to get off the bus. DO NOT walk in the aisle way while the bus is still moving.
5. NO FOOD OR DRINK IS PERMITTED ON THE SCHOOL BUS.
6. The school discipline policy is in effect on the bus. In addition, any fines or fees that are associated with a discipline issue may be billed to the student through the transportation office.

The Blairsville-Saltsburg School District reserves the right to use cameras on the school buses and utilize video and audio taping as a method of determining student discipline.

Failure of students to comply with the above will cause disciplinary actions.

TRANSPORTATION DISCIPLINE

1. Students riding the school buses are under the direct supervision of the bus driver. The bus driver has the authority to administer the following disciplinary actions:
 - a) Talk with the student about his or her misconduct.
 - b) Change the student's seat.
 - c) Restrict bus privileges, i.e., not permitted to open bus window, last person to depart bus at the school, etc.
 - d) Report student to building principal.
2. If a student continually misbehaves, the driver will report the student to the building principal to handle discipline. The driver shall record, in writing, each verbal warning and restriction of bus privileges.

At the elementary level, when it is necessary for the driver to issue a Bus Conduct Report to the principal, one of the following discipline measures will occur:

1st notice: Student will be given a warning and a copy of the Bus Conduct Report is sent home.

2nd notice: Student will be given three (3) days suspension of bus privileges and a copy of the Bus Conduct Report will be sent home.

3rd notice: Student will be given five (5) days suspension of bus privileges and a copy of the Bus Conduct Report will be sent home.

4th notice: Student will be given ten (10) days suspension of bus privileges with a possibility of suspension of privileges for the remainder of the year and a copy of the Bus Conduct Report will be sent home.

Suspension of bus privileges does not excuse the student from school attendance. **During the period of suspension, it will be the responsibility of the parents or guardian to provide transportation for the child to and from school.**

Immediate suspension of school bus privileges and filing of a disorderly conduct charge, at the discretion of the building principal or in accordance with school board policy, will be issued upon any of the following infractions:

- Personal Assault (pushing, hitting, tripping, kicking, slapping, grabbing, spitting at, pulling hair, pinching, or continued verbal abuse)
- Fighting (violent behavior, intent to injure, punches to face, etc.)
- Threatening another person with an object
- Setting off firecrackers or “poppers”
- Use of tobacco, alcoholic beverages, or drugs on the bus
- Possession of alcoholic beverages or drugs on the bus
- Incident was recorded on video/audio
- Repeated misbehavior on the school bus after receiving official warning

WEATHER

When inclement weather does not permit school buses to run on a regular schedule due to poor road conditions, the following guidelines will be followed:

One Hour Delay: All buses will run *one* hour later than the normally scheduled time.

Two Hour Delay: All buses will run *two* hours later than the normally scheduled time.

Early Dismissal: Parents will be notified via the radio and news stations in the event that students are dismissed early from school.

Please refer to page 5 for a listing of radio/TV stations that carry reports regarding our school district. You may also check the school district website at www.b-ssd.org for available information.

In the event that the school bus is unable to safely travel your road and you are unable to transport your child to school, the day will be considered an excused absence. Each school office will be given a list of the areas that the school buses were not able to travel for verification of excuses.

If road conditions improve during the transporting of secondary students and the bus is able to reach the elementary students in an area they were not able to travel earlier, your secondary student

should ride the elementary bus. **If the elementary bus is available for secondary students to ride, they will not be given an excused absence for the day they miss.**

If you have any questions regarding a bus not picking up or dropping off your child, please call Smith Bus Company at (724) 639-9163 – Saltsburg Garage; or (724) 459-6930 – Blairsville Corporate Office and Garage.

BUS STOPS

Anyone interested in requesting a new bus stop or bus route or a change in an existing bus stop or /bus route should contact Leigh A. Free, Transportation Coordinator, at (724) 459-5500, Ext. 1113.

Please review these transportation guidelines with your children so that both you and your children understand the repercussions of not following the rules. Bus drivers will be asked to read the rules to the students within the first week of school but it is ultimately the parent’s responsibility to insure your children understand safe school bus riding practices. There will be no exceptions to the above discipline.

BUS ASSIGNMENTS

Any student of the Blairsville-Saltsburg School District who is transported by bus is to load and unload at his or her designated stop and is to ride the bus or buses that have been assigned. A child is not to accompany another child on the school bus for visits, parties, etc. Parents are required to make arrangements for transportation. In the case of an emergency, any parent who needs to request a change in their child’s normal bus schedule is asked to contact the school by 1:00 p.m., if possible, or write a note explaining the nature of the emergency. The child should bring the note to the teacher upon arriving at school. If it is necessary for a student to ride home with a classmate, **parents of both students are required to send notes** with written permission. The child will then be issued a bus pass.

CAFETERIA

Breakfast and Lunch Program: The Blairsville-Saltsburg School District offers hot, wholesome, and well-planned meals. We encourage parents to allow the children to eat the school meals. However, children may choose to eat breakfast at home and/or carry their own lunches should they wish to do so. Milk and juice can be purchased on a daily basis for those that choose to carry their lunch. The cost of a regular elementary lunch is \$2.00.

Free and Reduced Meals: The free and reduced meal program is available for all students that qualify. Forms are sent home at the beginning of each school year and are available online at the district website. Parents are notified whether their child qualifies. This program applies to the lunch program. **Breakfast is available at no cost to all students.** Questions regarding Free and Reduced Meals may be addressed to the Food Service Director at (724) 459-5500, Ext. 2114.

Personal Individual Numbers: Personal Individual Numbers are issued to each student. Parents may deposit money into a student's account to purchase meals. If you do not want your child to charge meals, please inform the cafeteria in writing. You may contact the cafeteria personnel at (724) 639-3556, Ext. 6105.

Expected Behavior: Breakfast and lunch are designated times for students to relax, enjoy a nourishing meal, and socialize with friends. In order to maintain an orderly atmosphere, it is expected that students follow these rules:

1. Be polite to the cafeteria staff.
2. Students are to remain in the cafeteria and are excused with permission of the supervising staff member only.
3. Use proper table manners and eat only from their own lunch.
4. Talk quietly.
5. Eating in the cafeteria is a privilege, not a right.
6. No line cutting or other disruptive behavior will be tolerated.
7. Delivery of food or the bringing of food by parents or guardians from an outside vendor (restaurant or fast food) to the school for lunch is not permitted.
8. Walk at all times. No running.

Student misuse of breakfast and lunch time may result in the loss of cafeteria privileges. When a child chooses to continue misbehavior, he or she may be suspended from school or incur other appropriate disciplinary measures at the discretion of the Principal.

CLOSING OF SCHOOL

Prior to Beginning of School Day: When weather conditions make traveling dangerous or when emergencies arise, our schools may be delayed in starting or be closed. You are requested to stay tuned to local radio or TV stations as listed with the school calendar (see p. 5). You may also check the school district website at www.b-ssd.org.

Parents who transport their children to school on days when there are delays should adhere to postponed starting times. For instance, a one-hour delay would have children reporting between **9:30 a.m. - 9:40 a.m.**, whereas, a two-hour delay would have children reporting between **10:30 a.m. - 10:40 a.m.**

★ **During the School Day:** Working parents should make prior arrangements for a place for their children to stay if an emergency arises and early dismissal becomes necessary.

COMPUTER SECURITY AGREEMENT

All students having access to Blairsville-Saltsburg School District's computers, computer software, and other technology must abide by the regulations listed below. This is in accordance to district policy #709.

As a Blairsville-Saltsburg School District student, I understand and agree with the following information pertaining to the school district computer, computer software and other technological facilities and equipment.

1. I will not use computer lab or equipment without faculty or staff supervision.
2. I am solely responsible for the computer and computer software assigned to me and for any software files residing in my personal directory on the computer networks.
3. I will not reveal my network password to other students, nor will I attempt to access another student's account by learning his or her password. I will not let other students use my account.
4. I will report any computer vandalism, computer or other situations, which has made my assigned computer inoperable immediately upon sitting in front of it.
5. I will not attempt to illegally enter the computer networks or a computer's operation system.
6. I will not copy personal software onto the computer networks or onto any hard drive of a computer, either stand-alone or connected to a network. I will not use any personal software from the floppy disk drives of any computer. I will not download and install any software from the Internet.
7. I will not examine, alter, delete, or copy any DOS, Windows, or network files. I will access only those files which support my purpose for working on the network.
8. I will not access or use any real-time communications (i.e. chat rooms) on district computers without authorization.
9. I will not use profanity in any respect on the network or stand-alone computers. I will not vandalize or otherwise abuse school district technology.
10. I will not access or use any form of electronic mail on district computers without authorization.
11. I will not create or introduce into any computer system either owned, leased, or maintained by the school district, a computer program (a "Virus") that invades, disrupts, absorbs, or destroys a legitimate computer program and/or data.
12. I understand the Crimes Code of PA Section – 3933, Unlawful Use of a Computer, and that such offenses are punishable by law as either a misdemeanor or a felony.
13. I will not copy district-owned software to a personal disk.

The policies and regulation of this student handbook are subject to change without notice.

DISCIPLINE

Discipline within the Blairsville-Saltsburg School District is regarded as a process that strengthens each student through a program of teaching, supervision, and when necessary, just and constructive consequences. Severe misconduct may result in the revocation or suspension of extra-curricular activities or other appropriate measures at the discretion of the principal. Refer to district policy #216.

DEFINITIONS

Lunch Detention: Students assigned Lunch Detention will be required to eat in an isolated area of the cafeteria or assigned area. The student must purchase his/her lunch items in one visit to the serving line, and return to the designated seat assignment. Students will not be permitted to converse with other students or move from their seats until the supervisor gives permission. Failure to serve or comply with required procedures will result in reassignment and/or alternate detentions.

Continuation of inappropriate cafeteria behavior may result in reassignment and/or alternate discipline.

After-School Detention: Students assigned After-School Detention will be required to stay from 3:30 p.m. until 4:00 p.m. on the assigned day and comply with the procedures set forth by the supervisor. The students are to be prepared for academic work and parents are responsible for students' transportation.

In-School Suspension: Students assigned to In-School Suspension report to the office upon arrival to the school on the day(s) assigned. Students are to be prepared for academic work. Current class work is provided for the student, however, if the student has a reading or class project, the time remaining after the class work is completed can be used to complete the assignments. Sleeping is not permitted. The student must sit upright, remain quiet and comply with the supervisor's direction. Violation of this may result in additional time assigned or other disciplinary action. Lunch will be eaten according to the supervisor's schedule. Students may bring a lunch from home.

Out-of-School Suspension: Students assigned Out-of-School Suspension are not permitted to attend school or any school functions while on suspension.

Behavior Probation: Students who have a discipline record with multiple offenses, refused to attend multiple after-school detentions, and/or have accumulated more than six (6) combined in-school or out-of school suspensions, may be placed on Behavior Probation. These students are not permitted to attend, as a participant or spectator, **any** school functions or extracurricular activities, such as sporting events, concerts, assemblies, dances, etc. Principal will place students on Behavior Probation following a review of the student's behavior profile. Only the Principal can remove a student from Behavior Probation.

Fines: Students may have a citation filed against them with the Indiana/Westmoreland County magistrate and a fine may be assessed.

Restitution: Thefts, vandalism or misuse of property could result in financial restitution being made to the school or injured party.

Expulsion: Students may be expelled for discipline violations by the Blairsville-Saltsburg School District following due process and School Board Intervention.*

*School Board Intervention is a meeting of the parent/guardian(s), school administrator, and committee of the School Board. Such a meeting is required before any student can return to school from a 10-day out-of-school suspension. The administration or Board may also request a Board Intervention meeting for other disciplinary issues.

Students' Rights and Responsibilities: Students have the right not to be physically or verbally bothered by another. They also have the responsibility to attend school regularly, do their best in classroom work, and obey the school's rules.

ENTRANCE REQUIREMENTS/VERIFICATION OF IMMUNIZATION

Admission of Beginners: To enter your child in either kindergarten or the first grade, the following requirements must be met.

- The child must be five years old on or before September 1 of the school year in which he or she enters kindergarten.
- The child must be six years old on or before September 1 of the school year in which he or she enters grade one.

Documentation of Age: The law requires that a parent or guardian show duly-certified evidence of age of all children entering school for the first time.

Documentation of age may be satisfied by:

- Birth Certificate
- Baptismal Certificate
- Notarized statement from the parent indicating date of birth
- Certified transcript of birth which appears satisfactory to the local school, if the above proofs are not available

This information must be recorded in the school on the child's enrollment form.

Verification of Immunization: The law requires that a parent or guardian show duly-certified evidence of specific immunization shots for all children entering school. This is in accordance to district policy #203.

All students, kindergarten through twelfth grade, must provide proof of immunization prior to being admitted to school:

- 4 doses of DT or Td Vaccine (Diphtheria-D, Tetanus-T)3 doses of Oral Polio Vaccine or 4 doses of Salk Polio Vaccine
- 3 doses of Hepatitis B
- A fourth or fifth dose of DT or Td, given after age 4

The following vaccines administered at 12 months of age or older:

- 2 doses Live Measles Vaccine
- 2 doses Rubella Vaccine
- 2 doses Mumps Vaccine
- 1 Varicella – Chicken Pox

If your child has not received the proper shots, please make arrangements with your family physician to have this done as soon as possible. If there is any medical reason why your child should not be fully immunized, please bring a certificate from your physician stating the reason. If you object to immunizations for religious reasons, the State requires that you sign a form to this effect at school.

EVALUATION PROCEDURES

Report cards will be issued at the end of each nine (9) week period of school.

Report cards of students that have outstanding debts to the BSSD Cafeteria, Library, Fund Raising activities, and PTA activities, will be held until debts are cleared.

Portfolios will be kept on all students. These portfolios are a compilation of work performed during the year in a particular subject. The pieces entered into the portfolio may be chosen by the student, the teacher, or any combination. There will be opportunities for parents and students to view the contents of the portfolio at chosen times throughout the year and by request.

FIELD TRIPS

A certain number of field trips are planned each year. However, all trips must receive final approval from the school board. Each child is required to bring a permission slip signed by either a parent or guardian. On occasion, special clothing may be desirable in the form of jeans, raincoat, etc. The school discipline code applies during field trips. All students must ride the bus to and from the field trip. Students are not permitted to ride to or from the field trip with a parent or guardian.

FIRE AND EMERGENCY DRILLS

Fire and emergency drills are held from time to time to comply with the State Laws. When the alarm rings, everyone must leave the building and/or report to other designated areas, as per our

emergency plans. Walk rapidly and follow the posted signs. When out of the building, keep moving until well away from the building to provide room for others. Return to the classroom upon the sounding of the "all clear" signal.

The following procedure should be followed when evacuating the building:

1. Windows are closed.
2. Pupils take coats, if necessary, as they pass the clothes rack.
3. Last person out closes the door.
4. Walk single file to a designated area.
5. Quiet should prevail for further instructions.

Weather and other emergency drills, as well as school bus safety drills, are conducted throughout the year.

GUM CHEWING

Gum chewing is not permitted in school. This includes lunch periods and play periods. If a student requires Aspergum or some other chewable medication, a note from home is necessary.

HEALTH SERVICES/MEDICINES

Nurse's Office: The school nurse is available during the school day to care for the health needs of the students. She may be reached at (724) 639-3556, Ext. 6106.

Students who feel they have a serious illness or injury should report the nature of the illness or injury to their teacher. The teacher will send the student to the nurse's office.

During the school hours, the nurse will lend assistance in the form of first aid. Beyond this temporary care, we will be guided by the information provided by the parent or guardian on the **Emergency Care Card.** **PARENTS: It is extremely important that emergency contacts and telephone numbers are correctly listed on the card, and that this information is updated as the need arises.**

Medication to be Administered at School:

1. **Prescription Medications:** Parents should bring medications to the school nurse. Medications should not be stored at the nurse's office during extended breaks. Prescription medications should be accompanied by the prescription label and a note from a parent authorizing permission to administer the prescription medication. This is in accordance to district policy #208.
2. **Non-prescription Medications:** Non-prescription medications should be sent to the nurse's office in the original container so that proper identification of the medication can be made. Written parental permission, including the name of the medication and number of pills or amount of liquid to be taken, is required. Only the amount of medication necessary should be sent to school.

Schedule of Examinations:

This is in accordance to district policy #207.

<p>PHYSICAL EXAMINATIONS Original entry to school, 6th & 11th grade Special (requested by school nurse) Those absent for previous year's exam</p>	<p>DENTAL EXAMINATIONS Original entry to school, 3rd & 7th grade Those absent for previous year's exam</p>
<p>HEARING SCREENING K, 1st, 2nd, 3rd, 7th, 11th, and known problems. At the request of parent, faculty, etc. Threshold test for all who fail the screening test.</p>	<p>VISION SCREENING Every student – every year, as specified in the School Code At the request of parent, faculty, etc. HEIGHT & WEIGHT Every student - every year BMI – Body Mass Index (see below)</p>

Current school health regulations require that a school nurse conduct height and weight measurements of students annually. The revised procedures now require the nurse to calculate Body Mass Index (BMI). BMI is a "weight for stature" index that can be used to determine whether a student is within a normal growth pattern, overweight, or at risk being either overweight or underweight. The mandatory growth screening program started during the 2005-2006 school year. A letter will be sent home with all students stating their BMI percentile.

Communicable Diseases and Exclusion Periods:

WHOOPING COUGH – Four weeks from onset of illness or seven days from antimicrobial therapy.

MEASLES – Four days from onset of illness.

GERMAN MEASLES – Four days after appearance of the rash.

CHICKEN POX - Six days from the last crop of vesicles.

MUMPS - Nine days from onset and fever and swelling have subsided.

RESPIRATORY STREPTOCOCCAL INFECTIONS, INCLUDING SCARLET FEVER—Not less than seven days from onset if no physician is in attendance or 24 hours for institution of appropriate antimicrobial therapy.

Infectious Conditions - Persons who have been excused or have been absent from school due to the suspicion or evidence of pink eye, impetigo, head lice, body lice, scabies or ring-worm will not be readmitted until they consult with the school nurse.

Emergencies at School: We use an Emergency Care Card as an immediate referral system for reaching the parents or parent-designee in the event that the child is involved in an emergency situation in school.

If a child needs to be sent home due to illness or injury, a parent is contacted. If no one is home, the emergency telephone numbers listed on the Emergency Care Card will be contacted, and the child will be sent home with the emergency contact that is available to come and pick the child up at school.

If a child appears to be so seriously ill or seriously hurt that there is apparent need of hospitalization, the parent will be notified immediately. If a parent or designated emergency contact is not available, the school will exercise reasonable discretion with regard to taking the child to the hospital emergency care facilities.

Special Health Problems: Parents should notify the school, in writing, when a child suffers special health problems; i.e., epilepsy, diabetes, allergies, asthma, hyperactivity requiring medication, etc. Such notification may include special directions, precautions, etc., for school personnel.

Disclosure of Medical Information - *If you wish to disclose your child's medical condition to the staff in the building who work with your child (cafeteria, bus, custodial, etc.) FOR PURPOSES OF SAFETY AND AWARENESS, check the appropriate box on the emergency card.*

HOMEBOUND INSTRUCTION

Homebound instruction may be provided for any child who is unable to attend school for a prolonged period of time because of his or her physical condition. A request for such instruction should be made to the **Principal**. A doctor's statement specifying the nature of the illness and the probable duration must accompany this request. **Forms are available in the Principal's Office.** Refer to district policy #116.

HOMEWORK

Homework within the Blairsville-Saltsburg School District is not given as busy work. Homework is to be regarded as work that has been started in the school. The student should record the assignment in an assignment book or in a designated place, and understand how to do it before leaving the school. Homework will be reviewed or collected by the teacher at a designated time.

MUSIC LESSONS

Instrumental lessons are available to all students beginning in fourth grade. In the fall, a letter will be sent home with each fourth, fifth, and sixth grade student and all new students in the district

explaining the instrumental music program. Should you decide to have your child learn to play a musical instrument, fill out the form and return it to school. You will be invited to a meeting to determine if your child would like to participate.

PTA

The SES Parent-Teacher Association is active and supportive in our elementary school. All parents are encouraged to become members of this worthwhile organization. Contact the school for further information. All PTA fundraising activities will benefit the children.

PTA-SPONSORED PARTIES

PTA-sponsored parties are held three (3) times per year. They will include Harvest/Fall, Christmas and Valentine's Day. Homeroom parents may be involved in the planning of these parties.

NOTE: Invitations for personal parties are not to be delivered at school, nor will the school provide addresses or phone numbers.

PHOTOGRAPHING/VIDEOTAPING OF STUDENTS

During the school year numerous activities take place in which students are photographed or videotaped for use in various school district publications, for placement on the school district or building web site calendar, a slideshow on the school district web site or just to be displayed in the halls or classrooms. Additionally, our student teachers are required to videotape and/or photograph lessons in the classroom that may involve your child.

If you do not wish to have your child(ren) photographed and/or videotaped, it will be necessary to complete a form which can be obtained from the principal's office. Requests for the current academic year must be made within ten (10) calendar days upon the receipt of the handbook. When the completed form is submitted to the principal's office, the information will be distributed to the necessary individuals within the district.

REQUESTS FOR STUDENT CLASSROOM ASSIGNMENTS

The BSSD Policy #205 defines the guidelines for student assignments. Parent requests for specific teachers shall not be honored. If there are extenuating circumstances that warrant a request, such circumstances should be submitted in writing to the building principal prior to April 1 of the preceding school year. Requests may not be honored. The final decision regarding a child's placement resides with the principal.

STUDENT DRESS CODE

We recognize that each student's mode of dress and grooming is an expression of personal style and individual preference. Dress regulations serve as a guide for students. Students are expected to exhibit cleanliness and good taste in their personal appearance. Students are expected to dress in a manner that will protect their modesty, is tasteful and appropriate. A student's appearance will be a source of pride not only to their school, but also to the individual and his or her family.

The students have the responsibility to dress and groom themselves appropriately for school. They must meet fair standards of safety and health, and not cause disruption to the educational process. If a student is uncertain as to the appropriateness of clothing for school, he or she should check with the Principal before wearing the clothing to school.

Students not adhering to the dress guidelines will be required to modify their dress, or parents will be called to make arrangements for an appropriate change of clothing. It is understood that if attention is directed toward a student's garment regarding its inappropriateness for school, the garment is not to be worn again to school. If there is a question about the appropriateness of dress, the Principal will make the final determination.

Students who are defiant or disrespectful can be subject to disciplinary action imposed by the teacher or the Principal. Students who are sent to the office because of non-compliance or defiance of school personnel's request to modify their clothing or appearance are subject to discipline action(s).

The following list identifies examples of unacceptable clothing and accessories. This is not considered to be a comprehensive listing of unacceptable dress for the school environment, but is a guide to better understand the parameters set by the Administration.

- No torn clothing or clothes with holes.
- No hats, bandanas, gloves, sunglasses and any other accessory as deemed by the principal.
- No pajamas or lounge pants---tops and/or bottoms.
- No shirts or tops that expose the midriff or low cut shirts.
- No strapless tops, see-through or mesh clothing - all tops must have two (2) straps that are a minimum of two (2) inches wide.
- No short shorts or spandex shorts - all shorts and skirts must be fingertip length or longer.
- No pants, shorts, or skirts worn below the waist and/or in a manner that reveals undergarments, underwear or skin when standing or sitting; and no pants or shorts that are excessively large or are worn off the waist.
- Coats, jackets or garments designed for protection from outside weather shall not be worn in the school building under ordinary circumstances.
- No chains, spiked jewelry, dog collars or jewelry with the potential for creating a hazard.
- No excessive hair styles (including mohawks) or hair coloring of an "unnatural" coloring.
- No eyebrow or lips piercings are permitted. Nose piercings must be studs of 14 gauge or smaller only.

- No clothing, patches, buttons, pins or other accessories that are obscene, vulgar, seductive, demeaning, suggestive, disrespectful, or conveys a double meaning are permitted; and clothing, patches, buttons, pins with product advertisements which promote drugs, alcohol, tobacco or violence are not permitted.
- Backpacks are not permitted to be carried in the school between 8:45 a.m. and 3:15 p.m.

RECESS

Recess provides for a short break in a busy day. Proper behavior is expected from all students while going to the playground, on the playground, and returning from the playground. Improper behavior may result in loss of recess activity privileges or other disciplinary measures.

Loss of recess privileges may result due to unfinished assignments or improper behavior within the classroom, if so determined by a teacher, principal or staff. During winter months, recess may be conducted indoors. Students should find some activity that can be done safely in the classroom. When outdoor recess is conducted, only those students properly dressed for the weather conditions will be permitted outside.

The following rules shall apply during recess:

1. Pupils are asked to respect the school's property and lawns while at play. Proper areas have been provided, and there is no excuse for the misuse of any of the school property.
2. Activities or games considered dangerous by the teacher will not be permitted.
3. With the arrival of winter, students are reminded that snowballing is **not permitted**. Sliding on cement walks, banks or driveways is also prohibited.
4. Pupils are reminded to brush clothing, boots and shoes free of snow and water before re-entering the building.

RETENTION

Whether or not a child should be retained is a major issue in the child's educational program, and therefore, must be given considerable thought. The physical, mental, social and emotional maturity, as well as academic achievement, must be carefully weighed. With this in mind, the Blairsville-Saltsburg School District has adopted the following:

Students shall be identified as possible candidates for retention who:

1. Fail to meet minimum competency levels on standardized tests and other assessments.
2. Fails to meet grade level expectations in reading and math.

Students must go through the Child Study Team process before being considered for retention. Also, please note that excessive absences will have a negative impact on your student's academic achievement.

SAFETY PROGRAMS

The Blairsville-Saltsburg School District has taken positive action to secure students' safety. Throughout the year various programs are conducted by the local police, fire departments, bus company, and others to keep students safety-conscious (i.e.: Alice Paul House, ARIN Drug & Alcohol Awareness, Officer Phil, etc.)

C.A.P.P.: The C.A.P.P. program (Children are Precious and Protected) consists of the fingerprinting of youngsters for identification purposes. This service is free of charge and requires only parental permission. The child's fingerprints will be given to the parents upon completion.

Phone Check: In the interest of safety, when a child is absent from school, we may phone the home (or other designated location) to confirm that the child is home. Parents should report (by telephone) to the school the morning of the day(s) the child is absent so that this call is not needed.

SCHOOL DAY

School hours are as follows:

Office (School Year)	7:45 a.m. – 3:45 p.m.
Office (Summer Hours)	7:00 a.m. – 3:00 p.m.
Faculty Hours	8:00 a.m. – 3:30 p.m.
Car Rider Student Drop Off	8:40 a.m. – 8:45 a.m.
School is in session	8:45 a.m. – 3:15 p.m.
Tardy	8:50 a.m.
Bus Dismissal	3:15 p.m. – 3:30 p.m.
Car Rider Pick Up for Dismissal	3:25 p.m.

SCHOOL PROPERTY/STUDENT DEBT

All textbooks, calculators, and ordinary supplies are furnished by the Blairsville-Saltsburg School District. A child is expected to take reasonable care of all books and calculators and is held responsible for any loss or damage. The School District's Policy #237 states that students, who lose or damage textbooks, library books, etc., are responsible to pay the replacement cost of the book or item. Students incurring debts for lost or damaged books and items, cafeteria charges for lunches, unpaid fund raising obligations, or other such obligations where monies are owed to the district may be limited in participation of extra-curricular events and non-basic curriculum events when these obligations have not been met in a timely manner. Additionally, students will not receive a report card until that debt is paid.

Charges for lost or badly damaged books or calculators will be made according to the following scale:

1 st year of use	Full list price
2 nd year of use	List price less 20%
3 rd year of use	List price less 40%
4 th year of use	List price less 60%
5 th year of use	List price less 80%

A minimum of \$.50 will be charged for all books lost.

SCHOOL VISITATION

The visitation policy of the Blairsville-Saltsburg School District is to receive only those visitors who wish to tend to school business. **All guests and visitors MUST report to the office and sign in. Visitors will receive a VISITOR'S BADGE which must be worn at all times while in the building.**

Please return the visitor's badge when you sign out of the building. Students are not permitted to bring guests to school unless by consent of the principal. Parents who come to school to bring forgotten lunches, coats, umbrellas, birthday or special treats, etc., for their children **must report to the office.** Parents and visitors are not permitted to interrupt or disturb classrooms at any time.

SUPPORT SERVICES

Adaptive Physical Education: This is a teacher who provides physical education activities, games, sports, etc., for students with special needs or limitations.

Reading Specialist: This is a teacher who provides supplemental reading instruction to children who need support to succeed. This support is provided primarily within the regular classroom setting or other designated area.

Learning Support: This is a teacher who provides instruction for children who need support to succeed in an academic area. This support is provided primarily within the regular classroom setting or learning support class.

Emotional Support: This is a teacher who provides instruction for children who need support to develop successful coping skills.

Vision Specialist: This is a teacher who provides instruction for children who need support or assistance with vision training. This support may be provided within the regular classroom setting or other designated area.

Speech Specialist: This is a teacher who provides instruction for children who need speech and/or language support. This may be provided within the regular classroom setting or other designated area.

Hearing Specialist: This is a teacher who provides instruction for children who need receptive or expressive oral language support. This may be provided within the regular classroom setting or other designated area.

Gifted Specialist: This is a teacher who provides instruction for students who require specialized academic challenge in an identified area.

Child Study Team: This team provides interventions for regular education students who are in need of support in an academic, social, or behavioral area. This team may consist of a teacher, guidance counselor, psychologist, school principal, referring teacher, student, parent, or others as deemed necessary. Support may be provided within the classroom setting or other designated area.

School Psychologist: The certified school psychologist provides building support services. These services may include individual student assessment, Child Study Team assistance, and parent-teacher consultation.

Guidance Counselor: The certified guidance counselor provides academic, social, behavioral, and emotional support services for students. These services may include individual and small group counseling. The counselor also delivers developmental guidance activities to individual classrooms or small groups.

Instructional Assistant: The assistant provides support services under the direction of the teachers, facilitator, and Principal.

WITHDRAWAL PROCEDURES

The parent of a student transferring from the Blairsville-Saltsburg School District must follow these guidelines:

- A. Before transferring provide the elementary office with the following information: last day of attendance at SES, name and address of the new school.
- B. Upon request from the new school all student academic and health records will be mailed.
- C. Before leaving SES return all books and classroom supplies to the teacher. Please verify that all outstanding school debts have been paid.

ASSURANCE OF CIVIL RIGHTS COMPLIANCE

The School Food Authority hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Sec. 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the U.S. Department of Agriculture; U.S. Department of Justice Enforcement Guidelines; and USDA Food and Nutrition Service (FNS) directives and guidelines to the effect that no person shall, on the grounds of race, color, national origin, age, sex or handicap, be excluded from participation, be denied the benefits of or otherwise be subjected to discrimination under any program or activity for which the School Food Authority received Federal Financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.

By providing this assurance, the School Food Authority agrees to compile data, maintain records and submit reports as required to permit effective enforcement of the nondiscrimination laws and permit Department and/or USDA personnel during normal working hours to review such records, books and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the U.S. Department of Agriculture shall have the right to seek judicial enforcement of this assurance.

This assurance is binding on the School Food Authority, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA.

Policies and regulations of the school district are subject to change without notice.

BSSD NON-DISCRIMINATION POLICY

The Blairsville-Saltsburg School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs, or employment practices in accordance with federal and state statutes and regulations.

For information regarding civil rights, grievance procedures or services, activities and facilities that are accessible to and usable by handicapped persons, contact the building principal.

CHAPTER 15 - ANNUAL NOTICE TO PARENTS

In compliance with state and federal law, the Blairsville-Saltsburg School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provisions of services for protected handicapped students, contact the building principal.

VIDEO CAMERAS

Due to the issues of student safety and school violence, it has been necessary to install video cameras on the school buses. All students or persons riding District school buses are subject to being recorded, audio and video taped. In addition, a video camera has been placed at the front door of our school to monitor those wishing to enter the building.

STUDENT-TO-STUDENT SEXUAL HARASSMENT

Student-to-student sexual harassment or other types of harassment are strictly prohibited. Students should immediately report any instances of student-to-student sexual harassment to the administration. It is the obligation of teachers and support staff, as well as administrators, to promptly report student-to-student sexual harassment and take the necessary steps to stop such activities. Refer to district policy #228.

ASSAULT

The School District will not tolerate any form of assault which is defined as: engaging in a course of conduct or repeatedly committing acts which seriously alarms, harms or annoys another person. It includes but is not limited to: harassment, sexual harassment, ethnic intimidation, and physical assault. In addition to district consequences, civil penalties for assault include: imprisonment for a term of not more than 90 days and a maximum fine of \$300.00 (See PA Civil code, Chapter 27, lines 2709-3309. Refer to district policy #232.

ELECTRONIC DEVICES

24 Pa. C.S.A. Section 13-1217.1 – The possession of cell phones and other electronic devices during the school day is prohibited. Refer to district policy #245.

DRUG & ALCOHOL POLICY

Blairsville-Saltsburg School District has adopted a drug and alcohol policy. Refer to district policy #227.

SMOKING/TOBACCO USE POLICY

Blairsville-Saltsburg School District is a tobacco free school district. Use of tobacco products and smoking are strictly prohibited. This is in accordance with Act 128 of 2000 amending P.L. 465, No. 299. Refer to district policy #234.

WEAPONS POLICY

Section 1317.2 to the Public School Code provides that school districts must expel for a period of at least one year "any student who is determined to have brought a weapon onto any school property, any school sponsored activity or any conveyance providing transportation to a school or school-sponsored activity." 24 Pa. Stat. Ann & 1317.2(A). Refer to district policy #231.

**SALTSBURG ELEMENTARY SCHOOL
FACULTY AND STAFF**

2009 - 2010

Mrs. Tracy Richards
Mrs. Arlene Corridoni
Mrs. Sheila Mendicino
Mrs. Patricia Prenni

Principal
Secretary
Guidance Counselor
Nurse

Kindergarten

Mrs. Linda Bucco
Mrs. Brandy DelleDonne

First Grade

Mrs. Chantelle Colinet
Mrs. Kelsey Dietrich
Mrs. Carly Hruska

Second Grade

Mr. Steve Shannon
Mrs. Ramona Taylor

Third Grade

Miss Melissa Hall
Mr. Jeff Smathers
Mrs. Becky Stiffler
Miss Julie Hepner

Fourth Grade

Miss Kristy Rado
Miss Heather Reo

Fifth Grade

Miss Molly Carr
Mr. Dave Gerstel

Sixth Grade

Mrs. Heather Bole
Mr. Tim Frassenei
Mr. Douglas Titmus

School Performance

Facilitator

Mrs. Becky Stiffler

Librarian

Mrs. Debbie Danilowicz

Physical Education

Mr. Justin Kulik

Learning Support

Mrs. Elizabeth Dick
Mrs. Luella M. Smith

Emotional Support

Miss Sharon Kunkle

Gifted

Miss Stephanie Jake

Reading Specialists

Mrs. Kim Ferguson
Miss Julie Hepner
Mrs. Kathy Lupyan

Music

Mrs. Karen Marshall
Mrs. Amanda Staymates

Instructional Assistants

Mrs. Joanie Adams
Mrs. Bonnie Bell – Technology
Mrs. DiAnna Bucco
Mrs. Tammy DiLascio
Mrs. Lorraine Henry
Mrs. Lorin Johnson
Mrs. Diane Strini

Custodians

Mr. Tom Adair
Mr. Dan Shearer
Mrs. Melinda Street

Cafeteria

Mrs. Lisa Barone
Mrs. Sherry Carr
Mrs. Rosella Reed
Mrs. Cheryl Wagner

Lunch Room Supervisors

Miss Joni Bopp
Mrs. Karen Brunecke
Mrs. Anne Long
Mrs. Mitzi Sinclair
Mrs. LeAnne Testa

SALTSBURG ELEMENTARY SCHOOL

**2009 - 2010 STUDENT HANDBOOK
RECEIPT VERIFICATION**

Parents and Students:

The student handbook is an important document with which you should become familiar; and, it is beneficial for you to read and understand the contents. Many important changes have been made in the handbook to improve the safe, efficient, and effective operation of the school. Please verify that you have read and understand the contents of the handbook by signing your name below.

If you have any questions, please contact the elementary school at 724-639-3556. Thank you.

As a student/parent of the Blairsville-Saltsburg School District, I have been given the opportunity to examine and review the school policies, procedures and computer agreement detailed in this parent/student handbook.

I have read and I fully understand the information provided in this parent/student handbook.

***Student Name/
Signature*** _____

Parent Signature _____

Date _____

This page must be signed by both student and parent, detached, and returned to the Saltsburg Elementary School by Friday, September 4, 2009 or during the student's first week enrolled at the Saltsburg Elementary School.

Thank you.