



HATFIELD ELEMENTARY SCHOOL



August 2007

Welcome Students, Parents and Guardians,

We welcome you to Hatfield Elementary and our educational family! We are proud of our students and their accomplishments both in and out of school. The cooperative partnership that exists between students, staff members and parents has nurtured the development of a positive self-image in the students of our school community. We hope that this partnership continues throughout the coming year and leads to many new and exciting challenges.

The information in this handbook is designed to familiarize students and parents with key school policies and procedures. Also present is helpful information that is important for setting the proper atmosphere for the educational process. By becoming familiar with this information, we can work collectively for a positive school climate. We encourage you to read through the handbook carefully now, and then refer to it as needed throughout the school year. Once you have read the handbook and discussed it with your child, please sign the final page and give it to your homeroom teacher. Also have your child sign the page as well.

We hope that this year will be an enjoyable learning experience for everyone. Thank you for your time and efforts in this important educational matter regarding your child. We must work together to build a strong foundation for learning.

Sincerely,

Edward J. Zelich
Principal



SUCCESS FOR ALL

**Laurel Highlands School District
Calendar 2007-2008**

Monday	August 20, 2007	New Teacher Orientation
Tuesday	August 21, 2007	Teacher In-Service
Wednesday	August 22, 2007	Teacher In-Service
Thursday	August 23, 2007	Teacher Clerical Day
Monday	August 27, 2007	FIRST DAY OF SCHOOL FOR STUDENTS
Monday	September 3, 2007	Labor Day—Schools Closed
Tuesday	November 6, 2007	Election Day—Schools Closed Possible Make-up Day (Act 80 Teachers)
Monday	November 12, 2007	Veteran’s Day Observed—Schools Closed
Thur., Fri., Mon.	November 22-26, 2007	Thanksgiving Break—Schools Closed
Friday	December 21, 2007	EARLY DISMISSAL (Two hour)
Friday-Tuesday	December 24, 2008- January 1, 2008	Winter Recess—Schools Closed
Wednesday	January 2, 2008	Schools Reopen
Thursday	January 17, 2008	SECOND SEMESTER BEGINS
Monday	January 21, 2008	Martin Luther King, Jr. Day—Schools Closed
Monday	February 18, 2008	President’s Day—Schools Closed
Friday-Monday	March 21-24, 2008	Easter Recess—Schools Closed
Tuesday	May 20, 2008	Election Day—Schools Closed
Monday	May 26, 2008	Memorial Day—Schools Closed
Thursday	May 29, 2008	LAST DAY OF SCHOOL FOR STUDENTS
Thursday, May 29, 2008		GRADUATION

****ACT 80 DAYS/PARENT TEACHER CONFERENCES—TO BE ANNOUNCED**

Nine Weeks Grading Periods

October 29, 2007
January 17, 2008
March 26, 2008
May 30, 2008

Kindergarten Reporting Periods

November 21, 2007
March 3, 2008
May 30, 2008

Preliminary PSSA Test Dates

Grade 5, Writing—February 11-22, 2008
Grades 3, 4, 5, Math and Reading—March 31-April 11, 2008
Grade 4, Science—April 28-May 9, 2008

Mission Statement

The mission of the Laurel Highlands School District is to provide a safe, healthy, caring environment to educate and prepare all students to succeed in their adult roles.



Laurel Highlands School District

304 Bailey Ave.
Uniontown, PA 15401
724-437-2821
www.lhsd.org



Administration

- Dr. Ronald Sheba, Superintendent
- Dr. Gary Brain, Director of Secondary Education
- Ms. Beverly Popson, Director of Pupil Services and Special Education
- Mr. Gerald Lofstead, Food Service Director
- Mrs. Carol Bubonovich, Director of Federal Funds and Elementary Education
- Mr. Ron Machesky, Chief of Security
- Mr. Gregory Hensh, Business Manager

Board of Directors

- Mrs. Beverly Beal
- Mr. James Burns
- Mrs. Mary Conway
- Mr. William Elias
- Mr. Angelo Giachetti
- Mr. Edward George
- Mrs. Cathy Rice
- Mr. Palmer Sabatine
- Mr. James Tobal



Hatfield Elementary School

370 Derrick Avenue ★ Uniontown, PA 15401

★ Phone—724.437.7371 ★ Fax—724.437.9229 ★

School Hours: 8:40 a.m.-3:15 p.m.

Office Hours: 8 a.m.-3:30 p.m.

Mr. Edward Zelich Principal
Mrs. Marcy Eagle..... Secretary

Professional Staff

Mr. Thatcher School Psychologist
Mrs. Nemchik School Nurse
Mrs. Kukan Nurse
Mrs. Grimes Nurse
Mr. Kolek..... Guidance Counselor
Mrs. Detweiler Kindergarten
Mr. Jordan Kindergarten
Mrs. Jordan Kindergarten
Mrs. Frazee Grade 1
Mrs. Voyten Grade 1
Mrs. Ferguson Grade 1
Mrs. Ludi..... Grade 2
..... Grade 2
Mrs. Mears Grade 2
..... Grade 3
..... Grade 3
..... Grade 3
Mrs. Stefancin Grade 4
Mrs. Chrise..... Grade 4
..... Grade 4
Miss Marmol..... Grade 5
Ms. Kasievich Grade 5
Mrs. Smith..... Grade 5
Mrs. Marra Reading Recovery
Miss Collins Learning Support
Mrs. Crutchman Gifted
Mrs. Turko Speech and Language
Mrs. Marion Occupational Therapy
Mrs. Herron..... Physical Therapy
Mr. DeFazio Art
Mrs. Lipchinsky Physical Education
Mrs. Trackemas..... Library
Mr. Williams Computers
Mr. Fetsko..... Computers
Mr. Workman..... Choir and Music
Mr. George..... Instrumental Music & Music

Support Staff

Mrs. Crum	IEP Aide
Mrs. Conaway	Aide
Mrs. Garofalo	Aide
Mrs. Poli	Aide
Mrs. Rodgers	Aide
Mrs. Tucker	Aide
Mrs. Zavatchen	Fast Forward Aide
Mr. Mankovich	Head Custodian
Mrs. Perkins	Custodian
Mr. Fitzpatrick	Custodian
Mr. Furajter	Custodian
Mrs. LaFisca	Cafeteria Manager
Mrs. Speelman	Cafeteria
Mrs. Pillar	Cafeteria

After School Programs

Tutoring--Children who show a need for extra support with homework skills may be referred for the After School Tutoring Program or the Summer School Tutoring Program. A teacher works with small groups of children to increase necessary skills. Input is collected from the classroom teacher and shared with the tutor to ensure continuity for the needed skills.

Scouts--Girls and boys are given the opportunity to participate in scouting. Sign-up Night is scheduled in September. See the school calendar.

Sports--Sports are generally provided through the community. Information regarding students will be announced and sent home as it is provided to the school.

Annual Public Notice of Child Identification Activities

The Laurel Highlands School District uses the following procedures for screening, identifying, and evaluating specified needs of school-aged students requiring special programs of service.

The district meets the health requirement screen as described in Section 1402 of the School Code. The district routinely conducts screening of a child’s hearing acuity in the following grades: Kindergarten, 1, 2, 3, 7, 11, and others according to need. Visual acuity is screened in every grade. Height and weight data are collected yearly at every grade level. Visual acuity, hearing acuity, height and weight screenings are conducted throughout the school year at the child’s home school. Dental exams are conducted in the spring of each school year in Kindergarten, grade 3 and 7 at the respective schools. In the fall of each school year, physicals are conducted in Kindergarten, grade 6 and 11 as well as scoliosis screening in grades 6 and 7.

Kindergarten screening is held in April of each school year at each elementary school. Speech and language skills are screened during Kindergarten in the fall of each school

year and upon referral from parents and/or professional staff. Gross motor and fine motor skills, academic skills, and social-emotional skills are assessed by classroom teachers on an on-going basis and referrals are made when needed.

In the spring of each year the school district will administer standardized tests to students, beginning in kindergarten. Reports of these tests are provided to parents each year. In addition, most elementary students will be tested by their teachers to see if they have learned the particular skill being taught. These tests are given throughout the year. The Pennsylvania System of School Assessment (PSSA) is administered at the mandated grade levels in the spring of each school year. Other testing occurs on the basis of individual need. Vocational interest tests may be given in the secondary schools. Report cards are issued quarterly. Any parent who has a question about the testing program should contact the Building Principal.

At the elementary level, screening information is used by the building principal to address the specific needs of the student and/or to document the need for further evaluation. If it is determined that the child needs additional services, the classroom teacher, Building Principal, Guidance Counselor and School Psychologist will consult and the necessary adjustments relative to such areas as learning, behavior, and physical performance will be attempted to keep the child involved with traditional classroom experiences. If a student doesn't make progress, parents will be asked to give written permission for a multidisciplinary evaluation.

At the secondary level, screening information is reviewed by a team consisting of a minimum of a classroom teacher, Building Principal, Guidance Counselor and School Psychologist to determine if adjustments can be made in the child's current program and/or if a multidisciplinary evaluation is warranted.

Parents with concerns regarding their child may contact the building principal at any time to request a screening or evaluation. The request shall be in writing. If the request is made orally, the parent will be asked to make the request in writing and will be provided with the proper form. Communication with the parents and students shall be in English or their native language. For parents with a hearing impairment, the school district will provide a person to communicate in sign language.

After the multidisciplinary evaluation is completed, an Evaluation Report (ER) is compiled with parent input and includes recommendations for the types of intervention necessary to accommodate the child's specific needs. Parents are then invited to participate in a meeting where the results of the evaluation are explained and discussed. An Individual Education Program (IEP) is developed for those students qualifying for special education services. The IEP Team consists of the following: the parents, the building principal/LEA, a special education teacher and a regular education teacher. Other team members may include: the student when appropriate, the school psychologist, public agency representative, other teachers or specialist, other administrative staff, etc. Parents are an integral part of the IEP team and are encouraged to be physically present at the IEP meeting. The district makes every effort to ensure parents' participation. The

district notifies the parent in writing and makes documented phone calls to make parents aware of the IEP conference and the importance of the parent participating. Parents are then presented a Notice of Recommended Educational Placement (NOREP) with which they agree or disagree. If parents agree, the IEP is implemented. If parents disagree with the recommendations, the issue may be taken to a pre-hearing conference, mediation, or due process hearing.

The Laurel Highlands School District operates a comprehensive continuum of services for special needs students. Approximately 97% of all identified exceptional children are serviced in their home school. Types of services available include: Learning Support which is primarily for students with academic learning needs, Life Skills Support which focuses primarily on the need for independent living skills, Emotional Support which addresses social and emotional difficulties, Multiple Disabilities Support which is for students with more than one disability, Physical Support for students whose need is the result of a physical disability, Autistic Support for those students diagnosed with Autism and/or Pervasive Development Disorder, Speech and Language Support which is for students who have articulation and/or expressive/receptive language difficulties, Hearing Support for students who are hearing impaired/deaf, Vision Support which is for students who are blind or visually impaired, and Gifted Support for those students identified as mentally gifted. The small number of students whose needs cannot be accommodated in the public school setting can receive services in an approved private school or other licensed facility at school district expense. No such placement is made without an IEP meeting and parental agreement.

Assessments and Evaluations

In addition to regular classroom assessments, students are assessed for basic academic skills and state standards through district and state assessments. The Pennsylvania System of School Assessment (PSSA) is administered in grades 3, 4, and 5 in the areas of reading and mathematics. The PSSA will test Science standards in grade 4 and writing standards in grade 5.

A cognitive skills assessment given in grades two and four. Parents are given test results with the report card that is distributed after test results are received. When results are received during summer months, the first report card of the following school year will include the test information. Parents are encouraged to discuss results with teachers.

Benchmark assessments are given at certain times of the year to monitor progress and provide remediation where needed. Benchmark tests include: 4Sight, Dibels, G-Made, and GRADE unit tests from all content areas, and portfolio collections.

Attendance

The Laurel Highlands Attendance Policy requires that each student is in regular attendance except when illness, injury, or some other condition beyond his/her control may cause the student to be absent. Frequent absences are discouraged, as academic progress will be delayed.

After a student accumulates 4 absences in a 9-week grading period, a letter will be sent to the parent to require a doctor's excuse for further absences. Further absences, unless excused by a physician, will be recorded as unexcused absences. After accumulating 3 unexcused absences, the student's parent(s) will be issued a citation for non-compliance with the compulsory attendance laws.

In addition, 2 tardies or early dismissals = ½ day unexcused absence. A doctor's excuse is the only valid excuse for tardiness. A parent-generated excuse will not suffice for tardiness, either a.m. or p.m.

Bus Regulations

Riding a school bus is a privilege that children should enjoy. Concerns about safety and behavior are addressed as needed to maintain a safe situation on the school buses.

Children are expected to conduct themselves on buses in an orderly manner. Courtesy toward others and respect for the law and for others is expected.

Warnings or suspension from riding the bus will be given to the students by the principal. Bus drivers alert the principal if inappropriate behavior occurs. If the unwanted behavior continues, the student may lose the privilege of riding the school bus. A loss of bus privileges does not legally excuse a child from school.

Bus routes will be published in the local paper and on the district website (www.lhsd.org) the week before the start of school.

In order that we have a definite understanding as to the rules governing students who ride school busses owned and contracted by the Laurel Highlands School District, we present you with the following set of regulations:

1. The bus driver has the same authority on the bus as the teacher has in the classroom and it is the driver's duty personally, to report all misconduct to the principal in charge.
2. Student transportation is a service provide by the Board of School Directors and the State of Pennsylvania. This service can be denied to any student according to policies established by the Laurel Highlands School District.
3. Students may be denied the privilege of being transported to and from school for the following reasons:
 - a. Using foul language at any time.
 - b. Loud or boisterous noises that could distract the bus driver.
 - c. Throwing or shooting objects.
 - d. Smoking while traveling to and from school.

- e. Marking or destroying any part of the school bus will result in suspension plus cost.
 - f. Striking or fighting any member of the traveling group.
 - g. Spitting or throwing any trash on the floor of the bus.
 - h. Refusing to sit in seat assigned by the bus driver.
 - i. Pushing or disorderly rushing to the school bus while loading or unloading.
 - j. Placing arms or any part of the body outside the windows.
 - k. Throwing objects or materials from the bus.
 - l. Failure to remain in seat while bus is in motion.
 - m. Boisterous or annoying yells to the passing public.
 - n. Illegal use of the emergency door.
 - o. Violating the property of others.
 - p. Misconduct at the bus stop.
4. Students denied transportation must be present for each school session to prevent them from being marked illegally absent from school and subjecting parents to arrest.
 5. The above rules are established for safety and the concern of all children who ride the school busses.
 6. The Hatfield Elementary School Policy concerning bus misbehavior will be as follows:
 - a. First Offense – Detention.
 - b. Second Offense – 1 day bus suspension.
 - c. Third Offense – 3 days bus suspension.
 - d. Fourth Offense – 5 days bus suspension
 - e. Fifth Offense – 10 day bus suspension.
 - f. Sixth Offense – Bus suspension for the remainder of the year.

**If there are too many problems on a bus, all students may be given assigned seats on the bus.

** Note: Laurel Highlands School District has purchased and used a number of video cameras on their busses!

Cafeteria Lunch Forms

Cafeteria lunch forms for free and reduced lunches should be completed and returned the second day of school. A family is not approved until the form is received in our office. Until the form is received the student will pay the full price for the meals. Each family is required to submit a form even when income exceeds the amount needed to qualify for a free or reduced lunch. The collection of these forms helps the district receive additional income for educational programs for our children.

Kindergarten students enjoy a daily afternoon snack. Milk is sold each day at the cost of \$0.50 per carton. This is the price for all students, even if a student qualifies for free or reduced lunch. Parents will be notified of their assigned day to provide snack for the kindergarten class. We strongly suggest that healthy snacks are provided. The teachers will provide a list of suggestions for healthy choices.

Laurel Highlands School District—Policy on Delinquent Student Payments
Approved 5/30/07

DISTRICT CAFETERIA CHARGE POLICY

This policy is designed for the convenience of the parents and students. We know that we sometimes forget, so we allow a student to charge a school meal only up to a total amount of \$5.00 before action is taken. A la carte selections are not allowed to be charged if a student is \$5.00 or more in arrears.

Elementary School Students (Grades K-5) and
Middle School Students (Grades 6-8)

When a student account exceeds \$5.00, the parent will be sent a letter by the Food Service Director stating the amount of money owed. Payment will be expected.

When a student account exceeds \$10.00, the situation will be referred to the Building Principal and a second letter will be sent to the parents by the Food Service Director. A telephone call will be made informing the parent or guardian of the situation and the student may bring a lunch from home until the balance is paid. Until the balance is paid, a peanut butter and jelly lunch will be offered to your child. Students will not go without eating. At no time will snacks be charged.

This policy has been implemented to insure that the lunch prices remain as reasonable as possible. By enforcing this policy, we feel students that pay on time and keep their accounts up-to-date will not have to suffer as the result of others who abuse the program.

Parents may advise the school cafeteria manager that they do not want their child to purchase snacks. This reminder will appear on the computer screen when your child goes through the cafeteria line and the child will not be permitted to spend money for snacks from their account.

If at any time you need to know your child's account balance, please call the Food Service office at 724-437-2821, ext. 1032.

If a child has a food allergy or special dietary need, please notify us immediately. If a child cannot have milk or dairy products with their meal, please provide us with a note from your doctor specifying a substitute beverage or item. This note must be renewed each school year.

Cafeteria Rules and Expectations

- ★ Noise in the cafeteria must be kept at a low level. If it gets too loud, the teachers may use a no talking rule.
- ★ Students are not to leave their seats without permission.
- ★ No paper or food should be left on tables or floors. All waste will be thrown away.
- ★ Food must be eaten in cafeteria, not in rooms or playground.
- ★ 5 minutes of quiet/rest when warning bell rings.
- ★ Be orderly and quiet during dismissal.

Care of Textbooks and Library Books

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for at the replacement value before another book is issued. Also report cards and all school records will be held until proper payments are made. All monies collected are recorded and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded.

Change of Address/Phone Number

Parents are asked to notify the office immediately of any change in the home address or home, cell and work telephone numbers.

Conduct Rules

The rules of conduct deal with acceptable behavior. The real goal of the school is to provide each student with a worthwhile educational experience. We want to provide each student with the educational skills that will be needed for success in school as well as in life. Here's a list of do's for all students that will lead towards the achievement of these goals:

1. Make wise use of your time in school.
2. Develop good study habits.
3. Make sure of homework assignments and complete homework assignments.
4. Strive to make the best grades that you are capable of making.
5. Take pride in your work and academic achievements.
6. Be proud of your school; keep it neat and clean.
7. Make as many friends as you can while you are in school.
8. Enjoy your time on the playground, in library, in art class, in physical education class, and with the computers.
9. Discuss school work and school activities with your family. Make school a part of your family.

Detention

If the rules of the school are broken, individual classroom rules broken, or homework assignments not completed, students may be placed on detention.

Rules of Detention:

1. All students are to bring school work to detention.
2. All students are to bring paper and pencil to detention.
3. Detention is in a quiet setting.
4. Failure to comply with the above rules could result in additional detention.

If any student is placed on detention too frequently during any one grading period a call home will be made informing his/her parents and a conference will be scheduled. *Detention slips will be sent home to be signed by a parent. Forms must be returned to the homeroom teacher within two school days.

Discipline Code

Level I Offenses – Minor misbehaviors which interrupt the orderly classroom procedures or interfere with the orderly operation of the school. Class cut, cafeteria misbehavior, snowballing, leaving school building without permission, classroom or school disruption, tardiness, incomplete assignments, academic dishonesty, and other similar incidents

Responses: One day suspension, detention, withdrawal of privileges

Level II Offenses – Misbehavior whose frequency or seriousness tends to disrupt the learning climate. This level usually requires the intervention of an administrator because Level I options have failed to correct the situation. Included on this level are more serious misbehaviors. Continuation of Level I Misbehavior; Failure to Attend Detention; Falsifying passes, excuses, parent notes, etc.; Gambling/card games; Chronic Tardiness; Smoking; Truancy; Fighting; Indecent Acts; Disrespect and indecent and abusive language and wearing apparel; any other misbehavior that is detrimental to the school district

Responses: Withdrawal of privileges, 2 – 3 day suspension, corporal punishment, referral to outside agency

Level III Offenses – Acts directed against persons or property but whose consequences could seriously endanger the health or safety of others in the school. : Continuation of Level II Misbehaviors; Alcohol and Drugs; Setting off False Fire Alarms; Tampering with Fire Extinguishers; Destruction or defacing of School Property, buses, Private Property going to and from school, and student property; Fireworks and Smoke bombs; Harassment or extortion of students or school personnel; Stealing; Insubordination

Responses: 4 – 10 day suspension, Fayette Drug and Alcohol Student Assistance Program, Social Adjustment Class, Special Work Assignments, Referral to Civil Authorities and/or Police for Action, Withdrawal of Privileges

Dress Code

A copy of the Laurel Highlands Dress Code is included at the end of the handbook. Please become familiar with the code. Children will be asked to call home for a change of clothes when necessary.

Emergency Cards

Emergency cards should be completed and returned before the end of the first week of school. Any change of address or telephone number after the opening of the school year must be made known to the school office as soon as possible. The information on the emergency cards is vital when a situation arises where the parent must be contacted.

Entrance Requirements

- ★ AGE: To enter kindergarten, a child must be five years of age before September 1st of the school year.
- ★ PROOF OF AGE: A valid birth certificate, hospital certificate or other proof of age is necessary to enter school. No child will be enrolled without this information.
- ★ SOCIAL SECURITY CARD: His/ her social security card
- ★ PROOF OF RESIDENCE: A current document showing parents' names and resident address. Utility bill would be one example.
- ★ SHOT RECORDS: The following immunizations are required:
 - ★ 4-DT (diphtheria, tetanus), the fourth taking place after age four
 - ★ 3-Polio (Oral)
 - ★ 2-Measels, Rubella, Mumps (MMR) after age 1
 - ★ 3-Hepatitis B

Grading Scale

Grade	Percentage	Proficiency Level	Performance Level
A	95%-100%	Advanced	(O) Outstanding
A-	90%-94%	Advanced	(O) Outstanding
B+	87%-89%	Proficient	(G) Good
B	83%-86%	Proficient	(G) Good
B-	80%-82%	Proficient	(G) Good
C+	77%-79%	Basic	(S) Satisfactory
C	73%-76%	Basic	(S) Satisfactory
C-	70%-72%	Basic	(S) Satisfactory
D**	66%-69%	Low Basic	(U) Unsatisfactory
F**	65% or Lower	Below Basic (Failing)	(U) Unsatisfactory

Homebound Instruction

Homebound instruction may be provided for students who are unable to attend school in accordance with the regulations prescribed by the Pennsylvania Department of Education. Should you need and desire this service, consult the principal's office, or the Home and School Visitor.

Inclement Weather

Should winter weather be such as it would make bus travel too difficult or too dangerous, the school will be closed or delayed. Do not call school personnel. School officials will contact the radio stations as soon as a decision is reached. Stay tuned to your radio and television.

School closing or delay information as well as emergency information will be announced on the following radio and television stations:

WASP AM 1130

WMBS AM 590

WASP FM 94.9

KDKA AM 1020

PICKLE FM 99

WPXI TV CHANNEL 11

KDKA TV CHANNEL 2

WTAE TV CHANNEL 4

FROGGY 103

Medications

All medication, including over the counter medication, must be reported to and handled by the school nurse. A doctor's prescription is needed for any type of medication, (even aspirin). No teacher will dispense medication. All medication will be kept in a locked location.

Medication Policy and Procedures

This communication is to establish guidelines for children who must take prescription medication while in school. Prescription medication can be given on a daily basis at school by complying with the following policies and procedures:

- ❖ Furnish a written authorization from the child's physician and parent or guardian. (Medical authorization forms are available at school.)
- ❖ Send only those prescription medications which must be given during school hours. (Medications given three times per day should be given before and after school and at bed time.)
- ❖ **IMPORTANT:** Medication should be sent in the original prescription container.
- ❖ Parent/Guardian must bring medication to the office. **DO NOT** send medication with your child on the school bus. Medication will be prohibited in desks, lockers, or to be carried by the students during the school day.
- ❖ The child is to go to the nurse's office and request his/her medication at the scheduled time.
- ❖ When the physician is not available for consultation, the parent is to assume the complete responsibility for giving any medication to their child while in school.
- ❖ Over the counter medications will not be given in school without a doctor's authorization.

OUR STATE DEPARTMENT OF HEALTH REGULATIONS lists as follows the minimum days a child must remain out of school for the following diseases:

Measles 6 Days From Onset Of Illness

Whooping Cough 4 Days From Onset

German Measles, Chicken Pox And Mumps—No specified period of exclusion is provided in the regulation. The duration of absence from school in those instances will depend on the illness of the child and shall be at the discretion of the attending physician. If a child returns earlier than these specified days, a note from the family physician must be presented in school.

Parent Involvement

The best and most up-to-date research about the positive impact of parent involvement indicates that students with involved parents, no matter what the parents' education or background, are more likely to have better attendance records, earn higher grades, and have better social skills than those whose parents are not involved. Here are some ways to become involved in your child's education.





Homework Help

Before discussing ways you can help your child with homework, it is important to discuss why teachers assign homework and how it benefits your child.

Why Do Teachers Assign Homework?

Homework is meant to be a positive experience and to encourage children to learn. Assignments should not be used as punishment.

Teachers assign homework for many reasons. Homework can help children:

-  Review and practice what they've learned;
-  Get ready for the next day's class;
-  Learn to use resources, such as libraries, reference materials, and encyclopedias.
-  Explore subjects more fully than time permits in the classroom.

Homework can also help children develop good habits and attitudes. It can teach children to work independently; encourage self-discipline and responsibility (assignments provide some youngsters with their first chance to manage time and meet deadlines); and encourage a love of learning. Homework can also bring parents and educators closer together. Parents who supervise homework and work with their children on assignments learn about their children's education and about the school.

Does Homework Help Children Learn?

Homework helps your child do better in school when assignments are meaningful, are completed successfully, and are returned with constructive comments from the teacher. An assignment should have a specific purpose, come with clear instructions, be fairly well-matched to a student's abilities, and designed to help develop a student's knowledge and skills.






In the early elementary grades, homework can help children develop the habits and attitudes described earlier. From third through fifth grades, small amounts of homework, gradually increased each year, may support improved academic achievement. The difference in test scores and grades between students who do more homework and those who do less increases as children move up through the grades.

What's the Right Amount of Homework?





Many educators believe that homework is most effective for the majority of children in first through third grades when it does not exceed 20 minutes each school day. From third through fifth grades, many educators recommend from 20 to 40 minutes a school day for most students. Another popular method of determining the right amount of homework is to multiply 10 times the grade level of the child, for example a second grader would have 10 times 2 or 20 minutes of homework per day.

Checklist for Helping Your Child With Homework:





Show You Think Education and Homework Are Important.

-  Do you set a regular time every day for homework?
-  Does your child have the papers, books, pencils, and other things needed to do assignments?
-  Does your child have a fairly quiet place to study with lots of light?
-  Do you set a good example by reading and writing yourself?
-  Do you stay in touch with your child's teachers?





Monitor Assignments.

-  Do you know what your child's homework assignments are? How long they should take? How the teacher wants you to be involved?
-  Do you see that assignments are started and completed?
-  Do you read the teacher's comments on assignments that are returned?
-  Is TV viewing cutting into your child's homework time?

Provide Guidance.

-  Do you understand and respect your child's style of learning? Does he work better alone or with someone else? Does he learn best when he can see things, hear them, or handle them?
-  Do you help your child to get organized? Does your child need a calendar or assignment book? A bag for books and a folder for papers?
-  Do you encourage your child to develop good study habits (e.g., scheduling enough time for big assignments; making up practice tests)?
-  Do you talk with your child about homework assignments? Does she understand them?

Talk With Someone at School When Problems Come Up.

-  Do you meet the teacher early in the year before any problems arise?
-  If a problem comes up, do you meet with the teacher?
-  Do you cooperate with the teacher and your child to work out a plan and a schedule to fix homework problems?
-  Do you follow up with the teacher and with your child to make sure the plan is working?

Playground Rules

1. The boundaries of the playground are as follows:
 - a. Stay on the playground side of the sidewalk. Students are not to play on the sidewalk or in the driveway in front of the school, unless special permission to do so is given by the teachers on duty. The driveway will be blocked off if this permission is granted.
 - b. Students are permitted up to the tree line on the upper side of the playground.
 - c. Students are permitted up to, but not into, the amphitheater area on the far end of the playground.
 - d. Students are not permitted to go around either end of the school building.
2. Swings
 - a. One student at a time on a swing.
 - b. No jumping off of swings.
 - c. No standing on swings.
 - d. If others are waiting please be courteous and allow others a turn.
3. Students are not to re-enter the building once they are on the playground without the permission of a playground teacher.
4. Gravel, stones, woodchips, acorns, etc. are not to be picked up, thrown, or put down the sliding board.
5. Games: Tackle football, baseball, and acrobatic or gymnastic type activities are not permitted. Other games or activities will be permitted or deemed unsafe at the discretion of the teachers on duty.
6. Sliding Boards
 - a. One student at a time going down the slide
 - b. No standing on or running down the slide.
 - c. Make sure bottom area of the slide is clear before sliding down.
7. Playground Equipment
 - a. Please show extreme caution when using any of the playground equipment or apparatus. Watch out for your fellow classmates.
 - b. Students are not to climb in the trees on the playground.
8. Students may play on the monkey bars but are not to be on top of them.
9. Playground Bell: When it is time to return to your room please line up quickly but carefully at your assigned area. Do not loiter after the bell has rung.

Reporting of Progress

Report cards are distributed 4 times per year. Deficiencies are sent during the 5th week of the grading period or when a teacher detects a problem with achievement or effort. A conference may be scheduled upon a parent's request. So that staff can be prepared to serve you more efficiently, please schedule conferences at least one day in advance.

Annual parent conferences are scheduled in November.

Kindergarten report cards are distributed three times per year or every 60 school days.

Reporting Time

When possible, please consider sending your children to school by bus and making it part of the regular school day. When bringing students to school by car, please arrive between 8:40 A.M. and 8:55 A.M.

Students must arrive prior to 8:55, when instruction begins. Please be aware that 4 tardies or early dismissals = ½ day unexcused absence. A doctor's excuse is the only valued excuse for tardiness. A parent-generated excuse will not suffice for tardiness, either a.m. or p.m.

School Visitors

In order to assure the safety of all students during the school day, access is limited to the front doors of the building. All other doors remain locked to maintain the security of the buildings. Before entering the building visitors must use the buzzer system to gain access to the building. Visitors are required to report directly to the office, sign in at the office, and wear a visitor's pass during their stay.

Many opportunities exist throughout the year for parents to attend activities, open houses, programs, and PTO meetings. Please refer to the monthly calendar.

Student Discipline

Education is a cooperative effort in which teachers and students are brought together for learning to take place. An environment that permits order and efficiency must be provided. One of our goals is to instill a sense of self-discipline in students so that individuals do not allow themselves to infringe upon the rights of others as they seek an expression of their own.

The responsibility for development and maintenance of this self-discipline falls to the combined efforts of students, parents, teachers, administrators, and the community that established the value system that we accept. When self-discipline fails, regulations for management of school behavior must be outlined by those responsible for education. The Laurel Highlands School District has established policies and appointed administrators to carry them out.

Students are required to behave properly, respecting others and property. This includes traveling to and from school. Respect for all school employees and fellow students is expected. Consequences for failure to follow school rules may include recess detention, withdrawal of privileges, after school detention, Saturday detention, community service, suspension from school, or a discipline review hearing.

Each classroom teacher has established rules and procedures. Students realize that failure to follow classroom rules will result in consequences.

Student Wellness

Laurel Highlands School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. A Student Wellness policy was adopted in May of 2007 for the Laurel Highlands School District. Some of the highlights that directly impact the elementary children follow:

- The district will implement the Growth Screening Program and utilize established community based referral sources in order to aid in educating the community at large on the Body Mass Index and other health related disparities.
- Foods of minimal nutritional value shall not be used as rewards.
- Fundraising projects that include the sale of food or beverage items will only occur off campus or after the school day ends.
- Individual classroom celebrations that involve food during the school day will be limited to four parties per year. Additional celebrations will be considered on a case by case basis, must be held for a specific purpose, and must be approved by the building principal.
- Each party should include a choice of 100% juice, water, and/or milk as well as a fruit or vegetable of choice. The district will disseminate a list of healthy party ideas to parents and teachers.
- In elementary schools, celebrations to be held during the school day shall not be held until the end of the last lunch period.
- Aside from Kindergarten, birthday parties for individual students throughout the course of the school day shall be prohibited but may be included as part of one or all of the four permissible celebration days as outlined in the policy.
- School stores that sell food and beverage items and that operate during the school day will be limited to operating after the scheduled school lunch periods with approval from the building principals.
- Faculty is encouraged to set the example for students by adhering to policies regarding food and beverages.

Valuables

Students are not to bring large amounts of money or valuable merchandise, such as cameras, electronic devices, leather jackets, etc. to school. If a student wears glasses or jewelry, he/she is to keep track of them at all times. Students are responsible for personal property. Please mark all of your child's belongings in particular, jackets and bookbags with a permanent marker.



DRESS & GROOMING
LAUREL HIGHLANDS SCHOOL DISTRICT
STUDENT DRESS CODE 2007-2008 - adopted Laurel Highlands Board of
Education, 2001-2002 - Replaces all previous Revisions

Laurel Highlands School District administration reserves the right to question any mode of dress/jewelry/hair style that is beyond current community/school accepted standards or in any manner jeopardizes the health, welfare or safety of the student or other students. Any clothing judged to be a disruptive influence in class, or interfering with the educational rights of others, is considered improper dress.

SECTION 1: GENERAL

1. Upon entering school, any student may be required to pass through a metal detector or to be scanned by a hand held metal detector
2. **Torn or ripped clothing is not to be worn.**
3. Coats, jackets, hooded sweatshirts, or garments designed for protection from outside weather are not to be worn in school during the school day.
4. Students may be required to wear certain types of clothing while participating in physical education classes, industrial technology, extra-curricular activities and other situations where special attire may be required to ensure health and/or safety of the student.
5. At the principal's discretion, A School Spirit Day i.e., Jump-a-Thons, Steeler Days, etc., may be held. Appropriate attire for these days will be determined by the building principal.
6. There will be no game day dress for the cheerleaders or the athletes. For pep rallies the cheerleaders may bring their uniforms to school and change into them for the pep rally period only.
7. Baggy or excessive layers of clothing or any clothing considered to pose a safety threat may not be worn. Clothing should be neat and properly fitted and sized to the individual.
8. **Students with Written Medical Excuses Should Submit Them to the Building Principal for Review and Possible Exemption as it Applies to the Dress Code.**

SECTION 2: TOPS

1. Tops that can be classified as under garments are not permitted. Tops shall not have any writing, pictures, insignias, etc., that are obscene, sexually explicit, violence, drug, alcohol or tobacco related, or considered to have double meanings. Also prohibited are any gang related or hate symbols. (T-Shirts, in good taste, will be permitted.)
2. Tank tops, halter-tops, or mesh tops are considered unacceptable and will not be permitted to be worn. Also considered unacceptable are see through blouses or shirts, tube tops, crop tops, spaghetti straps, and sleeveless tops. Also, tops may not be low cut or exposing. Bare midriffs and bare backs are not permitted.
3. Blouses, shirts and dresses must have sleeves. Cap sleeves are permitted.
4. Blouses and shirts must be buttoned to the top button below the neck button.

SECTION 3: PANTS/SHORTS/SKIRTS

1. Sweat pants, jogging pants, spandex, or tear away pants are not permitted.
2. Torn or ripped clothing is not to be worn.
3. Shorts, skirts, and skirts must not be higher than 3 inches above the knee. These 3 inches includes the slits in skirts.
4. Pants, shorts, or skirts must be secured and worn at the waist, no lower.
5. Undergarments must not be exposed in any way.
6. The width of the bottom of the pants should be no larger than the shoe size. Pants are not permitted to touch the ground.
7. Cut offs of any type are not permitted.
8. Shorts may be worn from the beginning of the school year until November 1st and from April 1st until the end of the school year.
9. If any type of cargo pants are worn, the student must go through the metal detector upon entering school and while wearing cargo pants, students are subject at any time to random checks with a metal detector

SECTION 4: FOOTWEAR

1. Some sort of shoe must be worn at all times.
2. When sandals are worn, they must be secured by straps on feet. Prohibited are thongs, rubber or plastic flip-flops. Sandals may be worn from the beginning of the school year until November 1st and from April 1st until the end of the school year.
3. Heelys are not permitted.

SECTION 5: JEWELRY/ACCESSORIES

1. Jewelry or ornamentation that is used to adorn body piercing is to be limited to the ears. Covering or hiding of such jewelry or inappropriate piercing body ornamentation with tape or band-aids is not permitted.
2. Spiked jewelry, chains, or any jewelry that may cause injury or is considered a hazard to student safety, will not be permitted.
3. Pins, tattoos, jewelry, belts, purses, book bags, shoes etc. shall not have writing, pictures, insignias, etc. that are obscene, sexually explicit, violence, drug, alcohol, or tobacco related. Also prohibited are any gang related symbols or hate symbols.

SECTION 6: HEADWEAR:

1. Hats, bandanas, sunglasses, visors, sweatbands, or any type of headwear is not permitted to be worn in school.

SECTION 7: HEALTH & HYGIENE

1. Any apparel that is judged unhealthy or unsanitary (i.e. clothing that is dirty and/or gives off a foul odor) is not permitted.
2. All students are expected to maintain good personal hygiene.

SECTION 8: BOOKBAGS

1. Bookbags/Gymbags are to be left in students' lockers or specific areas for the entire day, as designated by the building principal.

2. Bookbags/Gymbags brought to school are subject to random searches. In other words, these are no longer your total private property. Anything found in the bags that are illegal or unlawful will be the person's responsibility and appropriate legal and discipline measures will be taken. Items of this nature will be confiscated to ensure the safety and welfare of our children.

SECTION 9: DISCIPLINE

1. Students not adhering to the Dress Code will not be permitted to attend classes until they have changed or altered their clothing. Parents may be notified if a change of clothes is necessary.

These rules and procedures have been developed according to Board Policy regarding student dress and grooming. However, solutions to situations not specifically covered are the responsibility of building level administrators. Appropriate decisions will be made based on the intent and spirit of Board Policy. Students and parents are expected to exercise careful judgment in the selection of appropriate attire for school.

INTERNET ACCESS AND COMPUTER POLICY

Purpose - The Laurel Highlands School District recognizes the vast and unique resources that the Internet worldwide computer network provides to all teachers and students. This network can foster educational excellence in our schools by promoting information sharing and innovative communication. However, the use of the Internet must be in support of education and research that adheres to the purposes of the Laurel Highlands School District.

Definition - The Internet is an electronic system connecting million of computers and their users throughout the world. These users can gain access to unlimited information and materials. However, with this worldwide access comes the availability of materials that may not be of educational value in the context of a school setting. The Laurel Highlands School District will take precautions to restrict access to any controversial materials. But, on a global network such as this, it is impossible to control all materials that a diligent user may discover. We strongly believe that valuable resources and interactions that are available on this network will far outweigh the possibility a user may obtain materials that are not consistent with the educational goals of our school district.

Authority - Internet access is coordinated through a complex association of governmental agencies, and regional networks. The smooth operation of the Internet relies upon the proper conduct of all users who must adhere to certain guidelines. These guidelines are provided here as part of this user agreement to be signed by all students and teachers who use the Laurel Highlands School District Internet Account. The use of the Internet is a privilege, not a right. A willful disregard for the following guidelines will result in a cancellation of those privileges. The Laurel Highlands School District reserves the right to log Internet use and to monitor file storage space utilized by District users at the same time respecting the privacy of all users. The District reserves the right to remove a user account in the event that the following guidelines are violated.

The signature(s) at the end of this document are binding and indicate the party (parties) who signed has (have) read the terms and conditions carefully and understand their significance.

Guidelines - Procedures - Network accounts will only be used by the owner of the account and only for authorized purposes. All correspondences and information accessed via the network is private property and shall not be disclosed. Network users shall respect the privacy of other users of the system.

Prohibited Activities - The use of the Internet network for illegal, inappropriate or unethical purposes is prohibited. Specifically:

- * Use of the network to facilitate illegal activity is prohibited.
- * Use of the network for commercial or for-profit purposes is prohibited.
- * Use of the network for product advertisement or political lobbying is prohibited.
- * Malicious use of the network to develop programs that in any way harass other users or infiltrate a computer system and/or damage the software components of a computer system is prohibited.
- * Hate mail, harassment, discriminatory remarks, and other antisocial communications on the network are prohibited.
- * The illegal installation, distribution, reproductions or use of copyrighted software on district computers is prohibited.
- * The use of the network to access obscene or pornographic material is prohibited.
- * Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited.
- * The use of the network to intentionally obtain or modify files, passwords, or data belonging to another user is prohibited.
- * Use of the network to misrepresent other users on the network is prohibited.
- * Use of school technology or the network for fraudulent copying, communication or modification of materials in violation of law is prohibited and will be referred to the appropriate authorities
- * Loading or use of unauthorized games, programs, files or other electronic media is prohibited.
- * The network shall not be used to disrupt the work of others; and the hardware or software of other * Users shall not be destroyed, modified, or abused in any way.
- * Use of the network that results in any copyright violation is prohibited.

PARENT/GUARDIAN/STUDENT SIGNATURE SHEET

Please sign and return to your homeroom teacher by Friday, August 31, 2007, indicating that you have read and understand the procedures/policies in this handbook. If you have any questions, please contact the Elementary School Office.

Signature of Parent/Guardian

Date

Daytime Telephone Number _____

Cell Phone Number _____

Signature of Student

Date

Grade _____

Homeroom _____

