



# MARSHALL ELEMENTARY SCHOOL



August 2010

Welcome Students, Parents and Guardians,

It is a pleasure to welcome you to Marshall Elementary School. Our school staff is committed to ensuring that every student is offered the opportunity to grow and learn in a positive, safe, and caring environment. To achieve this objective, communication between the school and the home is essential. Our mission is to nurture curious, capable, and confident learners.

The purpose of the Student Handbook is to give Marshall Elementary students and their parents/guardians an understanding of the general rules and guidelines for attending school and for receiving an education at our school. In a case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail. Students and parents/guardians should be aware that this document is reviewed annually yet policy adoption and revision is an ongoing process. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the administration and the district. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff and parents/guardians.

Please review this handbook carefully and contact the school office if you have any questions. **Please pay special attention to the section regarding Medications; PARENTS MUST TRANSPORT MEDICATION OF ANY TYPE TO AND FROM SCHOOL. STUDENTS MAY NOT TRANSPORT MEDICATION.** This handbook has been developed to place pertinent information at your fingertips. Feel free to call or send a note about any concerns or questions you may have.

Periodically throughout the year, students are photographed or videotaped in school as part of a project or activity. Pictures/videotaping will be for educational use only. Please notify the school in writing if you do not want your child included in pictures/videotapes. Conferences may be arranged by calling the office. 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,**

Jesse T. Wallace, III  
Principal

# Laurel Highlands School District

## Calendar 2010-2011

Monday, August 30, 2010	FIRST DAY OF SCHOOL FOR STUDENTS
Monday, September 6, 2010	Labor Day – Schools Closed
Tuesday, September 28, 2010	Early Release Day
Monday, October 11, 2010	Staff Act 80 Day – No School for Students
Tuesday, November 2, 2010	Staff In Service Day – No School for Students
Thursday, November 11, 2010	School Closed
Friday, November 12, 2010	Early Release Day
Monday, November 15, 2010	Early Release Day
Thurs., Fri., Mon., November 25-30, 2010	Thanksgiving Break – Schools Closed
Wednesday, December 22, 2010	EARLY DISMISSAL (Two Hour)
December 23, 2010 – January 2, 2011	Christmas Break – Schools Closed
Monday, January 3, 2011	Schools Reopen
Monday, January 17, 2011	Martin Luther King Jr. Day – Schools Closed
Friday, January 21, 2011	SECOND SEMESTER BEGINS
Monday, February 21, 2011	Staff In Service Day – No School for Students
Friday, March 4, 2011	Early Release Day
Fri-Mon., April 22-25, 2011	Easter Recess – Schools Closed
Tuesday, May 17, 2011	Election Day – Schools Closed
Monday, May 30, 2011	Memorial Day – School Closed
Wednesday, June 1, 2011	Staff Act 80 Day – No School for Students
Thursday, June 2, 2011	Last Day of School

### Nine-Week Grading Periods

<b>November 1, 2010</b>	(45)
<b>January 20, 2011</b>	(90)
<b>March 25, 2011</b>	(135)
<b>June 2, 2011</b>	(180)

### PSSA ASSESSMENTS

Reading & Math  
 Writing  
 Science  
 PSSA Make-Ups

### Date

March 14-25, 2011  
 March 28 – April 1, 2011  
 April 4-8, 2011  
 April 11-15, 2011

### Grades

3, 4 and 5  
 5  
 4  
 As applicable

# Laurel Highlands School District

## Mission Statement

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The mission of the Laurel Highlands School District, in partnership with students, families, and the community, is to provide a rigorous, meaningful, and relevant education which prepares students to become productive members of an ever-changing global society.



**Laurel Highlands School District**  
304 Bailey Ave.  
Uniontown, PA 15401  
724-437-2821  
[www.lhsd.org](http://www.lhsd.org)



## Administration

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Dr. Gary Brain, Superintendent  
Mrs. Lori Dicenso, Director of Pupil Services and Special Education  
Mr. Randy Miller, Director of Curriculum and Instruction  
Mr. Gerald Lofstead, Food Service Director  
Mrs. Jessica Scott, Director of Federal Programs and Data Analysis  
Mr. Rich Barron, Chief of Security  
Mr. Gregory Hensh, Business Manager

## Board of Directors

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Mrs. Lynn Andalora  
Mrs. Beverly Beal  
Mr. Edward George  
Mr. Larry Zebley  
Mr. Angelo Giachetti  
Mr. Curtis Jacobs  
Mrs. Norma Santore  
Mr. James Tobal  
Mr. Tom Vernon

# George C. Marshall Elementary School

335 Park Street ★ Uniontown, PA 15401

★ Phone—724.438.5851 ★ Fax—724.438.7858 ★

School Hours: 8:30 a.m.-3:45 p.m.

Office Hours: 8:00 a.m.-3:45 p.m.

Mr. Jesse T. Wallace, III..... Principal  
Ms. Bonnie Provance..... Secretary

## **Professional Staff**

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Ms. Krzton ..... School Psychologist  
Ms. Nemchik..... School Nurse  
Ms. Grimes..... Nurse  
Ms. Chester..... Guidance Counselor  
Ms. Coffman..... Kindergarten  
Ms. Tantlinger..... Kindergarten  
Ms. Johns..... Kindergarten  
Ms. Joseph..... Grade 1  
Ms. Zehala..... Grade 1  
Ms. Taylor..... Grade 1  
Ms. Collins..... Grade 2  
Ms. Pleban..... Grade 2  
Ms. Milsom..... Grade 2  
Ms. Lecky..... Grade 2  
Ms. Parsons..... Grade 3  
Ms. Strange..... Grade 3  
Ms. Dolan..... Grade 3  
Ms. Crayton..... Grade 4  
Ms. Cunningham..... Grade 4  
Ms. Dowling..... Grade 4  
Ms. Mahoney..... Grade 5  
Mr. Errera..... Grade 5  
Ms. Duncan..... Grade 5  
Mr. Capranica..... Title I  
Ms. Gulino..... Reading Recovery  
Mr. Tumulty..... Learning Support  
Ms. Grubisa..... Learning Support  
Ms. Crutchman..... Gifted  
Ms. Franczyk..... Speech and Language  
Ms. Vacanti..... Art  
Mr. D. Santore..... Physical Education  
Ms. Vernon..... Library  
Mr. Landman..... Computers  
Mr. Arnold..... Tech Education  
Mr. Workman..... Choir and Music  
Ms. Zenobi..... Instrumental Music & Music  
Ms. Buckley..... ESL

**Support Staff**

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Ms. Tantlinger.....	IEP Aide
Ms. Herman .....	Aide
Ms. Bowlin.....	Aide
Ms. Guzzo.....	Aide
Ms. Frider.....	Aide
Ms. Lindsay.....	Fast Forward Aide
Ms. Hudock.....	Head Custodian
Mr. Ezzi.....	Custodian
Mr. Golden.....	Custodian
Mr. Peskie.....	Custodian
Ms. Keilbach.....	Cafeteria Manager
Ms. Thorpe.....	Cafeteria
Ms. Raymond.....	Cafeteria

**After School Programs**

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**Tutoring**--Children who show a need for extra support with homework skills may be referred for the After School Tutoring Program or the Summer Reading/Math camp. The after school tutoring program is offered Monday through Thursdays for one hour directly after school. 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**

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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 the spring 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 the Pennsylvania System of School Assessment (PSSA) at the mandated grade levels. Other testing occurs on the basis of individual need. Report cards are issued quarterly for students in grades 1-5. Kindergarten report cards are issued three times per year. 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.

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. When 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 interventions 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 specialists, 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

served 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. 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: 4-Sight, DIBELS, Quick Phonics Screen, G-MADE, 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 or early dismissal. A parent-generated excuse will not suffice for tardiness, either a.m. or p.m.

The attendance policies are currently under review by the school board. Any revisions in the attendance policy will be distributed as they become policy.

### **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](http://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 provided 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 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**

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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. The school district will provide juice during an afternoon snack each day. Breakfast price is \$1.00 and the reduced breakfast cost is .35 cents. Lunch price is \$1.75 and the reduced cost .40 cents.



**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.

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. Outstanding cafeteria balances will be carried over to subsequent school years.

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.

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**

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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**

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

### **Conduct Rules**

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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.

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 must realize that failure to follow classroom rules will result in consequences.

### **Detention**

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If the rules of the school are broken, individual classroom rules are broken, or homework assignments are 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**

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**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, 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, Referral to Civil Authorities and/or Police for Action, Withdrawal of Privileges

### **Dress Code**

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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**

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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.

### **Emergency Notification System**

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The Laurel Highlands School District uses the Alert Now emergency notification system to make parents/guardians aware of early dismissals, health threats, changes to the school calendar, and to announce special school events. Alert Now is an automatic notification system that delivers voice mail messages to telephones and/or mobile phones.

### **Entrance Requirements**

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- ★ AGE: To enter kindergarten, a child must be five years of age before September 1<sup>st</sup> 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**

<b>Grade Percentage</b>	<b>Proficiency Level</b>	<b>Performance Level</b>
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%	Below Basic	(U) Unsatisfactory
F** 65% or Lower	Below Basic (Failing)	(U) Unsatisfactory

Report cards are distributed 4 times per year for students in grades K-5. Progress reports are sent home with all students during the 5<sup>th</sup> 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.

## **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

KDKA AM 1020

WPXI TV CHANNEL 11

WTAE TV CHANNEL 4

WASP FM 94.9

PICKLE FM 99

KDKA TV CHANNEL 2

FROGGY 103





School delays and cancellations will also be posted on the Laurel Highlands School District website @ [www.lhsd.org](http://www.lhsd.org).



## 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.

## 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.

## Playground Rules & Expectations

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1. The boundaries of the playground are as follows:
  - a. Stay on the playground behind the building. 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 big oak tree on the left side of the building and the swings located on the right side of the (where garbage dumpsters are located) building.
  - c. Students are not permitted in the parking lot on the left side of the school unless special permission is granted.
  - d. Students are not permitted in the wooded area at any time.
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. Look for and listen to the recess monitors.

### **Reporting Time**

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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 8:30.A.M. and 8:45.A.M.

Students must arrive prior to 8:45 when instruction begins. Please be aware that **2 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**

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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 Wellness**

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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, jackets and bookbags in particular, with a permanent marker.

### **DRESS CODE**

#### **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. Heely's and Croc's are not permitted as acceptable footwear..

### **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**

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**Monitoring** The Laurel Highlands School District reserves the right to log, monitor, and review all Internet and other network usage. This logging, monitoring, and review may be conducted without cause and without notice. Each user of a district's computer, by the use thereof, agrees and consents to such logging, monitoring and review and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to Internet or any other network usage. Network storage areas may be treated like school lockers. Network administrators may review student files and

communications to maintain system integrity and to ensure that students are using the system only for appropriate purposes. Users should expect that files stored on district servers or computers will not be private.

**Filter** The Laurel Highlands School District will employ the use of an Internet filter as a technology protection measure pursuant to the Children's Internet Protection Act. The filter may not be disabled for use by students or other minors for any reason.

**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.

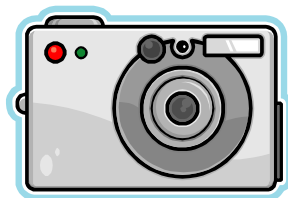
**Guidelines - Procedures** - Network accounts will only be used by the owner of the account and only for authorized purposes. Network users shall respect the privacy of other users of the system.

**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.

# MARSHALL ELEMENTARY SCHOOL

## PERMISSION TO PHOTOGRAPH/VIDEOTAPE



In connection with the educational programs in our school, opportunities may occur to photograph or videotape your child. These photographs and/or videos may be used in the school or newsletters, school web sites, yearbooks, bulletin boards, in local or regional newspapers, on television, or as part of a public performance.

In order to grant the school permission to photograph and/or videotape your child, parents/guardians of all students must complete and return the form below **ONLY IF YOU WISH FOR YOUR CHILD NOT TO BE INCLUDED IN PICTURES/VIDEOTAPING.**

-----  
Please check the appropriate box.

I **DO NOT** give permission for my child

\_\_\_\_\_ to:  
(Child's name)

Be photographed, videotaped, audio-taped, named on radio, named or shown on television, named or pictured in a newspaper, and/or appear in a public performance (which may be photographed or videotaped).

\_\_\_\_\_  
(Parent/guardian name – please print)

\_\_\_\_\_  
(Parent/guardian signature)

\_\_\_\_\_  
(Date)

## SCHOOL-PARENT COMPACT

The Marshall Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2009-2010.

### **REQUIRED SCHOOL-PARENT COMPACT PROVISIONS**

#### **School Responsibilities**

The Marshall Elementary will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

*Teachers in the Laurel Highlands School District are certified as highly qualified by the state of Pennsylvania. A variety of instructional strategies, programs and approaches are utilized during the Marshall Elementary School day. Examples include; Response to Intervention periods, Compass Learning, Fast Forward, student reading grouping on their instructional level across grade levels and cooperative learning. Each of these programs contributes to the overall academic success of the Hutchinson Elementary student. Support services are available to those students who need additional instruction beyond the scope of the regular classroom.*

- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held:

*Annual parent-teacher conferences are held in November throughout the Laurel Highlands School District to allow parents/guardians the opportunity to discuss their child's growth, progress and possible areas of need.*

- 3. Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:

- 1. Report Cards – 4 times per year for grades K-5;*
- 2. State Assessments- PSSA given in the spring to grades 3 – 5*
- 3. District Assessments – 4 Sight Reading and Math given 5 times per year to Grades 3-5*  
*DIBELS – 3 times per year Grades Kindergarten – Grade 2*

*GMADE – 3 times per year Grades  
Kindergarten – Grade 2*

4. *Progress Reports - 4 times per year for grades K-5;*

4. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

*Marshall Elementary Staff is available during their daily collaboration held between 8:15 a.m. thru 8:30 a.m. Parents can arrange for a conference during this time. Conferences at other times may be arranged thru the classroom teacher by appointment.*

5. **Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities,** as follows:

*Laurel Highlands School Districts schedules district-wide observation days during the course of the school year. Parents of students attending our summer school reading and math camps are also permitted to observe during that time. Parent volunteers are utilized for monitoring students during special events that occur throughout the school year. Additionally, parents may contact the school to schedule an appointment to observe their child’s classroom.*

### **Parent Responsibilities**

**We, as parents, will support our children’s learning in the following ways:**

- *See that my child is punctual and attends school regularly.*
- *Support the school in its efforts to maintain proper discipline*
- *Making sure that homework is completed. Establish a time for homework and review it regularly.*
- *Participating, as appropriate, in decisions relating to my children’s education.*
- *Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.*

## **Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Attend school regularly*
- *Do my homework every day and ask for help when I need to.*
- *Read at least 30 minutes every day outside of school time.*
- *Conform to rules of student conduct.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*

## **Additional Required School Responsibilities**

The Marshall Elementary will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has

been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

**Optional School Responsibilities**

To help build and develop a partnership with parents to help their children achieve the State’s high academic standards, the Marshall Elementary School will:

1. Recommend to the local educational agency (LEA), the names of parents of participating children of Title I, Part A programs who are interested in serving on the State’s Committee of Practitioners and School Support Teams.
2. Notify parents of the school’s participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information when applicable.
3. Work with the LEA in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
4. Work with the LEA to ensure that a copy of the SEA’s written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

\_\_\_\_\_  
School

\_\_\_\_\_  
Parent(s)

\_\_\_\_\_  
Student

2009-2010 Academic School Year

# PARENT/GUARDIAN/STUDENT SIGNATURE SHEET

Please sign and return to your homeroom teacher by Friday, September 3, 2010, indicating that you have read and understand the procedures/policies in this handbook. I have also read the Parent/Student Compact on pages 25-28. If you have any question, please contact the George C. Marshall Elementary School Office.

**Signature of Parent/Guardian**

**Date**

\_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

**Signature of Student**

**Date**

\_\_\_\_\_

Grade \_\_\_\_\_

Homeroom \_\_\_\_\_

