

Ionta Elementary School
Student Handbook
2017-2018

IONTA ELEMENTARY SCHOOL
419 North Hermitage Road
Hermitage, PA 16148
www.hermitage.k12.pa.us

FRONT OFFICE

(724-981-8750 ext. 3002)
Mr. Eric W. Trosch, Principal
Mrs. Linda Koerth, Administrative Assistant, ext. 3002
Mrs. Mary Jo Erceg, Office Secretary, ext. 3000

GUIDANCE OFFICE

(724-981-8750 ext. 3041)
Guidance Counselor
Mrs. Shelly Kekich, Guidance Secretary

NURSE'S OFFICE

(724-981-8750 ext. 3050)
Mrs. Angel Campman

Welcome to the Ionta Elementary School. You are beginning a new period in your school career. The time has arrived for you to begin to think of your development as responsible fourth and fifth graders.

The educational program that is planned will provide for individual expression and place more responsibility on you as a student.

Take pride in your school and begin to get involved in the Ionta Elementary School tradition of "respect and hard work."

Take advantage of your qualified teachers. They are dedicated to providing you with educational experiences that will guide you to success.

The remainder of this handbook will serve as a ready reference of information that is necessary to understand the daily operation of our school. Please take time to read it with your parents.

If you have any questions concerning this information ask your teacher or contact me in the office.

Thank You,

Mr. Eric W. Trosch

Principal

**HERMITAGE SCHOOL DISTRICT
SPECIAL SUPPORT SERVICES**

FOR INFORMATION ONLY

Annual Public Notice of Special Education & Early Intervention Services and Programs

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individual with Disabilities Education Act (IDEA).

The IDEA requires each state educational agency to publish a notice to parents in newspapers or other media before any major identification location or evaluation activity. The IDEA requires this notice to contain certain information. Pennsylvania law requires each school district to fulfill this notice requirement by providing an annual public notice.

The school district is required by the IDEA to provide a free appropriate public education to children with disabilities who need special education and related services. Pennsylvania has adopted state laws which conform with the IDEA and which school districts must follow. In Pennsylvania a school age child with disabilities who needs special education and related services is identified as a child with a disability. Students are exceptional if they need specially designed instruction and have one or more of the following physical or mental disabilities:

- | | |
|--|---------------------------------------|
| Autism/Pervasive Development Disorder | Orthopedic Impairment |
| Deaf-Blindness | Other Health Impairment |
| Deafness | Specific Learning Disability |
| Emotional Disturbance | Speech or Language Impairment |
| Hearing Impairment | Traumatic Brain Injury |
| Intellectual Disability (Mental Retardation) | Visual Impairment Including Blindness |
| Multiple Disabilities | |

In Pennsylvania, students also qualify as exceptional if they require specially designed instruction and are determined to be mentally gifted. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

Early Intervention

IDEA requires the provisions of a free appropriate public education (FAPE) to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or mental disabilities listed above is identified as a child with a disability. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) the child's score, on a developmental assessment device, an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) the child is delayed in one or more of the developmental area, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact the Early Intervention Program Supervisor at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 or (724) 458-6700.

These children are afforded the rights of school age exceptional children, including screening, evaluation, individualized education program planning, and provisions of appropriate programs and services. The Pennsylvania Department of Education is responsible for providing programs and services to these children under Act 212 of 1990, the Early Intervention Services System Act.

Screening

Each school district must establish and implement procedures to locate, identify, and evaluate students suspected of being exceptional. These procedures include screening activities, which include but are not limited to: review

of group-based data (cumulative record, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded class, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening.

In schools which have an Instructional Support Team (IST) or child study team or Response to Instruction and Intervention (RtII), the above screening activities may be a consideration used by these teams as another level of screening. Parents and members of the professional staff of the student's school have the right to request screening by the IST or child study team.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Screening is conducted in the student's home school unless other arrangements are necessary. Telephone numbers and addresses can be found at the end of this notice for more information.

Evaluation

When screening indicates that a student may be exceptional, the school district will seek parental consent to conduct an evaluation. "Evaluation" means procedures used to determine whether a child has a disability and the nature and extent of the special education and related services that meet the child's needs. The term means procedures used selectively with an individual child and does not mean basic tests administered to or procedures used with all children.

In Pennsylvania, this evaluation is called a multidisciplinary evaluation (MDE). It is conducted by a multidisciplinary team (MDT), which must include a school psychologist, a teacher and the parents. The MDE process must be conducted in accordance with specific timelines and use procedural safeguard procedures. For example, tests and procedures used as part of the multidisciplinary evaluation may not be racially and culturally biased.

The MDE process results in a written evaluation report called an (ER). This report makes recommendations about a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming regardless of whether or not the team recommends that the student is exceptional. Once parental consent for an evaluation is obtained, the school district has timelines and procedures specified by law, which it must follow.

Parents who think their child is a child with a disability may request, at any time that the school district conduct a multidisciplinary evaluation. This request should be made in writing to the Coordinator of Special Education Office. If a parent makes an oral request for a multidisciplinary evaluation the school district shall provide the parent with a form for written permission. Instructional Support (IS) activities or RtII do not serve as a bar to the right of a parent to request, at any time, including prior to or during the provision of instructional support activities, a multidisciplinary evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children three through five may request an evaluation in writing by addressing a letter to the Early Intervention Program Supervisor at Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 or by contacting the Preschool Connection at 1-800-345-0033.

Parents also have the right to obtain an independent educational evaluation. The school district must provide to parents, on request, information about where an independent educational evaluation may be obtained.

Consent

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

Program Development

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

Educational Placement

A single test or procedure may not be the sole factor in determining that a child is exceptional. The IEP team must include a district representative, the student's teacher, special education teacher and the parents. If the student is determined to be exceptional an IEP will be developed.

An IEP describes a student's current educational levels, goals, and objectives, and the individual programs and services, which the student will receive. IEP's are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention and the location of intervention.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

Services for Protected Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student.

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

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

The school district or parent may initiate an evaluation of a student under the laws, which protect handicapped students. Parents who wish to have a child evaluated should contact the building principal or the Office of Special Education.

Confidentiality

Each school district protects the confidentiality of personally identifiable information regarding its exceptional and protected handicapped students in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws.

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The age of majority in Pennsylvania is 21. These rights are:

1.) The right to inspect and review the student's education records within 45 days of the day the school receives request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2.) The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official) and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3.) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4.) The right to file a complaint with the U.S. Department of Education concerning alleged failure by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

The school district maintains its education records in compliance with the guidelines for the collection, maintenance and dissemination of pupil records. Category "A" data which includes the minimal personal data necessary for operation of the school district will be maintained for a minimum time period of 100 years. Category "B" data which includes verified information of clear importance, but not absolutely necessary to the school, over time, in helping the child or in protecting others will be maintained until the child leaves school. Category "C" data which includes potentially useful information, but not yet verified or clearly needed beyond the immediate present, will be reviewed at least once a year and destroyed as soon as its usefulness has ended.

In addition, the school district may release "directory information" without parental consent unless a prior written objection to the release of such information is provided to the school district by the parent(s). "Directory information" includes the following: student's name, address, telephone listing, date and place of birth, photographs, videotapes, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, duties of attendance, honors and awards received. If you object to the disclosure of this information, you must submit a written letter of objection to the school district. Written objections for students 3-5 years old should be mailed to Midwestern Intermediate Unit IV at 453 Maple Street, Grove City, PA 16127.

For additional information related to student records, the parent can refer to the FERPA at the following url: <http://www.ed.gov/policy/gen/quid/fpco/ferpa/index.html>

Procedural Safeguards

Procedural safeguards protect the rights of parents and students. These safeguards include the following:

- Parent's consent is always required prior to:
 - A. Conducting an initial (for the first time) evaluation or a reevaluation,
 - B. Initially placing a child with a disability in a special education program,
 - C. Disclosing to unauthorized persons personally identifiable information.
- The school district must notify parents in writing whenever it wants to begin, change, or discontinue special education and related services. Along with this notification, the school district will provide the parents with a comprehensive, written description of their rights.
- Parents who disagree with such actions proposed or refused by the school district have the right to request a hearing by an impartial third party using a procedure called due process.
- Before a due process hearing will take place, the district must convene a preliminary meeting with the parent and the relevant member(s) of the IEP team in an attempt to resolve issues without the need for a due process hearing.
- Pennsylvania has also made mediation services available throughout the Commonwealth at Commonwealth expense. Mediation services help parents and agencies involved in a dispute over special education to attempt to reach a mutually agreeable settlement with the assistance of an impartial mediator. Mediation is completely voluntary. Mediation does not deny or delay a party's right to a due process hearing.

- School districts also have the right to initiate due process in certain situations. During a due process procedure, a student must remain in the last agreed upon educational placement (a status called pendency). Due process procedures are governed by timelines and procedures in Pennsylvania law. Throughout due process, an attorney may represent parents.
- Due process hearings are oral personal hearings and are open to the public, unless the parents request a closed hearing. The decision of the hearing officer shall include finding of fact, a discussion, and conclusions of law. The decision of the hearing officer may be appealed to the appropriate court.
- Each school district must make available, upon request, printed information regarding special education programs and services and parent due process rights. This printed information is available from each building principal and/or the Office of Special Education.

Mode of Communication

The content of this notice has been written in straight forward, simple language. If a person does not understand any of this notice, he or she should contact the school district or IU and request an explanation. The school district or IU will arrange for an interpreter for a parent with limited English proficiency. If a parent is deaf or blind or has no written language, the school district or IU will arrange for communication of this notice in the mode normally used by the parent (e.g. sign language, Braille, or oral communication). For further information contact:

Hermitage School District
 Director of Special Services, LEA
 411 North Hermitage Road
 Hermitage, PA 16148
 724-981-8750 ext. 6015

The school district, intermediate unit or charter school will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. Announcements of this policy are in accordance with the state and federal laws, including Title VI of the Civil Rights Act of 1966. Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. For information regarding grievance procedures, services, activities, programs and facilities that are accessible to and usable by handicapped persons or, for inquires regarding compliance with the above nondiscriminatory policies, please contact the Superintendent of Schools at your local school district, or Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127 (724-458-6700).

The school district will make reasonable accommodations to its programs and services to assure access to all persons. If, because of a disability, you require an accommodation please contact the Superintendent of Schools, Americans with Disabilities Act Coordinator at the school district in which you reside listed above or the Director of Special Education at Midwestern Intermediate Unit IV at (724) 458-6700.

August 2017

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IONTA FACULTY AND STAFF

2017-2018

Grade Four

Mr. Mark Slezak	101
Mrs. Cindy Wilds	102
Mr. David Orrico	103
Mrs. Laura Jackson	104
Mr. Eric Horvath	105
Mrs. Jennifer Kemper	106

Grade Five

Mrs. Jan Bombeck	109
Mr. Mike Wilson	110
Mrs. Julie Howard	111
Mrs. Michelle Lanshcak	112
Mr. Ryan Anderton	113
Mrs. Kimberly Ghirardi	114

Health Technician

Angel Campman	Health Suite
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Art

Mrs. Beth Knauff	225
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Music

Mrs. Mary Rumelfanger	138
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Band

Mr. Steve Garay	Band
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Physical Education/Health

Mr. Rick Ladjevich	Gym/223
Mr. Jim Boyd	

Librarian

Mrs. Molly Matchak	Library
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Quest

Mrs. Lindsay Ramage	116
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Literacy Coach

Mr. Vincent D'Angelo	118
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Math Coach

Beth Stafano	118
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Aides/Teacher Asst.

Natalie Davis	Debbie May
Shannon Gargano	Cindy Reynolds
June Gulla	Cyndy Mattern
Suzanne Hart	Reggie Murtha

Special Ed Aides

Cynthia Miely	Linda Parquette
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Technology

Mr. Craig Antush	209
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Learning Support

Mrs. Barbara Mannion - Gr. 4	107
Mrs. Cathy Mirkovich, Aide	107
Mrs. Susie Sciulli - Gr. 5	115
Mrs. Corina Thompson, Aide	115

Speech

Mrs. Lisa Umbaugh	Speech Room
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ESL

Mrs. Cheryl Martuccio	
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School Psychologists

Mr. Patrick Aretz - DMS	
Mrs. Morgan O'Connor - AES	

IONTA ELEMENTARY SCHOOL BELL SCHEDULE
GRADE 4
2017 - 2018

STUDENT TARDY BELL - 8:50 A.M.
ANNOUNCEMENTS - 8:55 A.M.

8:50 - 9:00	Homeroom
9:00 - 10:30	Block 1 with HR Language Arts or Math (90 minutes)
10:35 - 11:35	Block 2 SWITCH Language Arts or Math (60 minutes)
11:40 - 12:20	Special (40 minutes)
12:25 - 1:10	Block 2 cont. (45 minutes)
1:15 - 1:45	Lunch (30 minutes)
1:50 - 2:05	Recess (15 minutes)
2:10 - 2:45	Switch: Social Studies/Science (35 minutes)
2:50 - 3:25	HR: Social Studies/Science (35 minutes)
3:25 - 3:35	Intervention/Dismissal (20 minutes)

8:30 - 8:45 Student Arrival
8:30 Student may report to their Homerooms
3:35 - 3:40 Student Dismissal

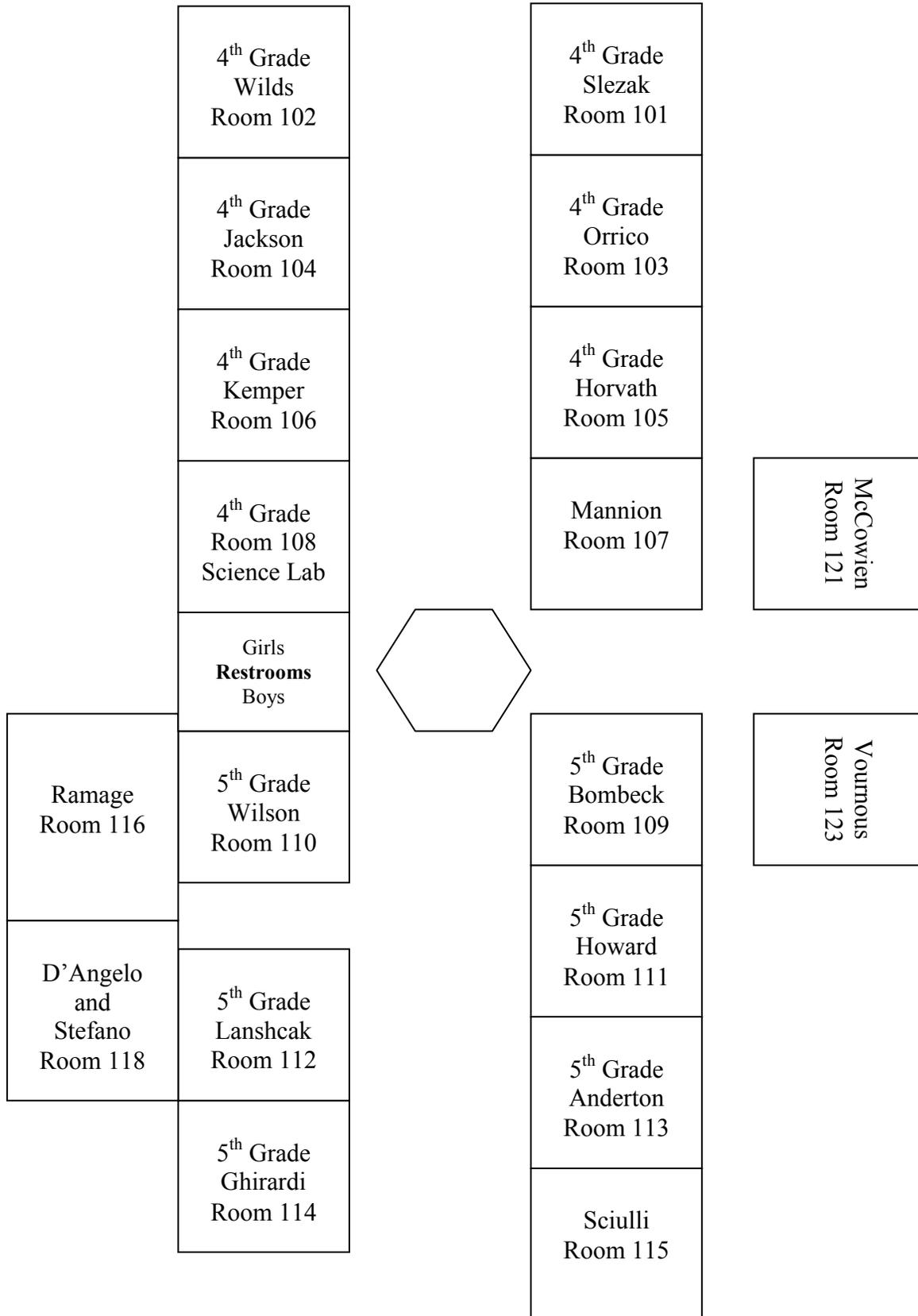
IONTA ELEMENTARY SCHOOL BELL SCHEDULE
GRADE 5
2017 - 2018

STUDENT TARDY BELL - 8:50 A.M.
ANNOUNCEMENTS - 8:55 A.M.

8:50 - 9:00	Homeroom
9:00 - 10:20	Block 1 with HR Language Arts or Math (80 minutes)
10:25 - 11:05	Specials (40 minutes)
11:10 - 12:35	Block 2 SWITCH Language Arts or Math (85 minutes)
12:40 - 1:10	Lunch (30 minutes)
1:15 - 1:30	Recess (15 minutes)
1:35 - 2:20	Switch: Social Studies / Science (45 minutes)
2:25 - 3:10	Homeroom: Social Studies / Science (45 minutes)
3:15 - 3:35	Interventions/Dismissal (20 minutes)
3:35 - 3:40	Dismissal

8:30 - 8:45 Student Arrival
8:30 Student may report to their Homerooms
3:35 - 3:40 Student Dismissal

Ionta Elementary Building
Grades 4 & 5
Floor Plan



GENERAL INFORMATION

This handbook is an introduction of the Ionta Elementary School policies, procedures, and guidelines designed to promote a healthy, safe and positive learning environment.

NON-DISCRIMINATION POLICY

The Hermitage School District is an equal opportunity education institution and will not discriminate on the basis of sex, race, color, national origin, religion, marital status or handicap in its activities, programs or employment policies as required by Title IX, Title VI and Section 504.

For information regarding civil rights or grievance procedures contact Mrs. Nanci Hosick, Title IX and Section 504 Compliance Officer, 640 N Hermitage Rd., Hermitage, PA 16148, telephone (724) 981-8750, ext. 6025.

For information regarding services, activities, programs and facilities that are accessible and usable by handicapped persons contact Mrs. Nanci Hosick, Director of Administrative Services, telephone (724) 981-8750, ext. 6025.

SCHOOL PROFILE

The Hermitage District School Report Card may be accessed at the PA Department of Education Web Site @ www.pde.state.pa.us

ACCESS TO STUDENT RECORDS POLICY

It is your right as a parent/guardian to inspect, review, copy and request corrections of your child's records. Both natural parents have the right to access unless there is a court order or legal binding document specifically prohibiting access. If you desire to review your child's records, please put your request in writing and include your name, current address and the basis upon which you claim the right of access to the information (parent, guardian, etc.).

SMOKE-FREE ENVIRONMENT POLICY

As of August 27, 1996, smoking shall be prohibited at all times by all persons on district property. There will no longer be designated smoking areas outside of any school building or in athletic areas. Civil fines could be imposed upon any persons violating this policy. The district appreciates your cooperation and attention to this request.

FIRE AND SMOKING POLICY

It is a violation of the fire code to have a lighted object (lighter, match, etc.) in the school. Interfering with fire protection equipment, systems, or procedures is prohibited. A student who is found with a lighted object or who otherwise violates the fire code will be referred to the proper authorities, which could result in a fine.

WEAPONS POLICY

Any student who carries a weapon/look-a-like weapon on school property, a school vehicle, or at any school event without proper authorization will be in violation of school policy. Act 26 of 1995 states a weapon includes, but is not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, rifle, and other tool, instrument, or item capable of inflicting serious injury. Act 30 of 1997 requires expulsion from school for a period of not less than one year for any

WEAPONS POLICY continued...

student who is determined to have brought onto or is in possession of a weapon on any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. The Superintendent may recommend on a case-by-case basis modifications to the above item. The Administration can immediately suspend the student for up to ten (10) days, and confiscate the item.

Within five (5) days of the suspension, an informal hearing with the Parent/Guardian will be conducted. Due Process rights will be observed. In addition, the Superintendent, in case of an exceptional student, shall take all steps necessary to comply with the individual with the Disabilities Education Act. Employees/Students must immediately report to a staff member any knowledge of the presence of a firearm/weapon on school property. (Referral may be made to proper authorities.)

DRUG AND ALCOHOL POLICY

The School Board takes a *no tolerance attitude* toward the use or abuse of drugs and alcohol. District policy prohibits the possession and/or use, mimic of use, sale, and/or mimic of sale, distribution and/or intent of distribution of any illegal or controlled mood altering chemical medication, or abused chemical not approved by the health office on school property, at school sponsored, curricular and extra-curricular activities or field trips, on school buses, and in route to and from school by any mode of travel. Violation of this policy includes the possession, use, sale, distribution, or mimicking the possession, use, sale or distribution of chemicals or paraphernalia.

Drug/Alcohol: Possession, distribution, or sale of drugs or look like drugs and/or alcohol or being under the influence of drugs or alcohol on school property will result in a ten (10) day out-of-school suspension, referral to proper authorities, and possible recommendation to the Superintendent for expulsion. **Before returning to school the Parent/Guardian must notify the school that a drug/alcohol screening has been scheduled.** An SAP referral will accompany the screening. The permission form for the screening SAP referral will be signed at the time of the informal hearing.

WELLNESS POLICY

The recent national concern over the childhood obesity issue has caused schools to address student health and obesity in a variety of ways. Public Law 108-265 required all local education agencies sponsoring the National School Lunch Program to implement a local wellness policy by July 1, 2006. The District began implementing our Wellness Policy during the 2006-2007 school year. The policy defines goals for nutrition education, physical activity, and other school-based activities, as well as nutrition guidelines for all foods available on the school grounds during the school day. During our first year of implementation, the District removed all soda pop and high calorie snacks from student vending machines. Our cafeteria follows the Pennsylvania Department of Education's Guidelines for Nutritional Standards for Competitive Foods in Pennsylvania Schools. The District continues to monitor the foods and snacks sold or brought into the schools. The obesity problem is a complex issue that requires the collaboration of schools, parents, and community to address and begin solving. Members of the School Health Council met this year in an effort to clarify our "Healthy Snacks" Guidelines for staff, parents,

WELLNESS POLICY continued...

PTO, etc. We once again ask your cooperation in complying with the Hermitage School District Wellness Policy.

Remember: No edible treats are to be sent to school. For birthdays, parents are encouraged to send in a book to donate to the classroom or a non-edible treat. We must ask that absolutely no home baked goods are brought to school for any event/occasion. (There are an increasing number of children sensitive or highly allergic to some ingredients and nuts.) If you have any questions regarding the Wellness Policy, please call Mr. Adam Reagle at 724-981-8750, extension 1800.

COMPUTER POLICY

The Hermitage School District computer policy will be given to each student at the beginning of each year. **This policy must be signed and adhered to throughout the school year.** Violation of this policy will result in the loss of the privilege to use the computer and may carry further disciplinary action as determined by the administration. The computer and its electronic information have become an integral part of education in the district. It is imperative that each student complies with this policy. Any computer usage either in school or out of school that interferes and/or causes a disruption of the normal school process will be subject to disciplinary action.



INTERNET USE

Students in the Hermitage School District will be gaining access to district computer networks and to the Internet. We are very pleased to provide this access to our 4th & 5th grade students, and believe the network offers vast, diverse and unique resources to both students and teachers.

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. The Hermitage School District has taken precautions to restrict access to controversial materials.

The smooth operation of all networking relies upon the proper conduct of the 'end users' who must adhere to strict guidelines. If a user violates any of these guidelines, his or her account will be terminated and future access could possibly be denied.

The Hermitage School District's "Acceptable Use of Computer Networks/Internet Policy" is designed to provide guidelines for using the computer network in the classrooms and/or computer labs. The information in this agreement must be read and signed by both the student and a parent/guardian and then returned to the student's classroom teacher. Only students who have agreed to the stipulations will be given access to the network.

CUSTODIAL AND NON-CUSTODIAL RELATIONSHIPS POLICY

In order to maintain the well being of its students, Hermitage School Board of Directors has adopted a policy stating the Rights and Responsibilities of Custodial and Non-custodial Parents when no legal determination of custody exists.

A non-legal custodial parent would be identified as having physical possession of the student(s) during the school term and is the one who exercises control over the student(s) on a day-to-day basis. Student(s) must reside with a parent in Hermitage at least 50% of the time in order to be enrolled or to continue to attend classes with the school district. Students entering the district must be a resident of the district and be claimed at the end of the year on the parent/guardian's income tax form as a dependent.

The rights of both custodial and non-custodial parents will be respected equally when a Court Order exists concerning special restrictions. It is the responsibility of the custodial parent to provide the school with a copy of the Court Order. Student(s) will not be released to the non-custodial parent unless a **WRITTEN** consent from the custodial parent exists. If you are a non-custodial parent, you may request in writing to be placed on the mailing list to receive important information about your child's education. Send your requests to the school secretary.

For a copy of the policy detailing parental rights and responsibilities, please contact your building principal.

All questions regarding this policy can be directed to the Office of the Director of Administrative Services at 724-981-8750, ext. 6025.

RESIDENCY/MULTIPLE OCCUPANCY POLICY

We acknowledge that some adults may, out of necessity, live with other individuals within the Hermitage School District. Children of these adults may attend school in our district provided the following conditions are met.

1. A sworn affidavit of multiple occupancy is executed and filed.
2. The residence is actually within the boundaries of the Hermitage School District.
3. The children and adults are actually residing at that address continuously and not merely during the school week or year.
4. The responsible adult(s) provide at least four (4) of the following documents within a reasonable period of time:
 - Copies of IRS and/or Pennsylvania Department of Revenue documents
 - Official documentation of the U.S. Postal Service
 - A letter from an employer
 - Bank statements
 - Welfare Card
 - Health Insurance Card
 - Driver's License
 - Motor Vehicle Registration
 - Voter's Registration
 - Utility receipts

RESIDENCY/MULTIPLE OCCUPANCY POLICY continued...

Providing false information is a Misdemeanor of the Third Degree punishable by a fine of not more than \$2500.00 and/or imprisonment of not more than one year. In addition, tuition payments to the district must be paid for all days a student attended Hermitage Schools while not a resident.

TEACHER/AIDE QUALIFICATIONS

As a parent/guardian of a 4th and/or 5th grade student, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about the

Child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches.
- Whether the Pennsylvania Department of Education has decided that a teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

PHILOSOPHY OF EDUCATION

The educational program established in the elementary schools is an integral part of the total instructional design offered to students in the Hermitage School District. During the 4th and 5th grades, the aim is to help children prepare to be responsible, productive, thinking members of society; persons who can relate positively to themselves and deal adequately with others and with their environment. Our school recognizes that each child is a unique individual -possessing varying physical, mental, social and emotional characteristics. These characteristics must be considered in providing a learning environment that will enhance the growth and development of each individual child. In general, we believe:

1. Each student has a right to an equal and quality education as defined in Pennsylvania's Fifteen Goals of Quality Education.
2. Learning is a mutually shared process between home, school and community.
3. Each individual child's skills, talents, character and potential should be developed through programs that stimulate a positive attitude toward education.
4. The instructional program should be designed to stimulate and promote intellectual growth in the basic skills.
5. In recognition of the needs of the individual child, program strategies should include whole group, small group and individual instruction focused at each individual child's instructional level in each subject area.

CLASS STRUCTURE

The 4th and 5th grades offer a fundamental and comprehensive elementary program to the students. The main focus of these grade levels is our language arts and mathematics programs. Concentration in these areas is vital for a sound educational program, which is developmentally appropriate and meets the needs of every student. Our math series is a challenging series that is aligned to the state math standards and will help us to improve performance on the PSSA exams. No longer are children successful in mathematics if they can just "do arithmetic (computation) problems". Students now need to explore, understand and solve mathematics, emphasizing practical applications. We have not forgotten the importance of fundamental mathematics skills and practice. Students need to know how to solve the problem and yet, still be able to get the correct answer. Science and health are an integral part of our 4th and 5th grade curriculum.

The science curriculum is aligned with state standards to improve performance on the PSSA exams given in grades 4 and 8. Social studies will also be explored. Many times this subject may be utilized along with our core subjects as integrated experiences for students. Our goal is for our students to be able to read, write and speak "across the curriculum", providing a more meaningful educational experience.

SPECIAL CURRICULAR INSTRUCTION

Students will have a forty (40) minute special class taught by a teacher Specialist daily. Classes are offered in the areas of art, music, library, computer technology, health, and physical education.

ACADEMIC TUTORING PROGRAM

The Academic Tutoring Program (ATP) is a combined home-school effort to assist regular education students in grades K-7 who are experiencing academic and/or behavior difficulties in the classroom. The ATP team consists of school personnel who develop classroom intervention strategies to assure that students receive an effective instructional program. The classroom teacher and the Academic Tutoring Teachers work closely with parents/guardians throughout this support process. The 4th & 5th grade Academic Tutoring Program Coordinator is the school Guidance Counselor. To obtain additional information about the Academic Tutoring Program, please call (724)-981-8750, Ext. 3040.



REMEDIAL INSTRUCTION

Students experiencing academic difficulties may qualify for the services of our special education support teachers or our Title I teachers. Students having hearing, speech or language problems may be seen by our Speech Pathologist. To obtain additional information about our special education program, call Mrs. Nanci Hosick, the Director of Administrative Services at 724-981-8750 ext. 6025. For information about our Title I program contact Mr. Joe Bender ext. 4002, Vincent D'Angelo and Beth Stefano ext.4118. Our speech pathologist is Mrs. Lisa Umbaugh. Our Academic tutoring Program Coordinator is the school guidance counselor, ext. 3040. All staff members listed may be contacted at 724-981-8750, ext. 3000.

EXCEPTIONAL CHILDREN

The School Board of the Hermitage School District shall provide for the proper education and training of exceptional children as provided by the School Laws of Pennsylvania and the standards and regulations adopted by the State Board of Education as well as Public Law 94-142. The term "exceptional children" shall mean children of school age who deviate from the average in physical, mental, emotional or social characteristics to such an extent that they require special educational facilities or services. Provision shall be made for the identification of exceptional school age children in the Hermitage School District through means of an appropriate testing program, standardized achievement records, counseling and faculty-parent-peer recommendations. The parent/guardian shall be informed of evaluation data collected as a part of the identification procedure. Every effort shall be made to provide programs to meet the needs of the children identified.

QUEST/GIFTED EDUCATION

The Hermitage School District offers a comprehensive K-12 "Quest" Program for students who are mentally gifted. Informational brochures are available in the principal's office or guidance office of each building. Parents/guardians may obtain information about evaluation for "thought to be gifted" students from the principals' office or the Director of Administrative Services at 724-981-8750, Ext. 6025.

COMPUTER PROGRAM

The computer technology program consists of one 40-minute period every 6 days. During this time, students will be given instruction on proper keyboarding skills, the basics of computer hardware, and an in-depth study of available computer software.

RECESS

Recess activities may be held indoors or outdoors depending upon conditions. Please send your child to school dressed appropriately in order that he/she can participate in outdoor recess when the decision is made to take the children outside. Recess is a privilege that may be revoked by staff members or the principal for disciplinary reasons. If you do not want your child to participate in outdoor recess because of medical reasons, please provide a note to his/her teacher requesting that he/she stay indoors. In the absence of such a note, all students will be expected to go outside for this activity.

PROGRESS REPORTS

All students who have a 0% to 74% average during the fourth week of a nine-week period will be given a progress report. This report will be delivered to the student's parents by mail. **Progress reports may also be sent at any time during the school year if necessary.** Parents may also check their child's progress using PowerSchool® which is updated every Friday or the last day of each week.

At the beginning of each school year, one parent/guardian will receive the access code, password, and website to access student grades via the Internet. Grades are updated weekly. Use of this service is highly recommended. If you do not have the Internet, please contact the guidance office for grade updates.

EXPLANATION OF GRADING SYSTEM

The following is the Hermitage School District grading scale utilized in grades 4-12:

93% - 100% = A 85% - 92% = B 75% - 84% = C 65% - 74% = D 0% - 64% = F

I = Incomplete; grade must be made up within 14 school days of report card distribution.

Parents/guardians may utilize the district PowerSchool program to check the weekly status of their child's grades. Information regarding this service will be distributed to all parents/guardians near the beginning of the school year. For further information regarding this program, please contact the 4th & 5th grade technology teacher, Mr. Craig Antush, at 724-981-8750 ext. 3000.

ACADEMIC INTEGRITY

Students are expected to do their own schoolwork. Students must not submit work of others as their own. Some examples of falsely submitted work include forging a parent's signature, cheating on tests and quizzes, copying homework, and using the work of others without giving them credit. Instances of cheating, forgery, and plagiarism will be handled on an individual basis. Generally, the consequences of these situations are academic.

For example, students may not receive credit for their work and may have to redo an assignment. Additionally, if copyright laws have been violated, students may see legal action from outside parties.

BAND, CHORUS, ORCHESTRA

Students in fifth grade have the opportunity to be a part of Band, Chorus, and/or Orchestra. Fourth grade students have the opportunity to take string lessons for Orchestra only. Should your child choose to opt out of one or more of the above listed music classes, please use the procedure listed below:

- A student that wants to withdraw from either Chorus, Orchestra, and/or Band must do so prior to the end of the current marking period in which they started the preferred class(es).
- If a student fails to withdraw from a class during the allotted time provided (prior to the end of the current marking period in which the student started the class) a grade of "U" (unsatisfactory) will be assigned for the remaining marking periods as well as a final grade.

Please note: A parent/guardian must put this request in writing and submit it to the respective music teacher.

AR GUIDELINES and RULES

1. Students must have read the book entirely. Movie watching only is not appropriate.
2. Students must show completed reading progress on a reading log. This log is to be shown to the teacher or librarian as permission to take the AR quiz. The book never goes to the computer only the reading log. After completing the quiz, students should take the log and have it signed by a teacher or librarian.
3. Students must never give out a personal password to another student.
4. No student is to take a test for another student or be on another student's AR record.



AR GUIDELINES and RULES continued...

5. Students should not discuss any quiz with another student after taking a quiz.
6. A student must never watch a test being taken by another student.

Consequences:

1. A zero will be given on a quiz that has been taken in an inappropriate manner.
2. A quiet room will be given.
3. A phone call home will be made by the principal.

EFFECTIVE STUDY HABITS

- **PLAN:** Assign a definite time, at least one hour each day for study at home. Utilize study time and library facilities in school. Keep a list of assignments in a notebook and take all necessary books, papers, and other materials home with you.
- **PLACE:** Have a definite place at home to study away from distractions, with all necessary books, papers, and materials available. Do not attempt to study while conversing, listening to the radio, or watching television.
- **PROCEDURE:** Be certain you understand the assignment when your teacher gives it. Read the entire assignment over rapidly to grasp the basic concept presented. Reread the assignment for details. Close the book and mentally outline the material and ideas contained in the lesson. Review the entire assignment.

ACADEMIC AWARDS

At the end of each nine-week period, honor roll and high honor roll lists are compiled by each homeroom teacher. In order for students to receive an honor roll certificate, they must obtain an 85% or above in each graded subject area. A high honor roll certificate is given to students who obtain a 93% or better in each graded subject area. In order to obtain a yearly academic award, the students must have received that specific award for each nine-week period.

ATTENDANCE AWARD

During each nine weeks, attendance awards are given to students who have not been absent from school for any reasons except for religious observances. Students who are tardy for a half-day during any part of the school day are not eligible for this award. In order for students to receive a yearly attendance award, they must have received an award every nine weeks.

CITIZENSHIP AWARD

Every nine weeks, citizenship awards are given to students who have not been referred to the work room for either behavior or academic concerns. This award illustrates self-control and appropriate school behavior.

HOMEWORK

Homework is considered an integral part of the school program and will normally be assigned to provide review, reinforcement or enrichment of essential concepts taught in the classroom. **Each student will be required to use their assignment notebook daily.**

Parents/guardians are urged to help their child with homework assignments in the following manner:

1. Provide a suitable spot in which to work; away from the TV and other distractions.

HOMEWORK continued...

2. Insist that the student complete the assignment himself/herself. Assistance or checking without providing answers is recommended.
3. Ensure that all homework assignments are completed neatly, legibly, accurately and on time.

ASSIGNMENTS DUE TO ABSENCES

Make-up work will be provided at parent/guardian request after three days of absence. Assignments missed due to absences from school must be made up in an equal amount of days as the student was absent from school. In the case of serious illnesses, special provisions will be considered.

INCOMPLETE/MAKE-UP

We expect students to complete all subject requirements. Should a situation arise in which some requirements are not completed by the end of the nine weeks, students may receive an "I" for incomplete on their report card. The student will then have ten school days after report card distribution to complete all course requirements. Failure to submit missing work will result in zero credit. Work for the last marking period must be completed by the last day of school. Work that is not submitted by this time is given no credit. The grade will be averaged with zero credit given for the missing work.

HOMEBOUND INSTRUCTION

Whenever a student is diagnosed with a disability or an extended illness, provision can be made for homebound instruction (tutoring). The requirement is that a child must be unable to attend school for a considerable period of time. Homebound instruction can then be arranged with a maximum of four hours per week. Requests for homebound instruction on the basis of emotional, nervous or mental disorders will be approved only when the statement supporting the request is issued by a licensed psychiatrist or psychologist. Requests for homebound instruction should be initiated by the parent/guardian through the Guidance or Principal's office at 724-981-8750, ext. 3041, and supported by the necessary statement from a physician. There is no charge to the parents/guardians for this service.

STUDENT HOMEROOM ASSIGNMENTS

The scheduling of students is an extremely complicated process with each homeroom having a similar make-up including the number of students, an equal distribution of girls and boys, a rank order of students of varying abilities, as well as a number of other important considerations. These assignments are completed after conferring with staff and according to the individual needs of all students concerned.

Due to these considerations, student assignments cannot be made by request. If a situation exists that needs to be addressed in reference to placement, a conference must be scheduled with the building principal in the spring prior to assignments being made. Each of our teachers provides a caring and sound environment where students are stimulated academically. Each child will be taught and cared for as an individual. Room assignments will be final in August when postcards are sent to the homes of all students.

CONFERENCES

Parents are encouraged and invited to meet with teachers. It is suggested that they make appointments through the secretary to meet with the principal or teachers. Parent/Teacher conferences are usually scheduled between 8:00 A.M. and 8:30 A.M. Phone conferences are also used to communicate progress to the parent.

UPDATING INFORMATION

It is important that information provided at enrollment or at the beginning of each school year be updated as changes occur. Please submit in writing such changes as a new home address or phone number and persons to be contacted in the event of an emergency.

VISITORS

Parents/guardians are encouraged to visit our schools, especially during orientation, open house and other community events. Visits at other times during the school year should be prearranged through the teacher or main office. All visitors must report directly to the main office upon entering the building. Students from other schools will not be permitted to visit unless they are involved directly in some special educational activity.

Just a reminder: When visitors are in the building to pick up students at dismissal time, teachers are still with students and should not be interrupted by visitors going to the classrooms for short conversations. If a conference is necessary, an appointment should be made to provide ample time and appropriate focus for the important issue.

STUDENT ARRIVALS AND DEPARTURES

Supervision of students begins at 8:30 A.M. when staff members are officially on duty to supervise students. Parents/guardians are asked not to bring their child to school prior to this time. The safety of our students is of utmost importance. When students enter the building **after 8:50 A.M. they will be considered tardy.** The only exception to this rule is late arriving buses. Tardy students are to report directly to the office and not to their homerooms.

Students leaving school prior to the normal dismissal time are to have an adult sign the student sign-out sheet in the office. At this time the student will be called from their homeroom or special class. Under no circumstances will students be directly dismissed from their homerooms or special classes. Students will not be dismissed to anyone under high school age.

ACCESS TO THE BUILDING

Regular school hours are from 8:00 A.M. until 4:00 P.M. Students should not arrive to school prior to 8:30 A.M. unless prior arrangements have been made with a teacher and/or principal and the student has a note from that teacher and/or principal. Students are not permitted to stay after school unless they are involved in an after-school activity or sport and are signed up with a staff member/club sponsor/coach who is staying with them. Please understand that the custodians on duty have been instructed not to provide access to hallways, classrooms, or offices for visitors.

EARLY DISMISSAL PROCEDURE

When doctor or dental appointments or other vital commitments cannot be scheduled outside of school hours, parents/guardians are requested to submit a written request for an early dismissal. **This request, signed by the parent/guardian, must state the date, time, homeroom number, and reason for the dismissal.** It should be submitted to the teacher when the student arrives in the morning. We will release children only to their parents/guardians or to persons authorized by parental note.

CAR RIDER / DISMISSAL

Normal dismissal will start at 3:35 P.M. Parents picking up students from school are asked to send in a written note indicating that a parent/guardian will be picking up their child or call the *Car Rider line, extension 3102, no later than 2 P.M. to have your child's name placed on the car rider list.* Parents planning to pick up their child(ren) everyday for the entire school year must have on file the "Everyday Car Rider Form" sent to you over the summer prior to the beginning of the school year. **In the event of an emergency, a parent/guardian must notify the main office.** Car riders will be dismissed at 3:35 P.M. and will meet you in the cafeteria. *Please reference page 40 for a Car Rider form.* With a parent directive, parents picking up students from both IES and AES may pick up both children at the AES community room. **However, please make sure the note designates pick up at Artman. Again, please make sure the office is notified in writing if your child will be a car rider for the day.**

**Note: When small children accompany parents/guardians during student dismissal, please ensure that they are thoroughly supervised and remain with the parent/guardian at all times.*

BUS ASSIGNMENTS

Students are expected to ride to and from school on the bus to which they have been assigned. Only in emergency situations of five (5) days or less or when a permanent bus reassignment has been accomplished will students be permitted to ride other buses. Prompt notification of any emergency situation or request for permanent bus reassignment is required in order to assure sufficient time to alert our bus drivers of any change.

BUS ASSIGNMENT TRANSFERS

In **emergency situations**, such as hospitalization of a parent/guardian, a temporary bus transfer may be arranged. A written request signed by the parent/guardian and including the names, address and phone number of those persons accepting responsibility for the temporary care of the child as well as the expected duration of the emergency must be forwarded to the principal's office. **When a parent's/guardian's work schedule is such that no responsible person is at home** to oversee a child to the bus in the morning or to receive that child from the bus in the afternoon, a bus reassignment may be requested from the principal's office provided:

- (a) The reassignment is not expected to change during the current school year; that is, it will not vary day by day or week by week, and
- (b) The names, address and phone number of those persons accepting responsibility for the temporary custody of the child are included in the written request.

Notification by mail will be made relative to the approval or disapproval of all bus reassignment requests.

BUS REGULATIONS

Riding a school bus is a privilege, the continuation of which is dependent upon satisfactory behavior on the bus. All bus drivers are instructed to report to the building principal the name of any student who fails to obey bus regulations.



Because the bus driver must keep his/her attention upon the highway and the operations of his/her bus, he/she cannot jeopardize the safety of all students due to the behavior of a few. Therefore, the following student behaviors will result in disciplinary action:

1. Failure to follow bus rules and regulations.
2. Failure to comply with a reasonable request of the bus driver.
3. Violation of safety procedures.
4. Excessive mischief; rude, discourteous, annoying behavior.
5. The use of loud and/or profane or unacceptable language.
6. Eating, drinking or littering on the bus. (Holiday and birthday treats must remain in bags until students exit the bus.)
7. Throwing objects inside or outside of the bus.
8. Not remaining seated.
9. Placing hands, head or feet outside the windows. (Windows are to be opened with driver permission only.)
10. Vandalism of any sort/destruction of property
11. Fighting, pushing, tripping or any form of horseplay.
12. Use or possession of tobacco and lighting of matches or lighters. (Those smoking on the bus may be referred to the fire marshal.)
13. Possessing radios, tape players, hand-held games or any form of sound system or electronic device without the written permission of a teacher indicating it is for school use. (The bus driver has been instructed to confiscate these items and turn them over to the school offices until parents/guardians pick them up.)
14. Possessing squirt guns, water bottles, balloons, glass containers and live animals of any kind.
15. Situations not mentioned above that interfere with the safety of others will be referred to the building principal.

BUS DISCIPLINE PROCEDURES

Infractions of the above regulations may result in a suspension of riding privileges if the students do not respond to the driver's corrective measures.

- 1st Offense** - warning - parent/guardian contact - assigned seating.
- 2nd Offense** - one-day suspension of riding privileges.
- 3rd Offense** - three-day suspension of riding privileges.
- 4th Offense** - five-day suspension of riding privileges.
- 5th Offense** - 10-day suspension of riding privileges.
- 6th Offense** - 30-day suspension of riding privileges.
- 7th Offense** - riding privileges suspended for the remainder of the school year.

If a student rides two different buses, one in the a.m. and another in the p.m. and is suspended from one, he/she is suspended from both buses as a consequence of his/her action.

ATTENDANCE

Students are expected to be present and punctual for all classes throughout the year. Classroom participation and responsibilities are inherent in the grading system and it is reasonable to assume high absenteeism and/or tardiness may adversely affect a student's grades. When sickness or obligation to family necessitates being absent from or tardy to school, the following steps should be followed:

1. A parent/guardian should call the school office by 7:45 A.M. to report an absence.
2. A parent/guardian should **write an excuse giving the FULL names of both STUDENT and PARENT/GUARDIAN, date of the absence, homeroom number, day(s) of absence or tardiness, reason for the absence or tardiness, and include a signature of a parent/guardian.** *Please reference page 39 for an absentee form.*
3. The student must present this written excuse to their homeroom teacher. The excuse **must be turned in within three (3) days of returning from an absence or tardiness** or it will be recorded as unexcused.
4. The student should make immediate plans with teachers to make up all work missed during the absence or tardiness. **This is the student's responsibility.**
5. Students may make up work missed when legally absent. This must be done in cooperation with the teacher. **As a reminder, students have the number of day(s) equal to the length of the absence to complete all make-up work.**
6. After three (3) days of continuous excused absences or after ten (10) cumulative excused absences or tardiness, the school may require the parent to verify the student's illnesses by a written statement from a physician.
7. **Perfect Attendance** - A student must be in attendance every day school is in session to be considered as having perfect attendance.

The following information has been provided to families in an effort to clearly communicate the Hermitage School District attendance policy and to hopefully prevent student attendance problems. This information outlines the requirements and procedures in relationship to student absences.

1. **Required excuses.** When a student returns to school after an absence, a written excuse must be provided by the parent. The excuse must include dates, reason for absence, teacher's name, and parent/guardian signature. The excuse note must be provided within 3 days of the child's return or the absence will be declared illegal. Excused absences include illness of the child, quarantine, death in the immediate family, impassable roads, extremely inclement weather or exceptionally urgent personal or family reasons (these must be cleared through the principal's office). This excuse must be sent to school even if the parent/guardian has called the student off on the phone.
2. **If your child is seen by a physician,** please supply a doctor's excuse when they return to school. As per Hermitage School District policy, parents are required to provide a doctor's excuse once their child has missed 10 or more days of school for non-medical reasons. Failure to supply a medical excuse when required will result in an illegal absence. **Medical** is defined as "under doctor's care for a specific absence," i.e. doctor's excuse due to surgery, serious flu, mononucleosis, etc. **Non-medical** excused absence is a parent excuse stating the reason for absence, i.e. cold, stomach ache, sore throat, etc.

ATTENDANCE continued...

3. **Vacation forms.** Any student who is removed from school for a trip is to fill out a vacation form a week BEFORE the anticipated absence. Failure to do so in advance may result in an unlawful absence. Please make arrangements with the teacher prior to your absence. Students who are absent for trips must make up the work in a manner satisfactory to the teacher. If the district application procedure is not followed, absences due to trips may be considered unexcused. A family will be permitted five approved educational trip days during the course of a school year (approved by the Principal), that will not be applied toward a child's 10 days of excused absence without a doctor's excuse.
4. **If your child accumulates 3 illegal absences,** you will be contacted by the Attendance Officer or Principal and you could be subject to legal charges and fines. Unexcused absences such as "missed the bus", "slept in", "helping sick mother at home", "shopping", etc. are considered an illegal absence or tardy.

EXCUSED ABSENCES

Legal excuses for being absent from school are as follows:

1. Personal illness with parental note.
2. Death in the immediate family.
3. Quarantine.
4. Impassable roads.
5. Extremely inclement weather.
6. Exceptionally urgent personal or family emergencies.
(These must be cleared in advance through the principal's office.)
7. Court appearances with documentation from a court official or attorney.
8. Hospital stays or medical reasons with documentation from the physician.
9. Religious holiday observances.
10. Approved educational experiences or reasons interpreted by the principal to be urgent or valid.

When a student returns from an absence, a written excuse must be provided by the parent/guardian. The excuse must include the date(s) and the reason for the absence, and must be provided within three days of the child's return to school or the absence may be declared illegal.

UNEXCUSED ABSENCES & ACTIONS FOR UNEXCUSED ABSENCES

An unexcused absence means either that a written excuse was not received within three (3) school days, or that the excuse for being absent was not one of the excused reasons for absence as defined in the Pennsylvania School Code.

1. A letter will be sent home from the attendance officer after three (3) days.
2. A meeting may be requested between the student, the guidance counselor and/or the principal after five (5) days.
3. A meeting may be requested between the student, parent/guardian, the guidance counselor and principal after ten (10) days.
4. A citation will be filed with the District Magistrate after fifteen (15) days.

TARDINESS

A student arriving at school after 8:50 A.M. will be considered tardy. The only exception will be tardiness caused by late arriving busses. Tardy students are to enter the building through the main doors and report directly to the office so the absentee slips and cafeteria count may be corrected. Remember: a little late is too late! Students who are repeatedly tardy may receive a detention or suspension, and will be referred to the district attendance office.

UNEXCUSED TARDINESS & ACTIONS FOR UNEXCUSED TARDINESS

Unexcused tardiness means either that a written excuse for being tardy was not received within three (3) school days, or that the excuse for being tardy was not one of the reasons as defined in the Pennsylvania School Code.



1. A letter will be sent home from the attendance officer after three (3) days.
2. A meeting may be requested between the student, guidance counselor, and/or principal after five (5) days.
3. A meeting may be requested between the student, parent/guardian, the guidance counselor and principal after ten (10) days.
4. A citation will be filed with the District Magistrate after fifteen (15) days.

UNEXCUSED TARDINESS & ACTIONS FOR UNEXCUSED TARDINESS continued...

State and federal law mandate that students attend school on a regular and punctual basis. Studies have shown that absences have a direct relationship on student achievement. Parents/guardians play an extremely important role in helping their children establish good attitudes toward school and in fostering good attendance habits.

VACATIONS/EDUCATIONAL TRIPS

The Hermitage School District discourages trips or vacations during the school year. Parents/guardians, who intend to remove a student from school for such purposes, **EVEN FOR ONE DAY**, must make application with the principal on the form provided by the school district. This form, which is to be submitted at least **five (5) days in advance** of the anticipated departure, must document the educational value of the trip or vacation. Any absences that are not pre-approved are unexcused and may be illegal. Approval of vacation requests is contingent upon individual student attendance records among other factors. It is the student's responsibility to make arrangements with **each** teacher no more than 3 days prior to an absence to obtain assignments. All prepared assignments are due the first day a student returns from their absence.

SCHOOL CLOSING AND DELAYS

If conditions arise that cause school to be closed, announcements will be made over local radio or TV stations. The decision to close the schools will be made by the superintendent no later than 6:30 A.M.

When there is a two-hour delay of the start of school, anything that takes place or is scheduled is delayed by two hours. For example, students are normally permitted to enter the building at 8:30 A.M. and are tardy after 8:50 A.M. When there is a two-hour delay, this means that the

SCHOOL CLOSING AND DELAYS continued...

first possible arrival time is 10:30 a.m. and students are tardy after 10:50 A.M. Likewise, any student who rides the bus to school will have a bus delay of two hours. If a student is normally picked up at 7:45 A.M., he/she will be picked up approximately 9:45 A.M.

On days when school is delayed, there will be no breakfast served. Breakfast should take place at home. Lunches, however, will take place as scheduled.

Though school begins later when there is a delay, student dismissal times remain the same. Car riders will be called at 3:35 P.M. and bus dismissal will begin at 3:35 P.M.

Radio and television stations to check for school closings and delays are:

WKBN TV Channel 27, Youngstown OH (Cable channel 6), WFMJ TV Channel 21, Youngstown OH (Cable channel 3), WYTV Channel 33, Youngstown OH (Cable channel 8), WPIC 790 AM Radio, WMGGZ 96 FM, WGRP 940 AM Radio, 1470 AM, WHOT 101.1 FM, WLLF 96.7 FM, KDKA 1020 AM Radio and KDKA television (Cable channel 2), Pittsburgh

STUDENT RESPONSIBILITIES

- A. Student responsibilities include regular school attendance, conscientious effort regarding classroom work, and conformance to school rules and regulations. Most of all, student's share, with the administration and faculty a responsibility to develop a school climate that is conducive to wholesome learning and living.
- B. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- C. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
- D. It is the responsibility of the students to:
 1. Be aware of all rules and regulations for student behavior and conduct.
 2. Be willing to volunteer information in matters relating to health, safety and welfare of the school community and the protection of school property.
 3. Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational process.
 4. Assume that until a rule is waived, altered or repealed, it is in full effect.
 5. Assist the school staff in operating a safe school for all students enrolled therein.
 6. Be aware of and comply with state and local laws.
 7. Exercise proper care when using public facilities and equipment.
 8. Attend school daily, except when excused, and be on time to all classes and other school functions.
 9. Make all necessary arrangements for making up work when absent from school.
 10. Attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.

HALL CONDUCT

While traveling in the halls of our schools, we ask that all students walk single file, stay to the right, talk in normal tones, use the shortest routes and be respectful at all times.

BATHROOM CONDUCT

When using the bathroom facilities, students are reminded that appropriate behavior will be strictly enforced. Students should make sure that toilets and urinals are flushed after use, water in sinks is turned off and **paper towels are thrown into waste baskets**. Any infractions occurring within the bathroom facilities should be reported immediately to the homeroom teacher.

STUDENT PROPERTY CARE

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. All textbooks are "loaned" to students free of charge. However, students are responsible for lost or damaged books and will be expected to pay for them.

School lockers and/or its contents are property of the school district and subject to search if there is a reasonable suspicion indicated.

STUDENT DISCIPLINE

When a student is sent to the principal's office for disciplinary consequences, it is considered a serious matter. In some cases, behavioral plans among students, parents/guardians and teachers will be implemented.

We believe that the type of discipline that is most desirable is self-discipline, wherein students learn to control their own behavior. It is the shared responsibility of parents/guardians, schools, and the community to assist students in attaining this goal. Further, we believe that when self-control and self-discipline fail, forces outside the individual must be utilized to maintain an orderly environment in the classroom that is so vital to the teaching-learning process.

When students cannot conduct themselves in an acceptable manner, they will be subject to disciplinary action. This action can take the form of loss of privileges, individual conferences, writing assignments, detention, parent/guardian conferences, at home or in/out of school suspensions and expulsion.

RULES OF BEHAVIOR

You and your teachers will discuss the rules of behavior during the first few days. Most rules will be the same kind you have at home (no fighting, no rude talk, no writing on the walls or desks, etc.) A list of school rules will be posted in each classroom.

**The most important thing to remember
HoRnets are: Ready, Respectful and Responsible**

RULES OF BEHAVIOR continued...

The Ionta Office Behavior Referral process is as follows:

- Minor behavior infractions will be recorded by the teacher with the infraction and the date the infraction occurred. If the same minor behavior infraction occurs three times within the same month, it then becomes a major behavior infraction and the student will be referred to the principal's office with the form and a parent communication form will be sent home.
- The parent communication form will be completed by the teacher and will be sent home after three minor behavior infractions occur three times within the same month, or after one major behavior infraction, however additional parent communication forms may be sent home for any minor behavior infraction at the teachers discretion at any time.

Homework is a separate entity from behavior.

- Students will report to the "Work Room" to complete homework at the teacher's discretion.
- The third time a student is unprepared for class a parent communication form will be sent home.
- If a student reporting to Homework Club has homework complete 10 times in a row, they will be released from Homework Club.

If students are following the 3 R's (Ready, Responsible and Respectful) then students will know their behavior is appropriate.

ASSEMBLY BEHAVIOR

Before the performance:

- Always enter the gymnasium in an orderly manner. Teachers will direct the students to their seats.
- When the Principal and teachers raise their hands, it is a signal that the performance is about to begin. At this time all conversation should stop and your attention should be directed to the speaker.
- **During the performance:**
- Talking to someone during the performance is prohibited. Not only is conversation distracting to others in the audience, it is also distracting to those speaking.

SEVERE AND/OR RECURRING INFRACTIONS

If a student conducts himself/herself in such a manner that the best interests of the school are in jeopardy, then that student may be subject to disciplinary action according to due process guidelines. Examples of such infractions and possible consequences are as follows:

- Constant refusal to prepare assignments or to enter into classroom activities within the student's capabilities
- Horseplay, yelling, running in the building and other inappropriate school behaviors
- Bus misbehavior
- Tardies
- Assault on any person
- Terroristic Threat
- Open defiance/disrespect with a teacher, school authorities, or other school employees.

This includes the physical attitude of defiance, threats, profanity, or other verbally threatening actions.

- Possessing, using, or transmitting any object that in fact, or under any circumstances can be considered a weapon, dangerous instrument, or explosive (including firecrackers) and any other dangerous objects or toys.
- Possessing, using, showing evidence of having consumed, used, or offering for sale any type of drug, intoxicant, tobacco product or alcohol.
- Gambling of any kind
- Damage destruction or theft of property, school or private; receiving stolen property.
- Cheating
- Multi-absenteeism
- Not reporting for detentions
- Leaving the classroom, building or grounds without permission of authorized school personnel.
- Forging, altering or theft of school-related documents including report cards.
- Inappropriate gesture (putting up the middle finger)
- Other situations not listed above

Consequences are at the principal's discretion and may include but are not limited to:

- Parent/guardian conference
- Detention
- Suspension
- Recommendation for expulsion
- Authorities contacted

DETENTION

All detentions will be assigned by the principal. In most instances, detentions must be served the day after they are assigned.

Parents/guardians will be responsible to transport students to school for detention, which is held from 8:00 a.m. - 8:30 a.m. Students must sign in for detention in the office, and will not be permitted to arrive prior to 7:55 a.m. Repeated failure to report for detention may lead to suspension.

SUSPENSION

Students may be suspended for one to ten days depending upon the infraction. In cases of suspension involving four or more days, the student and parents/guardians will be offered an informal hearing with the principal. Suspension from school includes suspension from all classes and activities.



DRESS & GROOMING

We are proud that Hermitage Elementary students behave themselves in a manner that is a credit to themselves and their families. Experience has shown a connection between good behavior and proper dress and grooming. Good taste, good judgment, and these guidelines should be observed:

- **Skirts and shorts** must be fingertip length or longer. No cut off shorts, brief jogging shorts, spandex shorts, etc. or ripped or torn clothing.
- **Footwear** must be worn at all times. **Please note: Flip-flops, beach shoes, or other non-safe footwear are not to be worn to school. This includes "skate shoes" such as Heeley's. Shoes with shoestrings must be tied. Shoes with buckles or Velcro must be fastened.** (**Please note: Although backless sandals are currently stylish, they pose a safety risk for students. Those students who wear backless sandals will not be permitted on playground apparatus.)
- **Trousers** that reveal underwear, inhibit leg mobility, or that can be readily pulled or readily fall off are prohibited.
- **Chains** are not permitted to be hanging from clothing.
- **Tank tops** and undershirts may not be worn as outer garments. Shoulders are to be covered regardless of the style of clothing.
- **Decorative patches** or slogans of an objectionable nature are prohibited.
- **Hair** should be neat and clean at all times.
- **Hats, sunglasses, and bandannas** are not to be worn in the building.
- The appropriateness of specific clothing/items not covered here is at the discretion of the principal.
- For reasons of health and safety, additional restrictions may be required for students participating in certain activities or classes. These restrictions will be determined by the person in charge of the activity or class and reviewed by the principal.

CAFETERIA

Students may purchase a lunch that includes milk or may carry a lunch and purchase milk in the cafeteria. Both white and chocolate milk are available. Juice will only be provided to students who have a doctor's excuse on file in the principal's office.



Breakfast - \$.75 per day; \$3.75 per week

Lunch - \$2.25 per day; \$10.75 per week

Milk - \$.45 per day; \$2.25 per week

CAFETERIA RULES

1. Each student will take a place in line in an orderly manner without pushing shoving or cutting in front of the other students. Places for other students will not be saved in line or at the table. No student should be discouraged from sitting next to any student.
2. Each homeroom will have an assigned table where students from that homeroom must sit.
3. Students will be permitted to talk in a normal fashion, however, students will not be allowed to talk in a loud voice so as to disrupt other students.
4. Once seated, students must remain seated. Permission to leave one's seat must be received from the adult supervisors.
5. Students must be courteous, display their best manners and keep the cafeteria clean and orderly. Any large scraps must be picked up and thrown in the trash and trays are to be placed according to the directions of the cafeteria staff.
6. All food and drink will be consumed at the tables and will not be taken back to class.
7. Cans or bottles of drink may not be brought to school for consumption in the cafeteria.
8. Students who choose not to follow the rules will be subject to disciplinary action.

MENU

New menus will be sent home with students at the end of each month and are available online at www.hermitage.k12.pa.us/dms/lunchmenu.pdf

ILLNESS AND INJURIES

A nurse is available on a regular basis or on call in case of an emergency. **If a student becomes ill** during the school day, he/she is to report to the nurse's office. A health room is provided for first aid and emergency treatment of students. If a child becomes ill in school and needs to go home, an attempt will be made to contact the parent/guardian, a relative or another adult designated by the parent/guardian.

Injuries occurring while in school are reported to the nurse. The nurse checks the injured student, recommends action to be taken, contacts the parent/guardian and files a complete report of all the significant injuries with the principal. If the injury has been caused by ill-advised action on the part of another student, the principal will be informed.

MEDICATION

It is a procedure of the Hermitage School District to administer prescribed medication during school hours only when absolutely necessary. If this is the case, parents/guardians are requested to contact the school nurse to obtain the following forms:

- a. Consent Form for Prescription Medication
- b. Physician's Directions for Prescribed Medication

Medication must be sent to school in a container with the prescription labeled by a pharmacist or a physician and the child's name attached.

Any change in type or dosage of medication must immediately be reported in writing to the school nurse. Non-prescription medications will not be administered by school personnel.

EMERGENCY EVACUATION, FIRE, SEVERE WEATHER AND OTHER DRILLS

There are emergency evacuation, fire, severe weather, and other emergency plans in place for the 4th & 5th grade students, faculty, and staff. At various times during the year evacuation drills will be conducted for familiarity and to reduce student anxiety if and when an event may occur.

LOCKERS



Each student is provided with a locker for his/her use. These are for books, lunches, etc. that are used during the school day. Other than for daily lunches, food is not permitted to be stored in your locker. Any medication that you must take should be turned in to the office in the morning.

Please do not place a lock on your locker at any time. Periodic locker clean-outs will take place in order to assure clean and orderly lockers. General searches of lockers could be conducted at any time without the presence of the student, if a reasonable suspicion is indicated.

PERSONAL VALUABLES IN SCHOOL

The school district will not be responsible for the personal property of pupils using the school facilities. Articles of clothing, jewelry, money, eyeglasses, watches, toys and any other items of a personal nature or constituting personal property are the responsibility of the student while in the school facility.

BYOT - Bring Your Own Technology



Student possession of cell phones and other personal electronic devices designed to communicate, create or store information is permitted by the Hermitage School Board at the discretion of the classroom teacher. Students, parents/guardians, and community members who choose to connect to the District network agree to the requirements of the Computer/Network Acceptable Use Policy and should consider his/her personal device subject to the same level monitoring and access as any district-owned technology device. The district reserves the right to monitor internet and network use of personal devices on district guest networks.

It should be noted that the Hermitage School District does not require bringing personal devices into school and that owners assume all risks of damage, theft, loss or misuse of such devices. The use of personal devices is with the understanding that the student has the permission of their parent/guardian to bring it onto school property. **The District holds no responsibility for damage or loss of the personal device.** Personal electronic devices must be powered off or silenced during the school day unless otherwise permitted by district procedures. Use of personal or district technology devices that disrupt the instructional day or includes possession, viewing, sending or sharing video or audio information which has sexual, violent or threatening content on school grounds, school events or school buses is prohibited and will result in disciplinary action and/or confiscation of the personal device. The District recognizes that students have the ability to use personal devices to access sites that would otherwise be restricted if they were using the District owned equipment or network. The District is not responsible for such content being accessed or posted. However, the District may take action if it is in violation of an existing policy.

- Use of any digital imaging device including, but not limited to, scanners, cameras, communication devices, to capture still images or video footage of students or school personnel unless under the direct supervision of a teacher and only for internal school use is prohibited. Any image or video created under the teacher's supervision may be published with the parent/guardian's written consent on the AUP Agreement.
- Sending text, image, sound, video or files for the purpose of cheating is prohibited.
- If the student cannot connect or use the device by the start of the class period, it must be put away to avoid distractions.
- Devices cannot be charged on school grounds. If the device battery runs out, it must be put away.
- The extent of tech support is providing access to the wireless network.
- Sleeve cases are to be used rather than full laptop cases.
- Students may not answer or initiate communication during instructional time.
- Students should register their device using the Google Form located on the school district website. In the event the device should be lost or stolen, this will aid the district in helping to recover it.

GAMES AND TOYS

Games and toys, for use during indoor recess, may be authorized by homeroom teachers. These items are to be stored in the homeroom and are not to be in the personal possession of the student during class time.

LOST AND FOUND

Textbooks or other articles that are found should be turned in to the office. If a student has lost an item, he/she should inquire at the office.

PETS



Due to safety and health reasons, pets are not permitted in the school buildings. There will be no exceptions made.

BACKPACKS/TOTES

For safety reasons, students are not permitted to wear/carry backpacks and/or tote bags during the school day. Backpacks and/or tote bags should be placed in student lockers upon arrival at school and removed when leaving the building at the end of the school day.



USE OF BICYCLES / MOTOR VEHICLES / SKATE BOARDS / SKATES

The use of the above is not allowed at school.

INVITATIONS

It's a Party! Students MAY NOT distribute invitations for parties and other social gatherings in school. School staff is not permitted to release the addresses or phone numbers of students to parents/guardians of other students.

MAKING TELEPHONE CALLS HOME

In an effort to assist our students in becoming responsible for their school obligations, there is a limit on the number of times a student may call home for forgotten items. Students will be permitted to make one phone call home per month. Any additional calls home must be approved by the student's teacher.

ANTI-BULLYING

The board adopted an anti-bullying policy in July 2004, and each building has established an anti-bullying committee. As our school family members, we ask for your assistance as we work to educate our students and "Stop the Sting of Bullying". **The 24-hour district anti-bullying hotline number is: 724-981-8750, ext. 6022. This number may be utilized by both students and parents/guardian.**

Abusive Action/Bullying by Students

The Hermitage School District is committed to a safe and respectful educational environment. School policy will be applied in all cases where intimidation/bullying exist between students and other students. An Administrative investigation into charges of bullying will apply in all cases. Any student or group of students deemed by the Administration to be involved in acts of bullying or discrimination against their peers and/or staff members because of race, creed, color, sex,

national origin, age or handicap that would jeopardize the health, welfare, and/or safety of other students and/or staff members may be subject to the following action:

- Three (3) day suspension
- Informal hearing with parent/guardian
- Ten (10) day suspension and/or proceeding for expulsion

Any student or group of students deemed by the Administration to be involved in incidents jeopardizing the health, welfare and/or education of other students and/or staff members will be subject to the following action:

- Three (3) day suspension
- Informal hearing with parent/guardian
- Ten (10) day suspension and/or proceeding for expulsion

Disrespect/Harassment

Disrespect to teachers, students, or other school employees will not be tolerated. Students will be disciplined for being disrespectful to school employees or their peers at any time, either on or away from school property. Any form of harassment including verbal, sexual, physical, ethnic, and/or religious intimidation to include, but not limited to; taunting, threats, assaults, name calling, belittlement, etc. are all considered forms of disrespect/harassment to others. This will not be tolerated and will be dealt with as a disciplinary infraction. Ionta Elementary School students are reminded that taunting, both verbally/ physically, at athletic and co-curricular events will not be tolerated. Students are expected to be respectful of their peers and competitors at all athletic and co-curricular activities. The previous actions may result in the following action:

- One (1), three (3), or five (5) day suspension
- Informal hearing (depending on the severity)
- Ten (10) day out of school suspension/possible recommendation to the Superintendent for expulsion
- All other situations not mentioned in the above will be considered on an individual basis

Bullying

Bullying behavior is defined as aggressive, repetitive, deliberate, conscious, systematic and/or premeditated intent by an individual or group to inflict physical, verbal, graphic, emotional, racial and/or sexual suffering on another individual or group. Any behavior, which is the improper use of power to threaten, humiliate, distress or hurt others, is bullying behavior.

- Physical: Assault, pushing, shoving, taunting, unwanted contact
- Social: Extortion, intimidation, threats, looks, gestures, threats of harm of retaliation, taking and holding possessions for any reason
- Emotional: Social isolation, harm to ego, harm to self or others
- Verbal/Communication: Spoken/written/drawn, rumors, name-calling, teasing, offensive graphics, purposeful false allegations

Consequences for persons who bully and persons who fail to report bullying towards others may be subject to disciplinary options. These may include counseling, parent conference, detention, suspension, recommendation of expulsion or other consequences as provided in the PA School Code, Board Policy and/or building handbooks.

Terroristic Threats/Acts

A Terroristic Threat is a threat (orally, written, or pictorial) to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause a serious public inconvenience, in reckless disregard of the risk of causing such terror and inconvenience. A Terroristic Act is an offense against property or involving danger to another person. When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

- The building Administrators may immediately suspend the student
- The building Administrators shall report the incident to the Superintendent
- Based on further investigation, the Superintendent and/or Administrators will report the student to law enforcement officials
- The Superintendent and/or Administrators may recommend expulsion of the student to the School Board
- Due process rights will be followed in all cases



**Ionta Elementary School
ABSENTEE FORM**

Date: _____ Date(s) of Absence: _____

Student Name: _____

Teacher Name: _____

Reason for Absence: _____

Parent Signature _____

**Ionta Elementary School
ABSENTEE FORM**

Date: _____ Date(s) of Absence: _____

Student Name: _____

Teacher Name: _____

Reason for Absence: _____

Parent Signature _____

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Student Name: _____

Teacher Name: _____

Reason for Absence: _____

Parent Signature _____

**Ionta Elementary School
ABSENTEE FORM**

Date: _____ Date(s) of Absence: _____

Student Name: _____

Teacher Name: _____

Reason for Absence: _____

Parent Signature _____

Ionta Elementary School
Car Rider Note

My child _____
(FIRST and LAST NAME)

will be a car rider TODAY, _____.
(DATE)

_____ will pick up my
child at dismissal.

Grade ____ Homeroom Teacher _____

Parent Signature _____

Ionta Elementary School
Car Rider Note

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(FIRST and LAST NAME)

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(DATE)

_____ will pick up my
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Parent Signature _____

Ionta Elementary School
Car Rider Note

My child _____
(FIRST and LAST NAME)

will be a car rider TODAY, _____.
(DATE)

_____ will pick up my
child at dismissal.

Grade ____ Homeroom Teacher _____

Parent Signature _____

Additional information and school district policy is described in the Hermitage School District Activities Calendar. The calendar is usually available during the first week of school and distributed to each family. Please review the information in the school calendar.

If you would like any school district document translated, please contact us at 724-981-8750.
Contactez-nous pour la version française.
Si Ud. quisera tener una traduccion de este documento Ud puede ponersrse en contacto con nosotros.

***Please cut along dotted line and return
to your homeroom teacher as soon as possible***

PLEASE RETURN

**We have received AND read the Ionta Elementary School
Parent/Student Handbook.**



Student Name

Homeroom Teacher's Name

Homeroom #

Parent Signature

Date