

SAES

SHARPSVILLE AREA ELEMENTARY SCHOOL

STUDENT HANDBOOK

2012 - 2013



SHARPSVILLE AREA ELEMENTARY SCHOOL STUDENT HANDBOOK

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PURPOSE OF THE ELEMENTARY HANDBOOK

The handbook is designed to assist parents, guardians, and students with the policies and procedures of Sharpsville Area Elementary School and the Sharpsville Area School District. This handbook is organized by topic in alphabetical order. The elementary discipline policy will be included within each area it applies to or where appropriate for the specific response to infractions. The main purpose of the handbook is to ensure effective communications between the home and school. The provisions of this handbook represent a summary of school board policy on the topics addressed. In order to have a more complete understanding, you should consult school board policy book. The provisions contained in school board policy shall control in regard to issues of interpretation, clarification and enforcement. Any item not specifically addressed in the handbook will be handled by the building principal.

SHARPSVILLE AREA SCHOOL DISTRICT MISSION STATEMENT

The mission of the Sharpsville Area School District, in partnership with the community, is to challenge all students to reach their potential, to be responsible citizens, and to value learning as a lifelong process by promoting excellence in a nurturing educational environment.

SCHOOL DISTRICT PHONE NUMBERS/WEB SITE

Sharpsville Area School District	(724) 962-8300
Sharpsville Area Elementary School	Ext. 3000 (724) 962-1003 fax
Sharpsville Area Middle School	Ext. 2000
Sharpsville Area Senior High School	Ext. 1000
Office of the Superintendent	Ext. 4100
Sharpsville Area School District Cafeteria	Ext. 2750
Student Transportation of America (STA)	(724) 983-1112
School District Web Site	www.sharpsville.k12.pa.us

TITLE IX, SECTION 504 POLICY

The Sharpsville Area School District does not discriminate on the basis of sex, handicap, race, color, or national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, Title VI, and Chapter 15. For further information, contact the office of the Superintendent, at 701 Seventh Street, Sharpsville, Pennsylvania 16150.

RIGHT TO REQUEST TEACHER QUALIFICATIONS

As a parent of a student in the Sharpsville Area School District, 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 your child's classroom teacher 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 the 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 degree and, if so, the subject of the degree; and
- Whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications.

If you would like to receive any of this information, please call the office of the Superintendent at (724) 962-7874.

ATTENDANCE

All students who are absent from school must submit a written excuse within 3 days of the child's return to school. If an excuse is not provided for the day(s) in question, it will be determined that the absence(s) is unexcused /unlawful.

The only absences that are excused absences by the Pennsylvania School Code are as follows:

- Illness of the student
- Death in the immediate family
- Impassable roads
- Farm and domestic service
- Quarantine
- Pre-approved family educational trips
- Documented court appearance
- Medical or dental appointments
- School sponsored trips
- Religious holidays

Students who are absent in excess of 10 days are required to submit an excuse from a doctor for each absence beyond the tenth day. Students who are absent beyond 10 days and do not submit a doctor's excuse or fail to submit an excuse within 3 days of returning to school will be marked as unexcused/unlawful. Either the physician or a representative of the medical facility must write the excuse. It must be submitted on their form, stationary, or letterhead. Faxed excuses from a physician's office will also be accepted.

Attendance Practices

1. Students who have accumulated 10 days of absences will receive a required medical excuse notice. This letter is sent to inform you that all absences beyond the tenth day must be accompanied by an excuse from a doctor.
2. Students who have an absences determined to be unexcused/unlawful will receive a letter after each such day. Students can accumulate three unexcused/unlawful absences without penalty. A fourth unexcused/unlawful absence will result in charges being filed against the parents/guardians of the student with the district magistrate's office for violation of the Compulsory Attendance Laws of the Commonwealth of Pennsylvania. Once charges have been filed, they can be filed with each subsequent day of unexcused/unlawful absence.
3. With any absence determined to be unexcused/unlawful, the student will not be permitted to make up the work missed. This includes homework which is due, tests, quizzes, etc. This may be done retroactively.

4. Students who are absent from school are not permitted to participate in any extracurricular activities on the day of absence.

Late Arrivals/Tardy

A student is considered tardy if he/she arrives after 9:00 A.M. to his/her assigned class/homeroom. All students late to school must report directly to the main office and present a written excuse from home. The time will be recorded and they will be provided a late pass to enter the classroom. If a written excuse is not presented, the tardy will be determined unexcused. An accumulation of tardies may result in fines through the district magistrate.

Early Dismissals

When a student is to be excused from school before 3:20 P.M., he/she must present an excuse from a parent or guardian. The only excused reasons are those indicated under in the attendance policy. Any reason determined not to be legitimate may be an unexcused/unlawful absence.

If your child is leaving early, you are required to park in Lot Area A located at the front of the building. Parents/guardians must sign their child out in the office. At that time your child will be called to the office where they will leave with you. Parents are not permitted to go directly to the room of the child. They are required to remain in the office until he/she arrive. The student is responsible for any school work that is missed while they are gone.

If signing out for a medical appointment you are required to take a medical appointment card provided by the secretary. The card signed by the doctor's office must be presented to the main office upon your return to school. If a student will be arriving late to school because of a medical appointment, they should obtain a medical appointment card before leaving school the day before.

In the case of emergency, parents must bring a written excuse to have their child dismissed. Parents/guardians must sign their child out in the office. The student will be called to the office when the parent arrives.

BIRTHDAYS CELEBRATED AT SCHOOL

In accordance with requirements established by the Pennsylvania Department of Education on nutrition and wellness, **if a snack food (i.e. cookies, cake, cupcakes, etc.) is brought to school to share with students for birthday celebrations a healthy food item (fruits, nuts, vegetables, etc.) must also be offered.** Parents who bring birthday treats are to leave them in the office.

To assist parents, the district has compiled a list of acceptable items that may be purchased through the district's food services department. The list consists of healthy food items, drinks, pencils, pens, key chains and other items that meet the criteria described by the district wellness policy. The items on the list will cost between \$0.50 and \$1.50. If you have a child who has a summer birthday and wish to have him/her celebrate with his/her class at school in the fall, the list can

be sent to you through the mail by requesting it from food services director Marie Popatak at (724) 962- 8300 ext. 2750 or by email at mpopatak@sharpsville.k12.pa.us

An order form must be completed 1 month prior to the date your child wishes to celebrate his/her special event at school. On the form, you will need to identify the child's name, date of the event, homeroom teacher and the number and kind of items you want to purchase. Your payment must accompany this order form. The completed order will be sent to your child's homeroom teacher on the day you indicate on the form.

Please make arrangements with the classroom teachers to bring in a birthday treat. Balloons and flowers are a distraction in the classroom and a safety hazard on the bus. Arrangements should be made to have them delivered to the child's home, not school.

BOOK BAGS

The children may use book bags to carry work to and from home. If the child has a book bag the parent/guardians are requested to periodically help their child to empty and clean them out. The district reserves the right to examine the contents of student book bags and student desks.

BUILDING USE POLICY

If a community member would like to use school for any reason before or after regular school hours they need to complete, in detail, the Request for Building Use form two weeks prior to the activity. This form is available in the school office.

BUS TRANSPORTATION

Bus Routes

Questions regarding bus routes can be directed to the Superintendent's office at (724) 962-7874 or to Shelly Kibby at Student Transportation of America (STA) at (724) 983-1112.

Bus Regulations

Students will be picked up and dropped off at their residence only. Any deviation of this rule must be approved by the building principal after a written request is submitted by the parent or guardian. Any request indicating multiple pickup and drop off points will not be approved. The change, if approved, will not commence for a period of three days.

Students are to ride only the bus to which they have been assigned. In emergency situations, parents who need their children to ride a different bus should send a note with their child. No student will be permitted to ride a

different bus or be picked up from or delivered to a different bus stop without a written note signed by a parent/guardian.

Students who need transportation to and/or from a daycare agency that is already a listed bus stop on the Sharpsville route, **MUST** complete a special transportation form 3 days in advance before transportation will be available.

Bus Safety for Students

The safety of our students is paramount. The following guidelines are in place to ensure that all students depart and arrive in a safe manner.

1. Students are to report to their bus stop at least 5 minutes before the bus is scheduled to arrive.
2. A student who is not picked up at their driveway should proceed to the bus stop by walking on the left side of the road facing traffic if there are no sidewalks present.
3. Students should wait until the bus comes to a complete stop before crossing the street to board the bus or when waiting to disembark.
4. Students should go directly to their assigned seats when boarding the bus.
5. Students should keep books, lunches, etc. on their lap--not in the aisle of the bus.
6. Students should keep all parts of the body (hands, arms, and head) inside the bus.
7. Students are permitted to talk quietly with their seatmate, but not with the driver when the bus is in motion to help the driver avoid an accident.
8. Students should only get off at assigned stops unless they have a note from a parent that has also been signed by the principal or secretary.
9. Students should cross the road in front of the bus immediately after discharge.

Student Behavior on the Bus

Bus transportation to and from school is a privilege. Any major discipline problems may result in immediate suspension from the bus. Parents will then be responsible for transportation to and from school during this suspension. We desire the cooperation of drivers, students and parents in keeping our buses safe. Parents should feel free to call the principal or STA in regards to any problems.

- The bus driver is in charge of the bus just as a teacher is in charge of the classroom.
- Any type of student misbehavior or irregularity which distracts the driver, or threatens the safety of the passengers, and interferes with the safe operation of the bus must be reported by the driver to the principal on a bus conduct report.

Disciplinary action may take the form of the following:

- A verbal reprimand and warning
- Reassignment of seat
- Contact with the parent or guardian
- Detention
- In-school suspension
- Suspension of transportation privileges

CAFETERIA BEHAVIOR

Inappropriate behavior in the cafeteria during breakfast or lunch will not be tolerated. Students that do not conform to the following guidelines will be disciplined by moving of seat, loss of recess time and/or lunch detention depending on the severity of the offense.

1. Students are to walk at all times while in the cafeteria.
2. Students are there to eat lunch. During this time students may talk quietly with the other students at their table.
3. Students are not permitted to leave their seat without permission from one of the teachers or cafeteria personnel.
4. Restroom privileges will be granted to only one student at a time. Students must use the restroom across the hall from the nurse's office on the second grade hallway.
5. Throwing food or any other display of disorderly behavior will result in disciplinary action.
6. The lunch room personnel have every right to assign seats during this time.
7. Before being dismissed from the cafeteria students are expected to pickup and discard all materials in the trash containers. Students are responsible for keeping their area clean. This includes the table and floor.
8. Students are not permitted to leave the cafeteria with food or snack items.

CARE OF SCHOOL PROPERTY

Students at Sharpsville Area Elementary School are entrusted with various school supplies loaned for study. These materials should receive the best of care and must be returned at the end of the school year in good condition. Students will be assessed for all lost or defaced books and materials.

Students are not to mark school furniture, walls, ceilings, floors, books or equipment with pen, pencil, paint or any other instrument. Students will be responsible to pay for damage to school property, and may be referred to the proper law enforcement agency.

CHANGE OF ADDRESS OR RESIDENCY

The Sharpsville Area School District requires all parents/guardians to inform the child's school of any change in address and residency. If the change in residency is a move out of the district, and occurs during the last forty-five days of the school year, the student will be permitted to complete the school year if the parent/guardian so desires. If the residency status is unchanged, the student will be required to withdraw at the end of the school year. If the change in residency out of the district occurs prior to the last forty-five days of the school year, the parent/guardian will be required to withdraw the student and enroll them in the new district. If there are any questions regarding residency within the district, the administration reserves the right to request four documents indicating proof of residency.

CHEATING

Students who are caught cheating on tests or other schoolwork will receive a zero in the grade book for that particular work. The teacher will inform the parent/guardian of the offense. If it is possible, the child will tell his/her parent/guardian by telephone with the teacher present.

CHEWING GUM

Chewing gum is not permitted in school, on the school bus or at other school activities. The student will be asked to dispose of the gum. Additional incidents may result in disciplinary action.

DAILY DISMISSAL PROCEDURES

If you are picking up your child at the regular 3:20 P.M. dismissal time...

For Kindergarten students - enter the school campus via Hittle Drive and park your vehicle in the visitor parking lot and wait there for your child.

For students in grade 2 - enter the school campus through the high school/middle school entrance then travel to the back parking lot of the elementary school and wait there for your child. Students will exit the building through the South Gymnasium exit doors. Once you have your child with you,

you must exit the parking lot and turn left onto Blue Devil Way. *Please note that Blue Devil Way is a one way street.*

For students in grades 1, 3, 4 and 5 - enter the school campus through the high school/middle school entrance. You may park in the high school/middle school lot or you may park in the back parking lot of the elementary school. Students will exit the building through the grade 5 exit doors. If you park in the high school/middle school lot, you must exit to 4th Street via the high school/middle school entrance. If you park in the back lot of the elementary school, you must exit the parking lot and turn left onto Blue Devil Way. *Please note that Blue Devil Way is a one way street.*

If you are picking up more than one child - you must wait in the parking area of the youngest child. The older children will then exit through the doors leading to the area where you will be parked.

ALL PARENTS SHOULD WAIT OUTSIDE THE BUILDING FOR THEIR CHILDREN AT DISMISSAL TIME.

DAILY TIME SCHEDULE

7:30	Office Opens
7:45	Teachers report for duty
8:20	Students admitted into building
9:00	Tardy Bell/ Morning exercises
11:50	AM Kindergarten Ends
12:30	PM Kindergarten Begins
3:20	End of School Day
3:45	Teacher Dismissal
4:00	Office Closes

DESIGNATED WALKING ROUTES

Please note that there are no crossing guards on patrol in the borough. Those students walking from Ridge Avenue west of Seventh Street (North side of Ridge Avenue) will walk up to Tenth Street, and will cross onto Pierce Avenue at Tenth Street.

Those students walking from Ridge Avenue west of Seventh Street (South side of Ridge Avenue) will walk up to Seventh Street to the Hometown Pizza Plaza, and will cross Ridge Avenue.

Those students walking from the center of town will walk on Main Street and proceed up Seventh Street.

Students walking from south of the Sharpsville Area Elementary School will take the closest route to the school, using streets that have sidewalks.

DETENTION

At given times during the year, a student may receive an after-school detention for inappropriate behavior, continued misconduct or safety violations. Classroom teachers or the principal can assign detention. The assigning teacher or principal will notify parents by telephone or by mail of the detention assigned.

Failure to serve the detention will result in suspension. If at any time there is a problem with the assigned detention date, parents must contact the principal. For students who ride a bus home, the parents will be responsible for transportation home when a student serves detention. DETENTION STARTS AT 3:30 P.M. AND ENDS AT 4:00 P.M.

DISOBEDIENCE

Disobedience is defined as the refusal or neglect to obey any school district employee. This includes all administrators, teachers, paraprofessionals, office staff, custodians, cafeteria staff, bus drivers or substitutes for these positions. Punishment for this infraction can include loss of recess, detention or suspension depending on the severity of the offense.

DISRESPECT

Disrespect is defined as rudeness and/or offensive behavior in word or in action shown to any school district employee. Punishment for this infraction can include loss of recess, detention or suspension depending on the severity of the offense.

DISTRICT GRADEBOOK PROGRAM

The district gradebook program is an internet based program that provides parents/guardians and students the ability to view grades online. Please contact the school to receive your user ID and password to access updates on your child's academic activity.

DRESS CODE

The Sharpsville Area School Board has adopted the following dress code policy:

1. All clothing material must be opaque and moderately fitted whether it be tops or bottoms.
2. Any apparel whatsoever with obscene or suggestive language or that may be offensive or degrading, is not permitted. This includes any reference to drugs, alcohol, tobacco, and anything promoting violence.
3. The sag-look is not permitted. All pants must be worn at the waist and no lower for which they are designed.
4. Hair must be neat and clean.

5. Hats of any kind are not to be worn indoors. This applies to both boys and girls and includes bandanas and scarves.
6. Wallet-type chains are not permitted, or chains about the neck and wrist that are not considered jewelry.
7. All dress should conform to health and safety standards set forth by the school, local, and state authority.

The final judge of any questionable attire will be the building Principal or his designee. Students, who do not comply with the provisions of this dress code may be asked to call home in order to address the issue.

DRUG AND ALCOHOL POLICY

The Sharpsville Area School District recognizes the misuse of chemicals is a serious problem confronting our youth, with legal, physical and social implications for the entire community. The district prohibits the use, misuse, possession of, receiving, distributing (providing in any manner) or being under the influence of controlled substances (defined by the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act), drug paraphernalia, “look-alikes” or alcohol (in any form) on school property or while under the district’s jurisdiction. This policy also includes the possession of and or use of those chemicals defined and referred to as “inhalants”.

Violation of this policy will result in the following:

- A fine assessed by the local magistrate.
- A suspension for a period of three days for the first offense, five days for the second and ten days for the third and subsequent offenses.

EDUCATIONAL TRIPS

For a maximum of five (5) school days for the school year, the district may grant excused absences from school for trips/vacations having educational value as determined by both the principal and superintendent. Approval will not be granted for trips scheduled during the first ten and last ten days of the school year, and the PSSA testing windows. Absences exceeding the approved five days will be considered unlawful/unexcused.

The required approval form is available in the main office and must be submitted at least one week prior to the scheduled trip. Permission may be denied for the following reasons as determined by the administration: poor academic standing, poor attendance, and/or disciplinary factors.

ELECTRONICS

Pennsylvania state law prohibits students from bringing beepers (pagers), cellular phones, and other electronic devices to school. In addition, **Radios, CD players, MP3 players, electronic games, etc. are not permitted at school.**

Students in possession of these items will have them confiscated and returned at the discretion of the administration

EMERGENCY INFORMATION

Student emergency information forms will be sent home during the first week of school. Please return the form as soon as possible so that we may have access to the most current emergency information. Please contact the school office anytime during the school year to update information concerning change of address, change of telephone number or change of marital status.

EMERGENCY SCHOOL CLOSINGS, DELAYED STARTS AND EARLY DISMISSALS

The decision to close school, due to weather conditions or some other reason is made by the superintendent. This announcement is made over the following local radio and television stations as early as 6:00 A.M. for your convenience. PLEASE DO NOT TELEPHONE THE SCHOOL TO ASK IF SCHOOLS ARE CLOSED.

Please monitor these radio/television stations for cancellation information:

WHOT 101.1FM	Youngstown	WFMJ-TV	Youngstown
WYFM 102.9 FM	Youngstown	WYTV-TV	Youngstown
WKBN 98.9 FM	Youngstown	WKBN-TV	Youngstown
WGRP 940 AM	Greenville	KDKA-TV	Pittsburgh
WPIC 790 AM	Sharon		
KDKA 1020 AM	Pittsburgh		

In the event of a 2 hour delay, a modified Kindergarten schedule will be followed. This change will be announced for television and radio as a two-hour delay/modified Kindergarten schedule. The modified Kindergarten schedule is listed below:

AM Kindergarten	11:00 A.M. – 12:50 P.M.
PM Kindergarten	1:30 P.M. – 3:20 P.M.

AM Kindergarten students will eat lunch at school on this day; PM Kindergarten students will not.

ENGLISH AS A SECOND LANGUAGE (ESL)

The Sharpsville Area School District develops and provides a planned educational program for each student with limited English proficiency. These programs enable students to meet academic standards and succeed in school. Each program will include: standards-based English as a second language instruction at the appropriate proficiency level; content area instruction aligned with academic standards and adapted to meet the needs of the student; and assessment processes that reflect academic standards and instruction.

ENROLLMENT OF NEW STUDENTS

The following procedures are in effect for enrolling/registering new students at Sharpsville Area Elementary School. These regulations apply to new students and transfers from other districts. A student will not be enrolled and permitted to attend class until everything is submitted satisfactorily to the Principal's office.

Items required for enrollment in school:

- New student checklist.
- Copy of state issued birth certificate.
- Student's social security card must be presented.
- Current immunization records.
- Proof of residence.
- Parental registration statement.

Determining Proof of Residence

In accordance with school board policy, the following are acceptable forms proving residency. At least four of the following documents are required:

- copies of federal or state tax returns
- official documentation from the US Postal Service
- letter from an employer
- bank statements
- welfare card
- health insurance identification card
- valid Pennsylvania driver's license
- motor vehicle registration
- voter registration card
- utility receipts

Requesting Records of Transfer Students

Once parents sign a release from, we will fax it to the former school and request a copy of all records pertaining to the child. This request will also include the student's discipline and attendance records. When all records are submitted and those from the former school, you will be notified of the date your child will start to school.

FIELD TRIP CHAPERONES

Parents who wish to chaperone a field trip must complete the volunteer screening process described in this handbook. Please note that the FBI background check, Pennsylvania state criminal records check and the child abuse history clearance can take up to 4 weeks to complete.

FIRE DRILL PROCEDURES

Fire drills are held in accordance with state law. Students should avoid panic by moving quickly and quietly from the school. Students must follow the instructions of the teachers and/or administration. *All parents/guardians/visitors in the*

building are expected to follow school procedures in the event of a fire drill or alarm.

FOOD SERVICES

The Sharpsville Area School District elementary cafeteria strives to provide high quality, nutritious meals to the students and staff of our school. Our meal programs are governed by the National School Lunch Program, the National School Breakfast Program and the United States Department of Agriculture. Our menus meet the requirements of these programs. For additional information, visit our website or contact the district cafeteria office at (724) 962-1720.

Point of Sale

Students have accounts which permit lunches to be paid for in advance. Parents/guardians can deposit money into their child's account by sending payments to school with their child who will then give them to the cafeteria. Each time the child eats lunch the amount of the meal is withdrawn from the account.

Each student's account is tracked through a method of uniquely identifying each child called finger scanning. Finger scanning differs from finger printing as the scan only identifies several points on a child's finger, not the entire print. The image cannot be reconstructed, duplicated or used for any other identification purposes. Parents/guardians have the option of having their child not participate in the program. If you would like further information on this process, please contact the school office at (724) 962-7168.

Kindergarten Snacks

Sharpsville Area School District does not provide snacks for Kindergarten students. Kindergarten students have the opportunity to have a snack during the school day. The snacks, however, must be provided by the parents/guardians of each child. AM Kindergarten students are able to eat breakfast free of charge each morning in the cafeteria.

Breakfast Program

The Sharpsville Area School District elementary cafeteria serves breakfast each day from 8:40 - 8:55 A.M. Breakfast menus and prices are sent home with students at the beginning of each month. Choices include a variety of cereals, assorted yogurt, fruit and oatmeal bars, granola, fortified cinnamon buns and donuts and white or chocolate milk. Parents who would like to apply for free or reduced price breakfasts should do so through the school office. Students choosing to eat breakfast should report directly to the cafeteria upon their arrival to school, eat breakfast, and then report to their classroom. Students are not to go to their locker first or loiter in the halls or restroom. Students only have time to eat and go to their room.

School Lunch Program

School lunch menus and prices are sent home with all students in grades 1-5 at the beginning of each month. The lunch menu offers two lunch choices each day. Peanut butter & jelly sandwiches are available as a third entrée choice. Kindergarten children do not eat lunch in the cafeteria.

Federal law requires students to take a complete lunch when a Class A hot lunch is served. Since we subscribe to this program, please encourage your child to try everything on the menu for that day. Students may not enjoy eating everything, but good food habits are formed in the early years. We simply ask that students try the food. They are not required to eat everything.

Free and Reduced Meals

The Federal Government provides breakfast and lunch for children of families that meet the guidelines to qualify for the program. This is determined by the family's income. Forms are mailed home to every child with his/her new classroom assignments. Forms are also available upon request and during open house. After completion, the form may be returned with the student or mailed directly to the District office. All information provided on the form is kept confidential. If circumstances occur during the school year that adversely affects family income, please contact the school in order to apply for the program.

Elementary Charge Policy

Students who charge their meals and maintain outstanding charges will face a step process in attempting to collect these charges. When a student's account reaches \$5.00 or less, a written reminder will be sent home with the student or to that student's parents via email if an address is has been provided to the district. **Students who have a negative account balance and have charged five additional lunches will only be permitted to purchase an alternate meal consisting of a cold lunch meat/cheese sandwich, side of fruit, and a carton of milk. Any student with a negative account balance will not be permitted to charge ala carte items.** Any money presented will be applied toward the outstanding balance before being applied to ala carte items.

GIFTED EDUCATION

In accordance with the Board's philosophy to develop the special abilities of each student, the Board requires that appropriate instructional programs be conducted to meet the needs of mentally gifted pupils of school age that are in compliance with the mandate of the Commonwealth of Pennsylvania. Thus, the District shall provide gifted education services and programs designed to meet the individual educational needs of identified students.

The framework for said programs shall encompass, at a minimum, the following objectives: expansion of academic attainments and intellectual skills; stimulation of intellectual curiosity, independence and responsibility; development of critical thinking and creativity. The curriculum and programmatic opportunities for

mentally gifted students shall be designed to provide a variety of enrichment and acceleration opportunities and to ensure regulatory compliance. Ability of candidates for this program shall be evidenced by the criteria as set forth in the Pennsylvania School Code and outlined in the District's Administrative Regulation related to this policy.

The District shall provide all required notices and information to parents/guardians of gifted students, document all consents and responses of parents/guardians, and adhere to all established timelines. The District shall make the Permission to Evaluate Gifted Student Form readily available to parents/guardians. If an oral request is made to an administrator or professional employee, s/he shall provide the form to the parents/guardians within ten (10) calendar days of the oral request. Parents who suspect that their child is gifted may request a gifted multidisciplinary evaluation of their child at any time, with a limit of one request per school term.

GRADING SCALE

100% - 90%	A	O	Outstanding
89% - 80%	B	G	Good
79% - 70%	C	S	Satisfactory
69% - 60%	D	N	Needs Improvement
59% or less	F		

The grading scale below is used for 1st and 2nd Grade skills and special classes.

- ES Exceeds Standards** – *Consistently grasps, applies, and extends* key concepts, processes and skills. Works beyond stated goals.
- MS Meets Standards** – *Grasps and applies* key concepts, processes and skills. Meets stated goals.
- AS Approaching Standards** – *Beginning to grasp and apply* key concepts, processes and skills. Making less than expected progress.
- NS Needs Support** – *Not grasping* key concepts, processes and essential skills. Area of concern that requires support.
- X Not assessed at this time**

HOMEBOUND INSTRUCTION

Whenever a student contracts a disability or extended illness, provisions can be made for homebound instruction. The requirement is that a child must be unable to attend school for a considerable period of time. Requests for homebound instruction should be initiated by the parent through the school principal and supported by the necessary statement from the physician. There is no charge to the parents for this service. Pennsylvania School Code grants a maximum of

twenty hours of instruction per month. These hours are arranged by an agreement between the parent and the assigned teacher.

HOMEWORK FOR ABSENT STUDENTS

Homework can be picked up between 3:20 - 4:00 P.M. in the elementary office for those parents/guardians who have made a request to the teacher for the missed assignments.

HEALTH ISSUES

Mandatory Absences for Health Reasons

There are certain conditions which require a student to remain out of school. Students are not permitted in school with any of the following conditions:

Measles	Whooping Cough	Ringworm
Mumps	Chicken Pox	Scabies (itch)
Conjunctivitis (Pink Eye)	Impetigo	Pediculosis (lice)

A student, who has been excluded from school for any of the above conditions, will be readmitted only with a certificate of recovery from a physician. PARENTS SHOULD CALL THE SCHOOL when the student develops one of these conditions. Informing the school will help the teacher plan better for the student as well as help prevent the condition from spreading to other students.

Parents are to remain in the office where they will meet their child. Parents should not go directly to the classroom for their child. Any work the student will miss while absent must be made up and is the student's responsibility.

IN-SCHOOL SUSPENSION

In-School Suspension is the disciplinary action of removing a student from his/her school activities, including after-school activities. It differs from detention in that it is the next step toward out-of-school suspension. During the time of the In-School suspension assignment, the student will be expected to complete work assigned by the teacher. An in-school suspension assignment may range from one to three days. If a student is uncooperative while assigned, the day(s) may be reassigned.

INSTRUCTIONAL SUPPORT TEAM (IST)

The Instructional Support Team (IST) is a team process used to address concerns about a child's academic, emotional, or behavior needs. The IST consists of an instructional support teacher, classroom teacher, principal, other relevant staff members, and the parent/guardian. IST is designed to help identify a child's strengths and areas of concern, to develop an educational plan to support the child and assist the classroom teacher in using strategies to meet the student's needs.

INTERNET/NETWORK USAGE

The use of computer and network facilities shall be consistent with the curriculum adopted by the Sharpville Area School District, as well as the varied instructional needs, learning styles, abilities, and developmental level of students.

The school board supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration.

The school board establishes that use of the Internet is a privilege not a right. Inappropriate, unauthorized, and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

All parents/guardians and students will receive a copy of the Internet usage policy. Both the parents/guardians and students are required to sign the Network Consent Form before access to the Internet and network services will be granted. Students who violate the terms of the Internet policy may lose computer privileges for a period of time determined by the principal.

LOCKERS/LOCKER SEARCH

Students in grades 2-5 are assigned hall lockers. Only locks with keys are permitted on lockers. A duplicate key **MUST** be turned into the homeroom teacher for safekeeping. Please note that there will be no tape or adhesive stickers permitted to be used anywhere on the lockers.

School authorities may search the student's locker without prior warning in seeking contraband. Materials seized may be used as evidence against the student in disciplinary, juvenile or criminal hearings. The full locker search policy adopted by the Board of Education can be viewed in the school office.

LOST AND FOUND

Any articles that have been found should be brought to the office to be placed in the lost and found. If you have lost an article, please come to the office to look for it.

LUNCH DETENTION

Lunch detention is the temporary loss of cafeteria eating privileges. Students assigned lunch detention will eat their lunch in the office. The amount of lunch detention can range from 1 day to an indefinite period of time.

MEDICATION

The district is not responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student will be permitted with the direction of parent and/or physician when failure to take such medication would jeopardize the health of the student and when the student would not be

able to attend school if the medication were not available during school hours. All medication taken at school must be processed through the School Nurse.

Prescription Medication

Prescribed medication to be given during school hours **MUST** be in the pharmacy container that gives complete instructions including the patient's name, name of medication, dosage and times to be given, and number of days to be given. (Ask your pharmacist to prepare two labeled containers, one for school and one for home) The **FIRST** dose of this medication for current condition/illness may not be given at school. In order for the school nurse to distribute prescription medication, the following must be on file in the principal's office **each year**:

- A Physician's Request (form A) This form must be filled out by a physician
- A Request Form for School Dispensation of Prescription Medication (form B) This form must be filled out by the Parent/Guardian
- A Release form for Distribution of Prescription Drugs (form E) This form must be filled out by the Parent/Guardian

If these forms are not filed new each school year, school personnel WILL NOT distribute medications.

Non-Prescription Medication

Any over the counter medication that the parent feels necessary to be given during school hours **MUST** be in its original container and be accompanied by a written note from the parent stating students name, medication name, dosage, time to be given, and number of days to be given. These medications should be kept to a minimum. Over the counter medications needed for more than two weeks may require a physicians order.

Some non-prescription medication will be kept on hand in the nurse's office in the event that your child may need them. These medications include acetaminophen (Tylenol), ibuprofen (Motrin), Benadryl (for allergic reaction), and Robitussin (for cough). These medications will be given at discretion of the school nurse. Parents must fill out the Emergency Health Information sheet and check the medications that their child is permitted to receive. Cough drops will not be provided by the school nurse.

All medication must be processed through the School Nurse's office. Any medication brought in should be brought in by the parent/guardian and directly handed to the school nurse. For the safety of all students medication should not be sent with student on the school bus. **All medication MUST be in its original container** (not loosely in a plastic baggie). If these procedures are not followed the medication will not be given.

Student Self-Administration of Medication

To self-administer medication, the student must be able to: respond to and visually recognize his/her name; identify his/her medication; measure, pour and administer the prescribed dosage; sign his/her medication sheet to acknowledge having taken the medication and demonstrate a cooperative attitude in all aspects of self-administration.

MISCONDUCT

Misconduct is not limited to a special list of poor behavioral activities. It seems there always some situation that is new or unique. Misconduct can be punished by loss of recess, detention, in or out of school suspension, depending on the severity of the offense.

MODIFIED KINDERGARTEN SCHEDULE

In the event of a 2 hour delay due to inclement weather, a modified Kindergarten schedule will be followed. This change will be announced on television and radio as a two-hour delay/modified Kindergarten schedule. The modified Kindergarten schedule is listed below:

AM Kindergarten	11:00 A.M. – 12:50 P.M.
PM Kindergarten	1:30 P.M. – 3:20 P.M.

AM Kindergarten students will eat lunch at school on this day; PM Kindergarten students will not.

NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

The Board declares it to be policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the school. The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to the building principal. The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Superintendent within fifteen (15) days. District policy 103 for the appeal procedure can be found on the district website.

PARENT DROP OFF LOCATIONS

Parents who transport their children in grades K-2 should enter the visitor parking lot via Hittle Drive and drop them off at the main entrance sidewalk. Parents who transport their children in grades 3-5, have the option of entering high school/middle school entrance, driving through the high school parking lot, continuing down the bus lane, turning left onto Hittle Drive and dropping off the

students at the sidewalk in the faculty parking lot. Parents can then proceed through the faculty parking lot and make a left hand turn onto the bus lane to exit on to Milliken Avenue. If you have students in more than one grade level, you can use either drop off point, based upon the traffic. This drop off area at the faculty parking lot is for student drop off only. There is to be NO PARKING in the faculty parking lot. PLEASE NOTE: THE CURB AREAS ALONG THE BUILDING ARE FIRE LANES. DO NOT PARK ALONG THE CURBS.

Parents bringing their child to school must drop them off at the main entrance. The East Wing entrance is available for bus students only. In addition, and for security reason, parents are not permitted to enter the building any further than the corridors of the Main entrance in the morning.

PARENT TEACHER ORGANIZATION (PTO)

The Sharpsville Area Elementary School has an active Parent Teacher Organization (PTO). The PTO has an annual membership drive for families who have students attending the Sharpsville Area Elementary School. Anyone desiring membership information about the PTO should contact the elementary school office. The annual cost is \$1.00 per member.

PARENT/TEACHER CONFERENCES

Parents are welcomed at the Sharpsville Area Elementary School and are encouraged to come and talk with teachers or administrators about issues relating to their child. Since the teacher's main responsibility is the welfare of the student under his or her care, a phone call to set up a conference will make the meeting more beneficial to all. Full cooperation in this matter will be greatly appreciated.

The following guidelines should be followed:

- Please telephone the school for an appointment to see a teacher. A convenient time and place will be scheduled for a conference.
- Stop at the office before proceeding to your appointment.
- You will be directed or taken to a meeting place.

PARTY INVITATIONS

Students will be permitted to hand out party invitations during the school day ONLY IF they have invitations for the entire class. Please be aware that the school does not give out addresses or telephone numbers of students or parents.

PETS

Due to the number of students with allergies and our concern for safety issues, pets of any type are not permitted on school property. This includes dogs, cats, reptiles, etc.

REPORT CARDS

Sharpsville Area School District follows a 9-week grading period. All students receive report cards four times during the school year.

RUNAWAYS

Runaways are defined as students who leave school property without permission. An emergency response procedure is followed if a child is reported missing from school. School personnel are not permitted to pursue students off school property. The principal or his/her designee will contact the police and report the missing child.

SCHOOL INSURANCE

School insurance is available to all students. Information will be sent home at the beginning of the school year. The purchase of school insurance is optional. Students playing intramural sports are requested to bring proof of insurance from home, or they must buy the school insurance before they will be allowed to participate.

SCHOOL SPONSORED ACTIVITIES

School sponsored events and activities cover a wide range of activities available to students. Students are to act in an appropriate manner while in attendance at these activities as dictated by school rules and regulations. Failure to do so may result in disciplinary consequences and/or the student not being permitted to attend future school sponsored events and activities.

SPECIAL EDUCATION

The Sharpsville Area School District (SASD) provides a free, appropriate public education to exceptional students. To qualify as an exceptional student the child must be of school age, in need of specially designed instruction and meet eligibility criteria for one or more mental and or physical disabilities as set forth in Pennsylvania State Standards.

The district engages in identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services individualized to meet student needs. At no cost to the parents, these services are provided in compliance with state and federal law and are reasonably calculated to yield meaningful educational benefit and student progress.

To identify students who may be eligible for special education, various screening activities are conducted at three levels. Level 1 consists of a review of the student's records including; attendance, IST documentation, Student Assistance referral, report cards, cumulative information, and health needs. Level 2 screenings involve yearly examinations of a student's hearing. Screening is conducted in grades K, 1, 2, 3, 7 and 11. Vision screening occurs at all grade levels, K-12. Medical examinations are conducted in grades K, 6, and 11.

Dental examinations are administered in grades K, 3, and 7. Level 3 consist of standardized tests administered at various grade levels including the Terra Nova and PSSA tests.

Data from these tests enable counselors, principals and teachers to identify the student's strengths and weaknesses. Students who are considered "At Risk" are referred to the school psychologist for a Multidisciplinary Evaluation (MDE). The psychologist seeks parental consent to conduct the MDE. The MDE is a process to gather information that will be used to determine if a child is eligible and in need of special education services. Parents who suspect their child is in need of special education services may request a multidisciplinary evaluation at any time through a written request to the school psychologist.

Services designed to meet the needs of exceptional students include the annual development of an Individualized Education Plan (IEP), biennial/triennial MDE Reevaluation, supportive intervention in the regular classroom with itinerant and/or resource services; part-time services; and full- time services. These interventions may be provided in the student's home school/home district or at a location other than the student's home school/home district. The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities.

Parents may obtain additional information regarding special education services, programs and parental due process rights by contacting the Sharpsville Area School District's Special Education Department at (724) 962-7168, ext. 3107.

Services for Protected Handicapped Students

In compliance with state and federal law, Section 504 of the Rehabilitation Act of 1973, the SASD will provide 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. These related services are provided without discrimination or cost to the student or family. 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.

Services and protections for protected handicapped students are distinct from those applicable to exceptional students enrolled or seeking enrollment in special education programs. For further information about the evaluation procedures and provision of services to protected handicapped students contact the Sharpsville Area School District's Special Education Department at (724) 962-7168, ext. 3107.

Services for Preschool Children

Act 212, the Early Intervention Services System Act, entitles all preschool children with disabilities to appropriate early intervention services. Young children experiencing developmental delays or physical or mental disabilities and their families are eligible for early intervention services. At risk children are eligible for screening and tracking.

The Pennsylvania Department of Public Welfare is responsible for providing services to infants and toddlers, defined as children from birth through two years of age. The Pennsylvania Department of Education is responsible for providing services to preschool children from ages three through five. For more information about these programs, contact the Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127, (724) 458-6700.

SPEECH THERAPY

Speech therapy is available to students who need this service. Initial screening is done during through the Kindergarten registration process and during the school year for all new students.

STANDARDIZED TESTING SCHEDULE

Standardized tests are administered to the students throughout their school careers. The tests are to determine the children's achievement and aptitude. The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. They are an invaluable aid to the teachers and other professional staff in diagnosing individual strengths and weaknesses in order to provide more effective instruction. The following tests may be administered to your child as part of the testing program:

Grade Level	Name of Test
Grade 2	Terra Nova
Grade 3	Pennsylvania System of School Assessment (PSSA) Reading and Math
Grade 4	Pennsylvania System of School Assessment (PSSA) Reading, Math and Science
Grade 5	Pennsylvania System of School Assessment (PSSA) Reading, Math and Writing

The results of achievement and state assessment tests will be sent home once the results have been received by the school. Further information about any of these tests can be obtained by contacting the elementary guidance counselor. If you wish to examine your child's cumulative record at any time, you may arrange to do so by making an appointment with the elementary guidance counselor.

STUDENT ARRIVAL TIME

Elementary students are not to be dropped off at school before 8:20 A.M. as there is no supervision available for students prior to that time. If circumstances exist that prevent you from being able to drop your child off at school at 8:20 A.M., alternative arrangements must be made for that child. PM Kindergarten students should arrive no earlier than 12:30 P.M.

An option that is available is for you to have your child attend one of the four childcare programs available within in the district. Children are dropped off at one of the locations and then are transported to the elementary school at the appropriate time. The locations and contact numbers are indicated below.

Hopscotch (the old Middle School)	(724) 962-2721
Creative Preschool/Daycare (Seventh Street building)	(724) 962-0788

These same programs are available for after school hours also with bus transportation from the elementary building to the location.

STUDENT RECORDS

Each parent has access to his/her child's records unless the school district has received a copy of a court order, which limits access. The regulation holds even if one parent has custody of the child. Types of records which a parent may wish to review include the following:

- Directory Information: Identifying name, date of birth, address, age
- Health Records: Vision, hearing, immunization records, specific conditions
- Academic Records: report cards, attendance, test scores

The Sharpsville Area School District protects the confidentiality of personally identifiable information regarding exceptional and protected handicapped students in accordance with state and federal law and the district's student record policy. Requests can be made in writing and directed to the elementary principal.

STUDENT RIGHTS

All persons residing in the Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools. This right extends to migratory children and pregnant or married students. Mentally retarded children also are entitled to a public sponsored program of education and training appropriate to their learning capabilities.

STUDENT RESPONSIBILITIES

Student responsibilities include:

- regular school attendance
- consistent effort in classroom work
- following all school rules and regulations
- volunteering information in matters relating to the health, safety, and welfare of the school, community, and the protection of school property
- assist the school staff in operating a safe school for all students
- exercise proper care when using public facilities and equipment
- monitor what you say and what you write. Regardless of your intent, written and verbal threats to individuals or to the school will be taken seriously.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money or other valuables to school. Students, not the school, are responsible for their personal property. If it is necessary to bring more money than is needed for lunch, leave it at the office for safekeeping. **Radios, CD players, MP3 players, electronic games, etc. are not permitted at school.** Use of them may result in confiscation and/or disciplinary action.

SUPERVISION OF STUDENTS

The school district is responsible for students during the instructional hours of the school day in school; during the instructional hours of the school day on school district property; on school district vehicles (owned, rented, leased or contracted). Bus stop activity will depend on the situation; at school district events held before, during or after school that are directly observed and supervised by school district staff.

SUSPENSION

There are two forms of suspension, out of school and in school. Suspension is defined as time spent out of the classroom or school for serious or recurring infractions of the discipline policy. Only the school principal may suspend. If the infraction or repeated infractions warrant it, the principal can refer the child to the Board of Directors for an expulsion hearing. The parent/guardian will be informed in writing as to the length and reason for the suspension.

SWEARING

Profanity and the use of vulgar language, drawings, photographs and gestures will not be permitted in school, on the bus and/or at extra-curricular events. Punishment for this infraction can include loss of recess, detention or suspension depending on the severity of the situation.

TELEPHONE/VOICE MAIL DIRECTORY

To leave messages for staff members during and after school hours, use the following extensions when dialing the elementary school:

Mrs. AbiNader	3302	Mrs. Kish	3206
Mr. C. Anglin	3406	Mrs. Kuhn	3102
Mr. M. Anglin	3108	Mr. Latta	3405
Mr. Ault	3308	Mrs. Lauther	3203
Ms. Babnis	3403	Ms. Longnecker	3312
Mrs. Barrett	3201	Mrs. Masters	3202
Mrs. Bissell	3205	Mrs. Mattocks	3111
Mrs. Benedict	3213	Mrs. Mehler	3700
Mrs. Burk	3105	Miss Montone	3402
Mrs. Carlos	3301/VM 3331	Mr. Moon	1029
Mrs. Combine	3209	Ms. Oliver	3404
Phillian	3208	Mrs. Popatak	2750
Mrs. Davis	3104	Mrs. Presley	3110
Mrs. DelFratte	3501	Mrs. Russo	3103
Ms. DeTullio	3206	Ms. Schultz	3206
Mrs. Elder	3311	Mrs. Sipos	3204
Mrs. Ellison	3211	Mrs. Sobash	3000
Mr. C. Enos	3304	Mr. Smith	3107
Mr. S. Enos	3401	Mrs. Staunch	3207
Mrs. Falconi	3108	Mrs. Stinedurf	3402
Mrs. Goncz	3001	Mrs. Szabo	3210
Mrs. Hamilton	3106	Mr. Welch	3620
Mrs. Houck	3212	Mrs. Wentling	3301/VM 3341
Mrs. Hersh	3401/VM 3350	Mr. Williams	3101
Mrs. Heutsche	3109	Mrs. Wilson	3310
Mrs. Killa	3503	Mrs. Zagger	3309

TEXTBOOKS

Textbooks and supplies are provided by the district at no cost to students. At the beginning of the school year, the textbooks are issued with the number and condition of the book recorded. Textbooks are extremely expensive and students are financially responsible for the loss of a textbook and damage beyond the normal wear and tear of usage during the school year.

THEFT

Theft is defined as the taking of another person's property, or taking of public property without permission of the owner or person responsible for the property. This infraction will be punished by detention and/or suspension if the situation warrants it. A student will also be responsible for restitution of the property.

TOBACCO POLICY

Act 145 of 1996, prohibits the possession of, and or use of any tobacco product in all schools in the Commonwealth of Pennsylvania. It is unlawful for any student/pupil to possess and or use tobacco products while under the jurisdiction of the Sharpsville Area School District. This includes, but is not limited to the following:

- All school buildings
- While on school grounds at any time
- Attendance at, and/or participation in school activities
- School busses or property owned by, leased by, or under the control of the district

Violation of this policy will result in:

- A fine assessed by the local magistrate
- A suspension for a period of three days for the first offense, five days for the second and ten days for the third and subsequent offenses

TRESPASSING

No one, including students, may be in the school building or on school grounds after school hours or on a non-school day unless that person is on official school business, is participating in a supervised school activity, is a spectator at an activity open to the public, or has been given permission by the school administration to be here. Anyone who loiters at school or upon school grounds after the close of the school day, on a non-school day or after a school activity without specific reason or supervision, or who is directed to leave and refuses to do so, may be charged with trespassing under the Pennsylvania Crimes Code.

VACATIONS

For a maximum of five (5) school days for the school year, the district may grant excused absences from school for trips/vacations having educational value as determined by both the principal and superintendent. Approval will not be granted for trips scheduled during the first ten and last ten days of the school year, and the PSSA testing windows. Absences exceeding the approved five days will be considered unlawful/unexcused.

The required approval form is available in the main office and must be submitted at least one week prior to the scheduled trip. Permission may be denied for the following reasons as determined by the administration: poor academic standing, poor attendance, and/or disciplinary factors.

VISITORS

All visitors to the elementary building are required to report to the main office upon arrival. All visitors to the building must wear a visitor's pass. Visitors are not permitted to go to any classroom unless granted permission by the main office. Student visitors are not permitted under any circumstances to attend school with an elementary student or to ride Sharpsville Area School District buses.

VOLUNTEERS

The Sharpsville Area School District recognizes that parent and community volunteers can make many valuable contributions to our schools by providing significant services to students. They enrich and extend the curriculum by sharing hobbies, career expertise, and cultural knowledge. They are willing helpers in our cafeterias, in classrooms, in library, in athletics, for special projects, or as student mentors.

Volunteers at the elementary school are subject to the provisions specified in school board policy:

- Volunteers participate in the instructional setting as resource guests.
- Volunteers work in the presence of and are supervised by the host staff member. At no time should students be left alone with volunteers. This also includes chaperones at activities such as field trips.
- Volunteers are expected to follow the instructions of the staff member who is responsible to orient the volunteer to the learning activity and to the expectations of the learning. Discipline remains the responsibility of the teacher or staff member in authority.

Guidelines for acceptance as a volunteer are as follows:

- All recommendations for individuals to serve as volunteers must be approved by the Superintendent, building principal, coach/advisor, or other person in authority.
- All prospective volunteers are required to complete and submit the Volunteer Screening Application. The form can be obtained in any of the buildings or the Superintendent's office.
- Two or more reference checks are required.
- FBI background check, Pennsylvania state criminal records check and a child abuse history clearance are required and shall be at the volunteer's own expense.
- A personal interview with building principal or designee must be conducted and documented.
- The Board requires that all volunteers undergo a Mantoux Tuberculosis Test upon initial involvement in the volunteer program. An unsatisfactory report will be reason for disqualification. This test will be at the Volunteers' own expense.
- All volunteers must have Board approval prior to involvement in this volunteer program.

Length of Volunteer Status

A volunteer's status will be valid as long as the individual wishes to remain on the volunteer list. Volunteer status will become invalid if the district receives information that would prohibit the individual from service as per the policy.

WALKERS TO SCHOOL

The child's safety is a major concern of the district, but the cooperation of the home and school is necessary to build proper habits of safety. **Please note that there are no longer crossing guards on patrol in the borough.**

Students who walk to school are to:

- Report no earlier than 8:20 A.M. There is no staff supervision prior to this time.
- The breakfast program begins at 8:20 A.M. and students are tardy if arriving after 9:00 A.M.
- Respect the property of others, do not cross or walk on lawns, litter or damage property in any way.
- Walk on the sidewalk. When no sidewalks exist, walk facing traffic.
- **CROSS ONLY AT INTERSECTIONS**
- Refuse to enter or approach strange automobiles.
- Go straight to school each morning. Do not stop to play.
- Be considerate of small children.
- Students are to go directly home after school. Do not stop to play at the playground.

WEAPONS POLICY

Any student found in possession of/or transporting a weapon during school hours or activities on school property, regardless of intent, will immediately be reported to the local police, scheduled for an informal hearing, cited for a ten (10) day suspension, and may be presented to the School Board for formal expulsion hearing proceedings in accordance with Pennsylvania School Code. The term weapons refers to, but is not limited to: any knife, cutting instrument, cutting tool, nunchuks, firearm, shotgun, rifle, or any other tool, instrument or implement capable of inflicting serious bodily injury. At the discretion of the administration, depending on circumstances, toy weapons may be included under this weapons policy. A student deemed to be in possession of an illegal and/or banned item(s) under this section when such item(s) is found on the person of the student, in his/her possession or in his locker on school property or on property being used by the school or at any school function or activity, or any school event held away from school, or while the student is on his/her way to or from school.

WELLNESS POLICY AND PRACTICES

In accordance with requirements established by the Pennsylvania Department of Education on nutrition and wellness, **if a snack food (i.e. cookies, cake, cupcakes, etc.) is brought to school to share with students a healthy food**

item (fruits, nuts, vegetables, etc.) must also be offered. This includes birthday celebrations, PTO events and classroom parties.

To assist parents, the district has compiled a list of acceptable items that may be purchased through the district's food services department. The list consists of healthy food items, drinks, pencils, pens, key chains and other items that meet the criteria described by the district wellness policy. The items on the list will cost between \$0.50 and \$1.50. If you have a child who has a summer birthday and wish to have him/her celebrate with his/her class at school in the fall, the list can be sent to you through the mail by requesting it from food services director Marie Popatak at (724) 962-1720 or by email at mpopatak@sharpsville.k12.pa.us

An order form must be completed 1 month prior to the date your child wishes to celebrate his/her special event at school. On the form, you will need to identify the child's name, date of the event, homeroom teacher and the number and kind of items you want to purchase. Your payment must accompany this order form. The completed order will be sent to your child's homeroom teacher on the day you indicate on the form.

WEB SITE

The school district's web site is www.sharpsville.k12.pa.us The web site provides information regarding school activities and other relevant information. All building newsletters and other information pertaining to the school will be posted on the web site.