



SOUTHERN FULTON ELEMENTARY SCHOOL

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Welcome to Southern Fulton Elementary School

The staff of Southern Fulton Elementary School would like to welcome the returning students or first-time students to our school.

Our school vision statement embodies the beliefs that we as educators hold about children-

- All students will be encouraged, supported, challenged, and guided to reach their full potential.
- All students will learn the skills necessary to compete and succeed in a global society.
- When necessary, students will be identified, remediated, or enriched, as early as possible.

We will work to ensure that these beliefs are lived each day at Southern Fulton Elementary School.

Kathy Cutchall
Elementary Principal

Mission Statement

Pursuing excellence through education.

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SAFETY CONCERNS

For the safety of the students all doors are locked. For entrance into the elementary school, please push the button on the wall to the right by the front door.

Upon entrance to the building all visitors must stop in the office, sign in, and get a visitor's badge. At no time should a parent/guardian go directly to a classroom upon entering the building.

Upon arrival to school, parents may walk their child/children to the front door. All students should walk independently to his/her classroom.

COMMUNICATION BETWEEN HOME & SCHOOL

Communication between home and school is very important. You are encouraged to contact your child's teacher if you have a concern; however, it is important that you schedule a meeting with the teacher in advance. Do not show up unannounced between 7:30 and 8:00 AM to talk with a teacher. First, teachers are not required to be at school until 7:55 AM. Second, while many teachers arrive early to school, they do so in order to prepare for the school day, and an unexpected arrival will hinder their efforts to prepare for the day's lessons. Finally, for obvious safety reasons, visitors to the school not only must sign the visitor's log, they must also be cleared by office personnel before leaving the office area to go elsewhere in the building. In these times, every school in the country must take precautions to ensure that unannounced and unauthorized visitors do not freely roam the school buildings. It is important for everyone to realize that while the parent may know many students and staff members, not all the students and staff may know the parent. In particular, a substitute staff person may not recognize the identity of the parent and therefore become alarmed.

CANCELLATIONS & DELAYS

There may be times during the year when school is dismissed early for emergency reasons, not just for bad road conditions. Examples are: no electricity, no water, etc. Please make sure that emergency plans are in place for your child if school is dismissed early. The School District also utilizes an automated calling system for these types of events. However, it is good practice to check the following as well in the event that the calling system is not available. In the event of inclement weather, check the following radio & TV stations for school closings or delays:

Radio Stations & TV Stations

90.5 WCRH	WJAC Johnstown
101.5 WAYZ	WTAJ Altoona
95.1 WIKZ	WHAG Hagerstown
104.3 WSKE	
97.5 WLTF	93.5 WDHC

ELECTRONIC DEVICES

Section 1317.1 of the Public School Code prohibits the use of electronic equipment communications devices. Students possessing such devices will be required to surrender them to teachers and/or administration, and the device will be turned over to the parent/guardian. Discipline consequences will also be issued. The following items may not be used in school because they are distractions: Pagers, Walkmans, MP3 players, iPods, cellular phones, electronic games, laser pointers, and other similar electronic devices. If a student chooses to bring an electronic device to school, the School District is not responsible if the device is broken, lost, or stolen. This includes any other types of toys as well.

SUPPLIES NEEDED

Students will be responsible for obtaining their own school supplies. A list of elementary supplies may be found on the district website.

ABSENCE AND TARDINESS

Definitions:

Illegal Absence – Charged to any student 16 years of age or younger for a violation of the State's Compulsory Attendance Law.

Tardy – Any student arriving after 8:20 am and until 10:00 am. (only medical excuses will be accepted as legal tardies)

Tardiness will be accumulated and credited as an illegal or unlawful day.

½ Day Absence – Any student missing between 1 ½ to 3 ½ hours of the school day.

Full Day Absence – Any student missing 3 ½ hours or more of the school day.

Early Dismissal – Any students leaving school up to 1 ½ hours before the end of the school day.(minutes will be accumulated and credited as an illegal or unlawful day)

Excused absences – Permitted to make up work:

- A. Illness - pupil
- B. Quarantine (when within limit established by Law) (doctor’s excuse required)
- C. Impassable Roads
- D. Death – immediate family* or near relative (clarified by school code -maximum 3 days)
- E. Emergency (coded by Principal and attendance officer)
- F. Suspensions – only to be issued by the Principal
- G. Education travel – pre-approved by Principal upon written request by parents.
- H. Court Order

* Immediate family or near relative – father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, sister-in-law

Illegal absences – Not permitted to make up work – a zero for work missed.

PENNSYLVANIA COMPULSORY ATTENDANCE LAW (SECTION 1333) STUDENT UNDER SEVENTEEN (17) YEARS OF AGE

3RD Illegal absence-an official first notice is sent by certified mail to parents/guardians.

4th+ illegal absence- The school will submit a compulsory attendance citation to the district justice and the student will be referred to the Fulton County Children and Youth Services.

1. The day a student returns to school from an absence, he/she should bring an excuse for the absence written by a parent or guardian. A period of two days will be given a student to bring a valid excuse to school. **After three days, the absence will be marked illegal.** The following information must be written on the excuse: name of student, date (s) of absence; date excuse written, reason for absence, and signature of parent or guardian.
2. A student must meet with their teacher(s) within three (3) days of their return to school to make arrangements to complete work missed during the absence.
3. A student will only be allowed 10 parental excused days. After that a doctor’s excuse stating patient **was seen** in office by medical practitioner will be required for each additional absence. Absences which have been excused upon presentation of a doctor’s excuse shall not be counted toward the initial ten-day period of absence.
4. Teachers will collect and initial all excuses for absences. Any questionable excuses will be coded after a meeting of the attendance officer and administration.
5. Children must provide their teacher with a written excuse if they are absent for any part of the day.
6. Absences will be of two kinds – excused and illegal. Work missed as the result of an unlawful or illegal absence shall not be accepted for credit. Tests missed shall be credited as a failed grade.
7. If a parental or doctor’s excuse is **altered or forged**, the excuse will be considered invalid, and the day(s) missed will be considered illegal and unlawful.
8. Once a student has missed three illegal and unlawful days, attendance will be closely monitored.
9. The administration is authorized to use social agencies or law enforcement agencies to deal with problems of absenteeism.
10. A student suspended from riding the school bus is required to attend school during the term of suspension. The parent or guardian is responsible to see that the student is transported to school. Days missed because of a bus suspension will be illegal and unlawful.

Twenty-five day policy

Students will not receive academic credit for school days if twenty-five or more days are missed regardless of excuses. Students will be required to repeat the grade. Parents will be informed of attendance status by first class mail following the tenth day and twenty-fifth day of absence, and by registered letter following the twentieth day of absence. Administration has the discretion to excuse students that have extenuating circumstances.

Homebound Instruction

Students that have a health problem prohibiting them from attending school must have a written excuse from a medical doctor stating the reason for the homebound instruction and the approximate length of time it will be needed. A student must be absent a minimum of two (2) weeks for consideration for homebound instruction during the time they are absent.

EXCUSAL FOR EDUCATION TOURS AND TRIPS

It shall be the policy of the Southern Fulton School District to grant educational leaves to students in compliance with the law. Parents or guardians wishing to have their children excused for this purpose shall contact the school office for an Educational Trip Form which must be completed and turned into the school office at least **one (1) week** prior to the proposed tour or trip.

Students may be excused from school if the tour or trip described in the written request is evaluated by the Superintendent as being educational. Such trips shall be at the expense of the parents or guardian with no liability to the school district. Supervision and responsibility for student welfare is totally under the control of the parents or guardian.

The Superintendent shall notify the attendance personnel of the approval or denial of approval. Attendance personnel shall notify the principal, instructors, family and guidance counselor of the decision. **Such leave shall be limited to one (1) trip per school year.** Trips shall not exceed ten (10) school days. In the event of unforeseen circumstances which prevent compliance with the policy, the Superintendent shall have the discretionary power to grant or deny individual requests.

Those students who are failing one (1) or more subjects or have missed ten (10) or more days during the current or previous school year shall not be approved for the tour or trip. If the student chooses to go on the trip after notification of denial by the Superintendent, all days absent will be treated as illegal or unlawful days. The student will not be permitted to make up missed work.

Forms may be picked up in each school office or printed out via the School District Website.

FIELD TRIPS/STUDENT ACTIVITY DAYS/VOLUNTEERS

In order to be a chaperone on a field trip, chaperones must be at least 21 years old. All chaperones must have all required clearances prior to being approved as a chaperone. All volunteers, including student activity day volunteers, must have all required clearances prior to being approved as a volunteer for that activity or event. Should this requirement change, parents will be notified in the Elementary Parent Newsletter.

TRANSPORTATION CHANGE

1. If a student wishes to ride another bus to the home of a friend, or to be picked up by a parent instead of going home on his regular bus, the student must bring a note from a parent or guardian requesting permission for that change. The note must be sent to the elementary office for the secretary to complete the proper form for the change. **The school reserves the right not to honor the request if the bus will be overcrowded. According to state law, school districts cannot honor requests for students to ride a different bus if the bus is overcrowded.**
2. Our policy requires a note for any transportation change or early dismissal during the school day. A note should be written by the parents and sent to school at the beginning of the day. Please be sure that the note is correctly dated, and send in a note for each day that a transportation change is needed. Do not send in a note with multiple days on it. If a parent comes to get a child anytime during the day, he/she will need to come to the office where the secretary will call the student from the classroom. **At no time should a parent go directly to a classroom upon entering the building.**
3. If contacting the school by phone to make a transportation change, call the office by 2:30 pm.
4. Parents, teachers, and students should park in the designated area. There is no need to park in the bus loading-unloading area at any time during the school day.

FIRE DRILLS

1. Alarm – When the fire alarm is sounded, students should quickly get in a single file with a responsible student in front to lead. Teachers should take roll or count to make sure all students leave the room. Make sure windows and doors are closed and lights are off.

2. Exit – In order to achieve the quickest exit from the school building during a fire drill, all teachers should use the fire drill exit as listed for the particular room in which they are teaching.
3. Progress – All lines must be kept moving rapidly if the building is to be emptied expeditiously. Running, talking, or boisterous actions will not be permitted at any time during the fire drill.
4. Teachers must accompany their students during all fire drills and remain with them during the drill. The first lines exiting should move away from the building far enough so that all students are able to quickly and easily get out of the building.
5. Returning to building – After an alarm, teachers and pupils should never return to the building until the all-clear bell has sounded, or a signal is given by your principal or head teacher.

LOST AND FOUND ARTICLES

Valuable articles found in the building should be taken to the office. Clothing and other articles should be taken to the Lost and Found Box.

ELEMENTARY PHYSICAL EDUCATION EQUIPMENT POLICY

Physical education is a required planned course of our department of education. It will be taught twice a week for the length of the school year. The following equipment will be required at each grade level. Failure to bring the proper equipment to school on gym days will result in a penalty that a student would get from failure to do homework.

K-6 Students must wear sneakers, athletic shoes, or soft soled shoes with no more than 1 to 2 inch soles. Pants must be worn so that leg bottoms do not drag under the feet, and they must be worn at or above waist level.

Grading Policy for Physical Education

Students will be graded and allowed to participate depending on the type of shoes they wear for physical education class.

	Kindergarten	Not allowed to participate	
Grades 1-2	0 Times & fully participate	S+	Grades 3-6
	1-2 Times	S	0 Times & fully participate
	3 Times	S-	1 Time
	4 Times	U	2 Times
			3 Times
			U

ELEMENTARY DISCIPLINE POLICY

Introduction

The school board recognizes its responsibility to make reasonable and necessary rules governing the conduct of students in school. It recognizes the necessity of carefully avoiding arbitrary or capricious policies. The ultimate goal of disciplinary actions is that students will practice self-discipline and that there will be no future need for discipline to be imposed externally. It is expected that students will exercise self-discipline; however, should a student choose not to discipline him/herself, measures will be taken. The progression generally involves a reprimand, detention, parental involvement, suspension, and/or expulsion. Recurrence of the misbehavior will merit a more severe response. Major disciplinary breaches are those that exceed the generally recognized realm of simple misconduct. These breaches are normally referred to administrative personnel for action. Chronic disciplinary offenders shall be handled by the administration. Discipline may include detentions, suspensions, and recommended counseling. Different offenses should require different responses. Severity of the offense may mean that you skip levels of discipline. The authority of the school to impose these rules and all the other rules governing proper student conduct begins when the student leaves home destined for school and continues until the student returns home following school activities and all school-sponsored activities.

The development of discipline is a major function of the curriculum at the Southern Fulton School District. It is not only a desired outcome of schooling, but also a means to enhance learning experiences throughout life and to enable the student to deal with the challenges of adulthood. A system of well-disciplined young people will provide a school environment in which effective learning can take place. The following statement of policy is intended to ensure that such a system is maintained at the Southern Fulton School District.

The process of achieving self-discipline is twofold. The first aspect is a statement of desired and expected behavior. The common rules of courtesy and respect for the rights of others govern in this matter. Beyond this consideration, there are certain rules and regulations that must be stated to further govern the behavior of individuals in institutions such as schools. The rules and regulations set forth in this statement are intended to supplement the common rules of courtesy and respect. We believe that the process of achieving good discipline consists primarily of teaching, directing, and reinforcing good behavior rather than correcting unacceptable behavior.

The second aspect of the development of self-discipline is the provision for the correction of unacceptable behavior. While a degree of tolerance is necessary in any social system, this policy also provides procedures to correct behavior which disrupts the educational process or violates the common sense rules of courtesy and respect for others. The corrective measures provided are progressive in severity beginning with informal warnings and ending in possible expulsion from school.

Most students behave within acceptable standards and are aware of and support the rights of all students to have the best possible educational environment. It is necessary for clarity, however, to define acceptable and unacceptable conduct. The rest of this discipline policy is devoted to the statement of rules and regulations that govern student behavior along with the penalties that accompany infractions. Because discipline is considered a curricular matter, all discipline obligations must be satisfied before a student's school year is complete.

Statement of Authority

Principals and teachers are directed to maintain order in the schools so that learning can occur. Maintenance of order applies during those times when students are under the direct control and supervision of school district officials. This authority is granted in Section 1217 of the Pennsylvania School Code. It states:

"Every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them" (In loco parentis).

Parental permission is not necessary for school officials to administer disciplinary actions towards a student.

Note: Depending on the severity of the incident, the sanctions are at the Principal's/Dean of Students' discretion

The following are the general rules of conduct for all students at Southern Fulton Elementary School:

1. Follow staff directions the first time directions are given.
2. Keep your hands, feet, and objects to yourself.
3. Walk silently in a straight, single-file line.
4. Use kind words and actions.

Students shall follow classroom rules established by the teacher. Both students and faculty share a responsibility for making the school a wholesome place for learning and living. Each person must respect the rights of others.

Temporary Suspension – Serious misconduct that interferes with the safety or the educational rights of others may result in suspension. The principal may suspend a student for a maximum of five school days without a hearing. The parent must appear with the student for a conference prior to the student's readmission to school.

Full suspension – A student may be excluded from school for a maximum of ten school days, provided that an informal hearing before the principal has been offered to the student and student's parents.

Expulsion – A formal hearing before the board of school directors is required before a student can be excluded from school for more than ten consecutive school days. Due process requirements must be observed.

The categories of misbehavior are **Category I, Category II, Category II, and Category IV**. Examples of these offenses and examples of penalties are listed below.

Category I Infractions Include:

1. Addressing teachers and students by nicknames, unless requested.
2. Gum chewing.
3. Eating other than at lunch or at an unapproved time or place.
4. Cutting in line.
5. Using or bringing ipods, MP3 players, CD players, cellular phones, or similar devices to school except when permitted by the teacher for an educational use.
6. Loitering in halls, restrooms, gym or playground after bell rings.
7. Running in halls, stairwells, classrooms, and cafeteria.
8. Littering.

9. Disrupting the flow of traffic in halls.
10. Disobeying school safety regulations and restrictions on the playground and equipment.
11. Being in an unassigned area.

Category I Consequences:

- First Offense – Verbal warning from teacher or staff
- Second Offense – A written reprimand
- Third Offense – 2 recess detention
- Fourth Offense – 4 recess detentions
- Fifth Offense- 1days of In-School Suspension (exclusion from school activities)
- Additional Category I offenses will move to Category II, Step 4.

Category II Infractions Include:

1. Misbehavior at assemblies.
2. Misbehavior in cafeteria.
3. Tripping, shoving, or rowdy behavior.
4. Creating unsanitary conditions in lavatories.
5. Destruction of another person’s property.
6. Physical show of affection.
7. Disruptive behavior in school.
8. Using rough language, such as, the use of vulgarities, obscenities, and sign language either displayed or spoken.
9. Repeated Category II infractions can move into Category III, Step 2

Category II Consequences:

- First Offense –3 recess detentions and/or social probation
- Second Offense – 5 recess detentions and/or social probation
- Third Offense – 1 day of In-School Suspension (exclusion from school activities)
- Fourth Offense- 2 days of In-School Suspension (exclusion from school activities)
- Fifth Offense – 3days of In-School Suspension (informal hearing)
- Repeated Category II infractions can move into Category III, Step 2.

Category III Infractions Include

1. Stealing
2. Trespassing
3. Vandalism of, defacing, damaging, or destroying school property; restitution paid.
4. Horseplay involving inadvertent harm to another
5. Intentional Pushing/bumping another student
6. Leaving School without the authorization of the administration or teachers.

Each **Category III** Infraction carries the following consequences in addition to possible police involvement:

- 1st offense = 2 days In-School Suspension
- 2nd offense = 1 days Out-of-School Suspension; conference/informal hearing
- 3rd offense = 3 days Out-of-School Suspension; formal hearing
- 4th offense = 5 days Out-of School Suspension; possible board hearing
- Additional Category III offenses will move to Category IV, Step 3.

Category IV Infractions Include:

1. Fighting with apparent intent to injure
2. Hitting/kicking/slapping another student with apparent intent to injure
3. Sexual Harassment/Unlawful Harassment
4. Possession of tobacco
5. Threatening/aggressive/vulgar/profane language/gesture directed at staff member
6. Threatening bodily harm
7. Possession of explosive devices, including fireworks, smoke bombs, flares, etc.
8. Willful destruction of computer hardware, software, data or intentional attempt to access restricted resources

Each **Category IV** Infraction carries the following consequences in addition to possible police involvement and in accordance with adopted school policy:

- 1st offense = 2 days Out-of- School Suspension; conference
- 2nd offense = 5days Out-of-School Suspension; informal hearing
- 3rd offense = 10 days Out-of-School Suspension; formal hearing
- 4th offense = Board Hearing; Possible Expulsion

The following **infractions** will receive an immediate three day suspension with parental notification to appear at an informal hearing. If the student is found guilty at the hearing, the student’s suspension will be extended to 10 days. Additionally the student will be referred by the superintendent to the school board to be considered for expulsion.

1. Assault and battery or school personnel
2. Arson/Fire
3. Possession of drugs and/or related paraphernalia, including look-alike drugs and substances represented as controlled substances; as defined by the SFSD Drug & Alcohol Policy
4. Possession of a weapon as described in Policy 218.1
5. Possession of alcohol
6. Serious vandalism of property
7. Other criminal acts, as defined by the Pennsylvania Crimes Code

SEARCHES

School officials have the authority to lawfully search students or their belongings including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds, or when otherwise under school supervision, if there is reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety, and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband, or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

WEAPONS

The board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. Weapon- the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaka, firearm, shotgun, rifle, replica of any weapon, and other tool, instrument, or implement capable of inflicting serious bodily injury. Possessing – a student is in possession of a weapon when the weapon is found on the person of a student, in the student’s locker, under the student’s control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

BULLYING

Anti-Bullying Rules:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Consequences For Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges/Category II infraction
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention
7. Suspension.
8. Expulsing.

9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

DRESS CODE

It is necessary to establish regulations regarding student dress or grooming practices which present a hazard to the health or safety of the students. In the school the purpose of these regulations is to prohibit interference with school work, disorder, disruption of the educational program, excessive wear or damage to school property, or preventing the student from achieving his/her own education objectives. It is the responsibility of every student to keep himself/herself (including clothes and hair) clean, neat in appearance and well groomed. Parents may be contacted to bring in other articles of clothing. In order to provide an educational climate with the fewest distractions possible, the following guidelines of dress have been established for the school:

- A. Bare midriffs are not permitted.
- B. Clothing with profanity, obscene language, or suggestive pictures, words or letters are prohibited.
- C. Students are permitted to wear shorts, but must be modest in length.
- D. Students are not permitted to wear pants with leg bottoms that drag under the feet.
- E. Students may be prohibited from certain articles of dress and/or accessories that might constitute a health or safety hazard. (for example: wallet chains)
- F. Pants must be worn at waist level.
- G. Strapless/spaghetti strap attire will not be accepted.
- H. Undergarments are not to be visible to others.
- I. Shoes that pose a safety risk should not be worn to school.
- J. NO facial/body piercing – earrings ONLY.

REPORT PERIODS

1. Report cards are issued four times a year with parent conferences in November and at the teacher/parent request.
2. Parents will be notified at mid-year and at the end of the third marking period, if a student is in possible danger of failing the year.
3. The school has the capability for you and your child to view his/her grades for both a marking period and individual assignments via the internet. You will receive an ID number and password. The website is <http://sis.sfsd.k12.pa.us>. Due to this capability, progress reports will not be sent home to parents. However if parents/guardians do not have access to the internet, please inform your child's teacher by **September 5, 2016**, so that progress reports will be mailed to you.
4. The grading system 92-100 (A) 82-91 (B) 72-81 (C) 64-71 (D) Below 64 (E) for failing.

GUIDELINES FOR PROMOTION OR RETENTION

1. A pupil who has already been retained two times during the elementary school (K-6) years should ordinarily be promoted to the next grades.
2. A pupil who has been in the same grade two years should ordinarily be promoted to the next grade.
3. A pupil two years over age should ordinarily be promoted to the next grade.
4. A student receiving failing grades in two major subjects or one major and two minor subjects will be reason for retention.

Major Subjects: Reading, Math, Science, Social Studies, and English/Writing

Minor Subjects: Art, Music, Physical Education, Health, Spelling, Handwriting, Library and Phonics

5. Reading is an essential skill that affects academic success in all subjects; therefore, if a student fails the subject of reading; the administration may retain the child at its discretion.

PARTIES

With PANA (Pennsylvania Advocates for Nutrition and Activity) guidelines in place at SFES, parties for all students are permitted at the end of October (Fall Harvest), Christmas and Valentine's Day, however the following guidelines must be followed.

1. The following foods are acceptable for parties, special occasion snacks, and kindergarten snacks: popcorn, pretzels, fruit, vegetables, cheese and crackers, granola bars, yogurt, rice krispy treats, jello, pudding, trail mix
2. For individual birthday parties, children are permitted to bring in a snack; however, we strongly encourage you to bring in health food choices such as rice krispy treats, jello, pudding, vegetables, cheese and crackers, etc.
3. Sodas are not permitted at all during school time.

ADDRESS OR PHONE CHANGE

When students change their home address or phone, it should be reported to the office immediately.

STUDENT FINES FOR LOSS/MISUSE OF TEXTBOOKS AND LIBRARY BOOKS

1. Each student is responsible for the textbooks and library books they receive for use from the School District. Students shall be responsible for any damage to books or for misplaced books. The principal will determine whether the wear and tear to the textbook was normal or shows signs of excess wear or abuse.

If a textbook has been misused and can be repaired, the principal will collect the costs for the repair and shipping costs from the student.

1. If the textbook is lost, stolen or destroyed, the student will reimburse the school district according to the following schedule:

One year old or less -	The student will pay 100% of the current cost to replace the textbook.
Two years to three years old -	The student will pay 90% of the current cost to replace the textbook
Four years to five years old -	The student will pay 80% of the current cost to replace the textbook
Six years to seven years old -	The student will pay 60% of the current cost of replace the textbook.
Eight years to ten years old -	The student will pay 50% of the current cost of replace the textbook.
Over ten years old -	The student will pay 40% of the current cost of replace the textbook.

2. Student who has had textbooks or library books destroyed due to natural disasters or fire will not be required to reimburse the district.
3. Students will be given thirty days from the time they are billed for the costs of restitution to pay the bill. If the bill is not paid in the thirty-day time limit, the collection of the bill will be turned over to the District Magistrate for collection. The student in addition to the costs of textbook replacement will pay all costs associated with the court system.
4. At the conclusion of the school year, report cards will be held by the office until all school materials/books are returned or paid for.

STUDENT VISITATION

Student visitation will only be extended to those students who will be entering Kindergarten during the next school year. Visitation will be during the last week of school only.

ELEMENTARY TESTING PROGRAM

Achievement Tests

Group Tests – Students from third through sixth grade are given achievement tests each spring to assess student progress. The specific test and grades are as follows:

Grade 2 – Cognitive Ability Test

Grades 3-4-5-6 – Pennsylvania System of School Assessment (English Language Arts & Math)

* required by the Pennsylvania Department of Education

Grade 4 – Pennsylvania System of School Assessment (Science)

* required by the Pennsylvania Department of Education

STUDENT RECORDS POLICY

Student records are confidential. Parents do have the right to review them. District guidelines on student records policy will provide parents with information necessary to obtain access to records. This data is available at the district office. (FERPA)

BEHAVIOR ON SCHOOL BUS

Student behavior – the school bus driver has the responsibility to maintain discipline on the bus. This control shall be exercised without the use of physical punishment, since bus drivers do not have the same legal authority over students as exercised by teachers. Whenever the driver feels he/she needs help or feels there is misconduct on the part of a student, he/she shall report the infraction to the student's building principal. The principal shall handle the infraction in the following manner:

A. Discipline Procedure Infractions

1. Improper boarding/departing procedures.
2. Bringing articles aboard bus of injurious or objectionable nature.
3. Failure to remain seated/remaining in assigned seat.
4. Refusing to obey the driver.
5. Pushing, tripping and/or hitting.
6. Hanging out of windows.
7. Spitting/littering.
8. Unnecessary noise.
9. Tampering with bus equipment.
10. Rude, discourteous and annoying conduct.
13. Using rough language such as the use of vulgarities, obscenities, and sign language either displayed or spoken.
14. No eating, drinking, or chewing gum while riding the bus.
15. Any other similar, inappropriate behaviors or actions.

B. Major offenses include but are not limited to the following:

1. Possession of weapon.
2. Consumption, possession, or being under the influence of alcohol or drugs.
3. Terroristic threats.
4. Assault on the driver.
5. Fighting.
6. Smoking.
7. Lighting matches or lighters.
8. Destruction of property.
9. Opening the emergency door except in case of emergency.
10. Throwing or shooting any kind of the following: rubber bands, peashooter, straws, water guns, etc.
11. Throwing things out of the bus window.
12. Any action construed to be sexual harassment.
13. Other similar infractions.

The school administration has discretion to adjust consequences according to the particular circumstances of the offense.

First Infraction shall result in a notice to the student, the student's parents/guardians and the driver. This notice shall define the infraction and the consequences of a second offense. The **second infraction** shall result in a loss of recess privileges for 1-2 days. The student's parents/guardians, and the driver shall be informed by a second notice and all future infraction notices. The **third infraction** shall result in a suspension of riding privileges for one day. **The fourth infraction** shall result in a suspension of riding privileges for three days. **The fifth infraction** shall result in a meeting of the student, the student's parents/guardians and the principal. Suspension of a minimum of one (1) week shall be given. The student and the student's parents/guardians shall be informed that a **sixth infraction** shall mean a loss of privileges for the remainder of the year.

First infractions of the more serious nature shall be treated as they would if they occurred in the school setting. Students involved in such incidents on the bus shall lose riding privileges for the same amount of time in-school-suspension was to be assigned. Students involved in destruction of bus property must make restitution for the property destruction or the student's report card will be held in the office. Parents/guardians shall be notified as soon as possible. Both student and parents/guardians shall be informed of what will occur if the infraction occurs a second time. Bus drivers are entrusted with the safety of our children, and they deserve the support of both parents/guardians and the school. In order that each party understands its role, a copy of the Student Behavior Section of the Transportation policy shall be given by the principal to each student riding a bus. Students will be advised to share this policy with their parents/guardians.

Additional punishments for discipline may also result from extreme or repeated violations of this bus policy. Students are considered to be "in school" while riding the bus to and from school or in the course of any school related activity.

If a student loses riding privileges on one (1) bus, he/she will not be permitted to ride any other bus in the school district during the loss of said privileges.

- For safety reasons, live animals may not be transported on the bus without administrative approval.

Bus Assignments

Each student for whom transportation is provided shall be assigned to a route and stop. Students are not permitted to transfer to other stops and/or routes without prior approval. In the event a student needs to ride to and from a relative's and/or student's home, the student may change a bus only with a signed parental note that is approved by the building principal or his/her designee. The student would then be given a bus slip to be handed to the bus driver on that day giving him/her permission to ride in the afternoon and the next morning if necessary.

Unauthorized Entry of School Buses

The school bus driver is responsible for efficient and economical operation, passenger and vehicle safety, and order and discipline. While students are on the bus, their safety is in the driver's hands. Accordingly, only the driver and authorized school personnel are permitted to board a school bus. In accordance with state law, persons who entered a school bus without permission could face up to a year in prison and pay a fine of up to \$2,500.00.

VIDEO/AUDIO MONITORING SYSTEM

The Southern Fulton School District Board of Education fully supports the reduction of student misbehavior and vandalism during daily transportation of pupils to and from school and on all school related trips. Each student is held accountable for his/her actions and should assume that they are being monitored at all times through use of a video/audio monitoring system. Students shall conform to the rules of the respective schools and transportation rules: be obedient and respectful, be courteous and polite, and be clean in person and dress.

PLEASE RETURN THE FORM BELOW TO YOUR BUS DRIVER

2016/2017 SCHOOL YEAR

Dear Parent or Guardian,

After you have read the "Behavior on School Bus Section" in the Student manual, please sign your name to this form and return to the school bus driver.

Thank you for your cooperation. If you have any questions, please call the Elementary Office, Telephone Number (717) 294-3400.

PARENTS – PLEASE SIGN AND RETURN

I have read and understand the "Behavior on School Bus" section listed in the Elementary student handbook.

Signature

Date

TO BE RETURNED TO THE BUS DRIVER WITHIN 5 DAYS

MEDICAL PROCEDURES TO FOLLOW WHILE BEING TRANSPORTED TO/FROM SCHOOL

Dear Parent,

In an attempt to better serve your child in the event of a medical emergency while on school transportation to/from school, we would ask that you complete the form below. **If your child is not at any greater risk for a medical emergency than any other students in the general population, complete only Section 1, sign & date form. If your child is at a greater risk for a medical emergency, complete the entire form. Return this form to your child's bus driver as soon as possible.**
**** All information will remain confidential.**

Section 1:

_____	Grade
Name	

Address	

Address	

School	

Bus/Van Number	

Signature parent/guardian	Date

Section 2:

Emergency Telephone Numbers

_____	Home Phone
Mother's Name	
_____	Work Phone (mother)
Father's Name	
_____	Work Phone (father/guardian)
Guardian Name	

Emergency Contact Person (s)

_____	Phone Number
Name/Relationship to Child	
_____	Phone Number
Name/Relationship to Child	
_____	Phone Number
Name of Child's Physician	

Section 3:

A. Child's Medical Condition: _____

B. What would the driver observe in the event of a medical concern/emergency with your child on the bus/van?

C. Is medication available to the bus/van driver in the case of an emergency? If so, where is it kept?

D. What is the driver expected to do to help your child with a medical problem on the bus or at the bus stop?

Signature of Parent/Guardian

Date

**VIDEO/AUDIO MONITORING SYSTEM
NOTICE**

To all students, faculty, staff, administration, parents, visitors, and all other persons entering upon Southern Fulton School District property and contracted vehicles:

You are hereby notified that surveillance cameras have been installed outside the Southern Fulton Elementary School Building, as well as, in the hallways of the high school building.

The cameras are used to monitor these areas both inside and outside the building.

While on Southern Fulton School District property, your image and movements may be captured by these cameras.

Individuals on district property have no reasonable expectation that their images and actions will not be recorded, taped, or otherwise intercepted while on district property. School officials and personnel may use such recordings, tapings, and /or enforce policy and school discipline and to take other legal action.

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IMMUNIZATIONS

1. The following are the minimum required immunizations for students attending school in Pennsylvania:

- 4 doses – DT (Diphtheria Tetanus – with at least one dose being after their fourth birthday)
- 3 doses – Polio
- 2 doses – MMR (Measles, Mumps, Rubella)
- 3 doses – Hepatitis B
- 2 doses - Varicella Vaccine or history of having chicken pox

HEALTH SERVICES

1. The School Health Act of the State of Pennsylvania requires that:

- A. Each child on school entry, sixth and eleventh grades have a physical examination.
- B. Each child on school entry, third and seventh grades have a dental examination.
- C. Each child on school entry, second, third, seventh and eleventh grades have a hearing test.
- D. Each child on school entry and in the ninth grade be given a test for tuberculin.
- E. Each child have a vision test annually.
- F. Each child be weighed and measured annually.
- G. Each child be screened for scoliosis in sixth and seventh grades.

2. Section 1407 of the Public School Code states in lieu of the medical or dental examinations prescribed by the article, any child of school age may furnish the local school officials with a medical or dental report of examination made at his own expense by his family physician or family dentist on a form approved by the Secretary of Health for this purpose. The report shall be furnished prior to the date fixed for the regularly scheduled examination but no earlier than twelve months prior to the opening of the school term during which the regular examination is scheduled.

3. Head lice are a nuisance for all concerned. The school is required to send home students determined to have head lice. We try to handle each case in a low key and personal manner. When a student in a room is determined to have head lice, all students may be checked. Students with head lice must be properly treated, and all “nits” removed prior to returning to school. A confidential list of children sent home is maintained in the health room so that returning children can be checked prior to readmission to class. The health nurse will be available to assist parents having difficulty with this problem. Parents are reminded that the detection and proper treatment for head lice is their responsibility.

4. The school nurse and a teacher will speak to grade five students regarding puberty and hygiene. If you do not want your child to participate in this discussion, please notify the school nurse in writing at the start of the school year.

Medication

The school recognizes that parents have the primary responsibility for the health of their children. Although the District strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school. All medication must be brought to the nurse’s office upon arrival at school. The school nurse, or her designee, will supervise the administration of all medications using the following procedures:

- a. The physician must submit a written request to the school officials that medication be administered to the student. Included in the request must be the name of the student, name of the medication, dosage, time to be administered, diagnosis and possible side effects. If the medication changes, a new permission slip from the physician must be provided covering the specific medication.

- b. The parent or guardian must submit a written request to school officials that medication be administered as prescribed in the physician's statement.
- c. All medication must be in a prescription bottle with the current date and the name of the student on the bottle. (Please ask the pharmacist to make up special bottle with the prescription label attached when you had the prescription filled.)
- d. All medication will be kept in the health room. If the medication is to be taken during a class, the students will be given a note to be excused from class.
- e. Non-prescription medications may be given when absolutely necessary. The same procedure for prescription medications must be followed (i.e. written request from physician and parent) when giving any non-prescription medications. **Any medication** to be administered during the school day, including prescription and non-prescription, shall be taken in the health room and will be supervised by the school nurse or her designee. Question about medications should be directed to the school nurse. The regulations are for the safety and protection of all the students in the school district. Your cooperation with these procedures will be appreciated.

HOMEWORK POLICY AND GUIDELINES

1. Definition

Homework is defined as any work planned or approved by the teacher to be completed by the student during study time or outside the regular classroom without the immediate and direct supervision of the teacher.

2. Philosophy

We believe homework and related out-of-school activities are important to the educational development of the children of our school district. Research has proven that children who regularly and consistently do homework are higher achievers than those who do no homework. We further believe that all homework activities should be well planned and appropriate to the needs, capabilities, and interest of the students. While the teacher is responsible for identifying goals, preparing assignments, the student and his/her parents must assume responsibility for its timely completion. Cooperation and communication between the home and school are essential to a successful program.

3. All homework should be completed on time.

4. Excessive missed homework assignments may result in the loss of a field trip.

5. Homework Objectives.

- A. To reinforced learning through the practice, application, integration, and/or extension of knowledge and skills.
- B. To develop study skills, work habits and a sense of personal responsibility so that the student may become an independent learner.
- C. To stimulate originality and creativity.
- D. To enrich the school experience and to encourage a transfer into community service, leisure activities and career-centered interests.

6. Responsibilities of the Student

- A. Develop a personal system for recording assignments.
- B. Understand the assignment – its purpose, when it is due, and how it is to be done.
- C. Budget time to complete and return assignments on time.
- D. Initiate the request for help when needed.
- E. Arrange to make up missed assignments as required.
- F. Be familiar with the philosophy and guidelines as well as the specific policies and practices of the school district as they pertain to homework.

7. Responsibilities of the Parent

- A. Insist that homework be completed and provide an environment conducive to study: a quiet, well-lit place, ample workspace, and the necessary basic materials.
- B. Help in the development of a satisfactory schedule.

- C. Give assistance that will help the child complete the assignment, but do not do the assignment for the child.
- D. Check the work to make sure it is the child's best work and that the assignment has been completed.
- E. Accept each child's own best work and avoid undue comparisons with that of other children.
- F. Make suggestions toward growth and independence.
- G. Point out principles involved and give illustrations.
- H. Explain the values of various types of homework
- I. Provide a positive attitude toward school and homework.
- J. **In cases of absences, parents should notify the school office by 9:00 A.M. and plan to pick up their child's assignments after 2:00 P.M. in the school office.**

IDEA CHILD FIND

Our Child Find is a community wide effort to find and help children between the ages of 3 and 21, who are in need of special education programs and services. Screening, professional guidance and an education program, if needed, are all available free of charge through the school district.

All Pennsylvania Public Schools are required to help identify children in need of service, birth to 21 years of age. So if you know of a child who may have a problem, please call the Southern Fulton High School Office at 717-294-3251 or the Southern Fulton Elementary School Office at 717-294-3400 between 8:00 am and 3:30 pm. All information is confidential.

PUBLIC AWARENESS DOCUMENT

Under Federal Law entitled Individuals with Disabilities Education Act and Pennsylvania Special Education Regulations and Standards, each disabled child has the right to a free education designed to meet the child's learning needs. The term "disabled" includes children with physical, emotional, or mental disabilities. In order to insure that all disabled children are identified, Southern Fulton School District conducts screening and identification activities

The Southern Fulton School District utilizes these screening activities:

- a) Level I screening includes group-based data such as a review of cumulative records, enrollment records, health records, report cards and group achievement testing:
- b) Level II screening includes
 - Hearing screening conducted in Grades K, 1, 2, 3, 7 11 and all special education classes, (Hearing screenings are scheduled for grades K, 1, 2, and 3 in the Nurse's Office in the Southern Fulton Elementary School. Contact the school nurse for a specific schedule.)
 - Vision screening which is conducted in every grade each school year, (Vision screenings are conducted throughout the school year by the school nurse. Contact the school nurse for a specific schedule.)
 - Motor screening which is accomplished through ongoing observations by the regular and physical education teacher.
 - Speech and language screening which is conducted for students about whom there is concern speech and language skills.

Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students May 2014

Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. 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.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children ages three to school-age may be eligible for Early Intervention services if they are experiencing developmental delays. Developmental delays, as defined by the State and as measured by appropriate diagnostic instruments, include a 25 percent delay or a test performance of 1.5 standard deviations below the mean on a standardized assessment in one of the following developmental areas: physical development, cognitive development, communication development, social or emotional development or adaptive development. A young child may also be deemed eligible if they are determined to have a diagnosed disability as defined by PA Chapter 14 regulations. Eligibility for Early Intervention services is two-pronged. The child must be diagnosed with a developmental delay or a diagnosed disability and display a need for specially designed instruction. Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the child and to ensure access to the general education curriculum.

Evaluation Process

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an 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, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit staff.

Consent

School entities cannot proceed with an evaluation or reevaluation, 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, www.Pattan.net or your educational agency. Once written parental consent is obtained, the district 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 parents determine whether the child is eligible. If the child is eligible, the individualized education program 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.

Confidentiality of Information

The SDs, IUs and CDs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

INTERMEDIATE UNIT			
Tuscarora Intermediate Unit 11 Ms. Sandi Dinardi 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501	TIU Early Intervention Programming Ms. Fran Merrifield 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501
SCHOOL DISTRICT OFFICES			
Central Fulton School District Ms. Ginger Thompson 151 East Cherry Street McConnellsburg, PA 17233-1400	717-485-3195	Forbes Road School District Forbes Road High School Ms. Maria Scott 159 Redbird Drive Waterfall, PA 16689	814-685-3865
Huntingdon Area School District Administrative Office Ms. Robin Whitsel 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Juniata County School District Administrative Office Ms. Lee Bzdil 75 South Seventh Street Mifflintown, PA 17059	717-436-2111
Juniata Valley School District Administrative Office Ms. Lisa Coble 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611	814-669-9150	Mifflin County School District Administrative Building Ms. Tracey Jones 201 Eighth Street, Highland Park Lewistown, PA 17044	717-248-0148
Mount Union Area School District Administrative Center Ms. Dianne Thomas 603 N. Industrial Drive Mount Union, PA 17066	814-542-2518	Southern Fulton School District Southern Fulton High School Ms. Diane Younker 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267	717-294-3400
Southern Huntingdon School District Southern Huntingdon County High School Ms. Stacey J. Miller 10339 Pogue Road Three Springs, PA 17264-9730	814-447-5520	Corrections Education Trough Creek Youth Forestry Camp #3 Mr. Ronn Bargiel 4534 Tar Kiln Road James Creek, PA. 16657	814-658-4024
NON-PUBLIC SCHOOLS LOCATED IN IU 11			
Tuscarora Intermediate Unit 11 Ms. Linda Dell 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501		
CHARTER SCHOOLS			
New Day Charter School Ms. Deb Goodman 256 South 5th Street. Huntingdon, PA 16652	814-643-7112	Stone Valley Community Charter School Dr. Kim Connelly 13006 Greenwood Road Huntingdon, PA 16652	814-667-2705
PRISONS			
Huntingdon County Prison Ms. Robin Whitsel 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-641-2104	Mifflin County Prison Ms. Tracey Jones 201 Eighth Street, Highland Park Lewistown, PA 17044	717-248-0148

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

UNLAWFUL HARASSMENT

It is the policy of the Southern Fulton School District that unlawful harassment, defined as unwanted behavior usually directed at someone of the other gender that is verbal, non-verbal or physical, will not be tolerated. Additional information can be found in the Southern Fulton Policy Manual.

NO CHILD LEFT BEHIND POLICIES

NOTICE #1

Annual Notification of the Family Educational Rights and Privacy Act (FERPA)

The Family Educational 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. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official 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 the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 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 educational interests. A school official is a person employed by the school 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 attorney, auditor, data services contractor, 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 tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

To file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA contact:

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

NOTICE #2 **Annual Notification of Release of Directory Information Under** **The Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Southern Fulton School District, with certain exceptions obtain your written consent prior to the disclosure of personally identifiable information from your child’s educational records. However, the Southern Fulton School District may disclose appropriately designated “directory information” without consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Southern Fulton School District to include this type of information from your child’s educational records in certain school publications. Examples include:

- A playbill showing your student’s role in a drama production
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets such as for wrestling showing weight and height of team members.

Directory information which is information that is generally not considered harmful or an invasion of privacy if released can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA’s) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters upon request with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student’s information disclosed without prior written consent.

If you do not want the Southern Fulton School District to disclose directory information from your child's educational records without your written consent, you must notify your school principal in writing. Southern Fulton School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone Listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph (including placement on district web pages and in any print or electronic media)
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of Attendance
- Grade level
- The most recent educational agency or institution

NOTICE #3

Annual Notification of Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

1. It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
2. It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 - Political affiliations
 - Mental and psychological problems potentially embarrassing to the students and his/her family;
 - Sex behavior and attitudes;
 - Illegal, anti-social, self-incriminating and demeaning behavior;
 - Critical appraisals of other individuals with whom respondents have close family relationships;
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers or
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated should contact their school principal. If the situation is not resolved, parents should contact the Superintendent of Schools.

Parents or students who believe their rights under PPRA may have been violated may also file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

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

NOTICE #4

Notice to Parents: Student Health Exams, Privacy, and Surveys

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct or surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent** before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships.
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
7. Religious practices, affiliations, or beliefs of the student or parents;
8. Income, other than as required by law to determine program eligibility.

- **Receive notice and an opportunity to opt a student out of**

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- **Inspect**, upon request and before administration or use

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Southern Fulton School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Southern Fulton School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The school district will also **directly** notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

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

If you have any questions regarding this information, please contact your high school principal at 717-294-3251 or elementary principal at 717-294-3400.

NOTICE #5
Right to Request Teacher and Paraprofessional Qualifications

As a parent of a student in the Southern Fulton School District, you have the right to request information regarding the professional qualifications of the classroom teachers who instruct your child and the paraprofessionals who assist them. No Child Left Behind federal law gives you the right to ask the following information about your child's classroom teachers and their paraprofessional assistants;

- Whether the Commonwealth of Pennsylvania has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Commonwealth of Pennsylvania has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances. (The level of state teacher certification – Emergency, Instructional I, Instructional II, etc.)
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar professionals provide services to your child and if they do, their qualifications.

If you would like to receive additional information about any teachers or paraprofessional aides who work with your child, please contact: Mrs. Cutchall – Elementary Principal at (717) 294-3400.

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts.

NOTICE #6
Notice to Homeless Education Programs

Each year more than 800,000 school-age children in the United States experience homelessness. The federal No Child Left Behind Act of 2001 includes a provision to make sure that homelessness does not cause these children to be left behind in school. Homeless children should have access to the education and other services that they need to meet the same challenging state academic achievement standards to which all students are held.

The Southern Fulton School District is required to provide activities for and services to homeless children. This includes preschool-age homeless children and youths and enables them to enroll in, attend, and succeed in school or preschool programs.

The law requires all school districts to inform parents or guardians of their rights under this provision of NCLB. Specifically, it states that pending resolution of a dispute about school placement, a school district must immediately enroll a homeless student in the student's school of origin or other schools selected on the basis of the child's best interest and provide a written explanation of the rights of appeal to the parent or guardian of the student.

If you have any questions about this provision of NCLB, please contact your school principal at:

Mrs. Cutchall – Elementary Principal (717) 294-3400

**GUIDELINES FOR UNLOADING AND LOADING
OF CHILDREN AT THE ELEMENTARY**

Transportation Drop-Off / Pick-Up Procedures

Parents in the Morning

The sidewalk on the right side of the school building across from the parking oval is the designated unloading area for children being dropped off by private vehicle.

When entering the school grounds, drive to the right only and circle around the parking oval.

DO NOT PULL STRAIGHT INTO THE BUS PARKING AREA.

Pull parallel along the sidewalk to let the child or children exit the vehicle.

The first vehicle to enter the parking lot should travel around the oval and stop along the sidewalk across from the end of the oval where the red curb ends. This will allow three or four vehicles to unload simultaneously.

When unloaded, turn left between the parking oval and the bus area and exit the school grounds.

When escorting a child into the building, please park in a designated parking space in the parking oval. **DO NOT PARK ALONG THE SIDEWALK.** This will eliminate vehicles having to back up and will lower traffic congestion.

Parents in the Afternoon

When entering the school grounds, drive to the right only and circle around the parking oval. The first vehicle should travel around the oval and stop in a parallel position along the sidewalk across from the end of the oval where the red curb ends. Consecutive vehicles should follow in order.

Pickup students will be dismissed from their classrooms after bus dismissal. At this time, staff members will be lined up along the sidewalk in front of the school to assist the students being picked up. At this time, the vehicles will proceed forward slowly along the curb of the sidewalk to pick up their child(ren). For any late arrivals, parents must report to the office to pick up their children.

DO NOT ENTER THE BUS PARKING AREA. DO NOT PULL/PARK BEHIND THE BUSES.

Parents will not be permitted to wait inside the elementary school until dismissal time for the pick-up children. Also, do not stand outside the doors and take children as they are dismissed. All parents, guardians, drive designees, etc. must enter office and notify personnel of your presence and intentions at all times. This is for the safety of all children.

If your child needs to be picked up a few minutes before dismissal for a doctor's appointment, etc., please be sure to park in a designated parking space and notify office personnel.

DO NOT WAIT AT THE BUS DOORS FOR CHILDREN OR REMOVE THEM FROM A BUS.

Enter office and notify personnel of your intentions.