

# **Juniata County School District**



## **Elementary Handbook for Parents and Students**

**2014-2015**

## PREFACE

Schools have a profound influence upon the home; likewise, the family is a valuable asset to a sound educational program. Through our mutual understanding and cooperation, children learn and mature in a manner that leads to a productive citizenry and to individual happiness. With common purpose and goals, greater achievement is possible. This booklet is designed to assist you in understanding the policies and procedures of the elementary program in the Juniata County School District. We are hopeful this booklet will answer many of the questions that frequently arise, and we solicit your support in administering these policies.

### JUNIATA COUNTY SCHOOL DISTRICT - ELEMENTARY SCHOOLS

Fayette Elementary School  
145 School Street, McAlisterville, PA. 17049  
463-2236  
Grades K-6

Mountain View Elementary School  
23215 RT 35 S, Mifflin, PA. 17058  
436-6816  
Grades K-5

Fermanagh Mifflintown Elementary School  
75 South Seventh Street, Mifflintown, PA. 17059  
436-2111  
Grades K-5

Thompsontown-Delaware Elementary School  
21 School Street, Thompsontown, PA. 17094  
535-5520  
Grades K-6

Lack Tuscarora Elementary School  
3044 Middle Rd., Honey Grove, PA. 17035  
734-3172  
Grades K-5

Tuscarora Valley Elementary School  
401 Eighth Street, Port Royal, PA. 17082  
527-4635  
Grades K-5

Monroe Township Elementary School  
54 Main Street, Richfield, PA. 17086  
694-3961  
Grades K-6

Walker Township Elementary School  
7864 William Penn Highway, Mifflintown, PA. 17059  
436-6469  
Grades K-5

### HOURS

Juniata County School District includes eight elementary schools which begin their school day at **8:15AM**. Dismissal is at **3:15 PM**.

### SCHEDULES

The Juniata County School District operates on a 6-day cycle system. This means that activities, specials, and extra services will be provided on an alternating basis rather than on a set day of the week. School lunch menus will attempt to track cycle days as a reminder for students and parents.

### DELAYS, EARLY DISMISSALS and CLOSING OF SCHOOL

Juniata County School District uses One Call Now to notify parents of delays, early dismissals and school closings. One Call Now connects with Sapphire. Because your children attend Juniata County School District you are automatically a part of both the One Call Now and Sapphire systems. When JCSD sends alerts you will be contacted via the telephone numbers you have on file in the Sapphire Portal. Therefore it is very important that you verify your information for accuracy. If there are changes that need to be made, you may contact the school to have that information correct. When weather conditions deteriorate and it becomes necessary to close school, delay the start of school or dismiss the students early, the district will notify radio and television stations within the listening and viewing areas. On days when weather is questionable, stay tuned to these stations for information about the status of school. **Please do not call your child's school or the radio or television stations.** When school is delayed or dismissed early, bus schedules may be slightly varied from the standard times due to the weather conditions.

In the event of a delay, early dismissal, or school closing due to inclement weather or emergency circumstances, an announcement will be made on the following radio stations:

WCHX-FM      105.5      (Lewistown)      WKVA-AM      920      (Lewistown)

WJUN-FM	92.5	(Mexico)	WQJU-FM	107.1	(Mifflintown)
WJUN-AM	1220	(Mexico)	WMRF-FM	95.9	(Lewistown)

The following television stations will also be used to broadcast closings and/or delays:

WGAL-8	(Lancaster)	WTAJ-10	(Altoona)
WHTM-27	(Harrisburg)	WHP-21	(Harrisburg)

You may also check our school website, [www.jcsdk12.org](http://www.jcsdk12.org)

**HAVE AN ALTERNATE PLAN IN PLACE WITH YOUR CHILD IF AN EARLY DISMISSAL OCCURS AND YOUR ARE NOT HOME WHEN YOUR CHILD ARRIVES.**

**BUS TRANSPORTATION**

The district's new Transportation Coordinator is Mr. P.J. Adam, whose number is 436-2111, extension 5017. For a detailed explanation of transportation procedures see the Juniata County School District Policy 810, available on the District website at <http://www.jcsdk12.org/>.

**BUS REGULATIONS:**

1. Students who come to school on the bus must return home on the bus unless they have a note signed by their parents for **parent pick-up only**.
2. Riding the bus is a privilege. Improper conduct on the bus may result in a suspension from riding the bus. The parent is responsible for providing transportation to and from school during the bus suspension. If a student is absent from school during a bus suspension time period, the student will be required to serve the suspension days upon his or her return to school. Upon the student's return to school, the suspension will continue for the period of time originally determined by the principal.
3. Bus students are to go immediately to their buses when they are dismissed from school.

**CONDUCT ON BUSES:**

- Take your seat promptly, and remain seated from your ride to and from school.
- Sit in bus seat at all times/facing front; keep your feet, books, and other articles out of the aisle.
- Keep hands, feet, and head inside the bus
- Report any damage you see to the driver.
- Eating, smoking, or using vulgar language is not permitted.
- You should be quiet and orderly so the driver is not distracted from driving the bus.
- Listen to the driver.
- Wait until the bus has come to a complete stop before leaving your seat. Upon discharge, check for traffic in both directions if you live on the opposite side of the road. Students should exercise caution and cross the highway in view of the bus driver. The bus driver may assign seats.
- The bus driver should report misbehavior to the building principal in the form of a written bus incident report. After the submission of three bus incident reports, a student may lose their bus riding privilege for a period of time at the discretion of the building principal. Based upon the severity of the infraction a student could lose their bus privilege upon the issuance of the first incident report.

**AT THE BUS STOP**

1. Students should be present at the bus stop at least five minutes before the bus arrives. Drivers follow a strict time schedule and cannot wait for late students.
2. Stay off the highway until your bus comes to a complete stop and has its red lights blinking.
3. Parents are responsible for maintaining supervision over their children at the bus stop.

**MISSED BUSES**

If a child fails to return home at the end of the day, please follow this procedure:

1. DON'T PANIC.
2. Stay at home, call your child's school and give the child's name, bus number, and homeroom. It is also helpful if you give the name of another child who rides the same bus. In the event there is no answer, call the transportation coordinator at 436-2111, extension 5017.

3. Stay close to the telephone.
4. The school will contact the teacher to see if the child went on the bus, then call the bus driver at the end of the run. (Usually, the bus driver will return to the child's bus stop if they find the child has forgotten to get off the bus. In the case of a child getting on the wrong bus, they will return to school and we will contact you.
5. PLEASE contact the SCHOOL when your CHILD ARRIVES HOME.

**PICK UP OR DROP OFF OF STUDENTS DURING OR AFTER SCHOOL HOURS**

1. A note must be submitted to the school office and contain the following:
  - a. Date of pick up or drop off
  - b. Name of student
  - c. Person picking up or returning student  
Staff on duty may ask for identification of driver picking up or dropping off student.
  - d. Reason for arriving late or leaving early.
  - e. **Students picked up or dropped off during school hours MUST be signed in or out at the school office. (Between the hours of 8:20 AM and 3:15 PM.) Parents are not allowed to walk to the classroom to pick up their child due to security reasons.**
  - f. **A verbal contact (as in a call to the school) in place of a parental note should be reserved for emergencies only, such as telephone calls during the school day. Due to the various activities which the office oversees, do not count on a voice message being retrieved prior to dismissal time.**

**ARRIVAL AT SCHOOL**

Children who walk or are driven to school by their parents should plan to arrive **after 8:00 AM and prior to 8:20 AM**. Although parent work schedules or personal plans make it attractive to drop children off at school early, we ask that other arrangements be made. This will assure that your child will have proper supervision upon arrival at school. **Parents and guardians are not allowed to walk students to their classrooms for security purposes.**

**PARENT PICK-UP**

Please refer to your child's specific school building for drop-off and pick-up procedures.

**PARKING AT THE BEGINNING AND END OF THE DAY**

If picking up or dropping off your child, do not park in areas designated for buses.

**MEDICAL AND DENTAL APPOINTMENTS**

Parents are encouraged to make medical and dental appointments outside of school hours. If you are unable to make an appointment after school hours, please instruct your child to obtain the appropriate form from his homeroom teacher or the office prior to the time you pick him/her up. This form, completed by the physician or dentist, must be returned to school with your child and will serve as a written excuse. For routine medical and dental appointments, additional information may be required in determining the length of an excusable absence.

**ATTENDANCE**

Regular attendance is strongly connected to school success. The child who is seldom absent is able to learn more easily because he is neither encumbered with gaps in knowledge, nor does that student have to catch up on missing information while still attempting to progress with the group. Students are expected to be in school except in cases of emergency or for reasons as outlined in the Pennsylvania School Code: Sickness of the Pupil, Death in the family, Impassable roads and Quarantine.

Written excuses by the parent for absences are to be handed in within three days. **An excuse that has not been returned will be considered illegal on the fourth day following the absence.**

All other reasons for absence will be considered unexcused. Further, for all children who are of compulsory school age (first grade through age 17), an unexcused absence is also categorized as unlawful.

To allow flexibility in the enforcement of compulsory (required) school attendance, the school code provides that any child may incur three unlawful days each school year without penalty; however, when this point is reached, the principal is required to inform the parent in writing. This letter also provides that further unlawful absence will result in prosecution and possibly a fine.

Any child who arrives at school between 8:20 A.M. and 9:00 A.M. is considered **TARDY**. Any student who arrives at school after 9:00 A.M. would be considered absent one-half day. Any student who leaves school between 2:30 P.M. and 3:15 P.M. would be recorded as an **EARLY DISMISSAL**. A child who leaves prior to 2:30 P.M. would be recorded as a half-day absence.

The school may require a doctor's excuse for excessive absences. If a student accumulates **ten days of absences during the first semester, a letter of concern and warning of a doctor's excuse soon being required will be mailed home. If a child misses 15 days during the school year** they will be required to furnish a doctor's excuse for each additional absence. A student has **three days** upon return to school to turn in the excuse. After that time, the absence will be considered illegal. After three illegal absences have been accumulated, students will be notified of possible fines and/or legal action that will be taken if they incur additional illegal absences. Letters of concern are also sent home when absences begin to accumulate. **Four unexcused tardies equal one-half day of an unlawful absence and may result in a fine.** Extenuating circumstances may be considered by the principal.

#### **TAKE YOUR CHILD TO WORK DAY**

Thursday, April 23, 2015, is the National "Take Your Child to Work Day". The event takes place the last Thursday of April annually. While this can provide an excellent opportunity for your child to explore a parent's workplace, prior arrangements **in writing** must be made with the school. **The day of absence will be excused pending the receipt of the parent's employer's letter confirming that the student did attend the parent's place of employment. The child can only visit the workplace of a parent or guardian, not the workplace of a friend or alternate relative. An alternate date for such a visit will not be approved.**

#### **PENNSYLVANIA FARM SHOW**

Each January, Harrisburg's Farm Show Complex hosts the Pennsylvania Farm Show. Participants and exhibitors are excused to attend the Farm Show for the day of their participation. A written excuse must be submitted by the participant or exhibitor. **Students visiting the Farm Show are required to submit, prior to their one-day absence, an excuse stating the date on which they will be in attendance at the Farm Show.** An excused absence will only be allowed for farm show attendance if prior notice is submitted in writing to your child's school.

#### **FIELD TRIPS**

Field trips are a privilege provided by the Home and School Association. Chaperones are needed for elementary grade level field trips and are selected by the Home and School Association in partnership with the classroom teachers and the principal. **All** chaperones must provide Act 34 and Act 151 clearances to the school in order to accompany students. If a parent or guardian of a medically fragile child needs to accompany the child on a field trip, documentation must be on file with the school at least thirty (30) days prior to the date of the field trip. Special arrangements must be made in advance with the principal. Please see the Appendix for more information on Chaperone requirements and expectations. The elementary principals will hold mandatory chaperone training for field trips. ***In order to be eligible to attend a field trip as a chaperone, you must attend the chaperone meeting which will be announced near the beginning of the school year.***

#### **EDUCATIONAL TRIPS**

The Juniata County School Board has approved a policy concerning educational trips for students in our district. The policy tries to accommodate the busy schedules our families have and provide them the opportunity to arrange legally excused vacations. A copy of the policy as approved by the board is included in the handbook. Please read the entire policy carefully before scheduling such a trip.

**Note: An application for educational tours and trips (not school sponsored) is provided in the Appendix. The completed application must be submitted to the building principal two (2) weeks prior to the start of your trip.**

#### **ABSENCES FOR RELIGIOUS REASONS:**

All absences occasioned by the observance of the student's religion on a day approved by the Board as a religious holiday shall be excused. The Board shall, upon written request of the parents or guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record.

#### **DISCIPLINE**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct

and proper consideration for other people.

Teachers are expected to establish and maintain a suitable learning environment and encouraged to correct disrespectful behavior. Students who use a common sense approach to work and the rights of others are a pleasure to teach and an asset to our school.

**In addition to complying with District Policy 218 regarding discipline, we reserve the right to discipline a student who threatens life or bodily injury to another student or adult. The first offense would involve written notification to the parent and guidance counselor. Additional offenses may result in suspension from school. However, this determination is made on a case by case basis by the building principal.**

#### **SCHOOL VOLUNTEER CLEARANCES**

All volunteers must have criminal background clearance and child abuse clearance checks prior to volunteering in school. Clearance forms are available at any of the school offices and must be completed at your expense. If you have already completed these clearances and your forms are on file with the school office, you do not need to re-submit the forms to volunteer from year to year, as long as you serve in some capacity each year as a volunteer, and as long as you have a child in that particular school building. This policy has been put in place in the interest of the safety of our children. The deadline for submission of clearances is **October 31<sup>st</sup>**. For students moving into the district later in the school year, volunteers will have 45 days to submit their clearances.

#### **HOME AND SCHOOL ASSOCIATION**

Many parents are involved in the Home and School Association, which directs fundraising for the schools, assists with field trips, and provides programs for our students. We invite you to become involved in this program which benefits every child in the school. Please contact your child's school for a meeting schedule.

#### **GRADES**

Teachers are faced daily with a dilemma that seems to be inherent to the grading process. On one hand they have the obligation to evaluate each child according to his abilities. On the other hand, they have the responsibility to demonstrate how each child is achieving within his group. It is not always easy to resolve these two aims: nevertheless, your child's grades are the culmination of our efforts to evaluate appropriately with these two factors in mind.

Students should always aspire for excellence in their schoolwork. Parents will receive an evaluation of their child's work as follows:

1. Kindergarten children will bring home a progress report at the end of the first nine week grading period. Rubric report cards will be sent home at the end of the second, third, and fourth marking periods.
2. First through sixth grade children will bring a report card home at the end of each nine-week grading period.

The grading system used consists of numerical averages. Parents may use the following as guidelines in interpreting grades for math, reading, and spelling:

90-100	A –EXCELLENT
80-89	B - ABOVE AVERAGE
70-79	C –AVERAGE
60-69	D – PASSING
Below 60	F – FAILURE

Health, Handwriting, Music, Science (Grades K-3), Social Studies (Grades K-3), and Art will be graded on the following letter scale:

O - Outstanding	90-100
S - Satisfactory	70-89
U - Unsatisfactory	Below 69

A LOW GRADE IN ANY SUBJECT SHOULD BE MADE A MATTER OF IMMEDIATE INQUIRY on the part of the parent, whether it is to be attributed to lack of study, too many outside engagements, too much irregularity in attendance, or to some other cause which should receive consideration. Therefore, the report card should be discussed with your child each time it is received. If any particular needs are indicated in any way, we suggest that you confer with the teacher or the principal regarding it. Parents' interest in the progress of their child with occasional visits to the school proves a great source of inspiration and help to both pupil and teacher. Your cooperation is requested in this endeavor to secure your child's best development.

#### **SCHOOL NURSE**

Certified School Nurses and Licensed Practical Nurses employed by the School District visit their assigned schools on a regular schedule. Throughout the school year, they conduct various health screenings, such as vision, hearing, pediculosis (head lice), height, weight and body mass index (BMI). They assist the school physician and school dentist in examinations. Other responsibilities are to evaluate and monitor communicable diseases and to evaluate and assess the health needs of students. They also give health related classroom presentations. School nurses provide health counseling and act as health resource persons.

### **IMMUNIZATIONS**

The Pennsylvania School Immunization Law requires that all children entering school be immunized as follows: four doses of diphtherial tetanus toxoid (DT), three doses of polio vaccine (OPV or IPV), three doses of Hepatitis B vaccine, two doses of mumps, measles, and rubella (MMR) vaccine, and one dose of varicella (chicken pox) immunity will be required (either disease or vaccine) for new school entrants. Written proof of immunizations must be submitted before a child enters school. The school nurse should be consulted with any questions pertaining to immunizations. Policy 201 requires proof of immunizations for admission of students to school.

### **SICKNESS AND INJURY AT SCHOOL**

A top priority of school personnel is to keep children safe and healthy. Nevertheless, children do occasionally get sick while at school, and injuries sometimes do occur on the playground. Hand sanitizer is provided at school.

When a child is deemed ill enough to go to the health room, the nurse will assess the child's needs and will contact parents if necessary. If the school nurse is unable to reach a parent, the contacts listed on the child's emergency card will be called. It is very important to list two separate contacts that would be willing to care for your child in your absence. **Please alert the school to any phone number and emergency contact information changes.**

### **MEDICATION**

Minor cuts and bruises are cleaned and covered with dry sterile dressings in accordance with policies set forth by school physicians. When a more serious injury is suspected, we do not hesitate to call home. It is the parents' responsibility to decide whether further treatment by a doctor is necessary. In the event of an apparent serious injury, we are prepared to react in accordance with parents' wishes as expressed on the child's emergency card.

The Juniata County School District recommends that medication be given before or after school hours whenever possible. If it is essential for a student to receive medication during school hours, certain guidelines must be followed. A complete list of guidelines can be found in the Appendix in the back of the handbook.

Before any medication may be administered to any student during school hours, the parent **and physician** must sign the authorization form for medications. For prescribed medication **and over-the-counter medication**, the student's physician must complete the physician form.

Students may not bring their medication to school. **Parents must bring the medication to their child's school and sign a Medication Authorization Form** (See Appendix for Medical Authorization Form). In the event a parent cannot deliver the medication to the school, the parent may, with written permission, designate an adult to do so in his/her place. Medication must be given to qualified school personnel in the **original labeled** container. **If a student brings medication to school, it will not be administered.** The parent will be notified.

In the event the student is no longer taking medication or at the end of the school year, the parent or designated adult should collect any unused medication. If a parent does not collect the medication within ten (10) days of notification, the certified school nurse will destroy/discard the unused medication.

### **EMERGENCY INFORMATION**

In case of emergency, each student is required to have on file at the school office the following information.

1. Parent(s) or Guardian(s) names
2. Complete and up-to-date address
3. Home phone and parent(s) work phone and cell phone (connected and working)
4. **Two** (2) emergency phone numbers of friends or relatives with a means of transportation who will be available and

willing to assume temporary care of your child. (The emergency number should not be your home phone number.)

5. Physician's name and phone
6. Medical alert information

**Parents should notify the school immediately of any changes in any of the above information.**

### **INSURANCE**

The School District offers parents the opportunity to insure their school age children through a School Accident Insurance Plan. A full explanation of the coverage provided is included in the brochures distributed by the company and made available to each student at the beginning of each school year. If you elect to purchase Insurance, this brochure should be kept in your files. In case of an accident, claim forms must be completed at the principal's office before payment will be made.

Pennsylvania's Children's Health Insurance Problem (PA CHIPS) has expanded to cover all uninsured kids and teens in Pennsylvania. No family makes too much money to qualify for CHIP. Information on PA CHIPS can be found at [www.chipcoverspakids.com](http://www.chipcoverspakids.com). Your child will be bringing a pamphlet home during the first week of school containing valuable information regarding this program.

### **PHOTOGRAPHS**

All children will have their photographs taken annually; giving parents the option of purchasing photographs at a reasonable price. Each student will receive a photo student ID card which is kept at school and used with the school lunch program. Parents will be notified prior to the date photographs will be taken. If parents elect to purchase school photographs, payment must be made on the day pictures are taken. In an effort to make the public aware of student achievements, student photographs and personally identifiable information is occasionally published in the newspapers. In an attempt to protect privacy, a **Photo Exemption Form** has been created. If you choose for your child not to be photographed or their likeness not to be used in any district publication, please visit your child's school to complete the necessary documents.

### **CHANGE OF RESIDENCE**

The school secretary should be notified promptly if it becomes necessary for a family to move at any time during the school year. Students moving out of the district will need to have a release of records form signed by the parents so records may be sent automatically to the new school. If it is impossible to notify the school secretary, the classroom teacher should be notified. In addition, address changes need to be reported to the school. In completing your child's emergency card, check the appropriate box indicating whether or not the current address is the same as reported last year. Students who wish to continue to attend JCSD schools and do not live within the attendance area will be charged tuition according to Policy 202.

### **DRESS CODE**

The dress code for students is in accordance with the Juniata County School District Policy 221, Pupils, Dress and Grooming. The entire policy can be found on the Juniata County School District website <http://www.jcsdk12.org/> or at the school office. Teachers should inform students of the policy the first day of school and should also report students not abiding by the restrictions. While our policy concerning wearing shorts allows the early date of April 1<sup>st</sup> and the late date of October 31<sup>st</sup>, we urge parents to help their children use discretion in wearing shorts on cool days which may occur in these months. At the elementary schools, the mulch on the playground is much more easily walked upon if students are wearing sneakers.

### **CAFETERIA**

The Juniata County School District is committed to producing quality meals that are nutritious and appealing to children. All schools in Juniata County are equipped with modern, well-staffed cafeterias. Children in grades kindergarten through six may purchase both breakfast and lunch meals daily. Parents are encouraged to prepay for students' meals, with Monday morning being the designated payment time. Checks or money orders are to be made payable to Juniata County School District. On the payment envelope, include the child's name, amount of payment, and teacher's name. If you elect to write one check for multiple siblings, clearly indicate the amount to be placed in each child's account.

Applications for free or reduced price lunches will be sent home with each child at the beginning of the school year for those parents wishing to apply for this benefit. Additional applications are available from your child's school throughout the year should your financial situation change.



If a child packs a lunch or snack for school, glass packaging, soda and other carbonated beverages are not permitted.

The items purchased during breakfast and lunch times are to be consumed during the allotted breakfast and lunch times. Leftover items are not allowed to be taken out of the cafeteria.

### **RECESS, TOYS AND BRINGING ITEMS TO SCHOOL**

Students have recess time outdoors every school day unless the weather is inclement or temperatures are twenty or below.

There have been numerous instances of loss, theft, and damage to students' personal toys and games at school in the past. There have also been behavioral and safety concerns as a result of toys being brought to school. As a preventive measure we are no longer allowing toys in the school setting unless they are part of a show-and-tell arrangement for the classroom approved by the teacher.

On the occasion that there are toys or games from home in sight or in use in the school, these objects would be confiscated by the staff. If this occurs, you may be notified by the staff member or your child in which case you will be responsible to come to the school to retrieve the item. They will not be sent home with the child. The only exception to this policy would be if a teacher gave specific directions in allowing a toy to be brought to school, as in the case of show and tell sessions.

We hope that this will alleviate many safety and behavioral concerns that have occurred and we appreciate your cooperation on this issue.

Many students are avid collectors and traders of various types of cards such as Pokémon. Students are also interested in "Silly Bands" and other small items which are popular at various times. Students do not always understand the concept of trading cards and other items and it has become problematic in the school setting.

Please have your child(ren) keep their trading cards and trading items at home. In the future, if students have cards or trading items with them at school, the items will be kept in the office until a parent can claim them.

### **ELECTRONICS**

The use by students of electronic devices shall be prohibited during the academic school day. Such devices shall be turned off or made inoperable during the academic school day or while being transported using public school transportation on regular runs.

### **EXCEPTIONAL STUDENT IDENTIFICATION**

Under Federal Law entitled "Individuals with Disabilities Education Act" and "Pennsylvania Special Education Regulations and Standards," each exceptional child has the right to a free appropriate education designed to meet the child's learning needs.

The term "exceptional" includes children with physical, emotional or mental disabilities and youngsters who are mentally gifted. In order to ensure that all exceptional children are identified, the Juniata County School District conducts certain screening and identification activities during the entirety of each school year.

The Juniata County School District utilizes two levels of screening activities: Level I screening includes group-based data such as a review of cumulative records, enrollment records, health records, report cards and group achievement testing.

Level II screening includes hearing screening, which is conducted in kindergarten, first, second, third, seventh, and eleventh grades, and all special education classes, vision screening, which is conducted in every grade each school year, motor screening, which is accomplished through ongoing observations by the regular and physical education teacher, and speech and language screening which is conducted for students about whom there is concern in speech and language skills.

The school district along with Tuscarora Intermediate Unit No. 11 provides specially designed instruction to meet the needs of any exceptional school-age student or young child who falls within any of the following exceptional categories and needs special education as determined by an IEP team. The categories are as follows: (a) autism/pervasive developmental disorder, (b) serious emotional disturbance, (c) neurological impairment, (d) deaf and hearing impairment, (e) specific learning disability, (f) mental

retardation, (g) multi-handicap, (h) other health impairment, (i) physical disability, (j) speech impairment, (k) blind and visual impairment, and (l) mental giftedness.

Related services such as transportation or any developmental, corrective or supportive service needed to assist an exceptional student to benefit from special education are also provided. In continuing instruction the area of self-sufficiency and basic communication are stressed in order to maintain skills that have already been mastered.

If an individual chooses to request that the school district initiate screening or evaluation activities for a child, he or she should contact the building principal.

The school district is required to protect the confidentiality of any personally identifiable information collected regarding a student. Only school personnel are permitted to see a student's file. Any other persons must have written approval before they can see the file or receive copies of information in the file. A parent or student 18 years of age can review the student's file and challenge the validity of any record or report or challenge maintenance of any information in the file. Information on policies and procedures concerning management of educational records for exceptional students can be secured at the school principal's office. Additionally, in compliance with state and federal laws, the Juniata County School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

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

Further information on the evaluation and provision of services to protected handicapped students may be obtained by contacting the school principal or the district Director of Special Education.

#### **WEAPONS POLICY**

The Juniata County School District's School Board recognizes the importance of a safe school environment in the educational process. The purpose of this policy is to prohibit students from being in possession of weapons on school property.

For the purpose of this policy, the following definitions from Section 1317.2 of the Public School Code shall apply:

"Weapon" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument, or implement, capable of inflicting serious bodily injury.

"School property" shall mean any public school grounds, any school sponsored activity or any conveyance providing transportation to a school entity or school sponsored activity.

The possession of a weapon on school property is prohibited, and incidents of students possessing weapons will be reported to the students' parents, local law enforcement officials, and to the Department of Education as required.

Except as otherwise provided by the Public School Code, a school district shall EXPEL, for a period not less than a year, any student who is determined to have brought a weapon onto any school property, any school sponsored activity, or any public conveyance providing transportation to a school or school sponsored activity. The superintendent may recommend discipline short of expulsion on a case-by-case basis. Compliance with the Individuals with Disabilities Education Act shall occur with exceptional students.

The maintenance and transfer of disciplinary records in accordance with the Public School Code will be under the direction of the principal.

#### **TOBACCO CONTROL POLICY**

The Board of Directors of the Juniata County School District recognizes that smoking or use of other forms of tobacco presents a hazard, which can have serious consequences for both the smoker and non-smoker. Further, Act of December 21, 1988 P.L. 1315, No. 168, requires the establishment of Board policy to enforce the prohibition of tobacco use.

For purposes of this policy, tobacco shall mean all forms, including cigars, cigarettes, pipe, chewing tobacco, and snuff.

PUPILS: The possession or use of tobacco by pupils is prohibited in school buildings, school buses, school vehicles, and school district property during school sponsored activities.

PENALTIES: A pupil who commits an offense under this policy shall be prosecuted under the provisions of ACT 145 of 1996, and shall upon conviction be sentenced to pay a fine of up to \$50 and to pay court charges. This policy was effective on February 3, 1997.

**DRUG AND ALCOHOL POLICY**

Standards of Conduct - The use or possession of illicit drugs and alcohol is both harmful and illegal. Students in the Juniata County School District are prohibited from possessing, using, or distributing illicit drugs or alcohol while on school property or at school sponsored activities. Compliance with the standards of conduct is mandatory.

Disciplinary Sanctions - Disciplinary sanctions up to and including expulsion and referral for prosecution will be imposed on students who violate the standards of conduct. Any student who may be concerned about their own involvement with drugs or alcohol may seek help from any member of the school staff. Students may also be referred to enrollment in an appropriate rehabilitation program. Information about drug and alcohol counseling and rehabilitation programs is available through the school principal’s office. The following situations are typical of those which may occur in school or at school related activities. They are intended as guidelines.

Situation	Immediate Action	Investigation	Disposition of Substance	Discipline	Notification of Police
Any situation wherein a student demonstrates obvious symptoms of possible drug use. (Staggering, slurred speech dazed appearance, etc.)	Standard health and first aid	Principal or delegated authority	Available to medical personnel	Dependent on circumstances, may require counseling	No
The student is caught with a small amount of drugs (amount typical for personal use) for the first time.	Principal is involved and substances will be taken	Principal or delegated authority	Submitted for analysis	Suspension with required counseling	Possible
The student is caught for the first time with a small amount but is uncooperative. (Will not turn over the substances, responds with arrogance.)	Principal is involved and substances will be taken	Principal or delegated authority	Submitted for analysis	Suspension with possible recommendation for expulsion. Required counseling	Likely
The student is caught again in possession of a small amount of a drug substance.	Principal is involved and substances will be taken	Principal or delegated authority	Submitted for analysis	Suspension with possible recommendation for expulsion. Required counseling	Yes
The student is caught in the	Principal is	Principal or	Turned over	Suspension for	Yes

possession of a large amount of a drug substance. (More than for personal use indicating the intention to sell or distribute.)	involved and substances will be taken	delegated authority	to police	3-10 days with possible recommendation for expulsion. Required counseling	
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**The school maintains the right to inspect at any time lockers, desks, book bags, etc. If necessary, vehicles on school property may also be inspected. IN THE ABOVE SITUATIONS, THE PARENTS WILL BE NOTIFIED AND CONFIDENTIALITY WILL BE LIMITED TO THOSE INVOLVED.**

**TECHNOLOGY**

**STUDENT ACCEPTABLE USE OF THE COMPUTER NETWORKS**

All use of the Internet and computer network must be in support of education and research and consistent with the purposes and policies of the district. The network will be used to support the district’s curriculum, the educational community, projects between schools, communications and research for district students, teachers and administrators. The Board reserves the right to log, limit, and monitor computer and Internet use and to monitor fileserver space utilization by all district users and other outside users. The district reserves the right to remove or disable without prior notice a user account from the network to prevent further unauthorized or illegal activity. The district reserves the right to regulate all aspects of network activity. The district and its employees make no guarantees of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages students suffer. This includes loss of data resulting from delays, nondeliveries, mis-deliveries, or service interruptions caused by its own negligence or student errors or omissions. Use of any information obtained via the Internet is at the student’s risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services. All electronic information copied to and stored on district computers and on district servers becomes the property of the Juniata County School District. Any information stored on district computers and servers may without notice be copied, moved, removed, or isolated so as to prevent access. Only the authorized owner of the account will use a computer network account for its authorized purpose. Network users shall respect the privacy of other users on the system. Network use by individuals not employed by the district will be supervised by district personnel at all times. In cases where students require E-mail for educational purposes but do not have a personal E-mail account outside of school, teachers or other staff may make arrangement for electronic communication. Parents and/or guardians who do not want their children to use the Internet must notify the district in writing of their request. A form for this purpose is available at the child’s school. This policy will be reviewed annually and amended as necessary to meet educational needs and to comply with the law.

**Prohibitions**

1. The use of the Internet computer network for illegal, inappropriate or unethical purposes by any user is prohibited. More specifically:
2. Use of the network to facilitate illegal activity is prohibited.
3. Use of the network to sell or purchase goods or services will be prohibited.
4. Use of the network for non-work or non-school related communications is prohibited.
5. Use of the network for product advertisement for non-school related communications is prohibited.
6. Use of the network for political lobbying is prohibited.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or system is prohibited.
8. Bullying/Cyberbullying
9. Hate mail, harassment, discriminatory remarks, and other antisocial communications on the network are prohibited.
10. The use of home personal accounts (E-mail) to access information on the school network is prohibited.
11. The use of chat rooms is prohibited.
12. Use of the network to access obscene or pornographic material is prohibited.
13. Use of the network to access or transmit material likely to be offensive or objectionable to recipients is prohibited.
14. Use of the computer network or Internet to obtain or modify files, passwords or data belonging to other users is prohibited.

15. Use of the network to misrepresent other users on the network is prohibited
16. Use of school technology or the network for fraudulent copying, communications or modification of materials in violation of law is prohibited and will be referred to appropriate authorities.
17. Downloading, installation, or use of unauthorized games, programs, files or other electronic media is prohibited.
18. The network shall not be used to disrupt the work of others; and the hardware or software of other shall not be destroyed, modified or abused in any way.
19. Use of the network, which results in any copyright violation, is prohibited.
20. The submission of personal information to any online entity is prohibited.
21. The use of non-educational networking sites such as Facebook and MySpace on district equipment or school hours is prohibited.

#### Consequences of Inappropriate Use

- The network user, whether student or employee, shall be responsible for damages to the equipment, systems or software resulting from deliberate or willful acts and will be required to repair the hardware and/or software at his/her expense.
- Failure to follow the procedures and prohibitions of the Acceptable Use Policy may result in the loss of the privilege of access to the computer network and/or Internet. Other appropriate disciplinary procedures may take place, as needed.
- A user account may be disabled without prior notice.
- Illegal use of the network, intentional deletion or damage to files of data belonging to others, copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution, including the state police.

APPENDICES

APPENDIX A

JUNIATA COUNTY SCHOOL DISTRICT

<p>1. Purpose</p> <p>Pol. 204</p> <p>2. Guidelines</p>	<p>204.1. EDUCATIONAL TOURS AND TRIPS NOT SCHOOL SPONSORED</p> <p><b><i>This policy deals with tours and trips which are not a part of the school curriculum and require the student to be absent from school. The responsibility for approving a student’s participation in a non-school-sponsored tour or trip lies exclusively with the building principal or Superintendent.</i></b></p> <p>In accordance with Board policy, it is necessary that family trips for educational purposes be considered within the context of school purpose and school law.</p> <p>Parents who are planning to take their children on an educational trip during the time that school is in session may request an excused absence for the students. Consideration of such a request is dependent on these conditions:</p> <ol style="list-style-type: none"> <li>1. The maximum of five (5) days permitted may be used for no more than two (2) such trips in any one (1) school year. Any number of days less than five (5) used in two (2) trips will be forfeited.</li> <li>2. Any days beyond the maximum of five (5) days permitted will be considered unexcused and unlawful for students under age seventeen (17) and appropriate legal action will be taken.</li> <li>3. The parent/guardian is responsible for contacting and submitting a written request to the principal providing the details of the tour or trip. The written request must be received by the building principal at least ten (10) days in advance of the scheduled absence. More time is preferred.</li> <li>4. The building principal will consult with the parent regarding details of the tour or trip to ascertain its purpose and who will be responsible for supervision of the student on the trip or tour.</li> <li>5. The purpose, itinerary, and supportive educational aspects must be clearly explained for justifying such an experience beyond the classroom.</li> <li>6. If approval is granted before the trip is taken, the student’s absence will be excused. If prior approval is not received, the absence will be classified as an unlawful and unexcused absence. Should the student’s absence extend beyond the approved time, such days will be classified as unlawful and/or unexcused.</li> <li>7. The student is expected to complete all school work that is assigned during the approved absence. It will be the student’s responsibility to contact teachers and make up assignments missed. Such assignments will be given to the student immediately prior to the absence, and may include a report to be placed in the student’s Writing Across the Curriculum portfolio.</li> <li>8. <b>Permission will not be granted for trips/tours during the district’s standardized testing period, the state’s testing periods, and the secondary school examination periods at the end of the first and second semesters.</b> Furthermore, no request will be approved for a student who is experiencing academic difficulties, or who is academically ineligible to participate in extracurricular activities. Finally, no request shall be approved for a student who has been absent from school for more than ten (10) school days in the academic year unless the student has experienced a documented extraordinary illness/injury or circumstance.</li> <li>9. The parent/guardian has the right to permit the child to go on non-school sponsored trips or tours. However, the school district has the right to judge the absence as being excused or unexcused. If the absence is unexcused, the student has the right to make up school work and tests that are missed. It is the student’s responsibility immediately upon returning to school from an unexcused or excused absence to contact teachers for assignments and tests and complete them according to instructions from the teacher(s). If the student fails to make up within a reasonable period of time school assignments and tests missed due to absence from school, the incomplete grades will be converted to failing grades. A reasonable period of time is considered to be one (1) day for each day of absence from school.</li> </ol>
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**Application for Educational Tours and Trips**

**Not School Sponsored**

This application must be completed and submitted to the principal of the participating students at least two weeks prior to the scheduled vacation. An application must be submitted to the principal of the building where the children are matriculated.

<u>Student</u>	<u>Grade</u>	<u>School</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date of the Trip \_\_\_\_\_

Destination \_\_\_\_\_

Planned Educational Activities:

Day 1 \_\_\_\_\_

Day 2 \_\_\_\_\_

Day 3 \_\_\_\_\_

Day 4 \_\_\_\_\_

Day 5 \_\_\_\_\_

The student will complete the following activities during the vacation. (Check all that apply)

\_\_\_\_\_ Student will keep a journal of the trip of which length and content should reflect the instructional level of the child.

\_\_\_\_\_ Student will complete a class presentation covering educational experiences gained from the trip.

\_\_\_\_\_ Student will complete a writing assignment related to the experience.

\_\_\_\_\_ Student will develop a project which is approved by the principal.

The projects chosen by the student must be approved by the building principal. The student will have the number of school days to complete the project which equals the length of the trip. Projects completed unsatisfactorily will result in absences being coded illegal.

Describe in the space below how this trip will be beneficial to your student's educational program.

\_\_\_\_\_  
(Parent Signature)

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

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_  
(Principal Signature)

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

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



**APPENDIX B**

**JUNIATA COUNTY SCHOOL DISTRICT MEDICATION AUTHORIZATION FORM**

The Juniata County School District has a policy regarding medication to be administered to students (Policy Guide 210—Use of Medications). For purposes of this policy, “medication” shall include all medicines prescribed by a physician and over-the-counter patent medicines.

Before any medication may be administered to any student or self-administered by student during school hours, the District requires:

- (1) **The written request of the parent/guardian** which gives permission for such administration and relieves the District and its employees of liability for administration of medication.
- (2) **The written order of the prescribing physician** which includes the name of the student, the name and purpose of the medication, the dosage, the time at which or special circumstances under which the medication shall be administered, and the dates for which the medication is prescribed. **Starting with the 2009-2010 school year, over-the-counter medication will also require a physician’s signature if it is to be given in school.**
- (3) **Medication must be in the original labeled container. Medication in plastic bags or other non-original containers are not acceptable.** This can be accomplished by asking the pharmacist to divide the dosage into two labeled containers (one for school; one for home) when the prescription is filled. If that is not possible, the original container must be brought to school with the necessary amount of medication for school dosage; keep the remainder at home. Medication prescribed by a physician must be adhered to in accordance with the prescription as to dosage, time, etc.
- (4) Inhalers for asthma: Students may carry inhalers when needed provided they can administer the inhaler independently. The medication form must still be completed and turned in to the school nurse. The physician’s order **must** state that the student can carry the inhaler.

Below is an authorization form to be used by parents and/or guardians for any form of medication to be administered to their school child. Please comply with the form. The document will be kept on file in the School Nurse’s office.

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_  
(Last) (First) (Middle)

Name of Medication \_\_\_\_\_

Purpose of Medication \_\_\_\_\_

Dosage \_\_\_\_\_

Date(s) To Be Given \_\_\_\_\_

Time(s) of Day To Be Given \_\_\_\_\_

Prescribed By \_\_\_\_\_

*Signature of Physician*

I hereby give my permission for the medication listed above to be given to my child by the Certified School Nurse or School Health Assistant. I relieve the Juniata County School District and its employees of any liability in the administration of this medication.

I hereby give my permission to the School Nurse to share information relevant to the prescribed medication administration as he/she determines appropriate for my son/daughter’s health and safety.

I understand I may retrieve the medication from the school at any time; *however, the medication will be destroyed if it is not picked up within one week following termination of the order or one week beyond the close of school.*

Signature of Parent/Guardian

Date

**A REMINDER CONCERNING MEDICATION USE IN SCHOOL**

Ideally, all medication should be given at home. However, students may be required to take medication during school hours. Students who need to take medication during school hours must comply with school district regulations. These include the guidelines listed on the reverse side of this sheet as well as the following:

- (1) Students are not permitted to bring medication to school (with the exception of inhalers).
- (2) If a student brings medication to school, it will not be administered. Parents will be notified.
- (3) The parent/guardian shall be responsible for bringing the medication to school.
- (4) In the event that a parent cannot deliver the medication to school, he/she may, with written permission, designate an adult to do so in his/her place.
- (5) Medication must be brought to school in the original, labeled container. Do not send medications in plastic bags or envelopes. The medication will not be administered.
- (6) A "Medication Verification Form" must be signed by the parent/guardian for all medication brought to school.
- (7) In the event the student is no longer taking medication or at the end of the school year, the parent/guardian should collect any unused medication.
- (8) If a parent does not collect the medication within one week following termination of the order or one week beyond the close of school, the medication will be destroyed.
- (9) All medication will be kept in a locked cabinet in the nurse's office. Asthmatic students may carry their inhaler with them, provided the necessary paperwork is on file with the School Nurse.

**NO MEDICATION WILL BE GIVEN UNLESS THESE INSTRUCTIONS ARE FOLLOWED.**

For more information, please refer to the medication forms available at school or refer to your child's Certified School Nurse. Thank you for your cooperation with this matter.

Sincerely,

*Heather Dreibelbis, RN, BSN, M.Ed.*  
Certified School Nurse

*Loretta Fraker, RN, BSN*  
Certified School Nurse

*Penny Ritzman, RN, BSN*  
Certified School Nurse

## Appendix C

### **Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students (Revised July 2012)**

#### **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 age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is considered when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact your educational agency.

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

<b>INTERMEDIATE UNIT</b>	
Tuscarora Intermediate Unit 11 2527 US Hwy 522 S McVeytown, PA 17051	
<b>SCHOOL DISTRICT OFFICES</b>	
Central Fulton School District 151 East Cherry Street McConnellsburg, PA 17233-1400	Forbes Road School District Forbes Road High School 159 Redbird Drive Waterfall, PA 16689
Huntingdon Area School District Administrative Office 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	Juniata County School District Administrative Office 75 South Seventh Street Mifflintown, PA 17059
Juniata Valley School District Juniata Valley High School 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611	Mifflin County School District Administrative Building 201 Eighth Street, Highland Park Lewistown, PA 17044
Mount Union Area School District Administrative Center 603 N. Industrial Drive Mount Union, PA 17066	Southern Fulton School District Southern Fulton High School 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267
Southern Huntingdon School District Southern Huntingdon County High School 10339 Pogue Road Three Springs, PA 17264-9730	Corrections Education Trough Creek Youth Forestry Camp #3 4534 Tar Kiln Road James Creek, PA. 16657
<b>CHARTER SCHOOLS</b>	
New Day Charter School 256 South 5th Street. Huntingdon, PA 16652	Stone Valley Community Charter School P.O. Box 44 Pine Grove Mills, PA 16868

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.

Tuscarora Intermediate Unit 11 – Special Education Services	Ms. Sandi Dinardi 814-542-2501
Central Fulton School District	Ms. Ginger Thompson 717-485-3195
Forbes Road School District	Ms. Heather Hand 814-685-3865
Huntingdon Area School District	Ms. Robin Whitsel 814-641-2104
Juniata County School District	Mrs. Lee Bzdil 717-436-2111

Juniata Valley School District		814-669-4401
Mifflin County School District	Ms. Tracey Jones	717-248-0148
Mount Union Area School District	Ms. Dianne Thomas	814-542-8631
Southern Fulton School District	Ms. Diane Younker	717-294-3400
Southern Huntingdon County School District	Ms. Stacey Miller	814-448-3411
Huntingdon County Prison	Ms. Robin Whitsel	814-641-2104
Mifflin County Prison	Mr. Edward Curry	717-248-0148
Juvenile Corrections	Mr. Ronn Bargiel	814-658-4024
Early Intervention Programming		814-542-2501
School-Age Programming	Ms. Fran Merrifield	814-542-2501
Non-Public Schools Located in IU 11	Ms. Linda Dell	814-542-2501
New Day Charter School	Ms. Deb Goodman	814-643-7112
Stone Valley Community Charter School	Ms. Verna Etchells	

## APPENDIX D

### HOW TO DETECT AND TREAT HEAD LICE

#### DEAR PARENTS:

*If your child has head lice, don't panic. Millions of children contract head lice each year. Children play in close contact with each other. A simple exchange of hats, clothing, brushes, combs, pillows, and other personal articles can result in transmission of head lice from one child to another.*

#### *How do I know if my child has lice?*

The most common symptom of head lice is itching, especially behind the ears or at the back of the neck. However, an itchy scalp may also be a symptom of other conditions such as eczema, dandruff, or allergic reactions to hair products. Head lice are often difficult to find. A positive diagnosis of an active case of head lice can only be made if you find live lice. Nits can remain on the hair for months but do not indicate an active infestation.

#### **How to check for head lice**

To check your child for head lice, follow these steps

- Seat your child in a brightly lit room, in an area where you can easily examine the head from different angles.
- Part the hair and look at your child's scalp. Nits will look like small white or yellow-brown specks. They will be firmly attached to the hair. Nits may be easier to see at the hairline at the back of the neck or behind the ears. Live lice will move quickly away from the light.
- Comb through your child's hair in small sections using a fine-tooth comb. After each comb-through, wipe the comb on a wet paper towel. Examine the scalp, comb, and paper towel carefully.

You may need to use a magnifying glass. It is often difficult to tell the difference between dandruff or other hair debris and nits. However, dandruff is much easier to comb out of the hair while nits are much harder to remove.

#### **Treatment for head lice**

Chemical treatments for head lice are available and can be found at your local drug or discount store. Most of these products contain 1% permethrin which has proven to be a very effective treatment for head lice. In general, there are 3 steps in treating head lice. Because it is possible for head lice to show resistance to these treatments, see your pediatrician if you have followed these steps but your child still has live lice.

#### **Step 1: Kill the lice.**

Head lice treatments come in a variety of forms such as shampoo, cream rinse, gel, and mousse. Most need to be applied to dry hair because wet hair can dilute the chemicals in the treatment. Keep the treatment on the hair for the full amount of time recommended by the manufacturer. While lice treatments are effective at killing live lice, they may not always kill all of the eggs. For this reason, a second treatment is necessary 7 to 10 days after the first treatment.

#### **Step 2: Comb out the nits.**

Nits must be combed out after the treatment has been applied to the hair. Combing out nits will help prevent your child from becoming reinfested from any eggs that were not killed at first. Many products include a special comb. Carefully read the directions that come with the treatment for proper combing instructions. Combing out the nits often takes a great deal of time and patience. During this step you may want to give your child something to do, such as a book to read. Continue to check your child's hair daily for 2 weeks after treatment. If you still see nits in your child's hair, use a fine-tooth comb (or try using your fingernail) to remove them.

### Step 3: Prevent lice from spreading.

You do not need to throw away any items belonging to your child, but you must follow these prevention tips:

- Wash your child's clothes, towels, hats, and bed linens in hot water and dry on high heat.
- Soak combs and brushes in boiling hot water for 5 to 10 minutes.
- Vacuum furniture, carpeting, car seats, and other fabrics that your child was in contact with 24 to 48 hours before treatment.
- Items that your child has been in very close contact with that cannot be washed, such as stuffed animals or toys, can be placed in a plastic bag for 2 weeks (by which time any live lice would die).
- Do not spray pesticides in your home because they can expose your family to dangerous chemicals.
- Check other members of your household for lice and, if present, treat these persons and manage their personal items as outlined previously.

Remember that live lice cannot live more than 24 to 48 hours off the head, so extraordinary cleaning measures are usually not necessary. It is better to spend the time properly treating the child with head lice.

#### Home remedies

You may have heard of home remedies that involve "washing" your child's hair with thick or oily substances such as petroleum jelly, mayonnaise, tub margarine, herbal oils, or olive oil and leaving it on the hair overnight (the child sleeps wearing a shower cap). The theory is that coating the hair with these substances will smother the lice. These remedies have not been scientifically proven to work. Home treatments that should be avoided include coating your child's hair with any toxic or highly flammable substances such as gasoline or kerosene, or using products that are intended for use on animals.

#### Notification of other parents

Parents of your child's closest friend(s) should be notified that their child may also be infested. This is particularly important if the children have participated in activities involving frequent body contact, such as wrestling, dance classes, football, baseball, gymnastics, etc.

#### Returning to school

Your child should return to the school nurse for re-evaluation the morning after he or she has been treated with a head lice treatment product.

**Remember:** While having head lice may be embarrassing to you or your child, it does not put your child at risk for any serious health problems. If your child has head lice, work quickly to treat the condition and prevent the lice from spreading. You may need to repeat the treatment to ensure all the lice are gone.

If you are unsure about how to detect head lice, suspect your child has lice, have tried to treat a case of head lice only to have them return, or have additional questions about treating head lice, call your school nurse.

Sincerely, Heather Dreibelbis, RN, BSN, MEd  
Nurse

Loretta Fraker, RN, BSN  
Certified School Nurse

Penny Ritzman, RN, BSN Certified School  
Certified School Nurse

Published online: 3/07 [http://aap.org/publiced/BR\\_Lice.htm](http://aap.org/publiced/BR_Lice.htm)

Source: American Academy of Pediatrics 2003

## Appendix E

### FIELD TRIP CHAPERONE SELECTION

1. It is a requirement that all chaperones **and parents or guardians who need to accompany a medically fragile child** within the Juniata County School District have their current clearances on file by October 31<sup>st</sup>. There will be no exceptions to Policy 121 mandating that chaperones have clearances; all parents or guardians accompanying students on field trips will have to have clearances completed. Those clearances are Act 34 and Act 151 Clearances from the Department of Public Welfare and the Pennsylvania State Police. If a parent has volunteered for at least one day the previous year in a particular school building, the prior year's clearances will remain valid, provided that no infractions of the law have occurred. ***In order to be eligible to attend a field trip as a chaperone, you must attend the chaperone meeting which will be announced near the beginning of the school year.***
2. Only parents/guardians/active volunteers or retired teachers are permitted to be chaperones.
3. For field trips all chaperones are selected in the following manner:
  - Home and School Association (HSA) officers with clearances are automatically eligible for chaperone selection. They will not count against the total number of chaperones if there is room on the bus and at the field trip destination.
  - One Home and School Association officer, selected by the HSA and principal, is allowed to attend the field trip in a standby and managerial capacity with regard to tickets, admission, and attendance. This does not count against the total allotment of chaperones.
  - The chaperones required for the field trip will be selected by Home and School officers, teachers, and the principal from a pool of HSA-qualified chaperones. The process used will be determined by the Home and School Association and individual school. This could include a point system. The Home and School Association and principal will determine the rationale for chaperones for field trips, which may vary according to grade level and classroom dynamics. At least one male and one female chaperone are needed for a field trip.
  - One parent per household, if selected from the chaperone pool, will be allowed to attend a particular field trip. Both parents would be permitted to attend only in the event that a sufficient number of chaperones cannot be obtained.
  - Chaperone selection will occur a minimum of two weeks prior to the field trip in order to allow chaperones ample time to apply for a day off from work if necessary. All clearances must be submitted at schools by October 31<sup>st</sup>. Clearances with records may deem some chaperones ineligible to attend a field trip.
  - Eligible chaperones are required to attend a meeting with the principal regarding confidentiality, security, and chaperone expectations.
  - It may be necessary to use a substitute parent/guardian chaperone from another class if there are an inadequate number of volunteers for another class, or if a chosen chaperone is unable to attend due to a last-minute emergency.

### FIELD TRIP CHAPERONE EXPECTATIONS

- Arrive at the school promptly, in order to supervise students onto the bus for the field trip.
- Wear comfortable walking shoes.
- Dress for the weather. Jeans or other casual dress is accepted. Appropriate clothing is expected.
- You will have a group of students assigned to you. Those students will be with you at all times during our trip. If any of the students become a problem, let the teacher know. The teacher will handle it. The students know the consequences for poor behavior.
- If you have any questions or concerns, please do not hesitate to talk with the teacher.
- Sunscreen is encouraged.
- Hats/sun visors and sunglasses are permitted.
- A gift shop visit may be on the agenda.
- Bring a completely disposable bagged lunch.
- Cameras are allowed; however, social networking and sharing of photos on such websites as Facebook is not permitted due to student confidentiality and security.
- Cell phones are to be used only in the event of an emergency and must be set to vibrate rather than use a ringtone.
- Smoking and tobacco products are prohibited.
- Chaperones must be aware that some parents have not cleared their students for photographs. For the privacy of those students involved, it is not permitted to post any of the photos you take during school events on any public domain such as Facebook, blogs, emails, cell phones, and the like.
- Acceptable language is expected at all times. Profanity is not acceptable.
- Alcohol is not permitted at any time or in any form.



- In accompanying Juniata County School District students, you represent the district. A good impression of our district is desired at all times and by all who are associated with the school district.
- Confidentiality of student concerns is expected at all times. The teacher is the point of contact for student concerns.
- Arrangements must be made for siblings who are not assigned to the class going on the field trip. Siblings are not allowed on field trips.
- Personal items are the responsibility of the chaperone.
- If a chaperone does not abide by the expectations set forth above, he or she will be deemed ineligible to attend future field trips as a chaperone.
- A student who attends a field trip must ride the bus to and from the field trip destination.
- The chaperone is to stay with the entire group assigned to him or her and not go to undesignated areas for the field trip.

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