

ALTOONA AREA SCHOOL DISTRICT
PARENT HANDBOOK



Division of Elementary Education

2006-2007

www.aasdcad.com/aasd

NOTE: The Altoona Area School District Parent Handbook - Division of Elementary Education 2001-2002 has been reformatted to fit an 8 1/2 by 11 page. The page numbers in the table of contents reflect those changes made by the reformatting. They will not match the page numbers in the Handbook that was distributed to the students.

TABLE OF CONTENTS

I. AASD GENERAL INFORMATION

A.	Superintendent's Message	i
B.	Board of Directors and Administrative Staff	1,2
C.	School Phone Numbers/Addresses	3
D.	Q-Site.....	8
E.	Student Insurance.....	12,13
F.	School Handouts	12
G.	Social Security Number	9
H.	School Visitors	10
I.	Kindergarten Registration	9
J.	Full Day and Half Day Kindergarten Sessions	9,10
K.	Awesome Beginnings Camp.....	10
L.	Homebound Instruction.....	10
M.	Cafeteria	11
N.	Testing Program	36

II. AASD - DISTRICT AND BUILDING POLICIES

A.	Parent/Legal Guardian Rights to Curriculum and Assessment	31
B.	Annual Notification to Parents As Required By "The No Child Left Behind Act"	4,5,6,7
C.	Student Use of the Internet.....	31,32
D.	Confidentiality Policy.....	46,47,48
E.	Report Cards	13
F.	Electronic Report Cards.....	13,14
G.	Retentions.....	14,15
H.	Homework.....	15
I.	Elementary Discipline Policy	16
J.	Corporal Punishment/Harassment.....	16
K.	Student Unlawful Harassment	16,17,18
L.	Act 26 Safe Schools	18,19
M.	Change of Address	32
N.	Attendance, Temporary Absences, Tardiness	27,28,29,30,33
O.	Religious Holidays	30
P.	Field Trips	26
Q.	Pupil Attitudes Toward Learning	26,27
R.	Student Transfers	33
S.	Fund Raising Activities.....	34
T.	Title I Reading Services	49,50
U.	Reading Program.....	50
V.	School Library Services	50
W.	Parent Volunteers	50,51
X.	English As a Second Language Program	51,52
Y.	School Counselors.....	48
Z.	Emergency Drills.....	20

AA.	Dress Guidelines	20
BB.	School Parties/Party Invitations	11,12
CC.	Early Dismissal	45,46
III.	PUPIL SPECIAL SERVICES	
A.	School Services	34
B.	Psychological Services	49
C.	Speech Clinicians	49
D.	Special Education Programs/Evaluation Process	35,36
E.	Services for Students with Disabilities	34
IV.	HEALTH RELATED INFORMATION	
A.	School Nurse	37,38,39,40
B.	Medication Policy	40,41
C.	Other Considerations in Regard to Medications	41,42
D.	Medication Use on Field Trips	42
E.	Communicable Disease	42,43,44
F.	Dental Program.....	46
G.	Care and Release of Sick or Injured Students	44
H.	Student Wellness	45
V.	TRANSPORTATION AND WALKING STUDENTS	
A.	Safety of Walking Students.....	21
B.	Bus and Van Transportation Safety	22,23,24
C.	Block Home Program.....	22
D.	Bus Regulations.....	24,25
E.	Closing of School/Inclement Weather.....	25,26
F.	Early Dismissal Due to Weather	26
VI.	ELEMENTARY SCHOOL CALENDAR 2006/07	53,54

MISSION STATEMENT

The primary mission of the Altoona Area School District is to deliver the written curriculum in a thorough and efficient manner to every school-age student, and measure said delivery to its purported effect.

The secondary missions are to instruct students on standards of behavior which should include, but not be limited to, manners, responsibility, reliability, dependability, self-discipline, self-esteem, and perseverance; and to become partners with our community in economic revitalization and development.

As we endeavor to develop each child to his or her full potential, we welcome feedback from you, the parent, as to how we are doing, and how we can do a better job of fulfilling our primary and secondary missions.

The School District Motto is: **Superior Service, Superior Quality, Active Participation by All and Constant Innovation.**

Sincerely,

Dennis E. Murray,
Superintendent of Schools

Achieving Excellence Is Everyone's Job

The establishment of cooperative partnerships with parents and the community is vital to improving our schools. Parents, as their child's first teachers, have the greatest impact on their child's attitude toward school. If parents view education as important, the child's opportunity for success will be greatly increased. That is why a strong home-school partnership is important.

The Altoona Area School District has developed numerous programs to engage parents positively in their children's education. Parents and community members serve as collaborators, problem-solvers, volunteers, supporters and co-decision makers in our schools. Lasting school improvement will prevail only if educators, parents, and community work together.

BOARD OF DIRECTORS

David A. Ellis, President

Walter "Herk" Betar

Margaret "Ticky" Hendricks

Maryann Joyce Bistline

Eric R. Irwin

David E. Francis

Mary J. Kimmel

Dennis P. Hallinan

Richard L. Lockard, Vice-President

ADMINISTRATION

Dr. Dennis E. Murray	Superintendent of Schools
Dr. Frank J. Meloy	Assistant Superintendent, Elem.
Dr. George J. Cardone	Assistant Superintendent, Sec.
Mrs. Margaret M. McMinn	Director of Human Resources
Mrs. Michelle Krebs	Chief Fiscal Officer, Board Secretary/District Attendance
Mr. Henry Adams	Asst. to the Superintendent- Business
Mr. Thomas Bradley	Director of Public Relations
Mr. Jack Reilly	Director of Security

CURRICULUM

Dr. Mary Louise Ray	Director of Curriculum and Instruction, Elementary
Norman Miller	Director of Secondary Academics
Patrick Labriola	Science, Principal Coordinator
Dr. Bernard Joyce	Health, Principal Coordinator
Carl Dunn	Library Science, Principal Coordinator
Jill Daloisio	Physical Education, Principal Coordinator
Sherry Wells	Elementary Guidance Counselors, Principal Coordinator
Mary Louise Ray	Social Studies, Principal Coordinator
Susan Richardella	Kindergarten, Principal Coordinator
George T. Kattouf	Special Education Director
Donna Messner	Special Education Supervisor
Jeff Coover	Special Education Supervisor
Connie Traficante	Special Education Supervisor
Daniel Hagerty	Supervisor of Transportation

Please feel free to call your Elementary Principal or the Elementary Office if you have additional questions.

<u>School</u>	<u>Address</u>	<u>Principal</u>	<u>Telephone</u>
Baker	108 W. Ward Avenue	Mr. James Abbott	946-8388
Ebner	910 Poland Avenue	Mrs. Sherry Wells	946-8400
Irving	110 Cherry Avenue	Mrs. Sherry Buck	946-8392
Juniata	418 8th Ave., Jun.	Mr. Patrick Labriola	946-8394
Jun. Gap	RR #4, Jun. Gap Rd.	Mrs. Jill Daloisio	946-8401
Logan	301 Sycamore St.	Mr. Vince DiLeo	946-8370
Penn- Lincoln	411 12th Street	Mr. Robert Duffett	946-8396
Pleasant Valley	310 Cayuga Avenue	Miss Susan Richardella	946-8397
Washington- Jefferson	420 First Avenue	Dr. Bernard Joyce	946-8403
Wright	1809 11th Street	Mr. Richard Adams	946-8407

ADMINISTRATIVE

Elementary Ed. Office	1415 Sixth Ave.	Dr. Meloy	946-8218
Special Education	1221 Sixth Ave.	Mr. Kattouf	946-8252

**ANNUAL NOTIFICATION TO PARENTS AS REQUIRED BY THE NO CHILD
LEFT BEHIND ACT**

Right to Request Teacher Qualifications

As a parent of a student in the Altoona Area School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. No Child Left Behind federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- a. Whether the Commonwealth of Pennsylvania has licensed or qualified the teacher for the grades and subjects he or she teaches.
- b. 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.
- c. The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- d. Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive additional information about any teachers or paraprofessionals aides who work with your child, please contact the building principal.

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

Notice of 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 Altoona Area School District is required to provide activities for, and services to, homeless children enabling them to enroll in, attend, and succeed in school.

The law requires all school districts to inform parents or guardians of their rights under this provision of the No Child Left Behind Law. 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 school 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 the No Child Left Behind Law, please contact Dr. Frank J. Meloy, Assistant Superintendent, at 946-8218.

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

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 years old or emancipated minors (i.e., "eligible students") certain rights regarding our conduct of 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 to a survey that concerns one or more of the following protected areas (i.e., "protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (USDoE)--

1. Political affiliations or beliefs of the student or student's parents;
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 student's 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 as a required 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 and 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.

The Altoona Area 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. **The Altoona Area 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:

1. Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
2. Administration of any protected information survey not funded in whole or in part by the USDoE.
3. Any non-emergency, invasive physical exam or screening described above.

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

**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 Dr. Frank J. Meloy, Assistant Superintendent, at 946-8218.

Q-SITE
Quality Schools Involving Teams for Excellence

The Altoona Area School District began its pursuit of Total Quality Education in 1985. Q-SITE (Quality Schools Involving Teams for Excellence) became a reality in 1992, and continues for the current school year.

Q-SITE is a process of decision-making, which takes place at the schools and actively involves the people responsible for producing results. Teams at each school are comprised of parents, community members, teachers, support staff and the building principal. Together, these stakeholders systematically set goals to continuously improve the schools.

In January, 2002, the District took another step forward in its pursuit of quality when it received ISO 9001 certification. ISO 9001, the internationally-recognized standard, provides a guide for establishing, improving and maintaining a quality management system. Certification is proof that the AASD has met these standards.

For more information about Q-SITE, access the following website:
<http://qsite.aasdc.com>

SOCIAL SECURITY NUMBER

The Tax Reform Act of 1986 requires taxpayers to show the social security number for each dependent age 5 or older on tax returns. It is the recommendation of the Altoona Area School District that all students obtain a social security number as soon as possible. Please contact the Social Security Office.

KINDERGARTEN REGISTRATION

Registration for children entering kindergarten is held each spring at all elementary buildings. Special registrations are also held at several other locations throughout the city. In addition, parents may download the kindergarten registration packet by logging onto the district web site at www.aasdc.com in early March.

Special dates and times of registration are made public to all residents in late February/early March through the local newspaper, Public Access Channel 11, the district web site, or by calling your child's home school.

To register a child for kindergarten, the child must be five (5) years of age on or before September 30. Parents must bring, to any registration site, the following:

- * an official birth certificate, hospital/baptismal record certifying proof of age
- * the child's social security card
- * immunization or shot record verifying proof of immunizations
- * custody papers, if applicable

FULL DAY AND HALF-DAY KINDERGARTEN SESSIONS

In an effort to meet more parent demands, the district now offers at least one full day kindergarten session at all ten elementary buildings. Juniata School is the only elementary building to offer both AM and PM sessions. Enrollment in full day programs is done by random selection due to the large number of requests for full day sessions. Parents are assured, however, that every effort is made to accommodate their request.

The philosophy of the Altoona Area School District Kindergarten program is to provide each child with a curriculum that is both challenging and adjusted to meet the needs of the individual child. Both half day and full day kindergarten programs provide the opportunity to maximize the potential of all children cognitively, socially, emotionally and physically.

AWESOME BEGINNINGS CAMP

Parents are given the opportunity during Kindergarten registration, to express an interest in sending their incoming Kindergarten student to a summer camp to be held in June. The camp is designed to provide academic, social, emotional, gross motor, and fine motor readiness skills. A highly qualified staff will assist enrolled children to provide a better transition for Kindergarten.

SCHOOL VISITORS

All visitors upon entering the school must first report to the Office.

Parents must request in writing to the building principal, permission to visit or audit a class at least one instructional day prior to the date of the requested visitation (Board Policy 6004R). A parent/guardian request to audit/observe a class form must be secured from the Principal's Office.

Visitations to Special Education classrooms must be coordinated with the Special Education Supervisor and the building Principal.

HOMEBOUND

A student need not be absent from school for any specified period of time prior to parents applying for homebound instruction. Parents may apply the first day of absence, but the family physician must diagnose the illness to be of six weeks' duration or longer before homebound instruction may be approved.

If you are in need of homebound instruction, please call your school office or Dr. Frank Meloy at 946-8218.

CAFETERIA

The Altoona Area School District provides breakfast and lunch for all students. Meals may be pre-paid on the students meal account or parents may opt to have their child pay cash for his/her meals. Students are also permitted to carry in a lunch from home. Students who carry in a lunch from home may purchase milk for \$0.40 per carton. Kindergarten students may also purchase milk at this price.

Paid Breakfast	\$0.75
Paid Lunch	\$1.50
Reduced Breakfast	\$0.30
Reduced Lunch	\$0.40

Free and reduced meal applications will be sent home with students on the first day of school. Please return these applications to your school as soon as possible. Forms returned after September 15th, could cause your child's free or reduced meal benefits to be temporarily interrupted. Please return all completed forms before this date. If you have any questions, please call the cafeteria office at 814-946-8270.

Students qualifying for free or reduced meals not only receive meals benefits, but also help the school district in receiving state and federal aid. A child's free or reduced status is kept confidential. Our cafeteria point of sale system insures this confidentiality so that even the cafeteria staff and manager do not know this information. We urge you to apply for either free or reduced meals. Help us keep your taxes low. You will be notified as to the status of your application by mail.

PARTIES

Two parties are permitted during the course of the school year. The type and date of a party are solely at the discretion of the teaching staff. Individual birthday parties and special occasions are not to be celebrated at school.

INVITATIONS FOR PARTIES OUTSIDE OF SCHOOL

Invitations for students to attend a birthday or other party outside of school should not be given to students in school unless all children in the class are invited to attend the party. Parents will be asked at the beginning of the school year to give written permission for their child's name, address and phone number to be placed on a class list that will be given to a parent who is planning a party outside of school and wishes to contact children at their home. A parent may opt to not include all or any of this information about their child on this list and it **will not** be included.

SCHOOL HANDOUTS

As per School Board Policy, the only material that will be distributed to students will pertain to School District and/or School District sponsored activities or events.

STUDENT INSURANCE

The District's General Liability Policy excludes medical coverage for student accidents. Medical coverage for student accidents must be provided by the parents' insurance or through the purchase of a voluntary student accident policy from an independent company.

Student accident insurance can be purchased from the following independent insurance company. The information concerning the premiums and plans will be sent home with the student. The 2006-07 plan is as follows:

Coverage: \$250,000 Maximum for all benefits combined
School Time Rate: \$ 28.00
24 Hour Rate: \$124.00
Optional Dental, with medical \$ 7.50
Optional Dental, without medical \$ 14.00

Company: Life Insurance Company of North America
A-G Administrators
Valley Forge, PA

Note: Benefits are paid for the first one hundred dollars (\$100) without regard to other insurance. Thereafter, benefits are paid that are not recoverable from other insurance.

In the event a parent purchases insurance, his contract will be with the insurance company, not with the Altoona Area School District.

REPORT CARDS

This is a report of the child's achievement in school subjects and an evaluation of his/her skills, habits, traits, and attitudes.

Each child is graded according to performance at his/her level. In order to inform the parents of how well the student is performing in terms of achievement, the following codes are utilized:

Instructional Level: 2nd, 3rd, 4th, 5th, 6th

<u>Achievement Code:</u>	93-100	Excellent
	86- 92	Above Average
	77- 85	Average
	70- 76	Below Average
	0- 69	Failing

Skills and Growth Code: C - Commendable
S - Satisfactory
N - Needs Improvement
U - Unsatisfactory

First grade students' evaluations are reported as a progress report.

ELECTRONIC REPORT CARDS

All students in grades two through six will receive an electronic report

card. This report card, which was developed by a committee of teachers, administrators and members of the technology department, is similar to the report card used in the District's secondary schools. The electronic report card conforms to the District's standard grading policy. Teachers use computers to input grades, record attendance data, and make comments. This process allows teachers to report grades quickly, and accurately.

The most significant advantage of the electronic report card is the fact that families can check grades, assignments and teacher comments online using LetterGrade. Review of a child's work can be done anytime. Although daily access to student achievement progress is available via LetterGrade, a printed report card will continue to be sent to parents at the end of each marking period.

A password for access to a child's work is given only to authorized parents and/or guardians. Confidentiality of student records is maintained as required by law and District Policy.

RETENTIONS

A pupil may be retained once in kindergarten and once in grades one through three.

Consideration for non-promotion in grades one through three is based upon:

1. Individual student's progress in the reading/language arts subject areas as indicated on the Altoona Area School District Progress Report.
2. Teacher observation and anecdotal records of the individual student's progress.

Non-promotion in grades 4-6 is based upon serious and extenuating circumstances.

Promotion is an individual matter in which academic progress, age, size, health, mental ability and other relevance factors are considered. The final decision is made by the school administration in consultation with teachers.

Letters concerning the possibility of retention are sent to parents with the report card in January.

Letters will be sent to parents in May notifying them of definite retentions and parents may request a conference at that time.

Consideration for non-promotion in kindergarten is based upon teacher and principal recommendations supported by:

1. Insufficient progress as indicated by data from the Altoona Area School District Progress Report.
2. Teacher observation and anecdotal records of the individual student's progress.

HOMEWORK

One of the aims of homework is to help pupils develop effective work habits and self-discipline. Assignments are provided as a means for students to have independent practice and as a means for teachers to be sure that the pupil understands the assignment. Sometimes homework is assigned in order that students can complete unfinished work without time restraints. Some homework assignments engage students in projects that can be done more effectively at home than at school. Such assignments include projects, tasks that require students to utilize resources that are found outside of the schoolroom and reading for enrichment in literature, history or science. Homework sustains the acquisition of home-study techniques that enhance the student's ability to work independently.

School Board Policy (#6003R1) states that elementary homework should not exceed twenty (20) minutes for primary grades (1-3) or forty-five (45) minutes for intermediate grades (4-6).

ELEMENTARY DISCIPLINE POLICY

All Elementary Buildings follow the Altoona Area School District Board Policy #5010B. Each school has copies of this policy. See your Building Principal for a copy if you have not received one in previous years as well as specific policies for individual buildings. All teachers thoroughly discuss this policy the first week of school. Students and parents are asked to sign a Behavior Contract.

CORPORAL PUNISHMENT

Corporal punishment is not administered in the Altoona Area School District.

STUDENT UNLAWFUL HARASSMENT

It is the policy of the Altoona Area School District to maintain a safe learning and working environment which is free from sexual and other forms of unlawful harassment. All forms of unlawful harassment are hereby prohibited. Any student in the District who engages in conduct, which constitutes unlawful harassment, shall be subjected to disciplinary action up to and including expulsion. Any student in the District who is subjected to unlawful harassment by other students, district employees, non-district employees (vendors, contractors, volunteers, etc.) in the course of his or her attendance at school, shall have the right to file a complaint under Section IV, as described below, as well as the right to have that complaint promptly, thoroughly, and confidentially investigated.

Unlawful harassment is a form of discrimination prohibited by Title IX of the Education Amendments of 1972; the Pennsylvania Human Relations Act, 43 P.S. Sections 951-963; the Code of Conduct for Educators, 22 PA Code Section 235.10; and 22 PA Code Section 12.4. The following behaviors represent, but are not all inclusive of what constitutes unlawful harassment:

1. The term unlawful harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct

relating to an individual's race, color, religion, ancestry, sex, national origin, or disability.

2. Special attention is called to the prohibition of sexual harassment. Examples of sexual harassment include but are not limited to:
 - a. submission to such conduct is explicitly or implicitly required of the recipient; or
 - b. submission to or rejection of such conduct is used as the basis of school or work related decisions affecting the recipient; or
 - c. such conduct has the purpose or effect of unreasonably interfering with the recipient's school performance or of creating an intimidating, hostile, or offensive learning and working environment.

3. Specific examples of sexual harassment include but are not limited to:
 - a. Sexual flirtations, advances, touching or propositions;
 - b. Verbal abuse of a sexual nature;
 - c. Graphic or suggestive comments about an individual's dress or body;
 - d. Sexually degrading words to describe an individual; and/or
 - e. Jokes, pin-ups, calendars, objects, graffiti, innuendoes, references to sexual activities, the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile, or offensive learning or working environment.

4. Consequences
Any student in the Altoona Area School District who is found to have engaged in conduct constituting sexual or other forms of unlawful harassment may be subject to disciplinary action up to and including expulsion. In addition, any student found to have violated this policy may be required to participate in educational activities and/or counseling services related to sexual or other forms of unlawful

harassment as part of any discipline imposed. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of the individual case, considering the following factors among others: severity of the misconduct; pervasiveness or persistence of the misconduct; effect on the victim or victims; intent of the perpetrator.

5. Complaint Procedure

The building principal shall be the person to receive sexual and other forms of unlawful harassment complaints from students. Forms are available in each school office for individuals who prefer to file their complaint in writing. Complaints involving student-to-student unlawful harassment, which is lodged at the classroom or building level, may be resolved, informally if this is satisfactory to the complainant's

parents. If the problem cannot be informally resolved, it will be referred to the District Security Office for investigation. The privacy of the persons involved in the complaint will be kept as confidential as possible, consistent with the District's legal obligations and the necessity to investigate allegations and to take disciplinary actions where the unlawful harassment has occurred.

ACT 26 SAFE SCHOOLS

The Pennsylvania State Legislature has passed a new "Safe Schools" law know as Act 26 as of September 22, 1995. The new statute's purpose is to provide a safe educational environment in Pennsylvania Schools. To comply with this new statute, the Altoona Area School District has made revisions in the "Weapons and Violence" section of its Student Code of Conduct. Complete policy statements are available in Altoona Area School District Administrative Offices and in individual school buildings for public review.

Weapons and Dangerous Instruments

- A. A student shall not possess, handle, or transmit any object or a

facsimile that can be reasonably considered as a weapon during a school related activity.

A weapon is defined to include, but not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, any other tool, instrument or implement capable of inflicting serious bodily injury.

This rule does not apply to normal school supplies like pencils or compasses, etc. unless such instruments are utilized in such a manner as to reasonably be construed as weapons or dangerous instruments.

B. Any student who is determined to have brought a **WEAPON** into any school property, any school-sponsored activity, or any means of school transportation can be expelled in excess of one year. The Superintendent has the right to waive the expulsion on an individual basis.

C. The School District shall immediately report all incidents involving the possession of a weapon to AASD Security, the local law enforcement officers for charges under the Pennsylvania Criminal Code, when deemed necessary by school authorities.

D. The School District shall report to the State Department of Education, on a semi-annual basis, all incidents or acts of violence or prohibited possession of a weapon under this policy.

E. Prior to admission and upon registration the parent or guardian must provide a sworn affidavit stating if a pupil was previously expelled or suspended for an offense involving weapons, alcohol or drugs, or for infliction of committed on school property.

F. Transfer students must have a copy of their disciplinary record sent to the receiving school. The receiving school must request the disciplinary record and it's required that the sending school must send a certified copy within ten days. Permission of the parents is not required.

EMERGENCY DRILLS

Fire drills are conducted regularly, or at least once a month, so that every child may know the signal and obey it with a minimum of confusion or delay. Blocked entrance drills are also periodically conducted.

Severe weather, bomb and various evacuation drills are also reviewed on a regular basis by staff and students.

DRESS GUIDELINES

(THERE IS A SPECIAL DRESS GUIDELINE FOR IRVING SCHOOL)

Consult with the Building Principal for the policy.

A. **Hair** - must be clean, neat, and cared for. Color and style must not create a distraction to student learning as determined by the principal.

B. **Clothing** - clean and neat. Halters, tank, muscle, and midriff shirts may not be worn in school. No clothing with patches or printed phrases depicting vulgarity may be worn in school. Shorts that extend down to the knee may be worn only during the months of May, June, August, and September.

Styles shall be modest and in good taste. NO SHORT SHORTS, CUT-OFFS OR SPANDEX/LYCRA SHORTS, FRAID

OR

RIPPED JEANS WILL BE PERMITTED.

Principal discretion will be final on issues of appropriate clothing.

B. **Footwear** - Thongs, clogs, **sandals** and shoes with holes or other such footwear that does not cover the entire foot will not be permitted in school for safety reasons.

SAFETY OF WALKING PUPILS

With the increased traffic situation, it is important that pupils who walk to school follow certain safety rules.

Parents should make every effort to teach and enforce the following:

- A. Teach your child to obey school guards and patrols.
- B. Train your children to follow school guard schedules and to gauge the time it takes to walk to school so that they will arrive on time, but not earlier than five minutes before the bell rings.
- C. For safety reasons, children are not permitted to ride bicycles to school. (No Skateboards)
- D. Children are to take the same route to and from school. They should go straight home from school.
- E. Use sidewalks whenever possible when walking to school or bus stop. Walk on LEFT facing traffic - if you must walk on the road.
- F. Always stop at the curb or roadside before crossing. Look left, then right, then left again for oncoming traffic.
- G. Always cross at the corner.
- H. Cross only on a "green" or "walk" light.
- I. Watch out for vehicles backing out of driveways and parking spaces.
- J. Don't play in or near the street.
- K. Beware of icy, slippery streets and sidewalks. It takes a longer distance for vehicles to stop.
- L. Dress to be seen.

In the event an emergency should arise, parents should discuss with their youngster a procedure to follow in case the parent is not home. Some suggestions such as: go to a specific neighbor's house, grandmother's house, etc. Please make certain the child has several alternatives and understands them.

PARENTS

POINT OUT BLOCK HOME SIGNS TO YOUR CHILDREN. HELP THEM BECOME AWARE THAT THESE HOMES ARE A SAFE PLACE TO GO IN AN EMERGENCY.

CONTACT YOUR SCHOOL TO BECOME A BLOCK PARENT.

BUS TRANSPORTATION SAFETY

Safety and the proper social attitude in bus transportation, as well as in all phases of the school program, are of prime concern to the administration and the Board of School Directors. Students need to familiarize themselves with the obligations and courtesies of school district transportation.

A pupil who cannot maintain self-discipline while utilizing transportation facilities forfeits this privilege and must rely on other means of transportation. The school bus driver is authorized to enforce safety and social standards on his bus, and, in accordance with the Pennsylvania School Code, he has the same authority as a teacher. The relationship of the operator and the student must be one of cooperation.

No student that regularly walks to school will be permitted to ride the bus for any reason (going to friend's home, visiting a relative, etc.)

All Altoona Area School District school buses will be equipped with a school bus video system aimed at maintaining good management and discipline. Student behavior and the driver's management of that behavior are the two key elements to safe school bus transportation.

The Altoona Area School District will be installing and utilizing this video system in its school buses to record the behavior of students and the bus driver's method of student management.

VAN TRANSPORTATION SAFETY

Follow rules and regulations issued by the van driver. The school van drivers are authorized to enforce safety and social standards on their van; and in accordance with Pennsylvania School Code, they have the same authority as a teacher.

Van drivers must remain with the van while students are in the vehicle. Parents are responsible to get the students to and from the van. Safety belts must be worn at all times. Exceptions to this must be approved by the Director of Special Education and the Supervisor of Transportation.

Parents should have the student at the pick-up point five minutes before the scheduled departure time. Three minutes is the absolute maximum wait time for a student who is not at his scheduled stop when the van arrives.

If your child will not be attending school due to illness or for some other reason, please call the Transportation Office at 946-8220 before 7:30 a.m. or 946-8221 after 7:30 a.m.

Pre-approved routes and time schedules will be followed exactly and pupils will be picked up and discharged from the van only at designated stops.

When the child is delivered to his home and parent/guardian is not home, the child is to be taken to the Office of Pupil Special Services in the Administrative Wing of the Altoona Area High School. Efforts will be made to contact parent/guardian. However, if the parent/guardian cannot be contacted, Blair County Children Services will be contacted.

For safety purposes it is recommended that parents be at the van stop to accept their child. Vans are not equipped with flashing yellow and red lights and other drivers may not be aware that this is a school vehicle. Students should always cross in front of the van and maintain eye contact with the driver.

I. Bus Stops

Appropriate behavior is required at school bus stops. Infractions such as fighting, throwing objects, and harassment of neighbors will not be tolerated. After three minor violations or one major violation, at the discretion of the individual principal, the student will be suspended from riding the School District bus for five (5) days or until such time as the parents have a consultation with school officials, and a pass is presented by the student to the bus driver from that school official. Subsequent offenses will follow the same procedure, except that the suspension shall be for one month. If this does not solve a particular behavior problem, it will be possible for that student to be suspended from riding the school bus for the entire school year.

No pupil will be permitted to get on or off at any stop other than his/her own established stop, unless written consent is obtained from the parent and approved by the school office. No bus change will be permitted once a child's assignment has been made unless an extreme emergency arises. This then must be approved through the Principal's Office and the Transportation Department. District policy maintains that parents with special building requests are responsible for transporting their child to and from school. Therefore, District transportation is not provided for students in this category.

II. Bus Regulations

The most important bus passenger regulations affecting safety which all pupils, parents, bus operators, and school officials should be aware of are:

a. Minor Violations

Trying to distract the bus driver's attention. Being discourteous to and not obeying the bus driver. Refusing to sit in assigned seat. Standing or changing seats while the bus is in motion. Being discourteous to other children. Crowding to the door before the bus stops. Pushing and jostling when getting on bus. Throwing articles out of the bus.

b. Minor Violation Consequences

First Offense: Warning only by Bus Driver.

Second Offense: Warning and written report by Bus Driver to the school office with a copy to Transportation Office. This may result in school disciplinary action.

Third Offense: The same as that for a major violation of conduct.

c. Major Violations

Smoking or using tobacco in any form. Destroying bus property. Throwing objects in the bus. Fighting on the bus. Striking matches. Swearing on the bus.

d. Major Violation Consequences

First Offense: Suspend offender from bus for five (5) school days or until such time as the parents have a consultation with the school officials and a pass is presented by the student to the bus driver from the school official.

Second Offense: One (1) month suspension from bus

Third Offense
and Subsequent
Offenses: Loss of riding privileges

CLOSING OF SCHOOL BECAUSE OF INCLEMENT WEATHER AND EARLY DISMISSALS

When the Altoona Area Schools are to be closed because of weather

conditions, it will be announced on Educational Access Channel 13, as well as TV Channels 6, 7, 8, and 10 (5 on the Atlantic Broadband Cable System), along with WRTA, WFBG, FROGGY, WALY AND ROCKY radio stations beginning approximately at 6 a.m. It will also be on the Altoona Area School District's website: www.aasdcad.com/aasd. A decision will be reached to have a two-hour delay and/or to close school. In most cases, the District will start as a two-hour delay and upgrade to a closing if said closing is warranted.

EARLY DISMISSAL

The Altoona Area School District does not have an early dismissal policy. If in the judgment of the parent, the conditions are such that there is a concern about the child getting home from school due to weather conditions, the parent may go to the school and take their child home. We will not release the child to individuals other than the parent or guardian. There may be incidents where there will be an early dismissal (for example, at the end of the school year) where parents will be given an advance notice about students being dismissed early from school.

FIELD TRIPS

The area surrounding Altoona affords itself excellent possibilities for educational field trips. When such trips are planned, notices are sent home with pupils to inform the parent or guardian of the specifics of the trip. All educational field trips are adequately supervised by the classroom teacher.

Elementary field trips may require more than five (5) chaperones, but is not to exceed ten (10) for any field trip. Elementary requests for more than five chaperones must have the approval of the Assistant Superintendent for Elementary Education.

There will be no overnight field trips approved as well as no trips approved during the final ten (10) days of school.

PUPIL ATTITUDES TOWARD LEARNING

A child shows good attitudes when he/she:

1. Takes pride in own work.
2. Cooperates with others.
3. Makes optimum use of own abilities.
4. Shows wise use of leisure time.
5. Assumes responsibility for his/her actions.
6. Works diligently and completes work on time

SCHOOL POLICIES

ATTENDANCE

Pennsylvania State Board of Education (PSBOE); Public School Code 1949, Section 13-1327:

- A. An illegal or unexcused day of absence from school is any day of absence for reasons other than illness, health care, death in the immediate family, approved field trips, approved temporary absences, approved religious holiday and any emergency approved by the principal. A student will not be permitted to make up work missed as a result of an unexcused absence. (Reference: Board Policy 5008R Make-Up Policy.)
- B. All absences require a written acceptable excuse by the parents/guardians/physician regardless of student's age or the absence is considered illegal or unexcused. The written excuse must be presented to the school when determined by the Attendance Director of the Principal's designee, but no later than three school days after the return from absence.
- C. Parents/guardians are to be kept informed on a regular basis of their child's attendance record/patterns. This will be done by letter, telephone, report card and/or conference.

D. On the fifth day of absence, a letter of concern is to be sent to the parents/guardians regarding the reason(s) for the absence. Documented extended medical absences will be counted as one absence for the purpose of this clause. If a reason does exist, the parents/guardians should return the letter to the school with a written explanation.

This letter of concern will include a section, which indicates that upon total absences of thirty-five (35) days, the student will be retained in his current grade the following school year. (Legal Reference: School Laws of Pennsylvania 1327, 1329, 1338).

E. On the tenth day of absence, a letter will be sent to the parents/guardians requiring them to attend a meeting conducted by the building Attendance Committee to review the child's academic and attendance records and potential grade retention or withdrawal. Documented extended medical absences will be counted as one absence for the purpose of this clause. The Attendance Committee should be comprised of the following:
Building principal or his designee, Attendance Director, Guidance Counselor, an At-Risk Representative or any other person(s) whose presence is deemed necessary by Building Principal.

This letter of concern will include a section which indicates that upon total absences of thirty-five (35) days, the student will be retained in his current grade the following school year. (Legal Reference; School Laws of Pennsylvania 1327, 1329, 1338)

F. On the fifteenth day of absence, a letter will be sent from the school to parents/guardians requiring a medical excuse for each absence thereafter. Documented extended medical absence will be counted as one absence for the purpose of this clause. A doctor's letter could and may be required at any time, based on the history of the student, or attendance pattern set by the student.

This letter of concern will include a section which indicates that upon total absences of thirty-five (35) days, the student will be retained in his current grade the following school year. (Legal Reference; School Laws of Pennsylvania 1327, 1329, 1338)

G. On the thirty-fifth day of total absence, a letter will be sent from the school to the parents/guardians informing them that the student will be retained in his current grade the following school year and that the parents/guardians may request a waiver.

Waiver Procedure/Process: A student or parent may request at any time a waiver of the preceding provision by informing the Building Principal or his designee or the Attendance Director in writing of their desire to appeal the attendance violation.

H. Notices will be served on parents/guardians while the student is in attendance at the Altoona Area School District in grades 1 through 6; and an additional notice will be served in grades 7 through 12, by the District Attendance Office, after the student has accumulated three illegal absences. The notice will state that on the fourth and any subsequent illegal absence or series of illegal absences, not to exceed three days of illegal absences in a series, prosecutions will be served by District Attendance after the proper notification from the home school. (Reference: PSBOE Section 13-1333)

Before any proceedings are instituted against any parent, guardian, or person in parental relation for failure to comply with provisions of this act, the school Attendance Director or the school Principal's designee, shall give the offending person three days written notice of such violation. If compulsory attendance violations continue, the student/parent shall be liable under the provisions of school policy and/or laws of the Commonwealth.

Prosecutorial action will be followed through in accordance with the School Laws of Pennsylvania.

I. Students who are of compulsory attendance-age who are at anytime absent from school for ten consecutive school days may, thereafter, be removed from the school's active membership by a written request from the Building Principal, unless one of the following occurs:

1. The District has been provided with evidence that the absence may be legally excused.
2. Attendance regulations required by Pennsylvania School Code have been or are being pursued.

The building Principal must inform the student's parents or guardians by registered or certified letter that the student is no longer enrolled in the Altoona Area School District. (Authority; Section 11.24, Chapter 11)

J. All students will be considered tardy if they arrive after the opening bell.

The first four tardies will be excused if a note from parent/guardian is presented AND a phone call from parent/guardian is received and the excuse is deemed acceptable by the Building Principal or his designee; or a doctor's excuse is presented. Upon the fifth and subsequent tardies, a doctor's excuse will be required for any student to be excused.

RELIGIOUS HOLIDAYS: VALUES

A pupil may be excused from school for observance of bonified religious holidays. The pupil's absence would be recorded as an excused absence. A letter requesting the school for the absence is required.

A pupil may be excused from portions of science and health courses which conflict with the religious beliefs of the pupil. A written request from the pupil's parents should be made to the building principal at the beginning of each school year.

PARENTS/LEGAL GUARDIANS RIGHTS TO CURRICULUM AND ASSESSMENT

- A. Parents/legal guardians have the right to review Altoona Area School District curriculum, academic standards to be achieved, instructional materials and assessment techniques.
- B. Planned instruction materials are not to be removed from the school building and are not to be copied and distributed to non-school district professional personnel.
- C. The principal or an appropriate faculty representative will be available (upon request) to answer questions regarding planned instruction. Those reviewing planned instructional materials are asked to sign a 'Signature Form' that identifies the date of the review, the name of individual(s) reviewing the curriculum, his/her address, his/her child's name/grade and planned instructional materials reviewed.
- D. Parents/legal guardians have the right to review the State assessments two weeks prior to their administration. The security requirements of the State must not be violated by parents/legal guardians who review the PSSA.
- E. Parents/legal guardians have the right to have their children excused from specific instruction which conflicts with their religious, moral or ethical beliefs. Written requests to the Principal is required.
- F. Parents/legal guardians have the right to have their children excused from State assessments under Policy 5.231 (relating to State Assessment System) upon receipt by the school of a written request from the parents/legal guardians.

STUDENT USE OF THE INTERNET

Internet Usage Policy

All students and their parents/guardians are annually required to sign the Altoona Area School District Student Internet/Intranet Acceptable Use Policy before they are granted access to the Internet via the School District computer networks. This agreement outlines acceptable student use of the Internet/Intranet and defines many activities that would be considered illegal or inappropriate. Any violation of the Policy will result in loss of Internet and Network access privileges. Parents must realize that although the Altoona Area School District will make every effort to prevent inappropriate or illegal use of the Internet by the students, the Internet is not controlled by the Altoona Area School nor are we responsible for it's content.

Internet Publishing of Student Pictures/ Materials

The Internet is an "electronic highway" connecting millions of computers all over the world with millions of individual users. Access to the Internet is coordinated through a complex association of government agencies and regional and state networks. The Altoona Area School District has developed a web site on the internet for the district that includes pages for each of it's elementary buildings in order to take advantage of this dynamic method of informing the public of what our students and staff are accomplishing and what our school district has to offer.

As a part of our on-going web development, your child's work, picture and/or opinions may be chosen to represent the school district on our web site or a school district sponsored internet project. Before your child's work, picture or opinion can appear on the web, we must first have your permission as well as your child's. Student pictures will only be identified by first name. If you and your child agree to having pictures and/or student work published on the internet, simply sign and return the Internet Publishing Release Form that will be distributed to all students. If the form is not returned, we will assume that you and/or your child are not interested in granting permission at this time.

CHANGE OF ADDRESS

If there is a change in your phone number, address or a change in the guardian, immediately notify the Principal's Office.

TEMPORARY ABSENCES

Pupils may be excused from school attendance to participate in an educational trip or tour at parent's expense with the following provisions:

1. That a temporary absence form be procured at the school office, filled out and returned to school. This form should be completed and turned in to the building principal ten (10) days prior to the trip. No absence will be approved for over ten school days unless approved by the Superintendent or his designee.
2. That the itinerary, anticipated objectives of the trip, and expected outcomes for the child be listed.
3. That children be supervised by an adult acceptable to the Superintendent and parents.
4. That the Superintendent or his designee approve the trip.

A TEMPORARY ABSENCE FORM SHOULD BE SUBMITTED FOR CHILDREN WHO NEED TO BE RELEASED FOR PART OF THE SCHOOL DAY FOR PARTICIPATION IN A RELIGIOUS EVENT.

TARDINESS

The first four (4) tardies will be excused if a note from the parent/guardian is presented and a phone call from a parent/guardian is received and the excuse is deemed acceptable by the building principal.

On the fifth and subsequent tardies, a doctor's excuse will be required for any student to be excused.

STUDENT TRANSFERS

When you find it necessary to move from one school to another within

the district, call the school and ask that a transfer be prepared. It will be necessary for the school to know your new address and the last day of attendance. Transfers and student records will be sent directly to the new school.

If you move out of the Altoona Area School District, it will be necessary for you to go to the school office and sign a "Release of Records" form to permit the child's records to be sent to the new school.

FUND RAISING ACTIVITIES

The school may participate in two fund-raising events each school year. Additional fund-raising events may occur for special purposes providing they are approved by the Assistant Superintendent. All events shall be in conjunction with the school PTO with the approval of the building Principal.

Because of safety factors, students are not encouraged to solicit from door to door unless they are under the supervision of an adult.

SCHOOL SERVICES

In order to provide the best possible education and to meet each child's individual needs, a variety of special services are available within the school district. A brief summary of each of these services is included on the following pages.

SERVICES FOR STUDENTS WITH DISABILITIES

The Altoona Area School District, Department of Special Education, is responsible for providing a Free and Appropriate Public Education to those students who are considered eligible under state and federal regulations. The District will provide eligible students with the appropriate programs and related services necessary to make meaningful progress within the curriculum.

SPECIAL EDUCATION PROGRAMS/EVALUATION PROCESS

Special Education programs and services are available free of cost to any child ages three through twenty-one, within the Altoona Area School District who exhibits one or more of the following disabilities:

- Autism
- Deaf/Blindness
- Deafness
- Emotional Disturbance
- Hearing Impairment
- Mental Retardation
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Visual Impairment
- Traumatic Brain Injury

Developmental delays for children ages three-five

Many students are referred for special education by a Child Study Team or a screening process.

Parents are encouraged to work with his/her child's building principal and school staff members to determine if eligibility for special education services appears necessary. However, a parent always maintains the right to request an evaluation. The student must be determined to be eligible for services by an evaluation. A certified school psychologist will be involved in the evaluation to determine whether the child is disabled due to autism, emotional disturbance, mental retardation, multiple disabilities, other health impairment, specific learning disability, or traumatic brain injury.

GIFTED SERVICES

Services for mentally gifted students are not driven by federal mandates, however, the Commonwealth of Pennsylvania requires gifted support services under Chapter 16. The District provides a process for screening and determination of eligibility for gifted services. A parent may send a letter of request to the Director of Special Education if an evaluation for gifted support is needed.

If you feel your child requires special services (special education), the following procedures should be applied:

1. You may contact the Special Education Department at 946-8252 or your child's building principal with questions regarding the assessment process (or)
2. Send a letter requesting an evaluation to:
 - a. The principal of your child's school (or)
 - b. Tom Kattouf, Director of Special Education
AASD Special Education Office
1221 Sixth Avenue
Altoona, PA 16602

NOTE: If you would like a prepared form letter sent to you that requests an evaluation, please contact Mr. Kattouf at 946-8252.

An evaluation report will be developed as part of the legal requirements of the assessment process. Parents and/or guardians are included throughout the assessment process.

Documents entitled, "Procedural Safeguards Notice" or Pennsylvania Parent Guide to Special Education for School Age Children" may be obtained by contacting the Special Education Department at 946-8252.

TESTING PROGRAM

The following tests comprise the elementary program of standardized testing for all students:

<u>GRADE</u>	<u>MONTH</u>	<u>TEST</u>	<u>PURPOSE</u>
3, 4, 5, 6	March 12 - March 23, 2007 (Test Window)	P.S.S.A. Math and Reading	Measure of academic achievement on Pennsylvania's Reading and Mathematics Standards.
5	February 12 - February 23, 2007 (Test Window)	P.S.S.A. Writing Standards.	Determine <u>school's</u> ability to meet the State Writing Standards.

In addition to the general testing program, a variety of individual screening tests are utilized by various school personnel such as guidance counselors, remedial reading specialist, and speech therapist. Individual consent by parents will be requested when necessary.

SCHOOL NURSE

Certified school nurses are employed by the District to assist in implementing the school health program which includes:

1. **Annual vision screening** for all students.
2. **Annual heights and weights** for all students which includes the Body Mass Index (BMI). The Pennsylvania Department of Health MANDATED BMI SCREENING for students. The Body Mass Index is a screening based on a child's height and weight. The results are used as a guideline evaluate if a student is underweight, at normal weight or overweight. **THIS IS ONLY A SCREENING MANY FACTOR INFLUENCE RESULTS.**

3. **Annual hearing screening** for all students K-3, 7, 11, and all special education students.
4. **Medical examinations** by school or family physicians for all students newly enrolled in kindergarten or first grade, sixth grade, and eleventh grade. A private physical exam completed within one year prior to a student's entry into the grade where an exam is required is acceptable.
5. **Dental examinations** by school or family dentist for all students newly enrolled in kindergarten or first grade, third grade, and seventh grade. A private dental exam completed within one year prior to a student's entry into the grade where an exam is required is acceptable.
6. **Scoliosis examinations** by school or family physicians, or school nurses, for all students in grades six and seven.
7. **Referral to physicians, dentists, and appropriate agencies** for follow-up care.
8. **Immunization Program** - Current regulations require that each child in school has the following immunizations:
 - A. Tetanus-Diphtheria 4 or more doses with
the last dose given after
the age of four (4)
years for all students
entering kindergarten or
first grade.
 - B. Polio 3 doses of oral vaccine
(or) 4 doses of inacti-
vated vaccine
 - C. Measles, Rubella and Mumps Usually given in combi-
nation form, but should

be equal to at least:
2 doses of measles
vaccine

1 dose of rubella
1 dose of mumps
vaccine

The first dose of
measles, and the rubella
and mumps vaccines
must be given at 12
months or older.

History of disease is not
acceptable for Measles
(Rubeola) and German
Measles (Rubella) unless
serological proof is pro-
vided. Mumps history is
acceptable upon written
confirmation by a
medical doctor.

D. Hepatitis B

Series of 3 doses
required by students
entering kindergarten or
first grade and seventh
grade.

E. Varicella (Chickenpox)

Immunization required
by all students entering
kindergarten or first
grade, and seventh
grade.

One dose at 12 months
of age through 12 years
of age; or two doses at
13 years or later.

Or, laboratory evidence of varicella disease.

Or, a written statement from the parent, guardian, health care provider, physician, or physician's designee that the child has had varicella disease.

9. **Providing for First Aid**
10. **Routine inspection of children** to lessen the spread of communicable conditions, such as, pediculosis. (Should you discover head lice or nits in your child's hair, please notify the school nurse in your child's school).
11. **Communication with parents** regarding anything affecting the health of the child, and regarding re-entry to school following significant illnesses and/or injuries.
12. **Promotion of good health habits** through health education.
13. **Maintaining health records** on all students.

MEDICATION

Medications should be given at home when at all possible. In the event a student must take medication during the school day; a medication form must be completed and signed by the child's physician and parent, and returned to the school nurse before any medication can be dispensed. Medication forms are available in the school office or from the school nurse.

All medications must be in the prescription container. The parent must bring the medication to school or make arrangements with the school nurse to have it sent in and the amount audited.

NOTIFY THE SCHOOL NURSE IF YOUR CHILD HAS A MAJOR ILLNESS OR ACCIDENT OR IS ON MEDICATION FOR A CHRONIC DISEASE.

OTHER CONSIDERATIONS IN REGARD TO MEDICATIONS

- A. Prescribed Inhalers (Asthma) in accordance with Act 187
Elementary students who desire to possess and self-administer may do so providing the following guidelines are adhered.
1. A written statement from the child's physician stating the name and dosage of medication, reason for the medication and must state capability of self-administration.
 2. Written parental consent. The parent's note shall include a statement relieving the school entity or any school employee of any responsibility for the benefits or consequences of the prescribed medication when it is parent-authorized and acknowledging that the school entity bears no responsibility to ensure that the medication is taken.
 3. The Prescription medication form should be completed which will encompass guidelines 1 and 2.
 4. Inhaler use is considered an everyday life activity for asthmatic children. Therefore, asthmatic children will not be viewed as ill student and only need to report to the nurse if the inhaler is not effective and shortness of breath continues or the child has forgotten their inhaler.
 5. When a student uses an inhaler and the symptoms disappear, this will be considered normal activity and the student need not report to the nurse's office.

6. If a student is found to be abusing the inhaler privilege, the parent/guardian, principal, and teacher will be notified and alternative arrangements will be made.

MEDICATION USE ON FIELD TRIPS

No student should be prevented from participating in a field trip due to a need for medication(s) during the school outing. Plans should be made prior to the field trip to allow the school nurse to prepare the dosage for the day to be available for the student. The medication can be placed in a sealed envelope and labeled with the child's name, date, medication and time of administration. The teacher may supervise the ingestion of the medication as per Policy.

YOUR CHILD AND COMMUNICABLE DISEASES

Please review the following information on communicable diseases and contact the nurse of the school your child attends if you have any questions about returning to school following an illness. Many of the following conditions have been controlled by childhood immunizations, and therefore will not be a significant school health problem.

<u>DISEASE AND TIME OUT OF SCHOOL</u>	<u>OTHER SCHOOL-AGE CHILDREN IN FAMILY</u>
1. <u>Diphtheria</u> - determined by Dept. of Health. Permit needed to return to school	Instructions as per the Dept. of Health
2. <u>Smallpox</u> - determined by Dept. of Health. Permit needed to return to school.	Instructions as per the Dept. of Health
3. <u>Meningitis (Meningococcus)</u> determined by Dept. of Health. Permit needed to return to school.	Instructions as per the Dept. of Health

**DISEASE AND
TIME OUT OF SCHOOL**

**OTHER SCHOOL-AGE
CHILDREN IN FAMILY**

- | | | |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 4. | <u>Polio</u> - determined by Dept. of Health. Permit needed to return to school. | Instructions as per the Dept. of Health |
| 5. | <u>Scarlet Fever</u> - Not less than 7 days from onset if no doctor in attendance or 24 hours after beginning appropriate anti-microbial (medication) therapy. | May remain in school. |
| 6. | <u>Whooping Cough (Pertussis)</u> - 4 weeks from onset or 7 days from beginning appropriate medications. Follow recommendation of Dept. of Health. | May remain in school. |
| 7. | <u>Infectious Hepatitis</u> - At least 7 days. Permit needed to return to school. Follow recommendation of Dept. of Health. | Should follow recommended medical treatment. Permit needed to return to school. |
| 8. | <u>Chickenpox</u> - May return after all vesicles have scabbed over. Usually several days or longer depending on severity of case. | May remain in school. |
| 9. | <u>Measles</u> - At least 4 days from onset of rash or longer, depending on physical condition. Follow recommendation of Dept. of Health. | May remain in school. |
| 10. | <u>Mumps</u> - At least 9 days from onset of swelling. Follow recommendation of Dept. of Health. | May remain in school. |
| 11. | <u>Rash</u> - Sent home on recommendation of nurse. Return at discretion of doctor or nurse. | May remain in school. |
| 12. | <u>Impetigo</u> - Until judged infective. | May remain in school if no non-lesions. |

**DISEASE AND
TIME OUT OF SCHOOL**

**OTHER SCHOOL-AGE
CHILDREN IN FAMILY**

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| 13. <u>Ringworm</u> - Until judged non-infective by the child's doctor or school nurse. | May remain in school if not affected. |
| 14. <u>Acute Conjunctivitis</u> (pink eye) - Until judged non-infective by the child's doctor or school nurse. Usually 24 hours after institution of appropriate therapy if exclusion is necessary. | May remain in school if not affected. |
| 15. <u>Pediculosis</u> (Head Lice) - Until the child's head is free of live lice and nits. Consult school nurse for procedure. Readmission will be determined by the school nurse. | May remain in school if not affected. |
| 16. <u>Scabies</u> - Until judged non-infective by child's doctor or school nurse. | May remain in school if not affected. |
| 17. <u>Pinworms</u> - One day for treatment. | Siblings of school age should be treated. |
| 18. <u>Rubella (German Measles)</u> - 7 days from onset of rash. Follow recommendation of Dept. of Health. | May remain in school. |

CARE AND RELEASE OF SICK OR INJURED CHILDREN

Minor first aid and treatment for illness is provided as needed. Parents will be consulted if anything more than minor treatment is necessary.

If a child needs to be sent home or requires further treatment, the parent of the child will be notified. The child will be retained in school under supervision until transportation arrangements can be made. The responsibility of transportation rests with the parents. NO CHILD WILL BE

RELEASED WITHOUT PROPER IDENTIFICATION PRESENTED TO SCHOOL AUTHORITIES. Parents must provide the names and phone numbers of relatives or friends who may be called when the parent(s) cannot be reached.

If a true emergency arises, the child will be taken to the hospital by ambulance and efforts to contact the family will be continued.

STUDENT WELLNESS

The Altoona Area School Board established a Student Wellness Policy that encompasses Nutrition Education, Physical Activity, Physical Education, and Nutrition Guidelines. The goal of nutrition education is to teach, encourage and support healthy eating by students in order to equip them to lead healthy lives. Every student is required to take physical activity class during the school year. All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity. Foods provided with the school breakfast programs and school lunch programs will comply with federal nutrition standards. This also includes a la carte foods, snacks and beverages, fundraisers held during the school day, classroom parties, and school stores. This policy is established to ensure the health and well being of all students.

EARLY DISMISSAL

When possible, doctor and dentist appointments should be made after school or on Saturdays. If this is impossible and it is necessary to have a child dismissed early, the following procedure should be followed:

1. Write a note stating the time of early dismissal. This should be received the day of the appointment.
2. Come to the school office for your child at the time you designated. No child will be released to keep an appointment unless the parent comes to the school for him/her.

3. In case of an emergency appointment, the child will be released to the parent when the request is made to the Principal.
4. No child will be released to an adult other than his/her parent unless a note is sent by the parent stating specifically the name of the person to whom the child is to be released.

DENTAL PROGRAM

To maximize his potential for learning, a child must be healthy. A child with diseased teeth or gums is not a healthy child. Dental examinations will be administered to children in kindergarten and grade three. Examinations from the child's private dentist are acceptable.

NOTICE TO PARENTS AND ELIGIBLE STUDENTS OF SCHOOL DISTRICT CONFIDENTIALITY POLICY

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:

- a. 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.
- b. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.
Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal clearly identifying the part of the record they want changed, and specifying why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible

student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- c. 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 members (including health or medical staff and school security personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her 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. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

- d. Information which is labeled "directory information" by a school district is excluded from FERPA's protection from release and can be released without parental or student consent. In this District, the directory information that is released to the public consists of student names, addresses, phone numbers, dates and places of birth, major fields of study, participation in officially recognized

- activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, pictures of students, names and pictures of participants in various extracurricular activities, or recipients of awards or other similar information. If you do not want some or all of this information about your child released, you may prevent its disclosure by contacting the school district within twenty days after publishing of notice (beginning of school year). Please address these requests to the Principal.
- e. A more detailed explanation of your rights, the procedures to follow if you want to take advantage of them, and the limitations on the release of records is represented in the School District's FERPA policy statement. You may obtain a copy of this policy by contacting the SUPERINTENDENT'S OFFICE IN THE ADMINISTRATION ANNEX.
 - f. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

ELEMENTARY SCHOOL COUNSELOR

As an integral part of the elementary school experience, school counselors provide counseling related services at each school. The school counselor can help students deal with problems and situations by providing proactive services for all children. The main objective of the counselor is to meet the needs of all students by facilitating the coordination of resources. Counselors work with children through individual or group sessions or through consultation with significant adults, i.e. teachers, parents, and outside agencies. Parents should

contact the school office to obtain the counselor's schedule or to arrange an appointment with the counselor.

PSYCHOLOGICAL SERVICES

School psychologists provide service to all elementary/secondary buildings, including pre-school. They are members of the Child Study Teams in each building. School psychologists assist in the facilitation of the initial Multidisciplinary Evaluation Process and coordinate the development of the Comprehensive Evaluation Report for students referred to determine eligibility for special education services. Psychologists may be utilized as consultants regarding any student who has learning or emotional issues. It is their role to ensure that every child

has the opportunity to remain in regular education prior to referral to special education. For more information regarding special education programs and the evaluation process, please refer to pages 29, 30 and 31.

SPEECH CLINICIANS

Much learning takes place in each classroom through talking and listening. Each child will do his share of both. The speech and language of school-age children, including beginners, is normally well developed and highly understandable. Selected children are given special help by the speech clinician, who communicates with parents and teachers about the child's progress and suggests ways of helping the child.

Every child enrolled in kindergarten is screened for speech impairments. Students are monitored closely by speech staff to ensure that services are provided to those who are eligible.

TITLE I READING SERVICES

Preventative reading instruction is provided to children in the primary elementary grades. Eligibility is based on multiple assessment criteria. Reading specialists and literacy coaches work with students providing intensified instruction in accordance with the child's identified need. This program is supported through Title I, Part A funds. For schools to receive these services and for the elementary school to be designed a Title I School, the building must meet federal eligibility requirements.

Inquiries concerning these programs should be directed to Dr. Mary Louise Ray, 946-8973.

READING PROGRAM

The Altoona Area School District's total language arts program is a research-based program that incorporates reading, spelling, and language art. The framework for this total language arts program begins in kindergarten and continues through grade six. At all grade levels, skills, fluency and comprehension are enhanced through reading materials and guided reading strategies that meet individual learning needs.

The District's comprehensive literacy program focuses on helping students become strategic readers who comprehend various types of reading materials. The District's program connects reading with writing and provides students with learning opportunities that will enhance these skills.

SCHOOL LIBRARY SERVICES

Each elementary school maintains its own library which is staffed by a library media specialist (librarian), parent volunteers and a library teacher aide. Any parent who could volunteer time in the library is asked to contact the school.

A professional librarian is assigned to service and instruct students regarding library science practices. These librarians and library teacher aides spend approximately two days per week at each school.

The library is accessible to learners every day of the school week.

PARENT VOLUNTEERS

Your participation in your child's educational program is important to the Altoona Area School District. The No Child Left Behind Act of 2001 is a Federal Law that requires our district to develop a parent involvement policy. This policy is distributed to all parents during the 2006-07 school term. Schools utilize parent volunteer in many various ways. Section 1118 of Title I, Part A requires opportunities for parents to be partners and decision makers in various aspects of their child's education.

All **new** parent volunteers are required to complete a School Volunteer Parent Application. See the building principal for the application. **Parent volunteers must also show evidence of a recent negative Tine test.**

ENGLISH AS A SECOND LANGUAGE PROGRAM

The Altoona Area School District seeks to provide quality education to all students. In accordance with this precept, the Altoona Area School District provides an appropriate planned instructional program for identified students whose primary language is not English.

The purpose of the English as a Second Language (ESL) Program is to increase the English language proficiency of eligible students so that they can attain Pennsylvania's academic standards and achieve academic success.

In compliance with Title 22 Sec. 4.26, the Altoona Area School District provides an instructional program for each student identified as an English Language Learner (ELL). The English as a Second Language Program meets the three-pronged test of program compliance (Castaneda v. Pickard, 1981). (1) The ESL Program is based on sound research-based education theory. (2) The ESL Program provides sufficient resources and is staffed by appropriate prepared personnel. (3) The ESL Program includes periodic program evaluation.

Procedures for identification of students whose native language is not English have been established by the Altoona Area School District. The Home Language Survey is completed for every student and is filed in the student's permanent record folder through graduation. Results of the Home Language Survey determine the need for initial assessment of the student's English proficiency level.

The building principal implements and supervises the ESL Program within his/her building to insure that legal requirements for the program are in compliance with laws and regulations.

Basic Guidelines for the Altoona Area School District's ESL Program include the following:

1. ESL student will be enrolled upon receipt of a local address and proof of immunizations.
2. Individual needs of students as determined by the assessment in reading, writing, listening, and speaking will be addressed.
3. Appropriately certified teachers provide instruction to the ESL.
4. Instructional resources will be comparable to the resources provided other Language Arts subjects. Appropriate accommodations will be provided for other content areas.
5. The ESL Program will be monitored and evaluated by its effectiveness to meet the student's academic needs.
6. The ESL shall be required to meet established academic standards and graduation requirements with accommodations as adopted by the Board.
7. ESL student shall have access and be encouraged to participate in all academic and extracurricular activities by the the district.
8. Communication with parents shall include information about assessment, academic achievement and other related education issues in the language understood by the parent whenever possible.

Altoona Area School District
Elementary School Calendar
2006-2007

Wednesday, August 30, 2006.....Opening of School
Wednesday, August 30 and Thursday, August 31, 2006.....Kindergarten
Conference at School
Wednesday, August 30 and Thursday, August 31, 2006.....First Grade
Orientation at School
Monday, September 4, 2006.....No SchoolLabor Day
Wednesday, November 1, 2006.....End of First Marking Period
Friday, November 10, 2006..... No School.....Veteran's Day
Monday, November 20, 2006.....No School.....Half-Day Kindergarten
Conferences
Tuesday, November 21 and Wednesday, November 22, 2006.....No
School.....Full Day and Half-Day Kindergarten
and Elementary Conferences
Thursday, November 23 thru Monday, November 27, 2006 inclusive....No
School.....Thanksgiving Vacation
Friday, December 22 thru Monday, January 1, 2007 inclusive No
School.....Winter Vacation
Monday, January 15, 2007..... No SchoolMartin Luther King Day
Tuesday, January 23, 2007.....End of Second Marking Period
Friday, February 16 thru Monday, February 19, 2007.....No
School.....Presidents' Birthday
Thursday, March 29, 2007End of Third Marking Period
Friday, April 6 thru Monday, April 9, 2007....No School.....Spring Vacation
Monday, May 28, 2007..... No SchoolMemorial Day
Wednesday, June 6, 2007..... Last Day of School

**ELEMENTARY IN-SERVICE SCHEDULE
No School for Students**

September 15, 2006
October 6, 2006
November 9, 2006
December 22, 2006 (Not Act 80)
January 12, 2007
February 9, 2007
March 2, 2007
April 27, 2007 (Not Act 80)

IMPORTANT TO NOTE: School days which are canceled because of inclement weather will be made up in this order: January 12, 2007, February 9, 2007, February 16, 2007, March 2, 2007, April 9, 2007, April 27, 2007, June 7, 2007, June 8, 2007, June 11, 2007, June 12, 2007, and June 13, 2007.

946-TIPS

**ANONYMOUS
AND
CONFIDENTIAL**

**REPORT
CRIMINAL AND
DRUG ACTIVITY**