

Juniata County School District

Elementary Handbook for Parents and Students 2019-2020

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

All schools can be reached by calling 717 436-2111 and following the prompts for the building options.

Juniata Elementary School
75 South Seventh Street, Mifflintown, PA 17059
(717)436-2111
Grades K-5

East Juniata Elementary School
54 Main Street, Richfield, PA 17086
(717)694-3961
Grades K-6

HOURS

Juniata County School District includes two elementary schools which begin their school day at **8:20 AM**. Dismissal is at **3:15 PM**.

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 corrected. Only the guardian listed on the emergency card will be contacted via the one call system. Anyone else wishing to receive one call notifications will need to register on the website. <https://www.mycallnow.com/Home/LandingPage> 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 the 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. You may also check our school website, www.jcsdk12.org.

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

BUS TRANSPORTATION

The district's Transportation Coordinator is Nicole Brothers, whose number is (717)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.

CONDUCT ON BUSES:

- Take your seat promptly, and remain seated for 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 must assign seats.
- The bus driver should report misbehavior to the transportation director in the form of a written bus incident report. After the submission of three bus incident reports, a student may lose his/her bus riding privileges 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 (717)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, and 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 the 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 7:45 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 PICKUP

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 obtain a medical excuse form completed by the physician or dentist and return it to the school with your child. 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/she 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 school age and who are enrolled in school, 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 will require a doctor's excuse for excessive absences. If a student accumulates **ten days of absences 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 four illegal absences have been accumulated, students will be scheduled for a Truancy Elimination Plan meeting. 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.

HOMELESS STUDENTS

McKinney-Vento Homeless Assistance Act

The McKinney-Vento Homeless Assistance Act is the federal law that entitles students who are homeless to a free, appropriate public education and requires schools to remove barriers to their enrollment, attendance, and success in school. The Juniata County School District is committed to providing quality education for all students. This includes providing additional assistance to those children who are experiencing homelessness.

Definition of Homelessness

- Lacking a fixed, regular, and adequate nighttime residence; or
- Having a night time residence that is a shelter, temporary institutional residence, makeshift arrangements in someone else's home, or a place not designed for human accommodations.

Homeless Students' Rights

- Free and appropriate public education;
- Services comparable to those offered to non-homeless children and youth, including transportation;
- Choice to remain in their school of origin or transfer to a school in their current attendance area;
- Enrollment in school despite lack of permanent address or lack of school records.

Parents' Rights to the Education of Their Children

- You do not need a permanent address to enroll your child in school.
- You have a choice of school placement. Your child may remain at the same school he or she attended before becoming homeless, or enroll at the school serving the attendance area where you are receiving temporary shelter.
- Your homeless child cannot be denied school enrollment just because school records or other enrollment documentation is not immediately available.
- Your child has the right to participate in all extracurricular activities and all federal, state or local programs for which your child is eligible, including food programs; before- and after-school programs; vocational education; Title I; and other programs for gifted, talented and disadvantaged learners.
- Your child may have a right to transportation services to and from school.
- Your child cannot be isolated or separated from the mainstream school environment solely due to homelessness.
- If you do not agree with the educational placement of your child, you and your child have the right to receive prompt resolution of any dispute.

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/PTO. Chaperones are needed for elementary grade level field trips and are selected by the Parent Teacher Organization in partnership with the classroom teachers and the principal. **All** chaperones must provide Act 34, FBI and Act 151 clearances to the school in order to accompany students(See Appendix E). Please see the Appendix for more information on Chaperone requirements and expectations. The elementary principals will provide mandatory chaperone guidelines for field trips.

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.

NONDISCRIMINATION

Student/Third Party

A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of the district's nondiscrimination policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate the nondiscrimination policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of the nondiscrimination policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee may be encouraged to use the district's report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of the nondiscrimination policy implemented.

Appeal Procedure

If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, in the investigative report, s/he may submit s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the Complaint, such appeal shall be made to the Superintendent.

Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy.

NONDISCRIMINATION

Employee/Third Party

An employee or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of the district's nondiscrimination policy is encouraged to immediately report the matter to the building principal. Any person with knowledge of conduct which may violate this policy is encouraged to immediately report the matter to the building principal.

If the building principal is the subject of a complaint, the employee or third party shall report the incident directly to the

Compliance Officer. The complainant or reporting employee may be encouraged to use the district's report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of the nondiscrimination policy implemented.

Appeal Procedure

If the complainant or the accused is not satisfied with a finding made pursuant to the policy or of no violation of the policy or with the corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.

SCHOOL VOLUNTEER CLEARANCES

- The law now requires all school employees, contractors and volunteers having direct contact with children to obtain new clearances (child abuse history clearance and state and federal criminal history checks) every five years.
- For purposes of the CPSL clearance requirements, a volunteer is an adult serving in an unpaid position in which they are individually responsible for the welfare of a child or have "direct contact with children" (care, supervision, guidance or control of children, or routine interaction with children).
- 23 Pa. C.S. § 6344.2 requires any prospective volunteer who will have direct contact with children to obtain all three of the usual background checks/clearances first (FBI, PSP & child abuse).
- The only exception is that a prospective volunteer does not need a FBI background check if all of the following are true: (1) the position is unpaid, (2) the person in question has been a Pennsylvania resident for the last ten years, and (3) the person in question swears in writing he or she is not disqualified from service under 23 Pa. C.S. § 6344(c).
- No matter what, all volunteers who have direct contact with children must obtain the PSP background check and the child abuse clearance.

To obtain your clearances as a volunteer, please access the following websites. The clearances can now both be obtained online. Pennsylvania State Police Background Check: <https://epatch.state.pa.us> Department of Public Welfare Child Abuse Clearance: <http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

HOME AND SCHOOL ASSOCIATION/PARENT TEACHER ORGANIZATION

Many parents are involved in the Home and School Association/Parent Teacher Organization, which directs fundraising for 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

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. Skills-based 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 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/Physical Education, Music, Library/Media, Art and Science (Grades K-3), Social Studies (Grades K-3) will be graded on the following letter scale:

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

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, 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 diphtheria tetanus toxoid (DT), four doses of polio vaccine (OPV or IPV), three doses of Hepatitis B vaccine, two doses of measles, mumps, and rubella (MMR) vaccine, and two doses of varicella (chicken pox) 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. 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.**

Minor cuts and bruises are cared for using first aid supplies in accordance with the orders from the school physicians. These items are intended for first aid only and are not to be indiscriminately dispensed. 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.

MEDICATION

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 Administration Consent & Licensed Prescriber Order form.** (See Appendix for the 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 Program (PA CHIP) has expanded to cover all uninsured kids and teens in Pennsylvania. No family makes too much money to qualify for CHIP. Information on PA CHIP can be found at 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. 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.

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 the 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. You can also utilize my school bucks to pay online. <https://www.myschoolbucks.com>

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. 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.

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.

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 possession of a large amount of a drug substance. (More than for personal use indicating the intention to sell or distribute.)	Principal is involved and substances will be taken	Principal or delegated authority	Turned over to police	Suspension for 3-10 days with possible recommendation for expulsion. Required counseling	Yes

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 TECHNOLOGY

All users are expected to act in a professional, responsible, ethical and legal manner when utilizing district technology, network and Internet resources. Users must read, understand, provide a signed acknowledgment form and comply with this policy, which includes:

1. Use of the Internet and network resources must be in support of district educational and operational programs.
2. Illegal activity, commercial activities, lobbying, and unauthorized advertising are prohibited.
3. Hate mail, discriminating remarks, profanity, inappropriate language and offensive communications are prohibited.
4. Bullying, cyberbullying and harassment are prohibited. The student will abide by district bullying policies when utilizing district technology, network and Internet resources.
5. Access to or distribution of pornographic, obscene, lewd, illegal or other material deemed harmful to minors is prohibited.
6. Users will not intentionally seek information on, modify, or obtain copies of files, other data, or passwords belonging to other users, or misrepresent other users on the network.
7. Use of school technology or network connectivity for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to appropriate authorities.
8. Loading, distribution, or use of unauthorized software, programs or utilities on district technology or network services without prior approval from the district Technology Coordinator or his/her designee is strictly prohibited.
9. All users are expected to adhere to copyright laws and regulations. The illegal use of copyrighted software, materials, or files is prohibited.
10. The network will not be used to disrupt the work of others; hardware or software will not be destroyed, modified or abused in any way.
11. All users will be responsible for damages to equipment, systems and software resulting from deliberate or willful acts. Users will not be responsible for damage due to normal wear and tear or for accidental damage, loss, or theft.
12. Any attempt to circumvent security measures on the district network or technology devices is prohibited. Unauthorized access, deletion or modification of passwords, files and data belonging to other users is prohibited. All users should report any security problems to the school administration.
13. Laser pointers and other laser-emitting devices are strictly prohibited.

Consequences of Inappropriate Use

General rules for behavior, ethics, and communications apply when using the network, internet and related resources and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy or other policies, or for unlawful use may result in loss of network access and a variety of other disciplinary actions, including, but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, suspensions (with or without pay for employees), dismissal, expulsions, and/or legal proceedings on a case-by-case basis.

This policy incorporates all other relevant district policies, such as, but not limited to, the student, administrative, professional, and classified employee handbooks, the district's professional code of conduct policy, discipline policies, copyright policy, property policies, curriculum policies, terroristic threat policy and harassment policies, as well as the electronic devices policy.

Violations as described in this policy may be reported to the school district, appropriate legal authorities, whether the Internet Service Provider, local, state, or federal law enforcement. The school district will cooperate to the extent legally required with authorities in all such investigations.

A REMINDER CONCERNING MEDICATION GIVEN AT SCHOOL

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 and Epi-Pens).
- (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. **Students may carry their inhalers or Epi-pens with them, provided the necessary paperwork is on file with the School Nurse, including a written statement from the licensed prescriber that states it is necessary for the student to carry the medication and that the student is capable of self-administration.**

NO MEDICATION WILL BE GIVEN UNLESS THESE INSTRUCTIONS ARE FOLLOWED.

Thank you for your cooperation with this matter.

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

Penny Ritzman, RN, BSN
Certified School Nurse

Jillian Wright, 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 or your educational agency. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development

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

Confidentiality of Information

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

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

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age

children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

INTERMEDIATE UNIT	
Tuscarora Intermediate Unit 11 2527 US Hwy 522 S McVeytown, PA 17051	
SCHOOL DISTRICT OFFICES	
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
CHARTER SCHOOLS	
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. Jill Condo	717-436-2111
Juniata Valley School District		814-669-4401
Mifflin County School District		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		717-248-0148
Juvenile Corrections		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	Mr. Tim Miller/Mr. Brett Gilliland	814-542-2501
New Day Charter School		814-643-7112

