

West Hill Elementary School



STUDENT/PARENT
HANDBOOK
2022-2023

Dear Parents and Guardians,

Welcome to West Hill Elementary School. We extend a warm welcome to new and returning families. Our goal is to help every student to succeed and to be proud of their academic and personal accomplishments. In order to help every student achieve success, we will provide a positive and supportive environment for all students. In our school we stress the four school rules:

Be Here

Be Ready

Be Respectful

Be Safe

Students who learn and routinely practice these four rules will be well on their way to a successful year. Establishing a positive and supportive environment for students is only part of the equation for success. Your child's success hinges on your efforts to make learning important in your child's life. What can you do, you may ask? The answer is to follow our four school rules.

Be Here; *Make it a priority to have your child **in school** and **on time every day**. Regular school attendance is vitally important to a student's success. Additionally Students who are tardy or leave early miss out too. You should strive for your child to be in school every day for them to be successful in school.*

Be Ready; *Most every teacher has a routine when it comes to when homework is assigned and when tests and quizzes are given. Know your child's teachers routine; post it on the fridge so that everyone knows.*

Be Respectful; *Respect the journey your child is taking in learning. Our students are trying to prepare to compete with other children from around the world. Make learning the most important thing in your child's life. Talk about what they have learned every day.*

Be Safe; *Encourage your child to respect adults, the school and their classmates. Students need to hear from you that aggression is never the answer when it comes to disagreements. Peaceful solutions are always more productive for both parties.*

Creating a positive and supportive environment for all students will require a team approach. We invite you to become an active member of the West Hill Elementary School Team. See you soon!

*Sincerely,
Justin Schweiss*

2022-23 IMPORTANT DATES

1:30 p.m. Dismissals

September 6, 2022
September 20, 2022
October 4, 2022
October 18, 2022
November 1, 2022
November 15, 2022
December 13, 2022
January 10, 2023
January 24, 2023
February 7, 2023
February 24, 2023
March 7, 2023
March 21, 2023
April 4, 2023
April 18, 2023
May 9, 2023
May 23, 2023

Open House Information

September 20, 2022

Marking Period Start/End Dates

Period 1: August 30 – November 2
Period 2: November 3 – January 24
Period 3: January 25 – March 31
Period 4: April 3 – June 8

Progress Report Distribution

Period 1: September 30
Period 2: December 9
Period 3: February 28
Period 4: May 8



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Staff

Mr. Schweiss- Principal

Mrs. Ostheimer – Secretary

Kindergarten – Mrs. Iacino

Kindergarten – Miss Mickanin

Grade 1 – Ms. May

Grade 1 – Mrs. Hicks

Grade 2 – Mrs. Fadden

Grade 2 – Mrs. Hoovler

Grade 3 – Mr. Tony

Learning Support –Mrs. Commisso, Mrs. Sypolt and Ms. Starkey-Webber

Lifeskills – Miss Golub, Mrs. Grill, and Ms. Roshala

Mrs. Hammond – Guidance/ESAP

Mrs. Finzel - Nurse

Grade 3 – Mrs. Rupnik

Grade 4 – Mr. Samoros

Grade 4 – Mrs. Dickason

Grade 5 – Mrs. Kosick

Grade 5 – Mr. Kizak

Grade 6 – Mr. Kellar

Grade 6- Miss Dudzenski



CLASSROOM ASSIGNMENT

Your child's classroom assignment can be found on the enclosed sheet.

REPORTING AND DISMISSAL

Students will report to school on **Tuesday, August 30th, 2022**

REPORTING SCHEDULE

- Cafeteria Doors open for breakfast – 8:00 AM
- Late bell- 8:30 AM

Dismissal Schedule and Procedures

- KINDERGARTEN & GRADE 1 2:40 PM
- GRADES 2-4 2:40PM
- GRADES 5 & 6 2:45PM

STUDENT ENTRANCES

All students must enter using the Main Entrance to the building. The lower doors and the side cafeteria door will be closed and locked for arrival. Once students enter the building they may eat their breakfast then go to class or they may sit in the cafeteria and talk quietly until it is time to go to class.

Kindergarten and Grade 1 Dismissal

1. All kindergarten and grade 1 parents will need to drive up Ellsworth Street to enter the upper parking lot. *(Cars will not be able to travel down Ellsworth to enter the upper lot as there will be a barricade blocking traffic.)*

2. Once you enter the upper lot you will need to form a single-file line while waiting in your car. (**We do not want you to get out of your car to walk to the cafeteria doors**; this will cause congestion and delays for everyone. Children will be dismissed to their cars.)
3. After picking up your child, you will be required to make a right-hand turn and exit down Ellsworth Street.

Please note these very important points:

- Parents will not be able to park on Ellsworth Street between North Irvine Avenue and Oak Street during dismissal time. Parking on the sides of Ellsworth will cause congestion and may lead to an accident. The street is already marked as no parking and we have the support of the Sharon City Police Department to enforce these signs.
- A barricade will be in place blocking all traffic from coming down Ellsworth during student dismissal. On regular dismissal days the barricade will be in place from 2:35 pm till 3:00 pm. On early dismissal days the barricade will be in place from 1:20 pm till 1:45pm.
- Parents should not enter the upper parking lot for dismissal until 2:35 pm. Parents who come too soon will cause congestion on Ellsworth Street and may be instructed to move their cars.

Kindergarten and grade 1 parents who also have an older child who attends West Hill can also pick that child up in the cafeteria as well.

Just a reminder that kindergarten and grade 1 parents will still have the option of parking in the lower parking lot and walking up the sidewalk to pick their child up at the cafeteria door.

Grades 2 – 6 Dismissal

Students in grades 2,3,4,5 and 6 who do not have a brother or sister in Kindergarten or grade 1 will dismiss at the lower parking lot on North Irvine Avenue.

STUDENT TELEPHONE USE AND MESSAGES FOR STUDENTS

The West Hill secretary may be reached during school hours at (724) 981-4880.

1. Due to the number of students and for security reasons, students are not permitted access to the telephone in school. Forgotten items (other than lunch) are not to be requested with a phone call. Only emergencies will apply to phone requests and will be made by school staff.
2. Likewise, for reasons of safety and security, **STUDENTS ARE NOT TO RECEIVE TELEPHONE MESSAGES AT SCHOOL**. Student messages must be delivered in person by the parent to the office secretary, who in turn will make sure that the student receives the message.
3. As per board policy, cellular phones are not permitted in school.

PICKING A STUDENT UP EARLY FOR AN APPOINTMENT

If a parent/guardian needs to pick up their child early from school for a scheduled appointment, the student must bring a signed note from a parent or guardian indicating what time they will be picked up. The student will give the note to the teacher which will then be sent to the office.

The student will be called to the office for dismissal when the parent arrives.

Please remember that students will not be released to any person other than those listed on the emergency cards and custody orders on file. A valid form of ID is required to complete the sign out process.

SAFETY INFORMATION

- All doors to the building except the main office doors will be locked to outside access at 8:30 AM.
- Parking for dismissal pickup should occur in the parking areas along N. Irvine Avenue. The East parking lots, along North Irvine Avenue will be closed every day from approximately 2:30-3:00PM for student safety.
- District policy prohibits smoking, vape pens and weapons in school buildings or on school property.

CLASSROOM VISITATION PROCEDURES (Observation of Instructional Program by Parents)

Parents are welcome and encouraged to visit their child's classroom and observe the instructional program.

Who May Visit: The right to observe a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers. A grandparent, close relative, or caregiver may schedule a classroom visit if a parent has provided written permission and the classroom teacher consents. Visits by grandparents, close relatives, or caregivers must be scheduled through the Principal rather than the classroom teacher.

Scheduling: Visits must be scheduled with the classroom teacher and approved by the building principal for a time and date convenient to both the parent and the teacher. The parental observation date shall be within a reasonable time frame following the initial request. A request for a specific date must be made no less than 48 hours in advance.

Frequency and Duration: Distractions and interruptions seriously impair the educational process. While visiting, parents are generally required to remain quiet and in the back of the room in order to minimize the classroom interruption which a visitor's presence typically causes. To minimize interruptions and distractions during valuable classroom time, parental classroom observations are limited to one class period of no more than 60 minutes in length. If there is a need for more parental observation, additional visits may be scheduled through the Principal.

Parental Conduct During Classroom Visitation: Parents may enter and exit the classroom only once during each visit. Parents shall remain in the back of the classroom and may not interact with students or the teacher unless the interaction is initiated by the classroom teacher. Unnecessary noise and/or movement must be kept to a minimum. Cell phone use is prohibited in the classroom. We also ask that no small children accompany the adult on the visits. Parent-Teacher conferences must be scheduled separately and cannot be held during instructional time.

Violation of Classroom Visitation Rules: The classroom teacher may direct a parent to leave the room if the parent's presence or conduct unduly interferes with the instructional program, and the parent must leave the classroom if directed to do so. Any concerns or complaints may be addressed directly to the classroom teacher after regular school hours or to the Principal.

Security: Once an appointment has been made, visitors must report to the office to register their visit in our Raptor Electronic Information System. A form of valid State issued ID will be requested. After verifying picture identification, a visitors badge will be issued which must be worn during the duration of the visit. School personnel will escort visitors to and from the classroom. Visitors may only go where they have been provided permission to visit.

All parents, visitors, contractors, and guests who wish to enter each of our schools (beyond the main office area) or sign out a student for an appointment during the day will be asked to present a valid state-issued photo ID. Acceptable forms of identification include a driver's license, military ID, or passport. Our management system will scan the ID and print a visitor's badge with a picture. It will also check the sexual predator database to ensure that known predators are not approved to enter our schools.

A visitor's badge will not be necessary for those who visit our schools to drop off or pick up items in the office, or to attend open house and other school events, etc.

This system enables us to accurately manage visitor data, allow staff to clearly identify guests in the building, and help protect students from unwelcomed visitors. Our visitor system does not replace our process of performing background checks. Volunteers and chaperones will still be required to complete volunteer forms and pass criminal history background checks.

The safety of our students is our highest priority. Our visitor management system helps us to better protect our students and staff. We appreciate your willingness to be patient and cooperate with our staff. We are working hard to keep our schools safe for your children.

If you are interested in learning more about the Raptor Visitor Management System, please visit the Raptor Technologies website (www.raptortech.com).

Pets are not permitted in school or on school property while school is in session. For everyone's safety, we must ask that parents not bring pets onto school property when dropping off or picking up their children. This includes the school sidewalks and parking lots. Violators will be asked to remove the pet from school property.

REPORT CARDS

Report cards for students in grades 1-6 will be issued at nine-week intervals. Kindergarten reports will continue to be given out at the end of each semester.

These reports (except for the last period) must be signed and returned to the homeroom teacher within three (3) days. A student is not permitted to mark or alter a report card in any way

SCHOOL WORK

The purpose for assigning homework is to give children the opportunity to extend lessons, practice skills, engage in critical thinking, and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. It is important that homework does not add stress to family life. Therefore, it is up to the student, family and teacher to share the responsibilities for homework. Homework is an important part of the student's academic year.

Student's Responsibilities:

- to understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions.
- to gather all materials necessary to complete assignments before leaving the classroom.
- to complete all assignments to the best of his/her ability.
- to return materials and assignments on time.
- to make up any missed homework that the teacher requires.

Family's Responsibilities:

- to provide a routine and environment that is conducive to doing homework (for example—a quiet and consistent place and time, necessary materials, etc.)
- to offer assistance to the student, but not do the actual homework.
- to check that your child has edited his/her homework for spelling (in first grade teachers may indicate that invented spelling is appropriate), punctuation, neatness, etc.
- to notify the teacher when the homework presents a problem.
- to read school notices and respond in a timely manner. Regular backpack clean-ups can be useful in helping students to organize materials.

Teacher's Responsibilities:

- to provide purposeful homework.
- to include clear directions and instructions.
- to implement a system for routinely checking homework.
- to communicate to the student and family what is expected for completing homework successfully.
- to communicate with families when students are not consistently completing assignments.

STUDENT ASSESSMENT:

Our students’ progress is assessed, monitored and recognized during the school year through a variety of formats which may include:

- Running Records
- 25 Book Standard Logs
- Nine Week Report Cards
- Developmental Reading Assessments – K through 6
- Formal Assessments
- Cognitive Ability Test – Grade 1
- PARCC Assessments Grades 3-6
- DIBLES – K through 6
- 4Sight Testing – Grades 3-6

The Sharon City School District Grading Scale

93% -100%	4	Exceeding the Standard
84% - 92%	3	Meeting the Standard
74% - 83%	2	Progressing Toward the Standard
63%-73%	1	Not Meeting the Standard
51%-62%	F	Failure

Awards of Academic Achievement:

Students in grades 4, 5, and 6 are eligible to be awarded an honor roll certificates which are signed by the teacher and the principal and awarded during the end of marking period awards assembly. There are three categories to determine honor roll:

Highest Honors	93.00% - 100.00%
High Honors	90.01%-92.99%
Honors	86.25% - 90.00%

Honor Society:

Students in grades 4, 5 and 6 who receive Highest Honors with Distinction for a nine weeks grading period are invited to a special breakfast, receive a small gift and special recognition. Any student attaining Highest Honors with Distinction for all four grading periods will be inducted into the West Hill Honor Society during recognition day.

ELEMENTARY STUDENT ASSISTANCE PROGRAM

The Elementary Student Assistance Program (ESAP) consists of a team of certified school professionals who are trained to identify potential barriers to a student's success. These barriers may be academic, emotional, social, physical, and/or behavioral. The team recommends specific interventions that may be appropriate to assist the student with achieving a more positive school experience. The team can access support from family, school, and community resources. Parents and/or guardians play a very important role in this process. Families assist the team throughout the planning stages by providing valuable input during the development of intervention plans.

School Counseling Program

A counseling program is a very important part the educational program in any school district. In accordance with the Pennsylvania School Counselor's Association, this program is dedicated to educational, emotional, and social development of all students in relation to their total school experience.

To enhance students' total school experience, the school counseling program will explore issues that might interfere with the learning process. Some of these issues include:

behavior management, decision making, relationships, self-esteem, stress, death, conflict resolution, safety, changing families, and communication skills.

The elementary school counselors will address these student issues by providing individual and group counseling; classroom guidance, crisis intervention, career exploration, consultation with parents, teachers, administrators, and community resources; and other developmentally appropriate services.

ELECTRONIC DEVICES

No radios, cellular phones, ipods, cameras, pagers, electronic tablets and and/or handheld devices, etc., are to be on students' possession after 8:15 AM. It is the expectation that all electronic devices are to be kept in the students' closet or submitted to the front office prior to school for safe keeping until the end of the day.

1st offense – device will be confiscated by school authorities, a consequence will be given and the item will be returned to student at end of school day.

2nd offense – device will be confiscated by school authorities, a consequence will be given and a parent will have to pick up the device.

3rd offense – device will be confiscated by school authorities, the student will be suspended and a parent will have to pick up the device.

CHROMEBOOKS

Chromebooks, laptops, portable devices, hotspots and other equipment belonging to the District, whether used at home or in school, are the students responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to the school principal's office. Periodic maintenance on devices and other hardware is required. It is students responsibility to make such equipment timely available for maintenance at the request of the district technology department or the school principal's office. Students will be held financially responsible for the expense of any equipment repair or replacement. The equipment is and shall remain the property of the District.

BIRTHDAYS

We understand that a child's birthday is a very important day for them and their family.

The Federal Lunch Program outlines that their regulations must be followed so that all food is Smart Snack compliant. In order to follow these regulations, no food is to be brought into the school to be distributed to students.

1. It is the parent's responsibility to contact their child's teacher to seek permission to bring healthy snacks or non-food items to school on their birthday.
2. The school district policy is that the school will not deliver flowers or balloons to classrooms to observe birthdays. These items can become distractions and some children have allergies to latex balloons.
3. If you wish to send stickers, pencils, erasers, bookmarks, etc., these items can be sent to the classroom with your child. Simple ideas like donating a book, game or puzzle to the classroom are also low cost and fun ways to recognize a birthday.



Sharon C.O.O.L Program
Children's Opportunities for Outside Learning

WHAT IS IT?

The Sharon City C.O.O.L. program is funded through the Pennsylvania 21st Century Learning Center Program to serve students in grades 5 through 9. This is a joint grant by Sharon and Farrell School Districts.

The goal is to:

1. Provide academic support and homework help
2. Improve academic achievement in English Language Arts, Mathematics, and Science
3. Health and wellness education
4. Provide students with skills to be prepared for college and careers
5. Have opportunities for parents to be involved and learn
6. Field trips and interactions with partners from the community

Enrollment forms are available in the office. Completed forms can be returned to your child's teacher or the school office.

Funded in full or in part with a grant provided by the Pennsylvania Department of Education

ATTENDANCE

Outstanding student attendance is important in determining your child's success in school. Please follow the guidelines below should your child be absent from school:

1. Upon the child's return to school a **written excuse** for each absence/tardy must be presented to the child's teacher. According to school policy any absence without a written note after three days will be considered unexcused and/or illegal.
2. If you take your child to a doctor when he/she is absent, please secure an excuse from that doctor for that visit/illness to be brought to school.
3. **After two consecutive days of absence**, you may contact the school to request homework (724-981-4880). Please call before the student's scheduled lunch time and pick up the work at the office after 2:45 PM.

Attendance laws require that a parent must submit a valid excuse within 3 school days following the student's return to school.

The following constitute as valid excuse for absence from school:

- a) Illness
- b) Quarantine
- c) Recovery from accident
- d) Death in family
- e) Required court attendance
- f) Approved family educational trips (Maximum of 5 days). Must have prior approval
- g) Approved district-sponsored educational tours and trips.

ATTENDANCE DEFINITIONS/INFORMATION (as per school district policy and Pennsylvania law)

Excused Absence: Absences for illness, school functions, and family trips*(when pre-approved) for which a written excuse has been received. ***Family trips are limited to 5 excused school days per year.**

Unexcused Absence: Unlawful absences for reasons other than those permitted by law, including suspensions, neglect, truancy or illegal employment. (All unexcused absences are unlawful for children under 17 years of age. Exception: suspension days)

Tardiness and Requests for Early Dismissal:

Requests for early dismissal (Dental or Doctor's appointments) must be submitted to the teacher on the date of the appointment. Parents are urged to make as many appointments as possible after school hours. Please note that compulsory attendance laws required a student to be in school for the full day, except for day with an excused absence. Minutes tardy to school and minutes dismissed early from school must be recorded and reported to the District Magistrate.

Attendance Letters:

Letter of Truancy: A letter of truancy shall be sent to families when a child has had 3 unexcused absences.

Letter of Habitual Truancy: A letter of habitual truancy shall be sent to families when a child has had 6 unexcused absences.

Will Letter: A will letter is sent to families whose child has repeated or chronic absences throughout the school year. This letter informs the parent that a medical doctor's excuse will be required for any future absence. Will letters are sent after a child has missed 10 days in a school year (which are not medically excused, i.e....Doctor's Note) or if the child has absences which are unlawful.

Truancy Elimination Meeting:

A truancy elimination meeting is scheduled with the family when the child has had 6 unlawful absences. The purpose of the meeting is to examine the student's absences and reasons for the absences in an effort to improve attendance. Neither the student nor the parent/parental relation are required to participate. In the event that the parent does not participate, the Truancy Elimination Meeting shall occur in the parent's absence.

The outcome of the Truancy Elimination Meeting shall be documented in a written Truancy Improvement Plan. Charges are filed with the District Magistrate's office and Children and Youth Services are contacted after the Truancy Elimination Meeting if the parent/ parental relation fails to follow the Truancy Improvement Plan.

Contagious Disease:

A student returning to school following an absence because of a contagious or suspected contagious disease must have written approval from a medical doctor or the school nurse before re-admittance.

Pre Arranged Absences:

Any absence due to family travel must be **pre-approved** as an educational field trip in order to be recorded as an **excused absence**. This request must be submitted to the building principals two weeks prior to the scheduled trip. The request should detail the educational value of the travel. In addition, students are responsible for classroom work during their absence. A vacation request form is available in the end of the handbook.

Grades:

School Board Policy requires that that student shall fail to gain credit (i.e..... Fail) when a student misses thirty (30) or more days of school.

Teachers are not required to allow students to make up work for unexcused absences. A student who misses school for an unexcused reason may receive failing grades for any assessments, homework or projects from the day of unexcused absence.

Title IX Policy

The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district.

Compliance Officer and Title IX Coordinator:

Michael Gay

Supervisor of Curriculum, Instruction and Assessment

215 Forker Blvd

724-983-4000

Email address: mike_gay@sharonsd.org

Nondiscrimination/Discriminatory Harassment Policy

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities.

The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

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 this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

Reporting

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this 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 this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Compliance Officer:

Michael Gay

Supervisor of Curriculum, Instruction and Assessment

215 Forker Blvd

724-983-4000

Email address: mike_gay@sharonsd.org

Cafeteria Breakfast/Lunch Prices

The district is waiting on approval for the Community Eligibility Provision (CEP), which could make first servings free for all students. However, if you wish for your child(ren) to have a second serving, that would need to be purchased. The prices are as follows:

Breakfast: \$1.25

Lunch: \$2.00

*****Monthly Breakfast and Lunch menus can be found on the district website.**

STUDENT HEALTH AND NURSING SERVICES

EMERGENCY CARDS

At the beginning of each school year an individual emergency card is sent home. Please read, complete and sign the card, returning it to school. It is important for the school to have these cards available in order to contact you or a designated relative/friend in case of illness and/or accident.

It is the parent/guardian's responsibility to notify the school with phone and/or address changes immediately.

The following is a listing of the services provided for all students:

1. Vision Screening – Every year, K through 12
2. Hearing Screening – Grades K,1,2,3,7,11 and Special Classes
3. Medical Examinations – The PA School Health Act requires examinations of all children in grades K, 6, and 11 by a private physician or the school doctor.
4. Scoliosis Screening – Grades 6 and 7 – Scoliosis is abnormal lateral curvature of the spine.
5. Speech and Language Screening – Pre K and Kindergarten
6. Students are weighed and measured once every year in grades K through 12.
7. Dental examinations for Grades 1, 3, and 6
8. First aid for injury and illness occurring at school

First-aid is given to all students when accidents happen in school. We ask that, when accidents happen at home, the parents take care of these situations before the child is sent to school.

PRESCRIBED MEDICINE

In an extreme emergency where the child finds it necessary to take medicine while attending school, prescribed medication must be taken to the school nurse in a container from the pharmacy labeled with the student's name. This must be accompanied by signed, written order from a physician and authorization from the parent.

PEDICULOSIS

Schools are experiencing an increase in the incidence of pediculosis (head lice). We ask for your cooperation in controlling this problem.

No one is immune to head lice. Clean or dirty hair is equally susceptible. The louse is transmitted on articles such as hats, coats, hairbrushes, combs, and furniture or by personal contact. Several cases have occurred following overnight visits with friends or relatives. There is no disgrace in getting head lice. The answer is to identify the condition and treat it properly.

Please inspect your child's hair thoroughly two or three times a week for possible nits (eggs). These nits are small, gray, brown, or white drop-shaped deposits attached to the individual hair shaft. The nit differs from dandruff in that the nit sticks to the hair shaft and cannot be flicked off while dandruff can be easily dislodged. Pay particular attention to the hair in the area behind the ears, along the back of the neck, and under bangs if they are worn.

If you find nits, you may want to contact your family doctor. He can prescribe a special shampoo, or you may purchase another remedy, without a prescription, from the drugstore. Treatment should begin immediately and shampooing should be repeated in 8-10 days. Lice can live for up to three days off the human host. If they are not killed on pillows, furniture or bedding your child can be re-infested. A spray is available for this purpose. All members of your family should be treated with the shampoo. Additionally, please contact the school nurse so that she can help control the infestation.

To keep lice from coming back:

1. Instruct your child not to borrow personal items such as combs, brushes, hats, clothing and towels from other people.
2. Disinfect combs, brushes and similar items by washing with the special shampoo.
3. If one member of your family has head lice, you should inspect all family members every other day for at least two weeks.

DISPENSING OF STANDING ORDER MEDICATION:

Standing order medication includes Ibuprofen, Acetaminophen, Antacid, and Benadryl. Students are not permitted to receive any of these medications more than four times a month.

The Pennsylvania Department of Education issued a mandate of all school districts to develop a Wellness Policy by July 1, 2006. Sharon City School District has developed this policy following PDE guidelines with contributions from Board members, administration, teachers, parents, students, and community health representatives. Incidence of childhood obesity and juvenile diabetes continues to grow at alarming rates. Please consider the following healthy food choices, identified in our Wellness Policy, and join us in this battle to improve the physical well being of our children.

Children/Youth Experiencing Homelessness

Pennsylvania's Education for Children and Youth Experiencing Homelessness program was established to make sure homeless youth have access to free and appropriate public education while removing barriers that homeless children face. It is a goal to have the educational process continue as uninterrupted as possible while children are in homeless situations.

Section 725(2) of the McKinney-Vento Act(10) defines "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

*sharing the housing of other persons due to the loss of housing, economic hardship, or a similar reason, also referred to as "doubled up".

*living in motels, hotels, or camping grounds due to lack of alternative adequate accommodations.

*living in emergency or transitional shelters.

- Children and youth who have a primary nighttime residence that is a public or private place that is not designated for, or ordinarily used as a regular sleeping accommodation for human beings.
- Migratory children who qualify as homeless because they are living in the same circumstances as described above.
- Unaccompanied homeless youth including any child who is not in the physical custody of a parent or guardian. This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason.

If you are aware of any children in the school district who fit this criteria, please contact a school principal, or the elementary school's homeless liaison, Mrs. Traci Barber @ traci_barber@sharonsd.org. Services and supports are available to these students.

SHARON CITY SCHOOL DISTRICT

Elementary Code of Conduct

The Sharon City School District is committed to establishing educational programs that ensure a safe and orderly school environment. The District recognizes that the effectiveness of the instructional program is, in part, reflected in the behavior of students. It is therefore necessary to establish fair and reasonable rules and regulations regarding the conduct and deportment of all students within the School District. It is also necessary that all students, staff and parents/guardians understand the Student Code of Conduct that governs the expectations for student behavior and the consequences for violations of those expectations.

Student Expectations As Expressed By Students & Staff

The list of student expectations was established to promote responsible behavior and an atmosphere of respect by communicating expectations for appropriate and acceptable conduct and language. This list was developed with input from classroom students and teachers alike.

Infractions and Disciplinary Responses

In providing the leveled disciplinary responses, the Student Code of Conduct ensures both consistency and equal treatment for all students. It also enables building principals and the superintendent to exercise discretion and educational judgment when addressing student disciplinary infractions. Building administration shall publish and distribute to all staff, students and parent/guardians the rules for student behavior contained in the Student Code of Conduct. A copy of the Student Code of Conduct shall be available in each school library and school office as well.

Building level administration must consult the Student Code of Conduct in determining responses to student infractions. A student's age, maturity, previous disciplinary record, and the circumstances surrounding the incident may be considered when deciding the appropriate disciplinary response.

Teaching staff and other District employees responsible for students have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where student conduct interferes with the educational process of the school or threatens the health and safety of others. The standards for student behavior, to which all students must comply, apply at all times in which students are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school-sponsored activities.

The infractions listed in the Student Code of Conduct are not intended to be all-inclusive. Students who engage in misconduct, which is not listed, are subject to appropriate disciplinary measures by a teacher, a principal, and the superintendent based on the violation of the school rule.

Student Expectations
as expressed by Sharon City School District Staff & Students:

- ❖ Live up to high academic standards
- ❖ Be responsible for yourself and your actions.
- ❖ Show respect for school, peers, staff, and self.
- ❖ Be on time/turn-in assignments on time and bring all materials to class.
- ❖ Practice common courtesy.
- ❖ Use appropriate language in school and on school property.
- ❖ Be inclusive of others.
- ❖ Maintain a high degree of personal hygiene.
- ❖ Be aware of and follow the District Dress Code Policy.
- ❖ Be aware of and follow the District Student Code of Conduct.

**INFRACTIONS AND DISCIPLINARY RESPONSES
KINDERGARTEN – GRADE 6**

Level 1 Infractions

Insubordinate Behaviors

- 1A Chronic tardiness to school.
- 1B Bringing prohibited materials to school without permission.
- 1C Behaving in a manner which disrupts the educational process (e.g., making excessive noise in a classroom, library, or hallway).
- 1D Engaging in verbally rude or disrespectful behavior to another student.
- 1E Wearing clothing or other items that are in violation of the student dress code.
- 1F Using school computers, telephones, or other electronic devices without appropriate permission.
- 1G Possessing prohibited electronic devices (laser pointers, cellular telephones, and telephone paging devices).

Level 2 Infractions

Disorderly Disruptive Behaviors

- 2A Physical aggression (e.g., engaging in kicking, hitting, pushing, shoving, expectorating).
- 2B Social alienation (e.g., gossiping, embarrassing, setting another up to look foolish, spreading rumors).
- 2C Verbal aggression (e.g., mocking, name calling, dirty looks, taunting, teasing about clothing).
- 2D Intimidation (e.g., threatening to reveal personal information, publicly challenging to do something, defacing property or clothing).
- 2E Using profane, obscene, vulgar language or gestures.
- 2F Lying or giving false information to school personnel.
- 2G Violating the District's Internet Use Policy
- 2H Engaging in scholastic dishonesty (cheating/plagiarizing).
- 2I Engaging in a pattern of persistent Level 1 behavior.

Infractions 2A-2D are considered level 2 bullying behaviors in grades K-3. For students in grades 4-6, see Level 3.

Level 1 Infractions

Disciplinary Responses

First Offense (Classroom Teacher):

- Contact home – parent/guardian
- Documentation of incident
- Confiscation

Second Offense (Classroom Teacher):

- Contact home – parent/guardian
- Documentation of incident
- Teacher detention

Third Offense (Principal):

- Contact home – parent/guardian
- Documentation of incident
- 1-3 day(s) detention

Fourth Offense (Principal):

- Call home – parent/guardian
- Documentation of incident
- Suspension with plan for re-admittance

Fifth Offense (Principal):

- Call home – parent/guardian
- Documentation of incident
- Suspension with plan for re-admittance

Level 2 Infractions

Disciplinary Responses

First Offense (Classroom Teacher/Principal):

- Contact home – parent/guardian
- Documentation of incident

Second Offense (Principal):

- Contact home – parent/guardian
- Documentation of incident
- 1-3 day(s) detention

Third Offense (Principal):

- Contact home – parent/guardian
- Documentation of incident
- Suspension with plan for re-admittance

Fourth Offense (Principal):

- Contact home – parent/guardian
- Documentation of incident
- Suspension with plan for re-admittance

**INFRACTIONS AND DISCIPLINARY RESPONSES
KINDERGARTEN – GRADE 6**

Level 3 Infractions

Dangerous, Disruptive, or Violent Behaviors

- 3A Physical aggression (e.g., defacing property, stealing, physical acts that are demeaning and humiliating but not bodily harmful, locking an individual in a closed or confined space).
- 3B Social alienation (e.g., ethnic slurs, setting up to take the blame, publicly humiliating others, social rejection, excluding from a group).
- 3C Verbal aggression (e.g., teasing about appearance).
- 3D Intimidation – taking possessions (e.g., lunch, clothing, toys, extortion).
- 3E Being insubordinate; defying or disobeying the lawful authority of school personnel.
- 3F Engaging in verbally rude or disrespectful behavior to staff.
- 3G Fighting/engaging in physically aggressive behavior.
- 3H Engaging in theft or knowingly possessing property belonging to another without authorization.
- 3I Engaging in vandalism or other intentional damage to school property.
- 3J Engaging in gang-related behavior (e.g., wearing gang apparel, writing graffiti, making gestures or signs).
- 3K Engaging in a pattern of persistent Level 2 behavior.

Infractions 3A-3D are considered bullying behaviors.

Level 4 Infractions

Dangerous or Violent Behaviors

- 4A Physical aggression (e.g., physical violence against families or friends, threatening with a weapon, inflicting bodily harm).
- 4B Social alienation (e.g., maliciously excluding, manipulating social order to achieve rejection, malicious rumor mongering, threatening with total isolation by peer group).
- 4C Verbal aggression (e.g., verbal threats of aggression against property or possessions, verbal threats of violence or of inflicting bodily harm).
- 4D Intimidation (e.g., threats of using coercion against family or friends, coercion, threatening with a weapon).
- 4E Engaging in sexual harassment (e.g., sexually suggestive comments, innuendoes, propositions, or inappropriate physical contact of a sexual nature).
- 4F Possessing illegal drugs, look-alike drugs, drug paraphernalia, alcohol, or controlled substances without appropriate authorization (contact School Resource Officer/Citation).
- 4G Participating in an incident of group violence.
- 4H Possession of tobacco (contact School Resource Officer/Citation).
- 4I Engaging in a pattern of persistent Level 3 behavior.

Infractions 4A-4D are considered bullying behaviors.

Level 3 Infractions

Disciplinary Responses

First Offense (Principal):

- Contact home – parent/guardian
- Documentation of incident
- 1-3 day(s) detention

Second Offense (Principal):

- Contact home – parent/guardian
- Documentation of incident
- Suspension with plan for re-admittance

Third Offense (Principal):

- Contact home – parent/guardian
- Documentation of incident
- Suspension with plan for re-admittance

Level 4 Infractions

Disciplinary Responses

First Offense (Principal):

- Contact home – parent/guardian
- Documentation of incident
- Suspension with plan for re-admittance
- Contact School Resource Officer

Second Offense (Principal):

- Contact home – parent/guardian
- Documentation of incident
- Suspension with plan for re-admittance
- Contact School Resource Officer

**INFRACTIONS AND DISCIPLINARY RESPONSES
KINDERGARTEN – GRADE 6**

Level 5 Infractions

Seriously Dangerous or Violent Behaviors

- 5A** Using force against or inflicting or attempting to inflict injury against school personnel.
- 5B** Using extreme force against or inflicting or attempting to inflict serious injury upon students or others.
- 5C** Selling or distributing illegal drugs or controlled substances.
- 5D** Possessing a weapon on school property.
- 5E** Engaging in an incident of a terroristic threat or terroristic act.
- 5F** Intentionally activating a fire alarm or making a bomb threat.
- 5G** Committing arson.

Level 5 Infractions

Disciplinary Responses

First Offense (Principal):

- Contact home – parent/guardian
- Documentation of incident
- Suspension – informal hearing with Superintendent
- Contact School Resource Officer
- Report to Pennsylvania Department of Education
- Contact Office of Safe Schools

DETENTION

Detention will be held daily in the office from dismissal to 3:30 PM. Students must bring academic assignment to work on while in detention. Students must serve the entire detention assignment to be credited. Unforeseen issues regarding serving detention must immediately be brought to the attention of an administrator by the parent.

The rules in detention will be as follows:

1. All students must arrive on time.
2. All students must have work.
3. No student will be admitted without assignments, nor will any student be permitted to go to their classroom.

SATURDAY DETENTION

Saturday Detention will be held in the school's cafeteria.

The rules in Saturday detention will be as follows:

1. All students must arrive on time
2. No one will be admitted after the assigned time
3. All students must have work
4. No student will be admitted without assignments, nor will any student be permitted to go to their classroom.

Bullying/Cyber Bullying

Board Policy No. 249

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantial interference of a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying as defined in the district policy includes cyberbullying.

Consequences for violations include but are not limited to the following:

1. Counseling within the school
2. Parental conference
3. Loss of privileges
4. Transfer to another school building
5. Exclusion from school-sponsored activities
6. Detention
7. Suspension
8. Expulsion
9. Counseling/Therapy outside the school
10. Referral to law enforcement officials

Students who have been bullied are encouraged to promptly report such incidents to the Building Principal or his/her Designee.

Sharon City School District

Dress Code Policy

The purpose for implementing this student dress code policy for all students in grades Kindergarten through 12 is to strengthen the learning environment for classroom instruction and academic performance; prevent disruption to the educational process; prevent distraction to students, staff and the educational process; facilitate learning; increase the atmosphere for school pride and personal appearance; and enhance the image of students and the school in the Sharon community.

This dress code policy shall be in effect during the regular school year (including the last day of school).

TOPS

Permitted:

Tops are permitted in the following solid colors: orange, black, white, and gray.

All tops must be worn with a collar (aside from Tiger Wear tops exceptions). Polo-style shirts with a collar, oxford shirts with a collar, dress shirts with a collar, turtlenecks, and mock turtlenecks are permitted. Sweaters including crew neck, v-neck, full length zipper, half-zipper pullover, boat neck, vest/sweater vest, and cardigan can be worn as part of a layered outfit with a collared, mock-turtleneck, or turtleneck shirt.

No more than the top two (2) buttons may be unbuttoned on any style of a collared shirt. All shirts must have sleeves including short sleeve, cap-sleeve, three-quarter length, and long sleeve.

A manufacturer's logo/emblem is permitted on tops as long as the logo/emblem is no bigger than a 2-inch by 2-inch square.

Undergarment shirts must not go below the mid-thigh area in length and must be worn in the approved solid colors (orange, black, white, gray).

All shirts must have finished seams, including sleeves, collars and shirt sides.

Students are not required to "tuck-in" tops. All tops must not go below the mid-thigh area in length. Students must wear clothes that fit.

Prohibited:

Hooded tops or "hoodies" are prohibited. Hooded tops or "hoodies" may be worn as outerwear but must be placed in lockers upon arrival to school. T-shirts and sweatshirts of any kind are not permitted (aside from Tiger Wear tops exceptions).

Outerwear/outdoor clothing is not permitted once classes begin.

Sports style fitted tops (Under Armor type) may not be worn singularly.

Wearing an oversize/draping shirt hanging at the knee area, touching the knee or below the knee is strictly prohibited.

Tops which expose the midriff, or waist/belly button/stomach area are strictly prohibited.

Permitted:

TIGER WEAR TOPS

Although all other t-shirts and sweatshirts are prohibited, school-sponsored crewneck t-shirts (short sleeve, long sleeve and three-quarter length) and crewneck sweatshirts are permitted. These school-sponsored crewneck t-shirts and sweatshirts are considered as "Tiger Wear," which is defined as a spirit wear shirt affiliated with Sharon Middle/High School and/or Sharon Elementary Schools. Examples of Tiger Wear shirts include the following: spirit wear tops affiliated with the school PTO, spirit wear tops affiliated with school-sponsored athletic programs, spirit wear tops affiliated with the instrumental band, orchestra, and vocal music school-sponsored programs, and spirit wear tops affiliated with school-sponsored clubs. In addition, spirit wear crewneck t-shirts and sweatshirts purchased from local stores or merchants that display an affiliation with Sharon Middle/High School and/or Sharon Elementary Schools are permitted but must meet all dress code regulations (i.e. colors, neck line, fabric, etc.). It is strongly recommended that all groups seek pre-approval for Tiger Wear Tops prior to any sale to ensure that they comply with this policy. Tops sold that do not comply may not be worn as part of the student's dress apparel.

All Tiger Wear tops must be in the following colors, including embroidery/silk screens/etc., orange, black, white, and gray. Tiger Wear tops in color combinations of orange, black, white, and gray are permitted.

The logo/emblem size restriction does not apply to Tiger Wear tops but must meet all other dress code regulations (i.e. colors, neck line, fabric, etc.). However, Tiger Wear sweatshirts with hoods and/or pockets and sweatshirt "hoodie" jackets are still excluded.

BOTTOMS

Permitted:

Bottoms are permitted in the following colors: black, gray, and khaki and must be solid in color. Pants can be pleated or straight with no more than four pockets. Corduroy pants, dress pants, and shorts which are not shorter than two inches from the top of the knee are permitted. In addition to these choices, capri pants are also permitted, but limited in color to those outlined above.

Students are not required to wear a belt with bottoms. All bottoms must be worn at the waist. *The waist is defined as the area between the bottom of the rib cage and top of the hip bone.*

All bottoms including, skirts, skorts, shorts, jumpers, and dresses must have a finished hem.

Prohibited:

Denim (jeans) of any type is prohibited. Cut-offs or holes of any kind are not permitted in bottoms. Students are not permitted to wear yoga pants, pajama bottoms, pajama bottom-style pants, athletic style pants and shorts, Jeggings of any type, or sweat pants/jogging pants and sweat shorts, which includes fleece, cotton, nylon, spandex and velour. Additionally, bottoms of any style made with stretch knits, flannel, fleece, velour, or spandex are not permitted.

Wearing bottoms which expose skin or undergarments or wearing oversize/draping baggy style pants to create a "sag" look is strictly prohibited.

HOSIERY

Permitted:

1. Leggings, tights, leotards, etc. are permitted but limited in color to solid black, orange, white, gray, and khaki.
2. Socks of various colors are permitted.

Prohibited

1. Fishnet or ripped-up stockings are not permitted.
2. Jeggings of any type, color or style.
3. Knee socks are not to be pulled up past the knee area.

DRESSES/JUMPERS AND SKIRTS/SKORTS

1. All dresses must have a collar and sleeves or be worn with an approved top. All jumpers must be worn with an approved top.
2. Dresses and jumpers must be no shorter than two (2) inches from the top of the knee.
3. Dresses, jumpers and skirts/skorts must be one of the following solid colors: orange, black, white, gray, or khaki.
4. The hemline on skirts, skorts, dresses and jumpers must be no shorter than two (2) inches from the top of the knee.

FOOTWEAR

Permitted:

Students are required to wear any style of "closed toe" footwear, made of canvas, plastic, rubber, leather, fake/faux leather or leather-like synthetic compound with either a rubber sole or leather sole, which includes: dress shoes, casual shoes, athletic shoes, closed-toe Crocs, boots, and closed toe sandals. Footwear may have a back or be "backless" in nature. Boots may extend no higher than the bottom of the knee.

Prohibited:

"Open toe" footwear is strictly prohibited. Slippers and flip flops of any kind (leather, transparent plastic, rubber, wood, etc.) are strictly prohibited. Flip flops are defined as flat and backless consisting of a flat sole held loosely on the foot by a Y-shaped or V-shaped strap, like a thin thong, that passes between the first (big) and second toes and around either side of the foot. Shower shoes are strictly prohibited. Shower shoes are defined as those meant to be used near pools, bathrooms, or other wet places, and are made of plastic or rubber.

Shoes with wheels ("heelines") and lights are strictly prohibited.

DRESS CODE EXCEPTIONS

Exceptions to the dress code shall include the following:

1. Students participating in a nationally-recognized youth organization (such as Girl Scouts and Boy Scouts) may wear their uniforms on those days such organizations have a scheduled function.
2. Athletic team representation such as game day jerseys/uniforms (uniform skirts that do not meet the minimum length requirement are not permitted during the regular school day). Sharon Tiger and Colt football and cheer squads are permitted to wear their uniform tops each Friday during their season.

Other exceptions are made only upon the prior approval of the Building Principal. Such exception requests must be made in writing at least 24 hours in advance where practicable and must include a reason/explanation for the request.

RELIGIOUS EXEMPTIONS

Requests for exemptions from the dress code based upon one's religion or religious beliefs must be made at least 24 hours in advance where practicable in writing to the Principal including an explanation of why the religion/religious belief prevents compliance with the dress code.

GENERAL

All clothing is to be clean and neat.

Attire that is not in compliance with this dress code policy is not permitted. In addition to the clothing items expressly prohibited under this policy, Principals and District Administration have discretion to address any attire/body art that is offensive, degrading, vulgar, contrary to the educational mission of the school that disrupts the learning environment, or infringes upon the rights of others.

All clothing must be of appropriate size and fit neatly. Any clothing that is too tight, revealing/see-through, or saggy/baggy, including but not limited to low necklines, midriff tops, and form-fitting tops or bottoms, is not permitted.

HAIR

Hair is to be clean and neatly groomed.

Hair color, including highlights, must be within the spectrum of color that hair grows naturally, such as shades of blonde, black, auburn/red, and brunette.

Mohawks, long spikes, and other extreme hair styles which are disruptive/distracting to the educational process or pose a safety hazard are not permitted.

Hair must not be worn in a way which obstructs the natural vision from student or staff members.

JEWELRY AND ACCESSORIES

Face masks, when mandated by State, Federal and or local regulations, are permitted under this regulation. Masks must meet all requirements of this administrative regulation with regard to appropriateness. The Administration has discretion to address any mask that is offensive, degrading, vulgar, contrary to the educational mission of the school that disrupts the learning environment, or infringes upon the rights of others.

Jewelry or accessories that may be used as weapons are not to be worn to school. This includes, but is not limited to, jewelry such as spiked rings, spiked bracelets, spiked dog collars, chained wallets, two or three finger rings that are connected, and bulky chains worn around the neck or waist.

Chains and sharp objects such as spikes are not allowed on clothing or book bags.

No head coverings are permitted. This includes, but is not limited to, caps, hats, hoods, bandanas, wave caps, sweatbands, skull caps, sunglasses, headsets, or any other head covering. Combs, rakes, or picks are not to be worn in the hair. Exception requests, including those based upon religious beliefs or medical reasons, must be made in writing to the school principal along with an explanation of how the religious belief/religion prevents compliance with the ban on head coverings at least 24 hours in advance where practicable.

Body piercing (other than permissible types of ear piercing) and displaying jewelry in areas such as the nose, eyebrows, lips and tongue are not permitted. Other than in the ears, no clear studs to maintain a piercing are permitted.

"Gauging" or stretching of the mouth/lips/and/or earlobe as well as the following types of earrings, ear/body jewelry, and ear/body piercing are not permitted: flesh tunnels, flesh plugs, ear/lip stretchers, ear/lip expanders (gauges), and similar ear/lip stretching devices or jewelry.

Students may not wear tinted glasses, or sunglasses. Decorative contact lenses are not permitted.

Gold teeth or grills of any type are strictly prohibited.

GANG-AFFILIATED ATTIRE/ACCESSORIES

A "gang" as defined in this policy means any organization, association, or group of three or more which has a unique name or identifiable signs, symbols, or marks, and whose members individually or collectively engage in criminal or violent behavior to persons or property, or who create an unreasonable and substantial disruption of a class, activity, program, or other function of a school.

Any gang attire, symbols, signs, tattoos, hairstyles, or other things which are evidence of membership in, or affiliation with, recruitment, or desire to be affiliated with, any gang are prohibited. Gang related attire/accessories include but are not limited to the following:

Bandanas or any article of clothing bearing gang symbols, names, initials, insignias, or anything else that signals gang affiliation;

Students rolling up one pant leg;

Long bulky chains and necklaces, gang-styled belt buckles, or large oversized pendants on necklaces and chains; and

Draping articles of clothing, towels, or other objects out of pant pockets or over the shoulder or neck area.

As gang styles and clothing continually evolve and change, additional styles and apparel may be considered gang-affiliated, as identified in consultation with School Officials and law enforcement authorities.

VIOLATIONS

Grades K-6

(C.M. Musser, Case Avenue, and West Hill Elementary Schools)

First Offense:

The student shall be given an opportunity to correct the infraction in school by either calling home for appropriate clothing or obtaining the appropriate clothing from the nurse's office.

Multiple Offenses:

Multiple offenses may include, but not be limited to:

1. Detentions of any kind
2. In-school Suspension
3. Out-of-School Suspensions

EXCUSE FOR ABSENCE OR TARDINESS

West Hill Elementary School 724-981-4880

_____ was absent/tardy from school

on _____
Student Name

_____ *Date*

An explanation from the parent or guardian in each case of absence or tardiness is required. Please state the reason below.

Dear Mr./Mrs. _____
(Teacher)

The reason for *Absence / *Tardiness was:

_____ *Date*

_____ *Signature*



EXCUSE FOR ABSENCE OR TARDINESS

West Hill Elementary School 724-981-4880

_____ was absent/tardy from school

on _____
Student Name

_____ *Date*

An explanation from the parent or guardian in each case of absence or tardiness is required. Please state the reason below.

Dear Mr./Mrs. _____
(Teacher)

The reason for *Absence / *Tardiness was:

_____ *Date*

_____ *Signature*

Sharon City School District
Sharon, PA
PHOTO/STUDENT WORK CONSENT FORM
(Return only if we DO NOT have your permission)

Dear Parents and Guardians:

As a part of the district's promotion of school activities and recognition of student achievement, district staff members or the news media may photograph, or record video images of individual students or groups of students, while they are engaged in school activities not normally open to the public.

Your child's photographic image may thereafter appear in projects on classroom walls, hallway displays, school district publications, the school district's website, or as part of newspaper or television newscast coverage recognizing your child's accomplishments, or the accomplishments of individual classrooms or school clubs and organizations.

In addition, the district posts student work and name lists of students who achieve academic success (i.e. honor roll or Honor Society) from time to time. As a parent you have the right to refuse permission for such images or work to be used or displayed.

Please sign and return this form **ONLY IF YOU DO NOT WANT** Sharon City School District to use photographs or videos or post your child's work or the name of your child.

_____NO. I do not give my consent to Sharon School District to use photographs or video my child by district staff or the news media to publicize district activities not normally open to the public or to recognize student achievement. In addition, I do not want their classroom work or name displayed.

Parent or Guardian Name (print): _____

Parent or Guardian Signature: _____

Student Name: _____ **Date** _____

Phone Number _____

SHARON CITY SCHOOL DISTRICT

Annual Notification Regarding Parents' Right of Access to Student Records

The purpose of this notice is to provide you with information regarding your rights under the Family Educational Rights and Privacy Act (FERPA).

Parents of Sharon City School District students, or students who are at least 18 years of age, who wish to review any or all of the school records pertaining to their child should contact their building principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying.

If you believe something in the records is inaccurate or misleading, you may request that it be corrected or you may have comments added to the records. If the principal and the parents cannot agree, the latter may contact the Superintendent of Schools, 215 Forker Boulevard, Sharon, PA 16146 for a hearing.

Record information will not be released to most persons or agencies without the written consent of parents. Nonetheless, it is the policy of the School District to forward school records, without parents' consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record.

Federal law allows a school district to identify certain information as "directory information". Directory information may be released without prior consent by parents or an adult student. Sharon City School District considers the following to be directory information: name, address, birth date, height and weight for extracurricular purposes, dates of attendance, honors and awards, clubs and teams to which the student belongs, and pictures of the student participating in school events. Directory information does not include grades and GPA, social security number, student ID number, race, gender, or ethnicity.

We believe that it is in the students' best interest to have such information released in school and community newspapers because of the recognition it gives them. We make every reasonable effort to protect our students' privacy. For example, it is our policy not to release information to businesses for commercial purposes or to individuals without good reason. Therefore, most parents do not restrict the release of directory information.

If you DO NOT want this information released without consent, please complete the following form and return it to the Principal's Office. If we do not receive your notice by that date, we will consider this to mean that you have no objection to the release of this information.

.....
I DO NOT wish directory information, as defined by the Sharon City School District, concerning my child to be released without my prior written consent. I understand that this will exclude my child's name from parent organization mailing lists, school newspaper, commencement and other school programs, honor roll, athletics, and other information about students in the public media.

Child's Name _____

School _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

Please note: this request is in effect for the 2022-23 school year only.

**SHARON CITY SCHOOL DISTRICT
2022-2023 School Calendar**

July 2022							August 2022							September 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	7	8	9	10	11	12	13	4	5	6	7	8	9	10
3	4	5	6	7	8	9	14	15	16	17	18	19	20	11	12	13	14	15	16	17
10	11	12	13	14	15	16	21	22	23	24	[25]	[26]	27	18	19	20	21	22	23	24
17	18	19	20	21	22	23	28	29	30	31				25	26	27	28	29	30	
24	25	26	27	28	29	30														
31																				
							T - 5 S - 3							T - 21 S - 21						
October 2022							November 2022							December 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	6	7	8	9	10	11	12	4	5	6	7	8	9	10
2	3	4	5	6	7	8	13	14	15	16	17	18	19	11	12	13	14	15	16	17
9	10	11	12	13	14	15	20	21	22	23	24	25	26	18	19	20	21	22	23	24
16	17	18	19	20	21	22	27	28	29	30				25	26	27	28	29	30	31
23	24	25	26	27	28	29														
30	31																			
T - 20 S - 19							T - 18 S - 18							T - 14 S - 14						
January 2023							February 2023							March 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
T - 20 S - 20							T - 19 S - 18							T - 22 S - 22						
April 2023							May 2023							June 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6					1	2	3	
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				
T - 17 S - 17							T - 22 S - 22							T - 7 S - 6						
Legal Holidays July 4 Independence Day Nov. 24 Thanksgiving Day Dec. 25 Christmas Day Jan. 1 New Year's Day Jan. 16 ML King Day May 29 Memorial Day							Section 1502 - Local Dist. Holidays to be Used in Event of Weather Emergency/Natural Disaster Sept. 5 Labor Day Nov. 23-28 Thanksgiving Break Feb. 20 Presidents' Day Apr. 6-10 Easter Break													

Independence Day	July 4	End of 1 st Semester	Jan. 24	Clerical Days	○
Inservice Days	Aug. 25, Aug. 26, Feb. 17	President's Day	Feb. 20	Inservice Days	[]
Clerical Days	Aug. 29, June 9 +1 add'l day	Easter Break	Apr. 6-10	First Day of School	L
First Day of School	Aug. 30	Memorial Day	May 29	Last Day of School	J
Labor Day	Sept. 5	Graduation	June 8	No School	-
Fall Break	Oct. 7-10	Last Day of School	June 8		
Thanksgiving Break	Nov. 23-28				
Christmas Break	Dec. 21-Jan. 2	PSSA Testing	Keystone Testing		
M. Luther King Day	Jan. 16	April 24-28, 2023	May 15-26, 2023		
		May 1-12, 2023			

West Hill *elementary school*

Dear Mrs. Barber:

My child, _____, will be going on an educational trip to
_____ during the following dates:

_____.

We will be visiting the following historical sites, landmarks, monuments, etc.,
during our trip: _____

_____.

If approval is granted, my child will get all missed assignments from his or her
teachers prior to the trip.

Parent Signature

Parent Name: _____

Address: _____

Phone Number: _____

.....

Approval has/has not been granted for the above detailed trip.

Mrs. Barber, Attendance Officer

Justin D. Schweiss, Principal

SAFE2SAY SOMETHING PROGRAM

What is Safe2Say Something?

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies.

Here’s how it works:

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app
- For more information, you may access the Safe2Say Something Website via the link <https://www.safe2saypa.org> or read the letter send home with our students.

1-844-SAF2SAY or (1-844-723-2729)

Gifted Education

The Sharon City School District follows the Child Find procedures described by the Commonwealth for the identification of gifted children. Public notice of the District's responsibility to locate and assess potential gifted students is described on the District's web site as part of the Academic web page. All Gifted Program information is reviewed annually in the spring of the prior year by the Supervisor of Student Services and published on the District web site by District website coordinators.

Students can be referred for Gifted evaluation by teachers and/or parents/guardians. Teachers review student achievement data and performance standards and will refer a child for evaluation if a child exhibits the characteristics of a gifted student. These characteristics are reviewed with staff in the fall yearly by the Gifted Services Team. If a teacher believes a child could be gifted, he/she can contact the Gifted Support Teacher for further discussion or make a direct referral to the ESAP team by completing the school ESAP form and submitting the form to the school's Guidance Counselor. The student will then be scheduled for discussion on the school's ESAP agenda.

Parents/guardians believing their child exhibits the characteristics of a gifted student can make a verbal request to the child's teacher, guidance counselor, building principal or Student Services Department. The District utilizes a Gifted Referral form that can be completed by the parent/guardian independently or with assistance from the classroom teacher or Supervisor of Student Services. This form is available on the District's website and in each school building's main office. Within ten days of the receipt of a verbal or written request, the School Psychologist will send a Permission to Evaluate Gifted Written Notice form, a parent input form, and a gifted criteria rating form to the parent/guardian for completion and return to the Student Services Department.

The Sharon City School District utilizes the Elementary Student Assistance Program (ESAP) team to review recommendations or referrals for students who may potentially meet the criteria for gifted testing or eventually meet criteria for gifted support services. The ESAP team is composed of the Building Principal, the District's School Psychologist, Crisis Counselor, the grade level teacher of the student being referred, the school's Guidance Counselor, the school nurse and the intervention teacher/reading specialist. The Gifted support teacher is also part of the ESAP team when it is directly related to a gifted referral for testing.

In the Sharon City School District students referred for Gifted identification are evaluated by the School Psychologist to determine eligibility and need for Gifted Support services. Once the Permission to Evaluate for gifted is received, a full gifted evaluation is completed within 60 calendar days (from the receipt date of the PTE).

Reviewed as part of the gifted evaluation are summative, formative and diagnostic assessments to determine if students are in need of specially designed instruction/Gifted services. In addition, parent input and teacher input teacher rating scales are completed to gather additional data regarding the student's areas of strengths and areas where they may require enrichment. Teacher rating scales specifically ask questions in relation to the student's ability to retain information (retention) and acquire information (acquisition). In addition,

parent and teacher input forms are used to gather additional data required by the state Gifted Written Report (GWR) by asking if the student demonstrates the following skills and how: higher level thinking, creativity, leadership, communication, foreign language proficiency, and technology expertise.

As part of the Gifted Evaluation process, The Sharon City School District school psychologist will administer a Nationally standardized and normed Cognitive assessment and a Nationally Standardized and normed Achievement assessment selected from the following:

Cognitive Assessments - Wechsler Preschool and Primary Scale of Intelligence - Fourth Edition (ages 4-7) Wechsler Intelligence Scales for Children - Fifth Edition (ages 6-16) Woodcock-Johnson Tests of Cognitive Abilities - Fourth Edition (ages 5-21) Stanford-Binet (ages 5-21)

Academic Achievement Assessments - Wechsler Individual Achievement Tests - Fourth Edition (ages 5-21) Woodcock Johnson Tests of Academic Achievement - Fourth Edition (ages 5-21). The cognitive and achievement assessments chosen are based on the student's need and age levels.

At the Sharon City School District, the standard expectation for gifted qualification is that a student's Full Scale IQ on a Nationally Standardized and normed cognitive assessment would be a standard score of 130. If a student scores between 125 and 129, the building ESAP team, consisting of the School Psychologist, Gifted Teacher, Principal, Supervisor of Student Services and Classroom Teacher(s), will review the data derived from the aforementioned assessments and determine if the student requires specially designed instruction, based on all other data collection discussed below. Additional data points considered will include CogAt Screening, Acadience benchmark scores, PSSAs, Keystone Assessments, and OnHands assessment.

If a student's standard IQ score falls between a 125-130 then the Gifted Support team consisting of the building Principal, Supervisor of Student Services, Gifted Teacher, School Psychologist, and a Classroom Teacher, reviews student information with regard to the following District approved criteria:

- Acadience: At grade level or beyond
- PSSAs/Keystone: Advanced in at least one subject area
- ELA, Math, Science Grades: 93% or higher in one core subject
- Benchmark Testing: At grade level or beyond/identify areas of "giftedness"
- Need for specially designed instruction
- Eligibility criteria is consistent in all grade bands.

Information is gathered by the School Psychologist. Within 60 calendar days of receiving the signed gifted permission to evaluate, the school psychologist will compile the gifted written report. A copy of this report will be provided to each member of the team and the parent/guardian. All data can be found in EdInsight and compiled in the gifted written report. An eligibility meeting will be scheduled with the parent and team members in attendance within 30 calendar days of the written report.

The elementary Gifted Program in the Sharon City School District provides pull-out enrichment opportunities for students that qualify for the program under chapter 16 of the Pennsylvania State Code. Gifted education is available in every school in the district. The GIEP team consists of the School Psychologist, Gifted Teacher, Principal, Supervisor of Student Services and the classroom teacher. This team determines individual student need for gifted services.

The elementary gifted program provides extensive enrichment opportunities including educational opportunities and activities that encourage problem solving, inquiry, higher order thinking, communication, and leadership skills. All of these enrichment opportunities are directly correlated to the student's individual academic level and aligned to math, ELA, and science standards. The pull-out program focuses on project-based learning such as STEAM activities/lessons and engineering. It focuses on preparation and enrichment, which can lead to the following opportunities: Wallops Island, Challenger Center, and studies at the Carnegie Natural History Museum (Entomology, Paleontology, Rocks & Minerals, Egyptology/Archaeology). These can also culminate in the following competitions: Design to Make a Difference, Stock Market Game, Science Olympiad, Olympics of the Mind.

On-demand classroom enrichment support at the request of regular education classroom teachers who are implementing GIEP goals. These goals are based on individual student goals and are aligned to math, ELA, and science standards.

Handbook Sign-Off Sheet

I/we have read and reviewed the information in the West Hill Elementary School Student/Parent Handbook and have discussed it with my child.

Parent Signature _____ Date _____

Child's Name _____

Please sign, and return to your child's teacher.

Thanks!