

# **Bald Eagle Area Elementary Student/Parent Handbook 2017-2018**



**The Bald Eagle Area School District does not discriminate in its educational programs, activities, or employment practices based on race, color, national origin, sex or disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure and the designated responsible official for compliance with Title VI, Title IX and Section 504 may be obtained by contacting Mr. Craig Livergood, Business Manager, 751 South Eagle Valley Road, Wingate, PA 16823.**

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## **ELEMENTARY STAFF**

### **Howard Elementary School**

Kindergarten	-----	Sherri True (Head Teacher)
First Grade	-----	Jalynn Woleslagle
Second Grade	-----	Kimberly McDowell
Third Grade	-----	Margaret Bonson
Fourth Grade	-----	Mary Elizabeth Kepler
Fifth Grade	-----	Amber Buchanan
Building Secretary	-----	Valerie Ream
Cafeteria Staff	-----	Gail Eminhizer - Head Cook
Classroom/Noontime Assistant	-----	Sharon Zimmerman
Custodian	-----	Ricky Redman
Nurse Assistant	-----	Toby Sheckler
Principal	-----	Skip Pighetti
Reading Interventionist	-----	TBA
School Counselor	-----	Danielle Sowers

### **Mountaintop Area Elementary School**

Kindergarten	-----	Jennifer Murray
First Grade	-----	Cortney Schall Nicole Spear
Second Grade	-----	Melissa Surovec Rhonda Ternent
Third Grade	-----	Jason Bair (Head Teacher) Susan Pratt
Fourth Grade	-----	Christina Gugliocciello
Fifth Grade	-----	Nicole Thompson
Building Secretary	-----	Susie Veneziano
Cafeteria Staff	-----	Erin Cramer Trilby Mayes Lyn Timblin - Head Cook

Classroom/Noontime Assistants	-----	Corinne Besong Debrah Dudish Laurie Hall Priscilla Sipes
Custodians	-----	Terry Biggans Kathy Peters
Nurse Assistant	-----	Leisa Fisher
Principal	-----	Mary Beth Crago
Reading Interventionists	-----	Jan Jones Karen Nugent
School Counselor	-----	Danielle Sowers

### **Port Matilda Elementary School**

Kindergarten	-----	Jennifer Houser
First Grade	-----	Shawnee Morgan
Second Grade	-----	Katherine Fisher
Third Grade	-----	Sarah Stere
Fourth Grade	-----	Roger Proctor (Head Teacher) Steve Woodring
Fifth Grade	-----	Jennifer Gilbert Elaine Rackovan
Building Secretary	-----	Diana Weaver
Cafeteria Staff	-----	Diane Ebeling - Head Cook
Classroom/Noontime Assistants	-----	Belinda Bracken Pam Roland Jeanne Woodring
Custodians	-----	Chad Gilbert Joseph Walk
Nurse Assistant	-----	Kathy Salvanish
Principal	-----	Terri Kenny
Reading Interventionists	-----	Melissa Pittinger
School Counselor	-----	Autumn Hanrahan

## Wingate Elementary School

Kindergarten	-----	Angela Kellar Mary Price Lindsey Robey
Grade 1	-----	Jodie Franks Marcy Henninger Carrie Swanger
Grade 2	-----	Shelby Foltz Brandy Lincoln Tina Marshall
Grade 3	-----	Ron Guenot Teri Kresovich Coleen Reese
Grade 4	-----	Lisa Narehood Helen Showers Ann Van Cise
Grade 5	-----	Rebecca Camp Jesse Nagle Rodney Proctor
Building Secretary	-----	Donna Hinton
Cafeteria Staff	-----	Vickie Bradley Wendy Catherman - Head Cook Marlene Cox Holly Shuey
Classroom Assistants	-----	Joyce Baranak Lisa Biggans Tracie Campbell Kristen Conklin Amy Lucas Stephanie Moore Tana Poorman Juanita Rhodes Cheryl Rockey Michelle Rogus Deanna Thomas Mary Verbitskey Heather Walters Jenifer Wiseman
Custodians	-----	Randy Breon Gary Lose Keith Rogers
Learning Support	-----	Katherine Burger Allison Fleming Sarah Rogus Tabatha Stover

		Laura Thorne
Library Assistant	-----	Melissa Noll
Noontime Assistants	-----	Amy Davidson Mark Davidson Brenda Davis Nancy Watkins
Principal	-----	James Orichosky
Reading Interventionists	-----	Tammy Bierly  Diane Klimek Janet Sawarynski
School Counselor	-----	Monica Graham

### **Elementary Itinerants**

Art	-----	Janet Riggio
Dental Hygienist	-----	Jennifer Gore
Enrichment	-----	Barbara Young
Health Assistant	-----	Ruth Rhoades
Instrumental	-----	Stephanie Baker
Library	-----	Sharon Bittel
MTSS Coordinator	-----	Chad Packer
Music	-----	Nicole Kindelberger (H/MT/PM) Jennifer DeRemer (W)
Nurse	-----	Lauryn Bostdorf
Occupational Therapist	-----	Megan Weisbrode
Physical Education/Health	-----	Donald Peters (W) Sara Rachau (H/MT/PM)
Safety & Prevention Specialist	-----	John Peters
School Psychologist	-----	Anne Frank-Webb TBA
Speech & Language Pathologist	-----	Lauren Martin Mary McManus

## DISTRICT CONTACT INFORMATION

### Superintendent

Mr. Jeffrey Miles

355-4860

[jeffrey.miles@beasd.net](mailto:jeffrey.miles@beasd.net)

### Elementary School Offices

#### Howard Elementary School

Mr. Skip Pighetti, Principal  
Mrs. Valerie Ream, Building Secretary  
Office Hours: 7:30 a.m. until 3:30 p.m.

625-2423

[nevin.pighetti@beasd.net](mailto:nevin.pighetti@beasd.net)

[valerie.ream@beasd.net](mailto:valerie.ream@beasd.net)

#### Mountaintop Area Elementary School

Mrs. Mary Beth Crago, Principal  
Mrs. Susie Veneziano, Building Secretary  
Office Hours: 7:30 a.m. until 3:30 p.m.

387-6861

[marybeth.crago@beasd.net](mailto:marybeth.crago@beasd.net)

[susan.veneziano@beasd.net](mailto:susan.veneziano@beasd.net)

#### Port Matilda Elementary School

Ms. Terri Kenny, Principal  
Mrs. Diana Weaver, Building Secretary  
Office Hours: 7:30 a.m. until 3:30 p.m.

692-7429

[terri.kenny@beasd.net](mailto:terri.kenny@beasd.net)

[diana.weaver@beasd.net](mailto:diana.weaver@beasd.net)

#### Wingate Elementary School

Mr. James Orichosky, Principal  
Mrs. Donna Hinton, Building Secretary  
Office Hours: 7:30 a.m. until 3:30 p.m.

355-4872

[james.orchosky@beasd.net](mailto:james.orchosky@beasd.net)

[donna.hinton@beasd.net](mailto:donna.hinton@beasd.net)

#### District Elementary Office

Mrs. Tina Kochick, Secretary  
Office Hours: 7:30 a.m. until 4:00 p.m.

355-3737

[tina.kochik@beasd.net](mailto:tina.kochik@beasd.net)

### Directors

Mrs. Tracy Boone, Director of Curriculum and Instruction

355-2900

[tracy.boone@beasd.net](mailto:tracy.boone@beasd.net)

Mrs. Melissa Butterworth, Director of Special Education

355-5731

[melissa.butterworth@beasd.net](mailto:melissa.butterworth@beasd.net)

Mr. James Orichosky, Director of Elementary Education

355-3737, 355-4872

[james.orchosky@beasd.net](mailto:james.orchosky@beasd.net)

Mr. Nevin Pighetti, Federal Programs Coordinator

625-2423

[nevin.pighetti@beasd.net](mailto:nevin.pighetti@beasd.net)

### Technology

Mr. John Urbanik, District Network Administrator

355-4868

[john.urbanik@beasd.net](mailto:john.urbanik@beasd.net)

Mr. Steven Thompson, Assistant Network Administrator

355-4868

[steven.thompson@beasd.net](mailto:steven.thompson@beasd.net)

## ELEMENTARY PROCEDURES

### 1. Admissions

Initial admission to kindergarten shall be on the basis of chronological age of five (5) years by August 31<sup>st</sup> of the year of entrance.

### 2. Animal Guests

Due to the increasing number of allergy complaints about pets being in the school building or classroom, the principals request that all animal visits take place out of the school building if possible. Please advise the principal in advance of animal visits.

### 3. Attendance Regulations

As defined in Section 1301 of the Pennsylvania School Code, every child being a resident of any school district between the age of six (6) and twenty-one (21) may attend the public schools in his district. The compulsory school laws of Pennsylvania require that every child between the age of eight (8) and seventeen (17) shall be in school. However, once a student is enrolled, that student and parents/guardians are subject to the attendance policy. The only excused absences are illness of the pupil, death in the immediate family, impassable roads or other exceptionally urgent reasons. Students returning to school must present an excuse within three days of the student's return stating the reason for the absence or these days will be counted as illegal. A letter will be sent to the parent/guardian requiring a physician's excuse after a student misses 10 days of school. (*Refer to board policy 204 [Attendance](#) on the district website.*)

#### Absence

- Half Day Absence – any student that arrives between 10:00 a.m. and 11:30 a.m. Also, any student that leaves for an early dismissal and does not return.
- Full Day Absence – any student that arrives after 11:30 a.m. Also, any student that leaves school prior to 9:50 a.m.
- Credit for Full Day – any student that leaves after 1:00 p.m. or leaves for any early dismissal and returns before 1:00 p.m.
- Parents are encouraged to call the school on the day their child(ren) will be absent or is ill enough to stay home.

#### Tardiness to School

- Any student arriving at school after the morning bell at 8:15 a.m. until 10:00 a.m. will be marked tardy.
- Tardy students will be required to present a pass signed by the office to be admitted to class.
- All tardiness will be classified as either excused or unexcused. The time lost due to unexcused tardiness is accumulated and counted as illegal or unexcused absences. If the tardy is excused, the time is accumulated and counted toward the ten (10) days of excused absences permitted before a doctor's excuse is required. When a student reaches 10 tardies (any combination of parent excused and/or illegal) they will be required to provide a physician's excuse. Notice will be sent to the parents in writing from the BEA Attendance Office.
- All students are expected to have a written note from a parent or a doctor's excuse when entering the building late. If that isn't possible, the note must be turned in to the office the following day.
- Excessive tardiness issues will be referred to the building principal.



**Excused Absences**

Students are legally excused from school for the following reasons only (including early dismissals):

- Illness of the student
- Death of an immediate family member
- Medical or dental appointments
- Educational trip – parent should request this on the district form one week prior and it needs to be approved by the principal
- Emergency situation

**Unexcused Absences**

The following are not excusable absences in accordance with the State attendance laws:

- Truancy
- Trips not approved in advance
- Missing the school bus
- Shopping
- Hunting or fishing (two-days permitted if pre-approved by district attendance office)
- Babysitting
- Absence for personal reasons other than an emergency

**Early Dismissal from School**

We encourage parents to make medical and dental appointments for their child at times other than during school hours. However, should it be necessary for the parent to pick up their child at school, it is requested that a note stating the reason for the early dismissal be submitted to the classroom teacher. The parent must enter the school building and sign-out their child. This will help to prevent an unauthorized person from picking up the child.

If a student becomes ill or suffers an injury while at school, the student will report to the building assistant or to the school nurse. The nurse or her designee will determine whether further treatment is necessary or if the student is ill enough to be sent home. The nurse or her designee will contact the parent, guardian or the person listed on the home emergency card to come and pick up the student.

***Please note:***

Students who leave for an early dismissal prior to 11:30 a.m. must return to school by 1:00 p.m. to be counted as present for the afternoon. Students are always encouraged to return to class at the earliest possible time.

Students who leave for early dismissals after 1:00 p.m. will be counted present for the whole day.

Students who leave for an early dismissal between 11:30 a.m. and 1:00 p.m. will be counted absent for the afternoon session unless they return by 1:00 p.m. Students are always encouraged to return to class at the earliest possible time.

**Homebound Instruction**

Any student in the Bald Eagle Area School District is entitled to receive homebound instruction under the following conditions:

1. A student must be absent from school for a period of more than ten consecutive days due to an illness.
2. A parent or legal guardian must request the instruction, and

3. A doctor must provide a written statement describing the type of illness and the length of time the child is to receive homebound instruction.

When these conditions have been met, the Home and School Visitor then procures a teacher to instruct the student at home or in the hospital for five hours per week. While a student is receiving homebound instruction, that student is carried on the attendance rolls as being present in school.

#### **4. Bullying Prevention/Bullying Policy**

Our bullying prevention program, Second Step, will be implemented by our guidance counselors during regular classroom guidance lessons and supported by all staff.

##### **Board Policy 249 Bullying/Cyber Bullying**

Purpose: The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

#### **5. Cafeteria**

##### **Meal Purchases**

The price of a full breakfast is \$1.10 and a reduced breakfast is \$.30. A full lunch costs \$2.30 and a reduced lunch is \$.40. Milk is provided at the cost of \$.50. Extra milk and a la carte items are available each day. Students must be purchasing a meal in order to purchase a la carte items.

A computerized meal checking system is used in the elementary school cafeterias. This makes it possible to pay for meals each day or in advance. Advance payments can be made in the library any day before classes begin. All off-line deposits to student meal accounts should be made in the envelope supplied by the cafeteria services or any envelope that has the student name, student ID number, amount enclosed, and the date on the front.

Students receive a student identification (pin) number to be used in the cafeteria to access student cafeteria account. Access will be done by entering their ID pin number on a pin pad. When meals are paid for in advance, the identification pin number makes it possible to debit the student's account for each meal purchase. Positive identification is made by an on-screen picture of the student. Free and reduced breakfast and lunch participants receive their meals in the same manner. They do not have to identify themselves as free or reduced participants. This information is kept in confidence.

Additional guidelines are listed below. Questions on cafeteria procedures can be addressed to Laura Frye, Food Service Director, at 355-8068.

Meal program procedures are as follows:

1. All students receive their (pin) identification number on the first day of school.
2. All students must use their (pin) identification number to facilitate the efficient operation of the breakfast and lunch programs.
3. The use of another student's (pin) identification number is prohibited. Parents will be informed if their child is found guilty of abusing the Free and Reduced Meal Priced Benefit Program. His/her benefit could be terminated and disciplinary action taken according to school policy.
4. Payment for meals may be made in advance for any amount of money. This payment may be made in the library before classes begin. Payment may be made with cash or with

checks made out to the Bald Eagle Area Cafeteria or to the Bald Eagle Area School District. Payments must be in an envelope with the student name, ID #, amount enclosed, check # and date. In addition, parents can go to the [myschoolaccount.com](http://myschoolaccount.com) site and register themselves and their student. They will be able to view the account balance for the past 30 days and they may make payments online using their bank account. Parents may also set up a low account balance notification in this system. Viewing the account is free, but there is a \$1.95 charge per transaction for online deposits although multiple accounts can receive deposits during one transaction. The transaction fee goes to the software supplier for the service and it does not profit the food service department.

#### **District Policy on Extension of Cafeteria Loans**

1. Elementary students may obtain loans (I.O.U.) to purchase meals/milk. Parents will be notified when the account goes negative. If the negative balance is not rectified, a series of letters and phone calls to the parents will commence. If the account is not satisfied, the district will file a complaint with the District Magistrate for a judgement to collect the funds due. Failure to pay the I.O.U. after such a judgment will result in the district filing with the County Sheriff for collection through a sheriff's sale. No a la carte items will be allowed to any student with a negative balance.
2. I.O.U.'s will not be given on any a la carte items such as supers, second meals, second milk, water, etc.
3. Students must pay back the I.O.U's before they can purchase a la carte items.

#### **Meal Schedules**

Breakfast is served daily beginning at 7:45 a.m. Students may report to the cafeteria at the discretion of the principal. Each classroom has a designated lunch period.

### **6. Classroom Assignments**

It is the goal of the district to provide the best possible education for all students. In placing students into elementary classrooms, the following guidelines shall be followed:

1. Students will be heterogeneously assigned which will ensure that every classroom will contain students of varied academic capabilities, leadership qualities and behavioral characteristics.
2. Teachers shall work with the elementary principals in selecting students for all classrooms. In selecting students for each classroom, ability levels, compatibility with other students and teacher, social skills (maturity level), and behavior will be considered.
3. There shall be a mixture of high, average, and below average students in each classroom.

#### **Appeal Process**

Parents/guardians may request for a change in placement no later than July 15<sup>th</sup>, with justification on a form provided by the district. After consultation with the parent and the classroom teacher, the elementary principal will discuss the request with the director of elementary education and a final decision will be conveyed to the parent/guardian.

### **7. Communication between Home and School**

Good communication between home and school is an integral part of a child's education and the responsibility of the classroom teacher and the parent. Occasionally, problems arise concerning a school situation and a parent may want to discuss it with someone. If the situation pertains to the classroom, the child's teacher should be contacted first.

## **8. Conferences/Visits to the Classroom**

District-wide parent-teacher conferences will be scheduled in November. The goal for parent-teacher conferences is 100% participation. Forms will be sent home for parents to select conference times. Evening and daytime conference times will be available for parents. Teachers will be available to meet at times other than the scheduled meeting dates. Please contact your child's teacher whenever you need to meet with them regarding your child. Parents are invited to visit their child's classroom, but they need to complete a visitation form prior to the visit. Building assistants will have copies of the form.

## **9. Counseling Services**

Counseling services for elementary students are provided by three counselors who serve the four elementary schools. In the process of working with students in the school setting, counselors are involved in the following areas: counseling individuals and groups, assessment of students, providing information to and working with different audiences, referral of students for testing, orientation of students to the school environment, communication with staff, administration and behavioral case managers in the Instructional Support Team process. The parent, classroom teacher, itinerant teachers, and building administrator can make a referral for school counseling. The referral forms are kept in the school counselor's office and must be completed by the person requesting counseling services. If the parent/guardian requests counseling services, the classroom teacher and/or school counselor will complete the form with the information gathered from the parent/guardian. Once a referral is made, the school counselor will contact the student's parent/guardian and obtain consent to begin the counseling services. Parent/guardian consent must be obtained in order to provide on-going services. If you would like more information about our school counseling services, please call your child's school to speak with a school counselor.

Wingate	Mrs. Monica Graham	355-4872
Howard, Mountaintop	Mrs. Danielle Sowers	625-2423, 387-6861
Port Matilda	Mrs. Autumn Hanrahan	692-7429

## **10. Crisis/Emergency Procedures**

Each building has a crisis/emergency plan in place in the event of emergency situation. Throughout the school year each building will conduct a variety of drills as specified in the school emergency operations plan. Fire drills are conducted at least once per month.

## **11. Curriculum**

### **A. Language Arts General Information**

1. The teaching of the balanced/comprehensive language arts program the amount of time devoted to it must be a priority throughout the school district. Components of this program may be integrated into the content areas.
2. The district's basic program for language arts instruction will be the McGraw Hill Reading Wonders program.
3. Language Arts instruction in grades K-5 provides skills in decoding, vocabulary, comprehension, writing process, word study/spelling, meta-cognition, language and study skills.
4. Instruction will be based on an integrated approach with whole group, flexible (small) grouping, individualized and literacy centers.
5. Children who demonstrate special needs in the language arts program must be referred to the building principal. The classroom teacher as well as the reading interventionist will work together to help these students meet with success.

6. Re-teaching, reinforcing, enriching and pacing instruction is fundamental to the success of the language arts program. Teachers will model for students and do guided practice with the students, which will then lead to independency by the students.
7. The administering of the district's language arts assessment plan is required for all students. These assessments will to be analyzed and used to plan instruction for all students. The assessments need to drive instruction.

#### **B. Mathematics**

The Bald Eagle Area School District has implemented Everyday Mathematics K-5. The program was developed by the University of Chicago School Mathematics Project, with extensive research, teacher input and field testing. Our staff selected this program due to its research-based foundation and its track record in building students' mathematical knowledge. The district focus is on building a solid foundation of the basics, as well as developing higher-order thinking and critical problem-solving skills and abilities. Everyday Mathematics incorporates a number of features that support district goals, including attention to computational and arithmetic skills, in-depth study of the mathematics strands, problem solving woven throughout each lesson, and interdisciplinary connections. The program includes teacher-support materials and a variety of options for meeting the individual needs of students. In an effort to support the students, parents and teachers the District has purchased an on-line support system called e-Suites. An intervention program, Number Worlds is also available for students needing remediation.

#### **C. Science/Social Studies**

FOSS Science is a comprehensive program that serves as the framework of the science curriculum. The Pearson Social Studies program serves as the foundation of the elementary social studies curriculum. Reading in the content area is incorporated into both content areas.

#### **D. Library**

Each elementary school has a comprehensive library and library program to serve the students.

#### **E. Art, Music, and Health/Physical Education**

A comprehensive art and music program is provided for every elementary student. Instrumental lessons begin in grade four for those students who are interested. Physical education and health is provided for all elementary students. An adaptive physical education program is available for physically challenged students. Students need to dress appropriately on the days that they have physical education classes and should wear sneakers.

### **12. Discipline: SWPBS School Wide Positive Behavior Support Program**

The Bald Eagle Area Elementary Schools have implemented a School Wide Positive Behavior Support Program in each elementary school. The School Wide program is a different way of handling discipline. In a school setting, it cannot be assumed that students really know correct behaviors. Children come from different backgrounds and cultures that view behavior in their own unique ways. When a child misbehaves, the school views it as a skill deficit. Therefore, students are taught appropriate school behaviors and expectations starting on the first day of school. Students are rewarded when they display the expected behaviors. Consequences are still given for inappropriate behavior and the consequences may include; a telephone call to parents, loss of privileges, or in or out of school suspensions. For additional information, please refer to the [BEA Elementary School Wide pamphlet](#) on the district website.

- **Be a Kind Person**
- **Be a Respectful Person**

- **Be a Responsible Person**
- **Be the Best You Can Be at BEA!**

Classroom teachers have developed a clear set of expectations for their students as well as identified consequences for behavior that is not appropriate. Teachers will work with students, parents and other staff members to resolve student behavioral issues before referring a student to the principal. The teacher will work with other staff and the principal on issues that take place in the common areas of the building.

The building principal is responsible for providing a safe, orderly learning environment and is responsible for dealing with issues with regard to student behavior in the building and at school events. Principals receive referrals from a teacher after the teacher has made his/her best effort to work with the student and the parents to resolve the problem. The principal also works with other staff members to deal with infractions that occur.

The district's discipline matrix serves as a guideline for school staff on how to process severe discipline problems. While the matrix represents how some problems may be handled, it is necessary at times to deviate from it so that the consequences are reasonable when administered to elementary age children.

### **13. Dress Code**

It is the responsibility of each student to be neat in appearance and well groomed. A student should dress in an appropriate manner for school and wear clothing that is moderately fitting and in good taste. Administrators will ultimately decide what is disruptive to the school environment. Specific provisions governing dress are as follows:

1. The Bald Eagle Area School District administration reserves the right to question any mode of dress/jewelry/hair style that is beyond the current community/school accepted standards or in any manner jeopardizes the health, welfare or safety of the student or other students.
2. Clothing articles will be considered unacceptable or disruptive if they are too revealing, that is too sheer, too short, or too tight. "Too short" is defined as being measured above the fingertips when the student's arms are relaxed at the student's sides. Any garment that allows any undergarment to be visible will also be considered inappropriate. Midriffs are to be covered at all times and should not be visible while the student is sitting or standing. Spaghetti strap tops and strapless tops are not permitted. Tops must have straps with at least 1½ inches in width.
3. No headwear (caps, hats, bandanas, etc.) or head coverings may be worn in the school unless the school is sponsoring a special event where a hat is expected such as a hat day.
4. Chains are not to be worn or brought to school.
5. Appropriate footwear is to be worn during school. Footwear should be safe as required by the educational setting. Flip flops have been found to be dangerous, especially during recess and are not acceptable for physical education classes.
6. Printed obscenities, profanity, or messages with double meanings related to obscenity, profanity, or sex, are unacceptable and considered disruptive. Additionally, any appearance or item, which disrupts the educational mission of the school or interferes with the rights of others, is also prohibited. The following are considered disruptive or unacceptable: any printed words or pictures directly advertising drugs, alcohol, tobacco, sex or violence.
7. Outdoor apparel may not be worn in school unless permission to do so is granted by the school nurse or the building principal. Outdoor apparel should be kept in the classroom storage cubicles.
8. Any clothing judged to be a disruptive influence in class, or interfering with the educational rights of others, is considered improper dress. Students may be required to wear certain types of

clothing/footwear while participating in physical education classes, or other situations where special attire may be required to insure the health or safety of the student.

9. If school attire is considered inappropriate, the student will be given an opportunity to call home for a change of clothing.
10. The wearing, possessing, using, distributing, displaying or selling of any clothing, jewelry, emblems, badges, symbols, signs, graffiti or other items that are evidence of membership in or affiliation with a gang are not permitted.

#### **14. Drug & Alcohol Policy** (Refer to the [policy](#) on the district website)

#### **15. Educational Trips**

The principals recognize that from time to time students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school year. Although educational trips provide valuable experiences, the principals feel that the daily learning opportunities provided in school are invaluable. Therefore, the principals will approve requests according to the guidelines outlined below:

- a. The trip must be educational in nature as determined by the principal.
- b. The principal shall take into account the educational value of the planned trip and the ability of the student to maintain an adequate academic performance.
- c. Parents must submit a [BEASD Educational Trip Request](#) form to the principal indicating the length of the absence and the educational value of the trip. This must be done prior to the trip taking place.
- d. Parents and students are responsible for any work that they miss during an educational trip.
- e. Only five days per school year shall be excused. (Refer to board policy 204.1 [Educational Tours and Trips](#))

#### **16. Field Trips**

The teacher will provide students with field trip permission slips. The permission slips will be required by the teacher and should be turned in to the teacher at least one day in advance of the trip. Students will not participate in the field trip without the permission of the parent. The teacher will have a roster of all students and emergency information for all students participating in the field trip.

#### **17. Health Services**

The BEA Elementary School Nurse manages the elementary school health services and travels between all four elementary schools. There are school nurse assistants at Howard Elementary, Mountaintop Elementary, and Port Matilda Elementary who work under the direction of the BEA Elementary School Nurse. These nurses assist in providing school health services and medication administration when the school nurse is not present in that particular building.

Don't send your child to school if...

- Your child has a fever, diarrhea, chills, body aches, severe cough, or is vomiting.

Please send your child to school if...

- Your child says that they just don't feel 100%. Discuss with your child the difference between being really ill and not just feeling like going to school.

The following guidelines will assist you with some common minor school health problems:

**Asthma**

Under Act 187, students may now possess and self-administer an inhaler in a school once the following conditions are met.

- A written physician's order is sent to the elementary nurse stating the student may competently self-administer the inhaler.
- A written parental permission slip is signed stating the student may competently self-administer the asthma inhaler along with a signed statement relieving the school district or school employee of any and all responsibility for the benefits or consequences of the self-administration of the inhaler medication.
- The school nurse and/or designee, is notified by the student immediately following each use of the inhaler.
- If the student abuses or ignores this medication policy, the school will confiscate the inhaler and remove the privileges to carry the medication.

**Bee stings/Insect Bites**

If your child is allergic to bee stings or insect bites, please inform the school nurse and provide the appropriate medication to the school.

**Broken Bones**

If there appears to be a broken bone or the child is in extreme pain and has difficulty moving the extremity, the parents will be called.

**Coughs/Colds/Sore Throats**

Most students do not need to stay home when they have a mild cold, cough or sore throat. If it is accompanied by a fever, then please do not send them to school. Some students may have their own cough drop supply. A written permission note is needed from the home for a child to take them at school. The nurse or the secretary will need to assess for fever and may send the child home. Please encourage all students to cover their mouths when coughing.

**Cuts**

Building nurse assistant will wash the wound with soap and water or another antiseptic available in the health suite or office. They will apply pressure to the wound to control bleeding and cover the cut with a band aid. If bleeding is difficult to control, or the wound is gaping, parents/guardian or 911 will be called.

**Vomiting**

Students will be sent to the office or health suite with a student helper. Staff will assure that the child is well enough and not at risk for choking before sending.

**Health and Dental Exams**

In compliance with the School Code, the school district shall require that all students submit to health and dental examinations in order to protect the school community from the spread of communicable disease, to ensure that the student's participation in health, safety and physical education courses meets the child's needs and to ensure that the learning potential of each student is not lessened by a remediable physical disability. Each student will receive comprehensive health examinations and dental examinations at predetermined times during the child's elementary years. Each student will also receive vision tests, hearing tests, height and weight measurements, and any other tests deemed appropriate by the school district. Parents will be notified about the examination schedule.



Physical Exams	-	School entry and grade 6
Dental Exams	-	Grades 1 and 3
Vision Screening	-	All grades
Hearing Screening	-	Grades K-3

Parents may provide the same service by their personal physician and provide copies to the school nurse.

### **Immunization Requirements**

Students entering public school are required to have the following immunizations:

- Two Varicella (chickenpox) vaccinations or a written statement from the parent or health care provider verifying that the child has had the disease.
- Two Measles, Two Mumps and One Rubella vaccinations
- Three Hepatitis B vaccinations
- Four Diphtheria/Tetanus vaccinations with the last one being on or after the fourth birthday
- Four Polio vaccinations

### **Head Lice Policy**

1. If a student has been referred to the school nurse for possible head lice, the school nurse will then inspect the child's head for live (crawling) lice. If live lice are found, the student's parent/guardian will be contacted so that the student can be taken home immediately.
2. The child cannot return to school or ride school provided transportation until inspected and cleared by the school nurse.
3. The school nurse will assist the parent/guardian to recognize live lice and nits, as well as the signs of a possible infestation.

### **Medication**

All medications, whether prescription or over the counter, must be brought in to school by the parent/guardian to the nurse in the original label container in which they were dispensed. Medications received in anything other than the original labelled container will not be dispensed from the school nurse or her designee. Do not send any medications in baggies, etc. These requirements are not only a BEA policy, but a state mandate as well. Please refer to the [BEA Medication Policy](#).

## **18. Music Programs**

Music programs will be held the elementary schools in the winter and spring of the school year.

## **19. Policy Manual**

The [Bald Eagle Area School District Policy Manual](#) can be accessed on the district website. New policy: 824. Maintaining Professional Adult/Student Boundaries

## **20. Recess**

All students receive a supervised recess each day. Students will go outside unless there is inclement weather. Each building has a set of rules for outside and inside recess and the classroom teachers reinforce the rules with students using the district's school-wide plan.

## **21. Report Cards**

Every student enrolled in the Bald Eagle Area Elementary Schools will be issued a progress report at the end of each nine-week period. The progress report shows the academic and personal development of each student. The parent or guardian will sign the report card envelope and return it to the teacher after each marking period. Progress reports for art, music, and physical education/health will be completed at the end of each semester by the respective teachers.

## **22. School Day**

The Bald Eagle Area School District strives to provide the best educational experience possible for all district children. Daily schedule:

8:00 a.m.	Student Arrival
8:15 a.m.	Late Bell
8:00-8:15 a.m.	Homeroom
3:00 p.m.	Student Dismissal
3:20 p.m.	Teacher Dismissal

(Lunch – 30 minutes; Recess – 20 minutes)

### **Six Day Cycle**

The school district operates on a six-day schedule. Rather than classes running Monday through Friday, they run Day 1 through Day 6. Therefore, if school is closed on a Tuesday and that was a Day 3, then the following day would be considered a Day 3 even though it was now Wednesday. With this schedule, students do not miss classes if school is closed for the day. A sign is posted in each school as to what day it is in the district. All itinerants, including art, music, physical education/health, guidance, instrumental music, and speech and language will operate on a six day schedule.

## **23. Student Services**

### **Instructional Support Team**

**Process:** Students are continually monitored by classroom teachers, by district-wide assessments, by parents, by watching behavioral patterns, and by observation of other problem areas. When a student is referred to the Instructional Support Team, the team reviews the existing data and the current educational program that student is receiving. There may be a curriculum-based assessment and observation by the appropriate team member (such as a speech/language teacher, a school counselor, school psychologist, etc.). This data is then reviewed to determine if an action plan is necessary for the student to be successful. After the implementation of an action plan is completed, a decision is made to continue monitoring the student at the team level, or to request Permission to Evaluate Form from the parent. After receiving parental permission, the process continues with a complete evaluation including a psychologist evaluation, the development of a Comprehensive Evaluation Report (ER) and a meeting with team and parents. If warranted, an Individualized Education Program (IEP) is developed.

### **Instructional Support Team Members and Responsibilities:**

**Classroom Teacher** – The classroom teacher may refer a child to the Instructional Support Team by completing a comprehensive referral form and submitting the form to the IST designee. They participate in meetings at the building level and help to implement the child's action plan in the regular classroom.

**School Counselor** – The elementary school counselor is the building IST designee. The school counselor receives all referrals for the Instructional Support Team services and is the case manager. They help gather information and do some assessments. The school counselor also

participates in the implementation of the student's action plan to address the needs of the student. They help facilitate the collection of data based on the needs of the student.

**Parents** – Parents are encouraged to participate throughout the entire student support process from the parent interview through the implementation of the action plan. The parents help make the decisions affecting their child. Parents can refer their child for student support services.

**Speech/Language Therapists** – The speech/language therapists conduct informal screenings or evaluations for speech/language referrals. They participate in the development of an action plan and may be a key player in the implementation phase of the plan.

**Reading Intervention Teachers** – The reading intervention teachers work with children in grades K through 5. They provide support for students in reading and writing. They provide the Instructional Support Team with current data on the students in these areas as well as help in the implementation of the action plan.

**School Psychologist** – The school psychologist serves as a consultant to the team and participates in the formal evaluation process.

**Director of Special Education** – The director oversees the ER and the IEP process.

**Elementary Principals** – The principals are responsible for monitoring the IST process at the building level. They actively participate in each and every referral to the team. Parents may refer their child directly to the principal or guidance counselor if they feel their child has an academic, social or behavioral need.

**Special Education Services** – The Bald Eagle Area School District is committed to providing special education services to special needs students. The Annual Notice is posted on the district website.

#### **Acronyms in Special Education**

ADA - Americans with Disabilities Act  
ER - Evaluation Report  
ESY - Extended School Year  
FAPE - Free Appropriate Public Education  
IDEA - Individuals with Disabilities Education Act  
IEP - Individualized Education Program  
IST – Instructional Support Team  
LEA - Local Education Agency  
LRE - Least Restrictive Environment  
NORA -Notice of Recommended Assignment

#### **Regular Education Teacher's Responsibilities**

1. Regular education teachers who have special education students in their classroom must receive a copy of the IEP for each child. The special education teacher and the regular education teacher must decide together who is responsible for the goals in the IEP and what modifications need to be implemented.

2. The special education teacher will provide information about the progress towards the goals in the IEP.

#### **24. Technology and the Internet**

All of our elementary schools possess the technology to access the Internet. Our students will be afforded the opportunity to access a variety of information that relates to the curriculum. Parents will receive a form letter explaining the Bald Eagle School District's Internet Access Policy and a permission form. The form must be filled out and returned to the school. The permission form will be valid for the duration of the child's attendance in the Bald Eagle Area School District.

District provided Internet resources that are purchased by and licensed specifically to the Bald Eagle Area School District for use within classrooms and specified by our curriculum are accessible to all students for their specific use regardless of a signed acceptable use policy. Students whose parents have not submitted a signed acceptable use policy will be conditionally permitted to access the district-owned resources and the district-owned Internet-based resources. If during the child's attendance in the district a parent chooses to revoke his/her permission to use the district-licensed Internet-based programs, the parent/guardian must state their intention in writing and submit the letter to the school's principal.

## **25. Telephone Use/Cell Phone Use/Electronic Devices**

Cell phones, camera phones, laser pointers, music devices, and all other electronic devices are not to be used during instructional time without teacher or principal approval. If brought to school, these items are to remain in the classroom closet in the student's backpack throughout the day.

## **26. Textbooks and Equipment**

All textbooks and equipment are the property of the school district. Therefore, payment for loss, breakage, or damage beyond normal use is the responsibility of the student or his/her parent or guardian.

## **27. Transportation**

District bus transportation is provided for all eligible students. Riding the school bus to and from school is a privilege and students are expected to follow school rules on the bus for the safety of all children. A student who cannot maintain self-discipline while using transportation facilities forfeits this privilege and must rely on other means of transportation. The school bus driver is authorized to enforce safety and social standards on the bus and, in accordance with the Pennsylvania School Code, has the same authority as a teacher. The relationship of the operator and the student must be one of cooperation.

## **28. Unlawful Harassment Policy**

Purpose: It is the policy of the district to provide a safe and orderly educational environment that is free from harassment and conducive to the mission of the district. That mission is to provide each and every student the best opportunity to receive the education to which s/he is entitled under state and federal law. The district asserts that it has a compelling interest in promoting an educational environment that is safe and conducive to learning.

It is the intention of the district, consistent with state and federal law, to maintain a learning environment which is free of harassment. The district finds that incidents of harassment prevent students from receiving the education to which they are entitled, disrupt the mission of the district to educate students, interfere substantially with a student's educational performance, and foster incidents of violence. It is the purpose of this policy to prohibit and prevent acts of harassment in any form.

This policy shall define harassment, specify and describe prohibitions, outline reporting procedures, guarantee that the district will take appropriate remedial actions calculated to stop the harassment, and prohibit retaliation against those who, in good faith, report harassment pursuant to this policy.

(Refer to [Board Policy 248 Unlawful Harassment](#) on district website)

## **29. Visitors**

All visitors and volunteers must wear a visitor's badge when in the building. Visitors will be informed via signs to stop at the office and make themselves known to the office personnel. The visitor must show some form of ID. The visitor will be issued a badge that must be visible at all times.

### **30. Volunteer Program**

The Bald Eagle Area School District welcomes and encourages volunteers. Volunteers can help teachers in many ways and their assistance can be both instructional and non-instructional. Duties may include instructional activities such as helping individual students; supervising follow-up activities in class; listening to children read orally, reading and telling stories to children, reinforcing skills and correcting informal, objective student work. Non-instructional activities might consist of reproducing instructional materials; assisting with local field trips; assembling bulletin boards and learning centers; displaying student work on class projects and helping with celebrations, projects and special events. Extremely important is the need to avoid discussing individual children outside the classroom, comparing children within the classroom, discussing teachers or teaching methods, using school time for parent conferences, and remaining in the building after the teacher leaves or the assignment is completed. Volunteers will sign in and out at the school office and will wear a visitor's badge while in the building.

At the beginning of each school year, those individual teachers who use parent volunteers in their classrooms send home a standard school district letter asking for volunteers. The utilization of volunteers is the decision of individual classroom teachers.

Volunteers must submit a volunteer application form and are required to provide an Act 34 Criminal Record Clearance, an Act 151 Child Abuse Clearance, and FBI Criminal History Background Check. Clearances must be dated within the last year. School board approval is required for each volunteer every school year and a volunteer's name must be submitted to the district elementary office by the teacher each school year.

Several times during the school year, the board is presented with a list of volunteers for approval. Only the names of the volunteers who have submitted their clearance forms are presented to the board for approval. Teachers are instructed that no volunteer should be used unless they have submitted their clearances. All questions regarding volunteers should be directed to the district elementary office at 355-3737.

### **31. Wellness Policy** (Refer to the [Student Wellness Policy](#) on the district website)