

**FARRELL AREA
ELEMENTARY SCHOOL
HANDBOOK and
CODE OF STUDENT
CONDUCT
2019 - 2020**



*1600 Roemer Blvd.
Farrell PA 16121-1437
724-346-6585
Office Hours 7:30—3:30
Principal Ms. Japraunika Wright*

**FARRELL AREA ELEMENTARY SCHOOL
HANDBOOK
and
CODE OF STUDENT CONDUCT
2019 - 2020**

FARRELL AREA SCHOOL DISTRICT

Farrell Area Elementary School
1600 Roemer Blvd.
Farrell, PA 16121
Telephone: 724-509-1114

Dr. Lora Adams-King
Superintendent
724-509-1310

Ms. Japraunika Wright
Elementary Principal
Title I Coordinator
724-509-1111

Mr. John Seybert
Director of Special Education
724-509-1216

Mrs. Alicia Sheasley
School Nurse
724-509-1251

Mrs. Nichole Columbus
Director of Curriculum & Instruction
724-509-1304

Mrs. Sarah Tonty
School Psychologist
724-509-1257

Ms. Jordan Snyder
District Guidance Counselor
724-509-1145

Office Secretaries
Mrs. Kimberly Gargano
Mrs. Morris Hilton

Farrell Area Elementary
Faculty and Staff List
2019-2020

Principal

Japraunika Wright

Admin. Assist.

Kimberly Gargano

Secretarial Aide

Morris Hilton

Kindergarten

Brandy Rush

Stephen Searle

Tyfannie Slevin

Grade One

Megan Greene

Jennifer Riethmiller

Amy Stoots

Grade Two

Joan Hunter

Cindy Sluder

Samantha Wiesen

Grade Three

Nicole Donatelli

Megan Ondo

Edward Turosky

Grade Four

Tom Cocain

Jennifer Erdman

Vernon Scott

Grade Five

Lisa Cryzter

Valerie Morrison

Brent Shrawder

Grade Six

Michael Cummings

Keith Fustos

Arthur Hunyadi

Learning Support

Sarah Harrison

Ashley McGill

Jennifer Simitoski

Emotional Support

Suzanna Life

Life Skills Support

Audra Eberhart

Title I Teachers

Mrs. Lisa Aiello

Mrs. Cynthia Fell

Mrs. Kelly Hellmann

Mrs. Nicole Lombardi

Related Arts

Mrs. Delaney Munnal, Art

Ms. Shacara Bridges, Library

Mrs. Danielle Chavers, Phys. Ed.

Mr. Donald Hickson, Music

Mr. Ian McCann, Band

Instructional Aides

Ms. Elizabeth Andres

Mrs. Megan Burda

Ms. Melissa Purich

Learning Support Aides

Mrs. Juliana Ferguson

Ms. Valerie Taylor

Mrs. Stephanie Phillips

Special Educator Director

Mr. John Seybert

Gifted Support District Wide

Mrs. June Allenbaugh

Speech

Mrs. Rebecca Buchman

Guidance

Ms. Jordan Snyder

District Nurse

Mrs. Alicia Sheasley

Autistic Support

Jan Ferrara

Head Start

Darian Missavage

Chelsea Wilson

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Farrell Area School District



Welcome

This handbook has been written to clearly communicate information, policies, and expectations to our students and their parents. It is essential that parents read the student handbook and make students aware of its contents. As a family, we all should take pride and assume responsibility to ensure that our students succeed and grow.

Farrell Area Elementary School is dedicated to provide the best learning environment for our students. We encourage your active involvement in your child's education. A strong partnership between home and school can greatly benefit how a child grows and matures.

It is a pleasure to have you as a part of our Farrell family. We look forward to working with you as we embrace a new school year.

Educationally yours,

Japraunika Wright
Elementary Principal

Mission Statement

The mission of the Farrell Area School District is to work collaboratively with the community to foster a dynamic standards-based curriculum within a safe, educationally-managed environment.

Facilitated by a caring professional staff, opportunities abound for all students to become actively engaged as productive, responsible life-long learners empowered to meet the global changes and needs of a culturally diverse society.

Core Beliefs

We believe.....

- that all students can learn, but some will have special needs to move them towards proficiency in a timely manner.
- that all students will demonstrate social grades including manners and respect for both self and others.
- that all students will build on their school experiences to become life-long learners.
- that all students will develop skills and knowledge to become productive citizens.
- that all students are able to use the simplest math skills encompassed with personal budgetary and money management skills.
- that all students understand 21st century in terms of technology and are able to join the job market in accordance with their skills.

Vision

We are academic achievers, respectful of ourselves, our school and our community.

As a community of learners the principal, staff, and students are encouraged to live **B.L.U.E.** and **GOLD**.

B- Be respectful
L- Live responsibly
U- Uphold integrity
E- Encourage others

FARRELL AREA SCHOOL DISTRICT 2019 SCHOOL CALENDAR 2020

JULY						
S	M	T	W	T	F	S
	1	2	3	★	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

★ 4th of July Holiday

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

10 Teacher days * 5 Student days

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

20 Teacher Days * 20 Student Days

OCTOBER						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

22 Teacher Days * 22 Student Days

NOVEMBER						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

19 Teacher Days * 19 Student Days

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

14 Teacher Days * 14 Student Days

JANUARY						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

19 Teacher Days * 19 Student Days

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

19 Teacher Days * 19 Student Days

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21 Teacher Days * 21 Student Days

APRIL						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

19 Teacher Days * 19 Student Days

MAY						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 Teacher Days * 20 Student Days

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

3 Teacher * 2 Student

LEGEND

- Teachers' First/Last Day + Inservice
- Students' First/Last Day
- No School
- No School—but may be used for make-up day
- End of each nine-week period
- Act 80- Early Dismissal
- Early Dismissal
- Act 80 - No school for Students

NINE WEEKS SCHEDULE

End of 1st nine weeks: Oct 29, 2019
 End of 2nd nine weeks: Jan 17, 2019
 End of 3rd nine weeks: Mar 25, 2020
 End of 4th nine weeks: June 2, 2020

PSSA Testing Weeks

English Language Arts: Apr 20-24
 Math: Apr 27 - May 8
 Science: Apr 27 - May 8
 Make-up Days: Apr 27 - May 8

Keystone Exams

Winter Wave 1 - Dec 2-13
 Winter Wave 2 - Jan 6-17
 Spring - May 11-22

Teacher Extended Days:

Sept 19, 2019
 Nov 21, 2019
 Mar 12, 2020
 Apr 2, 2020

SPECIAL DATES SCHEDULE

- Aug 19-23 - Teacher Inservice
- Aug 26 - First Day for Students
- Sept 2 - Labor Day
- Sept 19-20 - Early Dismissal
- Oct 11 - Act 80 Early Dismissal
- Oct 14 - Columbus Day - No School
- Nov 21-22 - Early Dismissal
- Nov 28 - Dec 2 - Fall Break
- Dec 23 - Jan 3 - Winter Break
- Jan 20 - MLK Day - No School
- Feb 14 - Act 80 - No School - Students
- Feb 17 - President's Day - No School
(May be used for make-up)
- Mar 12-13 - Early Dismissal
- Mar 16 - No school
(May be used for make-up)
- Apr 2-3 - Early Dismissal
- Apr 9-13 - Spring Break - No school
(May be used for make-up)
- May 25 - Memorial Day - No School
- June 2 - Last day for students and
Graduation

Each 9 weeks = 45 Student Attendance Days
 Total Teacher Days = 186

Total Student Days = 180

Total Teacher In-Service Days = 6

Board Approved - 3.11.19

2019-2020 Important Dates

Early Dismissals

Student Early Dismissals
Kindergarten and Grade 1: 1:15 PM
Grades 2-6: 1:30 PM

September 19, 20 October 11 November 21, 22
 March 12, 13 April 2,3

Professional Development:
In-Service Days for Teachers/No School for Students

August 19,20, 21, 22, 23
February 14, 2020

End of Nine Weeks

October 29, 2019
January 17, 2020
March 25, 2020
June 3, 2020

Report Cards

November 5, 2019
January 24, 2020
April 1, 2020
June 3, 2020

Kindergarten Registration
(?)

Meet the Teachers' Night
Wednesday, September 4, 2019

PSSA Testing Window

April 20 - May 8, 2020

Please make arrangements so that your child is in attendance during these testing dates.



The School Day

Arrival and Dismissal

Regular School Schedule

<u>Grades</u>	<u>Entrance</u>	<u>Late/Tardy</u>	<u>Dismissal</u>
K and 1	7:55 am	8:00 am	2:45 pm
2	7:50 am	8:00 am	2:45 pm
3 - 6	7:30 am	8:00 am	2:45 pm

Thursday/Friday Early Dismissals

<u>Grades</u>	<u>Dismissal</u>
K and 1	1:30 pm
2 - 6	1:30 pm

Doors Open at 7:30 AM

NO student should arrive at school before 7:30 am.
There is no supervision for students prior to this!



Arriving at School

Students in **K– 2** will report directly to their classrooms. Students in grades **3 – 6** will report directly to the cafeteria. There is **no** supervision for students prior to this time; therefore, students should **not** arrive prior to 7:30 A.M.

Kindergarten: Students may enter the building at **7:55 a.m.** Students will report directly to their classrooms.

Student Drop Off and Pick Up. Student Entrances

Students in **K – 2** may be dropped off at **Door Number 14** (back door EJ McClusky Gymnasium).

Students in **grades 3-4** may enter the building using **Door Number 10**.

Students in **grades 5-6** may enter the building using **Door Number 9**.

When dropping off your child in the front of the building, do **NOT** enter the Central Parking Lot. Drop off area is on Roemer Blvd. on the **same** side as the school. Do **NOT** park across the street to drop off your child. This is a **Safety Hazard** for children as well as causing **Traffic Congestion**.

Dismissal

Students in **K-2** will be dismissed from door **number 14**.

Students in grades **3 - 4** will be dismissed from door **number 10**.

Students in grades **5 - 6** will be dismissed from door **number 9**.

At dismissal all students, upon leaving, are to meet friends or family outside the building and go directly home. They may not loiter in or around the building. Students are not to re-enter after dismissal unless it is an emergency.

Students will not stay longer after school unless parents have given permission. Reasons for staying may be to help the teacher, complete or make-up assignments, after school activities, tutoring, or serve detention.

Children may **NOT** wait in the office at dismissal time. Please make other arrangements.

Students are **NOT** permitted to go to the high school at dismissal to meet a family member or friend. Students are to wait in front of the elementary school; high school students should meet them in front of the elementary school. If the weather is inclement, students may wait inside door number 9.

It is the parent's responsibility to notify Day Care Providers of scheduled dismissals and changes in schedules. The Farrell Area School District does not notify the providers.

For safety reasons, children are **NOT** permitted to go to the playground after school.

Parents are requested to wait outside of the building when picking up and dropping off their children.

Parents are not to enter the building with their child and proceed directly to the classroom.

All students should be picked up in a timely manner. If your child is not picked up within 10 minutes of dismissal, you will have to enter the Central Office to pick your child. If this becomes an ongoing issue, failure to comply will result in actions to be taken with the appropriate agencies.



Dress Code

DRESS CODE

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 Farrell community.

This dress code policy shall be in effect during the regular school year.

TOPS

Permitted:

- Tops are permitted in the following solid colors: yellow, gold, navy, dark or royal blue, black, white and gray.
- All tops must be worn with a collar (aside from Steeler 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 (yellow, gold, navy, dark or royal blue, black, and white).
- 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 Steeler 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:**STEELER 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 “Steeler Wear,” which is defined as a spirit wear shirt affiliated with Farrell Area School District. Examples of Steeler 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 Farrell Area School District 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 Steeler 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 Steeler Wear tops must be in the following colors, including embroidery/silk screens/etc., navy blue, black, white, gold and gray. Steeler Wear tops in color combinations of navy blue, black, white, and gray are permitted.

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

BOTTOMS

Permitted:

- Bottoms are permitted in the following colors: black, navy, dark or royal blue, 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 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.* **Sagging pants are not permitted.**
- 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. Leotards are permitted but limited in color to solid black, blue, white, yellow and gold.
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.
4. Leggings and tights.

DRESSES/JUMPERS AND SKIRTS/SKORTS

1. Dresses and jumpers must be no shorter than two (2) inches from the top of the knee.
2. Dresses, jumpers and skirts/skorts must be one of the following solid colors: black, white, or khaki.
3. The hemline on skirts, skorts, dresses and jumpers must be no shorter than two (2) inches from the top of the knee.

FOOTWEAR

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 (“heelies”) 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. In addition, cheer-leading shells (vests or tops) cannot be worn singularly but must have a dress apparel approved top underneath.).

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

JEWELRY AND ACCESSORIES

- 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 to be worn in school. 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 cannot 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 (Farrell Area 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 and/or clothing pantry.

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

The Farrell Area Elementary School is committed to the belief that ALL children can learn and acknowledges that all of us working together can make a positive difference in student achievement.

PARENT RESPONSIBILITIES

As a parent/guardian of a child in the FAES, I have the responsibility to:

- Ensure that my child/children are well-rested and ready to learn when they arrive at school.
- Ensure that my child/children dress appropriately for school and that they adhere to the dress code adopted by the FASD Board of Education. See School Dress Code.
- Ensure that my child/children are dropped off and picked up on time.
- Encourage the completion of class assignments.
- Arrange for a home study time and place every day.
- Encourage my child/children to read (or read with them) every day.
- Become involved in school activities
- Partner with the school to reinforce appropriate behavior at home and at school
- Assure my child/children's compliance with approved codes of behavior and discipline.
- Help my child have prompt and regular attendance.
- Write an excuse for absence.
- Contact the school in case of extended absence.
- Contact the school with any changes in residence, phone numbers, etc.
- Help to develop my child's sense of responsibility.
- Encourage and praise my child.
- Read the Student Handbook and discuss school rules with my child/children.
- Cooperate with school personnel whenever special services are indicated for the student. Present their views, opinions, and concerns to the school administration.
- Build a positive relationship with their children, their teachers, and the school.
- Recognize that each school employee deserves consideration and respect.

- Encourage my child/ children to bring home all communications from school, read them, and if necessary, discuss them with their children.
- Participate in school/community meetings, functions, and projects.
- Call to arrange a conference with the teacher, alternative education teacher, or building administrator to discuss concerns or questions regarding their child.
- Teach their children to respect themselves and others.
- Respect my child/children's interests, capabilities, and limitations.
- Instill a positive attitude toward school in their children, recognizing that parents' attitudes and opinions often become those of their child.

STUDENT RESPONSIBILITIES

As a student at the Farrell Area Elementary School, I have the responsibility to:

- Support others.
- Keep my body from harming others.
- Listen to others and wait for my turn to be heard.
- Do the best I can.
- Respect others' opinions, feelings, and ideas.
- Respect other people's space, time and belongings.
- Use the strategies I know to help myself calm down when I'm upset.
- Remember that my behavior affects others in my community.
- Read and understand the Student Handbook.
- Know and follow rules, regulations, and exhibit good conduct.
- Strive for good attendance. Submit an excuse for absence.
- Be prepared for class.
- Try to do my best.
- Read each night, on the weekends, and during the summer.
- Cooperate with school staff should they have relevant information matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Cooperate with the school in maintaining a safe school environment.
- Express ideas and opinions in a respectful manner.
- Complete homework carefully, completely, and promptly. Make up work when absent from school.
- Exercise proper care when using public facilities and equipment.

- Be on time for all classes and other school functions.
- Dress and groom in a manner that is safe, clean, and not disruptive of the educational process.
- Avoid indecent, obscene or improper language.
- Comply with federal, state, and local laws.
- Respect the rights of teachers, administrators, and all others who are involved in the educational process. No student has the right to interfere with the education of his/her fellow students.

POLICIES AND PROCEDURES

Athletic Events

Students shall do their utmost to exercise the best discipline possible at all athletic events. All rules followed in school must be adhered to during the games under similar penalties if violations should occur. **Elementary students MUST be accompanied by an adult when attending any evening school functions, such as, athletic events and games, concerts, plays, etc.** Elementary students are to be seated while events are in process. A student could be suspended from all Farrell athletic events if the conduct is not of acceptable quality.

Respect must be shown towards all opponents, fans, and officials.

Assessments and State Testing

Students in grades K—6 take a variety of tests and assessments throughout the school year. Students are assessed to determine their instructional level and to measure academic growth. Some test are given on a computer and some are paper/pencil. If you have any questions about assessments and their purpose, time frames or results, please contact your child’s teacher.

Birthday /Celebrations

We understand that a child’s birthday is a very important day for them and their family. We have developed the following guidelines to assist in observing birthdays/celebrations.

1. It is the parent’s responsibility to contact their child’s teacher to seek permission to bring non edible treats to school.
2. Non edible treats are to be dropped off at the office.
3. **Due to an increasing number of children being sensitive or highly allergic to some ingredients and nuts, no edible treats are permitted to be distributed.**
4. The school will not deliver flowers, gifts, or balloons to the class-

rooms to observe birthdays/special occasions. These items can become distractions and some children have allergies to latex balloons.

5. Birthday party invitations may not be distributed in school.

Below are some suggestions of non-edible treats:

Other Ideas: Stickers, Pencils, Erasers, Crayons, Colored Pencils, Bookmarks, Donation of a book to the classroom or the school library in honor of your child...

Cafeteria

All students receive a free breakfast and lunch. Extra items may be purchased in the lines. Students in grades 4-6 may visit the Snack Shack on assigned days only.

Please do not send any items to school that contain nuts, as we have students with severe food allergies.

Any student with milk allergies must present a doctor's excuse to have an alternate drink with the meals.

If students are bringing a lunch to school, please follow the wellness guidelines when a child brings a lunch to school. Lunches should **not include pop**. Please do not bring in a lunch from a fast food restaurant. Glass bottles and pop are not permitted in the cafeteria.

Cell Phones and Electronics

The use by students of cell phones, MP3 Players, iPods, Palm Pilots, iPads, Tablets, and any other unauthorized media shall be prohibited during the academic school day. Such devices shall be turned off or made inoperable.

All devices should remain in the student's locker or the device will be collected by the homeroom teacher upon entering the classroom.

If a student is found to be using a cell phone or other electronic recording device during the academic day, the following will occur:

1. The first time, a student will be warned.
2. The second time, the cell phone or other electronic device will be taken from the student. It will be returned only to a parent.
3. The third time the student will lose the cell phone and other electronic media privileges

Laser pointers are not permitted on school property or on district transportation at any time.

Consequences will be issued for the unauthorized use of cell phones or electronic devices.

The school is **NOT** responsible for the loss/damage of personal item(s) that is brought to school by a student.

Child Abuse Reporting

Whenever there is reasonable cause to suspect child abuse, school officials are required by law to report these cases to the appropriate authorities.

These agencies have the legal right to interview students at school without parental consent.

Custody Issues

It shall be the responsibility of the biological or custodial parent who has a court order restricting the rights of the other parent to access a child or the child's official school records to notify the school officials of the conditions and to provide school officials with a current copy of the court order.

In cases of guardianship, the legal guardian shall be responsible for notifying the school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation or changes.

Delays or Cancellations due to Emergency or Inclement Weather

For inclement weather, please tune in to TV channels 21, 27, or 33 (Cable Channels 3, 6, or 8) for school cancellations or delays. A current phone number will be necessary to be contacted via the automated phone call system. When there are delays, students should report **two hours** later than the original schedule. There is **NO** breakfast served when there is a delay.

Elevator Use

A doctor's note is required and should be given to the nurse to use the elevator.

Emergency Cards

During the first week of school, your child will bring home an individual Emergency Card and a student release/emergency release card. Please

read, complete and return this 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, accident, or an emergency.

As the year progresses, it is imperative that **any** changes in contact information be sent to the office **immediately!** This includes changes in address, phone numbers, living arrangements, guardianships, and emergency contacts. The people you choose for your emergency contact list should be authorized to pick up your child in the event of an emergency or illness in case we are unable to contact you directly. People, even family members, who come to school to pick up your student and are not on the emergency contact list, need written authorization from a parent/guardian; the parent/guardian can also call the main office and let office staff know that an alternative person is coming to get their child. Without verbal or written permission, the office staff and teachers cannot release the student to anyone not on the emergency list.

Emergency Drills

Fire, lock down, tornado, and evacuation drills are held for all children and staff. Drills are practiced throughout the year. In the event of an emergency, parents are requested to **NOT** phone the school or attempt to enter the school. Parents will be notified of any problems as soon as emergency needs are met. Every teacher is trained for emergency drills in their classrooms and has a copy of the Crisis Management Plan.

Field Trips

All grade levels schedule field trips throughout the school year that reinforce and enhance the curriculum. Parents will receive notice of a field trip in advance of the date of the trip. Permission slips are required for all students participating in the field trip. If a Permission Slip is NOT returned by the day of the field trip, your child will NOT attend the field trip.

Parent volunteers or chaperones are often asked to accompany classes on field trips, depending on the nature of the trip and the number of adults needed. The decision of whether to take chaperones and the number of chaperones taken rests with the classroom teacher. In the event that there are more volunteers than available spots, chaperones may have to be limited. No other siblings may accompany parents who are serving as chaperones. All chaperones are required to have Act 33, 34 and FBI clearances.

Fines – Care of School Property

- Students need to be encouraged, expected, and constantly reminded to take care of all school property. This includes the building, furniture, school grounds, computers and technology, books and all other learning materials. Students should have book bags to protect books from water damage from the rain and snow.
- Report Cards are to be returned to the classroom teacher within three days.
- Lost or damaged books will result in full replacement costs.
- Lost or damaged Library books will result in full replacement costs.
- Damage to school property will result in restitution fees.

Grading

Scholastic grades are based upon test results, homework, projects, participation, etc. as determined by the individual classroom teacher.

<u>Grade</u>	<u>Percent</u>	<u>Grade</u>	<u>Percent</u>
A+	96.5-100	C+	76.5-79.49
A	92.5-96.49	C	72.5-76.49
A-	89.5-92.49	C-	69.5-72.49
B+	86.5-89.49	D+	66.5-69.49
B	82.5-86.49	D	62.5-66.49
B-	79.5-82.49	D-	59.5-62.49
		F	0-59.49

Homework

Students will be assigned homework in all grade levels. The following chart indicates what we believe is approximately the appropriate amount of time for children in each grade to be spending on homework. These time ranges assume the student is focused and on-task. If a child is having difficulty on a consistent basis completing assignments within the time frames established, parents should contact their child's teacher for assistance. Homework will not be assigned over vacation.

Grade Range	Average Time per Night
Kindergarten	0 – 10 minutes
Grades 1 – 2	10 – 20 minutes
Grades 3 – 5	30 – 50 minutes
Grade 6	60 – 80 minutes

In addition, students are encouraged to **read nightly** in addition to homework. Parents and kindergarten children should spend time together with books. Children in grades 1-6 should be reading 15 to 30 minutes nightly, based on their grade level.

Health and Nursing Services for Students

The nurse is responsible for the maintenance of health records, routine health screenings, parental contact concerning health problems, care of minor injuries, and assistance in health teaching.

Please be sure to contact the nurse if your child has any unusual health problems.

In general, medication will not be given during the school day unless absolutely necessary. If it is necessary, all medication shall be administered only by the school nurse. Please contact the school nurse for further specific guidelines that must be followed. These include the prescribed medications that must be in a container from the pharmacy labeled with the student's name. This must be accompanied by signed, written instructions from the physician and authorization from the parent on a form provided by the school. No student is to bring medicine to school.

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

Lockers

The district is not responsible for any valuables reported "missing" from the locker. The lockers are the property of the school, loaned to the student for the student's convenience. It is the responsibility of each student to keep the assigned locker clean by treating the facility with respect. Food-stuffs, perishables, etc. are not permitted in lockers for longer than one day. Swimming and gym items should be take home the same day. Lockers are subject to inspection by authorized persons at any time. Students should not have an expectation of privacy in school lockers.

Meet the Teachers

Our Meet the Teachers Night will be held on **Wednesday, September 4 from 6 – 8 P.M.** Please remember that this is a time to meet your child's teacher(s) and become familiar with the classroom. This is not a time for a

conference. Conferences can be requested.

Messages to Students

For issues of safety, telephone messages for students (such as “Please tell John to walk home”) during school hours will not be taken. Please come to the school to talk to your child or leave a note that we can give your child

Pets

Pets are not permitted in school. Parents should not bring pets to school when picking up their children.

Phone Usage

The office phone is available to students for Emergencies only. Students must ask the office staff for permission before using the phone. If you need your child to contact you before or after school, please send a note with your child indicating that you need them to call home; otherwise they will not be allowed to use the phone. Parents are encouraged to have established procedures with their child regarding after school arrangements.

Physical Education

All students must wear tennis shoes/sneakers to participate in physical education classes.

Pictures, Videotape or Other Images

Pictures, videotape or other images of students may be taken or used throughout the school year and sent to local newspapers or used on the school website, social media, or advertisements for student, school, or program recognition. Please indicate on the media release section form if you do not want your child’s picture, videotape, or other image used. Otherwise, failure to do so will serve as permission to use their image.

Principal Conference

Anyone wishing to have a conference with the principal should call for an appointment.

Smoking

District policy prohibits smoking in school buildings or on school property.

Special Education Services

All children who require special services are identified through screenings, tests and other evaluations that are administered through the school district. For additional information regarding these programs or services, please contact the elementary administration or the Special Education Di-

rector.

Transportation or After School Changes

Arrangements should be made in advance. If you need to change your student's transportation or after school arrangements, you must send a written note with the student or come to the school to make any changes. Phone calls are not accepted; this is for your child's safety. All students should be picked up immediately following dismissal. Failure to comply will result in the appropriate agency being notified.

Valuables/Money in School

The school district is not responsible for personal property of the students. Money should only be brought to school for specific school purposes (extras at lunch, book orders, etc.) and should be in a safe place. iPods, CD players, compact video games, toys, cameras, etc. should be left at home.

Visitors and School Security

The Board welcomes and encourages visits to school by parents/guardians, adult residents and interested educators. To ensure order in the schools, it is necessary for the Board to establish policy governing school visits. The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school. No visitor may confer with a student in school without the approval of the principal. In order to ensure continuity of the instructional day and to provide security and safety for our learning community, visitors must make prior arrangements for visitation, meetings, or conferences. All visitors are to enter through the Central Office. All persons entering the building **MUST** report to the Central Office to sign in. All persons **MUST** then stop in the elementary office and sign in before going to another area of the building. When signing in you will be given a badge. **This badge must be worn during the duration of the visit.** Visitors must sign out and return the visitor's badge when leaving - at the Elementary Office. We request that visitors adhere to appropriate attire when visiting our school. No unscheduled conferences, however brief, are permitted during regular school hours. Conferences and phone calls should be made with the teacher after the instructional day so as to protect the students' learning time.

Parents bringing items (homework, musical instrument, lunch) to students are asked to leave them in the elementary office for later delivery to the classroom.

Volunteers – Parent

Recognizing its responsibility to ensure the safety and welfare of students in its charge, the Board directs the Superintendent to secure a criminal history record and child abuse clearance from volunteers who have direct contact with students. In considering which volunteers have contact with students, the Superintendent or designee shall consider the individual performance responsibilities, the location where the contact is likely to occur, and whether contact is likely under supervision or observation of employees who have background checks. Persons not covered by this policy are limited to those volunteers who are determined not to have direct contact with students. All costs for the background checks will be borne by the volunteer.

Wellness Policy

The recent national concern over the childhood obesity issue has caused schools to address student health and obesity in a variety of ways. Public Law 108-265 required all local education agencies sponsoring the National School Lunch Program to implement a local wellness policy. Some of the changes in the school have been to remove all pop in the vending machines and eliminate high calorie snacks at the snack shack. Our goal is to encourage a lifetime of healthy eating habits.

ATTENDANCE

School attendance is a shared responsibility among parents/guardians, students and the school. Students who do not come to school cannot learn. We must make every effort to see that students are in school on time each day.

- Contact the school at 724-509-1114 before 8:30 A.M. to report the absence. Homework requests should be made at this time.
- Upon the child's return to school **written excuses** for each absence/tardy must be presented to the child's teacher.
- If you take your child to a doctor when he/she is absent, please secure an excuse from that doctor.
- If absences become excessive, professional documentation – not parental excuses – will be required.
- **Absences or tardies for which a written excuse is not received are considered illegal.**
- Requests for early dismissal (dental or doctor appointments) must be submitted in writing to the child's teacher prior to the appointment date. Parents are urged to make appointments after school hours.
- Examples of excused absences: illness, critical immediate family illness, pre-arranged doctor and dentist appointments, authorized school activities, death in the family, educational trips, required court attendance, religious holiday...
- Examples of unexcused absence: visiting, away from home, overslept, alarm clock didn't go off, missed the bus, no ride, out of town...
- Requested assignments will be available in the office. Students are required to complete missed work within a reasonable time frame.

Planned or Prearranged Absence – Family Vacations

Requests for family vacations during the school year must be made in writing for a legal absence to be granted. Educational Trip Request Form (obtained in the office) must be returned to the principal at least five days prior to the trip.

Excusing Children Early from School

If it becomes necessary for your child to be excused early from school,

please send a written note to the teacher indicating the time and reason. Parents are expected to sign out their children in the elementary office for appointments. Students will be called to the office upon parent arrival. Teachers are not permitted to dismiss children to a parent directly from the classroom. No child will be sent home or out to the parent's car on his or

Regular School Schedule:

<u>Grades</u>	<u>Entrance</u>	<u>Late/Tardy</u>	<u>Dismissal</u>
K and 1	7:55 a.m.	8:00 a.m.	2:45 p.m.
2	7:50 a.m.	8:00 a.m.	2:45 p.m.
3-6	7:30 a.m.	8:00 a.m.	2:45 p.m.

Thursday/Friday Early Dismissals

<u>Grades</u>	<u>Dismissal</u>
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her own.

TRUANCY

1. After **three** unexcused absences, the first warning letter will be mailed home
 2. After **six** unexcused absences, the second warning letter will be mailed home.
 3. After **nine** unexcused absences, the third and final warning letter will be mailed home.
 4. **Three tardies** equal one day of absence. A warning letter is sent home after nine tardies.
 5. After the **tenth** unexcused absences, truancy charges will be filed with the District Magistrate's Office.
1. Warning letters and truancy charges may be issued due to unexcused absenteeism or excessive tardiness or a combination of both.
 2. After the second citation for truancy, a referral will be made to Children and Youth Services.

THE SCHOOLWIDE FOCUS

SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT

To improve student performance and increase teacher instructional time by providing explicit and consistent instructions on appropriate behavior.

In order to accomplish this, the Farrell Area Elementary School has adopted **School-Wide Positive Behavior Support (SWPBS)**, an evidence-based discipline practice. **School Wide Positive Behavior Support** is a research-based approach to promote appropriate student behavior and increased learning across all education environments. Research has shown that changes such as: differentiated instructional practices; improved instructional delivery; consistent non-punitive discipline practices; opportunities for students to learn pro-social and self-management skills; consistent, clear rules and high performance expectations; and consistent enforcement of rules contribute to high achievement and pro-social behavior in children and adolescents.

The goal of **SWPBS** is academic and social success. We have established clear rules for the behaviors expected in all areas of our school. This goal is accomplished through the developments of universal expectations for ALL students, support plans for students at risk, and individualized programs for students with significant behavior challenges.

We believe that nothing can stop students from learning and performing their best, when, as a community, we embrace **Clear Behavior Expectations**. Attached you will find a **Matrix of Student Rules and Behavior Expectations** for all areas in the school building. Student expectations will be defined, taught, modeled, and monitored throughout the school year.

Vision

We are academic achievers, respectful of ourselves, our school and our community.

Our behavioral expectations are centered around the acronym:

Farrell Students are: B.L.U.E. and GOLD.

B- Be respectful

L- Live responsibly

U- Uphold integrity

E- Encourage others

Learning Opportunities and Interventions

If students make poor choices in behavior, we always start with helping the student to acknowledge (“own”) their part of the poor choice. With accepting responsibility comes a greater chance to really learn from the situation. When we work with the student, we use a variety of interventions to help them learn from their mistakes:

- ◇ Verbal Warning and explanation
- ◇ Think Time for 5 minutes in classroom
- ◇ Think Time for 10 minutes in another classroom (written intervention)
- ◇ Detention
- ◇ Contact with parents
- ◇ Referral to office

There are certain infractions that require specific immediate administrative interventions.

Inappropriate behavior will be addressed in a respectful manner focusing on teaching the skills needed for every student to be a part of the school community in an authentic and meaningful way. It is important that we all understand that our purpose is not to punish, but to recognize when a mistake is made and to teach students that they can fix their own mistakes. This requires patience and positive communication skills. We need positive and regular communication among staff members, students, and families. Depending on the seriousness of the infraction, parents may be notified of a student’s problem behavior and be asked to support in developing a solution, speak to the student, or come to a conference at the school.

What will my child experience with SWPBS?

The school year will begin with a “kick off” event in which students will be informed of what behavioral expectations are and what they look like.

- **B.L.U.E. and GOLD 200 Club- This is an individual acknowledgement system in which 10 random students per day earn a ticket for living B.L.U.E. and GOLD. Their names are put on a grid chart similar to a BINGO chart. Once a column of 10 students is filled, those 10 students will earn a special reward! All students are recognized for earning a B.L.U.E. and GOLD ticket with a phone call home, a rewards certificate and their name displayed on the board for all to see!**

- **Announcements will be made at the end of the day recognizing all of the B.L.U.E. and Gold 200 club ticket earners.**
- **Periodic rewards to recognize those students who earned: Caught Being Good, Honor Roll, Honorable Mention and Perfect Attendance at the conclusion of a grading period.**
- **Student of the Month- Awarded to students who serve as a positive role model and meet or exceed the expectations of a Farrell Area Elementary Student.**
- **Signage- Throughout the building, students are reminded of the expectations in the various areas with signs indicating appropriate behavior in order to live B.L.U.E. and GOLD.**

How can parents help with School-wide Positive Behavior Support?

Research shows, *“The link between families and positive behavioral interventions and supports is an important one. When families are meaningfully involved in educational activities their children do better in schools. Families play an important part in their child's education and social development.*

We are asking you to support our program by asking your child about the rules and reinforcing them at home. Also, parents can:

1. Remember: Make 5 positive statements to 1 negative statement to your child.
2. Set the stage for success by rewarding effort.
3. Be a good role model.
4. Talk to your child about his/her day.
5. Keep communication between you and your child's teacher active throughout the school year.
6. Give clear specific directions.
7. Stay calm and use a calm voice.
8. Set reasonable limits.
9. Be consistent.
10. Set the example – actions speak louder than words.
11. Proactively anticipate situations.
12. Have Patience
13. Focus on the POSITIVE!

	Be Respectful	Live Responsibly	Uphold Integrity	Encourage Others
Arrival	*Hands, feet, and objects to self *Noise level 1	*Arrive on time *Be here, Be ready	*Be gentle with community property *Use property as intended *Throw trash in trash cans	*Greet others politely
Dismissal	*Hands, feet, and objects to self *Noise level 1	*Take all needed materials home *Walk on the sidewalks	*Be gentle with community property *Use property as intended *Throw trash in trash cans	*Politely say goodbye to friends and staff *Remind others about assignments
Classroom & Specials	*Listen to and follow all adult directions *Get permission before using materials *Work cooperatively in groups *Leave "no trace" behind *Be ready to learn *Hands, feet, and objects to self *Noise level 0	*Raise hand/wait to be called on *Take turns *Follow school rules *Ask to borrow others' materials *Use kind and polite words	*Always do your best *Homework is completed before you enter the room *Enter/Exit quietly *Use facilities and equipment as intended *Ask for help when needed	*Be thankful to classmates and staff * "Encourage don't discourage" *Politely remind others to follow directions and listen *Encourage others to ask good questions *Ask for help when needed *Congratulate peers for working hard and making progress
Cafeteria	*Wait your turn in line *Use appropriate school language *Leave "no trace" behind *Hands, feet and objects to self *Noise level 2	*Follow procedures *Enter/Exit quietly *Wait your turn *Resolve conflicts peacefully	*Keep area clean/use trash receptacles *Recycle *Return tray to designated area *Use facilities and equipment as intended	*Report possible bullying *Set a good example for others *Be helpful when needed *Include others at the table in conversation
Assemblies & Activities	*Listen to the presenter(s) *Stay in assigned seat *Wait your turn to enter/exit *Stay in line when entering/exiting *Clap/Cheer appropriately *Hands, feet and objects to self *Noise level 0	*Remain quiet	*Leave "no trace" behind *Be thankful to the presenter(s)	* "Encourage don't discourage" *Politely remind others to follow directions and listen
Restrooms	*Flush Toilet *Wash hands *Leave "no trace" behind *Hands, feet and objects to self *Noise level 1	*Allow for privacy *Use kind and polite words	*Use facilities and equipment as intended	*Politely remind others to follow rules and be respectful
Hallways & Stairs	*Use kind and polite words *Hands, feet, and objects to self *Leave "no trace" behind *Noise level 1	*Use kind and polite words *Leave "no trace" behind *Noise level 1	*Keep lockers clean *Hang up coat and backpack *Use facilities and equipment as intended	*Encourage each other to do their best *Politely help each other to stay in line and be on time *Politely greet one another
Emergency Situation	*Listen to and follow directions from staff and emergency personnel *Hands, feet and objects to self *Noise level 0	*Be alert	*Leave "no trace" behind *Use facilities and equipment as intended	*Be helpful when necessary *Remind others to follow the routine
Technology	*Leave Screen/computer settings at normal settings *Replace mouse, keyboard, headphones, etc. to its normal place *Hands, feet and objects to self *Noise level 0	*Ask permission before you work on other assignments	*Stay on assigned websites *Stay on assigned programs	*Remind others to use the facilities and equipment as intended *Report Cyber bullying
Transportation	*Listen to and follow adult directions *Leave "no trace" behind *Hands, feet and objects to self *Noise level 1	*Follow bus rules *Use kind and polite words	*Use facilities and equipment as intended	*Politely remind others to follow the bus rules *Include others in conversation

Code of Student Conduct

LEVEL I BEHAVIORS **Insubordinate Behaviors**

Level I infractions include behaviors on the part of the student which impede orderly classroom procedures or interfere with the orderly operation of the school. These behaviors will be handled by the individual classroom teacher, or team of teachers, but sometimes require the intervention of other school support personnel, such as, but not limited to: School Nurse, Special Education Staff, and others as appropriate.

Level I offenses will include, but are not limited to, the following:

- Classroom, school disturbance, disruptive classroom or cafeteria misbehavior
- Chronic tardiness to school
- Failure to complete or carry out directions as requested
- Bringing non-instructional items, such as toys, electronic devices, etc.
- Failing to have or return required forms, books, library books, materials and equipment within specified time frame (Report Card – three school days)
- Throwing any object; littering
- Behaving in a manner which disrupts the educational process (making excessive noise in a classroom, library, or hallway.)
- Being in the hall without a pass
- Eating outside the cafeteria or in an unauthorized area(s) without permission
- Chewing gum, candy, etc.
- Verbal harassment of others
- Inappropriate display of affection
- Unauthorized sale of non-harmful items
- Inter-school/inter-classroom tardiness
- Cheating or lying
- Engaging in verbally rude or disrespectful behavior to another student.
- Improper language, inappropriate language, abusive language

- Disrespectful speech or action
- Using school computers, telephones, or other electronic devices without appropriate permission.
- Possessing prohibited electronic devices (laser pointers, cellular telephones ...)
- Disrespect toward staff
- Minor defacing
- Hitting or shoving (minor)
- Misbehavior during emergency drills (fire, evacuation, etc.)
- Wearing clothing or other items that are in violation of the student dress code.
- Use of electronic devices (cell phone, ipads, etc.)

Suggested Interventions/Consequences for Level I offenses may include the following:

- Documentation of Incident
- Warning
- Reteaching the expected behavior
- Individual discussion with child
- Checkmarks
- Non-recess
- Detention
- Student Behavior Contract
- Withdrawal of privileges
- Special non-homework assignment
- Apology
- Behavior Journal, Think Sheet, Behavior Reflection, etc.
- Confiscation
- Contacting parents
- Teacher/Parent Conference (person/phone)
- Administrative/Parent Conference (person/phone)
- Referral to Support Staff

Consequences for a Level I Offense

(All consequences will result in a parent phone call/note home)

1st Offense—Warning

2nd Offense – One week of lunch detention (bag lunch)

3rd Offense – A single 1 hour long detention (3pm – 4pm)

4th Offense – Three 1 hour long detentions (3pm – 4pm)

5th Offense – 1 day out of School Suspension (Turns into Level II Offense)
**Severe offenses will be reviewed the by building administrator, therefore
this order will/may not apply.**

***Students are expected to behave appropriately and respectfully to adults
and one another at all times.
Bullying and teasing will not be tolerated.***

LEVEL II BEHAVIORS

Disorderly Disruptive Behaviors

Level II infractions include behaviors whose frequency or seriousness tend to disrupt the learning climate of the classroom or school. These infractions, which usually result from the continuation of LEVEL I behaviors, require referral to the administrative level because the execution of LEVEL I disciplinary interventions has failed to correct the situation. Also included in this level are behaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative and support personnel. Continuation of unmodified LEVEL I misbehavior

- Abusive, obscene, or disrespectful language, writing or gestures
- Forged notes or excuses
- Violation of school attendance policies
- Failure to serve detentions within a reasonable time
- Unauthorized possession or use of school property, facilities, lockers, etc.
- Disruptive behavior during an assembly, field trips, school sponsored activities, etc.
- Leaving school grounds without permission
- Failure to report to an assigned area
- Open defiance of authority, willful refusal to do as ordered, or any form of insubordination
- Possession of obscene materials
- Cafeteria disturbance
- Loitering on school property without permission
- Unauthorized use of communication facilities in the school
- Throwing snowballs, ice, sticks, etc.

- Physical aggression (engaged in kicking, hitting, pushing, shoving)
- Social alienation (gossiping, embarrassing, spreading rumors, bullying)
- Verbal aggression (mocking, name calling, dirty looks, taunting, teasing about clothing)
- Intimidation (threatening to reveal personal information, publicly challenging to do something, defacing property or clothing)
- Using profane, obscene, vulgar language or gestures.
- Lying or giving false information to school personnel
- Theft (minor)
- Misuse of district technology
- Engaging in scholastic dishonesty (cheating/plagiarizing)

Suggested Interventions/Consequences for Level II offenses may include the following:

- Documentation of Incident
- Verbal reprimands
- Conference with student
- Confiscation
- Time Out, Isolation, Removal from Classroom Setting
- Apology
- Parent notification
- Behavior Journal, Think Sheet, Behavior Reflection, etc.
- Student Behavior Contract
- Detention
- Withdrawal of Privileges
- Out of School Suspension
- Parent conference
- Restitution
- RtII Referral/Update
- Referral to the Bullying Program
- Contact with community agencies
- Activity suspension
- Conference with the Superintendent of Schools

Consequences for a Level II Offense

(All consequences will result in a parent phone call/note home)

1st offense – A single 1-hour long detention (3pm-4pm)

2nd Offense – Three 1 hour long detentions (3pm – 4pm)

3rd Offense – 1 day Out of School Suspension

4th Offense – 3 days Out of School Suspension (parent meeting)

5th Offense – 5 days Out of School Suspension (Turns into a Level III Offense)

Severe offenses will be reviewed the by building administrator, therefore this order will/may not apply.

***Students are expected to behave appropriately and respectfully to adults and one another at all times.
Bullying and teasing will not be tolerated***

LEVEL III BEHAVIORS

LEARNING CLIMATE PERSONS OR PROPERTIES

Dangerous, Disruptive, or Violent Behaviors

Level III infractions include behaviors whose frequency or seriousness tend to disrupt the learning climate of the school, or represent a willful excessive disruption of the learning climate of the school, and/or acts directed against persons or properties and whose consequences could endanger the health or safety of others in the school. Intervention by personnel on the administrative level is required. Continued LEVEL I or II misbehavior

- Spitting on another person; biting; scratching
- Physical aggression (defacing property, stealing, physical acts that are demeaning and humiliating but not bodily harmful, locking an individual in a closed or confined space)
- Social alienation (ethnic slurs, racial slurs, sexual slurs, setting up to take the blame, publicly humiliating others, social rejection, excluding from a group)
- Verbal aggression (teasing about appearance)
- Intimidation (taking possessions – lunch, money, clothing, toys, extortion)

- Being insubordinate; defying or disobeying the lawful authority of school personnel
- Engaging in verbally rude or disrespectful behavior to staff
- Vandalism
- Possession/under influence of alcohol and/or drugs
- Theft (major); or knowingly possessing property belong to another without authorization
- Fighting (major); engaging in physically aggressive behavior
- Vandalism; Destruction of school and/or personal property
- Lewdness or indecent exposure
- Trespassing in school property when closed
- Refusal to leave school property when ordered to do so
- Threatening/intimidating behavior, harassment/sexual harassment
- Persistent incorrigible behavior and willful violation of school rules/policies
- Fireworks use/possession/sale
- Possession of tobacco products
- Setting off fire alarm
- Going into another student's locker, desk, etc.
- Disrespectful/confrontational behavior
- Engaging in gang-related behavior; Gang activity on school property or at a school event; (Wearing gang apparel, writing graffiti, making gestures or signs)
- Misuse of school communication/technology
- Endangerment
- Fraud, cheating
- Insubordination
- Physical assault
- Profanity/obscenity
- Extortion

Suggested Interventions/Consequences for Level III offenses may include the following:

- Documentation of Incident
- Removal from the classroom
- Conference with student
- Parent Notification

- Out of School Suspension
- Spitting on another person, biting, scratching is an automatic 3 days out of school suspension starting at the Kindergarten Level
- Behavior Journal, Think Sheet, Behavior Reflection, etc.
- Suspension from extra-curricular activities, school event, etc.
- Conference with the Superintendent of Schools
- Parent Conference – Student Behavior Plan
- Restitution of property or damages
- Charges and fines under the school code and criminal code as applicable
- Alternative Education
- Referral to an agency outside the school
- Expulsion

All offenses are subject to review by the building administrator.

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LEVEL IV BEHAVIORS

THREATS TO HEALTH, SAFETY OR WELFARE

Dangerous or Violent Behaviors

Level IV infractions include behaviors whose frequency or seriousness tend to disrupt the learning climate of the school, and/or acts directed against persons or property which could or do pose a threat to the health, safety, or welfare of others in the school. Such acts will require administrative action which will result in the immediate removal of the student from school and the possible intervention of law enforcement authorities. Continuation of or extreme LEVEL I, II, or III behaviors

- Physical aggression (physical violence against families or friends, threatening with a weapon, inflicting bodily harm)
- Social alienation (Maliciously excluding, manipulating social order to achieve rejection, malicious rumor mongering, threatening with total isolation by peer group)
- Verbal aggression (verbal threats of aggression against property or possessions, verbal threats of violence or of inflicting bodily harm)

- Intimidation (threats of using coercion against family or friends, coercion, threatening with a weapon)
- Extortion or attempted extortion
- Participating in an incident of group violence
- Bomb Threat or threatening phone calls
- Possession/use/transfer of weapons
- Furnishing/selling of unauthorized substance(s)
- Theft/possession/sale of stolen property
- Vandalism of school property or personal property (major)
- Transfer/sale/possession/purchase/procurement/distribution/use or under the influence of unauthorized substances; e.g., drugs, look-alike drugs, alcohol, inhalants, drug paraphernalia, etc.
- Possession of tobacco - Fine
- Disorderly conduct
- Sexual harassment (Sexually suggestive comments, innuendoes, propositions, or inappropriate physical contact of a sexual nature)
- Harassment of school personnel
- Assault against school personnel
- Unauthorized use of fire alarm or equipment
- Possession/sale/transfer/setting of incendiary devices (deliberate burning of property; containing chemical that burst into flames on contact)
- Disruption of a serious/frequent nature
- Lighted or ignited objects
- Arson or attempted arson
- Terroristic Threats/Acts
- Aggravated Assault/battery
- Other violations of federal, state or local laws

Suggested interventions/consequences for LEVEL IV offenses may include the following:

- Documentation of Incident
- Parent Conference
- Out of School Suspension
- Fine
- Restitution of property or damages
- Conference with the Superintendent of Schools

- Informal hearing with Superintendent of Schools
- School Board Notification
- Farrell Police Contacted
- Hearing
- Alternative Education
- Expulsion
- Report to Pennsylvania Department of Education

All offenses are subject to review by the building administrator.

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and one another at all times.***

Bullying and teasing will not be tolerated.

**Farrell Area Elementary School
SVSS Student Transportation Service**

August 20 - June 10

Pick-ups en-route to Farrell High School

EXPRESS ROUTE

Depart from:	Idaho St. @ Division St.	7:15 am
	Idaho St. @ Market St.	7:16 am
	Market St. @ Union St.	7:17 am
	Spearman Ave. @ Union St.	7:19 am
	Indiana Ave. @ Union St.	7:20 am
Arrive at:	Farrell Senior High School	7:31 am

Depart from:	Adams St. @ Chestnut St.	7:35 am
	Buchanon Manor	7:36 am
	Fruit Ave. @ Kedron St.	7:37 am
	Wallis Ave. @ Kedron St.	7:39 am
	Spearman Ave. @ Kishon St.	7:40 am
	Highland St. @ Spearman Ave.	7:41 am
Arrive at:	Farrell Senior High School	7:47 am

SOUTHERN ROUTE 403

Depart from:	Roemer Blvd. @ Indiana Ave.	7:15 am
	Roemer Blvd. @ Beechwood Ave.	7:15 am
	Roemer Blvd. @ Hamilton Ave.	7:15 am
	Roemer Blvd. @ Wallis Ave.	7:16 am
	Wallis Ave. @ Federal St.	7:16 am
	Fruit Ave. @ Union St.	7:16 am
	Indiana Ave. @ Union St.	7:16 am
Arrive at:	Farrell Senior High School	7:31 am

Depart from:	Bond St. @ Indiana Ave.	7:35 am
	Bond St. @ Lincoln Ave.	7:36 am
	Bond St. @ Emerson Ave.	7:37 am
	Bond St. @ Wallis Ave.	7:38 am
	Bond St. @ Spearman Ave.	7:39 am
Arrive at:	Farrell Senior High School	7:47 am

**** Student Fare: \$0.60 per ride (payable when boarding the bus)**
**** For more information, please call Mercer County Regional Council of Governments at 724-981-1561**

September 4, 2019

Dear Parent(s)/Legal Guardian(s):

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and Every Student Succeeds Act [Section 1112(e)(1)(A)]

Your child attends Farrell Area Elementary School, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Farrell Area Elementary School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional
- certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. At any time, parents and family members can request:

Information on policies regarding student participation in assessments and procedures for opting out, and

- information on required assessments that include
- subject matter tested,
- purpose of the test,
- source of the requirement (if applicable),
- amount of time it takes students to complete the test, and
- time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Japraunika Wright at Farrell Area Elementary School at 724.509.1114.

Sincerely,

Japraunika Wright

Japraunika Wright

Elementary Principal

Director of Title I Services



Parent/Student Acknowledgment Handbook and Code of Student Conduct

Please sign and return this page to school. Your signature indicates that you have reviewed the attached Handbook.

I have reviewed the Handbook and Code of Student Conduct with my child. My child is aware of the Behavior Expectations of the Farrell Area Elementary School. Thank you!

Parent Name (Print)

Student Name (Print)

Parent Name (Signature)

Student Name (Signature)

Teacher

Grade

Throughout the Handbook, wherever the word "parent(s)" appears, it shall also refer to "guardian(s)".

Comments:



