

**FARRELL AREA ELEMENTARY
SCHOOL HANDBOOK
and
CODE OF STUDENT CONDUCT**



2011 - 2012

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SCHOOL HANDBOOK**

and

CODE OF STUDENT CONDUCT

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FARRELL AREA SCHOOL DISTRICT

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

Mrs. Lora Adams-King
Superintendent
724-509-1300

Mrs. Michelle Schwartz
Special Education Director
724-509-1216

Ms. Carole Borkowski
Elementary Principal
724-509-1111

Ms. Japraunika Wright
Assistant Elementary Principal
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Mr. Lee McFerren
Assistant to the Superintendent
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724-509-1306

Mrs. Janet Thiel
School District Nurse
724-509-1251
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Office Secretaries
Mrs. Cindy DeCarmen
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724-509-1114

FARRELL AREA SCHOOL DISTRICT

2011 SCHOOL CALENDAR 2012

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3
3	★	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				
★ 4th of July Holiday							8 Teacher Days and 5 Student Days							21 Teacher Days and 21 Student Days						
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
20 Teacher Days and 19 Student Days							18 Teacher Days and 18 Student Days							16 Teacher Days and 16 Student Days						
JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4					1	2	3
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24
29	30	31					26	27	28	29				25	26	27	28	29	30	31
20 Teacher Days and 20 Student Days							20 Teacher Days and 19 Student Days							21 Teacher Days and 21 Student Days						
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
18 Teacher Days and 18 Student Days							22 Teacher Days and 22 Student Days							2 Teacher Days and 1 Student Day						

LEGEND

- Teachers' First/Last Day + Inservice
- Students' First/Last Day
- No School
- No School-but may be used for make-up da
- End of each nine-w eek period
- Act 80 Days - Early Dismissal

SPECIAL DATES SCHEDULE

- | | |
|---------------------------------------|--|
| Aug 22-24 Teacher In-Service | Jan 16 MLK Day - No School |
| Aug 25 First Day for Students | Feb 17 Teacher In-Service |
| Sept 5 Labor Day - No school | Feb 20 Presidents Day - No school |
| Oct 7 Teacher In-Service | Mar 23 No School or Make-up Day |
| Oct 10 Columbus Day - No school | <i>Apr 5-9 Spring Break</i> |
| Nov 23-28 Fall Break - No school | May 28 Memorial Day - No school |
| Dec 23-Jan 2 Winter Break - No school | June 1 Last Day for Students and Senior Graduation |
| | June 4 Teacher In-Service |

NINE WEEKS SCHEDULE

- Oct 31 End of 1st nine w eeks
- Jan 18 End of 2nd nine w eeks
- Mar 26 End of 3rd nine w eeks
- June 1 End of 4th nine w eeks

PSSA TESTING WEEKS

- Mar 12 - 23, 2012: Math & Reading
- Apr 16 - 20, 2012: Writing
- Apr 23 - 27, 2012: Science

Each 9 w eeks = 45 Student Attendance Days

Total Teacher Days = 186

Total Student Days = 180

Total Teacher In-Service Days = 6

BOARD APPROVED: Mar 14, 2011

2011-2012 IMPORTANT DATES

Act 80/Friday Early Dismissals

Kindergarten: 1:10 P.M.

Grade 1: 1:15 P.M.

Grades 2 – 6: 1:35 P.M.

September 2, 16, 30

October 14, 21, 28

November 4, 18

December 2, 16

January 6, 20

February 3, 10

March 2, 30

April 20

May 4, 11, 18

Professional Development: Inservice Days for Teachers/No School for Students

August 22, 23, 24, 2011

October 7, 2011

February 17, 2012

June 4, 2012

End of Nine Weeks

October 31, 2011

January 18, 2012

March 26, 2012

June 1, 2012

Report Cards

November 7, 2011

January 23, 2012

April 2, 2012

June 1, 2012

Meet the Teachers' Night

Wednesday, September 14, 2011

PSSA Testing Window

March 12 – April 27, 2012

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

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.**

The simple, three main school “rules” are:

Respect Yourself

Respect Others

Respect Your Environment

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?

Daily Positives: Positive messages are read during the morning announcements.

Positive Verbal Feedback: Noticing and giving credit when positive behavior is observed.

Positive Referrals: Teachers “catch” students going above and beyond the expectations of a FAES student and are rewarded with a positive referral. These are redeemed for special events.

Tickets/Rewards: Students will earn tickets for doing the right thing. They can receive tickets anywhere in the school – cafeteria, computer lab, hallways, classrooms, and any where they are caught doing the right thing. They can redeem these tickets for prizes and rewards.

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.

Classroom and School-wide Celebrations: Student and Teacher Recognition.

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!

BEHAVIOR EXPECTATIONS

RESPECT	YOURSELF	OTHERS	ENVIRONMENT
Hallways	<ul style="list-style-type: none"> *Go directly to assigned areas *Keep appropriate space between others *Walk facing forward 	<ul style="list-style-type: none"> *Close doors and lockers quietly *Stay to right side of steps and hallways *Use quiet school language *Hands, feet and objects to self 	<ul style="list-style-type: none"> *Keep lockers clean *Hang up coat and backpack *Leave "no trace" behind *Use facilities and equipment as intended
Classroom/ Specials	<ul style="list-style-type: none"> *Have materials ready *Be on time *Keep desk organized *On-task comments *Stay in designated area *Complete assignments to best of your ability 	<ul style="list-style-type: none"> *Raise hand/wait to be called on *Take turns *Follow school rules *Ask to borrow others materials *Use quiet school language *Hands, feet and objects to self 	<ul style="list-style-type: none"> *Take care of materials *Get permission before using and returning materials *Enter/Exit quietly *Leave "no trace" behind *Use facilities and equipment as intended
Cafeteria	<ul style="list-style-type: none"> *Wash hands before eating *Stay in designated area 	<ul style="list-style-type: none"> *Follow designated procedures *Enter/Exit quietly *Wait your turn *Hands, feet and objects to self *Use quiet school language 	<ul style="list-style-type: none"> *Keep area clean/use trash receptacles *Recycle *Return try to designated area *Leave "no trace" behind *Use facilities and equipment as intended
Transportation	<ul style="list-style-type: none"> *Be ready and be on time *Walk to/from vehicle *Go directly to your seat *Use seat belt if required *Stay seated while vehicle is moving *Face forward/keep feet down 	<ul style="list-style-type: none"> *Obey adults and follow bus rules *Hands, feet and objects to self *Use quiet school language 	<ul style="list-style-type: none"> *Leave "no trace" behind *Use facilities and equipment as intended
Assemblies/ School Activities	<ul style="list-style-type: none"> *Stay with designated staff *Go directly to your area – be seated *Follow rules *Demonstrate listening skills 	<ul style="list-style-type: none"> *Remain quiet *Respond appropriately and clap *Show appreciation *Hands, feet and objects to self 	<ul style="list-style-type: none"> *Leave "no trace" behind *Use facilities and equipment as intended
Restrooms	<ul style="list-style-type: none"> *Ask permission *Follow designated restroom procedure *When using restroom: flush, wash hands with soap and water, turn off water, dry hands, throw away paper *Check clothing 	<ul style="list-style-type: none"> *Allow for privacy *Keep hands, feet and objects to self *Use quiet school language 	<ul style="list-style-type: none"> *Leave "no trace" behind *Use facilities and equipment as intended
Playground	<ul style="list-style-type: none"> *Dress for the weather *Follow designated procedure *Follow staff directions *Stay in designated area 	<ul style="list-style-type: none"> *Take turns *Ask to use items and share school things *Ask to join an activity *Follow game rules *Use outside voice and school language *Keep hands, feet and objects to self 	<ul style="list-style-type: none"> *Leave "no trace" behind *Use facilities and equipment as intended
Emergency Situation	<ul style="list-style-type: none"> *Follow designated emergency procedures quickly *Remain calm *Be alert and listen *Stay with staff *Stay in designated area 	<ul style="list-style-type: none"> *Keep hands, feet and objects to self *Use quiet school language 	<ul style="list-style-type: none"> *Leave "no trace" behind *Use facilities and equipment as intended
COMMUNITY	<ul style="list-style-type: none"> *Be on time *Have materials ready *Follow dress code *Stay in designated area 	<ul style="list-style-type: none"> *Follow directions *Follow chain of command *Complete tasks requested *Use quiet school language *Keep hands, feet and objects to self 	<ul style="list-style-type: none"> *Return tools/materials to designated areas *Use only materials needed for task/job *Leave "no trace" behind

CODE OF STUDENT CONDUCT

LEVEL I BEHAVIORS: CLASSROOM/SCHOOL FACILITIES

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: Response to Intervention and Instruction (RtII) Team, Social Worker, 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.

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

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: LEARNING CLIMATE/SCHOOL REGULATIONS

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. A referral to the RtII Team will be made by the classroom teacher. Administration will contact the RtII and any support staff as needed.

- 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

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. RtII follow-up will be done by the administration. All school support intervention and community agencies will be called upon. Referrals to police and the legal system may also be used.

- 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 day 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

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. The RtII follow-up is required. Community agency referral will be made as applicable.

- 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
- Southwest Regional Police Contacted
- Hearing
- Alternative Education
- Expulsion
- Report to Pennsylvania Department of Education

***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 their children are well-rested and ready to learn when they arrive at school.
- Ensure that their children dress appropriately for school. See School Dress Code.
- Encourage the completion of class assignments.
- Arrange for a home study time and place every day.
- Encourage their 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 their 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 their 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 their 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, RtII, or building administration to discuss concerns or questions regarding their child.
- Teach their children to respect themselves and others.
- Respect their 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.

Birthday Treats/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 treats to school.
2. Treats are to be dropped off at the office.
3. Due to increasing number of children sensitive or highly allergic to some ingredients and nuts, we are requesting that no homemade treats be distributed.
4. The school will not deliver flowers, gifts, or balloons to the classrooms 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.

As part of our Wellness Policy, only healthy snacks or non-edible treats should be provided. Below are some suggestions:

Food Related Snacks: Pretzels, Baked Chips, Teddy Grahams, Low fat Popcorn, Soft pretzels and mustard, Fruit, Raisins, Trail Mix (No Nuts), Raisins, Apple Slices (pre-packaged), Rice Cakes, Granola bars without icing or nuts, 100% Juice Boxes, Small bottles of water, Animal Crackers, 100 Calorie Packet Snacks, Goldfish, Fresh fruits and vegetables, Yogurt, Pizza (no extra cheese and no more than one meat), Puddings, String Cheese, etc.

Other Ideas: Stickers, Pencils, Erasers, 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.

Birthday treats will not be distributed in the cafeteria.

Cell Phones and Electronics

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

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 privilege.

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

The school is NOT responsible for any loss/damage.

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 listen to radio station WPIC or TV stations 21, 27, or 33 (Cable Channels 3, 6, or 8) for school cancellations or delays. Also, if your phone number is current, you will be contacted via an 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. 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 and/or accident.

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.

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. If a Report Card is not returned, there will be a 50 cent charge for a new Report Card.

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.

A+	96.5 – 100
A	92.5 – 92.49
A	89.5 – 100
B+	86.5 – 89.49
B	82.5 – 86.49
B-	79.5 – 82.49
C+	76.5 – 79.49
C	72.5 – 76.49
C-	69.5 – 72.49
D+	66.5 – 66.49
D	62.5 – 66.49
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 medication 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. Foodstuffs, perishables, etc. are not permitted in lockers for longer than one day. Swimming and gym items should be taken 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 14 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.

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 for student or 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.

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 Director.

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.

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 though 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 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 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.
6. Warning letters and truancy charges may be issued due to unexcused absenteeism or excessive tardiness or a combination of both.
7. After the second citation for truancy, a referral will be made to Children and Youth Services.

The School Day Arrival and Dismissal

Transportation Schedule:

<u>Grades</u>	<u>Bus Stop</u>	<u>Dismissal</u>
K	7:50 a.m.	2:05 p.m.
1	7:50 a.m.	2:10 p.m.
2 and 3	7:40 a.m.	2:45 p.m.
4, 5, 6 (Wheatland only)	7:40 a.m.	2:45 p.m.

Regular School Schedule:

<u>Grades</u>	<u>Entrance</u>	<u>Late/Tardy</u>	<u>Dismissal</u>
K	8:00 a.m.	8:05 a.m.	2:05 p.m.
1	7:55 a.m.	8:00 a.m.	2:10 p.m.
2 and 3	7:50 a.m.	8:00 a.m.	2:45 p.m.
4, 5, and 6	7:45 a.m.	8:00 a.m.	2:45 p.m.

Friday Dismissals

<u>Grades</u>	<u>Dismissal</u>
K	1:10 p.m.
1	1:15 p.m.
2 and 3	1:35 p.m.
4, 5, and 6	1:35 p.m.

Doors Open at 7:45 a.m.

NO Student should arrive at school before 7:45 a.m.

There is **no** supervision for students prior to this!

Safety Information:

All doors except for the Central Office Entrance will be locked to outside access at 8:30 a.m.

Arriving at School

Students in **grades 1-6** may enter the building at **7:45 A.M.** Students in grades 1 – 3 will report directly to their classrooms. Students in grades 4 – 6 will report directly to the cafeteria. There is **no** supervision for students prior to this time; therefore students should **not** arrive prior to 7:45 A.M.

Kindergarten: Students may enter the building at **8:00 a.m.** Students will report directly to their classrooms.

Student Drop Off and Pick Up. Student Entrances

Students in **grades 1-3** may be dropped off at **Door Number 3** (front of building) or **Door Number 7** (back of building).

Students in **grades 4-6** may enter the building using **Door Number 3**. They are to report directly to the **cafeteria** for breakfast. Supervision will be provided in the cafeteria at 7:45. **Do not report prior to 7:45!**

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 block the school bus loading and unloading area. Do **NOT** park across the street to drop off your child. This is a **Safety Hazard** for children as well as causing **Traffic Congestion**.

If you are dropping your child off at Door Number 7, pull up to the Stop Sign and drop your child off. Do not park or wait in this lane. Do not pull into the cafeteria parking lot. If you wish to walk your child to Door Number 7, please park in the lower parking lot only. Do not park in the fire lanes by EJ Gym or the FAES.

Kindergarten: Students should be dropped off no earlier than **8:00 a.m.**

Dismissal

Walkers in **grades 1-3** will be dismissed from door **number 7**.

Bus students in grades **1-3** will be dismissed from door **number 3**.

All students in grades **4, 5, and 6** will be dismissed from door **number 4**.

Wheatland bus students in grades 4, 5, and 6 will be dismissed from **door number 3**.

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 3.

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.

Once students are dismissed, they are **NOT** to re-enter the building unless it is an emergency.

All Kindergarten and Grade 1 students must be met at the child's assigned Bus Stop at dismissal or the child will be returned to the Elementary Office. Emergency Contact numbers must be kept current so that you may be called to come pick up your child.

Parents are requested to wait outside of the building when picking up and dropping off their children both before and after school at both the Farrell Area Elementary School and at the John Hetra Early Childhood Center (Kindergarten).

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



Student safety and parent cooperation go hand in hand during student arrival and dismissal. With the number of students, volume to traffic and parking limitations, as well as buses, your cooperation, patience and support are essential for safety first and convenience second.

SCHOOL BUS CODE OF CONDUCT

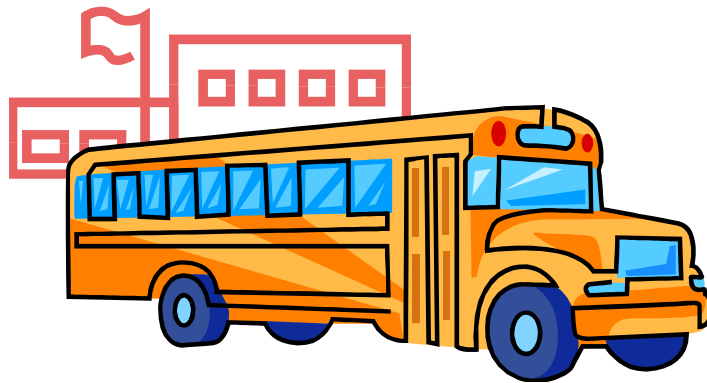
Transportation by school bus is a privilege, not a right. Students are expected to behave in a manner that does not interfere with the safety of others. Students who violate the rules may receive disciplinary action and/or a suspension from bus privileges.

Students will:

- Arrive at their designated stop five minutes before the bus is scheduled to arrive.
- Sit in their assigned seats and stay seated while the bus is moving.
- Walk in front of the bus when crossing the road or street.
- Follow the bus driver's directions at all times. Listen to the bus monitor.
- Keep head and hands inside the bus and feet on the floor.
- Be courteous and keep all noise at a low level.
- Stay clear of the emergency door until needed.

Students will not:

- Open window without the bus driver's permission.
- Disturb the bus driver.
- Eat or drink on the bus.
- Push, shove, fight or act aggressively on the bus or at any designated bus stop.
- Use profane or obscene language.
- Be in possession of squirt devices, water bottles, glass containers, weapons, tobacco, or live animals.
- Vandalize the bus in any way.
- Ride a different bus or exit at a different stop without written permission from a parent or guardian and approved by the administration or transportation director.





BUS PROBLEMS

Consequences

All bus incidents are to be documented.

First Offense:

- Talk with student.
- Notify parent of incident.

Second Offense:

- Talk with student.
- Notify parent of incident.
- Suspend transportation privileges for three (3) days.
- Notify support staff for intervention.

Third Offense:

- Talk with student.
- Notify parent of incident.
- Suspend transportation privileges for five (5) days.
- Notify support staff for intervention.

Fourth Offense:

- Talk with student.
- Notify parent of incident.
- Suspend transportation privileges for ten (10) days.
- Notify support staff for intervention.

Fifth Offense:

- Talk with student.
- Notify parent of incident.
- Suspend transportation privileges for the school year.

Dress Code

The purpose for implementing this student dress code for all students 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; contribute to safety; increase the atmosphere for school pride and personal appearance; and enhance the image of students and the school in the Farrell and Wheatland communities. The responsibility for student dress rests primarily with you as parents. Please know that we not only appreciate but respect the supervision our parents provide on a daily basis. This policy is being instituted to benefit all students and provide a positive learning environment for everyone.

Students are permitted to wear:

- Skirts, dresses and shorts that do not rise above fingertips when their hands are extended at their sides and are loose fitting.
- Overalls and suspender-style dresses and skirts with both straps fastened.

Students are not permitted to wear:

- Cut-off shorts, short shorts, and spandex.
- Halter, midriff exposure tops, spaghetti straps, bare-shoulder tops, open-belly shirts, tube tops, backless tops, low cut tops or see-through (sheer) clothing.
- Undershirts, homemade cut off shirts, or sleeveless shirts.
- Tattered, droop, baggy, sag look, rolled pant legs or cut-offs. Tear way or snap pants. Pants are not permitted to be worn below the hip level; this includes sweat pants.
- Articles of clothing that do not meet. NO skin showing at the waist/hip area. Underwear may not be seen.
- Pajamas or sleepwear.
- Sleeveless t-shirts (tank tops) or undershirts (thermals) are not to be worn alone.
- Gym or pool clothing outside of the gym or pool.
- Outdoor clothing, such as heavy coats or parkas in the school; have students keep a sweatshirt/sweater in the locker for cooler days.
- Clothing or accessories with obscene, suggestive, provocative, vulgar language, alcohol, violence, tobacco, drugs, sex, and sexual harassment related logos/images/writing. No inappropriate "double-meaning" shirts or clothing should be worn.
- Any gang attire, symbols, signs, tattoos, hairstyles, jewelry, or other things which are evidence of membership in, or affiliation with, recruitment, or desire to be affiliated with, any gang.
- Any other articles of clothing or matters of dress that are disruptive of the educational process or that constitute a health or safety hazard.

Footwear

Permitted:

- Students are required to wear any style of “closed toe” footwear with either a rubber sole or leather sole, which includes: dress shoes, casual shoes, athletic shoes, closed-toe Crocs, boots, and closed toe sandals.

Not Permitted:

- “Open toe” footwear
- Slippers and flip flops of any kind
- Shower shoes are strictly prohibited.
- Shoes with wheels (“heelies”)
- Bare feet

Accessories:

- Sunglasses. Students may not wear tinted/sun glasses in school unless prescribed by a medical doctor or eye specialist.
- Adornments, which tend to mar or damage school property. Chains on apparel or book bags are prohibited.
- Head coverings, (stocking or wave caps, do-rags, caps/hats, bandannas, handkerchiefs, headbands, hoods, headsets, or other headgear) are not permitted in the building.
- Purses, backpacks and book bags may not be carried to class. All coats, purses and bags are to be left in the lockers until the end of the school day.
- Lotions, crèmes, nail polish, body spray, perfumes, etc. are not permitted to be used in school.

Hair is to be clean and neatly groomed.

Procedures when there are violations of the Dress Code:

1. The teacher will talk to the student privately.
2. The student will have the opportunity to correct the infraction. For example: pull up pants, remove head covering or chain, put item in locker, etc. Items will be taken home and not returned to school again.
3. The student may be sent to the office to borrow clothes from the clothes closet in the nurse’s room.
4. If it is not possible to remove/change the inappropriate items, parents will be contacted by the office and asked to bring appropriate clothing.

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:

