

# *FARRELL AREA ELEMENTARY SCHOOL*

## *Student-Parent Handbook*

*2023 - 2024*



*1600 Roemer Blvd.*

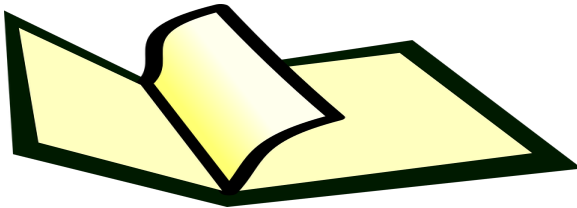
*Farrell PA 16121-1437*

*724-509-1114*

*Office Hours 7:30 a.m. - 3:30 p.m.*

## Table of Contents

Mission, Belief, Vision Statement	3
Welcome	4
Staff List	5
School Calendar	6
Important Dates	7
School Day	8 - 10
Dress Code	10 - 13
Policies and Procedures	12 - 23
Attendance	23 - 25
School Wide Positive Behavior	25
Code of Conduct	26 - 30
Shenango Valley Shuttle Service	30
Title I Parent Right to Know	31 - 32
Parent/Student Acknowledgement	33



## 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 the 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.





## Farrell Area Elementary School



### Welcome

This handbook has been written to clearly communicate information, policies, and expectations to our students and their parents. It is essential for parents to 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,

Farrell Elementary School  
Principal

**Farrell Area Elementary  
Faculty and Staff List  
2023-2024**

**Principal**

**Administrative Assistant**

rs. Margaret “Peg” Principi

**Aidance**

s. Jordan Snyder

**e K**

rs. Caitlyn Elder

s. Isabella Rapone

**Kindergarten**

rs. Hannah Hart

rs. Kelly Hellmann

s. Hallie Myers

**Grade One**

s. Megan Greene

rs. Kayla Schieb

rs. Amy Stoots

**Grade Two**

rs. Hailey Hartman

s. Melissa Purich

rs. Tyffanie Slevin

r. Edward Turosky

**Grade Three**

rs. Nicole Donatelli

rs. Jennifer Nixon

s. Samantha Wiesen

**Grade Four**

rs. Megan Ondo

r. Brent Shrawder

rs. Leah Stevens

**Grade Five**

r. Tom Cocain

rs. Valerie Morrison

rs. Corrina Patak

**Grade Six**

s. Lisa Aiello

rs. Lisa Cryzter

r. Michael Cummings

r. Stephen Searle

**Learning Support**

rs. Sarah Harrison (K-2)

s. Alexis Jewell (3-4)

rs. Jennifer Simitoski (5-6)

s. Ashley Smoot (K-6-IEP)

**Life Skills Support**

Ms. Audra Eberhart (K-6)

**Title I Teachers**

Mrs. Jennifer Erdman (K-6)

Mrs. Cynthia Fell (K-6)

Mr. Keith Fustos (K-6)

Mr. Arthur Hunyadi (K-6)

Mrs. Nicole Lombardi (K-6)

Mrs. Jennifer Riethmiller (K-6)

**Related Arts**

Mrs. Delaney Munnal, Art

Mrs. Tracy Hood, Library

Mrs. Danielle Chavers, Phys. Ed.

Ms. Rachel Henry, Music

Ms. Brandy Rush, SEL

Mr. Ian McCann, Band

Mr. Chad Folsom, Computer Literacy

**Classroom Aides**

Ms. Janet Alden–Pre-K

Ms. Tara Jones–Pre-K

Mrs. Juliana Ferguson–Kindergarten

Mrs. Deanna Thomas–1st Grade

Ms. Meghan Lego–2nd Grade

**Learning Support Aides**

Mrs. Jennifer Ramm (LSS K-3)

Ms. Valerie Taylor (3/4)

Ms. Cristin Pollok (5/6)

Ms. Angela McKnight (ES K-6)

**Casual Substitutes**

Ms. Jaimee Stiger

Mrs. Lori Seinar-Roknick

**Special Education Director**

Mr. John Seybert

**Gifted Support District Wide**

Mrs. June Allenbaugh

**Speech**

Mrs. Rebecca Buchman

Mr. John Cone

**Attendance Officer**

Mrs. Ruth Rawlins

**District Nurse**

Mrs. Natasha Copfer, RN

# FARRELL AREA SCHOOL DISTRICT 2023 SCHOOL CALENDAR 2024

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

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				

21 Teacher days \* 20 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			

20 Teacher days \* 19 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				

21 Teacher days \* 21 Student days

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		

12 Teacher days \* 9 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		

18 Teacher days \* 18 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		

20 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

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

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						

16 Teacher days \* 16 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						

18 Teacher days \* 18 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	★	20	21	22
23	24	25	26	27	28	29
30						

★ Juneteenth Holiday

## 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
- Early Dismissal

## NINE WEEKS SCHEDULE

End of 1st nine weeks: Oct 25, 2023  
 End of 2nd nine weeks: Jan 12, 2024  
 End of 3rd nine weeks: Mar 20, 2024  
 End of 4th nine weeks: May 29, 2024  
 Each 9 weeks = 45 Student Attendance Days  
 Total Teacher Days = 186

## SPECIAL DATES SCHEDULE

August 16-18 - Teacher In-service  
 August 21 - First Day for Students  
 Sept 4 - Labor Day - No School  
 Oct 6 - Teacher In-service Day  
 Oct 9 - Columbus Day - No School  
 Oct 12-13 - Early Dismissal  
 Nov 22-27 - Fall Break  
 Dec 21-22 - Early Dismissal  
 Dec 25 - Jan 2 - Winter Break  
 Jan 3 - Teacher In-service Day  
 Jan 15 - MLK Day - No School

## PSSA Testing Weeks

ELA - Apr 22-26, 2024  
 Math - Apr 29-May 3, 2024  
 Science - Apr 29 - May 3, 2024  
 Makeup - Apr 29 - May 3, 2024

Feb 16 - Teacher In-service Day  
 Feb 19 - Presidents' Day - No School  
 (May be used for make-up)  
 Feb 22-23 - Early Dismissal  
 Mar 27 - Apr 1 - Spring Break - No School  
 (May be used for make-up)  
 May 2-3 - Early Dismissal  
 May 27 - Memorial Day  
 May 29 - Last Day for Students and Teachers and Graduation

## Keystone Exams

Winter Wave 1 - Dec 4-15, 2023  
 Winter Wave 2 - Jan 3-17, 2024  
 Spring - May 13-24, 2024

Total Student Days = 180

Total Teacher In-Service Days = 6

Board Approved 2.13.23



## **2023-2024**

### **Important Dates**

#### **Student Early Dismissals**

Pre-K thru 2 dismiss at 1:25 p.m.

3 thru 6 dismiss at 1:30 p.m.

October 12, 13, 2023

December 21, 22, 2023

February 22, 23, 2024

May 2, 3, 2024

#### **Professional Development**

##### **In-Service Days for Teachers/No School for Students**

August 16, 17, 18, 2023

October 6, 2023

January 3, 2024

February 16, 2024

#### **Interim Reports**

September 21, November 30, February 15, April 26

#### **End of Nine Weeks**

October 25, 2023

January 12, 2024

March 20, 2024

May 29, 2024

#### **Report Cards**

November 1, 2023

January 19, 2024

March 26, 2024

May 29, 2024

#### **Pre-K and Kindergarten Orientation**

Wednesday, August 16, 2023

4:00 p.m. - 5:30 p.m.

#### **Open House and Book Fair**

Wednesday, September 20, 2023

5:00 p.m. - 7:00 p.m.

#### **PSSA Testing Window**

April 22 - May 26, 2024

***\*\*Please make arrangements so that your child is in attendance.\*\****



# The School Day

Arrival and Dismissal

*Doors Open at 7:45 am*

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

## Regular School Schedule

**Pre-K thru 2:** Arrive-7:45 a.m. Late/Tardy-8:00 a.m. Dismissal-2:40 p.m.  
Enter and Exit at Door 17.

**3 thru 4:** Arrive-7:45 a.m. Late/Tardy-8:00 a.m. Dismissal-2:45 p.m.  
Enter and Exit at Door 10.

**5 thru 6:** Arrive-7:45 a.m. Late/Tardy-8:00 a.m. Dismissal-2:45 p.m.  
Enter at Door 10 and Exit at Door 9.

## Early Dismissal

**Pre-K thru 2** dismiss at 1:25 p.m.  
**2 thru 6** dismiss at 1:30 p.m.





## **ARRIVING AT SCHOOL**

All students will report directly to their classrooms. Students should **not** arrive prior to 7:30 A.M.

## **STUDENT DROP OFF, PICK UP, AND STUDENT ENTRANCES**

Students in **Pre-K - 2 grade** may enter through **Door Number 17**.

Students in **grades 3-6** may enter the building using **Door Number 10**.

When dropping off your child in the front of the building, do **NOT** enter the Central Office Parking Lot. The 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 **Pre-K** will be dismissed from Door 17. Students will only be released to a parent, guardian, or individual listed on Pikmykid or the emergency contact form. A valid photo ID or driver's license must be shown. Classroom identification badge must be visible in your vehicle.

Students in **PreK - 2** will be dismissed from **Door 17**.

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

Students in grades **5 - 6** will be dismissed from **Door 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 be permitted to 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 to 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 9 or 10**.

It is the parent's responsibility to notify day care providers of scheduled dismissals and changes in schedules. The Farrell Area Elementary School does not notify the providers. For safety reasons, children are **NOT** permitted to go to the playground after school. **Parents are required 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 up. If this becomes an ongoing issue, the appropriate agencies will be contacted.**

### **DRESS CODE**

#### **Students are permitted to wear:**

Pants near or at the waist level.

- 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 and short shorts
- 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 away or snap pants.
- Pants are not permitted to be worn below the hip level;
- 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, 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 constitutes a health or safety hazard.

## **FOOTWEAR**

### **Permitted:**

- Students are required to wear any style of “closed toe” footwear with a back strap. Shoes should have a rubber sole or leather sole, which includes: dress shoes, casual shoes, athletic shoes, closed-toe Crocs, boots, and closed toe sandals. Socks must be worn with any open toe shoe. During physical education classes, students must wear athletic shoes.

### **Not Permitted:**

- “Open toe” footwear
- Slippers, slides or flip flops of any kind
- Shower shoes are strictly prohibited
- Bare feet

## **ACCESSORIES**

- Sunglasses, may not wear tinted/sunglasses 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 bookbags 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 applied in school.

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 or 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.

### **DRESS CODE EXCEPTIONS**

- 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.
- 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, cheerleading shells (vests or tops) cannot be worn singularly.

### **HAIR**

- Hair is to be clean and neatly groomed.
- Hair must not be worn in a way which obstructs the natural vision from students 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 bookbags.
- No head coverings are permitted to be worn in school. This includes, but is not limited to, caps, hats, hoods, bandanas, wave caps, sweat-bands, 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 the religious belief or religion which 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.

### **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 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 tests 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 **no edible treats are permitted to 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.

Below are some suggestions of non-edible treats:

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 meals.

If students are bringing lunch to school, please follow the wellness guidelines. Students are not permitted to have commercial or other deliveries arranged of commercially prepared food items to them at the school. The delivery of outside food items by vendors will be confiscated. Glass bottles and pop are not permitted in the cafeteria.

### **CELL PHONES AND ELECTRONICS**

The use by students of cell phones, non-district assigned 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 devices during the academic day, the following will occur:

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

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 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 into TV channels 21, 27, or 33 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 school delay.

### **ELEVATOR USE**

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

### **EMERGENCY FORMS**

During the first week of school, your child will bring home an individual Emergency Form and a student release/emergency release form. Please read, complete and return this to school by the end of the 1st week of school. It is important for the school to have these forms 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 child 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



the 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 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.
- Lost or damaged Chromebooks, chargers, or any other technology

will result in full replacement costs.

- Damage to school property will result in restitution fees.

## **HOMELESSNESS**

The McKinney - Vento Act defines homeless children as “individuals who lack a fixed regular and adequate nighttime residence”.

The Act provides examples of children who fall under this definition. They are children and youth...

- sharing housing due to loss of housing, economic hardship.
- living in motels, hotels, trailer parks, or campgrounds due to lack of alternative accommodations.
- living in emergency or transitional shelter
- abandoned in hospitals.
- whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g., park benches, etc.)
- living in cars, parks, public spaces, abandoned buildings, substandard housing, or bus or train stations
- “unaccompanied homeless youth” including any child who is not in physical custody of a parent or guardian (this includes runaways, children thrown out of their home, abandoned by parents/guardians, or separated from their parents for any other reason)
- “migratory children ” whose parent(s) or spouse(s) are migratory agricultural, fishermen, dairy workers etc. who have moved from one school district to another in the preceding 36 months in order to obtain temporary or seasonal employment.

If you think you or your family is currently in a situation similar to any of the above examples, please contact Mr. John Seyber, Director of Special Education at 724-509-1216 or in person at Farrell Area High School.

## **GRADING**

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

<b><u>Grade</u></b>	<b><u>Percent</u></b>	<b><u>Grade</u></b>	<b><u>Percent</u></b>
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.

<b>Grade Range</b>	<b>Average Time per Night</b>
Pre - K	0 – 10 minutes
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** . Parents, PreK 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.

### **LOCKERS AND CUBBIES**

The district is not responsible for any valuables reported "missing" from the locker or cubby. The lockers and cubbies 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 and cubby clean by treating the facility with respect. Food, perishables, etc. are not permitted in lockers and/or cubbies for longer than one day. Swimming and gym items should be taken home the same day. Lockers and cubbies are subject to inspection by authorized persons at any time. Students should not have an expectation of privacy in school lockers and cubbies.

### **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.

### **OPEN HOUSE**

Open House will be held on Wednesday, September 20 from 5 – 7 p.m.

### **PETS**

Pets are not permitted in school or on school grounds. Parents should not bring pets to school when dropping off or picking up their child.

### **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.

### **PICTURE, VIDEOTAPE OR OTHER IMAGE**

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. Please call Dr. Emily Clare at 724-509-1114

### **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, Mr. John Seybert at 724-509-1258

### **TRANSPORTATION OR AFTER SCHOOL CARE**

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 the 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 kept in a safe place. Cell phones, smart watches, 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. Photo identification is required. Identification badge must be worn while in the building. All persons **MUST** then stop in the elementary office and sign in before going to another area of the building. 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 Central Office. The items will be taken to the elementary office and delivered 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. Sixteen written excuses are accepted per school year (8 per semester). The school and the Office of Attendance Officer has the right to decline a written excuse if it is NOT submitted within 5 days, or within 5 days of an Attendance Improvement Plan meeting.
- If you take your child to a doctor when he/she is absent, please secure an excuse from the doctor. Doctor excuses must be submitted within 5 school days. Doctor excuses can be faxed (724-509-1109).
- If absences exceed 8 parent excuses per semester, professional documentation (not parental excuses) will be required.

- **Absences or tardies for which a written excuse is not received are considered unexcused.**
- 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 PRE-ARRANGED 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 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. The parent/guardian will be required to



attend a School Attendance Improvement Plan (SAIP) meeting.

3. After **nine** unexcused absences, the third and final warning letter will be mailed home.
4. After the **tenth** unexcused absence, truancy charges will be filed with the District Magistrate's Office.
5. Warning letters and truancy charges may be issued due to unexcused absenteeism or excessive tardiness or a combination of both.
6. After the second citation for truancy, a referral will be made to Children and Youth Services.

### **TARDY**

In the event that five (5) unexcused tardies occur, the school will contact the parent/guardian encouraging punctuality. When ten (10) unexcused tardies occur, a meeting involving the parent, principal, and/or guidance counselor and attendance officer will be required. Students in grades 4 - 6 that are tardy 3 times will receive warnings. After 4 tardies, your child will serve an after school 30 minute detention.

### **SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT**

School-Wide Positive Behavior Support (SWPBS), is 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 educational environments.

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.

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

**B- Be respectful**

**L- Live responsibly**

**U- Uphold integrity**

**E- Encourage others**

## **CODE OF STUDENT CONDUCT**

### **LEVEL I OFFENSES**

#### **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 or administrative personnel.

#### **Examples but not limited to:**

- Disruptive Classroom/School Behavior
- Unauthorized presence in the building
- Failure to complete or carry out directions
- Possession of non-instructional items such as but not limited to: cell phones, laser pointers, gaming devices, cameras, video cameras
- Failure to return required forms, books, and other school materials
- Verbal harassment or bullying of others
- Running or shouting in the halls
- Dishonesty
- Inappropriate language

#### **Consequences for a Level I Offense**

- Verbal or written reprimand
- Temporary removal from class
- Time-out
- Parental notification (Parent Square, email or phone call)
- Confiscation of non-instructional item
- Special Assignment (Reflective in nature)
- Loss of recess
- Lunch detention

### **LEVEL II OFFENSES**

#### **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.

**Examples but not limited to:**

- Continuation of Level I misconduct
- Abusive, obscene, or disrespectful language, writings, drawings, or gestures
- Forgery of any kind
- Bullying/Cyber Bullying
- Harassment
- Theft
- Vandalism
- Plagiarism/Cheating
- Hands-off violation
- Defiance of authority, disrespectful behavior to staff
- Inappropriate use of technology
- Throwing food/objects
- Field Trip/Assembly Misbehavior

**Examples of disciplinary consequences but not limited to:**

- Loss of recess
- Lunch Detention
- Parental notification (Parent Square, email or phone call)
- Denial of other privileges
- After school detention
- Out of school suspension (1-10 days)

**LEVEL III OFFENSES**

**Dangerous, Disruptive, or Violent Behaviors:**

Level III 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 II behaviors, require referral to the administrative level because the execution of LEVEL II disciplinary interventions has failed to correct the situation.

**Examples but not limited to:**

- Continuation of or extreme Level II misconduct
- Assault

- Fighting
- Verbal or Physical Threats
- Ethnic or racial slurs
- Sexual harassment
- Leaving school without permission
- Vandalism
- Indecent exposure
- Destruction of property
- Possession of a weapon
- Possession of drugs or alcohol
- Other violation of federal, state, or local laws

#### **Examples of disciplinary consequences, but not limited to:**

- Loss of privileges
- Detention
- Confiscation
- Temporary removal from class
- Out-of-school suspension (1-10 days)
- Denial of privileges/extra-curricular activities
- Restitution of property or damages
- Referral to outside agency
- Expulsion

### **LEVEL IV OFFENSES**

#### **Dangerous or Violent Behaviors**

Acts that are frequent or serious that disrupt the learning climate of the school. Acts directed against persons or property which could or do pose a threat to the health, safety or welfare of others in the school. These acts will require administrative action which could 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 may constitute a Level IV offense. Suggested interventions/consequences for Level IV offenses:

#### **Examples but not limited to:**

- Extortion or attempted extortion
- Bomb threat or threatening phone calls
- Possession/use/transfer of dangerous weapons
- Assault

- Possession of lighted or ignited objects
- Theft or possession/sale of stolen property
- Violations of the Substance Abuse Policy
- Disorderly conduct
- Unauthorized use of fire alarm or equipment
- Threats toward persons or property or

**Other violations of federal, state, or local laws**

**Examples of disciplinary consequences but not limited to:**

- Confiscation
- Temporary removal from class
- Out-of-school suspension (1-10 days)
- Restitution of property or damages
- Expulsion
- Referral to police or district magistrate
- Referral to outside agency

***All offenses are subject to review by the building administrator.  
Students are expected to behave appropriately and respectfully to adults  
and one another at all times.  
Bullying and teasing will not be tolerated.***



# Farrell Area Elementary School SVSS Student Transportation Service

*August 21 - May 29, 2023*

*Pick-ups en-route to Farrell High School*

## **EXPRESS ROUTE**

<b>Depart from:</b>	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
<b>Arrive at:</b>	Farrell Senior High School	7:31 am

<b>Depart from:</b>	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
<b>Arrive at:</b>	Farrell Senior High School	7:47 am

## **SOUTHERN ROUTE 403**

<b>Depart from:</b>	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
<b>Arrive at:</b>	Farrell Senior High School	7:31 am

<b>Depart from:</b>	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
<b>Arrive at:</b>	Farrell Senior High School	7:47 am

**\*\* Student Fare: \$0.25 per ride (payable when boarding the bus).**

**\*\* For more information, please call Mercer County Regional Council of Governments at 724-981-1561.**

August 21, 2023

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 the training and credentials of your child's teacher. 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 additional right to know requests. At any time, parents and family members can request:

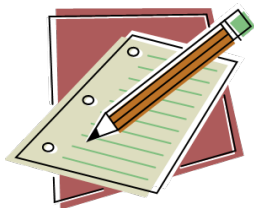
- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
- Subject matter tested,
- Purpose of the test,
- Source of the requirement (if applicable),
- Amount of time it takes students to complete the 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 the office at 724-509-1114.

Sincerely,

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:

---

---

---

---

---