RUSSELL C. PHILLIPS ELEMENTARY SCHOOL

Student-Parent Handbook

2025 - 2026

1600 Roemer Blvd.

Farrell PA 16121-1437

724-509-1114

Office Hours 7:30 AM - 3:30 PM

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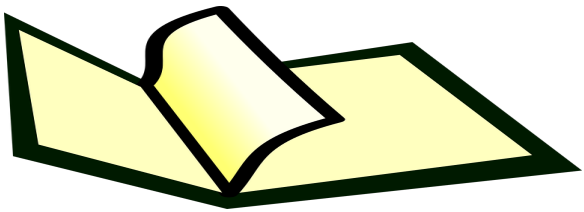


Mission Statement

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

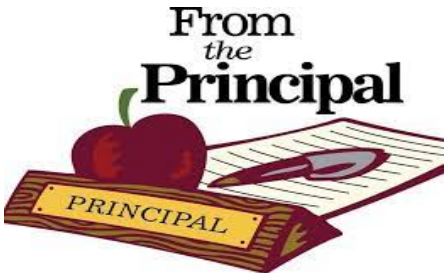
We believe……..

- 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 Statement

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

Russell C. Phillips 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.

Russell C. Phillips 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,

Neall R. Jones

Neall R. Jones
Elementary Principal

Russell C. Phillips Elementary 2025-2026
Faculty and Staff List

Principal
Mr. Neall R. Jones
Administrative Assistant
Mrs. Margaret "Peg" Principi
Guidance
Ms. Jordan Snyder
Social Worker
Mrs. Candace Thompson
Pre K
Mrs. Carly Allen
Ms. Jaymee Stiger
Kindergarten
Mrs. Hannah Hart
Ms. Hallie Myers
Ms. Alyana Rozzi
Grade One
Ms. Megan Greene
Mrs. Kayla Schieb
Mrs. Amy Stoots
Grade Two
Ms. Melissa Purich
Mrs. Tyffanie Slevin
Mr. Edward Turosky
Grade Three
Mrs. Nicole Donatelli
Mrs. Kelly Hellmann
Ms. Samantha Wiesen
Grade Four
Mrs. Lisa Crytzer
Mrs. Megan Ondo
Mr. Brent Shrawder
Mrs. Leah Stevens
Grade Five
Mrs. Jennifer Nixon
Mrs. Jennifer Riethmiller
Mr. Stephen Searle
Grade Six
Mr. Michael Cummings
Mr. Keith Fustos
Mrs. Valerie Morrison
Learning Support
Mrs. Sarah Harrison (K-2)
Ms. Alexis Jewell (3-4)
Ms. Abigail McComb(5-6)
Emotional Support
Ms. Cori Morrison
Life Skills Support
Ms. Kinsey Lowerst (4-6)
Ms. Ashley Giles(K-3)
Title I Teachers
Mrs. Jennifer Erdman (K-6)
Ms. Cynthia Fell (K-6)
Mr. Arthur Hunyadi (K-6)
Mrs. Nicole Lombardi (K-6)
Related Arts
Mr. Nicholas Adduci, Art
Mrs. Allison Anderson, Library
Mrs. Danielle Chavers, Phys. Ed.
Ms. Rachel Henry, Music
Ms. Brandy Rush, Little Steelers/SEL
Mr. Ian McCann, Band
Mr. Chad Folsom, Computer Literacy
Classroom Aides
Mrs. Janet Alden–Pre-K
Mrs. Jennifer Ramm-Pre-K
Mrs. Juliana Ferguson–Kindergarten
Miss Meghan Lego–1st Grade
Mrs. Deanna Thomas–2nd Grade
Learning Support Aides
Ms. Tara Jones (LSS K-3)
Ms. Valerie Taylor (3/4)
Ms. Cristin Pollock (5/6)
Casual Substitute
Mrs. Lori Seinar-Roknick
Ms. Rebecca Tanner
Special Education Director
Mrs. Keirnan Grill
Gifted Support District Wide
Mrs. June Allenbaugh
Speech
Mrs. Rebecca Buchman
Mr. John Cone
Attendance Officer
Ms. Ruth Rawlins
District Nurse
Mrs. Natasha Copfer, RN

FARRELL AREA SCHOOL DISTRICT

2025 SCHOOL CALENDAR 2026

JULY

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

★ 4th of July Holiday

AUGUST

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

13 Teacher Days • 9 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				

21 Teacher Days • 21 Student Days

OCTOBER

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

22 Teacher Days • 21 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

DECEMBER

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

14 Teacher Days • 14 Student Days

JANUARY

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

19 Teacher Days • 19 Student Days

FEBRUARY

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

19 Teacher Days • 18 Student Days

MARCH

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

21 Teacher Days • 21 Student Days

APRIL

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

19 Teacher Days • 19 Student Days

MAY

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

20 Teacher Days • 20 Student Days

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	★	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

SPECIAL DATES SCHEDULE

August 13-18 - Teacher Inservice
August 19 - First Day for Students
Sept 1 - Labor Day - No School
Oct 10 - Teacher Inservice Day
Oct 13 - Columbus Day - No School
Oct 16-17 - Early Dismissal
Nov 26 - Early Dismissal
Nov 27 - Dec 1 -- Fall Break
Dec 22 - Jan 2 - Winter Break
Jan 19 - MLK Day - No School
Feb 13 - Teacher Inservice Day
Feb 16 - Presidents' Day - No School
Mar 16 - No School (May be used for make-up)
Apr 2-6- Spring Break - No School (May be used for make-up)
May 25 - Memorial Day
May 29 - Last Day for Students and Teachers. Graduation

NINE WEEKS SCHEDULE

End of 1st nine weeks:	Oct 23, 2025
End of 2nd nine weeks:	Jan 13, 2026
End of 3rd nine weeks:	Mar 23, 2026
End of 4th nine weeks:	May 29, 2026

Each 9 weeks = 45 Student Attendance Days

PSSA Testing Weeks
ELA - Apr 20-24, 2026
Math - Apr 27 - May 1, 2026
Science - Apr 27 - May 1, 2026

Keystone Exams
Winter Wave 1 - Dec 3 - 17, 2025
Winter Wave 2 - Jan 5 - 16, 2026
Spring - May 11 - 22, 2026

Total Teacher Days = 186 Total Student Days = 180 Total Teacher In-Service Days = 6

2025-2026

Important Dates

Student Early Dismissals

Pre-K thru 2 dismiss at 1:25 PM
2 thru 6 dismiss at 1:30 PM

October 16, 17, 2025
November 26, 2025

Professional Development

In-Service Days for Teachers/No School for Students

August 13, 14, 15, 18, 2025
October 10, 2025
February 13, 2026

Interim Reports

September 17, November 26, February 18, April 22

End of Nine Weeks	**Report Cards**
October 23, 2025	October 30, 2025
January 13, 2026	January 20, 2026
March 23, 2026	March 30, 2026
May 29, 2026	May 29, 2026

Pre-K and Kindergarten Orientation

Thursday, August 14, 2025
4:00 - 5:00 PM

Open House and Book Fair

Wednesday, September 17, 2025
5:00 - 7:00 PM

PSSA Testing Window

April 20 - May 1, 2026

The School Day

Arrival and Dismissal

Doors Open at 7:45 am

NO student should arrive at school before 7:45 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 PM
3 thru 6 dismiss at 1:30 PM

ARRIVING AT SCHOOL

All students will report directly to their classrooms. Students should **not** arrive prior to 7:45 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 through 2nd Grade** 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. 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. 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 PreK—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. Please do not bring in lunch from a fast food restaurant. Glass bottles and pop are not permitted in the cafeteria.

CELL PHONES AND ELECTRONICS

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

All devices should remain in the student's locker or the device will be collected by the homeroom teacher upon entering the classroom.
If a student is found to be using a cell phone or other electronic recording 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 your child's classroom teacher as soon as possible. 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 Seybert, 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.

Grade	Percent	Grade	Percent
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

FAILURE/RETENTION POLICY

Pre-K and Kindergarten: If a student receives N(Not Yet Demonstrated) at a percentage of 59.49 or below for all of the standards averaged cumulatively, he/she will be retained in his/her current grade.

Grades 1-6: If a student receives a cumulative grade of 59.49% or below for either ELA or Math, he/she will be retained in his/her current grade level.

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
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 17, 2025 from 5:00 – 7:00 PM

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.

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 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 AM 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 a 5-day

time frame.

- 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 arefrequent 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 tooutside 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.

School Threat Assessment Guidelines

Faculty, staff and administrators: State law also requires that school entities annually ensure school employees are informed of the existence and purpose of the Threat Assessment Team(s), including posting information on the school entity's website and ensuring school employees know who has been appointed to the Team. Threat Assessment Teams are also required to make information available to school employees regarding recognition of threatening or at-risk behavior, and how to report their concerns, including through the Safe2Say Something Program or another school hotline. This helps school personnel become aware of procedures and protocols they should follow when concerning or threatening information or behaviors are observed. Informational materials and training should include information about the school entity's Threat Assessment Team(s), including how to notify the Team(s), what information to share, and the steps school personnel can take to safely and appropriately intervene with concerning situations**.**

Students: School entities in Pennsylvania must also annually ensure students are informed of the existence and purpose of the Team(s) under state law. Threat Assessment Teams are also required to provide age-appropriate information to students regarding recognition of threatening or at-risk behavior as well as how to report their concerns, including through the Safe2Say Something Program or other school hotline. School entities should consider ways to build on these efforts to make sure students are aware they can make a report to the Team or another trusted adult anonymously, that their information will be followed-up on, and will be kept confidential, based on the school entity's legal and investigative requirements. Training and information should also focus on the important role students play in promoting a safe, positive, and inclusive school climate, including ways they can safely step in and intervene if needed.

Parents and families: School entities must also annually ensure that information is available for parents and families regarding the threat assessment process in place at their child's school, and their role in that process. It is recommended that information for parents/families provide clear instructions on who to call, when, and what information they should be ready to provide. Parent trainings can also provide information on available resources and can reduce the stigma around mental, emotional, or developmental issues. Information for parents/families should be provided in a language and format that is accessible and easy to understand.

Russell C. Phillips Elementary School
SVSS Student Transportation Service

August 19, 2025 - May 29, 2026

Pick-ups en-route to Farrell High School

EXPRESS ROUTE

Depart from:	Idaho St. @ Division St.	7:15 am
	Idaho St. @ Market St.	7:16 am
	Market St. @ Union St.	7:17 am
	Spearman Ave. @ Union St.	7:19 am
	Indiana Ave. @ Union St.	7:20 am
Arrive at:	Farrell Senior High School	7:31 am
Depart from:	Adams St. @ Chestnut St.	7:35 am
	Buchanon Manor	7:36 am
	Fruit Ave. @ Kedron St.	7:37 am
	Wallis Ave. @ Kedron St.	7:39 am
	Spearman Ave. @ Kishon St.	7:40 am
	Highland St. @ Spearman Ave.	7:41 am
Arrive at:	Farrell Senior High School	7:47 am

SOUTHERN ROUTE 403

Depart from:	Roemer Blvd. @ Indiana Ave.	7:15 am
	Roemer Blvd. @ Beechwood Ave.	7:15 am
	Roemer Blvd. @ Hamilton Ave.	7:15 am
	Roemer Blvd. @ Wallis Ave.	7:16 am
	Wallis Ave. @ Federal St.	7:16 am
	Fruit Ave. @ Union St.	7:16 am
	Indiana Ave. @ Union St.	7:16 am
Arrive at:	Farrell Senior High School	7:31 am
Depart from:	Bond St. @ Indiana Ave.	7:35 am
	Bond St. @ Lincoln Ave.	7:36 am
	Bond St. @ Emerson Ave.	7:37 am
	Bond St. @ Wallis Ave.	7:38 am
	Bond St. @ Spearman Ave.	7:39 am
Arrive at:	Farrell Senior High School	7:47 am

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

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

August 19, 2025

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 Russell C. Phillips 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 Russell C. Phillips 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.
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 Elementary Office at 724-509-1114.

Sincerely,

Dr. Emily Clare

Supervisor of Curriculum
and Instruction/Federal
Programs

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 Russell C. Phillips 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:

_____

_____

_____