



STUDENT HANDBOOK 2024-2025

"Better Together"

**GLENDALE ELEMENTARY SCHOOL
1500 BEAVER VALLEY ROAD
FLINTON, PA 16640**

STUDENT IDENTIFICATION

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

TEACHER: _____

PARENT OR GUARDIAN: _____

NON-DISCRIMINATION POLICY

The Glendale School District recognizes its responsibility to all students and employees and hereby affirms that all educational programs, activities, and employment practices will be handled without discrimination based on sex, race, color, and religion, national origin, or disability. For information regarding civil rights, grievance procedures, services, activities and facilities that are accessible to and usable by handicapped persons, contact the Title IX/Section 504 Coordinator for Glendale School District, Jeannette Williams, Principal, Glendale Junior-Senior High School, 1466 Beaver Valley Road, Flinton, Pennsylvania 16640-9496, (814) 687-4262.

GENERAL PHILOSOPHY

The Glendale Board of Education realizes that the educational process covers all activities and programs which are included in the school community and which are essential in educating the whole student.

With this in mind, the Board of Education has adopted the following guidelines and regulations to govern the conduct of the students while participating or representing the school in activities and programs which are part of the school community.

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2023-2024 FACULTY DIRECTORY

Superintendent:	Mr. Sean Gildea	sgildea@gsd1.org
Business Manager:	Mr. Jeffrey Westover	jwestover@gsd1.org
Elementary Principal:	Mrs. Jeannette Williams	jwilliams@gsd1.org
Supervisor of Special Education:	Mrs. Haley Strong	hstrong@gsd1.org
Secretary:	Mrs. Karen Gates	kgates@gsd1.org
Secretary:	Mrs. Lisa Miles	lmiles@gsd1.org
Secretary:	Mrs. Amanda Kutruff	akutruff@gsd1.org
Technology Director:	Mr. Eric Frank	efrank@gsd1.org
Psychologist:	Mrs. Kelley Goss	kgoss@gsd1.org
Maintenance Supervisor:	Mr. Kevin Hamilton	khamilton@gsd1.org
Nurse	Ms. Brittney Graziosi	bgraziosi@gsd1.org
Cafeteria Supervisor	Mrs. Danielle Deneen	nutrition@gsd1.org
Chorus/Music	Mr. Lawrence Putorek	lputorek@gsd1.org
Elementary Art:	Ms. Melissa Poole	mpoole@gsd1.org
Elementary Guidance:	Ms. Sheri Brooks	sbrooks@gsd1.org
Elementary Librarian:	Mrs. Kelly Bottenfield	kbottenfield@gsd1.org
Elementary Physical Education:	Mrs. Sara Gates	sgates@gsd1.org
Enrichment:	Mrs. Kelly Bottenfield	kbottenfield@gsd1.org
Instrumental Music:	Mr. Austin Fontenoy	afontenoy@gsd1.org
Special Education Teacher:	Ms. Madison Harkins	mharkins@gsd1.org
Special Education Teacher:	Ms. Brittany Frank	bfrank@gsd1.org
Special Education Teacher:	Ms. Hannah Abel	habel@gsd1.org
Special Education Teacher:	Ms. Morgan Maslonik	mmaslonik@gsd1.org
Special Education Teacher:	Ms. Breanna Vereshack	bvereshack@gsd1.org
Speech:		
Title One Reading:	Ms. Susan Weimert	sweimert@gsd1.org
Title One Reading:	Ms. Bethany Smeal	bsmeal@gsd1.org
Title One Math:	Mrs. Marissa Henry	mahenry@gsd1.org
Kindergarten:	Miss Emily Semelsberger	esemelsberger@gsd1.org
Kindergarten:	Miss Isabella Pettenati	ipettenati@gsd1.org
Kindergarten:	Ms. Brenda Hewitt	bhewitt@gsd1.org
First:	Mrs. Lyncola Gallaher	lgallaher@gsd1.org
First:	Ms. Lauryn Clarkson	lclarkson@gsd1.org
First:	Mrs. Ashlee Gallaher	agallaher@gsd1.org
Second:	Mrs. Jodi Chilcote	jchilcote@gsd1.org
Second:	Mrs. Tisha Rorabaugh	trorabaugh@gsd1.org
Second:	Mrs. Shannon Dudurich	sdudurich@gsd1.org
Third:	Mrs. Gena Worthington	gworthington@gsd1.org
Third:	Mrs. Rebekah Rhodes	rrhodes@gsd1.org
Third:	Mrs. Scarlett Tennis	stennis@gsd1.org
Fourth:	Mrs. Amy Abram	aabram@gsd1.org
Fourth:	Mrs. Becky Link	blink@gsd1.org
Fourth:	Miss Suzanna Coakley	scoakley@gsd1.org
Fifth:	Mr. Michael Davis	mdavis@gsd1.org
Fifth:	Mrs. Amanda Farabaugh	afarabaugh@gsd1.org

Fifth;	Mrs. Jill Klezek	jklezek@gsd1.org
Sixth:	Miss Maria Anslinger	manslinger@gsd1.org
Sixth:	Ms. Stephanie Kasaback	skasaback@gsd1.org
Sixth:	Mr. James Haney	jhaney@gsd1.org
Paraprofessional:	Ms. Tressa Keith	tketh@gsd1.org
Paraprofessional:	Ms. Nicole Picard	npicard@gsd1.org
Paraprofessional:	Mrs. Charell McGary	cmcgary@gsd1.org
Paraprofessional:	Mrs. Melissa Blake	mblake@gsd1.org
Paraprofessional:	Mrs. Deann Glass	dglass@gsd1.org
Paraprofessional:	Mrs. Tammy Haduck	thaduck@gsd1.org
Paraprofessional:	Mrs. Connie Cusick	cusick@gsd1.org
Paraprofessional:	Mrs. Heather Anderson	handerson@gsd1.org
Paraprofessional:	Mrs. Lisa Ricketts	lricketts@gsd1.org
Cafeteria Staff:	Mrs. Linda Yaworski	lyaworski@gsd1.org
Cafeteria Staff:	Mrs. Ronda Lightner	rshepler@gsd1.org
Cafeteria Staff:	Mrs. Tricia Westover	twestover@gsd1.org
Cafeteria Staff:		
Custodial Staff:	Mr. Mark Kutruff	mkutruff@gsd1.org
Custodial Staff:	Mrs. Allyson Flick	aflick@gsd1.org

BOARD OF DIRECTORS:

	Mr. Gary Walstrom, President
	Mr. Jeffrey Gallaher, Vice-President, Athletic Committee
Chairperson & Alternate District Representative to the GACTC	Mrs. Kasey Brink, Vice-President, Athletic Committee Chairperson
& Alternate District Representative to the GACTC	Mr. George Korlinchak, Discipline & Curriculum Committee
Chairperson	Mr. Kenneth Mencer, Building & Grounds Committee Chairperson
	Mrs. Melissa, Weakland, Personnel Committee Chairperson
	Mr. Richard Gates, Treasurer
	Mr. Richard Cree
	Mr. George Korlinchak, Discipline & Curriculum Committee
Chairperson	
Representative to the GACTC,	Mrs. Theo Sinclair, Policy Committee Chairperson, District
	Dr. Andy Mulhollen, Member

**ANY SCHOOL POLICY OR PENALTY MAY
BE CHANGED AT THE DISCRETION**

OF THE SCHOOL ADMINISTRATION TO EFFECTIVELY RUN THE SCHOOL

ARRIVAL/DISMISSAL/EXCUSAL PROCEDURES

If parents provide morning transportation for children, the regular drop off time is **8:30 a.m.- 8:55 a.m.** **Students arriving between 8:05-8:30 must report the early arrival room where staff members are present to supervise.** Please look for signs in the lobby to determine which classroom is the early arrival room as this changes each marking period. Students **should not** report to the school **before** 8:05 a.m. as there is no supervision.

Please pick up your child promptly at dismissal time. Those parents transporting their own students at dismissal are requested to arrive **from 3:00-3:15 for dismissal at 3:20 p.m.** Parents will stay in their vehicle and line up around the front of the elementary school heading towards the district office/high school. Parents **MUST** send in a note on days they intend to pick up their student. Students riding the bus will be **dismissed at 3:25-3:30 to load buses and buses will depart at 3:35 p.m.** When picking up students for dismissal, parents should enter the office and let the staff know who you are and which student(s) you are picking up. Adults picking up students **MUST** be listed on that student's emergency card and could be asked to present identification.

LATE ARRIVAL/EARLY DISMISSAL

When students arrive late for school they must be signed in at the office.

- A. All students must have an excuse prior to or the day of the late arrival/early dismissal, stating the reason for the late arrival/early dismissal.
- B. All students must remain in scheduled classes until called to the office for the early dismissal. **All persons, adults and students, must report to the office for late arrivals/early dismissals so the adult is able to sign the student in/out.**
- C. Upon a late arrival, office staff will give each student a late pass which must then be presented to the classroom teacher immediately upon entering the classroom. Any student arriving to the classroom late without a late pass will be asked to report back to the office to properly sign in.
- D. The following reasons constitute excused late arrival/early dismissals:
Doctor, dentist, or court appointments.
Late arrival/early dismissal for any other reason will be considered as unexcused.
- E. **If students arrive at school after 8:55 a.m. but before 9:30 a.m., they are considered tardy but present all day.**
- F. **If students arrive at school after 9:30 a.m. but before 12:15 p.m., they are considered**

absent for 1/2 day.

- G. If students leave school between 12:15 p.m. and 3:00 p.m., they are considered absent 1/2 day.
- H. If students leave school between 3:00 p.m., and 3:20 p.m., their absence will be considered an early dismissal.
- I. Absence for students leaving and returning within one school day shall be determined by hours attended.
- J. No student is permitted to practice or participate in extracurricular activities unless they have been present all day. Please contact the principal for special circumstances.

ATTENDANCE

- A. Whenever students are absent for reasons of illness, they must present to their homeroom teacher on the day they return a written excuse, signed by a parent or guardian, giving the date and the reason for their absence. These are kept on file. **Students must submit an excuse within a three-day period after returning.** If an excuse is not submitted within this three-day period, the absence will be considered unexcused. The administration reserves the right to request the submission of a physician's statement to substantiate the nature of claimed illness.
- B. The following reasons constitute **excused** absences:
- Illness or injury – supported by a parent's or doctor's written excuse
 - Death in the family
 - Required court attendance
 - Educational Trip **when prior administration approval has been given.**
Maximum of five (5) days per school year.
 - Out-of-school suspension
 - Impassible roads or inclement weather, when deemed by a school administrator.
 - Doctor/dental appointment if reasonable time used for appointment.
 - Observance of religious holiday or participation in religious education (36 hrs max).
 - One family emergency day as deemed appropriate by school administration.

The attendance records of the elementary school office shall be used as verification of the days absent. The purpose of this attendance policy is to ensure that students receive the best education possible.

- C. The following reasons constitute **unexcused/illegal absences**: truancy, parental neglect, oversleeping, missing the bus, shopping/preparing for school event, babysitting, visiting relatives, hunting, fishing or stocking fish, working at home, remaining home to do homework, or a doctor's appointment for a sibling or for another family member not limited to mother, father, stepmom, stepdad, grandparent, etc.
- D. When any student accumulates three (3) days of unexcused/unlawful absence the parent/guardian will be notified in writing. Any student under 17 years of age who receives

three (3) or more days of unlawful absence makes his/her parent(s) or guardians liable to fine or imprisonment or both under provisions of the State Attendance Law.

- E. Unexcused absences over six (6) days is considered habitually truant and may result in possible retention and/or referral to the district justice or child protective services to enforce any violations of the compulsory attendance law. **The parent/guardian will be notified in writing and a school attendance improvement conference will be scheduled.**
- F. Act 138 enacts penalties for habitual truancy as \$300 fine for the 1st offense; \$500 for the 2nd offense; \$750 for the 3rd offense in addition to a CYS referral.
- G. Minutes late from unexcused tardies may be added together and could calculate to half or full days of absence.
- H. Students are permitted up to **twelve (12) days** of excused absences supported by parent/guardian written excuses.
- I. When a student reaches eight (8) days of parent/guardian excused absences the parent/guardian will be notified by mail.
- J. When a student reaches twelve (12) days of excused absences supported by parent/guardian written excuses, the parent/guardian will be notified that all subsequent absences will require written verification by a physician/dentist or the absence will be considered unexcused.
- K. Elementary students are permitted up to eight (8) individual doctor's excuses for illness per school year. The total does not include dentist, orthodontist, eye doctor, or other routine appointments (see school attendance manual for further clarification). Every effort should be made to schedule routine appointments in such a fashion that they do not interfere with a student's ability to receive an appropriate education. This does not apply to students with an ongoing, diagnosed medical condition supported by physician documentation.

BUS ARRIVALS/BREAKFAST PROGRAM

- 1. Buses arrive at the elementary school between **8:30 a.m. and 8:50 a.m.**
- 2. Students participating in the breakfast program report directly to the cafeteria upon arrival. They do not go to their assigned classroom until after their school breakfast. The only exception to this is kindergarten students who report to their classroom prior to going to the cafeteria for breakfast for the first half of the school year.
- 3. The cost of the school breakfast program is as follows: **2023-2024- Students will receive a Free Breakfast and Lunch**

Full Price: \$1.35

Reduced Price: .30

4. Students report directly to their assigned classroom if they are not having a school breakfast.
5. Anyone may partake of the breakfast program at any time. There will be **NO** breakfast served on delayed school days.

CAFETERIA

The cost of the school lunch program is as follows:

Full Price: \$2.10

Reduced Price: .40

Students should be instructed at home as well as at school about proper table manners.

Applications for the free/reduced meal program are sent home with every student at the beginning of the school year and are available at the school office at any time. Families must apply for participation in this program yearly. The applications will be reviewed to determine eligibility. Families will be notified regarding their eligibility for the program. **Applications can be submitted throughout the school year if there is a change in household income that may change the eligibility status for free or reduced meals.**

EMERGENCY SCHOOL CLOSING

On a given day, weather conditions can occur that will cause us to close school earlier than the scheduled times. If a parent is not home to receive the children, arrangements **MUST** be made for someone to provide temporary shelter without rerouting your child to a different bus. Most of our buses are at their capacity and cannot accommodate additional passengers. Your child must know about this arrangement in advance. Please be sure your student knows where to go in case of an early/emergency dismissal.

All families will be notified using the automated calling system with important school closing and delay information. You may update your contact information by calling the school office.

The following radio and television stations will announce any Glendale School District cancellations, delays, or early dismissals due to weather or other emergencies:

RADIO: Altoona WPRR – 100.1 ON FM Dial

Altoona WFGY – 98.1 FM

TV: Johnstown WJAC Channel 6

Altoona WTAJ Channel 10

FAMILY EDUCATIONAL TRIPS

Parents who are planning to take their children on an educational trip during the time that school is in session may request an excused absence for the students. Consideration of such a request is dependent on these conditions:

1. The maximum of **five days** may be used in any one school year. Any number of days less than five used in two trips will be forfeited.
2. Any days beyond the maximum of five days permitted will be considered unexcused and unlawful for students under age seventeen and appropriate legal action will be taken.
3. The Board and administration strongly advise parents not to plan educational trips within the first or last ten (10) school days of the school term.
4. The purpose, itinerary, and supportive educational aspects must be clearly explained for justifying such an experience beyond the classroom.
5. Such a request shall be made by the parent five (5) school days prior to the student's anticipated absence using the proper form, which may be secured, from the school principal's office or on the school's website.
6. Educational trips scheduled during state PSSA testing cannot be approved for students in grades 3-6. Please be aware of testing dates prior to planning educational trips.

The school principal shall review each request for compliance with the stated conditions before submitting it to the Superintendent for consideration. The following will be taken into consideration by the principal in granting permission for the trip:

- the student's academic standing;
- the student's attendance record;
- the effect the absence will have on the student's educational welfare;
- the exceptionality of the request.

If approval is granted before the trip is taken, the student's absence will be excused. If prior approval is not received, the absence will be classified as an unlawful and/or unexcused absence. Should the student's absence extend beyond the approved time, such days will be classified as unlawful and/or unexcused. The student is expected to complete all school work that is assigned during the approved absence. Such assignments will be given to the student immediately prior to the absence.

FIRE DRILLS/EMERGENCY DRILLS

Fire drills are held monthly as weather permits. The staff and students are given specific procedures

for fire drills in order to exit the building in a safe and orderly manner.

Schools also conduct bus evacuations drills two (2) times per year, the first bus evacuation to occur during the first week of each school year and the second to occur during the month of March.

Emergency drills will be conducted at the discretion of the superintendent.

GRADING SYSTEM

All teachers will be using the following four items in computing grades for their classes:

1. tests
2. quizzes
3. class participation
4. homework

The following system is in present use:

A	92 - 100	O – Outstanding	(92 to 100)
B	83 – 91	S – Satisfactory	(70 to 91)
C	76 – 82	N – Needs Improvement	(0 to 69)
D	70 – 75	I - Incomplete	
Below D- Failure	0-69		

The lowest grade a student can receive on his/her report card in any subject is 50%. Due to our Powerschool SIS, it is not possible to round up grades for the purpose of honor roll. A student is required to have a 90% average or higher for honor roll or a 94% or higher for high honor roll.

GUIDANCE

Guidance services are provided for elementary students in grades kindergarten through six. The elementary guidance counselor serves as an advocate for students, resource for parents, and consultant for staff members. Services of the guidance counselor include individual counseling, academic support, attendance concerns, peer mediating, and referral to community agencies. Please contact the elementary school counselor at 814-687-4263 to make an appointment to discuss specific student concerns or to find out more about programs offered.

GYM CLASS

Gym shoes or sneakers as well as appropriate clothing will be required on days that students are scheduled for gym. Students may have a note from a physician to be excused from gym class on an as-needed basis.

HONOR ROLL

The honor roll will be calculated only for grades 4, 5, and 6.

CRITERIA:

1. The student must attain a 90% average of all major subjects. Only major subjects are considered in the honor roll average. These major subjects are reading, mathematics, language arts, social studies and science. Individual grades for any of these major subjects must not fall below an 85% by the end of the marking period.
2. The student must be passing all minor subjects (art, music, phys. ed. etc.).
3. The student must not have an unsatisfactory/needs improvement in any other subjects.
4. The student cannot have been suspended and/or have had a detention that marking period.
5. Students who attain honor roll status will receive a BLUE ribbon.

HIGH HONOR ROLL

In addition to the honor roll, Glendale Elementary School currently has a high honor roll. The following criteria for the high honor roll are listed below. The goal is to encourage students to strive to do their best.

CRITERIA:

1. The student must attain a 94% average of all major subjects. Only major subjects are considered in the honor roll average. These major subjects are reading, mathematics, language arts, social studies and science. Individual grades for any of these major subjects must not fall below a 94% by the end of the marking period.
2. The student must be passing all minor subjects (art, music, phys. ed. etc.).
3. The student must not have an unsatisfactory in any other subjects.
4. The student cannot have been suspended and/or have had a detention that marking period.
5. Students who attain high honor roll status will receive a GOLD ribbon.

HOMework

Homework should reinforce school learning, provide practice, and expand application of knowledge

and skills according to the individual academic and career needs and goals of every child.

Homework is properly defined as any work planned or approved by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher.

The educational process is a cooperative effort. Parents should encourage and support good study habits and the daily completion of homework assignments.

Students who have been absent are expected to make up all missed work. If a student will be absent for more than two days, be sure to contact your child's teacher so that you can make arrangements for the missed work. Please do not contact the office for homework if the absence is less than three days.

HOMELESS

Pennsylvania's Education for Children and Youth Experiencing Homelessness Program

The main purpose of the Pennsylvania's Education for Children and Youth Experiencing Homelessness Program is to make sure homeless youth have access to free and appropriate public education while removing barriers that homeless children face. Its goal is to have the educational process continue as uninterrupted as possible while the children are in homeless situations.

McKinney-Vento Homeless Education Assistance Improvements Act of 2001

On July 22, 1987, the Stewart B. McKinney Homeless Assistance Act became public law. This was the first comprehensive federal law dealing with the problems of homelessness in America. Recently included in the 2001 No Child Left Behind Act, it is now called the McKinney-Vento Homeless Education Assistance Improvements Act of 2001.

Examples of Homelessness

- Students staying with friends or family because they lost housing
- Students living in a shelter, including transitional programs
- Students staying in motels because their family cannot get their own home
- Students living on the streets, in a car, van, tent or other nonpermanent structure

Summary of Educational Rights for Homeless Students

- Choice to attend school of origin (when feasible), or school of current residence
- Immediate enrollment
- Assistance from school district in obtaining required documentation; ie: immunization records
- Prompt access to appropriate education services
- Transportation
- Free breakfast and lunch

How can you refer a student who you suspect may be homeless?

Contact Ms. Brooks, Elementary Guidance Counselor and Homeless Liaison or contact the student's guidance counselor or principal. Include the information you know that leads you to suspect the student may be homeless.

INTERIM REPORTS

Interim reports will be sent home with students at the 4 1/2 week point of each 9 week marking period. These reports must be signed by the parent or guardian and returned within 3 days to the issuing teacher. Teachers may use other forms to relay this information to parents.

Parents/guardians may access and monitor their child's grades throughout the school year using Powerschool online. A password for access to a child's grades is given only to authorized parent(s) and/or guardians. Confidentiality of student records is maintained as required by law and District Policy.

INVITATIONS

Invitations for personal parties and gatherings may be distributed at school only if every child within the homeroom is being invited. If that is not the case, invitations should be delivered in another manner and not through the school.

LOCKER INSPECTION AND SEARCH

The Glendale School District provides space for storage of books, clothing, school materials and other personal property. All lockers, desks and other storage spaces are and shall remain the property of the school district. As such, students have no reasonable expectation of privacy in their lockers, desks or other storage spaces. All students should be aware that because school property is subject to search at any time, any expectation of privacy by a student in an assigned school locker or the contents therein shall be deemed unreasonable. Accordingly, students should not keep or place any material or item in lockers, desks or other storage areas which the student does not want discovered or searched by district officials. School officials or their authorized agents may conduct random, periodic, sweeping or generalized inspections or searches of all lockers, desks or other storage spaces.

MEDICAL SERVICES

Pursuant to the Family Education Rights and Privacy Act, students' health records are deemed to be part of the educational record and the information contained therein cannot be released to anyone

without your authorization except in limited circumstances.

A Certified School Nurse is employed by the District to assist in implementing the school health program which includes:

1. Health record keeping
2. Immunization compliance and communicable disease prevention
3. Physical examination of newly enrolled K or 1, as well as grades 6 and 11.
4. Dental check-up for newly enrolled K or 1, as well as grades 3 and 7.
5. Hearing screening for grades K, 1, 2, 3, 7, 11, and students in special, ungraded classes.

6. Height, weight, and vision screening for all grades that includes the Body Mass Index (BMI).
7. Scoliosis examinations for all students in grades 6 and 7
8. First aid and emergency service for school related injuries and illness
9. School medical referrals for health care
10. Inspection of children as necessary to lessen the spread of communicable conditions
11. Communication with parents regarding anything affecting the health of the child
12. Promotion of good health habits through health education.

Emergency cards are sent home at the beginning of the school year and must provide current information for parent/guardian contact and alternate contact in the event parents/guardians cannot be reached or is unavailable. The back side of this card contains medical information as well as parent/guardian consent to administer over-the-counter medications such as acetaminophen. No over-the-counter medicine will be given to a student who did not return a completed emergency card.

HEALTH EMERGENCIES

Every effort will be made to reach the parents/guardians in the event of a life-threatening health emergency. If unable to reach parents/guardians, student will be transported to the hospital by ambulance.

MEDICATION POLICY

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed or over-the-counter medication in accordance with the direction of a parent and licensed prescriber to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours. Medications will be expected to be given BEFORE and AFTER school hours whenever possible.

Medications include those prescribed by a licensed prescriber and over-the-counter drugs as approved by the school physician such as acetaminophen, ibuprofen, antacid, soothing eye drops, topical analgesics/anti-itch lotion, and cough/throat lozenges.

All medications must be brought to the school nurse by parents/guardians in a properly labeled and original container. Medications brought to school in unmarked containers such as a baggie, is not permitted and cannot be accepted.

All medications must be administered by a licensed nurse and dispensed as ordered and in the

manner prescribed by the licensed prescriber.

For those students who have emergency medications such as asthma rescue inhalers or EpiPens for anaphylaxis, please see the section on Emergency Medication.

INDIVIDUAL MEDICATION ORDERS

If a physician requires prescription medication to be administered during the school day, a Consent and Authorization for Medication during School Hours form must be completed by the licensed prescriber and signed by the parent/guardian before medication can be given in school. A copy of this form is available in the office or from the school nurse.

Prescription medication brought to school MUST be in a properly labeled container from the prescriber or pharmacy. The label MUST include the student's name, physician's name, date of prescription, and the name of the medication, the dosage and the frequency of administration. NO medication will be administered from an unmarked container.

All medications brought to school must be kept in the nurse's office in a locked cabinet. Written documentation of the administration of medication will be kept by the school nurse.

EMERGENCY MEDICATION

Any student who requires a prescription emergency medication such as an asthma rescue inhaler or an epinephrine auto-injector (EpiPen), must have a parent/guardian consent and licensed prescriber order on file in the nurse's office. Students permitted to carry and self-administer as noted by their prescriber, cleared by the school nurse, and with parent/guardian consent, will be allowed to carry emergency medications with them throughout the school day and during school activities. If at any time a student violates the school's Possession/Use of Asthma Inhalers/Epinephrine Auto-injector policy (210.1), the privilege to carry and self-administer will not be permitted. Any student unable to carry or self-administer, will have immediate access to, and assistance with, its administration. Administration of emergency medication by trained staff is permitted. Students should keep an extra inhaler or EpiPen in the nurse's office as a spare.

Any student who self-administers their emergency medication must immediately notify the school nurse so they can be evaluated and the medication administration documented.

The parent/guardian relieves the school entity and/or any school employee of any responsibility for the benefits or consequences of the prescribed medication when it is parent-authorized and acknowledge that the school entity bears no responsibility for ensuring that the medication is taken.

OVER-THE-COUNTER MEDICATION

No over-the counter medication will be administered within the School District without parent/guardian signed consent. For long-term use of OTC medication, both parent/guardian consent AND your child's licensed prescriber's order must be completed and on file in the health office. If tylenol or ibuprofen is administered to a student during the school day, the nurse will send home written verification of dose and time.

DISPOSAL OF INDIVIDUAL PRESCRIPTION MEDICATION

At the end of each school year, the parent/guardian must pick up unused medications. If the parent/guardian does not retrieve the medication at the end of the school year, the licensed nurse and one witness will dispose of the medication and document its disposal per the school's medication policy.

STUDENTS WHO ARE ILL

When should my child stay home from school?

The American Academy of Pediatrics recommends your child stay home from school when:

- An illness prevents the child from participating comfortably in activities
- An illness results in a need for care that is greater than staff can provide without compromising the health and safety of other students
- A sudden change in behavior including extreme fatigue, lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spreading rash.
- Temperature above 100°F and other signs/symptoms such as sore throat, rash, vomiting, diarrhea.
- Diarrhea - watery stools or decreased form of stool not associated with changes of diet.
- Blood or mucus in the stools
- Vomiting more than two times in the previous twenty-four hours
- Abdominal pain for more than two hours or intermittent pain with fever or other signs of illness
- Mouth sores with drooling unless the student's physician states the child is noninfectious
- Impetigo until treatment has been started
- Strep throat or other streptococcal infection until twenty-four hours after treatment has been started
- Scabies, until after treatment has been given
- Chickenpox (varicella), until all lesions have dried/crusted

Excluding students with mild illnesses is unlikely to reduce the spread of most infectious agents (germs) caused by bacteria, viruses, parasites and fungi. Most infections are spread by those who do not have symptoms as the germs usually spread before or after the illness when symptoms are not present. Exposure to mild infections actually helps the immune system develop in a healthy way. Since exclusion is unlikely to reduce the spread of disease, the most important reason for exclusion is the ability of the child to participate in activities and the staff to care for the child. The most effective way to prevent the transmission of germs is by proper hand washing and personal hygiene.

(AAP,

2015)

When should my child be sent home from school?

When a student becomes ill but does not require immediate medical help, a determination must be made regarding whether the student should be sent home. The school nurse will determine if the

illness:

- Prevents the student from participating comfortably in activities
- Results in a need for care that is greater than the staff can provide without compromising the health and safety of other children
- Poses a risk of spread of harmful diseases to others

If any of these criteria are met the parent/guardian will be contacted. Please ensure you have a backup plan in the event you are unavailable.

CARE AND RELEASE OF SICK OR INJURED CHILDREN

Minor first aid and treatment for illness is provided as needed. If a student needs to be sent home or requires further treatment, the parent/guardian will be contacted and the student will be retained in school under supervision until transportation arrangements can be made. The responsibility of transportation rests with the parents. **NO STUDENT WILL BE RELEASED WITHOUT PROPER IDENTIFICATION PRESENTED TO SCHOOL**

AUTHORITIES. Parents/guardians must provide the names and phone numbers of relatives or friends who may be called when they cannot be reached.

If a true emergency arises, the student will be taken to the hospital by ambulance. All efforts to contact the family will be continued.

SCHOOL IMMUNIZATION REQUIREMENTS

Pennsylvania State requires children in ALL GRADES (K-12) receive the following immunization for school attendance. Students who are not in compliance may be excluded from school per PA State School Health regulations.

K-6th grade

- 4 doses of tetanus – (1 dose on or after 4th birthday)
- 4 doses of diphtheria – (1 dose on or after 4th birthday)
- 4 doses of polio – (1 dose on or after 4th birthday)
- 2 doses of measles
- 2 doses of mumps
- 1 doses of rubella
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

Entering 7th grade

- 1 dose of tetanus, diphtheria, and acellular pertussis (if 5 years have elapsed since last tetanus)
- 1 dose of meningococcal (MCV)

Entering 12th grade

A second dose of Meningococcal (MCV)

ON THE FIRST DAY OF SCHOOL, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion from attending school.

- If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child/parent must also provide a medical plan within the first five days of school for obtaining the required immunizations or risk exclusion.
- If a child does not have all the doses listed above, needs additional doses listed above, and the next dose is not medically appropriate, the child/parent must provide a medical plan within the first five days of school for obtaining the required immunization exclusion.
- The medical plan must be followed or risk exclusion.

IMMUNIZATION EXEMPTION

PA school law permits immunization exemption for medical, religious, or strong moral beliefs. To be exempted, the parent/guardian must submit in writing a letter to the health office stating the reason for exemption. If your child is exempt from immunization, he/she may be removed from school during an outbreak. Pennsylvania's school immunization requirements can be found in 028 PA Code Chapter 23 School Immunization.

YOUR CHILD AND COMMUNICABLE DISEASES

Fortunately, many of the communicable diseases listed below have been controlled by childhood immunizations. In the event a child does contract one of the following diseases, school exclusion is mandatory and requires a physician's or health department clearance to return.

COMMUNICABLE DISEASE (School Exclusion/Requires permit to return to school)

- Diphtheria
- Smallpox
- Meningitis (Meningococcus)
- Polio
- Infectious Hepatitis
- Rubella (German Measles)

COMMON COMMUNICABLE DISEASES SEEN IN SCHOOL

- *Respiratory streptococcal infections (strep throat) including scarlet fever or scarletina* 24 hours after antibiotic started student may return to school
- *Infectious conjunctivitis (pink eye)* After treatment is initiated and there is no drainage student may return to school
- *Ringworm* After treatment is initiated and lesions are covered (if dried they do not need covered) student may return to school
- *Impetigo* 24 hours after appropriate treatment student may return to school
- *Scabies* After appropriate treatment is completed student may return to school

For a complete list of communicable diseases and time out of school, please refer to 28 Pa Code §27.71 or call the health office at school.

HEAD LICE

Pediculosis Humanus Capitis, or head lice, are parasites of the human host. Lice are not able to hop, leap, or fly from person to person, rather they move from hair shaft to hair shaft. They do not survive for more than one or two days away from their food source (the human head). The adult louse will lay her egg (nit) on the hair shaft and when the new louse hatches, the empty shell is left behind. This is also referred to as a 'nit'.

Research has shown that:

- Head lice are not a health hazard and are not responsible for the spread of any disease.
- Head lice are the causes of much embarrassment and misunderstanding.
- Many unnecessary days of school are lost. Absenteeism is directly related to poor academic achievement.

LICE DO NOT TRANSMIT Communicable or Non-Communicable Diseases.

The need for head lice screening will be determined and performed by the school nurse only in the classroom or the health office. A student found to have head lice will be treated in a professional and confidential manner as not to embarrass or exclude them. According to the American Academy of Pediatrics, school wide head lice screening programs have not been proven to have a significant effect on the incidence of head lice in the school setting over time, and are not cost effective. Therefore, school wide screenings will be substituted with individual head checks of suspected and reported cases of head lice.

The American Academy of Pediatrics and the National Association of School Nurses discourages "No Nit policies" because no child should miss unnecessary school time due to head lice.

If a student has active head lice, the parent/guardian will be notified and given instruction on how to treat their child and clean the environment. The student may remain in school until the end of the day and will be permitted to ride the bus home. If it is determined that your child is unable to remain in school until dismissal, they will be sent home. If the parent or guardian is unable to be reached, the child will be sent home with instructions. When the child returns to school the following day, they must go directly to the nurse for a re-check and admittance to school.

PARENT CONFERENCES

Parents who wish to speak to their child's teacher or the principal may do so by calling the school and setting up a time and day to have the conference. The elementary school's telephone number is 814-687-4263.

**See the school calendar for Parent Conferences

SCHOOL DRESS

The School District prohibits attire that disrupts the educational process or constitutes a health or safety hazard. Students should select their clothing with discretion and good taste using common sense. Students are not permitted to wear the following during the school day or extra curricular activities:

- a. See-through blouses or shirts, miniskirts, clothing which allows the mid-section exposed, clothing which allows the shoulders exposed (Spaghetti Strap shirts) or PJ's/lounge pants/clothing considered nightwear.
 - b. Jackets should not be worn or carried to class during the school day.
 - c. Sandals without back straps, thongs or shower-type shoes are not permitted because of health regulations and possible injury to the student. Heel height is recommended to be one inch or less.
 - d. Hats, headwear or any head covering for boys or girls are not to be worn during the school day (unless religious exemption exists- please contact the principal).
 - e. Piercings are permissible, but any that could create a safety issue are not permitted.
-
- e. Shorts are permitted to be worn all year. Shorts must be hemmed. Cut offs, sweat cut offs and spandex are not permitted. **When standing with hands down at sides, the bottom of shorts/skirts should extend past fingertips**
 - f. District policy prohibits large link chains.
 - h. Clothing that depicts: drugs, alcohol, tobacco, material of a specific or implied sexual content, messages that are obscene, vulgar or depict criminal, racist, hate or violent groups or activity.
 - i. Pants, trousers and shorts must be worn no lower than the waist and be of such length and width as to be appropriate for school wear. The width of the pant legs should not exceed the shoe.
 - j. Students are permitted to keep backpacks, gym bags and other similar items that exceed 12' x 12' in size in their classroom lockers during the school day.
 - k. Students are permitted to bring backpacks, gym bags and other similar items to school. These must be kept in the classroom lockers during school hours unless a medical or health exemption exists.
 - l. No "Heelys" permitted on school grounds.

- m. Students will be required to change clothes in order to meet dress code policy.

Elementary Dance Dress Code

The following guidelines have been made for elementary dances that occur during the school day:

1. Comfortable shoes and clothing are recommended.
2. All shorts/skirts must be fingertip length or longer.
3. No strapless dresses or shirts.
4. Dresses with one shoulder strap or spaghetti straps are acceptable.
5. No exposed midriffs or cutouts.
6. Dresses that are backless are not permitted.
7. No low-cut necklines.
8. Dresses or skirts should not be tightly fitted.
9. No flip flops are permitted. Shoes or sandals with an appropriate height can be worn with or without backs.

As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies or rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program.

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the district or the school.

SCHOOL SAFETY

Glendale School District is committed to ensuring student and staff safety is a number one priority. Staff and students are trained in ALICE procedures, and ongoing training and preparation is to be expected.

ALICE is an acronym for five steps that can be utilized to increase the chance of survival in an active shooter situation. Alert, Lockdown, Inform, Counter, and Evacuate. These steps are not sequential, but are presented as options. The situation will determine what steps make sense to follow. A combination of these steps can be used to keep individuals safe and can be modified as the situation changes.

STUDENT DEBT

Parents will be sent a letter notifying them of student debts, explaining the nature of the debt, and stating the amount due. Report cards will be held until all debt has been paid.

STUDENT PROMOTION OR RETENTION

A student that is failing or struggling significantly will be referred to the Student Success Team (formerly known as Child Study Team). Parents, teachers, and team members will address the academic, social, and emotional aspects of the child. Retention may be considered through team recommendation and teacher-parent conference. Retention will be considered if it is in the best interest of the child.

A child may be considered for retention if they are failing 2 major subjects. To have a passing grade in a subject, the student must attain a 70%.

Parents will be advised of the possibility of their child's retention at the end of the second grading period or the earliest time thereafter. Parent-teacher-principal conferences will be scheduled as needed. Retention letters will be sent out during January or February. This does not necessarily mean that your child will be retained but will serve as a precautionary measure if your child is struggling academically.

Classroom Assignments- Are made each April by the grade level team and administration for the following year. Parents who would like to request a specific teacher should do so in writing **no later than April 15**. This should be in the form of a written letter to the principal. All requests are considered but cannot all be granted. Once class lists are completed, **NO CHANGES** will be made.

STUDENT PICK UP POLICY

Parents are asked to drop off and pick-up their students by parking in the elementary parking lot in the designated areas. Signs and pavement markings are placed in order to improve traffic flow, safety and to reduce crossing in multiple areas.

Please note the following:

- Parents are to enter the top entrance of the elementary parking lot and continue slowly in a counter clockwise pattern through the parking lot.
- “5 minute”** parking spots for dropping off or picking up students by parents are designated by the white diagonal lines. This is short term parking only and not meant for school employees or parents/visitors who will be at events or meetings at the school during arrival times (**8:35 a.m. - 9:00 a.m.**) and dismissal times (**3:00 p.m. – 3:35 p.m.**).
- Do not block or park in the traffic flow area painted in yellow diagonal lines.
- If parents are not coming into the building, then simply drop your child off at the upper cross walk and continue on your way. Be certain that your child looks before crossing.
- Use other available parking spaces if needed.
- Buses will be parking on an angle (“chevron” style) in the bus lane to load and unload to prevent traffic from going through the bus lanes and students/parents from going between each bus.
- Buses will park “chevron” style in such a manner as to allow an extra wide and highly visible approach to the upper cross walk for parents and students to cross.
- The bus lane will also be closed to vehicle traffic during the school day as it serves as a “Fire Lane” for use by emergency vehicles.
- Parents picking up students at the end of the school day should enter the school grounds and turn right towards the football field, then circling directly in front of the elementary school

headed towards the district office/high school. Parents should arrive from 3:00-3:15. Students will be released at 3:20. Parents/family will be assigned a car tag to identify their student. Please send in a note stating which days the student will be picked up by private transportation.

- **Students picked up earlier than parent pick up, between 3-3:15, will be marked as an early dismissal.**

SCHOOL VOLUNTEERS

The Glendale Elementary School is committed to making sure our students are in a safe environment and also feel that our students' experiences are greatly enhanced by the energy and dedication of our volunteers. In order to maintain the optimal level of safety for our students as well as to comply with the changes in the state law regarding mandatory background checks, the Glendale School District policy effective April 22, 2015 for all employees, chaperones and volunteers will be to obtain and submit all three clearance checks:

Act 151 PA Child Abuse History Clearance
Act 34 PA State Criminal Record Check
Act 114 Federal Criminal History Record Check Fingerprinting (unless a PA resident for ten years or more- then an exemption form is acceptable)

These will need to be updated every five years. No one will be permitted to chaperone or volunteer for the district without these clearances starting August 25, 2015. Submitted clearances must be dated within the past twelve (12) months. Costs for clearances will be incurred by the volunteer and are no longer reimbursable by the district. TB tests will only be required for volunteers serving in direct contact with students more than ten hours per week.

Further information and links to apply for these clearances are available on our school website or by contacting the elementary office. Once you have received a copy of all three, please bring the original documents to the elementary office for processing. Volunteers will then be notified in writing upon board approval.

SCHOOLWIDE POSITIVE BEHAVIOR

To continue to improve our school culture and climate, our school has worked together to create a Schoolwide Positive Behavior Program to foster positive behavior and cooperation in our building. The focus of this program is prevention of problem behavior by teaching and re-teaching the correct behavior expectations. The team has worked hard to ensure that our behavior expectations are consistent throughout our building so students can understand the expectations from one environment to the next. We assume students want to make good choices when they know what the correct behavior should look and sound like.

Students will learn what it means to be respectful, responsible, safe, and caring at Glendale Elementary School. Students will learn these expectations through classroom lessons, modeling, and practice. Posters will be placed around the building to remind students of these expectations. Included in SWPB is a reward system to acknowledge those students who are respectful,

responsible, safe and caring. HERO tickets will be distributed that reward students for consistently helping, encouraging and respecting others and used in random drawings for prizes and rewards. Students may win extra recess, seating at a special lunch table, or an opportunity to use the principal's chair for the day as just a few examples of special activities used as rewards for positive behavior.

We encourage parents to review appropriate behaviors with your child. Ask your child questions to make sure he/she understands the expectations in different environments around the school. Please discuss the importance of these expectations and encourage your child to be a positive influence in the school. With your continued support, Glendale Elementary will continue to create a positive and safe learning environment for all students.

Definitions:

Arson	Student plans and/or participates in malicious burning or property.
Bomb Threat/False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion or tampers with rescue assistance call buttons, fire extinguishers or other safety devices.
Bullying	The delivery of direct or technology-based messages that involve intimidation, teasing, threats, or name calling.
Defiance/Disrespect/Noncompliance	Student fails to follow directions, talks back, delivers rude or dismissive messages to others (insubordination).
Dishonesty/Plagiarism/Cheating/Forgery	Student delivers false statements to any school official. claims someone else's work as their own or has signed a person's name without that person's knowledge.
Disruptive Conduct	Student engages in behavior causing an interruption in a class or activity. Includes sustained loud talking, yelling, screaming, noise with an object, horseplay or roughhousing, and/or sustained out-of-seat behavior.
Dress Code Violation	Student wears clothing that does not comply with the dress code guidelines practiced by the school district.
Explosive Device	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid)
Fighting	Student is involved in mutual participation in an incident involving physical violence or assault/battery.
Harassment	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class. Includes libel, slander, hazing, sexual harassment, and extortion.
Inappropriate Display of Affection	Student engages in inappropriate, consensual verbal and/or physical gestures, contact, of a sexual nature to another student or adult.
Inappropriate Language	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Inappropriate Location	Student is in an area that is outside of school boundaries (as defined by school).
Physical Contact/Aggression	Student engages in actions involving physical contact where injury may occur (hitting, punching, hitting with an object, kicking, hair pulling, scratching)
Possession/Use of Drugs and Alcohol	Student is in possession of or is using alcohol or illegal or prescription (without authorization) drugs/substances/imitations.
Possession/Use of Tobacco	Student is in possession of or is using tobacco or tobacco products.

Property Misuse/Damage	Student uses school property for a reason other than its intended purpose or participates in an activity that results in destruction or disfigurement of property.
Technology Violation	Student engages in inappropriate (as defined by school) use of cell phone, pager, music, video players, camera, computer or other device.
Theft	Student is involved in taking someone else's property or has possession of someone else's property.
Weapon	Student is in possession of knives, guns (real or look-alike), or other objects capable of causing bodily harm.

Consequences Classroom Managed Behavior:

In addition to the classroom teacher's classroom discipline plan:

1 st Offense	Teacher redirects student and reteaches correct behavior.
2 nd Offense	Teacher conferences with student and reteaches correct behavior.
3 rd Offense	Teacher conferences with student and reteaches correct behavior. Teacher makes phone call to parents. Principal Notification is made.
4 th Offense	Teacher conferences with student and reteaches correct behavior. Teacher makes phone call to parents. Principal Notification is made. Possible Office Discipline consequence applied.

<i>Category 1</i>	<i>Category 2</i>	<i>Category 3</i>
Bullying Defiance/Disrespect/ Noncompliance Inappropriate Display of Affection Inappropriate Language Lying/Cheating	Disruptive Conduct Harassment Inappropriate Display of Affection Inappropriate Language Inappropriate Location Technology Violation	Arson Bomb Threat/ False Alarm Drugs and Alcohol Explosive Devices Fighting Harassment Physical Aggression Possession/Use of Tobacco Property Damage Theft/Plagiarism/Forgery Weapon

Consequences Office Managed Behavior:

<i>Category 1</i>	
1 st Offense	Conference with student.

(0-4 points)	Possible phone call to parents. Reteach with teacher.
2 nd Offense (5-9 points)	Conference with student. Phone call to parents. Reteach with teacher. Possible detention, isolated lunch, or bus suspension.
3 rd Offense (5-14 points)	Conference with student. Phone call to parents. Reteach with teacher. Detention, isolated lunch, or bus suspension.
4 th Offense (15-19 points)	Conference with student. Conference with parents and phone call. Reteach with teacher. Detention, isolated lunch, or bus suspension.

<i>Category 2</i>	
1 st Offense (5-9 points)	Conference with student. Phone call to parents. Reteach with teacher. Possible detention, isolated lunch, or bus suspension.
2 nd Offense (10-14 points)	Conference with student. Phone call to parents. Reteach with teacher. Detention, isolated lunch, or bus suspension.
3 rd Offense (15-19 points)	Conference with student. Conference with parents. Reteach with teacher. Possible ISS or OSS.

<i>Category 3</i>	
1 st Offense (20-24 points)	Conference with student. Conference with parents. Reteach with teacher. Detention, isolated lunch, or bus suspension.
2 nd Offense (25+ points)	Conference with student. Conference with parents. Reteach with teacher. Possible ISS or OSS.
Disorderly Conduct (25+ points)	Disorderly conduct charges (Title 18, Sec 503) may be filed if it is found that a hazardous or physically offensive condition is created.
Fighting (25+ points)	A student will be suspended for three (3) days for a first offense , ten (10) days for a second offense plus ½ year probation from the date of the incident, and a ten (10) day suspension and formal hearing before the school board for expulsion for a third offense . After any suspension, a conference between the building principal and parent/guardian is required. Referral to the district magistrate is possible.
Possession/Use of Tobacco (25+ points)	Violation of Act 168 shall be punishable by a civil fine. First Offense will result in a three (3) day suspension. Second Offense will result in a ten (10) day suspension. Third Offense will result in a suspension, pending a hearing before the school board, for purposes of expulsion.

	Student possession of a lighter will immediately be suspended for three (3) days.
Possession/Use of Drugs or Alcohol (25+ points)	Any student found to possess, use, dispense, consume, transport, sell, or is under the influence of controlled drugs or alcohol while under the jurisdiction of the school district will be suspended immediately and referred to the Student Assistance Program. Full suspension procedures shall then be instituted, including a formal hearing at which the student and parents/guardians must meet with the principal. A formal SAP intervention team will formulate a plan of action. After the formation of a plan of action, the student may be readmitted upon probationary terms according to guidelines as established by school authorities. Parents will be required at the time of the conference to sign a statement that they received a copy of the policy and have read it. The police and other proper authorities shall be notified.
Severe Bullying/Terroristic Threats (25+ points)	A student will be suspended for three (3) days for a first offense , ten (10) day suspension for a second offense plus ½ year probation from the date of the incident for a second offense , and ten (10) day suspension and formal hearing before the school board for possible expulsion for a third offense . After any suspension, a conference between the building principal and the parent/guardian is required. Referral to the district magistrate is possible.
Weapons (25+ points)	Weapons and replicas of weapons are forbidden on school property. Weapons shall include, but are not limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating, or poisonous gases, poisons, drugs, or other items fashioned with intent to use, sell, harm, threaten or harass. Any weapon possessed on or about a person while on district property is subject to seizure or forfeiture. Weapons under the control of law enforcement personnel are permitted. The Superintendent may authorize other persons to possess weapons in school buildings. Violations of the weapons policy must result in an expulsion from school for a period of no less than one (1) year. The Superintendent is permitted to recommend a modification of the period of expulsion for less than one year on a case-by-case basis.

<i>Cafeteria Offenses</i>	
1 st Offense (0-4 points)	Reteach with teacher and lunch monitor.
2 nd Offense (0-4 points)	Reteach with teacher and lunch monitor. Parent phone call by teacher.
3 rd Offense (5-9 points)	Reteach with teacher and lunch monitor. Parent phone call by teacher. Notification of principal. Possible 2 day isolated lunch.
4 th Offense (10-14 points)	Reteach with teacher and lunch monitor. Parent phone call by teacher. Notification of principal. Possible 5 day isolated lunch.
5 th Offense (15-19 points)	Reteach with teacher and lunch monitor. Parent phone call by teacher. Notification of principal. Possible 10 day isolated lunch.

Buses

Safety and proper behavior in bus transportation, as well as in all phases of the school day, are of prime concern to the administration and Board of School Directors. Students need to familiarize themselves with the obligation and courtesies of the school district transportation program. Pupils are expected to maintain

self-discipline with using school transportation or risk forfeiting this privilege and rely on another means of transportation. The school bus driver is authorized to enforce safety and standards on the bus, and in accordance with the Pennsylvania School Code, he/she has the same authority as a teacher. The relationship of the operator and the student must be one of cooperation.

1. All pupils are under the jurisdiction of the School District at all times when riding to a school sponsored activity, including extra-curricular activities.
2. All reports of violations must be submitted in writing on the Bus Conduct Report and given to the building administrator.
3. The Glendale School District reserves the right to charge for repairs or file civil or criminal charges in addition to enforcing the disciplinary policy.
4. No food or drink will be consumed while the bus is in motion. This includes gum and candy. This is a State Law violation. **Students will not be able to carry a drink on the bus or into the school. If a drink needs to be brought to school as part of their lunch, snack, or special circumstances, it should be kept in the student's backpack until the appropriate time.**
5. At any time the bus driver or principal may reassign a student's assigned seat.

Rules:

- Follow the directions of the bus driver.
- Sit in assigned seat and stay in your seat for the entire trip.
- Keep all parts of your body to yourself and inside the bus.
- Electronic devices must be muted or headphones utilized.
- **NO pictures or videos are to be taken on the bus.**
- Use assigned bus stop to and from school unless a bus note has been provided.
- Enter and exit the bus in single file.
- Stay 10 feet back from the road at the bus stop.
- Only cross in front of the bus.
- Always wait for red flashing lights and look both ways before crossing the road.
- Stay seated until bus comes to a complete stop.
- No pens or pencils out while the bus is in motion.
- Never go under the bus for any reason.
- No pushing, shoving, or fighting at any time.
- No eating, drinking, or gum chewing.
- No cursing, swearing, talking loudly or other loud noises.
- Unless it is an emergency, do not leave your seat to approach the bus driver. Talk to the driver about any concerns once the bus has stopped.
- Do NOT be afraid to inform the bus driver, teacher, guidance counselor, or principal of any bus concerns. We are here to HELP.

Categories of Violations:

Category A: Pushing, shoving, tussling at the bus stop or on the bus; harassing or aggravating other students; littering; not sitting in assigned seat; failure to comply with reasonable requests of the driver; putting body parts out of the windows; shouting out of windows; standing or moving about while the bus is in motion.

Category B: Fighting; using abusive or obscene language or gestures; vandalism; insubordination; throwing objects in, out, or at the bus; misbehavior that distracts the driver; smoking or chewing tobacco.

Category C: Consumption, possession, or being under the influence of alcohol or drugs; opening of the emergency door except for cases of emergency; tampering with bus controls; physical assault or throwing objects at the driver; possession of a weapon.

<i>Bus Offenses</i>	
A- 1 st Offense (0-4 points)	Reteach with teacher and bus driver. Principal conference with student. Contact with parent by principal.
A- 2 nd Offense (5-9 points)	Reteach with teacher and bus driver. Principal conference with student. Contact with parent by principal. Possible suspension of bus privileges for one (1) to three (3) days.
A- 3 rd Offense B- 1 st Offense (10-14 points)	Reteach with teacher and bus driver. Principal conference with student and parent. Suspension of student's bus privileges for one (1) to three (3) days.
A- 4 th Offense B- 2 rd Offense (15-19 points)	Reteach with teacher and bus driver. Principal conference with student and parent. Suspension of student's bus privileges for three (3) to ten (10) days.
A- 5 th Offense B- 3 rd Offense C- 1 st Offense (20-24 points)	Reteach with teacher and bus driver. Principal conference with student and parent. Suspension of student's bus privileges for one calendar year.

TRANSFER OF BUSES

A student who is riding a bus other than the one he/she is assigned to must have a note signed and dated by the parent stating such. No student will be permitted to transfer buses without parental permission and school approval. **Any bus changes should be requested in writing and received in the office no later than 9:00 am the day of the change.** Same day phone requests will only be honored in cases of emergency circumstances only and will be limited to such..

As much as possible, limit transportation home arrangements to ONE plan. Management of different plans poses a difficult situation for the children and for the school. Getting all children home safely is our priority and changes to arrangements make that more challenging.

Please include the following information on your written note for a bus pass: student name, date(s), bus number, requested bus stop and any additional helpful details, parent contact number that day, and signature.

Detention

1. Students who are assigned detention will report on the assigned day. Detentions will be assigned at the discretion of the administration.

2. Detentions shall begin promptly at 3:35 each day. Students must be in assigned room and seated by this time. Those who do not arrive promptly will receive an additional day of detention. Detention will last one hour until 4:35.
3. It will be the responsibility of each parent/guardian to make arrangements for transportation at 4:35. The school district will not provide transportation for students with detention assignments.
4. Detention assignments shall take precedence over all other after-school commitments. Students with an after school medical or dental appointments must make arrangements at least one day prior to the date of the appointment to reschedule detention.
5. Failure to report to detention will result in an additional day of detention.
6. Students will be expected to remain quiet and to report with sufficient schoolwork to occupy the full one hour period. Failure to remain quiet and working will result in an automatic one-day additional detention assignment.
7. All school rules for the regular school day are in effect during detention.
8. Student should not request early dismissal on the days they are assigned to detention. Early dismissal will not be considered an excuse for not reporting to detention.
9. Students who are legally absent from school on the day they have been assigned to detention will reschedule the detention with the building principal.

Suspension

1. In-school suspension is defined as exclusion from regular classes and all other school activities. The student will report to the Principal's office immediately upon arrival at school. The student is not permitted to participate in extra-curricular activities that day.
2. Out-of-School Suspension is defined as exclusion from school and also the loss of rights and privileges as a student for those days including extra-curricular activities.
3. Expulsion is defined as the exclusion from school and all related school activities for an indefinite period of time as decided by the school board. Students cannot be readmitted without school board action.
4. Informal hearings are before the principal. Formal hearings are before the school board or a committee thereof.
5. No student is permitted to be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Parents and guardians will be contacted, however, a suspension may be imposed without prior notice to the parents so long as the parents and the Superintendent are notified immediately in writing of the suspension. If the suspension exceeds three (3) days but is less than ten (10) days, the Administration must offer an informal hearing to the parents and offer to hold the informal hearing within the first five (5) days of the suspension.

Discipline Point System

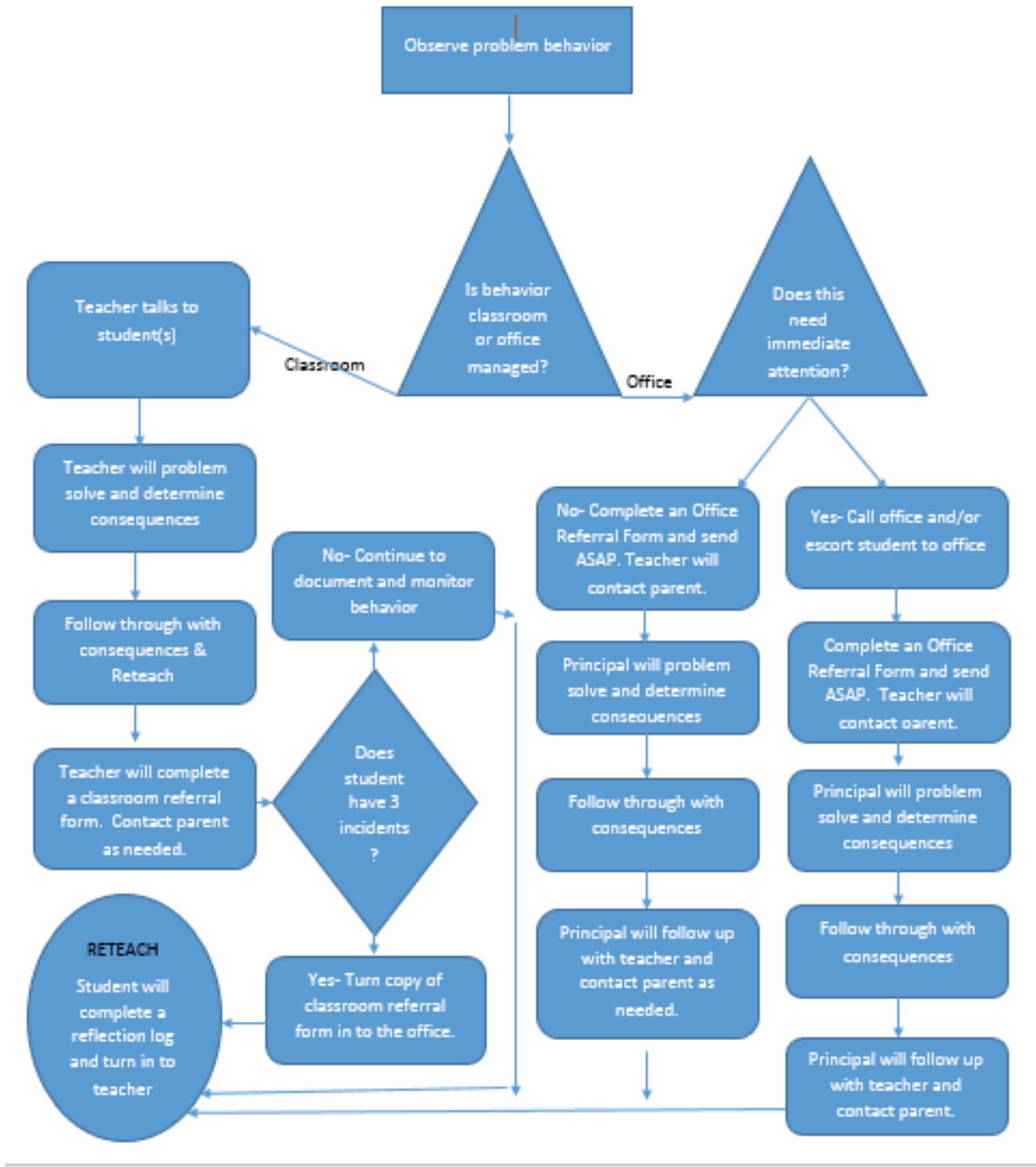
Students accumulating 25 or more points within a single school year may be subject to expulsion or alternative education. Students accumulating 10 or more points may not be permitted to attend class field trips.

Glendale Elementary Schoolwide Positive Behavior T-Chart

Classroom Misdeeds	Other Misdeeds
Disruptive Conduct Defiance/Disrespect/Noncompliance Dress Code Violation Inappropriate Language Physical Contact/Aggression Property Misuse Technology Violation	Arson Bomb Threat/False Alarm Bullying Disruptive Conduct Defiance/Disrespect/Noncompliance Explosive Device Fighting Harassment Inappropriate Display of Affection Inappropriate Language Inappropriate Location Physical Aggression Lying/Cheating Possession/Use of Drugs or Alcohol Possession/Use of Tobacco Property Damage Technology Violation Theft/Plagiarism/Forgery Weapon

Depending on severity of situation, a classroom managed behavior incident may automatically be referred to the principal's office. The principal will be routinely notified upon three classroom incidents.

Glendale Elementary School Behavior Flowchart



STUDENT ASSISTANCE PROGRAM

Glendale Elementary School participates in an elementary student assistance program (GESAP). This is for students struggling with social, emotional, behavior, or family issues. Please contact the Elementary Guidance Counselor for more information on this program.

STUDENT PHONE CALLS

The student's homework, lunch money, or instruments should be his/her responsibility and students should not be making calls home. However, if a need arises on an infrequent basis, students will be able to use the office phone for urgent needs only.

Students are not permitted to use cell phones, pagers, or electronic devices during school hours.

GLENDALE PARENT TEACHER ORGANIZATION

What is the PTO?

PTO (Parent Teacher Organization) is a non-profit organization comprised of parents, teachers and staff of the Glendale Elementary School. The primary goal of the PTO is to provide our school with programs, resources, and funds that will enrich the education of every child. The PTO gives parents many volunteer opportunities to become involved with their child's elementary school experience.

PTO provides students:

Field Trips and Transportation, Fall and Spring Book Fairs, Movie Nights, supports many end of the year awards & recognitions, and much more!

Who can join the PTO?

ANYONE! We welcome any parent, grandparent, aunt, uncle, guardian, or friend.

Why should I join the PTO?

Joining the PTO is an excellent way to get involved in your child's education. Research shows that students whose families are involved in their education have better grades and fewer discipline problems.

How can I help the PTO?

There are many ways to get involved and volunteer your time with the PTO. You can attend an occasional meeting and meet other parents, sign up to help with a specific event, or help with

fundraising. The PTO has many volunteer opportunities with a wide range of positions available to fit your schedule and areas of expertise. Volunteer as many or as few hours as you would like. Volunteering is a great way to meet people and to become involved in your child's school and is MUCH APPRECIATED by students, staff, and families.

VISITORS

Glendale Elementary School welcomes parents, family, and friends at appropriate times to share in the educational efforts and events of our students. The following rules and regulations apply to all visitors to any of the District's schools:

1. For security the elementary building will be locked during the school day. Upon arrival at the school, visitors must ring the buzzer at the main door of the elementary school. You will be asked to state your name and business. Upon approval you will then be buzzed into the building.
2. All visitors must register in the principal's office.
3. Each school is to maintain an appropriate log to record all visitors on a daily basis.
4. The person, if available, to whom the visitor wishes to speak should come to the office to meet with the visitor or visitors.
5. Staff and students should constantly be on the alert for strangers seen in the building and they should not hesitate to report these people to the proper authorities.
6. If you wish to speak with a teacher, please call or email for an appointment. Teachers will not be available for telephone calls during class time.

How to Communicate a Question or Concern

There are times when a parent, resident or taxpayer may have a question, concern, complaint, suggestion or request and is uncertain as to the procedure to follow in contacting the school district. Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. The Parent and Community Communication Process Flow Chart Chain of Command should be of assistance when addressing each situation. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. Contact information for staff members is available on the staff section of the district website at www.gsd1.org.

Occasionally, a parent, resident, or taxpayers will call school board directors in an attempt to obtain an answer to their questions or concerns. Upon receiving such a call, the board director calls the district superintendent. The district superintendent must then call the building principal to inform him or her of the problem or concern. The principal will then research the concern and communicate with the parent. Therefore, it is wise that you first call the teacher, counselor or principal so that he or she can respond without any undue delay. It is important to note that the board directors only have authority at legally convened meetings and direct the school administration to handle matters.

Elementary Parent and Community Communication Process Flow Chart CHAIN OF COMMAND*

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level	Sixth Level
Athletics	Coach	Booster Club	Athletic Director	Principal	Superintendent	Board
Athletic Facilities	Athletic Director	Principal	Superintendent	Board		
Athletic Injuries	Coach	Athletic Trainer	School Nurse	Athletic Director	Superintendent	Board
Business Office	Business Manager	Superintendent	Board			
Curriculum/Academic	Teacher	Principal	Superintendent	Board		
Instruction	Teacher	Principal	Superintendent	Board		
Discipline	Teacher	Principal	Superintendent	Board		
Facilities	Building Maintenance	Maintenance Supervisor	Building Principal	Superintendent	Board	
Guidance	Counselor	Principal	Superintendent	Board		
Special Education	Teacher	Special Education Supervisor	Superintendent	Board		
Computer Issues	Teacher	Director of Technology	Principal	Superintendent	Board	
Transportation	Bus Driver	Teacher	Principal	Superintendent	Board	
Taxes	Business Manager	Superintendent	Board			

*Draft until board approval

ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS, SERVICES FOR GIFTED STUDENTS, AND SERVICES FOR PROTECTED HANDICAPPED STUDENTS

Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts and intermediate units are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district and intermediate unit of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district and intermediate unit shall publish written information in the handbook and on the website. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact their district of residence. Contact information is listed at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information contact the intermediate unit. Contact information is listed at the end of this public notice.

Evaluation Process

Each school district and intermediate unit has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Early Intervention Program Director, Central Intermediate Unit 10, 200 Shady Lane, Suite 100, Philipsburg, PA 16866.

Consent

School entities cannot proceed with an evaluation or with the initial provision of special education and related services without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, www.pattan.net. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent educational evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff or intermediate unit staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information

The school districts and to some extent the intermediate unit maintain records concerning children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction states. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible entity listed below. For preschool age children, information, screenings and evaluations requested, may be obtained by contacting the intermediate unit.

INTERMEDIATE UNIT OFFICE

Central Intermediate Unit 10
200 Shady Lane, Suite 100
West Decatur, PA 16878
Dr. Michele Hammersla-Quick, Contact Person
814-342-0884 or 800-982-3375 (PA Only)

Glendale School District
1466 Beaver Valley Road
Flinton, PA 16640
Haley Strong, Contact Person
814-687-5038
hstrong@gsd1.org

GLENDALE ELEMENTARY PERMISSION TO PHOTOGRAPH

The Glendale School District website, Facebook, and Instagram pages are designed to share what our students and staff are accomplishing and what our school district has to offer. As part of our on-going web and social media development, your child's work, picture, and/or opinions may be chosen to represent the school district to help students, teachers, administrators, board members, business partners, and community members who are interested in learning more about our students, staff, school and educational systems.

Before your child's picture can be taken or their work published, we must first have the permission of the child's parent or guardian. Please complete the bottom of this form and return it to your child's teacher.

Child's Name _____

Teacher Name/Grade _____

_____ I give permission for Glendale School District to photograph and/or videotape my child on school grounds and for my child's work and/or opinions to be posted on the Glendale School District web pages or GSD sponsored social media such as Facebook and Instagram. I understand that this will be used for **educational purposes only**.

_____ I **DO NOT** give permission for Glendale School District to photograph and/or videotape my child on school grounds nor for my child's work or opinions to be posted on the Glendale School District web pages or GSD sponsored social media.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____

Date: _____

EARLY DISMISSAL INFORMATION

TO: All Parents of Elementary School Students
FROM: Mrs. Jeannette Williams, Elementary Principal
SUBJECT: Early Dismissal Due to Inclement Weather or Emergency

On a given day, weather conditions or emergencies can occur that will cause us to close school earlier than the scheduled times. If a parent is not home to receive the children, arrangements **MUST** be made for someone to provide temporary shelter without rerouting your child to a different bus. Most of our buses are at their capacity and cannot accommodate additional passengers. Your child must know about this arrangement in advance. Please be sure he/she knows where to go in case of an early dismissal. Please fill out the information below, and return this form to your child's homeroom teacher.

The following radio and television stations will announce any Glendale School District cancellations, delays, or early dismissals due to weather or other emergencies; also each family will receive an automated notification with any emergency schedule change using the Blackboard Connect System.

Altoona WFGY – 98.1 on the FM Dial
Altoona WPRR – 100.1 ON FM Dial

Johnstown – WJAC Channel 6
Altoona – WTAJ Channel 10
Johnstown – WWCP Channel 8

Student's Name

Teacher's Name

Grade

Who will be at the bus stop in case of an early dismissal?

***This information will be kept on file in the student's homeroom and will be used at any time during the year that we dismiss early. If you would need to change this form you will be responsible to notify your child's teacher and request a new form so that the new form can be placed in their classroom file.**

NOTIFICATION CALLS

Glendale School District uses an automated call system to notify parents and family members of emergencies, school closings, delays, events, and schedule changes. Please complete this form for any person who wishes to receive such automated calls. Please note that these calls could be **as early as 6:00 AM and as late as 11:00 PM if needed. If this information changes throughout the school year, please notify the office immediately.**

Student Name: _____ Grade: _____

Emergency Contact Numbers: **Please do not list more than one phone number per line.**

One number **MUST** be your home telephone number.
Please indicate the persons' name that will be receiving the call

Name	Relationship to Student	Phone Number	Please <input checked="" type="checkbox"/> that this person is willing to receive emergency calls

Email notification is available as well. Please include email address(es) if interested.

Parent/Guardian Name: _____

Email address: _____

GLENDALE ELEMENTARY STUDENT HANDBOOK REVIEW

Please sign and return to student's teacher

I _____ have read and reviewed this handbook with my
(Parent's Name)
son/daughter _____.
(Student's Name)

I understand that the student handbook is available online on our school website and if I want to request

a paper copy I can do so at any time.

Parent's signature

Student's signature

Glendale Elementary School
1500 Beaver Valley Road, Flinton, PA 16640-8901
Telephone: (814) 687-4263 Fax: (814) 687-4083

Sean Gildea
Superintendent

Jeannette Williams
Elementary Principal

August 2024

Dear Parent(s)/Guardian(s):

Glendale Elementary is excited to have a therapy dog become part of our school family. Having a therapy dog on site will support the school's goal to provide services that will assist the students and have a positive impact on their social, emotional, and mental well-being.

We understand that questions may arise regarding the use of a therapy dog in a school setting, and we would like to share some of the information that we have found regarding the benefits of having this service available to our school community.

Research on school-based therapy dogs states that their presence:

- Helps reduce stress and provides a calming effect.
- Fosters a supportive environment that is more conducive to learning.
- Boosts attentiveness in class.
- Improves concentration, self-esteem, and self-confidence.
- Improves the moods of students.
- Increases opportunities for social interaction.

Furthermore, we would like to provide information regarding the utilization of the therapy dog's services.

- All contact will be supervised, and the dog will be with a school employed handler at all times.
- When the dog is not working, it will be under the supervision of designated school staff in an authorized area.
- The dog will be on a lead/leash with the handler at all times.
- students will reserve the right to initiate interactions with the dog; interactions will be by student choice only.

Although the therapy dog is registered and service trained, we at Glendale School District respect that some students may not feel comfortable or want to be in contact with the therapy dog. In essence, all parent(s)/guardians(s) have the right to decline their child having contact with the therapy dog within the school setting. If you prefer that your student does not have contact with the dog, please mark NO on the accompanying form and return it to the school. We will take measures to ensure that your student is **not in direct contact** with the therapy dog.

As always, thank you for all of your support and assistance. It is Greatly Appreciated!

Mrs. Williams, Elementary Principal

Mrs. Williams, Elementary Principal

Glendale Elementary School

Request to Opt-Out of Therapy Dog Program Services and Contacts

2024-2025 School Year

Student Name _____

Student Grade and Teacher _____

By signing **No** on this form, I am requesting that my student **NOT** have **individual** contact with the therapy dog at Glendale Elementary School. I understand, however, that the therapy dog will still be present in the building and classroom areas and that incidental or student-initiated contact with the therapy dog may occur during these times. I understand that this permission form will remain active for the duration of the 2024-2025 school year. If I should change my mind regarding my student's interaction and participation with the therapy dog, I understand that I must provide this in writing and submit it to the school office.

____ Yes, my child **May** have contact with the therapy dog.

____ No, my child may **NOT** have contact with the therapy dog.

- The request is due to (Check all that apply)

- Allergies

- Fear of dogs

- Other (Please Specify) _____

Parent/Guardian Signature

Date

If you should have any further questions/concerns, please contact Glendale Elementary 814-687-4263