

**HANDBOOK FOR FAMILIES  
WITH  
ELEMENTARY SCHOOL CHILDREN**



**A PERMANENT REFERENCE BOOK**  
(August 2024)

## FOREWORD

This handbook will provide the basic information needed to help your child be successful in any of the three elementary schools of Hampton Township.

Families and teachers -- the home and the school -- are partners in the education of your children. It has been shown that the higher the family's interest in the education of their child, the better the child will learn. Our students have always benefited from the outstanding cooperation between Hampton families and teachers.

All associated with the schools want your child to be successful and will work with you toward that end. Never hesitate to discuss unresolved problems with us.

Michael R. Loughead, Ed.D.  
Superintendent of Schools

Hampton Township School District Website: [www.ht-sd.org](http://www.ht-sd.org)



## MISSION STATEMENT

*Hampton Township School District works collaboratively with the community to support all children in becoming creative and innovative problem-solvers and communicators. The District maintains high expectations by furthering our Tradition of Excellence as our students develop the knowledge, character and integrity to impact the world.*

## TABLE OF CONTENTS

<b>Addresses</b>	<b>5</b>
<b>Administrative Offices</b>	<b>5</b>
<b>Attendance</b>	<b>5</b>
<b>Automated Mass Communication System</b>	<b>6</b>
<b>Children's School Day</b>	<b>6</b>
<b>Counseling Services</b>	<b>7</b>
<b>Discipline</b>	<b>7</b>
<b>Emergency Closing of School</b>	<b>7</b>
<b>Enrichment</b>	<b>7</b>
<b>Field Trips</b>	<b>7</b>
<b>Food Services</b>	<b>8</b>
<b>Health Services</b>	<b>Appendix A</b>
<b>Homebound Instruction</b>	<b>8</b>
<b>Homeless Assistance</b>	<b>8</b>
<b>Homework</b>	<b>9</b>
<b>Instructional Program</b>	
<b>Classroom Instruction</b>	<b>9</b>
<b>Special Area Instruction</b>	<b>9</b>
<b>Art</b>	<b>9</b>
<b>Library/Media Center</b>	<b>9</b>
<b>Music - Vocal</b>	<b>9</b>
<b>Music - Instrumental</b>	<b>9</b>
<b>Physical Education</b>	<b>10</b>
<b>Lost and Found</b>	<b>10</b>
<b>Non-Discriminatory Policy</b>	<b>10</b>
<b>Notes From Home</b>	<b>10</b>
<b>Parent/Teacher Conferences</b>	<b>10</b>
<b>Parent/Teacher Organizations</b>	<b>11</b>
<b>Parking</b>	<b>11</b>
<b>Parties</b>	<b>11</b>
<b>Personal Technology Resources</b>	<b>11</b>
<b>Psychological Services</b>	<b>11</b>
<b>Recess</b>	<b>11</b>
<b>Registration</b>	<b>12</b>
<b>Reporting Pupil Progress</b>	<b>12</b>
<b>Response to Intervention and Instruction (RtII)</b>	<b>12</b>
<b>School Attire</b>	<b>12</b>
<b>School Visitation</b>	<b>12</b>
<b>Services for Protected Handicapped Students (Chapter 15)</b>	<b>13</b>
<b>Special Education Services for School Age Students with Disabilities</b>	<b>13</b>
<b>Suggestion for Parents/Guardians</b>	<b>14</b>
<b>Standardized Testing Information</b>	<b>14</b>
<b>Transfers</b>	<b>14</b>
<b>Transportation</b>	
<b>Kindergarten</b>	<b>14</b>
<b>Grades 1-5</b>	<b>15</b>

## APPENDIX A

<b>Immunizations</b>	<b>16</b>
<b>Changes in Student's Medical Status</b>	<b>16</b>
<b>Keeping the Ill Child at Home</b>	<b>16</b>
<b>Exclusion from School</b>	<b>17</b>
<b>Emergency Telephone Contact</b>	<b>17</b>
<b>First Aid</b>	<b>18</b>
<b>Medications</b>	<b>18</b>
<b>Required Examinations</b>	<b>18</b>
<b>Vision Screening</b>	<b>18</b>
<b>Hearing Screening</b>	<b>19</b>
<b>Height and Weight</b>	<b>19</b>
<b>School Nurses</b>	<b>19</b>

## APPENDIX B

<b>Healthy Snack Guidelines</b>	<b>20</b>
<b>Non-food Treats</b>	<b>20</b>

## ADDRESSES

Central Elementary School  
4100 Middle Road  
Allison Park, PA 15101

Phone: (412) 486-6000-5

Poff Elementary School  
2990 Haberlein Road  
Gibsonia, PA 15044

Phone: (412) 486-6000-6  
(724) 443-3274-6

Wyland Elementary School  
2284 Wyland Avenue  
Allison Park, PA 15101

Phone: (412) 486-6000-7

## ADMINISTRATIVE OFFICES

Central Elementary School  
Poff Elementary School  
Wyland Elementary School

Dr. Amy Kern, Principal  
Dr. Colleen Hannagan, Principal  
Dr. Michael Silbaugh, Principal

(412) 492-6322  
(412) 492-6336  
(412) 492-6346

## ATTENDANCE

### ATTENDANCE PROCEDURES:

To receive the maximum benefit from classroom experiences and instruction, it is important that students report to school each day. However, when a student must be absent, the following procedures apply:

- Every day a student is absent, parents/guardians should call (412) 486-6000, press 2 or (724) 443-3274, press 6 (Poff only) before 9:15 a.m. to report the reason for the absence. An automated call will be sent for all absent students, even those whose parents/guardians have reported the absence.
- Upon returning to school, a student must bring:
  1. A written excuse signed by a parent/guardian stating the reason for the absence.
  - OR
  2. A medical excuse signed by a physician.
- A student who returns to school without a written excuse will receive a three-day grace period in which to bring a note. If a student does not bring in an excuse during the grace period, the absence will be considered unexcused. An unexcused absence **may** be adjusted if **an approved** written excuse is received.
- When a student arrives at school after 11:45 a.m., it will be considered a half-day absence.

### UNEXCUSED ABSENCES:

- Failure to turn in a completed Educational Travel Form prior to travel.
- Failure to turn in an absence excuse by the third day after returning to school.
- Failure to bring in a note from a medical care provider **after exceeding ten (10) parent/guardian notes.**
- A parent/guardian note stating a situation other than illness or medical appointment will be reviewed by the administration and may or may not be approved.
- Excessive unexcused absences may result in a referral to the District Magistrate.

### APPROVED ABSENCES:

- Medical excuses from a medical provider.
- A note from a parent/guardian for personal illness, quarantine or other exceptional urgent reasons (funeral). Parents/guardians may write excuse notes for up to ten (10) days. Absences exceeding ten (10) days will be considered unexcused unless they are medical, pre-approved educational travel, or for the observance of a religious holiday.
- Educational travel pre-approved by the administration: An Educational Travel Form must be completed and submitted five (5) school days in advance of any trip. Pre-approval travel forms are available in the Office and on the District website. A parent/guardian and all of the student's teachers must sign the form so that any academic concerns may be noted and addressed. **Family educational travel is limited to five (5) days per school year. The assignments are due the day the student returns to school.** These trips will not be approved if scheduled during PSSA testing or local standardized testing. If the school calendar changes for unforeseen reasons, each request will be reviewed on an individual basis.
  - If there is a pattern of missing school days beyond ten (10) and/or a pattern of tardiness, the building principal may determine that missing additional days is not in the student's best interest. Educational Family Trips may be refused for this purpose.
- Religious Holiday observance.

**TARDY TO SCHOOL:**

Students are expected to be in school on time. A child who arrives after the scheduled instructional time for the day (8:55 a.m.) is considered tardy. Tardy students must report to the Office with a written note stating the reason for being tardy. **Tardy to school is only excused for illness or medical appointments.** Parents/guardians are permitted to write ten (10) excuses for tardiness to school during the entire school year. Excessive tardiness may result in a referral to the District Magistrate.

**EARLY DISMISSALS:**

Early dismissals will be granted for the same reasons allowable for legal absences. Parents/guardians are encouraged to schedule appointments with doctors or dentists before or after school hours. **However, when emergency scheduling is required, parents/guardians should be mindful of the child’s schedule and try to avoid missing academic subjects (for example, reading, mathematics, etc.).**

Students must bring a note (reason and time included) signed by a parent/guardian. At the designated time, students will be called to the Office and the parent/guardian will sign-out the student. Students returning to school must report to the Office before going back to class. The office must be notified no later than 2:45 p.m. for any dismissal changes.

**AUTOMATED MASS COMMUNICATION SYSTEM**

The Hampton Township School District utilizes Infinite Campus, an emergency notification system, which will notify you of school delays or cancellations due to inclement weather or contact you regarding attendance. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by telephone or email. Please be certain that the District has your most current information, ensuring that we have up to three (3) telephone numbers and an email address on record. If your information changes, please log into Infinite Campus and update your information as soon as possible. For assistance with login information email the Technology Help Desk at [helpdesk@ht-sd.org](mailto:helpdesk@ht-sd.org).

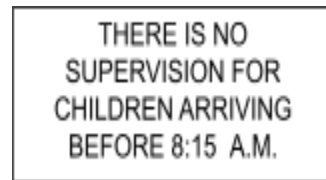
**CHILDREN'S SCHOOL DAY**

**Kindergarten:**

Monday, Tuesday, Wednesday, Thursday, Friday:  
Morning Session: 8:45 a.m. – 11:25 a.m.  
Afternoon Session: 12:50 p.m. – 3:30 p.m.

One Early Dismissal Day Per Month:  
Morning Session: 8:45 a.m. – 10:45 a.m.  
Afternoon Session: 11:45 a.m. – 1:45 p.m.

2-Hour Delay:  
Morning Session: 10:45 a.m. – 12:40 p.m.  
Afternoon Session: 1:30 p.m. – 3:30 p.m.



***Note: If there is a 2-Hour Delay on a scheduled Early Dismissal Day, then the early dismissal day is canceled and students will follow the 2-Hour Delay schedule. The first such cancellation of the early dismissal will not be rescheduled; however, subsequent cancellations of early dismissals will be rescheduled. Parents would be notified of the rescheduled date.***

**Grades 1-5:**

Monday, Tuesday, Wednesday, Thursday, Friday:  
8:45 a.m. – 3:30 p.m.

One Early Dismissal Day Per Month:  
8:45 a.m. – 1:45 p.m.

2-Hour Delay:  
10:45 a.m. – 3:30 p.m.

*Note: If there is a 2-Hour Delay on a scheduled Early Dismissal Day, then the early dismissal day is canceled and students will follow the 2-Hour Delay schedule. The first such cancellation of the early dismissal will not be rescheduled; however, subsequent cancellations of early dismissals will be rescheduled. Parents would be notified of the rescheduled date.*

## **COUNSELING SERVICES**

Our school counseling department provides numerous services for our students and their families. Based on the national standards set forth by the American School Counselor Association's national model and the Pennsylvania Career Standards, the counselors provide services to all students under the domains of personal/social, academic, and career. Classroom, small group, and individual interventions are the venue through which all students are provided opportunities to grow in each domain. For specific information about programs and services at each level, please contact our counselors or visit the school counseling website.

## **DISCIPLINE**

Maintaining appropriate standards of discipline is essential for a proper educational environment. An important goal of the Hampton Township School District is to help students develop self-discipline. Students must learn self-control and to follow the rules of the school.

The Board of Education recognizes that in order to establish and maintain consistent discipline, full cooperation is needed among those people whose influence is felt by the students; i.e., parents/guardians, students, teachers and the administration. The Elementary Student Behavior Expectations booklet, established in accordance with Board policy, is available for review on the District's website ([www.ht-sd.org](http://www.ht-sd.org)) under the Parents link at the top of the main page.

## **EMERGENCY CLOSING OF SCHOOL**

The Superintendent shall have the authority to delay or close school when it is in the best interest of the students and the school district. Reasons include, but are not limited to: inclement weather, epidemics, loss of utilities, or transportation failures. You will receive notification of emergency school delays or closings for the Hampton Township School District through the automated mass communication system. When possible, the District also notifies the following television stations: KDKA (Channel 2), WTAE (Channel 4) and WPXI (Channel 11). Emergency closing information can also be found on the District Website ([www.ht-sd.org](http://www.ht-sd.org)).

## **ENRICHMENT**

Hampton Township School District recognizes that students have varying academic needs, and that a responsive and flexible program is necessary to ensure continued growth and academic achievement. Students demonstrating the need for additional enrichment and/or acceleration services may be challenged through any of the following: differentiated instruction, enrichment, acceleration, or Chapter 16: Gifted Support Services.

Recommendations for services for high achieving learners are determined at the elementary level through the Response to Intervention and Instruction (RtII) process and data team meetings. A parent or classroom teacher identifies the high-end learner and provides detailed information on that particular student to the RtII facilitator, who then makes the necessary arrangements for a team meeting to discuss the child's academic program.

## **FIELD TRIPS**

As part of the educational program, children may be taken on field trips supervised by a classroom teacher. Students are permitted to participate in field trips only with the written permission of the parents/guardians. Field trip permission and medication procedures are included on the District's Field Trip Permission Form. When it is necessary to collect field trip fees, please follow instructions from the classroom teacher.

## FOOD SERVICES

A variety of breakfasts and lunches are provided for those children wishing to purchase them. Milk is included with breakfast and lunch or may be purchased separately. Cost information will be sent home at the beginning of each school year. Monthly menus will be posted on the website. If your child has special nutritional needs, a note from the physician may be required. Breakfast is not served on a day with a 2-hour delay.

The Federal Government provides the opportunity for families to apply for free and reduced-price lunches. Applications are distributed at the beginning of the school year. Applications may be filed at any time during the school year. The qualification and income guidelines that determine who would qualify are available from Mrs. Lisa Easley (Extension 6313). Any questions regarding the program should also be referred to Mrs. Easley.

## HEALTH SERVICES

See APPENDIX A.

*For information on immunizations, medical situations and absences, medications, exams, screenings, and other nursing services please see the Health Services Appendix.*

## HOMEBOUND INSTRUCTION

Homebound instruction is provided for students enrolled in Hampton Township School District who are unable to attend the school for an extended period of time and who meet certain criteria. The parents/guardians of those needing this service should contact the Principal for additional information and the appropriate forms. Individual home tutoring is five hours per week maximum.

## HOMELESS ASSISTANCE

### **Homeless Students**

Under McKinney Vento all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources needed to ensure academic success.

**Who is considered homeless**—Children or youth living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street or doubled up with friends or family due to a lack of alternate resources are considered homeless. An unaccompanied homeless youth is a child or youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

**Where can students experiencing homelessness attend school?**—The law indicates that homeless students have the right to remain in their school origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interest.

If through consultation between the school and the family and/or unaccompanied youth it is determined that remaining in the school of origin is not in the student's best interest, then the student has the right to immediately enroll in the school that non-homeless students living in the attendance area in which the child/youth is actually living are eligible to attend, even if they do not have all of the required documentation. Additionally, unaccompanied homeless youth have the right to immediately enroll in school, even if they do not have a legal guardian present.

**What supports can school districts provide to homeless students?**—Homeless students are eligible for supports and services to remove barriers to educational success. This may include transportation to the school of origin, free meals, referrals to physical/mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations and assistance to participate in school activities including parent engagement opportunities, sports, club, etc.

**Homeless Dispute Process**—If at any time there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/unaccompanied youth is ineligible for McKinney Vento services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school



they are seeking enrollment until the dispute process is finalized. Transportation will continue throughout the dispute process. A parent/guardian or unaccompanied youth may file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

**What if I think that I am eligible for services under McKinney Vento?**— If you believe you may be eligible for services under McKinney Vento, please contact Dr. Rebecca Cunningham, Assistant Superintendent, at (412) 492-6305 or [cunningham@ht-sd.org](mailto:cunningham@ht-sd.org).

## HOMWORK

Homework extends and enriches the instructional program and benefits students by helping them develop good work habits, a sense of accountability, and an opportunity for independent review and practice. The frequency and amount of homework varies at each grade level.

When a child is absent, assignments may be sent home at the request of a parent/guardian or the discretion of the teacher. If you would like homework sent or would like to pick it up at the Office *at the end of the day*, please make this request prior to 11:00 a.m. when you call the Attendance Line at (412) 486-6000-2.

## INSTRUCTIONAL PROGRAM

### Classroom Instruction

The elementary instructional program is designed to emphasize experiences in language arts, mathematics, health, science, and social studies. Instruction in Kindergarten through Grade 3 is self-contained, while Grades 4 and 5 are departmentalized for some subject areas.

### Special Area Instruction

#### Art

Students in Grades 1-5 receive art instruction weekly. Students in Kindergarten receive instruction every other week. The art program strives to build confidence in children's creative and visual expression by introducing and extending the use of different materials, techniques, and processes.

*\* For the protection of your child's clothing, please ensure that he/she has an art shirt.*

#### Library/Media Center

All students in Kindergarten through Grade 5 receive instruction with the Library Media Specialist one time each week. The elementary school Library Media Specialists give leadership and direction to a planned program of library services. Using a multimedia approach, the school library program provides instruction in library skills, computer skills, digital media literacy, and internet safety.

This program provides curriculum support for the teachers while fostering student utilization of recreational and independent study activities.

#### Music

##### Vocal

In Grades 1-5, each class meets with the vocal music teacher two times per week; in Kindergarten, each class meets one time every other week. Since the voice is a child's natural instrument, singing is emphasized. Listening, rhythmic, and creative experiences are also used in the program.

##### Chorus

Fourth and fifth grade students are eligible to participate in Chorus, which rehearses once a week for 30 minutes and presents winter and spring programs.

##### Instrumental

Fourth and fifth grade students are eligible to begin instruction in playing band or orchestral string instruments. Students wishing to play such instruments will receive small group lessons one time per week. As the students progress, they become members of a band or string orchestra. These groups perform concerts during the school year.

Learning how to play the recorder is part of the Grade 3 music curriculum.

It is recommended that parents/guardians rent instruments for their child. Most music stores in the area offer rental programs, which can lead to the purchase of a particular instrument. If renting an instrument is cost prohibitive, please contact the band director, orchestra director, or elementary school counselor for assistance.

### Physical Education

All children in Grades 1-5 receive two class periods of physical education weekly. Kindergarten children participate in physical education one time every other week. *All children are required to wear tennis shoes.* Casual dress is recommended: t-shirts, slacks, or shorts. The physical education program includes activities such as movement exploration, rhythm and dance, gymnastics and tumbling, simple games, team sports, and general physical fitness.

### **LOST AND FOUND**

A Lost & Found container is located in each school building. Every effort will be made to identify the owner of lost items. *It would be helpful to have clothing, boots, and other items labeled with the child's name.*

### **NON-DISCRIMINATORY POLICY**

Hampton Township School District does not discriminate in its educational programs, services, activities, employment practices, or administration of policies based on race, color, national origin, genetic information, sex, sexual orientation, disability, age, religion, ancestry, or any other legally protected category, and is required by Title IX not to discriminate in such a manner. Announcement of this policy is in accordance with local, state, and federal laws including the Pennsylvania Human Relations Act, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.

Inquiries concerning the application of Title IX, civil rights, school district policies, and grievance procedures should be referred to the Title IX Coordinator, Dr. Rebecca Cunningham, Assistant Superintendent, at 4591 School Drive, Allison Park, PA 15101 or at [Cunningham@ht-sd.org](mailto:Cunningham@ht-sd.org) or (412) 492-6305.

### **NOTES FROM HOME**

Notes from home are to be delivered by students to their homeroom teacher for any of the following reasons:

1. Absence or tardiness
2. Early dismissal
3. Pick up at dismissal
4. Going home with another student (both students must have notes)
5. Riding a different bus
6. Medications from home must be accompanied by a note from the parent/guardian **and** doctor with specific instructions regarding time and dosage. Prescription medication must be in the container dispensed by the pharmacist. Over-the-counter medication must be in the original packaging.
7. Exclusion from the recess. A note from a doctor is required for more than a three (3) day period.
8. Exclusion from physical education class. A note from a doctor is required for one (1) week or more.

### **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are scheduled in November for all students. Kindergarten families are also invited to an optional spring conference. A conference with a teacher may, however, be requested at a mutually-convenient time throughout the school year. Parents/guardians may call/email the teacher for an appointment or send a written request to him or her. Conferences may also be initiated by teachers, as the need arises.

## PARENT/TEACHER ORGANIZATIONS

The three elementary schools have parent/teacher organizations. Meeting dates and information will be communicated by the organizations' officers early in the school year. Your membership and participation is encouraged.

## PARKING

Visitor parking is available in school parking lots on a limited basis. Parents/guardians are encouraged to have children ride school buses. If children are driven, please observe traffic patterns and do not pass buses when students are boarding or departing.

## PARTIES

School parties are held for Halloween, Winter Holiday and Valentine's Day. Classroom parties are coordinated by each school's parent organization homeroom parents. Homeroom parents are responsible for planning the party. All party plans must be approved by the teachers prior to the event, including the titles of any books or materials presented to students. Only books already in the school or classroom library may be presented to students. In accordance with the Hampton Township Student Wellness Policy #246, all foods available during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). Non-food treats are strongly encouraged. If food will be offered, it must match the Healthy Snacks Guidelines (Appendix B). Healthy snack suggestions can also be found on the District website under Parents, Elementary, and then Birthday Celebrations/Classroom Parties. Please refer to these healthy suggestions as you plan for parties. Birthday treats must observe the same healthy snack suggestions. Suggestions for nonfood treats are also offered in Appendix B.

## PERSONAL TECHNOLOGY RESOURCES

Personal Technology Resources shall be defined as **any device that is not assigned to the student by the district** which is capable of capturing, storing, and/or transmitting information, including text, audio, and/or video data. Personal Technology Resources include, but are not limited to, such devices as: cell phones, smart watches, digital cameras, MP3 players, handheld gaming devices, tablets, laser pointers and laptop computers.

The School Board prohibits the use of Personal Technology Resources, including cellular telephones, by students during the regular school day, including bus transportation to and from school, unless expressly authorized by a building administrator or designee (Board Policy 237). All electronic devices not specifically being used for educational purposes must be powered off during the school day. The school is not responsible for any lost or damaged devices. Families should refrain from encouraging student use of personal technology during the school day as this interferes with the educational environment for all learners. This includes not contacting the student via cell phone or smartwatch. Families should contact students by calling the main office.

If a student violates this policy, the administration will have discretion in determining the type of violation and the appropriate consequences. Refer to the Student Behavior Expectations for disciplinary options.

## PSYCHOLOGICAL SERVICES

A School Psychologist is available to talk with children, parents/guardians, and teachers concerning learning or adjustment problems. The service may include counseling, evaluation, and/or consultation.

## RECESS

Students in Grades 1-5 will participate in recess. Recess is an important opportunity for students to have a break from the academic structures of the day, as well as engage in unstructured social time with peers. District guidelines have been established for outdoor recess. Students will go outside daily when the temperature is 20 degrees or higher, the wind chill is above 15 degrees, or when it is not raining. Please dress children appropriately for outdoor recess. Students will have indoor recess if weather conditions do not permit outdoor recess.

## **REGISTRATION**

Online registration is completed through the District website, [www.ht-sd.org](http://www.ht-sd.org).

Requirements for registration of new students include:

1. Birth Certificate
2. Immunization records
3. Proof of residency (2 forms)
4. Completed at least one day prior to entrance

Kindergarten registration is scheduled during late winter/early spring. To enter, a child must be five years of age on or before August 15. Specific dates for the registration are listed on the District Calendar and will appear in the local newspaper, and an announcement will be posted on the website. As a general policy, Kindergarten pupils shall not be enrolled after the second week of any school year unless the student was attending a Kindergarten class in another school.

Children entering first grade should be six years of age by August 15.

## **REPORTING PUPIL PROGRESS**

Parent/teacher conferences for Grades 1-5 occur at the end of the first nine-week report period. Report cards are viewable via the Infinite Campus Parent Portal thereafter at nine-week intervals for children in Grades 1-5. Ongoing student progress can be monitored by accessing the Parent Portal through the Infinite Campus system.

Report cards are issued to Kindergarten students at the middle and end of the year. Parent/teacher conferences will be scheduled in November and an additional conference is offered in the spring. Parents/guardians will be notified about the dates and appointment times.

## **RESPONSE TO INTERVENTION AND INSTRUCTION (RtII)**

Students who experience academic and/or behavior difficulty have access to support in regular education. The support process is composed of assessment and intervention procedures that are used to assure that students receive an effective instructional program. This process can also screen students who may be eligible for special education.

The core of the process is the support team, which meets regularly to assist classroom teachers in planning and implementing strategies designed to achieve success for students. The team is aided by the RtII support teacher. The RtII support teacher is trained in the development and implementation of intervention strategies as well as assisting classroom teachers in meeting team goals. Through the RtII process, which includes benchmark assessments for all students, individuals are identified for Reading or Math support or enrichment as needed.

## **SCHOOL ATTIRE**

The District is pleased that Hampton parents/guardians remain aware that appropriate school attire contributes to a proper attitude toward learning. Students are expected to dress properly for an elementary school environment. Neat attire is encouraged. Student dress should not distract from the school environment; examples include overly tight-fitting or revealing clothing, clothing that contains images or messages that might be considered offensive or frightening to others, clothing that promotes drug or alcohol use. Families may refer to the Student Behavior Expectations for further details.

## **SCHOOL VISITATION**

It is the District's responsibility to ascertain the validity of requests to visit any child or teacher during the school day. All visits must be scheduled in advance at a time that is mutually agreeable to all involved and limits disruptions to the educational program. Please review HTSD Board Policy No. 907 for further details.

Visitors to classrooms for the purpose of "Mystery Reader" or "Class Reader" must select a title that already exists in the school or classroom library. Classroom teachers will assist with age-appropriate book selection. After choosing a book, provide the title to the teacher at least five (5) school days before reading.

All visitors are required to provide a Driver's License or other state-issued identification, which will be scanned through the School Gate Guardian visitor management system before they may leave the school office and enter the school building. The system uses the identification to conduct a background check, which includes the national sex offender database. A visitor's badge is then printed, which includes the visitor's name and a small photo (based off of the state-issued ID provided at the time of check in). This procedure is important for the safety of all students.

Forgotten materials are to be brought to the Office and will be delivered to the student.

Interruptions to the classrooms are to be kept to a minimum, including student arrival and dismissal times. The school administrative assistant is responsible for contacting the teacher to release a child from class.

### **SERVICES FOR PROTECTED HANDICAPPED STUDENTS**

In compliance with state and federal law, HTSD will provide to each protected handicapped student without discrimination or cost to the student, or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school-age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled or seeking enrollment in special education programs. Parents may request evaluation for services under Chapter 15 by contacting the building principal.

For further information on the evaluation procedures and provisions of service to protected handicapped students, contact your building principal or the Director of Special Education.

### **SPECIAL EDUCATION SERVICES FOR SCHOOL AGE STUDENTS WITH DISABILITIES**

HTSD provides a free, appropriate, public education to eligible students. To qualify as an eligible student, the child must be of school age, in need of specially designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities, as set forth in Pennsylvania State Regulations: Autism, Deaf Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, or Visual Impairment including Blindness.

The District engages in identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services. At no cost to the parents, these services are provided in compliance with state and federal laws and are reasonably calculated to yield meaningful educational benefit and student progress. To identify students who may be eligible for special education, various screening activities are conducted on an ongoing basis. These screening activities include: review of group-based data (cumulative records, enrollment records, health records, report cards, ability, and achievement test scores); hearing, vision, physical, and speech/language screening; and review by a Child Study Team or Student Assistance Program (SAP) Team. When screening results suggest that the student may be eligible for special education services, the District seeks parental consent to conduct a multidisciplinary evaluation. Parents who suspect that their child is eligible for special education services may request a multidisciplinary evaluation at any time through a written request to the Building Principal, Director of Special Education or the school psychologist.

Services designed to meet the needs of eligible students include the annual development of an Individualized Education Program (IEP), bi-annual or tri-annual multidisciplinary re-evaluation, and a full continuum of services, which include Itinerant, Supplemental, or Full-Time Levels of Intervention. The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age, and the level of intensity of the specified intervention. The District also provides related services, such as speech and language therapy, physical therapy, and occupational therapy if identified as a need in the student's IEP. Parents may obtain additional information regarding special education services and programs and parental due process rights by contacting the child's Building Principal or the Director of Special Education.

## SUGGESTIONS FOR PARENTS/GUARDIANS

A child's home life has a great deal to do with his/her success in school. Starting the day in the right frame of mind often means the difference between success and failure.

Parents/guardians may find the following suggestions helpful in contributing to a successful day for the student:

1. Insist upon adequate rest.
2. Provide a nutritious breakfast.
3. Supply tissues each day.
4. Prepare for bad weather with rainwear, boots, heavier clothing and gloves/mittens on cold days. District guidelines have been established for outdoor recess. Students will go outside when the temperature is 20 degrees or higher, the wind chill is above 15 degrees, or it is not raining. Please dress children appropriately for outdoor recess.
5. Discuss your child's interests and concerns.
6. Provide enrichment in the form of reading opportunities, trips, conversation, recreation, and other family-planned activities.
7. Give your child responsibility for tasks.
8. Encourage your child to assist in keeping his/her school building and classroom neat.
9. Designate a place in the home to study or to complete homework.
10. Keep your child home if he/she has signs of illness. Do not send your child back to school until his/her temperature has been normal for at least 24 hours. In case of vomiting or diarrhea, the condition should have ceased for at least 24 hours before the child returns to school.
11. Require your child to come home immediately after school.
12. Remind your child NEVER TO ACCEPT RIDES OR GIFTS FROM STRANGERS.
13. Encourage your child to always report to his/her teacher, police officer, bus driver or parent/guardian any stranger seen loitering, on foot or in a car, near schools, playgrounds, or other places where children assemble.
14. Encourage good sleep by keeping electronic devices out of children's bedrooms. Establish a charging routine for devices in a common area such as the kitchen or living room.

## STANDARDIZED TESTING INFORMATION

<u>Test</u>	<u>Grade Level</u>	<u>Administered</u>
Pennsylvania System of School Assessment (PSSA)	3, 4, & 5	Spring

## TRANSFERS

Parents/guardians are to notify the school office as soon as possible if their child is transferring from the Hampton Township School District. A release form, signed by the parents/guardians, will allow the District to send transcripts and medical records to the new school when requested by a school official.

## TRANSPORTATION

Transportation information will be available to all students by logging in to the Infinite Campus account, approximately one week prior to the first day of school.

### Kindergarten

Kindergarten bus transportation is provided to school for students who attend the morning session and from school for those in the afternoon session. Parents/guardians are responsible for transportation of morning Kindergarten students from school and afternoon students to school.

Morning students are to depart promptly at 11:25 a.m., and afternoon session students are to arrive no earlier than 12:50 p.m. on Monday, Tuesday, Wednesday, Thursday and Friday.

Morning pick-up and afternoon drop-off times on the monthly **Early Dismissal Day** are 10:45 a.m. and 11:45 a.m., respectively.

In the event of a **2-Hour Delay**, morning pick-up and afternoon drop-off times are 12:40 p.m. and 1:30 p.m., respectively.

No supervision is provided between sessions.

On the first day of school in the fall, each Kindergarten student will receive a card designating her/his bus number, location of bus stop, and time schedule.

### **Grades 1-5**

Bus transportation to and from school is provided for students in Grades 1-5 at assigned neighborhood bus stops.

## APPENDIX A

### HEALTH SERVICES INFORMATION

#### IMMUNIZATIONS

Pennsylvania School Law requires that all children seeking admission to school, whether public, private, or parochial, be properly immunized. Proof of immunization must be provided by written record showing dates (month, day, year) immunizations were received.

Minimum vaccine requirements are:

#### All Grades K-12

- 4 doses of tetanus, diphtheria, and acellular pertussis\* (1 dose on or after the 4<sup>th</sup> birthday)
- 4 doses of polio (4<sup>th</sup> dose on or after 4<sup>th</sup> birthday and at least 6 months after previous dose given)\*\*
- 2 doses of measles, mumps, rubella\*\*\*
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity
- Lead Levels - Incoming Kindergarten students provide proof from pediatrician that lead testing was complete

*\*Usually given as DTP or DTaP or if medically advisable, DT or Td*

*\*\*A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose*

*\*\*\*Usually given as MMR*

#### Grades 7-12 (in addition to the above vaccines)

1 dose of tetanus/diphtheria/pertussis (Tdap)

2 doses of meningitis vaccine (MCV4)

Parents/guardians should notify the School Nurse of any immunizations (booster shots) given to the student during the school year. Updated tetanus information is extremely important if your child becomes injured. If there are any questions concerning the immunization program, you are asked to contact the School Nurse.

#### CHANGES IN STUDENT'S MEDICAL STATUS

It is **EXTREMELY IMPORTANT** that parents/guardians notify the School Nurse of all changes in their child's medical status. We must have current information in order to provide proper care in the event of an emergency. PLEASE inform us of:

- Any chronic medical conditions, such as heart disease, asthma, seizure disorders, bone or joint disorders, etc.
- Any acute situations (physical, emotional or personal) which may affect the student's performance in school.
- All allergies, including bee stings and medications.
- Routine prescribed medications, even those not taken during school hours.

All such information will be included on the comprehensive and confidential School Health Record.

Teachers will be notified annually of special health problems, which may necessitate their immediate intervention to ensure the child's well-being. Examples of such problems are active seizure disorders, diabetes, asthma, and life-threatening allergies.

#### KEEPING THE ILL CHILD AT HOME

Parents/guardians must occasionally make a difficult decision regarding their child's level of health and ability to attend school. When should you keep your child at home? Follow these guidelines:

- A fever of 100 degrees or more.
- Vomiting or diarrhea within the last 24 hours.
- A suspicious rash.



- Stomach ache or fatigue, accompanied by fever and/or vomiting.
- A headache lasting 1-2 days, or recurring.

Two other problems which put other students at risk for infection include:

- Red, irritated eyes with pus-like or excessive watery drainage.
- Persistent, uncontrollable coughing and sneezing.

Please keep in mind that we consider you, the parent/guardian, to be the best judge of your child’s ability to attend school. If you send him/her to school in the morning, we will assume that he or she is able to stay in school for the entire day.

However, if your child does become ill during school hours, a current phone number for an adult who is able to provide emergency transportation (home phone, cell phone, work phone, or a number of a relative or neighbor) must be on file with the school nurse.

### **EXCLUSION FROM SCHOOL**

The Pennsylvania and Allegheny County Health Departments demand exclusion of all students who are suspected of, or have been diagnosed as having, the following communicable diseases. Please note the protocol that must be followed before children may return to school.

Strep Throat Tonsillitis Scarlet Fever Conjunctivitis (Pink Eye)	}	24 hours after beginning appropriate therapy
---	---	--

COVID-19	Families must consult with School Nurse to determine a return to school date.
----------	---

Chickenpox	When all vesicles are crusted; approximately 6 days from eruption of first crop of vesicles (new sores).
------------	--

Pediculosis (Lice)	After appropriate treatment has been instituted and child is judged “nit free” by the School Nurse.
--------------------	---

Scabies - Ringworm	Until judged non-infective by a physician or School Nurse.
--------------------	--

Impetigo	When pustules have dried and are judged non-infective.
----------	--

Students in school who exhibit unusual rashes, eye irritations, or other signs of communicable illnesses will be immediately excluded from school. They will be readmitted only when:

- A non-communicable illness has been diagnosed, as certified in writing by a physician.
- Or, the child has recovered or received appropriate treatment and is no longer infectious.

### **EMERGENCY TELEPHONE CONTACT**

The School Nurse **MUST** be able to reach every student’s parent/guardian in the event of a serious illness or injury. Please be sure to list your home phone number and/or cell phone number on your child’s emergency card at the beginning of the school year. If you must be contacted at work during the school day, be sure to list that number (or numbers) also.

If a parent/guardian cannot be reached during the school day, another local responsible adult (grandparent, other relative, or friend) should be designated as an emergency contact. This person must be willing to make decisions regarding the student and should be able to provide any necessary transportation. Please provide us with this individual’s phone number also. This is the only person other than the parent/guardian who may authorize the student’s early dismissal in the event of illness/injury.

## **FIRST AID**

First aid will be administered to all students with injuries or illnesses that occur at school. School district responsibility is limited to first aid for illness and injury. This may include:

- Assessment of the illness/injury.
- First aid procedures (wound cleansing and dressing, ice packs, etc.) as established by the school physician.
- Rest and reevaluation.
- Probable return to class.
- Verbal or written notification of parents/guardians.
- Possible early dismissal from school.
- Transportation in emergencies only.

## **MEDICATIONS**

The following statements apply to students who have recovered from an illness enough to return to school but still require medication and to students requiring medication for long-term health conditions.

Ideally, medication should be given at home prior to or after the school day. Parents/guardians should confer with the child's physician to arrange medication time intervals to avoid school hours.

School district policy states that medications may be administered in school only if all of the following requirements are met:

- 1) Written instructions signed by the parent/guardian **and** physician which include:
  - Child's name
  - Name of medication
  - Time medication is to be administered
  - Dosage of medication
  - Termination date for administering the medication.
- 2) All medications must be sent in the prescription labeled container. If necessary, parents/guardians should request a duplicate container from the pharmacist.
- 3) Unused medications will be returned.

Medication sent to school that does not comply with these requirements will NOT be given. In addition, please note that medication stored in the Health Office for your child will not be sent on field trips. This is a parental responsibility.

## **REQUIRED EXAMINATIONS**

### Physical Exams

The Pennsylvania School Health Law requires physical examinations for all students upon original entry to school, and again in Grades 6 and 11. It is recommended that these exams be conducted by the student's regular family physician or pediatrician. Required forms will be provided by the School Nurse and should be returned to the Health Services Department upon completion.

Exams must be performed no earlier than 12 months before the beginning of the school year.

### Dental Exams

Pennsylvania Law requires dental examinations for all students upon original entry to school and again in Grades 3 and 7. It is recommended that these exams be completed by the student's regular dentist. Required forms will be provided and should be returned to the Health Services Department.

Exams must be performed no earlier than 12 months before the beginning of the school year.

## **VISION SCREENING**

Every student from Kindergarten through Grade 12 will have a vision screening completed yearly. The purpose of the screening is to identify students who may benefit from a current evaluation by a vision care professional. Parents/guardians will receive written notification if their child's results do not pass any section of the vision

screening. In the case of failure, parents/guardians must report corrective action to the School Nurse.

Adequate vision is essential for the student's success in school. Teachers are alert to signs of visual difficulty in the classroom and refer students to the School Nurse as necessary.

Be alert at home for signs such as:

- Excessive blinking and/or squinting.
- Frequent headaches.
- Itchy, red, swollen, or watery eyes.
- Difficulty seeing the television.

Please notify the School Nurse if you suspect a problem. We will screen or re-screen the student and notify you as soon as possible of the results.

### **HEARING SCREENING**

All students in Kindergarten and Grades One, Two, Three, Seven and Eleven will receive a hearing screening test. Students with known hearing deficits can be screened annually, per parent request. Parents/guardians will be notified of potential problems and are required to report corrective action to the School Nurse.

Please notify the school if you suspect a problem with your child's hearing. Signs of a developing hearing problem include:

- Asking for frequent repetitions.
- Turning the head to one side when listening.
- Failure to respond to directions and commands.
- Increased volume of TV and radio.
- Frequent colds, earaches, and/or mouth breathing.
- Watching a speaker's lips.
- Speaking loudly.

### **HEIGHT AND WEIGHT**

Each student will have his/her height and weight measured annually. Parents/guardians will receive written notification of the results of their child's height and weight screening including BMI and BMI percentile. A complete record of measurements in all grades is available to parents/guardians upon request.

### **SCHOOL NURSES**

Kirsten Nelson

High School – (412) 492-6384

Amy Baxter, R.N.

Middle School – (412) 492-6361  
Aquinas Academy – (724) 444-0722

Dawn Gunnett, R.N.

Central Elementary – (412) 492-6323  
Poff Elementary – (412) 492-6337  
Wyland Elementary – (412) 492-6347

## APPENDIX B

### HEALTHY SNACK GUIDELINES

#### BIRTHDAY CELEBRATIONS/CLASSROOM PARTIES

The Vision of the Hampton Township School District Wellness Program is to promote positive lifestyle practices for students that will improve their individual health and health behaviors, reduce risk levels for preventable diseases, and enhance personal well-being. The School District is committed to providing a school environment that encourages student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience.

We take into consideration the well-being and nutritional safety of other children in the classroom with food allergies and/or their dietary needs. As a district, we do not have the resources to monitor the content or nutritional value of outside food for every child's birthday celebration or classroom party treat.

*In all instances of planning for birthday celebrations or classroom parties, please check with the classroom teacher for students with food allergies and/or special dietary needs.*

After reviewing the options below, please complete and return this form to the homeroom teacher five (5) school days prior to the celebration.

#### BIRTHDAY CELEBRATIONS

We know that students often like to celebrate their birthdays at school. If you prefer NOT to have a child's birthday celebrated, simply inform the classroom teacher. To celebrate your child's birthday at school you may choose one (1) of the following two (2) options:

#1 – make a selection from the list of Non-food Treats below

#2 – if you choose to share a snack, the snack must meet the criteria from categories A, B, or C on the Healthy Snacks list below. Please make a selection from the list of options and complete the "Birthday Celebration" form you can obtain from the classroom teacher or the Parents link on the District website. Please remember that any shared birthday snack should be able to be handled in a brief, timely fashion and if necessary, you must supply napkins, straws, and/or any utensils needed for the snack. *Please make every effort to avoid peanut and tree nut products when providing a snack.*

#### NON-FOOD TREATS

The School District strongly encourages the selection of non-food treats for birthday celebrations and classroom parties. The items below are offered as suggestions for non-food items. The list is not exhaustive. Families should seek approval from classroom teachers for any items being sent to school as nonfood treats.

- Pencils
- Stickers
- Notebooks
- Bubbles
- Small boxes of crayons
- Very small toys or trinkets (i.e., party favors)
- Small crafts that can be shared and then completed individually at home
- Favorite book read by school principal, family member, or another special adult. All books must come from the school or classroom library. Classroom teachers will assist with age-appropriate book selection. After choosing a book, provide the title to the teacher at least five (5) school days before reading.
- 5-10 minutes of extra recess

## CLASSROOM PARTIES

Classroom parties may offer a maximum of three (3) food items plus a healthy beverage. Two of the three items selected **must** come from categories A, B, or C on the Healthy Snack list. If treat bags are provided, they may contain **non-food items only**. Thank you for your support in keeping our students healthy!

### HEALTHY SNACKS

**A Fruits and Vegetables** – fruit may be served whole, sliced, cut in half, cubed, or in wedges. Canned, frozen, and dried fruits are easy and usually need little preparation. Healthy options include: fresh fruits and vegetables, fruit leathers (without added sugars), fruit salad, and fruit juice popsicles. Vegetables can be served with dips like hummus, bean dip, or salad dressing, in salads, or veggie pockets in a whole wheat pita.

**B Healthy Grains (whole grains that are low in fats and sugars)** – whole grains provide more fiber, vitamins, and minerals than refined grains. Whole wheat or other whole grains should be the first ingredients listed. Healthy whole grain options may include: English muffins, pita or tortilla chips, breakfast cereal (low sugar varieties), crackers, rice cakes, popcorn, granola, cereal bars, breadsticks, or flatbreads. Be sure to read the nutrition labels to pick options that are low in sugars, saturated fat, and trans fat.

**C Low-Fat Dairy Foods** – to protect children’s bones and hearts make sure all dairy foods, such as yogurt, pudding, and cheese are low-fat or fat-free. Choose lower fat cheeses. Serve in small portions and with other foods like fruit, vegetables, or whole grain crackers.

### HEALTHY BEVERAGES

**Water** – water satisfies thirst without adding calories or sugars. Seltzer or Sparkling Water – look for calorie free varieties.

**Low-Fat and Fat Free Milk** – milk is a terrific source of calcium and vitamin D. Choose fat free (skim) or low-fat (1%) instead of whole or 2% (reduced fat) milk. Soy, rice, oat or other alternative “milks” (fortified with calcium and vitamin D) are also healthy options.

**Fruit Juice** – choose only 100% fruit juice. Limit juice to no more than 6 oz. for 1-6 year olds and no more than 12 oz. for 7-18 year olds. Avoid juice drinks; nutritionally, they are no better than soda pop. The label should list 100% juice and have no added sugar or high fructose corn syrup in the ingredient list.