



# **SUSQUEHANNA COMMUNITY ELEMENTARY SCHOOL**

## **STUDENT HANDBOOK**

**2025-2026**

3192 Turnpike Street  
Susquehanna, PA 18847

**BRENT SODEN**  
Principal

**SCHOOL COLORS**  
Royal Blue and White

**SCHOOL MOTTO**  
Stay on the fast track to Saber success!

### **MISSION STATEMENT**

The mission of the Susquehanna Community School District is to nurture an educational environment that will develop life-long learners who will be successful participants in an ever-changing world.

### **ALMA MATER**

Where the river Susquehanna meets the western sky  
Proudly stands our alma mater on a hilltop high  
Flag we love, blue and white, flow for us Suski Hi for thee  
May our sons be leal and loyal to your memory.

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## WELCOME

On behalf of the Susquehanna Community School District Board of Education, Elementary Faculty, and Administration, I would like to welcome you and your family to the Susquehanna Saber community. I sincerely hope you have a successful school year full of fun, positivity, and growth. It is our goal to challenge your student(s) this year and to help them develop the skills to “stay on the fast track to Saber success.”

This Susquehanna Community Elementary School Student Handbook contains valuable information about school district policies, procedures, and programs. I would encourage parents and guardians to become familiar with this information to understand how our school and district work. While the teacher is the first point of contact for the vast majority of issues, please do not hesitate to contact my office with any unresolved questions. I look forward to working together with the faculty, staff, parents/guardians to ensure that every student receives a high quality education in a safe environment.

Respectfully,

A handwritten signature in black ink, appearing to read "Brent Soden", with a long horizontal flourish extending to the right.

Brent Soden  
Elementary Principal

570.853.4921 extension 1340  
bsoden@scschools.org

\*Check the district's website for important announcements, valuable information, and an up-to-date school calendar. [www.scschools.org](http://www.scschools.org)

## **FACULTY – 2025-2026**

Mr. John Rushefski  
Mr. Peter Supko  
Mr. Brent Soden  
Mrs. Elizabeth Shivock

Superintendent of Schools  
Coordinator of Curriculum, Instruction & Assessment  
Elementary Principal  
Special Education Supervisor

Mrs. Kim Burke  
Ms Sophia Muta  
Mrs. Rachel Tyler  
Mrs. Leanne Woodruff  
Mrs. Karen Downton  
Mrs. Sarah Krause  
Mrs. Amanda Williams  
Ms. Kassandra Hall  
Mrs. Stephanie Hubal  
Mrs. Susan Whitney  
Ms. Megan Houlihan  
Ms. Nancee Testa  
Mr. Kyle Cook  
Mr. Dustin Dailey  
Ms. Karyn Grausgruber  
Mrs. Michele Conklin  
Mr. Kevin Davis  
Mrs. Mary Fancher  
Mrs. Jessica Wolf  
Mrs. Robin Glidden  
Mr. Daniel Maurer  
Dr. Tim Borick  
Mrs. Beth Davis  
Mrs. Tammy Stone  
Ms. Marissa Draim  
Mr. Kirk Fallon  
Ms. Stacy Ryerson  
Mrs. Dawn Steele  
Mrs. Megan Beny  
Mrs. Liza Dooley  
Mrs. Madison Dailey  
Mrs. Katherine Edwards  
Mrs. Bridgette McKennas  
Mrs. Ellen Rockwell  
Ms. Rachel Wargo  
Ms. Elizabeth Stewart  
Ms. Olivia Watson  
Mrs. Elizabeth Matis

Pre-Kindergarten  
Pre-Kindergarten  
Kindergarten  
Kindergarten  
Grade One  
Grade One  
Grade One  
Grade Two  
Grade Two  
Grade Two  
Grade Two  
Grade Three  
Grade Three  
Grade Four  
Grade Four  
Grade Four  
Grade Five  
Grade Five  
Grade Five/Six  
Grade Five/Six  
Grade Six  
Grade Six  
School Psychologist  
Elementary Guidance Counselor  
K-12 Guidance Counselor  
Music  
Physical Education  
Art  
STEM  
Title I Specialist/RtII Coordinator  
Title I Specialist  
Special Education - Life Skills Support  
Special Education - Emotional Support  
Special Education - Learning Support  
Special Education - Learning Support  
Special Education - Learning Support  
Special Education - Autistic Support  
Special Education - Autistic Support  
School Nurse

## **NON-INSTRUCTIONAL PERSONNEL**

Mrs. Tiffanie Wolf	Administrative Assistant
Mrs. Brenda Reddon	Elementary Office Aide
Ms. Raelyn Amrein	Personal Care Aide
Ms. Janessa Arsenault	Personal Care Aide
Mrs. Gina Baker	Teacher's Aide
Mrs. Amanda Bishop	Health Office Aide
Mrs. Eileen Brady	Personal Care Aide
Ms. Shelby Brinton	K4 Teacher's Aide
Ms. Audrey Cameron	Classroom Aide
Ms. Brittany Carter	Personal Care Aide
Mrs. Patricia Cottrell	Teacher's Aide
Ms. Hannah Day	K4 Teacher's Aide
Mrs. Barbara Edwards	Title I Aide
Mrs. Laurie Frye	Teacher's Aide
Ms. Audree Harris	Personal Care Aide
Mrs. Alyssa Hobart	Library Aide
Ms. Danika Lawson	Personal Care Aide
Mrs. Melissa Mateo	Personal Care Aide
Ms. Kimberly Ott	Teacher's Aide
Mrs. Jessica Rockwell	Instructional Aide
Mrs. Melanie Seidel	Personal Care Aide
Mrs. Jill Soden	Teacher's Aide

## **ATTENDANCE**

Consistent, on-time attendance of your child is essential for success this school year.

**Ensure that your child (grades 3-6) is present for PSSA testing April 20 - April 30, 2026.**

### **EXCUSED/LAWFUL ABSENCE**

The only lawful absences from school attendance are as follows:

1. Illness
2. Obtaining professional health care or therapy service
3. Quarantine
4. Family emergency
5. Recovery from an accident
6. Required court attendance
7. Death in the family
8. Participation in a project sponsored by a statewide/countywide 4-H or FFA upon prior written request
9. Observance of a religious holiday upon prior written request
10. Non-School-sponsored educational tours or trips upon prior written request

**EVERY AND ALL ABSENCES BEYOND TEN (10) CUMULATIVE DAYS SHALL REQUIRE AN EXCUSE FROM A LICENSED PRACTITIONER OF THE HEALING ARTS.**

When possible, routine appointments with the dentist or doctor should be made other than school hours and **not** during PSSA testing (April 22 - May 3, 2024).

### **DAILY ATTENDANCE PROCEDURE AND POLICY**

The Public School Code states that students are of “compulsory school age” from the date parents enroll them in school. As of 2013, the Commonwealth Court of Pennsylvania determined that this regulation applies to full and half-day Kindergarten programs for both four and five-year-olds.

If a student is going to be legally absent or tardy from school for illness or some other urgent reason for three (3) days or more, the parent or guardian must notify the school by phone (570) 853-4921 Ext. 0 or by written letter.

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student’s unexcused absence. **EXCUSES TURNED IN AFTER THREE (3) SCHOOL DAYS FROM THE DATE OF ABSENCE, REGARDLESS OF THE NATURE OF THE EXCUSE, WILL NOT CONVERT THE ABSENCE TO AN EXCUSED ABSENCE.** Excuses must be turned into the school district within three (3) days of the absence.

When a student reaches six unexcused absences, parents/guardians will be invited to a School Attendance Improvement Conference. If a student reaches six unexcused absences, the school district shall notify Susquehanna County or Wayne County Children and Youth Services. Should unexcused absences continue after the child has been referred to the local child and youth services agency, the school district may file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

A written excuse by a parent/guardian and/or physician is required within three (3) days of an absence to be considered lawful.

Should you reach ten (10) days of absence; excused or unexcused, you will need a medical excuse for each subsequent absence. Exceptions may be made in the event of a catastrophic illness or other extenuating circumstance.

### **HALF-DAY ATTENDANCE**

Any student arrival after 11:45 AM will be considered a half-day absence. Any student arrival after 2:20 PM will be considered a full-day absence. Any student departure before 11:46 AM will be considered a half-day absence. Any student departure before 9:05 AM will be considered a full-day absence.

### **INDEPENDENT STUDY/PRE-APPROVED VACATIONS**

The minimum number of excused days for pre-approved vacations is **four** consecutive school days. The maximum number of excused days for pre-approved vacations is **six** school days per school year. Independent Study Contracts (ISC) must be submitted at least **10 days prior** to the requested absence. Students who have more than 3 unlawful absences during the current year are not eligible to submit a request. Students who did not successfully complete an ISC in the past are not eligible for further requests. Work will be provided within 24 hrs from the start of ISC. All work is to be completed and returned two school days after vacation is complete. Full requirements are listed on the back of an Independent Study Contract. Requests can be submitted to your building's main office as needed. Requests will not be approved during PSSA testing.

### **TARDINESS**

Any student arriving after the 8:20 AM bell. (Exception: late bus arrivals.), should report to the office and then to the homeroom teacher to be sure that the absence is removed. When a student is tardy the first and second time (without a doctor's slip and/or accompanied by a parent), the tardy is documented. Subsequent tardiness will be referred to the Truant Officer and/or Children and Youth Services.

### **TRUANCY**

The Truant Officer will be directed to check on students at the direction of the Principal for the following reasons:

1. If a student misses more than ten (10) days during the course of the school year and the school has not received notification of the illness involved.
2. If a teacher notices a certain pattern of absenteeism.
3. If a student misses school for three (3) consecutive days.

Note: If your child has to be absent for more than three days, please notify the school.

4. The sixth unexcused tardy will result in a truancy charge.

### **PERMISSION FOR EARLY DISMISSAL OR LEAVING SCHOOL**

Parents/Guardians are asked to send a note in with the student with the time the student will be picked up and who will be picking up the student. Students who bring in notes will be ready in the office for pickup at the designated time, so please be prompt. Please call the office if something occurs during the day requiring you to pick up your student early so that the student is ready and the teacher is aware.

### **EARLY DISMISSAL DAYS**

Refer to the school calendar for planned early dismissal days. Dismissal time for students will be 12:00 PM unless noted otherwise.

### **ADMISSION AGE REQUIREMENTS**

Children entering Five-Year-Old Kindergarten (K5) must be 5 years old on or before September 1st of that school year. Children entering Four-Year-Old Kindergarten (K4) must be 4 years old on or before September 1st of that school year.

## **EDUCATIONAL POLICIES**

The Susquehanna Community Board of Education has adopted the following PA Standards of Quality Education.

**PA Core Mathematics:** The Pennsylvania Academic Standards of mathematics describe what students should know and be able to do at the end of grades 3, 5, 8, and 11 in the following areas: numbers, number systems and number relationships, computation and estimation, measurement and estimation, mathematical reasoning and connections, mathematical problem solving and communications, statistics and data analysis, probability and predictions, algebra and functions, geometry, trigonometry, and concepts of calculus.

**PA Core Language Arts:** The Pennsylvania Academic Standards for language arts describe what students should know and be able to do at the end of grades 3, 5, 8, and 11. Studies include integrating reading, writing, listening and speaking, literature, grammar, and research across the content areas.

**PA Core Science and Technology:** Study of the natural world and facts, principles, theories and laws in the areas of biology, chemistry, physics, and earth sciences. Technology is the application of science to enable societal development including food production, manufacturing, building, transportation, and communication. Science and technology share the use of the senses, science processes, inquiry, investigation, analysis, and problem-solving strategies.

**Environment and Ecology:** Understanding the components of ecological systems and their interrelationships with social systems and technologies. These components incorporate the disciplines of resource management, agricultural diversity, government and the impact of human actions on natural systems. This interaction leads to the study of watersheds, threatened and endangered species, pest management and the development of laws and regulations.

**PA Core History:** Study of the record of human experience including important events; interactions of culture, race and ideas; the nature of prejudice; change and continuity in political systems; effects of technology; importance of global-international perspectives; and the integration of geography, economics, and civics studies on major developments in the history of Pennsylvania, the United States and the world.

**Geography:** Study of relationships among people, places, and environments, of geographic tools and methods, characteristics of place, concept of region and physical processes.

**Civics and Government:** Study of United States constitutional democracy, its values and principles, study of the Pennsylvania Constitution and government including the study of

principles, operations, and documents of government, rights, and responsibilities of citizenship, how governments work and international relations.

**Economics:** Study of how individuals and societies choose to use resources to produce, distribute and consume goods and services. Knowledge of how economies work, economic reasoning and basic economic concepts, economic decision-making, economic systems, Pennsylvania and the U.S. economy, and international trade.

**Arts and Humanities:** Study of dance, theater, music, visual arts, language and literature including forms of expression, historical and cultural context, critical and aesthetic judgment, and production, performance or exhibition of work.

**Career Education and Work:** Understanding career options in relationship to individual interests, aptitudes, and skills including the relationship between changes in society, technology, government and economy and their effect on individuals and careers. Development of knowledge and skill in job-seeking and job-retaining skills and, for students completing vocational-technical programs, the skills to succeed in the occupation for which they are prepared.

**Health, Safety, and Physical Fitness:** Study of concepts, skills, and societal factors which affect personal, family and community health and safety, nutrition, physical fitness, movement concepts and strategies, safety in physical activity settings, and leadership and cooperation in physical activities.

**Family and Consumer Science:** Understanding the role of consumers as a foundation for managing available resources to provide for personal and family needs and to provide basic knowledge of child health and child care skills.

**World Languages:** Ability to communicate in a language other than English, including the ability to understand and interpret written and spoken language on a variety of topics and to develop knowledge and understanding of other cultures.

## **GRADING**

Susquehanna Community Elementary School has developed a Standards-based report card for each grade level. K4 and K5 students will receive M, D, or NA. In the primary grades (grades 1,2,3), teachers will use letter grades to evaluate each student's individual performance in each of the academic areas. In the intermediate grades (grades 4,5,6), teachers will use percentage grades.

**Parents/guardians can view student grades through Focus at any time with a parent account.**

The grading key is as follows:

A (93-100)	Excellent Work	E - Excellent	M - Mastery
B (85- 92)	Above Average Work	S - Satisfactory	D - Developing
C (77- 84)	Average Work	N - Needs Improvement	NA - Not Assessed
D (70- 76)	Below Average Work	U - Unsatisfactory	
F (69 & below)	Failure		

A 1 through 4 grading key will be used to evaluate the quarterly sub-skills in each grade level.

## **PROGRESS REPORTS**

Progress reports will be sent home in the fifth week of each nine-week marking period to students who are failing a class. The reports will be generated through Focus (our student information system). Parents of elementary students have the opportunity to continually monitor grades through Focus by creating a parent account.

## **MERIT, HONOR, AND HIGH HONOR ROLL**

Students in grades 4, 5, and 6 who are enrolled in **5** core subjects are eligible. Any student who receives a U (Unsatisfactory) in Art, Music, Physical Education, or Library will not make the Honor or High Honor Roll.

**High Honor Roll:** 93 -100 **Honor Roll:** 90 - 92.99 **Merit Roll:** 85 - 89.99

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences will be held at the end of Quarters 1, 2, and 3. We encourage parents/guardians to attend these conferences. A conference between reporting periods can be arranged by contacting the teacher or the main office.

## **PROMOTION/RETENTION**

When considering promotion or retention of a student, the Response to Intervention and Instruction Team and the classroom teacher(s) will make that determination which is in the best interest of the student based on all available academic, behavioral, and social data.

## **TRANSFERS AND WITHDRAWALS**

Requests for withdrawals to other schools should be made with sufficient time for preparing transfers. Transcripts of records will be sent directly to the school to which the child is transferring once we receive the request for records.

## **HOMEWORK POLICY**

Homework is designed to reinforce learning and to facilitate the mastery of certain skills. The homework assigned is essential to the success of our students, so our expectation is that it will be completed on-time with a student's best effort.

Homework may include the following:

- Reading text and/or practicing pre-reading skills
- Math facts/problems
- Studying for quizzes and tests (all subject areas)
- Long-term projects (all subject areas)

Parental support with homework leads to student success. Parents can provide support by:

- Asking your child each night about what homework he or she has
- Providing a quiet spot for your child to work/study
- Ensuring that assigned homework is completed with your child's best effort
- Communicating with the teacher if your child struggles with the homework

Students are responsible for:

- Putting forth their best effort
- Following the directions
- Turning in the homework on-time
- Letting the teacher know if they had a problem with the homework

Long-term projects will be assigned a grade. Daily homework will be graded based on completion and effort. Reading and math assignments may range from 5 to 20 minutes for each subject depending on the student's grade level and the assignment.

### **HOMEBOUND INSTRUCTION**

Special instruction may be arranged through the Principal's Office whenever students are confined to their homes or hospital for an extended period of time (usually 4 weeks or more).

### **SURVEYS**

Students will be expected to complete certain anonymous surveys while at Susquehanna Community Elementary School. If you would prefer that your child does not participate in such surveys, parents may request this in writing to the Principal.

All parents/guardians may inspect, upon sufficient notice, any instrument or survey created by a third party used by the school district if the survey concerns any of the following eight protected areas:

1. political affiliations or beliefs of the students or the student's parent
2. mental or psychological problems of the student or the student's family
3. sex behavior or attitudes
4. illegal, anti-social, self-incriminating or demeaning behavior
5. critical appraisals of other individuals with whom respondents have close family relationships
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
7. religious practices, affiliations, or beliefs of the student or student's parent
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

All surveys concerning any of the above topics shall require prior written parental permission for student participation.

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

At Susquehanna Community Elementary School, we use the Response to Instruction and Intervention (RtII) model to meet the instructional needs of our students in reading and in math. Students are identified for intervention by using data obtained through aimswebPlus benchmarking and progress monitoring, Wonders, enVision Math, PSSA scores, and teacher input. Action Plans with student goals are developed for those who qualify for intervention. Student progress toward goals at Tier 2 and Tier 3 levels are monitored and reviewed every six to eight weeks at a RtII Team meeting.

There are three Tiers in the RtII model:

- **Tier 1** – Core curriculum is delivered by classroom teachers. Teachers may provide classroom interventions during small group time and/or during our 30 minutes daily Intervention/Enrichment block (K5-4).
- **Tier 2** – Students who have met the criteria for Tier 2 intervention work with a Reading Specialist daily. Action Plans are developed and student progress toward goals is monitored.
- **Tier 3** – The RtII Team will move a student from Tier 2 to Tier 3 if the student requires more intensive intervention than can be provided at the Tier 2 level.

Action Plans are developed and student progress toward goals is monitored weekly.

### **SUSQUEHANNA COMMUNITY SCHOOL DISTRICT TITLE I SCHOOL-PARENT COMPACT**

Susquehanna Community Elementary School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

1. Parent Compact Review: Title I Parent Night/Spring Meeting
2. Survey Need for Modifications: Title I Parent Night/Spring Meeting
3. Distribution & Written Feedback on Rough Draft Compact
4. Board of Education Approval

### **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:**

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).<sup>1</sup> The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths. The law indicates that the LEA liaison shall ensure that all homeless children, youth, and families are identified through coordinated activities with other entities.

### **DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT-TIME RESIDENCE:**

"Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons

Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations

Living in emergency or transitional shelters

Living in a public or private place not designed for humans to live

Migratory children living in the above circumstances

Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian

### **Residency and Educational Rights:**

**Students who are in temporary, inadequate, and homeless living situations have**

**the following rights:**

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;

Access to free meals and textbooks, Title I and other educational programs, and other comparable services including transportation;

Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

**When a student is identified as being McKinney-Vento eligible, staff will:**

- Assist with enrollment, monitor school attendance, and arrange transportation (PreK-8 students)
- Provide school supplies and other school-related materials as needed
- Advocate for and support students and families through school and home visits
- Set clear expectations for student behavior, attendance, and academic performance
- Assist students/families access with community services
- Assist students/families with access to tutoring, special education, and English language learner resources
- Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation

**For additional information, contact LEA Homeless Liaison at 570-853-4921 Ext. 1336.**

**NON-DISCRIMINATION POLICY**

The Susquehanna Community School District, an equal opportunity employer, will not discriminate in employment, educational programs, or activities, based on race, color, religion, national origin, sex, age, ancestry, physical handicap or union membership. This policy of nondiscrimination extends to all other legally protected classifications. Publication of this policy is in accordance with state and federal laws including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973. Inquiries should be directed to Julie Gallo, Elementary Principal, 3192 Turnpike Street Susquehanna, PA 18847, (570) 853-4921 ext. 1340. Revised 9/94

**PARENTAL NOTIFICATION, ACCESS, REVIEW AND CONSENT POLICY****Purpose:**

The purpose of this policy is to describe the powers of notification, review, consent and involvement given to the parents and guardians of students enrolled in the Susquehanna Community School District in relation to teacher qualification, student records, educational materials, health and physical examinations and screenings, personal information and surveys as mandated by the No Child Left Behind legislation of 2001 and the Family & Educational Rights and Privacy Act.

**Definition:**

Review powers are defined as the powers to visually inspect and read through materials directly related to a child's educational record or educational program. Consent powers are defined as the powers to authorize student participation in certain activities or to

authorize the transmission of personally identifiable information to a third party.

**Authority:**

The Board of Directors shall appoint the Superintendent to oversee all aspects of the parental review and consent policy and direct the building principals in all aspects of parental notification and consent, and student record review and modification.

**Student Records:**

All parents/guardians shall have access to their child's educational record upon sufficient notice given to the building principal responsible for their child's education. Sufficient notice is considered a written or verbal request received at least five work days prior to the date of review or inspection.

All parents/guardians shall have the right to request an amendment to their child's educational record if they believe the educational record is inaccurate. The parent/guardian shall write a letter to the building principal and clearly identify the part of the record they believe to be inaccurate and why it is inaccurate. If the school district does not change the record, the school will notify the parent/guardian of their right to a hearing regarding the request for the amendment.

**TEACHER QUALIFICATIONS**

All parents/guardians may request and the school district will provide, in a timely manner, information on the professional qualifications of the student's classroom teachers and paraprofessionals (if employed as a Title 1 aide).

**DISTRICT/SCHOOL-LEVEL ASSESSMENT DATA**

All parents/guardians will have access to district/school-level assessment data. The data will be publicly disseminated in the local print media and on the district web-site. Parents/guardians may also contact the district office for a copy of the assessment results.

**EDUCATIONAL MATERIALS**

All parents/guardians shall have the right to review any and all educational materials used as part of the regular curriculum and utilized in educating their child upon sufficient notice to the principal.

**HEALTH & PHYSICAL EXAMINATIONS AND SCREENINGS**

All parents/guardians shall be informed of regularly scheduled student physical examinations or screening. Parents/guardians may excuse their child from a physical examination or screening conducted by the school district, but must provide documentation of the required physical examination or screening being conducted by a private physician.

**PERSONAL INFORMATION**

All parents/guardians have the right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. The district will forward a student's educational

record to another district or educational placement in which the student is enrolling without the consent of the student's parent/guardian, if such consent is deemed unnecessary by the building principal. Parents/guardians may request that their child's name, address, and telephone number not be released to military recruiters, colleges and universities by the district without prior written consent.

### **ESL PROGRAM DEVELOPMENT**

The parents/guardians of English Language Learners (ELLs) have the right to be involved in the development, implementation and evaluation of the district English as a Second Language Program (ESL). Parents/guardians of ELLs will be notified if their child is eligible for participation in ESL programming. Assessment data, goals, instructional methods, program components and exit criteria in relation to student involvement in the district ESL program will be made available to parents annually. Also, parents will be notified annually of meetings and activities related to the district ESL program.

### **NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS CHILD FIND TO PARENTS WHO RESIDE IN SUSQUEHANNA COMMUNITY SCHOOL DISTRICT**

The content of this notice has been written in English. If a person does not understand any of this notice, he or she should contact the school district (see contacts) and request an explanation.

Each school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children, offer assistance to parents and describe the parent's rights with regard to confidentiality of information that will be obtained during this process.

#### **Identification Activity**

*Child find* refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the state, including children attending private schools, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education (FAPE) can be made available. The types of disabilities that if found cause a need services are: Autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain injury and visual impairment including blindness. In the case of a child that is of preschool age, developmental delay.

Each school district is required to annually provide notice describing the identification activities and the procedures followed to ensure confidentiality of personally identifiable information. This notice is intended to meet this requirement.

Identification activities are performed to find a child who is suspected as having a disability that would interfere with his or her learning unless special education programs and services are made available. These activities are sometimes called screening activities. The activities include: Reviews of group data, conducting hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior and determining the student's response to attempted remediation. Input from parents is also an information source for identification. Parents who suspect their child is eligible for special education services and programs may request an evaluation at any time through a written request to the building principal. After a child is identified as a suspected child with a disability, he or she is evaluated, but is not evaluated before parents give permission for their child to be evaluated.

### **Confidentiality**

If after screening, additional information is necessary, we will seek your permission to conduct further evaluations. A written record of the results is called an education record, which is directly related to your child and is maintained by the school district. These records are personally identifiable to your child. Personally identifiable information includes the child's name, the name of the child's parents or other family member, the address of the child or their family, a personal identifier such as social security number, a list of characteristics that would make the child's identity easily traceable or other information that would make the child's identity easily traceable.

The school district will gather information regarding your child's physical, mental, emotional and health functioning through testing and assessment, observation of your child, as well as through review of any records made available to the school district through your physician and other providers of services such as day care agencies.

The school district protects the confidentiality of personally identifiable information by one school official being responsible for ensuring the confidentiality of the records; training being provided to all persons using the information and; maintaining for public inspection a current list of employee's names and positions who may have access to the information. The school district will inform you when this information is no longer needed to provide educational services to your child and will destroy the information at the request of the parent, except general information such as your child's name, address, phone number, grades, attendance record and classes attended, grade level completed, may be maintained without time limitation.

As the parent of the child, you have a number of rights regarding the confidentiality of your child's records. The right to inspect and review any education records related to your child that are collected, maintained or used by the school district. The school district will comply with a request for you to review the records without unnecessary delay and before any meeting regarding planning for your child's special education program (called an IEP meeting), before a hearing should you and your school district disagree about how to educate your child who needs special education, and in no case, take more than 45 days to furnish you the opportunity to inspect and review your child's records.

You have the right to an explanation and interpretations of records; to be provided copies of the records if failure to provide the copies would effectively prevent you from exercising your right to inspect and review the records and; the right to have a representative inspect and review the records.

Upon your request, the school district will provide you a list of the types and location of education records collected, maintained, or used by the agency. Additionally, the school district may charge a fee for copies of records made in response to your request for copies except it will not charge a fee if doing so will prevent you from inspecting and reviewing your child's records. The district will not charge a fee to search or retrieve information.

You have the right to request the amendment of your child's education records that you believe are inaccurate or misleading or violate the privacy or other rights of your child. The school district will decide whether to amend the records within a reasonable time of receipt of your request. If the school district refuses to amend the records you will be notified of the refusal and your right to a hearing. You will be given at that time, additional information regarding the hearing procedures and upon request, the district will provide you a records hearing to challenge information in your child's education files. Parent consent is required before personally identifiable information contained in your child's education records is disclosed to anyone other than officials of the school district collecting or using the information for purposes of identification of your child, locating your child and evaluating your child or for any other purpose of making available a free appropriate public education to your child. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additionally, the school district, upon request, discloses records without consent to officials of another school district in which your child seeks or intends to enroll.

When a child reaches age 18, the rights of the parent with regard to confidentiality of personally identifiable information is transferred to the student.

A parent may file a written complaint alleging the rights described in this notice were not provided:

Pennsylvania Department of Education  
Bureau of Special Education  
Division of Compliance  
333 Market Street  
Harrisburg, PA 17126-0333

The Department of Education will investigate the matter; issue a report of findings and necessary corrective action within 60 days. The Department will take necessary action to ensure compliance is achieved.

Complaints alleging failures of the school district with regard to confidentiality of personally identifiable information may also be filed with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

The Susquehanna School District will provide ongoing screening services. If you wish to learn more, have questions, or believe your child may need to be identified, please contact:

Mrs. Elizabeth Shivock, Special Education Director, 570-853-4921, ext.1335

### **Early Intervention Identification**

The PA Department of Education is responsible for providing Early Intervention (EI) programs and services to eligible young children under Act 212 of 1990, the EI Services System Act. An “eligible young child” is a child age 3 to age of beginners, who has an identified disability or developmental delay in the areas of speech/language, learning, motor, adaptive, social and/or behavioral and is in need of special education.

Screening for thought-to-be-eligible children is available through NEIU 19 Early Intervention Program. To request a screening, call 1-800-228-1750, ext. 219 or 570-876-9219, Monday through Friday between 8:30 a.m. and 4:00 p.m. An evaluation may be requested submitting a written request to:

Ms. Colleen Penzone  
NEIU 19 Early Intervention Preschool Coordinator  
1200 Line Street  
Archbald, PA. 18403.

There is no cost for programs and services. All identification activities and rules of confidentiality apply to Early Intervention.

### **NOTICE TO PARENTS AND ELIGIBLE STUDENTS WHO RESIDE IN THE SUSQUEHANNA COMMUNITY SCHOOL DISTRICT - CHAPTER 15/504 SERVICE AGREEMENT ANNUAL NOTICE TO PARENTS**

In compliance with state and federal law, the Susquehanna Community School District 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 and protections for “protected handicapped students” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provisions of services to protected handicapped students, contact Mrs. Elizabeth Shivock, Special Education Supervisor, at 853-4921, ext. 1335.

# GENERAL GUIDELINES

## SUSQUEHANNA COMMUNITY SCHOOL DISTRICT DRESS AND GROOMING

Adopted January 2022

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

The Susquehanna Community School District recognizes that a clear and balanced dress code promotes an academic environment, limits disruptions, and enhances students' self-images while allowing for a reasonable level of comfort, freedom and self-expression. The following guidelines have been written to promote clarity but are not all-inclusive. Please keep in mind that how an item of clothing is worn is as significant as what is being worn. The administration reserves the right to determine what is considered safe and appropriate dress during the school day and at all school-sponsored events. Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.

### **Guidelines:**

The dress code guidelines of this policy apply to all students in grades 4-12. Students in grades Pre-K-3 are expected to dress appropriately for school. Any concerns with primary grade students will be addressed on an individual basis. Students may wear:

1. Clothing that is clean, in good condition and appropriate for the activities engaged in during the school day as well as after-school activities.
2. Clothing that fits appropriately, is not excessively baggy, is worn as intended by the manufacturer and is not made of material that is mesh, sheer or see-through.
3. Clothing that is free of inappropriate or offensive language or innuendos, references to or images of illegal substances or activities, alcohol, tobacco, sex, violence, hate speech, gang-related or another distracting subject matter.
4. Clothing, shoes, jewelry/piercings and accessories free of chains, spikes, sharp edges or other safety hazards.
5. Pants which are free from holes above the longest finger-tip length while standing and are not considered lounge or sleep wear.
6. Athletic shorts, athletic pants and sweatpants that securely fasten at the waist, are free from holes above the longest finger-tip, are not excessively baggy or made of mesh, sheer or see-through fabric.
7. Shorts, skirts and dresses which reach to at least the longest fingertip length while standing.
8. Any pants designed to be worn skin-tight must be covered with a top that reaches to the longest finger-tip length on all sides while standing.
9. Shirts, tops and dresses that do not expose cleavage, midriff, undergarments or an excessive amount of skin on the chest, back or under the arms, have finished sleeves and cover the top of the shoulders.
10. Footwear with a hard sole which is safe and appropriate for each class and activity the student participates in (rubber/foam flip-flops, slides, platforms and slippers are not allowed).
11. Headwear, as required for religious beliefs/purposes.
12. Piercings are permitted with the exception of in or around the mouth. Any piercing identified as a safety hazard will be covered or removed.
13. Tattoos are permitted as long as they are not profane or obscene.

Students may NOT wear, during school hours:

1. Coats or jackets, gloves, arm sleeves, etc. designed as outerwear.
2. Hats, headgear and full bandannas are not permitted.
3. Headphones/earbuds during the school day.
4. Hoods or sunglasses during the school day.

**Other Areas of Concern:**

Any clothing through which underwear or any type of undergarment may be seen are not allowed.

Spikes, dog chains/chokers, ball bearing chains, wallet chains, or other jewelry that increases the risk for accidents are not allowed.

**Tattoos** – Tattoos are permitted as long as they are not profane or obscene. If they are determined to be profane or obscene by the building-level administrators or appropriate designees, they must be covered. (SCSD Board Approved August 2007)

**Hair Color** – Any hair color or style deemed to cause a substantial disruption to the education process shall be prohibited in the schools of the Susquehanna Community School District. It shall be the authority of the building-level administration or appropriate designees to determine if the hair color or style causes a substantial disruption. Students possessing a hair color or style which causes a substantial disruption to the educational process shall immediately correct the situation or be subject to disciplinary consequences. (SCSD Board Approved August 2007)

**Piercing** – Any piercing in or around the mouth is strictly prohibited. Any piercings identified as a safety hazard will be required to be covered or removed.

Students who fail to comply with the district dress code will be allowed to modify their attire to comply with the dress code. Students who continually or willfully violate the dress code by wearing articles of clothing promoting the use and/or possession of alcohol, drugs, tobacco, etc., or who wear articles of clothing expressing profanity or sexually explicit messages and/or images will be subject to the consequences associated with the Code of Student Conduct.

Any other situations or extenuating circumstances that may warrant attention will be reviewed on an individual basis.

**TRANSPORTATION**

Free bus transportation is provided for all pupils. Children who persist in disruptive behavior which could result in a bus accident can be relieved temporarily (or permanently in extreme cases) of the privilege of riding the school bus. We ask for your cooperation in helping to teach our children a cooperative attitude and willingness to help make the travel to and from school pleasant and safe.

All children are required to travel to and from school on their designated buses. For example, if you wish your child to ride a different bus on a particular day, every effort will be made to grant your request whenever possible. When your child needs to have a change in transportation, please inform the school as soon as possible and prior to 2 PM.

## **STUDENT ARRIVAL AT SCHOOL**

Parents who transport their children to school are encouraged to drop students off between 8:00 AM and 8:15 AM daily at the gym entrance. While it is preferred that students be dropped off after 8 am, students may be dropped off at school from 7:45 - 8:00 am at the main office. No students will be permitted into the building prior to 7:45 am.

## **CHILD PICK-UP IDENTIFICATION POLICY**

Any parent, guardian, or other designated contact picking up a child from the Susquehanna Community Elementary School or Susquehanna Community Jr./Sr. High School may be required to have proof of identification at the time of pick up. If the identity of a parent, guardian, or other designated pick-up person is in question, proof of identification must be presented. Only parents/guardians and others listed on the child's emergency card will be allowed to pick up the child from school.

In the event of an evacuation, all parents, guardians, and/or designated emergency contacts **must have proof of identification** when picking up children from the reunification area. District personnel and other emergency responders not familiar with district parents, guardians, and/or designated emergency contacts may be staffing the parent-child reunification station in the event of an evacuation. Proof of identification shall be mandatory.

## **PARENT PICK-UP**

If you do not pick up your child on a regular basis (example: 2 or more days per week), you will need to park your vehicle and come into the Elementary School Office to sign out and pick up your child. Parents or guardians who pick students up at the office must arrive at school on or before 3:25 PM. Requests for children to be excused from school early should be made to the main office. Signing out from the office is necessary before leaving the building.

In situations where there are family problems such as custody disputes, the following sign-out procedures are in effect:

1. The custodial parent must present the school with a copy of legal custody papers or a Court Order. A note must also be submitted to the school designating who may or may not sign out the child. The note must be signed and dated.
2. In the absence of a Court Order, legal custody papers, and/or the note, every effort will be made to contact both custodial parties. If this cannot be done, the child will be held at school and will go home on his or her assigned bus or other regular means of transportation.
3. For any student whom we have legal custody papers and a note on file, the custodial parent or designee, if unknown, will have to show identification (Example: Driver's License) to sign the student out.
4. A secretary will witness the custodial parent or designee sign the logbook before they call for the student to come to the office from his/her classroom.

For parents who pick up their child daily or on a very regular basis, parent pick-up will be in the parking lot on the Turnpike Street side of the building, **NOT** in the Elementary School Office.

1. Upon arriving at the school to pick up your child, drive down the lane on the Turnpike Street side of the building and remain in the vehicle line. **Please be at the school between 3:15 and 3:25** each day. **DO NOT LINE UP PRIOR TO 3:15 AS IT CAUSES TRAFFIC ISSUES.**
2. As parents pull up to the door, students will be dismissed.
3. Please note that if you are not in the vehicle line-up by 3:25, your child will be sent to the Elementary School Office.

## **VISITORS**

All visitors must report to the office immediately upon entering the building. Any visitors, if unknown, to the Susquehanna Community School District, may be required to provide proof of identification upon entering the building. The proof of identification, usually a driver's license, will be exchanged for a visitor's pass. Upon completion of the visit, the visitor's pass will be exchanged for the visitor's proof of identification. A visitor's pass will be issued and must be displayed appropriately and then returned to the office upon leaving the school.

No parent or guardian is allowed in the classroom area unless prior arrangements have been made with the teacher and the principal. Violators and trespassers may be prosecuted. Students may not bring friends and/or relatives to spend time in school during school hours.

## **CHANGE OF CONTACT INFORMATION**

Inform the office as soon as possible of any changes in address, telephone number, or email address. This is very important so that we may reach you in the event of an emergency.

## **MEET THE TEACHER NIGHT**

In an effort to better acquaint the parents and students with our school and faculty, a Meet the Teacher Night will be held prior to the start of the new school year. The date and time will be on SCSD's website.

## **AFTER-SCHOOL ACTIVITIES** (Example: Concerts, Athletic Practices, etc.)

The Elementary School does not provide transportation home following school activities such as the ones mentioned above. Parents must make arrangements to provide transportation home for their children.

## **OUTSIDE FOOD/BEVERAGE POLICY**

Students may carry with them water bottles, personal sports bottles and travel mugs with a closable top. Cans, glass bottles, disposable cups, or other containers deemed inappropriate by administration are not permitted in classrooms and hallways. Teachers may limit/restrict drinks in their classrooms to protect the district's equipment and for cleanliness purposes. Any beverage opened in the cafeteria must be consumed in its entirety during the lunch period. Food, gum, candy should not be consumed in hallways or classrooms without teacher permission. Outside food and drinks may be inspected at any time.

## **SCHOOL PARTIES**

If there is a snow day on a day of a scheduled party (Christmas or Read Across America Week), every effort will be made to reschedule the party, preferably the next full day of school.

## **SNACKS AND FOOD FOR SCHOOL PARTIES/EVENTS**

Due to the increasing number of students with food sensitivities and chronic medical conditions, it has become necessary to monitor food items that are brought into school to be shared in classes for nutritional values and ingredient contents.

Any food items (snacks, cupcakes, cookies, sweets, etc.) brought in for parties or events to share with students must be pre-packaged and include a nutritional label. **The school will no longer be permitting homemade baked goods of any kind for school parties or events.** Information about school parties will be communicated by the teachers.

Birthdays will be celebrated at the beginning of each month. **Please do not send in food items for birthdays as they will not be distributed.** The school will serve a birthday treat once a month to celebrate all birthdays.

### **LOST AND FOUND**

Each year our school ends up with a large number of items in the Lost and Found. Parents are encouraged to **label all items**, including but not limited to, coats, hats, boots, jackets, book bags, lunch boxes, wallets, and all other related personal belongings. Students should be encouraged to inquire about lost items in the office.

### **HOMEROOM TEACHER REQUEST POLICY**

While the district does not recommend the practice of parents requesting their child's homeroom teacher in elementary school, the district does realize that under certain circumstances a parent may have legitimate reasons for requesting that their child not have a certain homeroom teacher. If there is a specific teacher, between kindergarten and 3<sup>th</sup> grade, whom a parent **does not want** their child to have as a homeroom teacher, the parent may make a written request to the elementary administration. The written request must describe the specific reasons why the parent **does not want** their child to have a specific teacher for homeroom. All requests must be received by the elementary administration in writing on or before **April 15th** of the **preceding school year**. The elementary administration will make every effort to accommodate legitimate requests. Parents will be notified in writing by June 1<sup>st</sup> if their request cannot be accommodated.

### **TEXTBOOKS**

The Susquehanna Community Elementary School purchases textbooks and workbooks in all subject areas on a rotation basis. In order to help maintain the good usable condition of books, it is requested that all hardbound textbooks be protected with some kind of book covering. Any books that are lost or damaged beyond normal usage will be paid for by the student.

### **STUDENT VALUABLES**

Students are advised not to bring any more money to school than absolutely necessary. The school district is not responsible for stolen or lost personal valuables, such as watches, jewelry, money, cameras, video games, gym equipment, garments, etc. As a safety measure, the following items are also not permitted at school: skateboards, rollerblades or rollerblade sneaker/shoes, hard balls of any kind, bicycles, motorized bikes, firecrackers, matches, lighters, guns (real or toys), water guns, lasers, knives or other weapons.

Note: Only roll-up plastic sleds are allowed in the winter for recess.

### **CAMERA POLICY**

Surveillance cameras may be used in the school hallways or on the school campus and on school buses to ensure that safety be prioritized.

### **CELLULAR PHONE & WIRELESS COMMUNICATION DEVICE POLICY**

The Board of Education realizes that cellular phones and wireless communication devices are effective communication tools used in today's society. The Board of Education prohibits the use of these devices by students unless specific permission is granted by a building-level administrator or the teacher, during the school day in school buildings. The Board of Education does not prohibit the possession of these devices but authorizes building-level administrators to implement effective consequences to prevent inappropriate use. In Elementary School, cell phones must be turned off and kept in the student's book bag in the coat closet. Students must get permission from the teacher or administration to use the cell phone during the school day.

### **DIGITAL CAMERA AND/OR RECORDING DEVICE POLICY**

The Board of Education prohibits the inappropriate use of digital cameras and/or recording devices on school grounds. Inappropriate use shall be defined as but not limited to:

- taking someone's picture without their permission,
- taking pictures of an inappropriate nature,
- disturbing the educational process through the taking of pictures,
- recording someone's voice without their permission.

The Board of Education shall authorize building-level administrators to implement effective consequences to prevent the inappropriate use of such devices.

### **CAFETERIA COSTS**

We are now a CEP (Community Eligibility Provision) school. This means that breakfast and lunch are provided at no charge to all students. The district food service department uses LunchTime, a software-based cafeteria management system. The system allows parents to pre-pay for any extras (snacks, ice cream, extra portions, etc.). Your child will access the system by using their student ID card and/or student ID number. You may opt to add money to your child's account on a monthly, quarterly, or weekly basis.

### **MILK SUBSTITUTION**

The Dept. of Education-Division of Food & Nutrition states that there is no substitute for milk. No other beverage may be counted or offered to meet this requirement. Substitutions for milk may only be allowed when supported by a statement signed by a recognized medical authority.

### **DISTRICT SECONDARY PHONE CONTACT**

The Susquehanna Community School District utilizes a Voice Over Internet Phone System (VOIP) as the primary phone system for the district. In the event that district's primary phone system experiences a technological issue, the school district maintains three emergency contact numbers in case the main phone number (570-853-4921) is out of service. The emergency contact numbers are as follows:

Elementary Office	570-853-3092
High School Office	570-853-3918
Administration Office	570-853-3768

These phone lines also serve as fax lines and will only be answered by district personnel if the district's primary phone is out of service.

### **INTERNET POLICY**

Terms and conditions for use of Internet access:

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Internet access is coordinated through a complex association of government agencies, regional networks, and private corporations. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe the educational value of information and the interactions available on this worldwide network outweigh the risks that users may procure material that is not consistent with the educational goals of the school district. One of our goals is to support students in responsible use of this vast reservoir of information.

Internet - Terms and Conditions

Acceptable Use – The purpose of access to the Internet is to support education in and among the schools of the Susquehanna Community School District by providing access to unique resources and the opportunity for collaborative work. The use of student and staff accounts must be in support of education and academic research and consistent with the educational objectives of the Susquehanna Community School District. Use of other organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. Use for product advertisement or political lobbying is not consistent with the purposes of the Internet. Illegal activities are strictly prohibited. Also, using your Internet account to play games (including MUDs) is not acceptable use.

Privileges – The use of the Internet is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges and other disciplinary consequences.

Reliability – The Susquehanna Community School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Susquehanna Community School District will not be responsible for any damages users suffer through appropriate or inappropriate use of the district computer resources and Internet access. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by system problems and/or failure, user negligence, errors or omissions. Use of any information obtained via the Susquehanna Community School District is at your own risk. The Susquehanna Community School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.

Security – Security on any computer system is high priority, especially when the system involves many users. Do not give your password to any other individual. Attempts to log into the system as any other user may result in cancellation of user privileges and/or other disciplinary actions.

Vandalism – Vandalism may result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data of another user. This includes, but is not limited to, the uploading or creation of computer viruses.

#### **SUSQUEHANNA COMMUNITY COMPUTER & INTERNET MONITORING AND FILTERING POLICY**

The Susquehanna Community School District uses customized software to monitor the computer and Internet activity of all users, students, and staff. The software is used to deny access on all computers with Internet access to:

- visual depictions that are obscene, profane, or related to child pornography
- material deemed to be harmful to students and staff
- material that is contrary to the educational mission of the Susquehanna Community School District

In certain circumstances and with administrative approval, the filtering software may be disabled to allow for "bona fide research or other lawful use" by district staff members.

#### **PARENT PERMISSION FORM FOR STUDENT USE**

Students must have a parent permission form on file in the appropriate building administration office before they are allowed to utilize the Internet. By authorizing a student's use of the Internet, parents/guardians agree not to hold the district, schools, or school personnel responsible for any material the student accesses or transmits via the school's computer system.

## **RESPONSIBILITIES OF ALL USERS OF THE INTERNET IN THE SUSQUEHANNA COMMUNITY SCHOOL DISTRICT**

Certain uses of the technology resources, including the Internet, of the Susquehanna Community School District are contrary to the educational mission of the district. Some uses may also constitute a safety hazard to the well being of our students and staff. Therefore, the following activities are strictly prohibited by the Susquehanna Community School District:

- sharing and/or using others' ID numbers and passwords
- breaking into or attempting to break into other computer systems
- destroying another person's data
- creating and/or sending computer viruses
- student communication through e-mail, Instant Messenger, chat rooms, or other web-based communication services
- checking home-based e-mail accounts
- "hacking" websites
- downloading, viewing, and printing material that is obscene, pornographic, racist, or restricted
- bypassing or attempting to bypass the district filtering software
- purchasing materials through online shopping vendors
- utilizing (FTP) File Transport Protocol
- committing acts of academic dishonesty (cheating on tests or projects)
- threatening, harassing, or abusing others through computer technology
- other activities that constitute a safety hazard or are contrary to the educational mission of the Susquehanna Community School District
- unauthorized disclosure of personal information of students and staff

**Undertaking any of these activities is strictly prohibited by the Susquehanna Community School District.**

## **CONSEQUENCES FOR INAPPROPRIATE USE**

Disciplinary consequences for students for such activities may include, but not be solely limited to, the following:

- Detention
- In-School Suspension
- Out-of-School Suspension
- Loss of Computer/Technology Privileges
- Police Notification
- Academic Grade Reduction (for acts of academic dishonesty)
- Financial restitution (for acts that damage district technology resources)

Disciplinary Consequences for staff for such activities may include, but not be solely limited to, the following:

- Written reprimand

## **SUSQUEHANNA COMMUNITY SCHOOL DISTRICT NONDISCRIMINATION POLICY**

The Susquehanna Community School District, an equal opportunity employer, will not discriminate in employment, educational programs, or activities, based on race, color, religion, marital status, pregnancy, national origin, sex, age, ancestry, physical handicap, or union membership as required by Title VI, Title IX, Sectional 504, and the American Disabilities Act.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics, and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute

handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Superintendent of Schools is the district Title IX Coordinator. The duties of the Title IX Coordinator are as follows:

- Authorize the investigation of allegations of discrimination/harassment
- Ensure this policy is distributed annually to students, employees, and parents
- Review all relevant data, assessment scores, graduation statistics, activity membership, etc., to aggressively prevent discrimination and/or discriminatory practices
- Ensure that all programs are equitably staffed based on enrollment and program duration, provide training to district employees to implement non-discriminatory programs and policies, and review curriculum and assessment materials for discriminatory biases
- Supervise the building principals in their investigation of allegations concerning discrimination and/or harassment

The Superintendent of Schools can be contacted at the following address:

Superintendent of Schools  
Susquehanna Community School District  
3192 Turnpike Street  
Susquehanna, PA 18847

To file a complaint directly with the Office of Civil Rights, the following address may be used:

Office for Civil Rights  
U.S. Department of Health and Human Services  
200 Independence Avenue, S.W.  
Room 509F HHH Bldg.  
Washington, D.C. 20201

# **DISCIPLINE**

## **SUSQUEHANNA COMMUNITY ELEMENTARY SCHOOL DISCIPLINE POLICY**

Students of the Susquehanna Community Elementary School are expected to conduct themselves in a manner that develops a safe, orderly learning climate free of unnecessary disruption. Student responsibilities include regular school attendance, best effort in all subject areas, and following all school expectations and policies. Students share the responsibility with teachers and administrators to develop a positive educational climate where everyone can succeed. Parent involvement and support are very important regarding the success of any disciplinary system. Parents will be contacted by phone, letter, email, and/or referral to inform them about disciplinary incidents involving their child.

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

In 2021-2022, Susquehanna Community Elementary School implemented PBIS. The mission of the PBIS program is to create a climate within our school in which all students and staff members are respected. The fundamental purpose of PBIS is to develop a positive school climate and is designed to promote, recognize, and reward students for positive behaviors. Another purpose of PBIS is to develop consistency on the part of all school personnel in reacting to behaviors. The goal is for all faculty and staff to know exactly what to say, how to say it, and what to do in handling a variety of student behaviors.

Our PBIS Engine Team has developed the following motto and expectations that are applicable to all elementary students:

### **MOTTO: Stay on the fast TRACK to Saber success!**

- T-** We are T rue to ourselves.
- R-** We are R espectful.
- A-** We A chieve our goals.
- C-** We are C ourteous and C ooperative.
- K-** We K eep on track.

Students who earn TRACK points by continuously modeling the Saber Pledge (TRACK) can use their points to spend at the Freight Car (school store) and to purchase extras at our quarterly blow-outs which will be held to promote cooperation, community, and connections with others. Points will be given through the PBIS Rewards app and can be viewed by students and parents. If a student chooses to not follow school expectations, the Susquehanna Community Elementary School Discipline Policy and PBIS Handbook outlines procedures that will be implemented to discourage the continued occurrence of inappropriate behavior.

Behavioral/Academic Referrals may be sent home anytime at the discretion of the teacher and/or principal. A letter that explains the referral is sent home to inform parents as to what kinds of disciplinary or academic problems are taking place involving their child, and what action(s) have been taken to attempt to correct the problem. Any act that warrants immediate reprimand (Example: blatant disrespect or defiance, a destructive act, profanity, classroom outrage, etc.) will result in immediate progression to the final steps of PBIS, with the appropriate consequence being given by the principal.

## **BULLYING**

The Susquehanna Community Elementary School has implemented a formal Anti-Bullying Program.

Our District policy defines bullying as an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

We believe that everyone should have the opportunity to enjoy their school experience equally, and feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality.

We, as a school, believe that the Anti-Bullying Program correlates well with our PBIS Program. Bullying acts are directly related to R - We are Respectful and C - We are Courteous and Cooperative. Reports of bullying will be addressed, and appropriate consequences will be given as stated in the Discipline Policy.

## **DISCIPLINARY CONSEQUENCES**

In accordance with PBIS, we strive to teach students appropriate behaviors. If a student continues to not meet expectations after they have been taught and practiced, or if the student's behavior is severe, the student may be assigned one of the following consequences.

**Lunch Detention** - The student will eat a silent lunch in a location other than the cafeteria. The goal is for the student to take the last five minutes of this detention to discuss the inappropriate behavior and to plan on how to better meet school expectations.

**Recess Detention** - The student will not attend part or all of recess. During this time, a student may complete a PBIS reflection sheet, required to make up class work that they did not complete or read.

## **RESTORATIVE JUSTICE**

Utilized in place of an after school detention, a restorative justice task allows for the student to "make right" the misbehavior that occurred. Restorative justice pushed for the offender to accept responsibility and make restitution. Examples of restitution would be helping the teacher with a specific task; such as, cleaning a whiteboard or cleaning student desks.

**After-School Detention** - After-school detention sessions may be held on Tuesday, Wednesday, or Thursday of each week from 3:15 PM. - 4:10 PM (exceptions for holidays, etc.). If the student fails to attend the assigned detention session, then he/she will be scheduled for the following detention session, or possibly in-school or out-of-school suspension. Students will be supervised by two teachers. Students will complete an assignment connected to their behaviors and then complete homework and/or read. Parents are responsible for transporting their child home in the afternoon(s) following detention.

**In-School Suspension** - The student goes to the in-school suspension room and is completely isolated from his/her peers. He/she is given assignments to complete during the period of suspension. The student is closely monitored all day. If a student is disruptive or refuses to work during in-school suspension, additional days may be assigned without further notification to the parent.

### **SCHOOL BUS SUSPENSION**

Based on misconduct on the school bus, the student receives a period of time when they are not permitted to ride district provided transportation to or from school. This consequence addresses misbehavior, but still allows students to participate fully in school.

**Out-of-School Suspension**- In the event of an out-of-school suspension, efforts are made to send home school work so that the student does not get far behind during the period of suspension. Parents need to make sure that the child is supervised, and that the work is completed. In some situations, parents will be requested to come to school with their child after the period of suspension in order for the student to be re-admitted.

Additionally, in order to maintain a safe school, bookbags, clothes pockets, students' desks, etc. are subject to be searched upon cause or reasonable suspicion.

If any serious behavioral and/or academic problem does develop with your child, parents are requested to follow School Board policy for handling parental concerns or complaints.

1. Contact your child's teacher
2. Contact the principal, if necessary
3. Contact the Superintendent, if necessary
4. Contact the School Board

### **DISCIPLINARY CATEGORIES**

1. **Category I Infractions:** Minor infractions that are first addressed with any of the following: reteaching of expectations, practicing of appropriate behaviors, completion of a self-reflection sheet, lunch detention, parent and student meeting, consequence appropriate to the infraction.
  - Minor Inappropriate Behavior
  - Minor Disruption
  - Cheating
  - Chewing Gum/Candy
  - Dress Code Violation
  - Technology Violation
2. **Category II Infractions:** These more serious infractions will result in lunch detention, recess detention, after-school detention, in-school suspension, or out-of-school suspension depending on the severity and frequency of the infraction. Examples of major or Category II Infractions include, but are not limited to, the following:
  - Disrespect
  - Improper Language/Profanity
  - Defacing School Property
  - Forging Signatures
  - Harassment of Others/Bullying
  - Lying
  - Fighting/Physical Confrontation
  - Theft

- Defiance

3. **Category III Infractions:** The consequences of these major infractions are in-school suspension, out-of-school suspension, and possible referral to the School Probation Officer or the police. Based on the nature and seriousness of any of the following infractions, police involvement may be utilized by the building administration.

- Vandalism
- Insubordination and/or Abusive Language
- Use/Possession of Tobacco
- Use/Possession of Alcohol
- Use/Possession of Controlled Substance
- Use Possession of Weapons/Dangerous Items

### **SCHOOL-BASED PROBATION**

The Susquehanna Community School District in cooperation with the Susquehanna County Juvenile Probation Department has incorporated the new program of school-based probation. Basically, this program involves the incorporation and presence of a juvenile probation officer, employed by the Susquehanna County Probation Dept., on school property on predetermined days. The officer's primary responsibility is the supervision of those students who are currently on probation. However, the school district, acting 'in loco parentis' and at their discretion, may involve the School-Based Probation Officer in disciplinary referrals, matters pertaining to truancy, drug and alcohol violations, and as a liaison between itself and the courts, as well as other local and state law enforcement agencies. Furthermore, the SBPO will be part of the SAP Team and will co-facilitate a support group with school staff at both the elementary and secondary levels. The SBPO may also provide or schedule educational assemblies, classroom presentations, and update the school faculty in Juvenile Law related issues.

The SBPO, during school hours, and in the presence of a school official, has the authority to directly question, interview, or refer any student without prior parental permission when appropriate. However, respective parents and/or the student's legal guardian will be promptly notified whenever appropriate. Also, in compliance with Act 30, the SBPO will provide the building principal with any information concerning the adjudication of an enrolled child. Such reports must include a listing of the acts committed, disposition of the case, and, in some cases, probation or treatment reports, prior delinquent history, and the supervision plan for the student.

### **WEAPONS IN THE SCHOOLS POLICY**

Weapons and replicas of weapons are forbidden on school property.

Weapons shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Any unauthorized loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture.

Incidents of students possessing weapons will be reported to the student's parents and shall be reported to the local law enforcement officials. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way. The School Board shall expel from school, for a period of not less than one (1) year, any student who violates this policy and the Superintendent shall report such incidents relating to expulsion to the Department of Education. The Superintendent may recommend discipline short of expulsion, on a case-by-case basis.

Weapons under the control of law enforcement personnel are permitted. The Superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

### **STUDENT BUS POLICY**

The following actions are specifically prohibited:

- Disobeying the driver
- Littering - in the bus and out of the windows
- Defacing or destroying bus property
- Using profane or abusive language
- Assaulting, battering, and/or cursing at a bus driver
- Trying to distract the driver's attention
- Pushing others off the bus at stops
- Pushing others when getting on the bus
- Being discourteous to other children or the driver
- Standing or changing seats while the bus is in motion
- Crowding door before bus stops
- Trying to open the door before bus stops
- Dashing across the road immediately after leaving the bus
- Eating
- Smoking
- Fighting
- Any act that could cause a disturbance or a distraction to the safe operation of the vehicle

Any offenses may result in the student being made accountable for his/her actions by the use of warnings, Bus Camp program, lunch detention, recess detention, after-school detention, ISS, OSS, or loss of bus privileges. The contacting of police authorities and the issuing of citations may also occur in some cases.

### **STUDENT SEXUAL HARASSMENT POLICY**

All students should enjoy a school environment free from all forms of discrimination, including sexual harassment. No student should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical from another student or from a district employee. Sexual harassment lowers morale, is damaging to the school environment, and is also illegal.

**Policy:** Sexual harassment is prohibited and will be treated like any other form of student misconduct.

**Definition:** Sexual harassment may be in the form of student to student, student to employee, or employee to student misconduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, grades or other good standing.
- Such conduct has the purpose or effect of substantially interfering with an individual's performance or creates an intimidating, hostile or offensive school environment.

Sexual harassment can take a variety of forms ranging from subtle pressure to physical assault. Although all facts and circumstances will be considered, some examples of sexual harassment may include:

- Threats of sexual relations or sexual contact.
- Continuous or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body.

- Sexually degrading words to describe the person or propositions of a sexual nature.
- Sexual remarks, jokes or gestures that may embarrass or offend others.

### **Procedure**

Any student who feels he/she has been a victim of sexual harassment should immediately report the alleged harassment to a teacher, nurse, counselor or administrator. Each complaint will be carefully investigated by the school principal and all findings documented in writing. All information obtained will be held in the strictest confidence and will be discussed only on a need-to-know basis to investigate the matter.

No student will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint, unless such student falsifies a charge of sexual harassment against another student or employee.

Any action taken as a result of the investigation will depend upon the facts of each case. Sanctions may range from a warning to expulsion for students, and from a warning to termination for employees.

If a student has any questions with regards to this policy he/she should contact the school principal.

## **HEALTH AND SAFETY**

### **RECESS**

As is stated in the Wellness Policy, the Susquehanna Community School District recognizes the importance of physical activity and proper nutrition as it relates to students' well-being, growth, development, and readiness to learn. Therefore, recess is considered to be very important. The following guidelines have been developed for recess:

- If temperatures are below 20 degrees (Real Feel), ALL STUDENTS will stay inside for recess.
- **If the temperature is at or below freezing (32 degrees), each student must wear a winter jacket with a winter hat, earmuffs, or a winter headband to cover their ears. Gloves or mittens are a requirement for K4-3 students, and it is highly recommended that students in Grades 4-5-6 wear gloves or mittens.**
- Students not prepared for recess because of clothing will be asked to stay inside for recess.
- Unless a student is not prepared for recess or has teacher permission, the student is required to go out for recess as stated in the District Wellness Policy.

### **EMERGENCY CLOSING OF SCHOOLS**

There are times when changing weather conditions make it advisable for safety reasons to close school or alter the normal time schedule. On days of inclement weather, especially snow, tune into local radio or television stations and listen for announcements concerning the school schedule. In the event that school is to be dismissed early, district officials will inform the parents via the district's automated phone call system.

### **ACCIDENTS**

All injuries must be reported to the teacher in charge of the class/activity followed by a report to the school nurse.

## **FIRE DRILLS/LOCKDOWN DRILLS/EVACUATION DRILLS**

Drills are held regularly to develop safety practices that will help students to move quickly and in an orderly manner to pre-designated safety areas during an emergency. Fire Drill Procedures and Non-Weather Emergency Procedures are posted in each room. Students must follow teacher directions during these drills. Campus evacuation drills will be held at least once during the year. Notices will be sent home prior to these drills.

## **UNPLANNED SCHEDULE DISRUPTIONS**

The following are examples of unplanned disruptions to the building schedule that may occur throughout the school year. This information is provided to our parents/guardians to help give context should your student come home talking about one of the below disruptions.

- ***Class Hold*** - Students and adults remain in their classrooms with locked doors until an announcement is made by the Main Office. Potential reasons for why a class hold is used include a medical emergency in the building, a mess in the hallway or a disruptive student that is not following administrative directives.
- ***Administrative Lockdown*** - Campus is closed. Nobody is let onto campus or off campus. All outdoor activities are suspended. Students and staff continue with normal activities and movement within the school. This is utilized when the district is investigating a potential threat made against the school or a nearby, off campus incident poses a potential danger to the school.
- ***ALICE Evacuation*** - A response protocol for handling the worst case scenario of an armed intruder. Faculty/staff are trained in the ALICE principles of Alert, Lockdown, Inform, Counter and Evacuate. Parents would be notified of how and when to pick up their students through the district's communication system and/or the district's website.

## **BICYCLES**

Due to the location of Susquehanna Community Elementary School and the heavily traveled roads, bicycles cannot be ridden to school safely. Therefore, bicycles cannot be permitted.

## **ANIMALS AT SCHOOL**

You must have permission from the principal and the teacher prior to any pets being brought to school. All pets should be accompanied by an adult when their brief visitation to school is made.

## **SMOKE FREE SCHOOL POLICY**

School Board Policy prohibits the use of tobacco products of any kind in the school building, on campus or on the school buses. Violations will lead to disciplinary action, loss of privileges, and possible referral for expulsion. Cigarettes, tobacco products and/or smoking paraphernalia should not be brought to school. In addition, the use or possession of tobacco products are prohibited by law and may be prosecuted.

## **THREAT ASSESSMENT TEAMS**

Each school has a school-based threat assessment team to evaluate and respond to threats that may be made by students towards other students or adults. All students receive age-appropriate training in how to report threats. If a threat has been made towards a student, students are to inform the building principal, any adult employee in their school, or submit it through the Safe2Say Program.

## **INSURANCE**

The school is **not** responsible for providing accident insurance coverage. It is **recommended** that students purchase **school insurance** if they are not covered by any other type of accident insurance. Students may purchase school accident insurance through the school nurse.

### **SCHOOL HEALTH PROGRAM GOAL**

The school health program has been developed to enhance the educational process through the removal or modification of health barriers to learning, to promote wellness and environmental safety, and to meet the State and Federal Health regulations. School health services encourage, support, and assist parents and students in the identification and management of health problems that can impair learning. The Health Office Staff works in coordination with students, parents, teachers, administrators, counselors, and other outside resources. Annual and as needed updates to the Health Office Program will be evaluated and addressed by the Health Office Staff with approval from Administration, the School Board, and the School Physician as appropriate.

### **PENNSYLVANIA SCHOOL IMMUNIZATION REQUIREMENTS (28 Pa.CODE CH. 23)**

**For Attendance in All Grades Children Need the Following appropriately spaced vaccinations:**

- 4 doses of tetanus, diphtheria, and acellular pertussis (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after the 4th birthday and at least 6 months after the previous dose is given)
- 2 doses of measles, mumps, rubella (usually given as MMR)
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

**For Attendance in 7th Grade, Children Need the Following:**

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap)
- 1 dose of meningococcal conjugate vaccine (MCV)

**For Attendance in 12th Grade, Children Need the Following:**

- 1 additional dose of meningococcal conjugate

**The above vaccinations are required ON THE FIRST DAY OF THE SCHOOL YEAR, 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.**

- 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 must also provide a medical plan (red and white card available in the health office) 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, and the next dose is not medically appropriate, the child must provide a medical plan (red and white card available in the health office) within the first five days of school for obtaining the required immunizations or risk exclusion.
- The medical plan must be followed or risk exclusion.
- The vaccines required for entrance, 7th, or 12th grade continue to be required in each succeeding school year.

**These requirements allow for the following written exemptions: medical reasons, religious beliefs, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school**

**during an outbreak of vaccine-preventable disease. Contact your health care provider or call 1-877-PA-HEALTH for more information.**

### **SCHOOL HEALTH SCREENINGS**

Mandated by the Department of Health and free of charge at school:

- Physicals – grades kindergarten, six, and eleven
- Dental Exams – grades kindergarten, third, and seven
- Vision Screening, Height, Weight, & BMI Assessments – all grades annually
- Hearing Screening – grades kindergarten, first, second, third, seven, and eleven
- Scoliosis Screening – grades six and seven

It is recommended to have private (at parent's expense) physical, dental, and ophthalmologic (eye) exams, which may be performed up to one year prior to the grade in which they are required. The necessary forms may be obtained in the Health Office or on the school website ([www.scschools.org](http://www.scschools.org)). Permission for school exams will be included on the Emergency and Annual Permission forms sent home at the beginning of each school year. SCSD offers school Dental Examinations through the Mobile Dental Smile Program each year. Please contact the school health office with any questions about that program. In addition, the SCSD Board of Education offers sports physicals, free of charge, in high school. School policy for sports physicals is attached to the PIAA forms available through the High School Health Office and through [www.scschool.org](http://www.scschool.org).

Upon completion of the in-school exams listed above, referral forms will be sent home for completion by a private health care provider as needed. If you require financial assistance in making private exams, please contact the Health Office. The school does not provide immunizations, only tracks immunization compliance.

### **HEALTH SUPERVISION DURING SCHOOL HOURS**

The SCSD Board of Education and its employees shall not be responsible for diagnosis and treatment of student illnesses. The nursing staff will follow the PA Board of Nursing license/practice regulations. Our goal is to identify conditions that may require further medical attention or illnesses that could be spread within the school.

Students who become ill while at school will be assessed by the health office staff on duty. If a student is unable to resume class, parents will be contacted and asked to take their child home. **It is ABSOLUTELY NECESSARY that we have up-to-date phone numbers (on the student's Emergency Card) on file in the Health Office. Please notify us of any changes in contact information.**

- o General guidelines for keeping students at home or for sending them home during the school day include, but are not limited to: vomiting or diarrhea, temperature greater than 100 degrees, any potentially communicable disease or condition, live pediculosis (lice) per policy, or serious injury.
- o If your child has been absent from school and referred to a health care provider for a potentially communicable disease/condition, a physician's statement regarding treatment and absence of communicability will be required upon return to school.
- o Injuries that occur at school must be reported by the student to the teacher in charge, followed by notification of the Health Office staff. Basic first aid treatments will be administered. All serious injuries require parent notification and referral to a health care provider or emergency room.

### **MEDICATION POLICY**

When medication (prescription or over-the-counter) must be given during school hours, the medication must be accompanied by a parent note and a Pennsylvania Licensed Medical Professionals' order (i.e. doctor, physicians assistant, nurse practitioner), indicating that it is medically necessary that the student receives the medication during school hours. State law requires a PA licensed provider order for all medication that comes to school.

Medication must be kept in and administered from the original container, properly labeled by the pharmacist. Medications are stored in a double-locked (refrigerated when necessary) medicine cabinet in the health office. Student photo identification will be added to the medication log for safety in identifying students receiving medication. If a student brings medication to school without providing written parent permission and a PA licensed provider order, the nurse will contact parents to review the policy. If parent contact cannot be made, the nurse will lock up the medication for safekeeping and send it home with the student with a written reminder notice to parents.

- Medication will not be administered at school if all areas of the policy have not been met.
- Unused medication may be obtained by parents at the end of its administration.
- Unclaimed medication will be destroyed (with a witness present) at the end of the school year.

A licensed nurse will be the only person to administer medication during the school day. If a medication is not given on time (i.e. within a 30-minute time frame), parents will be notified. In the event of a medication error (wrong student, wrong dose, wrong route, or other error), the Certified School Nurse, school administration, and parents will be notified. Field trips consisting of students who need medication may be accompanied by a nurse, or parents may be asked to accompany their child.

The SCSD offers a Standing Order Emergency and Anaphylaxis Epinephrine Protocol in both the Elementary and the High School Health Offices. The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form. Parents/guardians wishing to choose this option should meet with the school nurse to discuss their decision and then review and sign the opt-out form in the presence of the school nurse.

### **NOTICE OF ASBESTOS MANAGEMENT PLAN**

The Asbestos Management Plan of the Susquehanna Community School District is on file and available for inspection at the Business Office located at Susquehanna Community Elementary School. It is available during normal business hours (9:00-3:00) without cost or restrictions for inspections by parents, teachers, and other school personnel. There will be a charge of twenty-five cents per page to make copies of the plan. The district has also completed the required Periodic Surveillances and the Three Year Reinspections of all buildings in the district in total compliance with the federal and state mandates.

### **INTEGRATED PEST MANAGEMENT**

The Susquehanna Community School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing

food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, and teaching staff. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the building principal in writing. Please include your e-mail address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel-type baits placed in cracks, crevices, or voids.