

**FRAZIER ELEMENTARY SCHOOL**  
**PRE-K & PRE-K COUNTS PROGRAM**  
**Parent Handbook**  
**2019-2020**



**FRAZIER SCHOOL DISTRICT**  
*Frederick L. Smeigh Education Center*

# **FRAZIER SCHOOL DISTRICT**

**142 Constitution Street**

**Perryopolis, PA 15473**

**(724) 736-9507**

**[www.frazierschooldistrict.org](http://www.frazierschooldistrict.org)**

## **CENTRAL ADMINISTRATION**

### **Superintendent's Office**

Superintendent of Schools

Dr. William Henderson

Secretary to the Superintendent

Doreen T. Smith

### **Business Office**

Business Manager

Kevin Mildren

Secretary to the Business Manager

Becky Giovannelli

Accounts Payable

Rebecca Mood

Payroll/Tax Clerk

Erin Clausner

Transportation/Cafeteria Coordinator

Suzanne Boni

### **Federal Programs**

Federal Programs Coordinator

Dr. Kelly Muic

### **Pre-K Programs**

Pre-K Coordinator

Dr. Kelly Muic

### **Special Education**

Supervisor of Special Education

Amanda Law

Secretary

Becky Giovannelli

## **SCHOOL ADMINISTRATION**

High School Principal

Jason Pappas

High School Secretary

Georgann Shepler

Middle School Principal

Michael V. Turek

Middle School Secretary

Michaëlle Anderkovitch

Elementary School Principal

Dr. Kelly Muic

Elementary Secretary

Tonya Hazelbaker

## **FRAZIER SCHOOL DISTRICT BOARD OF DIRECTORS**

Thomas Shetterly, Board President

Vicki Olexa, Board Secretary

Deborah Vargo Alekson, Board Vice Pres.

Tracy Angelo, Board Treasurer

Jill Devine, Board Member

Brian Secrest, Board Member

Stacey Erdely, Board Member

Jason Erdely, Board Member

Lisa Strickler, Board Member



## **FRAZIER SCHOOL DISTRICT**

### **VISION:**

The Frazier School District is committed to providing students with an academically rigorous curriculum while developing deeper learning competencies in all students. Frazier sets high expectations in support of students' efforts to strive to achieve academically and in the acquisition of the skills necessary for life success.

### **MISSION**

The mission of the Frazier School District is to inspire and empower our students so that they can become lifelong learners who are respectful, responsible and productive citizens in a global society.

### **SHARED VALUES**

The Frazier School District Community believes that all students can learn and that the students should share in the responsibility for their own education. We also believe that our schools should model loyalty and integrity in a respectful, inclusive, and dynamic environment. All students are to be valued and serve a safe and encouraging place to grow and learn. We believe that the district has a responsibility to seek out and cultivate strong partnerships among students, faculty/staff, families, and community in an effort to strengthen the educational process and broaden well-rounded educational opportunities in collaboration with post-secondary institutions, businesses, and industry to create and sustain programs to prepare students to excel beyond high school. We believe that the physical facility of the school should reflect a strong sense of pride while providing the resources needed to carry out our mission. The district will operate in a fiscally responsible manner in order to continually maintain and improve both the physical plant and the educational programs. Fiscal decisions are effectively balanced so that the educational needs of the students are met.

## PRE-K REGULAR SCHEDULE

MORNING SESSION	
8:15 AM	Student Arrival
8:30 AM	BREAKFAST
11:15 AM	Student Dismissal
AFTERNOON SESSION	
12:00 PM	Student Arrival
12:15 PM	LUNCH
3:00 PM	Student Dismissal

PLEASE NOTE: Due to Pre-K Counts Regulations, Pre-K students must have 180 instructional days. The Pre K classes will still operate with our full 3 hour morning and afternoon programs on certain district Act 80 days. **The Pre K Teachers will notify you in advance which days Pre-K will be in session.**

However, when there is a 2 hour early dismissal (not due to inclement weather) for the K-5 elementary school students, Pre K Classroom sessions will operate its regular schedule. If there is an early dismissal due to inclement weather Pre K program will leave early (district wide call out message will be sent to notify).

## 2 HOUR DELAY - MODIFIED SCHEDULE

### Morning Class

10:15 AM– 12:15 PM

### Afternoon Class

1:00 PM – 3:00 PM

Teachers' Lunch 12:15 – 12:45 PM

## 2019-2020 FRAZIER ELEMENTARY SCHOOL FACULTY

Miss Jodie Madigan	Pre K
Mrs. Heather McManus	Kindergarten
Mrs. Laura Kaminsky	Kindergarten
Mrs. Carly Turkovich	Kindergarten
Mrs. Tracy Dillion	Kindergarten
Mrs. Rebecca Barota	Grade 1
Miss Mary Ellen Blystone	Grade 1
Ms. Kristie Carpeal	Grade 1
Mrs. Lisa Hostetler	Grade 1
Mrs. Kristin Blair	Grade 2
Mrs. Amanda Chamberlain	Grade 2
Mrs. Mary Valari	Grade 2
Mr. Edward Elnikar	Grade 2
Mrs. Alicia McCloskey	Grade 3
Mrs. Deena Peffer	Grade 3
Mr. Larry Sutton	Grade 3
Mrs. Jamie Wilkinson	Grade 4
Mrs. Danielle Angelo	Grade 4
Mrs. Tanya Brown	Grade 4
Mrs. Carrie Collins	Grade 4
Mrs. Rachel Crabtree	Grade 4
Mrs. Donna Semon	Grade 5
Mrs. Susan Guiser	Grade 5
Mrs. Leigh Ann Morsey	Grade 5
Mr. Teresa Brown	Grade 5
Ms. Anne Stillwagon	Title I Reading & Math
Mrs. Liz Bosnic	Title I Reading & Math
Mr. Joe Scalise	Health & Physical Education
Mr. Winston Shaulis	Health & Physical Education
Mrs. Amy Roadman	Art
Mrs. Rebecca Moffatt	Library
Mrs. Cristina Dascoli	Music
Mrs. Andrea Allen	Learning Support
Mrs. Yolanda Pato	Learning Support
Miss Ashley Young	Learning Support
Mr. Matthew Bednar	Speech
Mrs. Diane Silverblatt	School Psychologist (IU1)
Mr. Wilkins	ESL
Mrs. Holly Gillis	School Social Worker (IU1)
Mrs. Elise Delucia	School Nurse
Mrs. BethAnn Utz	School Nurse Assistant

# GENERAL INFORMATION & PROCEDURES

## What is Pre-K Counts in Pennsylvania?

PA Pre-K Counts, established through the PA Department of Education is a program designed to provide quality pre-kindergarten experience to three and four year olds in Pennsylvania.

By enrolling your child in quality pre-kindergarten, your child has a better chance of being ready for kindergarten and elementary school. This strong early start in pre-kindergarten means they have a better chance of doing well in school, going on to college or career training, and getting a good job. All of this can start by enrolling your child in a PA Pre-K Counts classroom!

## GENERAL SCHOOL PROCEDURES

- All visitors must report to the office and may not be permitted entry if the arrival is unannounced.
- All visitors must sign in the Visitors' Log and obtain a Visitor's Pass to gain entry to another area of the school.
- All visitors must sign out in the Visitors' Log when leaving the building.
- Students are not permitted to ride any bus except the one to which they have been assigned.
- Toys should be left home unless a teacher requests that a certain item be brought into school for an educational purpose.
- The school is not responsible for lost or broken toys/electronics.
- **IMPORTANT:** Students should NEVER bring in any item that would be considered hazardous to their health or well-being or the health or well-being of others. Examples of such items: tobacco products of any kind, knives of any size, toy weapons, any sharp object, or any item that could be perceived as a weapon. Students who disobey this regulation will be subject to district discipline procedures.

## APPEARANCE (Dress Code)

The Frazier Board of School Directors does not subscribe to a mandatory dress code. However, concern for the safety, health, welfare and morals of the students, as well as the prevention of disruption of the educational program, has prompted the board to adopt certain personal appearance regulations for all students in the Frazier School District.

1. Clothing: Students' dress shall conform to the present contemporary community standards of health, safety, decency, and optimum learning conditions and good taste.
  - a. Clothing worn on school premises shall not be immodest, suggestive, unclean, vulgar, obscene, disturbing and/or distracting. Students' clothes and personal appearance shall be clean and neat at all times. The student accepts responsibility for such appearance and the responsibility to help enforce it. Unclean clothes constitute a health hazard and students shall be required to correct the situation immediately.

Examples of clothing that would be considered distracting include:

1. Exposed midriff
  2. Halters, fishnet, muscle shirts or cut off t-shirts
  3. Excessively tight dresses, skirts, pants, or slacks
  4. Clothes which advertise, promote, or display alcohol, prohibited drugs, or promote, suggest or imply the use of alcohol or drugs
  5. Clothes which depict or suggest sexual relations or vulgar/obscene language or images
  6. Clothes which advertise, promote, display or imply the use of tobacco products
  7. Clothes that depict violent acts
  8. Clothes that result in scantily clad bodies or reveal inappropriate portions of the anatomy, such as, sweaters or tops that are an inappropriate height at the chest or that expose the stomach
  9. Clothes not intended as street wear, such as, loungewear, slippers, etc.
  10. No bra straps or sports bras should be visible at any time
- b. Clothes shall be opaque and are not to be revealing, suggestive or distracting.
  - c. Outer garments such as coats and jackets shall be placed in the student's assigned locker and must not be worn in school during the school day.
  - d. Hats and other head garments are not to be worn inside the school building during the school day.
  - e. For safety reasons, and to avoid immodesty and distractions, clothes that are ripped, torn or have holes shall not be permitted on school premises.
  - f. Clothes that are held together by safety pins are not to be worn. No display of safety pins.
  - g. Clothes that are frayed or touch the floor are a safety hazard and shall not be permitted on school premises.
  - h. Student's clothing shall not cause the material disruption of any lawful mission, process or function of the school or classroom.
  - i. Students may be required to wear certain types of clothing while participating in physical education classes, labs, industrial arts classes, extracurricular activities or other situations where special attire may be required to insure the health or safety of the students.
  - j. Students will not be permitted to participate in graduation ceremonies unless they abide by the school dress guidelines established for that activity.
2. Footwear: For safety and health reasons, footwear that covers and protects the foot must be worn and shoes must be appropriately laced or otherwise appropriately fastened at all times while on school premises.
    - a. Shower shoes, flip-flops, and athletic sandals/slides that do not have a back are not permitted.
    - b. No one shall be permitted on school premises without appropriate footwear.
    - c. The wearing of metal heel/toe plates on the outside of students' shoes is prohibited on school premises
  3. Shorts and skirts: Students may wear shorts and/or skirts that meet the following provisions:
    - a. Will extend to mid-thigh, when seated
    - b. May not be immodest, suggestive, unclean, vulgar, obscene, disturbing or distracting
    - c. May not be excessively tight
    - d. May not be made of spandex or other stretchable material that contours closely.
    - e. May not be ripped, torn, have holes, be frayed, cutoffs, rolled-up jeans, etc.
  4. Shirts: Students' shirts must meet the following guidelines:
    - a. Tank tops must have a wide shoulder strap; no "spaghetti" straps are allowed on any shirt, dresses, etc. Shoulder straps should be at least 1" and the shirt should fit tight under the arm.
    - b. See through jackets or blouses can only be worn over other opaque, appropriate apparel

- c. Shirts must not be excessively tight, low-cut, high rising or otherwise revealing
  - d. No midriff tops
5. Hair: Hair, including facial and other body hair, must be clean and styled so as to not disrupt the educational program.
- a. Students whose dirty hair constitutes a health hazard shall be required to correct the situation immediately
  - b. Students whose hair length would cause a safety or health hazard in such courses as vocational education, physical education, industrial arts, home economics, crafts, extracurricular activities, or intramurals shall be required to take appropriate remedies to correct the situation.

6. Jewelry: Jewelry that is a potential health/safety hazard, suggestive or that depicts obscene, vulgar, disturbing, distracting or otherwise inappropriate terminology or images shall not be worn while on school premises.

Examples of such jewelry include, but are not limited to:

- a. Jewelry which advertises, promotes, or displays alcohol, prohibited drugs, or promotes, suggests or implies the use of alcohol or drugs
- b. Jewelry which depicts or suggests sexual relations or vulgar/obscene language or images
- c. Jewelry which advertises, promotes, displays or implies the use of tobacco products
- d. Long earrings create a safety hazard in vocational education, physical education, industrial arts, crafts, intra-mural, interscholastic athletics
- e. Rings with sharp points or edges, chain belts, safety pins, chains hanging from jackets or any other jewelry or ornament that could be used as a weapon

In the case of an appearance violation, the administration will, where possible, have the student correct the violation immediately; where necessary, contact the student’s parent(s) and/or guardian(s) and have the student removed from the school premises; where necessary, isolate the student for the remainder of the school day; follow the disciplinary structure as required by the Student Code of Conduct.

## **ARRIVAL - PROCEDURES**

Morning is a busy time. At Frazier Elementary, we have almost 600 students arriving at the school! In order to make sure all students stay safe, please adhere to our student drop off guidelines:

- Pre-K Students who attend the Morning Program should arrive to school by 8:15am. Students can enter the school building at the Elementary School Entrance. Pre-K Faculty and Staff will be there to greet students at the door. Faculty and staff will not be at the doors after 8:20am. If you arrive after this time, please bring your child into the Elementary School Office. Pre- K students must have their parent/guardian sign the late arrival book located in the office.
- Pre-K Students who attend the Afternoon Program should arrive to school by 12:00pm. Students can enter the school building at the Elementary School Entrance. Pre-K Faculty and Staff will be there to greet students at the door. Faculty and staff will not be at the doors after 12:05pm. If you arrive after this time, please bring your child into the Elementary School Office. Pre- K students must have their parent/guardian sign the late arrival book located in the office.
- In accordance with Pre-K Counts Regulations, each child will be provided a meal. Morning Pre-K students will be able to eat breakfast that is supervised. Breakfast for Pre-K students will be served beginning at 8:15am. Afternoon Pre-K students will be able to eat lunch that is supervised. Lunch for Pre-K students will be served beginning at 12:00pm.



- Please park your car and walk the child to the entrance of the school. You may utilize the bus parking lanes on the elementary side for drop off and pick up of Pre K students only.
- Please do not drop off students anywhere in the parking lot. The student will need to navigate through traffic and increases the likelihood of being injured. Please walk with your child to the entrance of the school.
- Vehicles should not interfere with the bus drop off.
- Please take your time during the busy drop off time and adhere to the above guidelines to ensure the safety of our students.

## **ATTENDANCE**

When a child is absent, the Classroom Teacher documents the absence on his/her Attendance Form. Any time a child is absent, the parent or guardian must send a written excuse to the Classroom Teacher. Include date(s) and reason for your child's absence. See the list below for acceptable excused absences.

If a child is absent for five consecutive days, or appears to be developing a pattern of inconsistent attendance, or has 10 unexcused absences during any period of time, the family will receive a letter indicating the child has been withdrawn from the program.

A parent of a child withdrawn due to unexcused absences may choose to reapply for PA Pre-K Counts services. The child may be placed on a waiting list at that time.

The single most common reason for academic difficulty is poor class attendance. Students should make every effort to attend school every day. The laws of the Commonwealth of Pennsylvania govern school attendance and impose fines and other penalties for school nonattendance. The Frazier School District Board of School Directors believes that daily attendance is an integral part of an effective educational environment. Since learning occurs in a sequential order, regular attendance is necessary for students to build upon previous information, to provide understanding, and to develop skills in all areas of the curriculum. Daily attendance contributes to the total development of the student and helps the student develop a sense of responsibility, self-discipline and good work habits. Regular school attendance is essential if students are to derive maximum benefit from their education and reach their fullest potential.

## **EXCUSED ABSENCES – PRE K COUNTS**

According to the Pre-K Counts Attendance & Termination Policy, only documented excused absences can be considered just reason for absence. Examples of excused absences are:

- A child is hospitalized.
- A child is incapacitated due to serious illness or injury.
- A child contracts a contagious disease.
- A child has other health ailments which temporarily prevent attendance.
- A child has a death in the family.
- A child needs to receive medical treatment or therapy during class hours.
- A child is absent due to a temporary family situation.

These rules are not a punishment, but to make sure fair and equal treatment is given to everyone involved, and that Pre-K Counts complies with state regulations regarding attendance.

If a family feels that they have been unduly withdrawn, they have five days to submit a letter to the principal. The parent will be required to attend a meeting with the principal. A final decision will be made at the meeting.

## **RESPONSIBILITIES**

### **1. Responsibilities of the Student:**

- a. To attend school regularly
- b. To bring in a written excuse signed by his/her parent(s) and/or guardian(s) on the day of return to school
- c. To make up work missed during his/her absence
- d. To know and understand the school's attendance regulations, along with the consequences for non-compliance

### **2. Responsibilities of the Parent(s) and/or Guardian(s):**

- a. To make sure his/her child attends school on a regular basis
- b. To refuse to write false excuses for his/her child
- c. To provide signed excuses for his/her child upon the day of his/her return to school
- d. To instruct his/her child to make up all work missed during his/her absence
- e. To provide appropriate information/documentation regarding medical problems which might require his/her child to be periodically absent from school
- f. To know and understand the school's attendance regulations, along with the consequences for non-compliance

### **3. Responsibilities of the Teacher:**

- a. To maintain accurate daily records of student attendance
- b. To provide accurate reports of student attendance, as directed by the principal
- c. To provide students with make-up work for all excused absences

### **4. Responsibilities of the Principal:**

- a. To develop procedures which promote student attendance
- b. To ensure communication with parent(s) and/or guardian(s) regarding student attendance
- c. To vigorously enforce all student attendance regulation

## **ATTENDANCE POLICY**

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The Board considers the following conditions to constitute reasonable cause for absence from school:

**EXCUSED ABSENCES:**

1. Personal illness.
2. Quarantine of the individual or home.
3. Recovery from accident or medical procedure.
4. Death in the immediate family.
5. Cancellation of school due to weather or similar emergency.
6. Educational trips or tours, as pre-approved by the administration.
7. Family educational trips (pre-approved)
8. Religious holidays.
9. Required court appearances
10. Emergencies that affect the student and are approved by the building principal.

**REGULATIONS - ABSENCES**

Absences shall be considered as unexcused and/or illegal when a student fails to provide school officials with a proper written excuse within three (3) days of his/her return to school.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

The Board shall report to the appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.

Attendance need not always be within school buildings. A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.

Upon written request by a parent/guardian, an absence for observance of a student's religion on a day approved by the Board as a religious holiday shall be excused. A penalty shall not be attached to an absence for a religious holiday.

The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not

require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.

The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, family emergencies, and other urgent reasons.

The Board shall excuse the following students from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending college who are also enrolled part-time in district schools.
4. Students attending a home education program in accordance with law.
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

The Board may excuse the following students from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.
2. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with the approval of the Secretary of Education.
3. Students enrolled in special schools conducted by the intermediate unit or the Department of Education.

## **NON-SCHOOL SPONSORED EDUCATIONAL TOURS/TRIPS**

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:

1. The parent/guardian submits a written request for excusal 10 days prior to the absence and completes the required district forms.
2. The student's participation has been approved by the Building Principal.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.
4. The student has obtained signatures and assignments from all the teachers of record on district approved forms.

The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's attendance policy by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Ensure a school session that conforms with requirements of state law and regulations.
2. Govern the keeping of attendance records in accordance with law.
3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences and excuses.
4. Impose on truant student's appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.
5. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
6. Ensure that students legally absent have an opportunity to make up work.
7. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance law, within three (3) days of any proceeding brought under that law. Such notice shall inform the parent/guardian of the date(s) the absence occurred; that the absence was un-excused and in violation of law; that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student; and that further violations during the school term will be prosecuted without notice.

Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience that warrant the student's suspension or expulsion from the regular school program or provision of alternative education services.

## **PRE-KINDERGARTEN REQUIREMENTS FOR ATTENDANCE**

If a child is absent for five (5) consecutive days, appears to be developing a pattern of inconsistent attendance, or has ten (10) unexcused absences during any period of time, parents/guardians shall receive a letter indicating the child has been withdrawn from the pre-kindergarten program.

A parent/guardian of a child withdrawn due to unexcused absences may choose to reapply for PA Pre-K Court services. The child may be placed on a waiting list at that time.

## **REFERENCES:**

School Code – 24 P.S. Sec. 510, 1301, 1318, 1326, 1327, 1327.1, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1501, 1504, 1546

State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.1, 11.2, 11.3, 11.5, 11.8, 11.12, 11.13, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.28, 11.32, 11.34, 11.41, 12.1

Board Policy – 000, 115, 116, 117, 118, 137, 200, 218, 233

## **ASSEMBLIES**

Frazier Elementary School offers a series of assembly programs designed to supplement the classroom curriculum. These programs are presented throughout the year and are designed to provide diversity to the program of studies. At assemblies, students are to behave in a polite and courteous manner. Students who exhibit unacceptable behavior such as whistling, uncalled for clapping, rude and unnecessary shouting, will be promptly removed from the assembly. These students will forfeit their right to attend future assemblies. Assemblies must support the school curriculum and will be announced on the monthly school calendar and elementary website.

## **CAFETERIA RULES**

Certain rules are necessary in order to maintain the efficient operation of the cafeteria.

- All Pre-K students will be escorted and supervised by Pre-K faculty/staff in the cafeteria. Morning session students will eat Breakfast and the afternoon students will eat Lunch in the Elementary Cafeteria.
- Quiet conversation will be permitted. Loud, boisterous behavior will not be tolerated.
- Each student is responsible for cleaning his/her place at the lunch table, depositing trash in the proper container and returning his/her tray; however, faculty and staff will assist as necessary.
- All food and drink must be consumed in the cafeteria. Students are not permitted to take any food or drink outside the cafeteria.
- Students are not permitted to share food items due to possible allergic reactions. Students are also not permitted to touch another student's food item.

- Cafeteria proctors are responsible for enforcing all cafeteria regulations. Seating arrangements and the general cafeteria procedures will be implemented at the discretion of the faculty cafeteria proctors with the approval of the principal.
- Inappropriate behavior will result in the student's removal from the cafeteria.

## **CHAPERONES/VOLUNTEERS**

Parents play a vital role in the development of a child's academic and social/emotional outcomes. We encourage parents to be involved in their child's academic experience and take part in school activities and events. However, to ensure the safety of our students and staff, parents/guardians who wish to participate in school events as a chaperone or parent volunteer must obtain the required clearances and submit to the school that their child attends. Volunteering and/or chaperoning activities include: PTO sponsored activities, field trips, end of the year events, seasonal classroom celebrations, classroom readers, evening events, assemblies and other activities as determined by the building principal. **For more information, please see "Clearances" in this section or the SAFETY PROCEDURES section in this handbook.**

## **CHANGES - ADDRESS/TELEPHONE/CUSTODY**

Parent(s) and/or guardian(s) should notify the principal's office and the child's teacher of any change of address or telephone number(s). It is extremely important that the school office have up-to-date information in the event of an emergency.

If a new or updated custody arrangement occurs, please contact the school office and provide the school with a copy of the custody agreement.

## **CLASSROOM ASSIGNMENTS**

Classroom assignments are determined each spring based on registration and enrollment information. This professional educational team makes thoughtful consideration to this assignment to create a heterogeneous classroom to balance the academic and social structures within a specific grade level classroom. We consider a multitude of factors including parent input however, it is not the sole factor from which we use to assign a student to a teacher. We do value your input and feel that this assignment is best left to the professional educational staff to create the best educational situation for our students. Therefore we respectfully request that parents/guardians do not make specific teacher requests.

## **CLASSROOM CELEBRATIONS**

Classroom celebrations are coordinated by classroom teachers, the building principal and the PTO. There are several celebrations and school events throughout the year. Since activities for these celebrations are specifically designed to address the age, interest and developmental level of the student's grade level involved, younger siblings attending these events are prohibited. Homeroom parents assigned to each classroom will coordinate activities with the classroom teachers. Parents willing to assist at these events must have submitted the appropriate clearances. In addition, the homeroom parent and the classroom teacher will assign these parents to celebrations in a rotating fashion to allow all parents the opportunity to help at a celebration if they desire.

## **CLEARANCES – PARENT CHAPERONES/VOLUNTEERS**

Parents/guardians who wish to participate in school events as a chaperone or parent volunteer must obtain the required clearances and submit to the school that their child attends. Beginning August 25, 2015, all volunteers are required to obtain certifications every 60 months.

The required clearances are:

- Report of Criminal History from the PA State Police (PSP); and
- Child Abuse History Clearance from the Department of Human Services (Child Abuse).

Additionally, a fingerprint based federal criminal history (FBI) submitted through the PA State Police or its authorized agent is required if:

- The position the volunteer is applying for is a paid position; and
- The volunteer has lived outside the Commonwealth of PA in the last 10 years

The district also requires volunteers to complete ACT 24 – Arrest/Conviction Report and Certification Form (must be submitted annually).

For more information, please see the SAFETY PROCEDURES section in this handbook.

## **COMMUNICATION**

We communicate information in a variety of ways:

- District and school website
- Monthly school calendars (please be advised that information may be subject to change)
- Weekly Communicator Folders (Fridays)
- Daily Communications – can be found in the student’s folder(s) used on a daily basis

Also, we encourage you to please call the school’s office if you have a question or need more information.

## **COMPREHENSIVE SCREENING**

Pennsylvania Pre-K Counts requires that providers must complete or obtain hearing, vision, dental, and health (including mental health), on all children within 60 calendar days of their first day in the classroom setting.

Pennsylvania Pre-K Counts providers must complete a developmental screening on all children within 45 calendar days of the child’s first day in the classroom setting. Developmental screenings are quick snapshots that collect information in all domains of a child’s development: social, cognitive, physical, and social emotional to identify potential risks. Screening information is used to identify potential delays or concerns. Follow up care sometimes is warranted. In this event, parents will be contacted and the appropriate referrals and recommendations will be discussed at that time to address the concern.

PLEASE NOTE: In 2015-2016, Pennsylvania Pre-K Counts programs began to require parents of enrolled children to demonstrate within 60 days of enrollment that the child is up to date with an annual well visit and a dental exam. Providers may request a consent to exchange information to obtain screening results from a child’s physician.



## DELAYS/CANCELLATIONS OF SCHOOL

All parents/guardians and staff will be notified of delays/cancellations through an automated calling system. Emergency announcements pertinent to the delay and cancellation of school will be made over:

### Television Stations:

KDKA – Channel 2

WTAE – Channel 4

WPXI – Channel 11

## DISMISSAL PROCEDURES

Dismissal Time is a very busy time of the day. When parents change the usual way a child goes home, it can result in confusion. **It is extremely important that school dismissal changes are for emergency situations ONLY.** This will help to lessen confusion that can arise in last minute changes to a child's normal dismissal routine. The following dismissal procedures must be followed to ensure the safety of all students and that students are dismissed with the appropriate adults.

- **If you are changing your child's dismissal routine (even if it just for one day), PLEASE NOTIFY THE CHILD'S TEACHER IN WRITING** (e.g., send in a note or email the teacher). IF the office does not have a written record of the change, the child will follow his/her normal routine that is on record. Please indicate who will be picking up the child.

The request must include:

- 1) Student's name
  - 2) Date
  - 3) Time of dismissal
  - 4) Reason for change
  - 5) Name of person who is picking up the child
  - 6) Signature of the parent(s) and/or guardian(s)
  - 7) Phone number where parent/guardian can be reached
- Parents/guardians must come into the school to sign the child out if he/she is being picked up early using the Elementary School front entrance.
  - Pre-K will be dismissed from the Elementary School Entrance for both Morning and Afternoon programs. Morning Program students will be dismissed at 11:15am. Afternoon Program students will be dismissed at 3:00pm.
  - Pre-K parents/guardians may park in the bus parking lanes to pick up and drop off but **you must remove your vehicle promptly** as buses begin to arrive in the morning at 8:30am and at 3:10pm for afternoon dismissal.
  - We do not have staff to supervise children who are not picked up on time.

## EARLY DISMISSAL PROCEDURES

- A student who leaves school before 11:15am (morning session) or 3:00pm (afternoon session) **must** have a valid excuse (e.g., medical appointments, legal appointments, religious obligation, etc.) or must be sent home by the school nurse due to sickness/injury. To be dismissed early, the student **must** present a **written**

**request** from his/her parent(s) and/or guardian(s) upon the student's arrival at school. **The request must include:**

- 1) Student's name**
- 2) Date**
- 3) Time of dismissal**
- 4) Valid reason for dismissal (must be valid medical, legal or religious obligation)**
- 5) Name of person who is picking up the child**
- 6) Signature of the parent(s) and/or guardian(s)**
- 7) Phone number where parent/guardian can be reached**

- Parents/Guardians must sign the early dismissal log located in the main office before leaving school. Failure to do so will result in disciplinary action and the early dismissal will be counted as an unexcused absence.
- Approved reasons for early dismissal shall be the same as for "excused" absences from school. All other early dismissals shall be marked as unexcused/illegal.
- Any parent who abuses the privilege of early dismissal shall have that privilege revoked by school officials.

## **ELECTRONIC DEVICES**

Students are not permitted to possess an electronic device of any kind (such as but not limited to): radios, tape recorders/players, CD players, MP3 players, iPods, iPads, cell phones, or smartphones on school grounds, at school-sponsored activities or on school buses except with permission of the building principal or the classroom teachers. Violations of the guidelines will result in disciplinary action and may result in confiscation of the electronic device.

## **FIELD TRIPS**

1. Field trips will be contained within the normal school day; however there may be times due to field trip location that such an experience may extend beyond the school day. Notification of such will be provided in advance.
2. Students who receive multiple detentions and suspensions may not be permitted to attend the field trip, which will be at the discretion of the administration. Detentions and suspensions will be cumulative beginning on the first day of school.
3. Grade level teachers will determine the destination and schedule for the field trip with input from the parents and administration.
4. Grade level teachers will be responsible for planning the field trip, the distribution and collection of forms, and the scheduling of the trip.
5. Deadlines for collection of forms and money will be strictly enforced.

6. Grade level teachers will select the chaperones (who have submitted the appropriate clearances well in advance) with input from the parents and administration. Pre-K students must be accompanied by a parent or a parent designee on the field trip.
7. Field trips are considered a valuable learning experience, but are not mandatory.
8. Siblings are not permitted to attend.

## **PARENT-TEACHER COMMUNICATION**

Parent and teacher communication is essential to creating a positive academic experience for any student. Discussing concerns and asking questions as they arise are extremely important. We strongly encourage you to email as best means to communicate with school faculty and staff when there is a concern or question since teachers cannot accept phone calls during instructional time or when supervising students. You may call and leave a message for your child's teacher either at the office or in the teacher's voice mailbox. Emergency phone calls should be made directly to the school's office.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences will be held twice a year. This year Parent-Teacher conferences will be held on **October 25, 2019** (daytime conferences) and **February 3, 2020** (evening conferences). However, conferences can be scheduled as needed throughout the year. Parents should contact the classroom teacher when academic or classroom concerns arise.

## **PARENT TEACHER ORGANIZATION (PTO)**

We welcome parent participation and involvement at our elementary schools. It is extremely beneficial to students to have their parents/guardians involved in school activities. The Parent Teacher Organization is one way parents can be involved in the school. We encourage you to become an active member in our schools' PTO. To learn more about the PTO, please visit the Frazier Elementary website and click on the Parents tab. PTO member applications are available in the elementary school offices.

## **PERMISSION TO PHOTOGRAPH/VIDEO**

If you do not wish to have your son/daughter appear in any photos or videos that will be distributed or broadcasted by the Frazier School District in video form, hard copy publication, and/or on the District's website, please submit your disapproval in writing to the building principal.

## **PLAYGROUND/OUTSIDE GROSS MOTOR PLAY**

Students will have an established time for gross motor activity each day. When weather permits, students will go outside on the playground. During the winter months, students will go outside when the temperature “feels like” 20 degrees F or above. Students should be dressed appropriately for winter weather. Students not dressed appropriately may not be allowed to go outside on the colder weather days. During inclement weather, students will stay indoors and play in the elementary gymnasium.

## **PUBLICATION OF STUDENT NAME AND PHOTO**

Students who earn placement on the honor roll or other school awards and recognition will have their names forwarded by the local news media. Parents and/or guardians who do not give permission to have their child’s name published must notify the building principal in writing indicating that they do not give permission to have the name published.

In some cases, students may have their photos taken for publication if they earn recognition in a school-sponsored activity. Parents/guardians who do not want their child’s photo published should notify the building principal in writing indicating that they do not give permission to have the photo published.

## **RELIGIOUS EXPRESSION/STUDENTS**

The establishment clause in the First (1<sup>st</sup>) Amendment to the Constitution has been interpreted by the federal court system to mean the public schools may not take sides in matters of religion, may not endorse a particular religion, nor take any action to promote or inhibit religion.

The free exercise clause in the First (1<sup>st</sup>) Amendment has been interpreted to mean that students have the right to exercise their religious beliefs in school, as long as they are not disruptive, nor attempt to coerce other students to join them or listen to them.

Students are free to pray, say grace before meals, read religious literature and discuss their faith in school as long as they are not disruptive, interfere with the educational process, obey school rules and do not infringe upon the rights of others, harass other students to accept their religious views or proselytize. These actions must be truly voluntary and student initiated. These activities can occur in formal settings before school begins, during class breaks, at lunch and after school.

Students may wear religious garb and display religious messages on clothing, subject to the same guidelines put forth in the APPEARANCE ( Dress Code Regulations) Section of this handbook.

Students may express their beliefs about religion in the form of homework, art work and other written and oral assignments as long as the student’s work directly relates to the assignment made by the teacher.

Students may distribute religious literature on school grounds, subject to the time, place and manner regulations found in the Literature Distribution Section of this handbook. This section only applies to students and is not applicable to non-students.

## **STUDENT EXPRESSION**

### **PLEDGE OF ALLEGIANCE**

Act 157 of 2002 amends the School Code to require students to recite the Pledge of Allegiance at the beginning of each school day and requires a United States flag be present in each classroom. The act allows students to decline reciting the pledge; however, the school district is required to notify parent(s) and/or guardian(s) in writing of their child's refusal to recite the pledge.

### **SYMBOLIC SPEECH**

Students may wear buttons, badges or armbands as a form of symbolic, political or religious expression, providing they are not disruptive of the orderly operation of the school or the educational process, the welfare of the school or community, do not encourage unlawful activity or interfere with another person's rights, and do not violate the Student Personal Appearance Regulations printed in this handbook.

### **STUDENT DISTRIBUTION OR POSTING OF LITERATURE**

Students may distribute literature to fellow students, or post literature or announcements, provided the material would not interfere with the orderly operation of the school or community, does not encourage unlawful activity or interfere with another person's right and does not violate the regulations of this handbook. Examples of disruptive material include, but are not limited to, hate messages, material degrading to any race, religion, gender, ethnic group, or other protected class and material judged to be libelous or obscene.

Procedures for distribution or posting of literature are:

1. Material must be preapproved by the principal at least twenty-four (24) hours prior to distribution or posting
2. Materials may only be distributed on school grounds before or after school or during the lunch period
3. Announcements may be posted on a bulletin board approved by the principal for student posting use and for the amount of time prescribed by the principal

### **STUDENT NON-SCHOOL COMMUNICATION**

Student written or oral communication including electronics communication involving but not limited to texting, email and home-created websites (*Facebook, Twitter, etc.*) may be subject to discipline if they create an actual disruption or are likely to create a reasonable anticipation or fear of a substantial disruption of the educational environment, threaten to cause personal injury to a school employee, school official or another school student or threaten to cause damage to the personal property of a school employee, school official or another school student or to damage school district property.

## **PRE-K PROGRAM INFORMATION**

### **AUTHORIZED ACCESS**

Only authorized employees will have access to personally identifiable student educational records. A listing of specific employees by name may be reviewed by request. Included here is an overview of access level of employees as presented by district policy:

Constant access level provided to Superintendent, Supervisor of K–12 Special Education, Guidance Counselors and the School Psychologist at Secondary, Middle and Elementary levels. The principals are provided access to records at their specific levels and/or building. Classroom teachers are provided access to records only on a need to know basis and secretarial staff only when given specific authorization.

### **CONFIDENTIAL COMMUNICATIONS**

Information received in confidence by school personnel may be revealed to the student's parent(s) and/or guardian(s), the principal or the appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy. Statutes and regulations appropriate to the proceedings will govern other use of a student's confidential communications to school personnel in legal proceedings.

### **CURRICULUM**

We utilize the **DIG: Develop. Inspire. Grow.**<sup>™</sup> comprehensive curriculum. This early childhood curriculum focuses on developing, inspiring and growing young minds through developmentally appropriate activities, instructional approaches and components that support the whole child. Developmentally appropriate skills are balanced with play to ensure that children are ready for kindergarten. The DIG curriculum gets children excited to learn with Dr. Jean Feldman's cheers, chants, active movements. Children are encouraged to be active, creative and to explore. Children are encouraged to try out their ideas and think independently. Although this curriculum covers subject areas of Reading / Language Arts, Math, Science, Social Studies, Health & Safety, this curriculum teaches life-long skills that they will use throughout their time in Pre-K and beyond. We insist on modeling good habits and staying positive about themselves and others. The activities we plan for children, the organization of the classroom environment, selection of learning materials, daily schedule, and how we talk with children, are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

## **KINDERGARTEN ADMISSION REQUIREMENTS**

Please see POLICIES section of this handbook for more information regarding the admission requirements for Kindergarten.

## **KINDERGARTEN SCREENING**

In the springtime, a Kindergarten registration day will be held. On this day of kindergarten registration, a comprehensive evaluation screening tool will be used to assess each child. The kindergarten screening and assessment process will include vision, hearing, gross/fine motor skills, speech and academic readiness.

## **KINDERGARTEN SUMMER READINESS PROGRAM**

The Kindergarten Summer Readiness Program in the Frazier School District will be available to any student who will be attending Kindergarten in the fall. The Kindergarten Summer Readiness Program will be strongly recommended for those students who score below average on our kindergarten screenings and are considered to be at risk in the area of academic readiness.

The objective of the program is to help children become familiar with:

- Self-help skills, such as rules and routines for kindergarten.
- Social and emotional skills, such as respect and use of manners
- Cognitive/language skills, such as letter and number recognition, following directions
- Fine/gross motor skills, such as locomotor, fine motor and balance skills

All children registered for kindergarten are eligible to attend.

## **OBJECTIONS TO CLASSROOM ACTIVITIES**

Parent(s) and/or guardian(s) may decline to have students participate in classroom activities that involve harmful or destructive use of animals (dissections, etc.). Alternative assignments will be given and no academic penalty will be issued. Teachers will notify students in advance of any such project. In order to be excused from the assignment, a written objection from the parent(s) and/or guardian(s) must be submitted prior to the day of the project.

## **PRE-KINDERGARTEN SCREENINGS/OUTCOMES ASSESSMENTS**

In the springtime, a Pre-Kindergarten registration day will be held where students are assessed using the Brigance Screening Tool. Students identified as a Pre-K Counts Program student will be assessed using The Work Sampling System® and the Ages & Stages Questionnaires® (ASQ®).

The Work Sampling System® which is a curriculum-embedded, authentic performance assessment for teachers to use to assess young students' development in multiple domains. Ages & Stages Questionnaires® (ASQ®) provide accurate, reliable developmental and social-emotional screening for children between birth and age 6 that uses parent knowledge to assist in pinpointing developmental progress and catch delays in young children.

Also comprehensive evaluation screening tool will be used to assess each child within the first 45 days of school. The Pre-kindergarten screening and assessment process will include vision, hearing, gross/fine motor skills, speech and academic readiness.

## **PRE-KINDERGARTEN (PRE-K) ADMISSION REQUIREMENTS**

### **Purpose**

The Board shall establish age requirements for the admission of pre-kindergarten students which is consistent with statute and sound educational practice and which ensure the equitable treatment of all eligible children. All children must be residents of the Frazier School District and show proof of residency. **Verification of income is also required.**

### **Regular Entrance**

A child is eligible for admission to pre-kindergarten if he/she has attained the age of three (3) or four (4) years before September 1<sup>st</sup>.

The principal shall require that each child who registers for entrance to school exhibit documentation as proof of age and birth date.

One of the following instruments shall serve to verify age of a child:

1. A legal birth certificate.
2. A baptism certificate indicating date of birth, together with a notarized statement from parent or guardian attesting to the accuracy of the certificate.
3. A certified copy of entrance into the United States, showing the date of birth of the child, along with a notarized statement from the parent or guardian.
4. Such other evidence as an insurance policy, or previous school record, showing date of birth of the child, along with a sworn, notarized statement from a parent or guardian.
5. If none of the above are available, an affidavit of age, sworn by the parent or guardian, and accompanied by a certificate of age from a public health officer or a licensed practicing physician in the county.

## **PRE-KINDERGARTEN SUMMER READINESS PROGRAM**

The Pre-Kindergarten Summer Readiness Program in the Frazier School District will be available to any student who will be attending Pre-Kindergarten in the fall. The Pre-Kindergarten Summer Readiness Program will be strongly recommended for those students who score below average on our pre-kindergarten screenings and are considered to be at risk in the area of academic readiness.



# SAFETY PROCEDURES

## CHILD ABUSE

Under the Child Protective Service Act of 1975, all school district personnel are **MANDATED** by law to report suspected child abuse. Reports of suspected abuse will be made to the Children's Bureau immediately by telephone; a written report will be submitted within forty-eight (48) hours.

Concerned citizens may also make a report of suspected child abuse with reasonable cause by calling Childline at 1-800-932-0313 or 724-430-1283. All reports are strictly confidential and the caller may remain anonymous. Parent(s) and/or guardian(s) may use the Childline directly, without notifying the school, especially in cases of pre-school children.

## CLEARANCES – VOLUNTEERS/CHAPERONES

Parents/guardians who wish to participate in school events as a chaperone or parent volunteer must obtain the required clearances and submit to the school that their child attends. Beginning August 25, 2015, all volunteers are required to obtain certifications every 60 months.

The district also requires volunteers to complete ACT 24 – Arrest/Conviction Report and Certification Form (must be submitted annually).

**The following information can be found at: <http://www.keepkidssafe.pa.gov/clearances/index.htm>**

*As of January 31, 2016, refunds will no longer be provided for applicants who submit an overpayment with their background check paper applications. On July 25, 2015, Governor Wolf waived the fees for clearances for volunteers and reduced the cost of clearances for employment purposes from \$10 to \$8. A refund process was implemented for those applicants who submitted an overpayment with their paper application.*

*Reminder: Background checks fees for volunteers have been waived and the cost of clearances for employment purposes was reduced from \$10 to \$8. These fee changes have been in effect since July 25, 2015. Please keep this in mind as you submit clearance requests to the Department. If you have questions regarding the clearance process, please visit [www.KeepKidsSafe.pa.gov](http://www.KeepKidsSafe.pa.gov). Individuals seeking clearances can go directly to [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) to create an individual account and apply for their child abuse clearance electronically. Thank you for your continued commitment to keep Pennsylvania's children safe.*

*Certain individuals, in order to work or volunteer with children, are required to obtain clearances which may include the following:*

- *Pennsylvania Child Abuse History Clearance;*
- *Pennsylvania State Police Criminal Record Check; and*
- *Federal Bureau of Investigation Criminal Background Check.*

*Information regarding the Pennsylvania Child Abuse History Clearance is contained below, as well as a link to additional information regarding the Pennsylvania State Police Criminal Record Check and the Federal Bureau of Investigation Criminal Background Check.*

*The Pennsylvania Child Abuse History Clearance can be submitted and paid for online through the Child Welfare Information Solution (CWIS) self-service portal, [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis).*

*Submitting an application online allows individual applicants to receive their results through an automated system that will notify the applicant once their results have been processed. Applicants will be able to view and*

print their results online. The self-service portal also provides the ability for organizations to create business accounts to prepay for child abuse clearances and have online access to the results.

For more information about the electronic submission of child abuse clearances or for information on obtaining the Pennsylvania State Police Criminal Record Check or Federal Bureau of Investigation Criminal Background Check, please go to: <http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>.

The district also requires volunteers to complete ACT 24 – Arrest/Conviction Report and Certification Form (must be submitted annually).

For more information, please see the **Clearances-Parent Chaperones/Volunteers** section in this handbook.

## EMERGENCY CARDS

It is imperative that the school be able to reach the parent(s) and/or guardian(s) in case of a student's illness or emergency situation. It is important to list home and work telephone numbers, and the names of friends or relatives living in the school area who have agreed to be contacted when the parent(s) and/or guardian(s) are not available. The information listed on the emergency card may also be used in the event of an emergency school closing. Please keep the card updated by notifying the school of any changes. Should special situations arise throughout the year; a note to the school office will be helpful and appreciated.

## LEGAL CUSTODY

Separated or divorced parent(s) and/or guardian(s) are advised of their obligations to inform the school about the situation in the home and provide written documentation about the custody status of the child. This would involve making available:

1. Court orders or directives related to custody and access to the child.
2. Shared custody plans.
3. Documents fixing responsibility for child's education.
4. Informal parental understandings, expectations and agreements regarding the child's education and welfare.
5. Information verifying a non-legal "custodial parent" arrangement.

Both the Federal Family Educational Rights and Privacy Act and Pennsylvania Law (Act 115 of 1981) provide each natural parent with access to the school records. Act 115 also gives the parent(s) and/or guardian(s) access to medical and dental records and the residence address of their children and of the other parent. No matter what form the custodial arrangement takes, one (1) parent/guardian may not prohibit the other from viewing the records of the child. The only way a parent/guardian loses the right is through a specific order of the court restricting access.

## SCHOOL POLICE

The Frazier School District has secured the services of a School Police Officer. The School Police Officer has the power to arrest, the authority to issue citations for summary offenses and the authority to detain students until the arrival of local law enforcement or any combination thereof.

The School Police Officer's authority shall be exercised on school grounds and on school vehicles owned or leased by the school district.

## **SECURITY CAMERAS**

Security cameras monitor Frazier Elementary School. Videotapes, recorded by the security cameras, are reviewed and maintained by school officials. Audio and video security cameras will also monitor school buses. These tapes can and will be used in disciplinary action and legal proceedings, as deemed necessary.

## **VISITORS**

All visitors to the Frazier Elementary School must report to the office, sign in, state their business and receive a visitor's identification badge. Such visitations are limited to those with a specific, legitimate reason for being in the building. Any stranger in the building without a visitor's badge should be immediately reported to the office.

- All unannounced visitors will not be permitted to leave the office foyer area.
- Any visitor not known to office staff on duty will be asked to show identification.
- All doors of the school will be locked. Visitors must push the call button and state the nature of their visit. Entry will be granted after their reason for the visit is confirmed or visitors will be asked to wait in the foyer.
- Parents picking up students at regular dismissal time must wait outside.

# **EMERGENCY PROCEDURES**

## **FIRE DRILL REGULATIONS**

In order to vacate our building safely in case of an emergency, it is imperative we conduct fire drills as orderly, quickly and quietly as possible.

- When the fire bell rings, all students will remain quiet and listen for orders from the teacher. Turn off the lights and close the door when leaving the room.
- Students will leave the room in single file and proceed to the assigned exit.
- Teachers will accompany their students, taking their class attendance and crisis manual with them.
- Upon reaching the outside, move away from the building, but stay with your class in order that attendance can be taken.
- Remain outside and away from the building until an "all clear" bell/message is sounded; then proceed back into the building the same way you left.

## **FRAZIER ELEMENTARY FIRST FLOOR FIRE EXITS**

### **Classrooms:**

Learning Support (Room 100)  
Pre K Room (Room 101)  
Title I (Room 102)  
K (Room 112)  
K (Room 113)  
K (Room 114)

### **Exit Doors:**

Elementary School Front Entrance/Exit (Entrance #1)  
Elementary School Front Entrance/Exit (Entrance #1)  
Elementary School Front Entrance/Exit (Entrance #1)  
Elementary School Front Entrance/Exit (Entrance #1)  
Elementary School Front Entrance/Exit (Entrance #1)  
Elementary School Front Entrance/Exit (Entrance #1)

K (Room 115)	Elementary School Front Entrance/Exit (Entrance #1)
1B (Room 103)	Elementary School Front Entrance/Exit (Entrance #1)
1A(Room 104)	Elementary Side Entrance/Exit [Gr 2 Stairwell] (Entrance #14)
1C (Room 110)	Elementary Side Entrance/Exit [Gr 2 Stairwell] (Entrance #14)
1D(Room 111)	Elementary School Front Entrance/Exit (Entrance #1)
2A(Room 108)	Elementary Side Entrance/Exit [Gr 2 Stairwell] (Entrance #14)
2B(Room 106)	Elementary Side Entrance/Exit [Gr 2 Stairwell] (Entrance #14)
2C(Room 107)	Elementary Side Entrance/Exit [Gr 2 Stairwell] (Entrance #14)
2D(Room 109)	Elementary Side Entrance/Exit [Gr 2 Stairwell] (Entrance #14)
Title I (Room 105)	Elementary Side Entrance/Exit [Gr 2 Stairwell] (Entrance #14)
Art(Room 175)	Middle School Side Entrance/Exit (Entrance #3)
Cafeteria(Room 121)	Exit (by playground) and Exit (hallway by Gym) (Entrance #13)
Computer Lab (Room 177)	Middle School Side Entrance/Exit (Entrance #3)
Elementary Office	Elementary School Front Entrance/Exit (Entrance #1)
Elem. School Counselor (Room 145)	Elementary School Front Entrance/Exit (Entrance #1)
School Social Worker	Elementary School Front Entrance/Exit (Entrance #1)
Faculty Room(Room 149)	Exit (by playground) Entrance #13)
Gym(Room 120)	Gym Door Exit (Entrance #12)
Music(Room 118)	Exit (by playground) (Entrance #13)
Nurse(Room 147)	Exit (by playground) (Entrance #13)

## FRAZIER ELEMENTARY SECOND FLOOR FIRE EXITS

### Classrooms:

3A(Room 213)	Elementary Library Stairwell, Elementary Front Entrance/Exit (Entrance #1)
3B(Room 212)	Elementary Library Stairwell, Elementary Front Entrance/Exit (Entrance #1)
3C(Room 202)	Elementary Library Stairwell, Elementary Front Entrance/Exit (Entrance #1)
3D(Room 203)	Elementary Library Stairwell, Elementary Front Entrance/Exit (Entrance #1)
4A(Room 205)	Elementary Side Entrance/Exit [Gr 5 Stairwell] (Entrance #14)
4B(Room 204)	Elementary Side Entrance/Exit [Gr 5 Stairwell] (Entrance #14)
4C(Room 210)	Elementary Library Stairwell, Elementary Front Entrance/Exit (Entrance #1)
4D(Room 211)	Elementary Library Stairwell, Elementary Front Entrance/Exit (Entrance #1)
5A(Room 206)	Elementary Side Entrance/Exit [Gr 5 Stairwell] (Entrance #14)
5B(Room 207)	Elementary Side Entrance/Exit [Gr 5 Stairwell] (Entrance #14)
5C(Room 208)	Elementary Side Entrance/Exit [Gr 5 Stairwell] (Entrance #14)
5D(Room 209)	Elementary Side Entrance/Exit [Gr 5 Stairwell] (Entrance #14)
Library(Room 217)	Elementary Library Stairwell, Elementary Front Entrance/Exit (Entrance #1)
Dream Flight(Room 215)	Elementary Library Stairwell, Front Entrance/Exit (Entrance #1)
Learning Support(Room 200)	Elementary Library Stairwell, Elementary Front Entrance/Exit (Entrance #1)
Learning Support(Room 201)	Elementary Library Stairwell, Elementary Front Entrance/Exit (Entrance #1)
Maker/Tinker Space(Room 214)	Elementary Library Stairwell, Elementary Front Entrance/Exit (Entrance #1)

### Exit doors:

## SEVERE WEATHER DRILLS

Periodically, severe weather drills will be conducted in all Frazier schools. An announcement will direct teachers to take their students to their severe weather stations. Teachers are to see that the students sit facing the wall

in a crouched position with hands protecting the back of the head. Students are to remain in this position until the “all clear” is given.

### **FRAZIER ELEMENTARY FIRST FLOOR SEVERE WEATHER DRILL ASSIGNED STATIONS:**

<b>Classroom:</b>	<b>Assigned Station:</b>
Learning Support (Room 100)	Use conference room in Guidance Office suite.
Pre K (Room 101)	Use conference room in Guidance Office suite.
Title I (Room 102)	Use back offices on either side of Guidance Office suite.
K (Room 112)	Use back offices if not filled, moving into back hallway then to front offices of Guidance Office suite.
K (Room 113)	Use all hallway spaces and front offices of Guidance Office suite.
K (Room 114)	Use all hallway spaces and front offices of Guidance Office suite.
K (Room 115)	Use all hallway spaces and front offices of Guidance Office suite.
1B (Room 103)	Use spaces inside Health Suite - office, RR, Closets, Waiting areas.
1A(Room 104)	Use spaces inside Health Suite - office, RR, Closets, Waiting areas.
1C (Room 110)	Use spaces inside Health Suite - office, RR, Closets, Waiting areas.
1D(Room 111)	Use spaces inside Health Suite - office, RR, Closets, Waiting areas.
2A(Room 108)	Use Faculty Lounge.
2B(Room 106)	Use Faculty Lounge.
2C(Room 107)	Use space in front of Elevator.
2D(Room 109)	Use space in front of Elevator.
Title I(Room 105)	Use space in front of Elevator.
Cafeteria(Room 121)	Report to location for your grade level.
Elementary Office	Paper Closet in office.
School Psychologist	Stay in office.
School Social Worker	Stay in office.
School Counselor (Room 145)	Stay in office.
Faculty Room(Room 149)	Stay in the faculty lounge.
Gym(Room 120)	Report to location for your grade level.
Music(Room 118)	Move to primary hallway by Pre K rooms.
Nurse(Room 147)	Stay in Health Suite.

### **FRAZIER ELEMENTARY SECOND FLOOR SEVERE WEATHER DRILL ASSIGNED STATIONS:**

<b>Classroom:</b>	<b>Assigned Station:</b>
3A(Room 213)	Go downstairs by library to hallway outside Nurse, copy room and bank of lockers.
3B(Room 212)	Go downstairs by library to hallway outside Nurse and bank of lockers.
3C(Room 202)	Go downstairs by library to hallway outside Nurse and bank of lockers.
3D(Room 203)	Go downstairs by library to hallway outside Nurse and bank of lockers.
4A(Room 205)	Go downstairs by Grade 5 -report to lockers by second grade HR's.
4B(Room 204)	Go downstairs by Grade 5 -report to lockers by second grade HR's.
4C(Room 210)	Go downstairs by Grade 5 -report to lockers by second grade HR's.
4D(Room 211)	Go downstairs by Grade 5 -report to lockers by second grade HR's.
5A(Room 206)	Go downstairs by Grade 5 rooms - report to lockers by first grade HR's.
5B(Room 207)	Go downstairs by Grade 5 rooms - report to lockers by first grade HR's.
5C(Room 208)	Go downstairs by Grade 5 rooms - report to lockers by first grade HR's.

5D(Room 209)	Go downstairs by Grade 5 rooms - report to lockers by first grade HR's.
Library(Room 217)	Go downstairs by Library and report to lockers by Kindergarten HR's.
Learning Support(Room 200)	Go downstairs by library - report to lockers by Kindergarten HR's.
Learning Support(Room 201)	Go downstairs by library - report to lockers by Kindergarten HR's.
Maker/Tinker Space(Rm 214)	Go downstairs by library - report to lockers by Kindergarten HR's.
Dream Flight Room	Go downstairs by library - report to lockers by Kindergarten HR's.

## **DISCIPLINE POLICY**

### **STUDENT CODE OF CONDUCT**

#### **INTRODUCTION**

The rules and guidelines set forth in this document represent the code of student conduct for elementary education in the Frazier School District.

This document is intended to serve as a guideline for discipline in the elementary schools. Students should know in advance what procedures would be used to deal with various discipline problems. Also, it is important that the parent(s) and/or guardian(s) and school staff be thoroughly familiar with the information contained in these rules and guidelines.

This document is not intended to contain all of the information needed for handling every discipline problem in the elementary schools. However, for those situations not specifically mentioned, the material in this document should serve as a guide for handling such situations.

#### **AUTHORITY**

The board of school directors of the Frazier School District has the authority to make reasonable and necessary rules governing the conduct of students in its school. The rule making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers, which are enumerated in the law of the state, or which by reasonably be implied or necessary for the orderly operation of the school.

Boards of school directors may not make rules which are arbitrary, capricious or outside their grant of authority from the General Assembly or State School Board Regulations. Their rules must stand the test of fairness and reasonableness. A rule is generally considered legitimate if it uses a rational means of accomplishing some legitimate school purpose.

School rules are assumed to be reasonable until they are rescinded or waived. Students, therefore, should obey rules while working through channels to help change those which they feel are not applicable.

#### **COVERAGE**

The board of school directors of the Frazier School District requires each student of this district to adhere to the rules and guidelines promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules and guidelines.

The Student Code of Conduct governs student behavior in all of the following situations:

1. During time spent in travel to and from school and anytime within the School Safety Zone, which is within 1,000 feet of the real property of the school district.
2. In school or during school hours at school-sponsored activities.
2. In concert with after school and weekend school-sponsored activities on or off school premises.
3. During non-curricular related student group meetings on school premises.
4. During meetings/activities on school premises sponsored by non-school person(s).
5. Anytime outside of school involving violations or possible violations of the Pennsylvania Criminal Code and/or when such conduct or conditions may directly, and/or immediately result in adverse effects on the educational process, when there is a reasonable need to preserve overall school discipline, when there is a reasonable need to preserve respect for teachers and other school employees, and/or when there is reason to believe that the effect could include endangering the health, safety, welfare, or morale of students within the school system.

Such student rules and guidelines shall require that students conform to reasonable standards of socially acceptable behavior, respect the rights, person, and property of others, preserve a degree of order necessary to the educational program in which they are engaged, obey constituted authority, and respond to those who hold that authority.

The Student Code of Conduct shall be the standard for discipline within elementary schools in the Frazier School District unless altered by the board of school directors, with the recommendations of the superintendent.

The superintendent shall promulgate, where necessary, additional regulations for student code during the school year that carry out the purposes of this policy.

The superintendent or superintendent's designee shall be responsible for the enforcement of the School Code of Conduct.

The Frazier School District recognizes that if any provision of this policy or application thereof to any person or circumstances is judicially determined invalid, the provisions of the remainder of the policy and the application to other persons or circumstances shall not be affected thereby.

The Frazier School District recognizes that the provisions of this policy supercede all other provisions of school district policy that may be inconsistent with the provisions of this policy.

## **RIGHTS AND RESPONSIBILITIES**

Students in the Frazier School District have rights as private citizens just as private citizens have rights. Likewise, students have certain responsibilities. During enrollment in the Frazier School District, there is always the possibility that a student might ignore responsibilities and infringe on someone else's right to learn. It is also possible that a given school official may unintentionally infringe upon a student's rights. It is with the intent of

creating this mutual understanding between students, teachers and administrators that these statements of rights and responsibilities exist. Better understanding can be achieved when everyone acknowledges the rights and responsibilities of others.

## **STUDENT RESPONSIBILITIES**

Students share in the responsibility for good discipline in the schools. Moreover, students share with the administration, faculty and other school staff a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of administrators, teachers, students and all others who are involved in the educational system and associated with the right to a free public education.

A student will be disciplined when he/she ignores his/her responsibilities or infringes on the rights of others to learn. Past experiences in the Frazier Elementary Schools have shown that only a small percentage of students face teacher or administrative discipline. Quite often, misunderstandings are worked out by an informal talk between the parties involved.

### **Students have the responsibility to:**

1. Be aware of all rules and guidelines for students' behavior and conduct themselves in accordance with the rules and guidelines
2. Be able to express their ideas and opinions in a respectful manner so as not to offend or slander others
3. Be willing to volunteer information in matters relating to health, safety and welfare to school community and the protection of school property
4. Dress and groom themselves so as to meet fair standards of health, safety and welfare of school community and the educational process
5. Assume that until a rule is waived, altered or repealed, it is in full effect
6. Assist the school staff in operating a safe school for all students enrolled therein
7. Be aware of, and comply with, state and local laws
8. Exercise proper care when using public facilities and equipment
9. Attend school daily, except when excused, and be on time to school, class and other school meetings, activities and events
10. Make all necessary arrangements for making up work when legally absent/tardy from school
11. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
12. Avoid inaccuracies in student newspapers or publications and indecent or obscene language
13. Strive for mutually respectful relations with teachers, administrators and other staff
14. Know and respect the rights of teachers, administrators, school staff members and other students.
15. Take advantage of the academic opportunities offered at school and make a conscientious effort in classroom work



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

PBIS is a framework we use to support our students' academic, social, emotional and behavioral growth and development. This evidence-based framework uses practices proven to teach positive behavioral expectations through positive reinforcers and aligned interventions. Schools become more positive, learning environments when PBIS is used to provide safer student-educator relationships through development of trust and respect.

## **PROGRESSIVE DISCIPLINE PROCEDURES**

### **PROGRESSIVE DISCIPLINE**

The Frazier School District recognizes the importance of establishing clear policies and consistent disciplinary consequences for violations of District rules. It allows the Frazier community to build and maintain a positive, safe, and trusting environment in which our students can learn. We expect our students to be responsible, and considerate citizens, treating each other with dignity and respect. When a student violates District rules and regulations, the student will be subject to an appropriate form of discipline. The information that follows shows the normal sequence and/or combination of disciplinary actions that will be taken for violation to school rules and regulations. Multiple or repeated infractions will result in the higher level of consequences and/or a different combination of consequences. Once a referral to the principal has been written, the referral is handled according to the Progressive Discipline Procedure. It is understood that behaviors are developmental in nature, some infractions are more serious than others, and that repeated infractions may warrant stricter consequences. In some cases, the development of an individualized behavior plan may be appropriate. In all cases, consequences are subject to parameters of state and federal law. If a student violates any policy set forth by the Frazier Board of School Directors, the teacher, principal or his/her designee is to follow the regulations outlined in the Student Handbook. The administration of each individual school is given the authority to take appropriate action to ensure compliance with Board policy. In all cases, the Administration retains the right to use its discretion in evaluating cases.

Discipline is a necessary part of any educational system. We are committed to providing a safe learning environment for all our pupils. No student will be allowed to disrupt the learning process or limit the opportunity of others. Students may not fight, steal, use profanity, or in any way endanger the welfare of their classmates while in school, on our buses, or when coming to or going home from school. Any of the listed infractions will result in disciplinary action.

Our elementary discipline system is based upon a progressive discipline approach – each subsequent offense/infraction will result with a more severe consequences. The purpose of this approach is rehabilitation and the development of self-control and self-motivation. All discipline decisions will be based on what is best for the child, as an individual, and the impact of the actions on the good of the school. Discipline penalties and consequences will be fair and consistent based upon the age level and behavior record of the pupil. Any questions or concerns as to our discipline system and its applications may be addressed to the building principal.

### **CLASSROOM RULES**

It is the responsibility of the teacher to maintain the proper classroom environment consistent with district policy.

## **MINIMUM PRIMARY and ELEMENTARY SCHOOL CLASSROOM EXPECTATIONS:**

- Respect yourself
- Respect others
- Respect your school

## **OFFICE REFERRALS**

Violations of rules may result in office referrals. Office referrals will be made when a student's misbehavior includes acts of violence directed toward a person and/or property in which such behavior poses a threat to the safety, health, welfare and/or morals of others, and/or materially disrupts the educational environment. Office referrals may result in a written warning, phone call to parent, documentation in the student's file, detention, suspension, etc. A behavior form will accompany or follow any student who is sent to the office. This form will indicate why the student was sent to the office and the course of action taken by the administration. Continual refusal to follow school rules can lead to expulsion.

## **INTERVENTION PROCEDURES**

Disruption to the learning environment may result in removal of the student from the situation.

## **PROGRESSIVE DISCIPLINARY CONSEQUENCES**

It is the responsibility of the Frazier Elementary School faculty and staff to maintain a positive learning environment. To maintain the environment, it is necessary for the students to follow basic school and classroom rules. Each teacher will be responsible for the promotion of those positive behaviors and will always first implement corrective strategies within the learning environment. If at any time a student becomes disruptive to the educational process of others, that student may be removed from the situation and a time-out will be implemented. If disruptive behaviors continue, students can be referred to the principal, and the Progressive Discipline Procedure will be implemented at the administrative level.

### **Administrative Intervention Step 1 (Level 1 Disciplinary Infraction):**

The teacher calls parent and principal may conference with student.

- Consequences as per classroom teacher's classroom management system
- Parent(s) and/or guardian(s) contacted by written report or telephone by teacher
- Conference with Principal (as appropriate)
- Additional consequences may be at the discretion of the administrator.

### **Administrative Intervention Step 2 (Level 2 Disciplinary Infraction):**

The Principal calls parent and conferences with the student.

- Consequences as per classroom teacher's classroom management system
- Parent(s) and/or guardian(s) contacted by written report or telephone by teacher
- Conference with Principal (as appropriate)
- Additional consequences may be at the discretion of the administrator.

### **Administrative Intervention Step 3 (Level 3 & 4 Disciplinary Infractions):**

The Principal notifies parent of a meeting with the principal and other involved staff members, including the counselor. Consequences may include, but are not limited to:

- Lunch/recess detention
- Loss of privileges (i.e. activities/assemblies)

- Restitution for damages
- Referral to Elementary Student Assistance Program
- Possible referral to Response to Intervention Team
- After-school detention
- Out-of-School Suspension
- Referral to law enforcement officials

<b>Infraction</b>	<b>Admin Intervention Step 1</b>	<b>Admin Intervention Step 2</b>	<b>Admin Intervention Step 3</b>
Abusive, Offensive Language or Gestures	<b>X</b>		
Bullying (teasing, meanness)	<b>X</b>		
Cheating (copying, cheat sheet, parents do your work, signing someone's name or erasing a name)	<b>X</b>		
Computer Misuse (refer to Acceptable Use Policy)	<b>X</b>		
Discrimination (making fun of others' race, religion, or gender)			<b>X</b>
Disrespect (towards other students, adults, or property)	<b>X</b>		
Dress Code (refer to School Policy)	<b>X</b>		
Hazing/Harassment (unwanted contact with someone)			<b>X</b>
Leaving class without permission	<b>X</b>		
Leaving School Grounds			<b>X</b>
Minor Physical Confrontation at teacher/administration discretion (touching others or property)	<b>X</b>		
Major Physical Confrontation at teacher/administration discretion			<b>X</b>
Possession of Alcohol, Cigarettes, or Drugs			<b>X</b>
Possession of Electronic Devices (Cell phone, portable media player, handheld video game system)	<b>X</b>		
Possession of Weapons			<b>X</b>
Profane/Obscene Language/Gestures		<b>X</b>	
Stealing			<b>X</b>

<b>Infraction</b>	<b>Admin Intervention Step 1</b>	<b>Admin Intervention Step 2</b>	<b>Admin Intervention Step 3</b>
Terrorist Action (bomb threats, arson, pulling fire alarm)			<b>X</b>
Vandalism (damaging school property or personal property)			<b>X</b>
Verbal Confrontation (swearing, defiance)			<b>X</b>

**X = STARTING POINT FOR THE 1ST OFFENSE OF EACH LISTED INFRACTION**

## **GUIDELINES FOR DETENTION, SUSPENSION, EXPULSION AND PROBATION**

### **DETENTION**

Detention is a designated period of supervised study held after the regular school day. The building principal will assign the designated detention monitor to set the date, time and place of detention. A designated detention monitor shall provide supervision of students serving detention. Teachers may issue a detention for a student after receiving approval from the principal.

Parent(s) and/or guardian(s) are responsible for providing transportation for any of their children who are assigned to detention. Students and parents must be informed of their detention assignment at least twenty-four (24) hours in advance in order for their parent(s) and/or guardian(s) to arrange for transportation unless parent/guardian agrees otherwise.

Students who owe any detention time at the end of the school year will be assigned summer detention or may be served during the next school year at the discretion of the building administrator. Report cards and all other school records will be held until this obligation is made up.

### **AFTER-SCHOOL DETENTION**

1. After-school detention will be held at the end of the regular school day from **3:30 P.M. to 4:30 P.M.** Parents must sign out the child when picking him/her up after detention ends. Parents must report to the Elementary School entrance.
2. Detention responsibilities take precedence over all other school activities, including band, athletics and organizational meetings. Students who miss after-school detention for any reason other than an excused absence (see the "Attendance Policy" for a definition of an excused absence) will be assigned additional hours of after-school detention.
3. **Rules governing behavior during after-school detention:**
  - a. Students must report to the after-school detention classroom on time with all assignments and supplies.
  - b. Students must be engaged in assigned class work or approved readings for the entire detention period.

- c. Loafing, sleeping and playing games will not be tolerated. Students must bring something to do. Students will be provided a writing assignment if necessary.
- d. Talking and any type of disruptive behavior will not be tolerated. Students will not be excused from the detention room except for the most extreme emergencies.
- e. Students will sit in seats assigned by the detention monitor.
- f. Students who violate any of these rules will be assigned another day of after-school detention.
- g. Any teacher or administrator may assign after-school detention. Teachers must adhere to the following guidelines when assigning after-school detention:
  - Meet with the student and provide him/her with a written statement noting the reason for assigning after-school detention and the date, time and location of the detention.
  - Provide the parent(s) and/or guardian(s) with information regarding the after-school detention. This information will include the reason for assigning after-school detention and the date, time, and location of the detention.
  - Provide the principal with a written statement noting the reason for assigning after-school detention and the date, time and location of the detention.

## **SUSPENSION AND EXPULSION**

The board of education and the high school administration recognizes that public schools have a legal and moral obligation to educate all children. It is the responsibility of the board of education and the school district to provide a curriculum and an atmosphere within which students can be educated. It is also the responsibility of the school district to formulate policies and procedures governing the exclusion of students who are disruptive to the education process. The following information provides a description relating to the types of exclusion used by the school district. The information also provides the guidelines under which these exclusions can be imposed.

### **SUSPENSION UP TO THREE (3) SCHOOL DAYS**

Exclusion from school for a period of up to three (3) days can be issued by the building principal. Prior to the suspension, the principal will meet with the student to provide the reason for the suspension, along with the dates of the suspension. The principal will also provide the parent(s) and/or guardian(s) with a written notice regarding the suspension. Students who are suspended can turn in homework assignments for full credit but must do so the first day of their return to their assigned teachers.

### **SUSPENSION BETWEEN FOUR (4) TO TEN (10) SCHOOL DAYS**

Exclusion from school for a period of four (4) to ten (10) days can be issued by the building principal. Prior to the suspension, the principal will meet with the student to provide the reason for the suspension, along with the dates of the suspension. The principal will also provide the parent(s) and/or guardian(s) with a written notice regarding the suspension. An informal hearing relating to the suspension shall be offered to the student and parent(s) and/or guardian(s). This hearing must be offered during the first (1st) three (3) days of the suspension.

### **EXPULSION**

Expulsion refers to the exclusion from school for a period of more than ten (10) days. The building principal and superintendent may recommend expulsion; however, only the board of education has the power to expel a

student. Expulsion requires a formal hearing before the board of education. Specific requirements relating to this formal hearing are spelled out in state law.

## **PROBATION**

Under the laws of the Commonwealth of Pennsylvania, the board of education has the right to place a student on probation in addition to any disciplinary action stated in the discipline code. Generally, some form of probation is imposed when a student returns from expulsion. Probation means that the student must be on his/her “best behavior” for a specified period of time. Any “Level II - IV,” disciplinary infraction committed while a student is on probation will automatically result in an expulsion hearing before the board of education.

For more serious offenses, the board of education may impose intensive probation. Intensive probation means that any two (2) disciplinary offenses of any level will automatically result in an expulsion hearing before the board of education.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered as a weapon or dangerous instrument.

This rule does not apply to normal school supplies like pencils or compasses, unless such instruments are utilized in such a manner as to reasonably be construed as weapons or dangerous instruments.

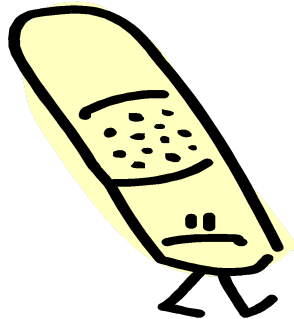
This rule does apply to, but is not limited to, any firearm, any explosive including firecrackers, teargas canisters, smoke bombs, or other incendiary devices, army knife, razor, or cutting instrument, cutting incendiary devices, cutting tools, chains slingshots, and other dangerous objects, tools instruments, or implement capable of directly and/or indirectly inflicting bodily injury, and is of no reasonable use to student at school, or any other instrument which, in the manner in which it is used or intended to be used, is calculated or likely to produce bodily injury.

## **PENNSYLVANIA SAFE SCHOOLS - ACT 26 OF 1995**

Act 26 of 1995 implements the federal Gun Free Schools legislation. This amendment to the Pennsylvania Public School code contains specific provisions, which require the expulsion of any student who brings a deadly weapon to school. The main parts of this important legislation are as follows:

1. Except as otherwise provided in this section, a school or area vocational-technical school shall expel, for a period of not less than one (1) year, any student who is determined to have brought a weapon onto school property, any school-sponsored activity, or any public conveyance providing transportation to a school or school-sponsored activity.
2. Every school district and area vocational-technical school shall develop a written policy regarding expulsions for possession of a weapon, as required under this section. Expulsions shall be conducted pursuant to all applicable regulations.
3. The superintendent of a school district or an administrative director of an area vocational-technical school may recommend discipline short of expulsion on a case-by-case basis. The superintendent or other chief administrative officer of a school entity shall, in the case of an exceptional student take all steps necessary to comply with the Individuals with Disabilities Education Act (Public law 91-230, 29 U. S. C. 2400 et seq.)
4. The provisions of this section shall not apply to the following:
  - a. A weapon being used as part of a program approved by the individual who is in charge of the program

- b. A weapon that is unloaded and is possessed by an individual while traversing school property for the purpose of obtaining access to public or private lands used for lawful hunting, if the entry on school premises is authorized by school authorities
5. Nothing in this section shall be construed as limiting the authority or duty of the school or area vocational-technical school to make an alternative assignment or provide alternative educational services during the period of expulsion.
6. All school districts and areas vocational-technical schools shall report all incidents involving possession of a weapon prohibited by this section as follows:
  - a. The school superintendent or chief administrator shall report the discovery of any weapon prohibited by this section to local law enforcement officials
  - b. The school superintendent or chief administrator shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school-sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. Reports shall include all information, as required under Section 1302-A
7. As used in this section, the term “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle, and any other instrument or implement capable of inflicting serious bodily injury.
8. The student discipline file of any student who is determined to have brought a weapon onto school property, any school-sponsored activity, or public conveyance providing transportation to a school or school-sponsored activity, will be maintained until his/her graduation. A copy of the record would follow the student if he/she transferred to another school district.



## HEALTH SERVICES

The school nurse coordinates the school health services. Students who need to see the nurse must obtain a pass from his/her classroom teacher. The nurse is on a schedule that does not permit her to be in the elementary buildings full time. Should the nurse not be available, students in need of health room services should report to the office. Under no circumstances should a student use the telephone and/or leave the building.

**Students are not permitted to carry any kind of medication, (prescription or over-the-counter) in school.** Students who must take medication are to submit a **Permission to Administer Form signed by the child’s doctor.** The nurse will keep the medication during the school day, and at the appropriate time, the student will report to the health room to take the medication.

## IMMUNIZATION

All providers of Pennsylvania Pre-K Counts funded programs must meet the immunization requirements for their provider type:

- School districts and licensed nursery schools--28 PA. Code §23.81-87 which implements Sec. 13031 of the Public School Code (24 P.S. §1303a);
- Child care centers and group child care homes – 28 Pa. Code §27.77.
- Head Start agencies -- 45 CFR§1304.20, the federal Head Start Performance Standards.

These requirements include, but are not limited to the following:

1. Within 5 days of a child's first day of attendance in the program, the provider shall obtain a record establishing that the child has received the vaccinations recommended by the American Committee on Immunization Practices; or
2. Receipt from a parent or guardian of child of a written objection to the child being vaccinated on religious grounds or a physician verified medical reason **of a temporary or permanent nature** explaining why the child is not to be vaccinated.
3. Providers must exclude children from group activities for an additional 30 days who are not vaccinated due to a temporary medical condition, unless they have received written confirmation from a physician, or state or local health department of vaccination, or continuation of the medical condition. A new verification is required every 30 days or the child may not be readmitted to the setting until the requirements are met.

### **All Pre-K to Grade 12 students admitted to the Frazier School District must meet the immunization requirements of the Commonwealth of Pennsylvania.**

PLEASE NOTE: As of August 1, 2017, the PA Department of Health has changed school immunization requirements. Under the new regulations, ALL students must be fully immunized by the first day of school or they will be recommended for EXCLUSION from school. If you have any questions, please contact the school nurse with any questions regarding your child's status.

Please visit: [www.health.pa.gov](http://www.health.pa.gov) for more information.

If your child's immunizations are not up to date and additional doses are required, but are not medically appropriate to be given due to spacing, you must provide a medical certificate detailing the schedule of the remaining doses. This certificate must be submitted no later than the 5th day of school. It must be signed by a physician, certified registered nurse practitioner (CRNP), or physician assistant (PA). The medical certificate will be reviewed at least every 30 days and those that do not follow the schedule will be recommended for exclusion from school.

Pre K Students must have evidence of having received at least one (1) dose of each of the required antigens. The parent(s) and/or guardian(s) presents a plan, in writing, to the School Nurse for completion of the required immunization and the plan is made part of the student's school health record. The School Nurse shall review the plan for completion every (30) thirty days. If the requirements are not met, the school principal will not permit the student to enroll for the next school year until said requirements are fulfilled.

Students entering Kindergarten need:

- 4 doses of tetanus\* (1 dose, age 4)
- 4 doses of diphtheria\* (1 dose, age 4)
- 3 doses of polio



- 2 doses of measles\*\*
- 2 doses of mumps\*\*
- 1 dose of rubella (German measles)\*\*
- 3 doses of hepatitis B
- 2 doses of varicella (chicken pox) vaccine or history of having the disease

\*Usually given s DTP or DTaP or DT or Td

\*\*Usually given as MMR

Students who do not meet these requirements will not be admitted unless they meet the following criteria:

Medical Exemption:

Children need not be immunized if a physician provides a written statement that immunization may be detrimental to the health of the child. This written statement must be renewed prior to the start of each school year.

Religious; Moral or Ethical Conviction Exemption:

Children need not be immunized if the parent(s) and/or guardian(s) object, in writing, on the grounds of a bona fide religious belief, moral or ethical conviction. The parent(s) and/or guardian(s) must identify, in writing, the religious or ethical criteria upon which they base their objection. This written statement must be renewed prior to the start of each school year.

## **MEDICATIONS**

If your son/daughter requires medications (prescription or over-the-counter) to be taken during the school day, you will need to submit a **Permission to Administer Medication** form that could be obtained in the School Office.

## **PESTICIDE NOTIFICATION**

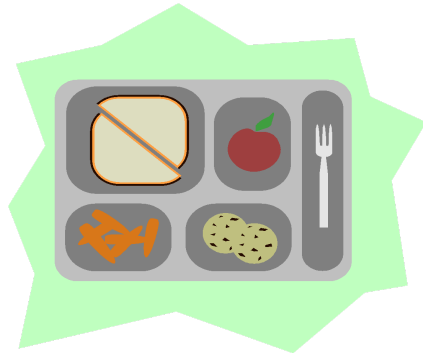
Frazier School District’s principals will provide notice to parent(s) and/or guardian(s) of students enrolled in their school(s) at least three (3) days prior to each treatment. This notice will be provided to parent(s) and/or guardian(s) who, at the beginning of each school year, request such notice by sending a letter to the building principal.

Currently, pesticides are applied, as needed, on Friday afternoon, after school has been dismissed. Pesticides may be applied on other days, after school dismissal, if a sudden infestation develops.

The above statement shall serve as notice, for parent(s) and/or guardian(s), of application of pesticides on Fridays. Currently, the Frazier School District contracts with Vermin Control Company, 78 South Mount Vernon Avenue, Uniontown, PA 15401, 724-437-6351 for pesticide service.

## FOOD SERVICE

In accordance to the Pre-K Counts Regulations, the elementary school cafeteria will provide a meal for each Pre-K student. Morning Pre-K students will receive Breakfast and afternoon Pre-K Students will receive Lunch. Pre-K students will be fed almost immediately after arriving to school. Menus are sent home each month and are posted on the school district's web page, in the cafeteria and in the newspaper. Items listed will rotate month to month and will be subject to change due to vendor availability. If you choose not to participate on any given day, please send a healthy breakfast (morning students) or lunch (afternoon students) with your child. Please do not send any food items containing nuts. Also, as per Pre-K Counts regulations, Pre-K faculty and staff must track all food items provided to students whether they are provided by the Cafeteria or by parents.



### FREE AND REDUCED MEALS

Free and reduced meals are provided to students who qualify under the National School Lunch Program. Application forms are available in the school office. To apply go to [www.paschoolmeals.com](http://www.paschoolmeals.com). If you do not have Internet access, you may request an application by calling the Cafeteria Office.

### BREAKFAST

Breakfast will begin at 8:15am for the morning Pre-K students.

### LUNCH

Lunch will begin at 12:10pm for the afternoon Pre-K students.

# STUDENT SERVICES

## CHILD FIND

The school district must maintain an ongoing system to identify, locate and evaluate all children who are disabled (as defined by IDEA) and in need of special education. This duty is owed to all students regardless of whether or not they attend school or the kind of school they attend. There is a copy of the Annual Public Notice for Child Find on Edline under Special Education. If you have any questions regarding Child Find, contact Mrs. Amanda Law 724-736-9507 Supervisor of Special Education.

**\* All parents/guardians can pick up a copy of the annual Public Notice for Child Find at the beginning of each school year in the elementary school office.**

## EARLY INTERVENTION PRESCHOOL PROGRAM

### What is Early Intervention?

Early Intervention (EI) consists of services and supports designed to help families with children who have developmental delays. While all children grow and change at their own rate, some children can experience delays in their development. Sometimes this can be a cause for concern. Early Intervention provides supports and services to young children and their families/caregivers to help the children grow and develop.

### Who is eligible?

Infants, toddlers, and preschool children who have special needs due to a developmental delay or diagnosis are eligible to receive Early Intervention services.

### What are Early Intervention supports and services?

Early Intervention (EI) supports and services are provided at no cost to families. EI services may include: information on how children develop skills and abilities; education and support for the parent/caregiver, and specific developmental therapies designed for their child. Early Intervention provides ideas for how a family can help their child at home as well as in the community, and is individualized to enhance both growth and learning. If a child is attending an early care/education setting, EI teachers/therapists/specialists can assist the early childhood staff with strategies to promote the child's development. Early Intervention can also assist families in finding and linking in to a variety of community services and supports.

### Where do children/families receive supports and services?

Services may be provided during the child's daily activities at home or in the community, at child care centers, nursery schools, play groups, and Head Start programs.

### Who should families contact to see if their child is eligible for Early Intervention?

A first step for any family with a concern about their child's development is to call CONNECT Services (toll free: 1-800-692-7288) or their local EI Program. The Early Intervention program will determine if the child is eligible for Early Intervention.

## Your local EI programs:

Intermediate Unit 1  
Early intervention Preschool Program  
Ages 3-5  
Please Call 724-938-3241 ext. 220 or 239

## Early Intervention Website Links:

<http://www.pattan.net>  
<http://www.education.state.pa.us>  
<http://www.dpw.state.pa.us>

## SPECIAL EDUCATION

In order to obtain any information regarding Special Education Services provided to Frazier Elementary Students in the areas listed below, contact the Supervisor of Special Education, Mrs. Amanda Law, by calling 724-736-9507.

- Program offerings and locations
- Guarantees for confidentiality of information
- Rights of parent(s) and/or guardian(s) and students
- Screening procedures for identifying students
- Storage of records

The Special Education Consult-line  
1-800-879-2301  
A service of the  
Pennsylvania Department of Education  
Bureau of Special Education  
Division of Compliance

- Help for families of children with special needs:
  1. About: special education regulation
  2. The complaint system

## STUDENT ASSISTANCE PROGRAM

Many times in the course of our lives we come to a point where we must make a decision that will determine the road we will follow for years to come. We might have to make a decision about who our friends are, how we can get along without family members, if we will use drugs or alcohol or how we can succeed in school.

These are difficult decisions. Sometimes we need someone to talk to when we're confronting these problems. The Student Assistance Team is available to help students cope with these problems.

The Student Assistance Team helps students with problems related to drugs and alcohol, abuse, school adjustment, emotional adjustment, pregnancy, suicidal tendencies and personal health. When a student is referred to the Team, a Team member will meet with the student and gather information about the problem. Then the Team will design a course of action to resolve the problem.

Finally, the Team assists the student and the parent(s) and/or guardian(s) as they pursue this course of action.

There are three (3) ways in which the Student Assistance Team may get involved. Contacting any member of the team or placing a referral sheet in the box in the library may constitute self-referrals. All information will be held in strict confidence. Peer referrals may be appropriate if someone you know is genuinely at risk. These referrals may be made to a Team member or through the box in the library. The identity of the person making peer referrals will be held in strict confidence, but anonymous referrals will not be accepted. Any member of the school staff who identifies behaviors that indicate that a student may be at risk may make staff referrals.

## **POLICIES**

The policies listed reflect the current approved versions of the policies existing at the time of printing this handbook for the 2019-2020 school year. After which time, any changes to or additional policies that occur will supercede the policies that exist in this handbook. Please visit the Frazier School District website for online access to all district policies or by using this link below:

<https://www.boarddocs.com/pa/fraz/Board.nsf/Public#>



### **KINDERGARTEN ADMISSION POLICY #5000A (REVISED 5/22/02)**

#### **PURPOSE**

The Board shall establish age requirements for the admission of kindergarten students and beginners which is consistent with statute and sound educational practice and which ensure the equitable

treatment of all eligible children. All children must be residents of the Frazier School District and show proof of residency.

## **REGULAR ENTRANCE**

A child is eligible for admission to kindergarten if he/she has attained the age of five [5] years before September 1.

The principal shall require that each child who registers for entrance to school exhibit documentation as proof of age and birth date.

One of the following instruments shall serve to verify age of a child:

- 1) A legal birth certificate.
- 2) A baptism certificate indicating date of birth, together with a notarized statement from parent or guardian attesting to the accuracy of the certificate.
- 3) A certified copy of entrance into the United States, showing the date of birth of the child, along with a notarized statement from the parent or guardian.
- 4) Such other evidence as an insurance policy, or previous school record, showing date of birth of the child, along with a sworn, notarized statement from parent or guardian.
- 5) If none of the above are available, an affidavit of age, sworn by the parent or guardian, and accompanied by a certificate of age from a public health officer or a licensed practicing physician in the county.

## **EARLY ENTRANCE**

Parents of children whose birthdays fall between September 1<sup>st</sup> and October 31<sup>st</sup> of the school year may seek early entrance to kindergarten by writing a request to the Elementary School principal by June 30<sup>th</sup>. Readiness for kindergarten depends on a child's development of cognitive, social, emotional, perceptual, fine/gross motor skills, language skills, academic readiness skills and age appropriate behavior required by the Frazier School District outlined in their discipline code. Readiness also depends on the curriculum's degree of structure, the behavior of the child required by the instructional program and the expectations of what the child is expected to achieve by the end of the kindergarten program.

1. The school district will ascertain the child's readiness skills by means of a comprehensive psychological evaluation in intellectual functioning, school readiness skills and social and emotional adjustment given by a certified or licensed school psychologist. All pre-school records and previous evaluations should be made available to the psychologist before the evaluation process takes place. This information will be used in the psychological report. The parents are responsible for a fee for administering the testing instrument. The fee will be waived if the parent (s) is/are eligible for the Federal Free Lunch Program.
2. The school district strongly recommends that all children seeking early entrance to kindergarten attend our kindergarten summer readiness program. During the week program our staff will complete a kindergarten readiness checklist which will be used in conjunction with the psychological evaluation report.
3. The parents will receive a written report from the psychologist and they must give this report to the Superintendent of the Frazier School District. The Superintendent, Elementary School Principal, and the K-12 Curriculum Supervisor will ascertain the child's readiness after reviewing the psychological report which the child must score an above average composite IQ on a test of intellectual functioning and an advanced conceptual development/school readiness composite on a test of basic concepts. We will also review the Kindergarten Readiness checklist provided by our staff. The availability of space in our kindergarten classrooms will also factor in the final decision.

## **BEGINNERS**

Beginners are children entering the lowest grade of the primary school above Kindergarten level. They shall be admitted to school only during the first two (2) weeks of the annual school term except that a child who is eight (8) years of age may begin school at any time during the school year.

A beginner is eligible for admission to the lowest grade of the primary school above the Kindergarten level if he/she has attained the age of six (6) years before the first (1<sup>st</sup>) day of September. The Superintendent may, on the written request of the parent(s) and/or guardian(s), admit as a beginner a child whose chronological age is not less than five (5) years but whose mental age is seven (7) years, when so recommended by the school psychologist and approved by the Superintendent.

## **LATE ENTRANCE**

The School Code does not permit a beginning student to be enrolled in Kindergarten or grade one (1) after school has been in session for ten (10) days.

A transfer or move-in student may be accepted, providing he/she had currently been enrolled in Kindergarten or grade one (1) in another school system.

## **STUDENT RECORDS POLICY**

The following information is provided to notify you of your rights and privileges under the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the confidentiality of student educational records by limiting their disclosure. FERPA guarantees parent(s) and/or guardian(s) or eligible students (students eighteen (18) years of age or older) certain rights which are described below.

Listed here is a summary of the comprehensive student records policy with specific areas highlighted for your information:

### **ACCESS TO POLICY**

Parent(s) and/or guardian(s) or eligible students have the right to inspect their child's or their own educational records, to receive copies of the records in most cases, and to have a school official explain the records, if requested. To inspect your child's or your records, contact the school principal.

### **CHALLENGE TO RECORDS**

Parent(s) and/or guardian(s) or eligible students have the right to request that their educational records be changed if they are inadequate, misleading or violate students' rights. They may schedule a hearing, if that request is denied.

### **DISCLOSURE**

FERPA provides that educational records cannot be released without the written consent of the parent(s) and/or guardian(s) or eligible student, except in certain specified instances.

### **DISCLOSURE OF SOCIAL SECURITY NUMBER**

Section 7; Pub. L. 93579 provides that:

1. It shall be unlawful for any federal, state or local government agency to deny to any individual any right, benefit or privilege provided by law because of such individual's refusal to disclose his social security account number.
2. The provisions of paragraph one (1) if this subsection shall not apply with respect to:

- a. Any disclosure which is required by Federal Statute, or (b) the disclosure of a social security number to any federal, state or local agency maintaining a system of records in existence and operating before January 1, 1975, if such disclosure was required under statute or regulation adopted prior to such date to verify the identity of an individual.
- b. Any federal, state or local government agency which requests an individual to disclose his social security account number shall inform that individual whether that disclosure is mandatory or voluntary by what statutory or other authority such number is solicited, and what uses will be made of it.

## **DIRECTORY INFORMATION**

Information that is labeled “Directory Information” by the school district is excluded from protection from release and can be released without parental or student consent. In the Frazier School District, directory information that is released to the public consists of student’s name, address, telephone number and grade or class. If you do not want some or all of this information about your child released at any time, you may prevent its disclosure by contacting either the high school principal, middle school principal or the elementary principal.

## **POLICY**

A more detailed explanation of your rights, the procedures to follow if you want to take advantage of these rights and the limitations of the release of records is contained in the school district’s student records policy. You may obtain this information by contacting the school principal.

## **NONDISCRIMINATION POLICY**

The Frazier School District is an equal education institution and, as such, will not discriminate on the basis of race, color, national origin, sex, marital status, parental status and handicap in its employment and promotional practices or in admission, access and treatment of its various programs or activities as required by Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents, guardians and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within forty-five (45) days of the day the School receives a request for access.  
Parent(s) and/or guardian(s) or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The School Principal will make arrangements for access and notify the parent(s) and/or guardian(s) or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent(s) and/or guardian(s) or eligible student believes are inaccurate.  
Parent(s) and/or guardian(s) or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Principal, clearly identify the part of the record they want changed



and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent(s) and/or guardian(s) or eligible student, the School will notify the parent(s) and/or guardian(s) or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s) and/or guardian(s) or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s) and/or guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(NOTE: Frazier School District will forward records, upon request, to the school district in which the student seeks to enroll.)

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the Frazier School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parent(s) and/or guardian(s) and students who are eighteen (18) or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one (1) or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student's parent(s) and/or guardian(s);
  2. Mental or psychological problems of the student or student's family;
  3. Sexual behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or beliefs of the student or parent(s) and/or guardian(s); or
8. Income, other than as required by law to determine program eligibility.

Additionally, in any covered program, all instructional material, including teacher’s manuals, films, tapes or other supplementary, instructional material, which will be used in connection with any survey, analysis, evaluation or part of any applicable program, shall be available for inspection by the parent(s) and/or guardian(s) of the children.

- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

Frazier School District will develop policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales, or other distribution purposes. Frazier School District will directly notify parent(s) and/or guardian(s) and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Frazier School District will also directly notify parent(s) and/or guardian(s) and eligible students, such as through U. S. Mail or email, at least annually at the start of each school year, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parent(s) and/or guardian(s)/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U. S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-46

# **PRE-KINDERGARTEN ADMISSION**

## **PURPOSE**

The Board shall establish age requirements for the admission of pre-kindergarten students which is consistent with statute and sound educational practice and which ensure the equitable treatment of all eligible children. All children must be residents of the Frazier School District and show proof of residency. Verification of income is also required.

## **REGULAR ENTRANCE**

A child is eligible for admission to pre-kindergarten if he/she has attained the age of four (4) years old before September 1<sup>st</sup>.

The principal shall require that each child who registers for entrance to school exhibit documentation as proof of age and birth date.

One of the following instruments shall serve to verify age of a child:

- 1) A legal birth certificate.
- 2) A baptism certificate indicating date of birth, together with a notarized statement from parent or guardian attesting to the accuracy of the certificate.
- 3) A certified copy of entrance into the United States, showing the date of birth of the child, along with a notarized statement from the parent or guardian.
- 4) Such other evidence as an insurance policy, or previous school record, showing date of birth of the child, along with a sworn, notarized statement from a parent or guardian.
- 5) If none of the above are available, an affidavit of age, sworn by the parent or guardian, and accompanied by a certificate of age from a public health officer or a licensed practicing physician in the county.

To: Parents/Guardians of the Frazier Elementary School Students  
From: Dr. Kelly Muic – Frazier Elementary Principal  
Date: August 13, 2019  
Re: **2019-2020 Frazier Pre-K Parent Handbook Return Slip**

The Frazier Pre-K Parent Handbook contains district policies and procedures. After reviewing the material, please sign the form below and have your child return it to his/her classroom teacher by **August 23, 2019**. Your signature does not indicate that you agree with all aspects of the handbook or discipline code but is required to verify that you have reviewed the material and are aware of the district's policies and procedures.

Thank you for your cooperation!

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**2019-2020 Frazier Pre-K Parent Handbook Return Slip**

**Student's Name:** \_\_\_\_\_

**Parent's/Guardian's  
Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Pre-K Teacher:** Miss Madigan

**Please circle:**  
Morning Session                      Afternoon Session