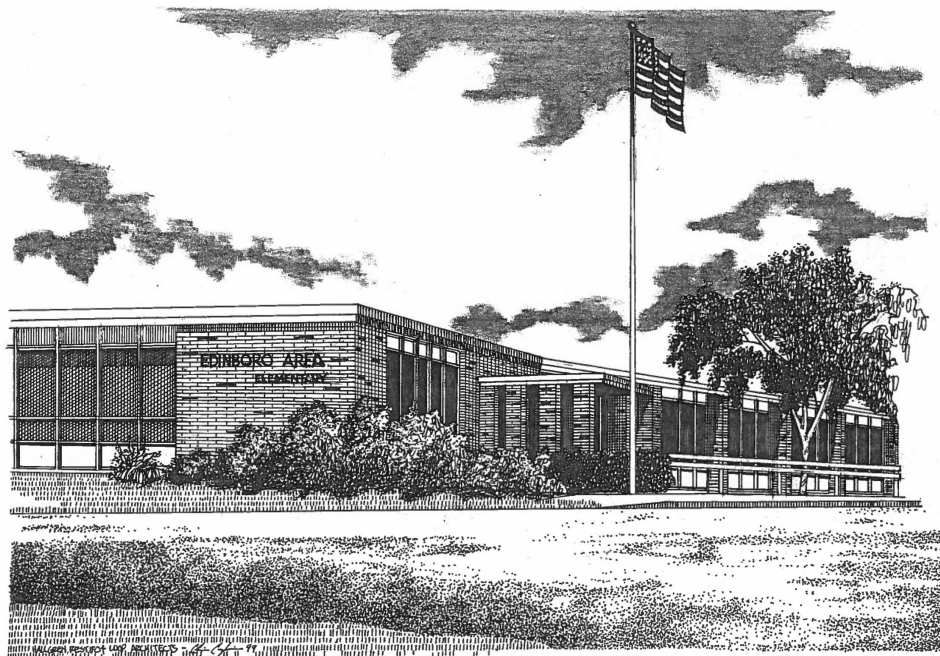


Edinboro Elementary School Student/Parent Handbook 2015-2016



5390 Route 6N West
Edinboro, PA 16412
Phone (814) 273-1033 ext. 3
Fax (814) 273-1040

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General McLane School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact Mr. Jason Buto, Curriculum Coordinator or Mr. William Fendya, Section 504 Coordinator, at the Education Center, 11771 Edinboro Road, Edinboro, PA 16412 (814) 273-1033. For information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact Mr. William Fendya at 273-1033 ext. 5900.



Dear Parents and Students,

Welcome to Edinboro Elementary! We are pleased that you are part of our school. This handbook has been prepared to provide both students and parents with valuable information about our school. We feel that school should be a place where your child can mature into a successful adult. Our mission is to meet students where they are and to empower them to become all they are capable of being.

At Edinboro Elementary School, parents, teachers and staff make every effort to establish an excellent atmosphere that is warm, caring and emphasizes high educational standards. In an effort to continue this tradition, parents are requested to read through this handbook with their children and to encourage them to always put forth their best effort in the classroom. We can ask no more of our children or ourselves and should expect no less.

Our responsibilities are vast, but together we can work to ensure a successful school career for our children. We encourage you to visit the school, learn about our instructional programs and become acquainted with our school personnel.

Finally, it is important that your child be provided with opportunities to grow and learn at all times. Remember to...

- **Read** to your child...**Write** with your child...**Sing** and **play** with your child...
- **Help** your child with homework on a regular basis...
- Become active in the Edinboro Elementary **Parent Teacher Organization**...
- Email the teacher with questions...**Visit** the principal to discuss concerns...
- **Volunteer** on field trips and in the classroom
- **Attend** school functions as a family...
- **Encourage** your child to be a responsible citizen by accepting the consequences of his / her actions—**good or bad**...and, to always do his / her best!

I believe that the attitudes and goals established by our school are in keeping with the high standards of excellence you have set for your child. Please remember that parents of students attending Edinboro Elementary School may request, and the district will provide, information regarding the professional qualifications of your child's classroom teachers and any paraprofessional providing services to your child.

Thank you for giving us the opportunity to help your child grow and mature!

Sincerely,

Randy White, Principal

1. Mission / Beliefs Statement

Mission:

Meeting students where they are to empower them to become all they are capable of being.

Core Values:

1. *Community:* We value a sense of community within the district and with the community at large.
2. *Caring:* We value personal relationships in a caring environment.
3. *Respect:* We value respect for self, for each other and for property.
4. *Responsibility:* We value responsible action and expect personal accountability and fiscal responsibility.
5. *Collaboration:* We value collaboration and expect all parties to work together for the betterment of our students.
6. *High Expectations:* We value holding high expectations for ALL.
7. *Individual:* We value every individual and provide ample opportunity for them to develop their skills and talents.
8. *Safety:* We value a school community that is safe and secure.
9. *Leadership:* We value quality leadership throughout the district.
10. *Commitment:* We value long term commitment from employees and graduates.

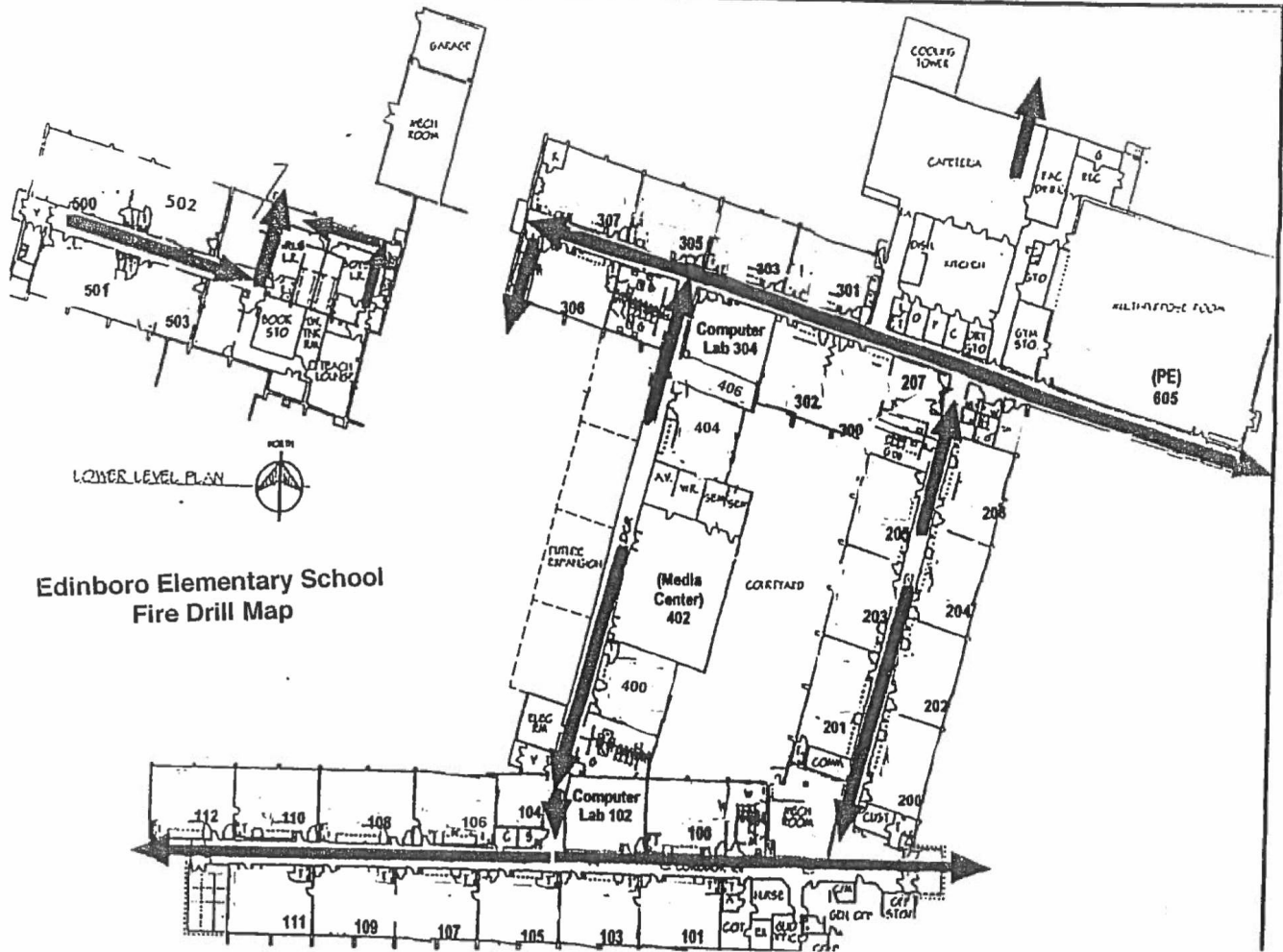
2. Edinboro Elementary Staff — 2015-2016

Principal Randy White (814) 273-1033 ext 3900	Administrative Assistant Cathy Clever (814) 273-1033 ext 3999
Kindergarten Michelle Kupczyk Vera Lobdell Laurie Pfeiffer Carrie Powell	Office Secretary Sheila Shoenfeldt Recess Monitor/Nurse's Aide Rolee Luciano
Grade Linda Bloomquist Meghan Kennerknecht Michelle Palmer Kim Shields	Student Support Teacher Natalie Toscano Personal Care Aide Milly Farrell Michelle McAdoo Jennifer Nelson Kris Nelson Sandra Pietrowski
Grade Two Mim Dilmore Heidi Kalicky Katie Waddell Millie Williams	Health/Physical Education Joe Marafine Helen Skelton
Grade Three Jessica Hutchison Murray Lohr Jill McGill Lacey Peirce/Casey Shee	Resource Learning Support Amy Berger Kim Lohr Rachel Pituch Ann Bortnick
Grade Four Bill Frick Kelly Skelton Julie White Emily Yaple	Literacy Toni Kasprzak Gretchen Cunningham Librarian Michelle Androstic
Art Emily Robertson Music Diann Smith	Custodian Bettie Jo Bowers Night Custodian Mark Williams
Nurse Carrie Piccinini	Housekeepers Terri Carbaugh Kathryn Brinager Cafeteria Monitor Hallie Cornell

3. Daily Schedule

8:45 AM	Student Arrival
9:00 AM	Instructional Day Begins
Lunch Schedule	11:10-11:40 Kindergarten/First Grade 11:40-12:10 Second Grade/First Grade 12:10-12:40 Third Grade 12:40-1:10 Fourth Grade
Recess Schedule	1:55-2:25 Kindergarten 1:25-1:55 First Grade 12:25-12:55 Second Grade 11:15-11:45 Third Grade 11:55-12:25 Fourth Grade
3:30 PM	Dismissal

4. School Floor Plan / Room Assignments



Room Assignments

Room Number	Name	Voice Mail Ext.	E-mail
402	Androscopic, Michelle	3402	michelleandroscopic@generalmcclane.org
400	Berger, Amy	3400	amyberger@generalmcclane.org
108	Bloomquist, Linda	3108	lindabloomquist@generalmcclane.org
104	Bortnick, Ann	3104	annbortnick@generalmcclane.org
406	Cunningham, Gretchen	3406	gretchencunningham@generalmcclane.org
208	Dillen, Cindy	3208	cynthiadillen@generalmcclane.org
101	Dilmore, Mim	3101	dilmore.m@generalmcclane.org
302	Frick, Bill	3302	williamfrick@generalmcclane.org
204	Hutchison, Jessica	3204	jessicahutchison@generalmcclane.org
202	Kalicky, Heidi	3202	heidikalicky@generalmcclane.org
406	Kasprzak, Toni	3406	antoinettekasprzak@generalmcclane.org
106	Kennerknecht, Meghan	3106	meghankennerknecht@generalmcclane.org
100	Kupczyk, Michelle	3100	michellekupczyk@generalmcclane.org
112	Levis, Kelley	3112	kellylevis@generalmcclane.org
201	Lobdell, Vera	3201	veralobdell.@generalmcclane.org
404	Lohr, Kim	3404	kimberlylohr@generalmcclane.org
206	Lohr, Murray	3206	murraylohr@generalmcclane.org
300	Marafine, Joe	3300	josephmarafine@generalmcclane.org
203	McGill, Jill	3203	jillmcgill@generalmcclane.org
110	Palmer, Michelle	3110	michellepalmer@generalmcclane.org

205	Peirce, Lacey	3205	lacypeirce@generalmcclane.org
107	Pfeiffer, Laurie	3107	lauriepfeiffer@generalmcclane.org
Nurse's office	Piccinini, Carrie	3907	carriepiccinini@generalmcclane.org
111	Pituch, Rachel	3111	rachelpituch@generalmcclane.org
105	Powell, Carrie	3105	carriepowell@generalmcclane.org
307	Robertson, Emily	3307	emilyrobertson@generalmcclane.org
109	Shields, Kim	3109	kimberlyshields@generalmcclane.org
303	Skelton, Kelly	3303	kellyskelton@generalmcclane.org
207	Toscano, Emily	3207	natalietoscano@generalmcclane.org
200	Waddell, Katie	3200	katiawaddell@generalmcclane.org
301	White, Julie	3301	juliawhite@generalmcclane.org
office	White, Randy	office	randywhite@generalmcclane.org
103	Williams, Milly	3103	millicentwillimas@generalmcclane.org
305	Yaple, Emily	3305	emilyyaple@generalmcclane.org

5. Classroom Assignments

All children receive a homeroom assignment. In elementary schools, this is the room where a child spends most of his/her day. Room assignments are determined by the principal, with consultation from the teachers. Variables which are considered include:

- 1) Separating those students who do not work well together
- 2) Using academic grades in reading and mathematics to ensure heterogeneous classrooms
- 3) Allowing for the range of learning styles
- 4) Creating classes which permit flexibility for scheduling students who have special needs.

6. Arrival and Dismissal

If you bring your children to school, please do not accompany them to the classrooms. Student arrival on the school buses is a very busy time, and teachers must devote full attention to monitoring classrooms and assisting children.

All student late arrivals (or early dismissals) are handled through the office. Parents should come directly to the office rather than go to a classroom.

All children are to ride home on their assigned bus. **Parents please note:** explain to your child not to get off the bus anywhere other than his/her regular stop.

Parents who pick up their students at school should do so at 3:25 PM. The exception to this rule would be for those children who have special appointments and must be released earlier. **(Reminder - Children are only released through the school office. Do not go directly to the classroom.)** To ensure safety, parents are expected to accompany children from the building to parked cars.

7. Confidentiality

From time to time you may have questions regarding educational records. The following is a summary of rights and privileges concerning educational records:

- Right to have access to all educational records.
- Right to challenge the information in the educational records. Procedures may be obtained from the Education Center
- Right to a hearing before a hearing examiner if the challenge is not satisfactory.
- Right to a copy of the records at a nominal fee.
- Right to be notified of the District policy regarding student records.
- Right to request amendment or destruction of data.
- Right to file complaints with the United States Department of Health, Education and Welfare.
- Right to request and receive information regarding the professional qualifications of your child's classroom teacher.

Certain records are classified as "Directory." These records include (but are not limited to) the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Normally this information is released to the public in the form of news releases on student activities, honor rolls, athletic programs, clubs and other extracurricular activities. This data may be disclosed without consent. However, parents and eligible students have the right to have the Directory file deleted.

Note: Parents/guardians have all these rights unless the student qualifies as an emancipated student and is not dependent on his/her parents for his/her subsistence. Students have only the right of access of Education Records. Questions concerning student records should be referred to the building principal. The policy of the School Board concerning student records may be examined at the Education Center in the Office of the Superintendent.

8. Dress Code Guidelines

The General McLane School District believes that student manner of dress has an impact upon the atmosphere and consequently the learning environment of its schools. It is the belief of the district that attire appropriate to the school environment serves to promote learning, minimize distractions and emphasizes the seriousness of the learning process.

Specifically, students are expected to dress in a manner that adheres to the following guidelines:

- All shirts/tops/dresses must have sleeves. Clothing will completely cover the torso (from the shoulders to the hemline). Necklines and hemlines should reflect an appropriate environment for learning and not social setting.
- Clothing must be worn in such a way as to not expose undergarments.
- Clothing cannot present a hazard to the health or safety of the student or to others in the school, materially interfere with schoolwork, create disorder, or disrupt the educational program.
- Clothing and accessories should not cause excessive wear or damage to school property or cause blocked vision or restricted movement. Specifically prohibited are exposed chains and metal spikes.
- Students may be required or permitted to wear certain types of clothing while participating in physical education classes, shops, extra-curricular activities, or other situations where special attire may be required to ensure the health or safety of the student.
- Hats and visors are prohibited before the time of dismissal.
- Any clothing of sexual or violent nature or which promotes or advertises tobacco products, alcohol products or illegal drugs is also prohibited.
- Any open toed footwear such as flip –flops or sandals are prohibited during recess and physical education classes.

The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board Policy and school rules governing student dress and appearance.

Consequences:

- **First offense:** Student is issued a warning and is required to change or wear t-shirt or shoes provided.
- **Repeated offense:** Phone call to parent.

9. Drug Free School Policy

The General McLane School Board supports a comprehensive prevention and intervention program to deal with the problems of substance abuse that face our students. Students receive information addressing the legal, social and health consequences of drugs and alcohol beginning in Kindergarten and continuing through Grade 12.

It is the Board's position that the unlawful possession, use and/or distribution of illicit drugs or alcohol is both wrong and harmful. The possession, use, and/or distribution of drugs, alcohol or both by students on school property, on school buses, or as part of any school-sponsored activities is prohibited. The term "school property" includes any school building, a school bus or vehicle used to provide transportation to and from any school or school-sponsored event, school parking lot areas, and any school property owned by, leased by, or under the control of the General McLane School District. Compliance with these regulations is mandatory. It is also the Board's position that the presence of any student under the influence of alcohol, drugs, or both on school property, or at any school-sponsored activities, is prohibited. The term "school property" is defined above.

General McLane Board Policy 227 on drug abuse which includes disciplinary sanctions up to and including expulsion and referral for prosecution. Complete copies of Policy 227 are available upon request in the main office.

For purposes of this policy, "drugs" mean:

- all dangerous controlled substances prohibited by law
- all "look alike" drugs
- all alcoholic beverages
- any drug paraphernalia
- any prescription medication (except for those for which permission to use in school has been granted pursuant to Medication Procedure 227-R). In addition, any over-the-counter medication (except for those which permission to use in school has been granted pursuant to Medication Procedure 227-R) may be considered a drug under this policy (see Item #16 in this handbook for further information).

The District Disciplinary Code regarding substance abuse has been developed with input from parents, teachers and administrators, adopted by the Board, and is in compliance with local, state and federal law. A copy of the complete policy may be obtained by calling the Education Center.

Drug and alcohol counseling services are available for students through Hamot Mental Health Center and GECAC during the school day. After care programs for students who have been in treatment are also available. If you have any questions about these programs, please contact your child's guidance counselor or principal.

10. Electronic Devices

Children should not bring cell phones, computer games, handheld video games, iPods, CD players, laser pointers, or other expensive items to school. These items might be broken, stolen, or serve as distractions in the classroom.

If a cell phone is **necessary**, it must remain off and in the child's backpack during school hours.

11. Emergency Form (Information Form)

A pre-printed information form is sent home with the students on the first day of school. This form contains information which the school has on file indicating where parents(s)/guardian(s) may be contacted during school hours if the need arises. Please make any corrections to this data and return it to school. **It is imperative that a form is on file for every student.** It is extremely important to keep this information current. Notify the school office immediately of any changes in employment, phone numbers, addresses, etc. You may obtain a copy of your form at any time by calling the school office.

Please ensure the entire form is accurate and complete. Information regarding permission to dispense medications is vital. If you check that there is a **court order** on file, please attach a copy of that order to the form.

12. Food Service/Cafeteria

Students in Grades K-4 use the cafeteria daily. Grade levels are scheduled so that youngsters have an opportunity to enjoy lunch with classmates. Each grade level's lunch period is 30 minutes in duration.

Applications for free/reduced lunch are sent home with all students on the first school day. Federal Income Family Guidelines determine who is eligible for this service. Any child who was approved the previous year for free or reduced lunch is automatically on the list until decisions are made on the new application. Students approved last year begin the next year with free or reduced lunch.

Students who carry lunches may purchase milk. Skim milk, 2% white milk and 2% chocolate milk are available.

The General McLane School District uses a Point of Sale lunch system. Student lunch accounts may be accessed at any time via the internet (www.myschoolaccount.com). The parent will need to have their child's 10 digit PA Secure ID number to set up the account. This may be obtained from the office. Parents may deposit money at any time or any amount either weekly, monthly or on an annual basis into their child's lunch account by check, money order or online. Students may also pay for lunch or a la carte items on a daily basis. If children forget lunch money or milk money, they may charge that day, but the parent must refurbish the account ASAP. Lunch may not be charged after May 1st. No student is to go without lunch. If you have any questions about the student lunch account or how to access it, please contact the General McLane Service Center, 814-273-1033 ext. 6

The school lunch menu for the week will be posted on our website at www.generalmclane.org.

The cafeteria, besides being a dining room, is also a place where good human relations can be developed. Here each student is expected to practice rules of good manners, which one should find in the home:

1. Observing good dining room manners at the table
2. Leaving the table and the surrounding area clean
3. Replacing chairs and putting trash in the proper place
4. Remaining in the dining room until dismissed

13. Homework

Any work not completed in class is homework. Homework has been identified in most national and state reports on education as a vital factor in increasing student achievement. Homework is never assigned as punishment. Parents are encouraged to review student homework to let the child know the parent views this as important work. Teachers know that children are involved in evening activities; however, time should be budgeted so homework can be completed. A student has a better day in school when he/she comes prepared and ready.

Work missed due to absence will be assigned at the discretion of the teacher and is to be completed in an appropriate period of time. For general purposes, absences of 2 days or less do not require a parent request for assignments to be sent home. For absences of 3 days or more, a parent should ask for assignments. A request made before 10:00 AM will give the teacher time to collect work and have it ready to be picked up by the end of the day.

Parents can aid their children in the area of homework by providing a favorable place for work and study. Parents should be encouraging and supportive but should avoid doing the student's homework. Failure to complete homework assignments can/will affect a student's grades.

14. Internet Procedures

We are pleased to offer students of the General McLane School District access to the district computer network for electronic mail and the Internet. Students are responsible for good behavior on the school computer networks, just as they are in a classroom or a school hallway. General school rules for behavior and communication apply.

Within reason, freedom of speech and access to information will be honored. Students are prohibited from accessing inappropriate sites. A network-filtering device is in place on all computers in the school district. During school, teachers of younger students will guide them toward appropriate materials.

If you do NOT give permission for your student to access the Internet during school hours, please contact the building principal in writing.

15. Medication Policy/Nurse's Office

Nurse's Office

The School Nurse performs many nursing services for the students in the District including: caring for students who become ill during the school day, first aid and emergency care, chronic disease management, education, physician ordered treatments and medication administration. The Nurse completes yearly growth and vision screenings for students in all grades, and hearing screening for students in grades K, 1, 2, and 3.

The School Nurse strives to help students stay mentally and physically healthy so they can make the best possible use of educational opportunities. Healthy Children Learn Better!

Medication Procedure

When possible all medications should be given by the parent/guardian at home. Medications that a student needs during school hours, that cannot be given at home, can be brought to school and given by the School Nurse. All medications including prescription, emergency, and over-the-counter medications must be sent to school in the original pharmacy container (ideally by the parent) and be accompanied by written permission by **both** the parent and the physician. The “Authorization for Medication at School” form is available on the GMSD website for this purpose. Students must register ALL medicines with the nurse. All medications will be given according to the General McLane School District Policy.

Any medications not registered with the Nurse may be considered a violation of the Drug Abuse Policy 227 which includes disciplinary sanctions up to and including expulsion and referral for prosecution.

16. Obligations

Students who owe the school money, lost books, library materials or other school property will not receive their report card until payment or return of the obligation.

17. Parent Teacher Organization

The purpose of the Edinboro Elementary School Parent Teacher Organization (PTO) is to continue good relationships between parents and teachers, to provide assistance to teachers when desired by the school, and to provide financial assistance to the school and its student body.

There are seven parent members on the executive board of the PTO as well as two teacher representatives and Mr. Randy White, Edinboro Elementary Principal.

There are a number of activities that the PTO sponsors. Their responsibilities include: maintaining the playground equipment, buses for field trips, the fourth grade safety swimming program, and many other events during the year.

The PTO has one major fundraiser to fund all the above activities. The success of this fundraiser will determine what can be funded and what will hopefully allow for some permanent improvement to the school.

At the beginning of the school year, your child will bring home a form regarding the various activities that you may be interested in helping with. Parents may sign up as members of various committees including: volunteers, hospitality, book fair, science fair, school pictures, etc. The district requires that volunteers in these capacities obtain the necessary state clearances. You are always encouraged to volunteer at any of the events during the year. The main goal of the PTO is to be there for our children.

18. Parent Involvement

Many parents seek involvement in school programs through volunteerism. Parents who work as instructional assistants in the classroom can do much to help young children gain a solid foundation in early learning. Parent volunteer duties include assisting in the classroom with such tasks as listening to children read, constructing bulletin boards, making classroom materials and helping students in small-group or one-to-one settings.

Instructional time is important. Parents who volunteer are committed to helping children learn. Volunteers understand that teachers are busy and do not have time to socialize, and they do not expect special treatment for their child. They maintain confidentiality; that is they do not discuss student performance or student behavior outside the classroom. The volunteer is reliable and follows the prearranged schedule. Satisfaction comes from helping another person achieve success. Parent volunteers become familiar with the school and the school's personnel. Most always, parents have a better understanding of their own child as a result of the volunteer experience.

Volunteers in the General McLane School District must provide proper clearances. Please read the next section for procedures to follow.

19. Clearance Procedures

If you choose to volunteer in your child's classroom on a regular basis, work with children in the school on a one-to-one basis (i.e. hallway, empty classroom), room parents or **chaperone on a field trip**, you must obtain the **Pennsylvania Child Abuse History Clearance** and the **Pennsylvania State Police Criminal Record Check**, as well as the **FBI Clearance** if you have lived in the state of PA for less than 10 years. Forms for these clearances are available in the school office or on the link on the General McLane website: www.generalmclane.org.

Upon receipt of all **required clearances**, you may bring them to the school office and your name will be placed on the clearance list, clearances must be updated every 3 years.

20. Photographing of Students

Throughout the year, teachers and staff may occasionally take candid photos of the students. Any parents who object to having their child photographed must submit that request in writing to the office.

21. After School Recreation Program

An After School Recreation program for children in Grades 2-4 is sometimes available. Clusters of activities are scheduled for Fall and Spring Programs. Parents must sign the registration forms and the Acknowledgment of Insurance forms before their children can participate. Children should be dressed properly in clothes suitable for gym, including sneakers. Transportation home is the responsibility of the parents. A calendar of dates is provided to parents with the registration forms. The REC program begins at 3:30 PM and is over **promptly at 5:00 PM.** Parents are asked to be prompt in picking up their children as there is no supervision for them after this time. Please note that children will be released to their parents...if a child is to be released to someone other than the parents, a **written note** giving this permission is necessary.

22. Recess

Recess provides an opportunity for children to release physical energy. This is a time in the day when children get a chance to play with friends and to socialize. Children are not permitted to engage in rough play which could result in unnecessary accidents. Teacher supervisors accompany children to play areas. Normally, recess is scheduled outdoors for a total of 30 minutes. Times for grade level recess appear in section 3.

Appropriate clothing is essential for active participation. In winter, warm clothing includes hats, snow pants, boots and gloves (please label all clothing with your child's name). If the weather and conditions are severe, the students may have a shortened recess or may remain indoors and have an in-class break (teacher or principal discretion).

If a child is recovering from illness, a note from parents will allow the student to remain inside during recess. *Parents should not send notes requesting blanket permission for a student to remain indoors for the entire winter or for long extended periods.*

23. Sexual Harassment/Bullying Policy

It is a violation of both school policy and federal laws to harass another student or for you to be harassed by anyone -- student or adult.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Other forms of harassment may include verbal or written comments.

If a child feels that he/she is being harassed and needs help, they should tell an adult that they trust. Any teacher, the nurse or the principal will assist with the problem and get help. It is important that the child tell an adult.

24. Smoking and Tobacco Policy

The General McLane School District has adopted a “no smoking” policy in school buildings, on school buses, on all property owned, leased, or under the control of the school district, and at all school-sponsored events. Possession of tobacco products by students at any of these locations is prohibited. This policy also prohibits chaperones from smoking while they are supervising the children on a field trip.

25. Severe Weather Days (Snow Days)

In the event of severe weather, snow, ice, etc. or other emergency situation, the official announcement for closings or delays may be heard over the local radio and television stations. Those parents who signed up for the **Alert Now System** will receive an automated phone call. School closings will also be posted by the superintendent on the District phone line, 814-273-1033.

In the event of a late start, time should be calculated by adding the announced delay to the regular time. For example, if the bus usually picks up your child at 8:20 AM for the school opening at 9:00 AM, a two-hour late start would mean a bus pick up of 10:20 AM for the 11:00 AM start.

School may be dismissed early if a severe storm or emergency arises. Parents should make provisions with neighbors to take care of children in the event that parents would not be home.

Because of the diversity of the district, decisions about closing (or not closing) are difficult. Parents should use their own discretion about sending their children to school during very inclement weather.

The safety and security of our students and staff is the top priority in the General McLane School district. To succeed in our efforts to keep our children safe, we must make keeping you informed a focus.

26. Special Services/Special Education

General McLane School District has adapted a “balance literacy” approach for instruction of reading and writing. Classroom teachers differentiate their instruction through their guided and independent reading lesson. Progress is monitored and documented throughout the year. Literacy Coaches provide support for classroom teachers by modeling and demonstrating research-based “best practices”. Students who continue to struggle are referred to the Multi Tiered System of Support Team (MTSS). The team’s responsibility is to review all interventions and related assessment documentation to determine alternative intervention and action plans to assist these students. This plan of action is monitored on a regular basis.

Title I Reading

Edinboro Elementary operates a Title I school wide program. The Title I Reading Program is a federally funded program designed to help struggling readers keep pace. The program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title I school. The primary goal is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on State academic achievement standards. Please contact **Mrs. Cunningham or Mrs. Kasprzak, 273-1033, ext. 3406**

Multi Tiered System of Support

The **Multi Tiered System of Support** is designed to meet the needs of elementary age students experiencing difficulties in school, whether it be academic or behavioral. The team reviews school-wide universal screening data and other district assessments for students and develops strategies that address the students' needs in the regular classroom setting. These strategies may include small group or individual instruction provided by school personnel in addition to the regular classroom teacher. Speech/language concerns may also be addressed through this process. One outcome of the MTSS process could be a referral for an evaluation by the school psychologist. The Special Education Regulations of Pennsylvania require Resource Coordination as the initial step in screening students who may qualify for special education services. Referrals can be made by both parents and teachers. For additional information or to make a referral, please contact **Mrs. Ann Bortnick, 273-1033, ext. 3104.**

Reading Advantage

Reading Advantage is a program offered to children in Grade One who experience reading difficulties. The intent of Reading Advantage is to identify and correct reading difficulties in the early stages, thus avoiding the prospect for future failure. Reading Advantage is an intense intervention offered daily in thirty-minute segments in a small group or one-to-one teacher/student ratio. Children exit the program when they acquire grade level reading proficiency. Please contact **Mrs. Cunningham or Mrs. Kasprzak, 273-1033, ext. 3406.**

Speech/Language Program

The purpose of the Speech/Language Program is to diagnose and remediate communication problems in our school-aged population. These problems in communication may include difficulties with articulation, language, voice or fluency.

If further evaluation of a student is necessary, parents will be contacted for written permission. The speech/language pathologist is available to both parents and teachers seeking information to help a child communicate more effectively and/or perform more effectively in the classroom. Please contact **Ms. Dillen, 273-1033, ext. 3208**

Special Education

Students who are eligible for special education services receive that service from the General McLane School District. Edinboro Elementary offers classes for children requiring service in speech therapy, gifted education, learning support, and emotional support. Regulations for participation in any special education class require parent involvement and consent. The school follows an inclusive strategy and attempts to have instructors service children in the regular classroom whenever possible.

27. Report Cards

Report cards are issued each semester for Kindergarten and quarterly for grades 1 through 4. Parent/teacher conferences are scheduled in November and January.

28. School Attendance

Good school attendance contributes directly to academic success. Parents should make certain children are in their classroom at 9:00 AM. Exceptions to this rule are rare. Being tardy puts your child at a disadvantage for that day with respect to his/her classmates.

Following an absence, parents are required to send a written excuse on the day the child returns to school. This simplifies attendance bookkeeping and ensures accuracy. The note should indicate the dates of absence, the reason for the absence, and include the parent's signature.

For general purposes, absences of two (2) days or less do not require a parent request for assignments to be sent home. See Item 13, Homework for additional information.

1. Absences

- a. The following absences are considered excused:
 - illness
 - death in the family
 - religious activities
 - court cases
 - impassable roads
 - unavoidable family emergencies
- b. If an excuse is not submitted within five (5) school days (3 days for the high school) after a student returns to school, the absence will be considered illegal (or unexcused for students 17 or over). The submission of an excuse after five (5) days will not be accepted as removing the illegal (or unexcused) classification of the absence.
- c. After ten days of absence, the parent/guardian may be notified by letter (Educational Trip not included).
- d. At the discretion of the Administration, a fifteen-day letter will be sent requesting a doctor's excuse for absences in excess of fifteen days. If a doctor's excuse is not received for absences, they are illegal (or unexcused for students 17 or over).
- e. Absences, other than those listed above, will be considered unexcused.
- f. An excuse form is available on-line at www.generalclane.org.

2. Illegal Absences

- a. A letter will be sent to the parent(s) immediately following the first illegal absence. Letters will not be sent after the second illegal absence.
- b. If the student has acquired a third illegal absence, a certified letter will be sent to the parent(s) advising that the third offense has occurred and that any additional illegal absences will result in the immediate filing of charges with the magistrate.
- c. If the student acquires a fourth illegal absence, the building principal will immediately file charges against the parent(s) before the magistrate.

3. Partial Day Absences – Elementary Schools

- a. A.M. - Students must be present at least one hour in the morning to be considered present for the morning session.
- b. P.M. - Students must be present at least one hour in the afternoon to be considered present for the afternoon session.

4. **Tardies** (Late in the morning)

- a. Students arriving late to school will be considered as an excused tardy for the following reasons:
 - illness
 - participation in a religious activity
 - health related reasons (doctor/dental appointment)
- b. Students arriving late to school will be considered as an unexcused tardy for the following reasons:
 - a. parental negligence
 - b. transportation (unless a bus arrives late)
- c. If an excuse for tardiness is not submitted within five (5) days, the tardy will be considered unexcused.

5. **Educational Trips**

At times students are excused for educational trips with parents or guardians. A form should be secured from the school office for this purpose before the trip. Forms are also available on-line at www.generalmclane.org.

The following guidelines apply:

- Ten days per school year may be approved for an educational trip.
- A Request for Approval of Education Trip form must be completed and approved in advance of the trip.
- All work provided in advance of the trip must be turned in on the day of the student's return.
- All missed work, not received in advance of the trip, must be made up within three (3) days of the student's return.
- The request must be made by a parent or guardian.
- After ten (10) days of absence, the student shall be withdrawn from school.

General McLane Board Policy No. 204 Attendance

6. **Homebound Instruction**

- a. A Physician's Statement of Incapacitation is always required for homebound instruction.
- b. All applications must be verified by the principal and approved by the superintendent before a tutor will be assigned (GM Board Policy 117).

29. Student Behavior

At Edinboro Elementary School we have incorporated a Positive Behavior Support Program referred to students as our **SMILE** Program. Our goal with this program is to build a community where staff and students are **Responsible, Respectful, Safe and Fun to be With**.

SMILE is a program whose guidelines create an environment where students:

1. Will work and learn cooperatively in an enjoyable and supportive environment
2. Will realize a sense of belonging and share in responsible decision making with regard to important issues.
3. Will develop and use the skills/knowledge necessary to thrive within their environment
4. Will be able to exercise their personal freedoms in a responsible manner.

At Edinboro Elementary School we realize that children need to learn to behave responsibly. Therefore, we have incorporated a social skills model for teaching students how to be successful students. We teach social skills through large and small group instruction and we provide opportunities for practice and positively reinforce student progress.

Promoting School Success

Children need to have the following skills to be successful in school:

1. Sit still for 10-15 minutes
2. Be attentive
3. Listen and follow directions
4. Take turns and wait to speak
5. Share/be kind to others
6. Use words to express feelings
7. Follow school and classroom rules

Discipline and Behavior Problems

Children who have difficulty with the skills and behaviors necessary for school success will be given an opportunity to learn and to practice the correct behavior. This can be done through individual and small group social skills development, daily behavior reports, consultation and/or referral for additional services, and family intervention. Serious behavior problems or students who have not learned correct behavior may be sent to the office for time-out. A behavior report will be completed and an appropriate skill taught.

**EDINBORO ELEMENTARY SCHOOL
OFFICE DISCIPLINE REFERRAL FORM**

Student Name _____

Date _____ Time _____

Teacher _____ Grade (circle) K 1 2 3 4

☐ Classroom

☐ Hallway

☐ Cafeteria

☐ Bus

Location

☐ Library

☐ Restroom

☐ Playground

☐ Specials

This student was NOT ☐ Responsible ☐ Respectful ☐ Safe ☐ Fun to be with

Problem Behavior

☐ Disruption of classroom

☐ Anger issues

☐ Temper tantrums

☐ Request made of

☐ Directed at peers

☐ Defiance

☐ Rules

☐ Following directions

☐ Work refusal

☐ Invading personal space

☐ Friend issues

☐ Aggressiveness

☐ Verbally

☐ Physically

☐ Stealing

☐ Lying

☐ Threats

☐ Inappropriate talk

☐ Sexual behaviors

☐ Property misuse

☐ Other _____

Possible Motivation

☐ Obtain peer attention

☐ Obtain adult attention

☐ Obtain items/activities

☐ Avoid peers

☐ Avoid adult

☐ Avoid task or activity

☐ Don't know

☐ Social frustration

☐ Academic frustration

Administrative Decision

☐ Conference with student

☐ Time out 1 (15 Minutes in Office)

☐ Time out 2 (30 minutes in Office)

☐ Time out 3 (Lunch and recess in Office)

☐ Parent Contact:

☐ In school suspension (1/2 day)

☐ In school suspension (Full day)

☐ Out of school suspension

Others involved in incident: ☐ None ☐ Peers ☐ Staff ☐ Teacher ☐ Substitute

Has this behavior occurred before and how was it addressed?

Other comments:

Parent's Signature _____

Inputted _____

Serious Behavior Problems

The principal will intervene when students exhibit more serious behavior problems. These problems could include:

- Making terroristic threats
- Harassment
- Vandalism/destruction of property
- Injury/harm to others
- Serious classroom disruption
- Bringing a weapon to school
- Using “bad” words/language

30. Terroristic Threats/Acts

No student shall make a terroristic threat and/or commit a terroristic act. For purposes of this policy, the term “terroristic threat” is defined as a threat to commit any crime of violence:

- a. With the intent to terrorize another or to cause evacuation of a building, place of assembly, facility, or vehicle(s), or
- b. With the intent to cause serious public inconvenience, or
- c. If made in reckless disregard of the risk of causing such terror or inconvenience.

For purposes of this policy, “terroristic threat” includes, but it not limited to, bomb threats, false alarms, or any statements, comments, or remarks which fall within any one or more of the above categories and which pertain to harm directed against another person and/or property.

For purposes of this policy, the term “terroristic act” is any act against person or property involving danger or risk of harm to another person or property, or any act committed:

- a. With the intent to terrorize another person, or
- b. With the intent to cause evacuation of a building, place of assembly, facility, or vehicle(s), or
- c. With the intent to otherwise cause serious public inconvenience, or
- d. In reckless disregard of the risk of causing such terror or inconvenience.

In addition to the above, no student shall make any comments or remarks, which cause significant inconvenience, annoyance, or alarm, or which recklessly create a risk of significant inconvenience, annoyance, or alarm. Such comments or remarks will include but not be limited to any comments or remarks regarding the infliction of harm to any student, staff member, employee of the General McLane School District, or any person(s) attending any school-sponsored activities. Furthermore, such comments or remarks may result in disciplinary actions as deemed necessary in the discretion of the school principal.

The consequences for such threats or actions may include suspension or expulsion from school. This policy is based upon GM Board Policy 233, which has been adopted by the Board of the General McLane School District

31. Transportation

Numerous school buses service the Edinboro Elementary children every day. Generally, buses begin morning runs near 8:00 AM and arrive at school between 8:45-8:55 AM for the 9:00 AM school opening. School dismissal is 3:30 PM with buses completing their regular routes by approximately 4:30 PM.

Children should arrive at their appointed pick-up location no more than five minutes before the bus is due. Students receive an assigned seat on the bus. They are permitted to select the seat they wish to occupy in the beginning of the term.

All children are to ride home on their assigned bus. The General McLane School District has discontinued the procedure of allowing students to change busses in the afternoon for non-school related activities or convenience.

Parents please note: Explain to your child not to get off the bus anywhere other than his/her regular stop.

School bus rules are reviewed with students by the drivers and in school. The following rules also apply:

1. Students are to remain well out of the roadway while waiting for the bus.
2. Getting on and off the bus should be done in an orderly manner.
3. Students are to remain seated while the bus is moving.
4. No part of the body should ever be extended outside the bus.
5. Aisles should be kept clear at all times.
6. Loud talking and/or abusive language are unacceptable.
7. Nothing should be thrown either in or from the bus.
8. There is to be no pushing, fighting, or other unruly behavior on the bus or at bus stops.

9. Students are not to eat or drink on the buses.
10. No electronic devices may be brought on the bus.
11. Vandalism on the buses will require restitution by the student/parent.
12. The driver is in charge; student respect to the school bus driver is expected at all times.

The School District permits the use of video cameras capable of recording audio on school buses to aid in student discipline. Bus drivers will file Bus Discipline Reports if the students violate the rules. The safety of all students cannot be jeopardized because of the behavior of a few. Parents will be contacted when problems occur. Bus suspensions are used as a last resort with young children.

Consequences for violating the rules are:

- 1st violation—Student warned/report filed
- 2nd violation—Student assigned designated seat/report filed
- 3rd violation—Report to principal; parents called

Severe Clause for bus rule violation:

Any significant violation outlined in the student handbook would be a direct referral to the Principal for appropriate consequences.

Most students follow the safety rules. Cooperation between home and school can ensure pleasant riding for everyone. Good and safe service is possible only if all students cooperate fully.

32. Vandalism Policy

General McLane Board of School Directors has adopted policies in regard to vandalism: If any person shall willfully or maliciously break into, enter, deface, or write, mark, or place any obscene or improper matter upon any building of the General McLane School District or other building used for school purposes, or shall deface, injure, damage, or destroy any school furniture, books, maps, charts, apparatus, or other property contained in any school building, or shall injure, damage, or destroy any shade tree, shrubbery, fences, or other property of any kind, upon any school grounds, or upon any school playground, such person shall be sentenced to pay a fine of not less than fifty dollars (\$50.00) and not more than one thousand dollars (\$1,000.00), or undergo an imprisonment in the county jail for a period of not exceeding six months, either or both, at the discretion of the court. In addition to any other penalty prescribed by this subsection, the court, upon conviction of a defendant for a violation of this subsection, may order the defendant's unlawful conduct. (Section 777, PA P. S. Code of 1959, as amended, P.L. No. 59)

Notice is also given that at a regular meeting of the General McLane School District Board of Education held June 17, 1981, it was unanimously resolved that the Board of Education intends to prosecute ALL PERSONS caught in the act of violating any of the provision of the law stated above. Furthermore, school administration shall be compelled and directed to bring such charges against all violators. The General McLane School District Board of Education will pay a reward of not less than ten dollars (\$10.00) and not more than one thousand dollars (\$1,000.00) at their discretion, for information leading to the arrest and conviction of any person or persons violating the above referenced provision of law.

33. Visitor Policy

All visitors to the school must sign in at the office and wear a visitor's badge in order to gain access to any part of the school. No child will be dismissed to a parent who has not checked into the office upon arrival at the school. The main office entrance will be the only door open for visitor access. To provide additional security, all doors are locked throughout the school day.

Building Access Procedure

1. Push the button on the call box.
2. Wait for school personnel to respond.
3. Identify yourself and purpose for visiting.
4. Wait to be granted access.
5. Report directly to the office.

Please note that the school reserves the right to deny access to any individual who does not comply with the above directions or behaves in a manner that creates a safety concern.

If you bring your children to school, please do not accompany them to the classrooms.

All student late arrivals (or early dismissals) are handled through the office. Parents should come directly to the office.

34. Weapons Policy

The possession, use, and/or distribution of a weapon on school property or at any school-sponsored activity is prohibited. The term “school property” includes any school building, a school bus or vehicle used to provide transportation to or from any school or school-sponsored event, school parking lot areas, and any school property owned by, leased by, or under the control of the General McLane School District. No student shall bring a weapon onto school property or to any school-sponsored activity. The term “school property” is as defined above.

As mandated by federal and Pennsylvania law, the discovery of any weapon prohibited by this policy will be reported to local law enforcement officials.

The term “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchuk, firearm, shotgun, rifle, explosive device, explosive material, and any other tool, instrument, material, or implement capable of inflicting bodily injury.

All persons entering any school building and/or school-sponsored events may be required to submit to a metal detector scan, and a personal search, to ensure that weapons are not brought into the building or event. Bags and parcels also may be searched by means of metal detection devices, by hand, or otherwise. Refusal to cooperate with the search will result in the denial of entry and/or disciplinary action.

The General McLane School District has adopted a weapons policy in accordance with **federal law**, specifically: (Public Law 103-382) and **state law** (Act 26 of 1995, Section 1317.2). Both laws leave little or no discretion to local Boards of Education.

...a school district shall... **expel**, for a period of not less than one year, any student who is determined to have brought a weapon onto any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity.

If it is determined that a student has violated the Pennsylvania or federal law, or both, expulsion for one year is mandated under the law.

35. Wellness Policy

In an effort to promote student health, the General McLane School District has adopted a new wellness policy which complies with a three year phase-in period of state and federal regulations. This policy encourages healthy choices of foods and beverages for all students by including foods high in fiber and low in fats and sugars such as fruits, vegetables and whole grain items. Healthy beverages include water, milk, 100% fruit juices and others. Food and beverage choices that will be avoided by this policy include high calorie foods and foods of minimal nutritional value. Beverages of high sugar content such as soda will be eliminated.

The new policy will affect all foods available to students during the school day including breakfast and lunch menus, vending machines, school stores, fundraising activities and items provided for class parties and holiday celebrations.

Adults are encouraged to set a positive example for students to model and show their support of this new policy. Physical exercise will also be promoted throughout the district as part of the overall wellness initiative. Efforts will be made at all levels to encourage positive life style choices while providing educational opportunities. The Wellness Policy may be read in its entirety by visiting the Therese T. Walter Education Center, 11771 Edinboro Road, Edinboro, PA.



General McLane School District

We have received the 2015-2016 Edinboro Elementary School handbook. We understand that it is our responsibility to be aware of the information contained within. Please return this sheet to your child's teacher.

Parent/Guardian Signature

Student's Name

Date