

Sloan Elementary

4121 Sardis Rd., Murrsyville, PA 15668
724.327.5456, Ext. 3002



Parent & Student Handbook 2015—2016



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Please be sure to talk about the information in the handbook with your child.

Complete the “Parent Sign-off” section and return it to your child’s teacher before September 18, 2015. Thank you!



General Elementary Information
2015—2016

Student arrival time begins at 8:45 AM.
Announcements begin at 8:55 AM.
The instructional day begins at 9:00 AM.
The student day ends at 3:15 PM for all students in grades K-5, with the exception of half-day (.5) day Kindergarten.
Their day will end at 12:15 PM.

Professional Learning Community Philosophy (PLC) – All members of the teaching staff continue their involvement with supporting instruction, particularly in literacy and mathematics. All staff and classroom teachers assist in providing intensive instructional experiences for students to support reinforcement or enhancement of grade level skills.

Panther Power - The Panther Power period is built into the schedule in each grade level K-5. The daily thirty minute block of time allows the teachers to focus on meeting the individual needs of the children as a grade level within each elementary building. Working together as a Professional Learning Community, all teachers will provide opportunities for second chance learning, and enrichment in the core subject areas for all students.

Mathematics - Mathematics instruction is 60 minutes each day to provide more time for hands-on, inquiry-based instruction in all elementary grades (K-5) to help improve student achievement in mathematics. Harcourt “Expressions” series and Scott Foresman “Investigations” units in mathematics will support this instruction.

Technology - All elementary classrooms are equipped with ceiling mounted digital projectors to assist with the delivery of the language and culture components of the World Knowledge Goal as well as other applications throughout the instructional program. All of our projectors in the district are equipped with a sound system that enhances the viewing experience for the students. As the FRSD moves forward making every classroom a 21st century global classroom, we will be adding many new technologies in the future. This year, 4th and 5th grade classrooms will be fitted with Promethean Boards. In the next few years we plan to incorporate the use of Promethean Boards in all classrooms.

2016 PSSA Testing Window:

The Pennsylvania Department of Education has released the testing calendar for the 2015 PSSA assessments. All tests will be administered to students between April 13th and May 8th 2015. This year, we may be asked or required by PDE to participate in several field tests that could occur before or after this window.

PSSA English Language Arts: April 11-15, 2016 (Grades 3, 4, 5)

PSSA Mathematics: April 18–April 22, 2016 (Grades 3, 4, 5)

PSSA Science: April 25–April 29, 2016 (Grade 4)

Makeups: May 2-6, 2016

As a reminder, requests for educational travel during the PSSA testing window will not be approved per District Policy #8112.

Sloan Staff dial 724.327.5456 and Extension

Office

Principal Tina Burns Extension 3001
Secretary Felicia Dusetzina Extension 3002

Kindergarten

Mrs. Libby Jones Extension 3404
Mrs. Audra Meehan Extension 3406
Mrs. Kari O'Brien Extension 3124
Mrs. Megan Booley Extension 3122
Mrs. Christina Welch Extension 3318

First Grade

Mrs. Sue Callihan Extension 3123
Mrs. Leslie Pribanic Extension 3118
Mrs. Cathy Andrews Extension 3117
Mrs. Allison Smith Extension 3119

Second Grade

Mrs. Kristen D'Eramo Extension 3228
Mrs. Rebecca Vincent Extension 3232
Mrs. Kelly Pampalone Extension 3200
Ms. Karen Connors Extension 3205
Miss Michelle Klimchock Extension 3231

Third Grade

Mrs. Lynda Dolny Extension 3308
Mrs. Addie Martz Extension 3302
Mr. Brad Midgley Extension 3304
Mrs. Christine Hong Extension 3212
Mrs. Janine Mickel Extension 3209

Fourth Grade

Dr. Linda Brecht Extension 3307
Mrs. Autumn Steen Extension 3305
Miss Brooke Charlie Extension 3303
Mrs. Kim Ord Extension 3329
Mrs. Lynn Skoff Extension 3328

Fifth Grade

Mrs. Alexis Peifer Extension 3332
Mr. Patrick Marchese Extension 3336
Mr. Tom Mossellem Extension 3334
Miss Jennifer Calfe Extension 3333
Miss Kylie Gierlach Extension 3331

Computers	Mrs. Lisa Stewart	Extension 3310
Art	Mrs. Danielle Hartman	Extension 3239
Librarian	Mrs. Cindy Perrott	Extension 3259
Library Aide	Mrs. Tracy Sciorilli	Extension 3259
Library Aide	Mrs. Beth Zeigler	Extension 3259
Music	Mrs. Jeanne Kane	Extension 3215
Music	Mr. Daniel Blumenfeld	Extension 3326
Music	Mr. Richard Salvante	Extension 3326
PE	Mr. Mike Draghi	Extension 3421
Health (Gr. 4-5)	Mrs. Suzanne Idzajtich	Extension 3321
Counselors/S.A.F.E.	Miss Laura Wurzell	Extension 3244
	Mrs. Julie Fikejs	Extension 3250
Learning Support	Miss Jordan Reinhart	Extension 3230
	Miss Jennifer Byers	Extension 3312
	Mrs. Brianne Messer	Extension 3116
Spec. Ed Aides	Office	Extension 3002
Life Skills	Mrs. Kathy Deuel	Extension 3125
Reading Support	Mrs. Hope Schilling	Extension 3327
Gifted Support	Mrs. Carmen Loughner	Extension 3324
Speech Therapist	Ms. Kim Aretz	Extension 3206
Nurses	Mrs. Kristi Crawford	Extension 3026
	Mrs. Annette Smiach	

eSchool Plus:

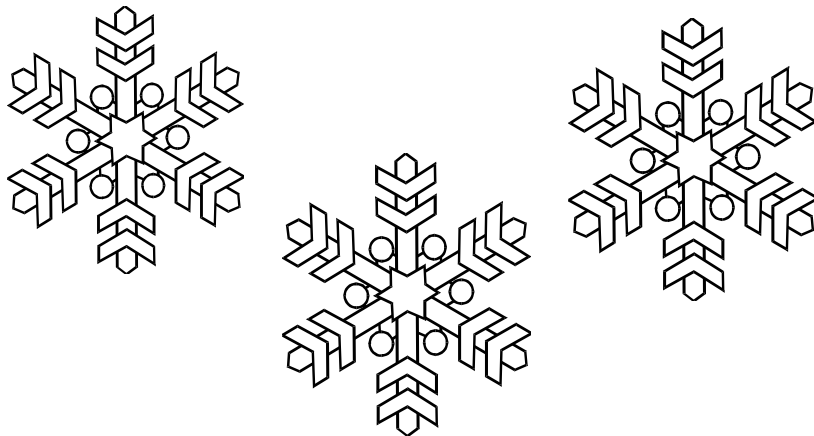
Franklin Regional utilizes eSchool Plus, a student information system. In addition to housing basic student and family information, this system will be used by staff members to record attendance, grades and other pieces of useful data. Parents should access it regularly to keep abreast of your child's grades. See FR district eSchool Plus link on the website for more information.

Emergency School Closing

When the weather conditions or emergency situations make it necessary to close Franklin Regional Schools, households will receive an automated call from the Blackboard Connect system; the closing will also be announced on local radio and TV stations. The district website, www.franklinregional.k12.pa.us will also release school closing information. Comcast Cable subscribers will find the information on Channel 19.

The decision to close school because of weather conditions is made by the Superintendent of Schools on the basis of information received from the bus contractor, Penn DOT, and the police.

Half day kindergarten on a 2- hour delay.... Winter weather may bring about an occasional 2-hour delay. In these instances, students who participate in Half Day Kindergarten are encouraged to stay at school until 2:15 p.m. This will allow the students to fully engage in all literacy and mathematics lessons planned for the day and experience lunch and recess. A parent/guardian or other designated adult will be responsible for pick-up at 2:15 p.m. on these occasions.



Any announcement that the Franklin Regional Schools are closed means that the closing is district wide, including all elementary schools. An individual school will not be named unless the emergency affects only that particular school. The Board of School Directors will determine makeup days when it is necessary.

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****(Please note that The Franklin Regional Board is updating our policies. Policies listed here are subject to change this school year, 2015-16)***

General Information (Policies #8103-8112)

The Pennsylvania School Compulsory Attendance Code Title 24 requires that children attend school regularly. Each absence requires a written excuse from the parent or guardian. Excuses for absence are to be returned to the homeroom teacher within three days after return to school. This excuse is to state the child’s name, your full name, the date(s) of absence, the reason for the absence, and a signature of a parent or guardian. Absences of three or more days require a written excuse from a physician. A maximum of 10 days of excused absence is permitted in one year. Each absence beyond 10 days may require a doctor excuse.



Unlawful Absence

The only legal absences from school are for illness, quarantine, death in the immediate family, and/or state approved religious holidays. In cases of frequent absence from school or an illegal absence, notification of unlawful absences will be sent home detailing the concern and consequence. A truancy report may be filed with CYS (Children Youth Services).



Tardy Arrivals (8107)

Arrival after 9:00 A.M. is recorded as tardy. Students must enter at the Main Entrance with a parent or guardian and go to the Greeter’s Desk. The student must be signed in and the teacher will be notified that he or she has arrived. A written excuse for the late arrival is required. A letter will be sent after 3 tardy arrivals to school.



A letter from the principal stating concern for any student with repetitive tardiness will be mailed home. There could be other consequences like detention, or Truancy may be filed with CYS. Teachers will keep a record of tardy arrivals.



Early Dismissal

Students requiring early dismissal for health-related appointments will be dismissed only from the office. Students will be called to the office once a parent arrives. Parents must sign out their child in the designated “early dismissal” record book. An appointment note/excuse from the health care provider/physician is required upon return to school.



Make Up Work (Returning from an Absence Policy 8105)

In case of absence, homework will be sent home upon request of the parent. Please call the teacher prior to noon to assure that homework might be available by 2:30 P.M. that day.



Travel During the School Year

The district follows a board approved procedure for educational travel. ***Only five (5) school days per year are permitted for education travel.*** If a student will miss school because a family vacation is scheduled during the school year, parents must notify the classroom teacher and complete the ***Request for Educational Travel*** form which is available in the office and on-line. Information such as attendance and school progress to date are included on the form. To allow for schoolwork to be prepared for a student, a minimum notice of 10 days is required. ***Absences beyond five days, during achievement test dates and the first and last week of school will not be excused.***



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Crisis Response Information

Franklin Regional School District has a comprehensive crisis response plan in place in all school buildings. Staff and students are regularly trained in the procedures. For specific information contact the principal or an Academic Advisory Council member. We also work closely with our School Resource Officer and the local police department/fire department to practice safety protocols.

Safety

All exterior doors are locked throughout the school day including the **Main Entrance**. These doors are designed with a panic release bar for easy exiting as required by fire code standards. All visitors to Sloan are required to sign in at the designated area directly inside the main doors.

- Our District utilizes Blackboard Connect System, an automated emergency calling system that is able to deliver a recorded message to hundreds of phone numbers within minutes and will greatly facilitate our efforts to keep families informed in the event of a crisis.
- You should continually check the District web site (www.franklinregional.k12.pa.us) for ongoing updates during an emergency situation.
- All entrances are locked throughout the school day. Parents and visitors must enter through the main entrance and sign in at the Greeter’s desk. Photo ID may be required.
- All schools are equipped with multiple video surveillance through the interior and exterior of the school. These cameras are monitored 24 hours a day in the district and have a capability to be linked to the Murrysville Police Department.
- The Franklin Regional School District’s updated Volunteer Policy 7407, located on the web and in this document, also focuses on safety in each building. It is important to know who is in the building, on a field trip, helping with an event, volunteering in the building and the nature of visit.

Monthly Fire Drills:

Sloan Elementary will conduct a monthly fire drill in order to ensure that students and staff are prepared to act in the event of a fire emergency. Teachers and students discuss procedures, rehearse scenarios and practice exiting as part of the process. We also utilize a common meeting place and “missing child” identification as part of the drill. Fire drills are typically unannounced and can take place at any time of the school day.

Severe Weather Drill:

Each year in the early spring, PEMA requires all public schools in Pennsylvania to practice the procedures for remaining safe in school during severe weather such as a tornado or spring storm. In mid-March, the students at Sloan will participate in a Severe Weather Drill. The emergency preparedness event will last only a few minutes. Students will practice the routine with their classroom teachers before the school wide drill.

Bus Evacuation Drills:

The Public School Code requires all schools to conduct two emergency evacuation drills per school year. The first takes place during the first week of school and the second during the month of March.



Meal prices are as follows:

Grades K-5 lunch \$2.15 per day Breakfast \$ 1.15
Teacher lunch \$3.85 per day Teacher Breakfast \$ 1.75

Point of Sale

All students who purchase lunch or breakfast are eligible for the Point of Sale debit system of payment. A monthly check can be made out to Franklin Regional Food Service and deposited into your child’s individual account. Personal Identification Numbers (PIN) are confidentially assigned to each student. These are entered into a key pad at lunch and the amount is deducted. Money can be added any time, and Food Services will notify you when the account is low.

For a fee, payments can be made online at “K12 Payment Center” (formerly called Lunch Prepay.com)

Delinquent Food Service Accounts

At the elementary level, once the debt limit has been reached, and parents have been notified, students will receive a red ticket to remind them that they must report to the cafeteria manager for a cheese or peanut butter sandwich and a carton of milk, rather than going through the line for a regular meal. Tickets will be issued daily until the debt balance has been paid and funds in the account are deposit.

Food Allergies

If your child has food allergies please have a note from a doctor to receive a substitute selection. The teacher and school nurse should be notified.

Metz & Associates is the Food Service provider for the district. Questions regarding the food service program should be directed to Mr. Sonny Burns, Food Service Director, at 724-325-1977.

Lunch with Your Child

Parents of all Sloan students may enjoy lunch in the cafeteria with your child on occasion, one time per month maximum if you have your two, free clearances.

1. [Child Abuse Clearance](#) (No cost)
2. [PA State Criminal History \(PATCH\) Clearance](#) (No cost)

If you are planning to have lunch with your son or daughter here at school please follow these guidelines:

- Call in advance or send a note in to the teacher at least one day ahead. By making a reservation and selection from the menu, the students in the last lunch period will have their selections, too. The kitchen phone number is 724-733-5969.
- Sign in with the greeter. You will be given an adhesive badge. The adults on lunch duty and staff will look for this and question you if you are without it. Know the beginning and ending times of your child’s lunch period.
- Please plan to purchase a school lunch when you visit the cafeteria. Adult Lunches are \$3.75. Do not bring fast food into the cafeteria.
- **Please do not bring younger siblings to the cafeteria. (safety reasons)**
- After lunch, please exit the school. **Do not go to recess or back to the classroom.**
- If you are volunteering at school on the day that you plan to stay for lunch, please follow the above procedure.
- Picture taking and video taping is not permitted during any lunch time visit.
- You must sit at the designated “Guest” table during lunch to minimize disruptions.
- Please follow all FR aides’ requests while you are a guest in the café.

Valuables in School

Students are not permitted to bring valuables to school. Money, laser pointers, electronic games and toys or other non-school related items left in desks or back packs cannot be secured during the school day. The school district is not responsible for personal items that are lost or stolen if students bring them to school.

E-Reader Guidelines

Guidelines for E-Readers, nooks, etc. can be found on Page. 29 of this handbook.

Cell Phones In School

If parents require that their son or daughter have a cell phone it must remain “off” in the back pack during the school day and on the school bus. These guidelines will be strictly enforced. Parents will be notified if a student uses a cell phone without permission.



Money

Money sent to school for a special purpose should be sealed in an envelope marked on the outside with the child’s name, teacher’s name and the purpose. Payments due should be given to the teacher in the morning before classes begin. This will help to ensure that the money reaches the proper destination.

Animals

Students or parents are only permitted to bring animals to school with approval from the principal and prior arrangements have been made with the classroom teacher. Prior notification will be sent home to parents if a teacher plans to have a classroom pet, such as a gerbil or rabbit. Animals will not be permitted in the classroom if a student has an allergy to animals. If your child is affected by such health conditions, it is recommended that the classroom teacher and school nurse be notified early in the school year. Pets must be brought to school in a crate or container. **Animals are not permitted for Show and Tell.**

Lost & Found

Articles of clothing that are lost in school will be collected in a designated ‘Lost & Found’ area. These articles, if unclaimed at the end of the school year, will be donated to local charities. **Please clearly label lunch bags, hats, coats, and other belongings.**

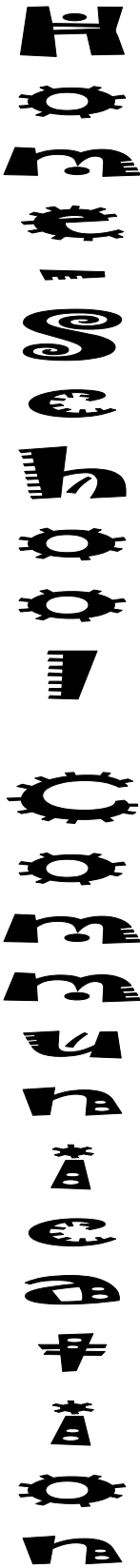
Dress Code

Students are expected to dress respectfully in appropriate school attire. In making responsible clothing choices, students are asked to keep shorts and skirts to fingertip length or longer and refrain from wearing tube tops or tops with spaghetti straps unless a shirt is worn over or underneath. Shirts with logos must be respectful.

Rubber flip flops are not permitted due to safety and breakage, especially on the playground, in hallways or activities with large groups of students. Hats are never to be worn indoors. This is a sign of respect to the United States as its flag hangs proudly in front of our public school building.

Please note that every attempt is made to afford students the opportunity to go outdoors at recess. Students will go outside if temperatures are above 20 °F and weather conditions are permitting.





Conferences

A day is designated during the first semester and second semester for parents to meet with teachers of all grade levels, Kindergarten through 5th grade, to discuss the progress of their child. Arrangements should be made in advance to accommodate parents’ and teachers’ schedules.

Because of classroom supervision responsibilities, teachers can only conference with parents by appointment. Teachers can make arrangements to be available to conference with parents at mutually convenient times throughout the school year.

Parents are invited to contact classroom teachers or the principal any time they have a concern regarding their child or school procedures.

Communication

You may speak to your child’s teacher by calling 724-327-5456 followed by the extension number. If the teacher is unavailable, you will be able to leave a voice mail message. Calls will be returned within 24 hours. If your call is urgent, please call the school office by dialing 724-327-5456 and the office extension, X 3002.

A listing of all extensions by grade level are on the building website— www.franklinregional.k12.pa.us. You are also welcome to e-mail teachers at their e-mail addresses by typing their first initial, last name @franklinregional.k12.pa.us. Emails will be answered within 24 hours. 4th and 5th grade parents can access real time information about student progress through the ESchoolPLUS parent portal.

Student Folders and Planners

All students will be provided with a planner in which they will bring home school work, homework and important papers. Parents are encouraged to send important information to school using the planner. Students in grades 3-5 will each receive an assignment notebook in which they will record all short term and long term assignments. K-2 will be given special Sloan folders. Parents should review this daily and may be requested to initial it at various intervals.

Visitor Procedures (Policies #9301-9302)

Our schools welcome an average of over 40 parent visitors each day, with many days far exceeding that number. As part of the district’s efforts to provide a safe and effective learning environment for your child, specific visitor procedures were established. For safety reasons Franklin Regional does not have an “Open Door” policy. An Expected Visitor Log is compiled and kept at the Greeter’s Desk just inside the front doors. If you would like to meet with a staff member, visit a classroom, or share lunch with your child, please call, e-mail, or send in a note and make those arrangements with the appropriate person ahead of time so that your name may be recorded on the Expected Visitor Log. Then, sign in with the Greeter when you arrive. Photo ID may be requested. Anyone not listed on the Expected Visitor Log will not be permitted to move through the building until the necessary contacts and arrangements can be made. The FRSD Volunteer Guidelines have altered the way we work with regular visitors or one-time visitors to the building. Please be aware of the changes located on line or in this handbook on page 25.

Visitors to the school must make an appointment with a teacher to visit a classroom. All visitors will be provided with a Visitor Pass to wear while in the building. This pass must be returned when signing out. Volunteers with clearances will be given a special Volunteer Pass. Students leaving for an early dismissal will be sent to the office for pick up. Items brought to school, such as lunches, birthday treats, etc., must be left with the Greeter.

Screening Procedures

Special services are available at the elementary level for any student determined to be in need of special accommodations. We work to meet the needs of all students. However, at times special services may be needed. Parent/teacher recommendation, general observations, curriculum-based assessment and other assessment measures are available for screening purposes.

As a result of the screening process, more specific interventions may be implemented in the classroom and/or the student may be referred for more comprehensive assessment through a multi-disciplinary evaluation. See the Franklin Regional School Activity Calendar /Parent Handbook for more information about these services and processes.

School Nurse

The objective of the Health Services Department is to help supervise and maintain a student's physical, mental, and emotional well-being so that he or she can perform at an optimum level in the classroom setting. Yearly screenings for changes in hearing, vision, and growth, plus monitoring of immunizations, are some of the means utilized to achieve this end.

With parental approval, certain medications and/or treatments may be administered to help make the student more comfortable and capable of returning to class.

Please observe the following guidelines when sending any medication to school for your child.

- Medication must be brought to school by a parent/guardian or responsible adult.
- If the medication has been prescribed for long-term use, a "Medication in School" form must be completed and signed by both physician and parent. The medication must be in a prescription container from the pharmacy with the student's name and explicit instructions on the label.
- If the medication has been prescribed for short-term use, such as an antibiotic or cough prescription, *it must be sent in a prescription container from the pharmacy with the student's name and explicit instructions on the label.* A signed note from the parent requesting that the medication be given at school must accompany the medication. ***Over the counter medications without the physician's written instructions will not be given.***
- Any medication sent to school in anything other than the correctly labeled pharmacy container, including the student's name, will not be given.
- Student medication must be picked up by the last day of school.

Please do not send your child to school if he/she has vomited, had diarrhea, a temperature of 100 or more, an unidentified skin rash, or red eyes with drainage in the past 24 hours. It is important to allow your child at least one day to rest and recover before sending him/her back to school.

Any questions you may have concerning our services and policies, should be referred to Kristi Crawford, RN or Annette Smiach, RN, our school nurses at Sloan at extension x 3026.





SAFE - Elementary Student Assistance

The SAFE Team is available to any student in the regular education curriculum who may need additional support in the school setting. If a child is demonstrating difficulties (academic, behavioral, emotional or social) the SAFE Team can be convened to design interventions. This team may consist of the child’s parents, classroom teacher, principal, counselor, reading specialist, the learning support teacher and/or representatives from community agencies. Other members may be included as needed. Please contact the principal, classroom teacher or your child’s counselor for more information on this collaborative problem solving process.

Reading Program

Sloan Elementary has a Reading Support Program designed to assist kindergarten through third grade students who need additional support in literacy. The reading specialist utilizes teacher consultations, considers the student’s classroom performance, Story Town assessments, PSSA scores, and the DIBELS assessment to screen students, and identify their strengths and needs. Parents are contacted to discuss the results of this process. The reading specialist encourages parental involvement and holds informational meetings and workshops throughout the year.



The Reading Program has an early intervention approach in which the students receive support in their homerooms or meet in small groups with the reading specialist to concentrate on specific early reading skills. Instruction may be provided in the regular classroom, the reading resource room or through a combination of both approaches. The reading specialists and the classroom teachers work collaboratively to enhance students in their literacy development.

Speech

The speech language support program provides services for kindergarten through fifth grade students who qualify for articulation, language, or fluency therapy. Students who qualify are seen for individual or group therapy sessions once or twice a week. An Individualized Education Plan is developed which outlines each child’s specific needs.

Specialized Instruction

Franklin Regional School District provides specialized instruction for those students in Grades K through 5 that have been identified as having special academic needs at Sloan Elementary. After parent approval and a thorough evaluation is completed, a student is recommended for services through a Comprehensive Evaluation Report. From that report, an Individualized Education Plan (IEP) is written by a team composed of the child’s parent and at least two of the following staff members: the principal, the counselor, the classroom teacher, the special education teacher, the district psychologist and other teachers or needed specialists. Resource Rooms are available on all levels to meet the needs of individual students. The amount of time spent in the Resource Room by each student is determined by the student’s IEP team and is stated in the IEP.

ESL—English as A Second Language

Franklin Regional has a K—12 “English as a Second Language” program as required by the US Dept of Education. All students who speak a language other than English in their home will be screened for ESL instruction. ESL is located at Heritage Elementary School. Students from Sloan and Newlonsburg will be transported by a district van for the portion of the day when instruction is provided. Dr. Janet Pierce, the teacher, will contact parents with details. Her extension at Heritage is 7013.

Counseling

The Counseling Department offers services to all students at the elementary schools. The counselor provides a consistent, caring response when students face problems which can interfere with their ability to succeed in school. Elementary counseling involves a developmental, proactive approach towards teaching children healthy decision-making skills. Services include teacher and parent consultation, individual and group counseling, in-class instruction, gifted education referrals/achievement testing coordination, and crisis intervention. The counselor presents the drug and alcohol prevention program to elementary students in the fourth and fifth grades. Referrals for counseling services or information requests can be made by parents, school personnel, and students by contacting the counseling office.

S.A.L.

Franklin Regional School District provides a gifted support program for students who meet eligibility requirements. The S.A.L. (Seminar for Advanced Learners) enrichment program introduces curricular areas not normally presented in the regular classroom.

If initial screening results suggest that a student might be exceptional, the district seeks parental consent to conduct a multidisciplinary evaluation, including district-provided individualized psychological testing. A Gifted Individualized Education Plan (GIEP), addressing the student’s identified needs, will be written by the GIEP team. Team members include the child’s parent, a district representative and at least two of the following staff members: the principal, the classroom teacher, the Gifted Support teacher, and other teachers or needed specialists.

Classroom Placement (Policy #8301)

Requests for specific classroom placements are not permitted. Parents may explain the needs of their children in writing to the principal by May 1st. The principal, counselors and other school team members will consider this information as student placements for the next school year are finalized. Requests for a teacher, by name, or letters received after the deadline, will not be considered.

FERPA—Federal Education Right to Privacy Act

Student Information is released for publication in local newspapers for class lists, special events, etc. This includes the school yearbook. If you DO NOT wish to have this information and photographs released please inform the school via the [FERPA form](#) that is available in the office.





Art

Art in grades K through five consists of planned art experiences and will explore units in art appreciation, drawing, painting, printmaking, sculpture and construction. Through two and three dimensional approaches, the students will examine the fundamentals of art production and aesthetics. Students will experience growth in the following areas: perceiving, responding, creating, conceptualizing, analyzing, evaluating, and valuing. Art is a required course and students receive art instruction for 36 weeks for 45 minutes on a weekly basis.



Music

Students in grades K-5 are taught by a music specialist once a week for 45 minutes. Experiences include singing, movement, listening, playing instruments, music theory, and music appreciation. Third grade students will learn to play the soprano recorder. The students will continue to play recorders in grades 4 and 5. Instrumental and Strings instruction begins in grade 4. There is also a 5th grade chorus and Spring Musical.

Computer Lab

Each elementary school houses a fully equipped PC lab. A wide variety of applications are available to students on hard drive, through CDs, and online services. All students receive direct instruction once per week. Fourth and fifth graders have computer class for one semester including using multimedia activities that incorporate the use of scanners and digital cameras with presentation of learning using whiteboard technology. Kindergarten through grade 3 have a computer class each week for the entire school term. Internet access, video streaming and real time learning opportunities are available for all students.



Health

Students in grades 4 and 5 take part in health instruction delivered by the physical education teacher one time per week for one-half semester. Health is incorporated into classroom science instruction in the primary grades.

Counseling

All schools have full time counselors who work with students throughout their Kindergarten through Fifth Grade journey at Sloan.

Library Media Center

The Elementary Library/Media Center is the information hub of the school housing thousands of titles in each collection. The library utilizes the Destiny computerized circulation and search system. The web-based Accelerated Reader is available to students in grades 2 to 5.

Educational magazines are also available for our children.

Thousands of books are circulated every week thanks to a staff of dedicated volunteers who work in the libraries. Each student in Kindergarten as well as grades one through five visits the library once a week for forty-five minutes. During this time, students receive instruction on how to use the library, complete author studies, discuss and analyze novels, share books with their classmates, and select their library books for the week.

The fine for an overdue book is five cents per day. A replacement fee will be charged for damaged and lost books.

Students may celebrate their birthday by donating \$6.00 towards the cost of a new book. A bookplate with their name and birthday is placed in the front cover of the book. Donations are also accepted for memorial books.

Physical Education

Children participate in a physical education class each week. In order to maximize learning potential and to ensure your child's safety, we ask that these guidelines are followed:

- Proper-fitting, non-restrictive, casual clothing should be worn.
- Athletic shoes without heels, wheels, or spikes are required.
- Jewelry is discouraged, but large, dangling or hoop-type earrings are prohibited..

During the spring quarter each year, the physical education classes travel to the Franklin Regional School District swimming pool for instruction. These items are needed for that program:

- bathing suit
- two towels
- comb or brush
- waterproof bag to carry all items

Students should wear a coat and hat or coat with an attached hood to school on swimming days due to transfer to and from the pool area.

Goggles, ear plugs, and bathing caps may be worn, but are not required.

If, at any time, your child develops a problem and is unable to fully participate in his or her scheduled class, please notify the physical education teacher in writing.

If your child's condition requires a long-term absence from class, a doctor's excuse is required.



Administrative Team

A team of teacher leaders share responsibilities assisting in the management of emergency procedures, bussing, communications, supplies, and scheduling, etc. At each building a special team of teachers work together to perform many of the functions that an assistant principal would complete. In addition to serving on the Academic Advisory Council, each teacher has assigned responsibilities.

- Mrs. Callihan
- Mr. Mossellem
- Ms. Stewart



Academic Advisory Council

The Elementary Academic Advisory Council, comprised of teachers, support staff, parents and community members, is another avenue for the Administrative Team, teachers and parents to share in decisions and build ownership in the school facility. The council functions as a vehicle for recognizing building needs, collecting information concerning needs, instituting procedures for arriving at decisions, and recommending plans for improving the school learning environment. Monthly meetings are held separately in each building. Membership in the council is open to all parents residing in the school district. Meeting Minutes are posted on the school websites.

www.franklinregional.k12.pa.us



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Student Expectations

An important part of maintaining a school where students are able to learn and enjoy the company of peers is maintaining a consistent and fair discipline policy. All students are expected to follow the guidelines outlined in Student Behavior Standards, Policy #8200-8204.

Classroom rules, which are often student generated facilitated by the teacher, follow the basic school philosophy of respect and responsibility. Please review your child’s classroom rules, transportation rules, and the student behavior policy and emphasize them at home.

Proactive & Positive Student Strategies

At the beginning of each school year, the school counselors visit each classroom to welcome students, introduce themselves, and highlight school procedures and policies. Students are addressed in a developmentally appropriate way on their responsibilities in making the year positive for themselves and those around them. The Student Behavior Policy is reviewed as appropriate for each grade level.

This is often followed by dialogue and role play of various potential negative situations with a focus on four **positive** strategies that students may use to handle themselves. These strategies are:

- 1. *Discuss the situation*
- 2. *Ignore*
- 3. *Walk Away*
- 4. *Seek assistance from adult.*

Please review these strategies with your child and emphasize how they can be used to positively handle playground, bus, and other situations.

Our counselors also support the classroom teachers in implementing the Olweus Bullying Prevention program.

Internet Use

Each student, parent or guardian, is required to review and sign off on the *Internet Use* contract at the time of enrollment. If you waive your child’s right to use the school Internet network a letter stating that he or she may not access the Internet at school must be given to the principal and filed in the school office. Measures are taken to supervise student use of the Internet while in school. Parents are requested to stress responsible use to their children. Violations will be dealt with according to the Student Discipline Policy as approved by the school board.



Indoor Recess

At times it may be necessary to hold indoor recess. In order for indoor recess to be enjoyable and safe for all students, the following rules are in effect:

- 1. Follow all directions.
- 2. Be respectful of yourself and others.
- 3. Keep your hands, feet, and objects to yourself.
- 4. Walk in the classroom and hallway.
- 5. Talk quietly and kindly.
- 6. Use indoor recess games only.
- 7. Do not leave the classroom without permission.

Outdoor Recess

Students should dress appropriately, being prepared to go outside for recess at all times.

A physician’s explanation is required for students to be excused from outdoor recess.

In order for outdoor recess to be enjoyable and safe for all students the following rules are in effect:



- 1. Follow all directions.
- 2. Be respectful of yourself and others.
- 3. Keep your hands, feet, and objects to yourself.
- 4. Physical contact sports are not permitted
- 5. Share equipment and materials.
- 6. Do not leave the playground area without permission.

Franklin Regional School District Student Behavior Standards, Policy #8204, will be referenced for appropriate consequences.

The policy is available in the school office.



FRANKLIN REGIONAL SCHOOL DISTRICT



The following rubric will be used by teachers and administrators as a guide to determine appropriate actions and consequences for students:

BULLYING BEHAVIOR	First Offense	Second Offense	Third Offense
<p><u>VERBAL</u></p> <p><i>Name calling , taunting, swearing, gossiping, lying about others, benign threats, silent treatment, exclusion, insulting</i></p>	<p>Documented Verbal Warning</p> <p>Reflection Sheet</p>	<p>Loss of Privilege(s)</p> <p>Meeting with the Principal</p> <p>Parents Notified</p> <p>Possible SAFE Referral</p>	<p>Loss of Privilege(s)</p> <p>Meeting with the Principal</p> <p>Parents Notified</p> <p>Possible Suspension</p>
<p><u>PHYSICAL</u></p> <p><i>Shoving, slapping, grabbing, tripping, poking, Negative contact, taking others' things, invading another's personal space</i></p>	<p>Documented Verbal Warning</p> <p>Principal Notified</p> <p>Reflection Sheet</p>	<p>Loss of Privilege(s)</p> <p>Meeting with the Principal</p> <p>Parents Notified</p> <p>Possible SAFE Referral</p>	<p>Loss of Privilege(s)</p> <p>Meeting with the Parents</p> <p>Law Enforcement may be Notified</p>
<p><u>SEVERE</u></p> <p><i>Hazing, spitting, punching, harassment, kicking, tackling, stealing/destruction, threats to commit bodily harm, intentionally injuring, multiple documented incidents of verbal and/or physical bullying behaviors</i></p>	<p>Principal Immediately Notified</p> <p>1-3 Day Suspension Parent Notification</p> <p>Reflection Sheet</p> <p>SAFE Referral</p>	<p>Principal Immediately Notified</p> <p>3-5 Day Suspension Parent Notification</p> <p>Meeting with Parents</p> <p>Law Enforcement may be Notified</p>	<p>Principal Immediately Notified</p> <p>5 Day Suspension Parent Notification</p> <p>Meeting with Parents</p> <p>Law Enforcement to be Notified</p>

***Privilege (s)** may include, but are not limited to, such things as recess, participation in special school programs, field trips, time with peers, school dances, in-school suspension, before/after school detention, Saturday detention, guidance mediation, or community service. Whenever possible, consequences will be related to the behavior. The building principal will make the final determination as to what is appropriate given individual circumstances.



The Olweus Bullying Prevention Program

Beginning with the 2009-10 school year, the Franklin Regional Elementary Schools and Middle School began implementing a school-wide Bullying Prevention Program entitled Olweus (OBPP). OBPP was developed by Dr. Dan Olweus of Norway, and is the most effective bullying prevention program available. OBPP has conducted over 35 years of research and has been implemented world wide. OBPP is a climate change program targeting three main goals:

- *To reduce existing bullying incidents*
- *To prevent development of new cases of bullying*
- *To improve peer relations*

The Franklin Regional School District recognizes that bullying is not limited to school grounds. Bullying can occur at school bus stops, community parks, summer camps, neighborhoods, homes, cyberspace, or anywhere that young people gather. The Franklin Regional School District believes that bullying is an issue that needs to be addressed at all levels and is committed to countering and preventing bullying behavior.

Families of Sloan students are invited to attend a presentation on the evening of Open House. This overview will help parents to understand the philosophy of OBPP and well as how the program will be implemented at the elementary level. Details will be forwarded in early September.

Learn more about Olweus at www.clemson.edu/olweus



Bus Discipline Policy # 8202 & 8203

The safety of all of our students is of primary importance. Therefore, the Franklin Regional School District has put into effect a uniform policy, adopted by the Board of Education, with regard to misbehavior on our school buses. Disciplinary action will result when the following incidents of misbehavior occur:

1. *Smoking, chewing tobacco, smokeless tobacco, lighting matches
2. *Spitting
3. *Fighting with or striking other students
4. *Throwing or shooting objects on or from the bus
5. *Use of vulgar language
6. *Weapon(s)
7. *Refusals to follow driver's instructions
8. *Handling steering wheel, brakes, or other bus mechanism
9. *Intentional damage to the bus or bus seats
10. Damage to other students' personal property
11. Disobedience, discourteousness, or disrespect to driver
12. Discourteous or disrespect to other students
13. Harassing, annoying, distracting or bothering driver
14. Harassing, annoying, distracting, or bothering students
15. Jamming bus doors upon entering or leaving
16. Pushing, tripping or shoving upon entering or leaving
17. Making loud noises (screaming, whistling, radios, etc.)
18. Public display of affection
19. Out of seat, moving about while bus is in motion
20. Head, arms or legs out the window
21. Consistent refusals to remain in assigned seat
22. Consistent tardiness at bus stop
23. Horseplay
24. Other reasons - as specified by a driver, parent or student complaint

*Indicates major infraction

Any of these incidents will lead to the completion of a discipline report by the bus driver or others involved. The driver will turn the report in to the Supervisor of Child Accounting and Transportation Services and Building Principal in a timely fashion.

The Franklin Regional School District requires that definite procedures be followed by all concerned in order to guarantee the safety and well being of our students during their transportation to and from school. Students reported for misconduct will be suspended from bus riding privileges as follows:

Grades K-5 Automatic 5 school days suspension from bus riding privileges for a major infraction (denoted by an asterisk above)

Grades K-3 Automatic 5 school day suspension upon receipt of the third misconduct report that is **not a major infraction**

Grades 4 -5 Automatic 5 days suspension upon receipt of second report that is **not a major infraction**

The building principal can make the determination of a consequence in consultation with the bus driver given extenuating circumstances and severity of misbehavior.

Bus Pass—A bus pass may be issued for one day when there is an emergency situation. Bus passes are not intended for play dates. Those arrangements must be made outside of the school day. A written explanation from the parent must be submitted to the office prior to dismissal time.

Weapons Policy #8209

It is a misdemeanor of the first degree for any person to possess a weapon in the buildings or upon the grounds of any public elementary or secondary school. In addition, the Federal Gun-Free Schools Act requires local educational agencies to adhere to certain discipline and reporting requirements in the event a student is in possession of a firearm. As such, students are prohibited from possessing a weapon:

- In any Franklin Regional School District building
- On any grounds of the Franklin Regional School District
- In any conveyance (including private) providing transportation to or from Franklin Regional School District
- At any school function, activity or event whether or not held on Franklin Regional ground; or
- While the student is on his/her way to or from school.

A complete copy of the Weapons Policy may be secured by contacting the office. Look-alike items such as squirt guns and plastic knives are not permitted and will be taken from the student. The parent will be called to the office and disciplinary consequences will be followed according to the discipline policy.

Drug and Alcohol Free Schools

The Franklin Regional School District has a comprehensive drug and alcohol dependency policy, the SAFE Program, that also covers elementary age children. This policy is on file in each office. If you wish to obtain a copy, please contact the office and it will be sent to you.

Smoke and Tobacco Free Schools Policy # 1803

All persons are prohibited from using any tobacco product in or on school district property. Look-alike items, snuff, and smokeless tobacco are not permitted.

Sexual Harassment Policy # 1703

The Franklin Regional School District believes that all students should enjoy a learning environment free from all forms of discrimination including sexual harassment. Therefore, the Franklin Regional School District maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment of any student by another student or employee is sexual discrimination. All persons are to be treated with respect and dignity. It shall be a violation of this policy for any student of the Franklin Regional School District to make sexual advances or other forms of sexual harassment toward another person, male or female, which creates an intimidating, hostile or offensive learning or work environment. The school district will investigate all complaints, either formal or informal, verbal or written, of sexual harassment and discipline any employee or student who sexually harasses a student. Some forms of harassment may also be crimes and should be reported to police or prosecutors. At each school staff members responsible for receiving complaints. The building principal has this information. A complete copy of the Sexual Harassment Policy may be secured by contacting the office.



Daily Schedule

8:45	Student Arrival
8:55	Homeroom & announcements
9:00	Classes begin
3:15	Classes End & Dismissal begins



Parking Information

Visitor parking is designated by signage at each school.

Parking is very limited. Please be patient and drive with caution when children are arriving and being dismissed. Driving that is hazardous to the safety of students and individuals will be reported to the Murrysville Police. Parents are asked to use the school buses provided through tax dollars to transport children or to carpool as frequently as possible when children are being picked up or dropped off at school.

Student Arrival– Parent Drop Off

Children should not be dropped off prior to 8:40 AM in the lobby of Sloan Elementary. There is no direct supervision until this time.

Morning and after-school care is available at Sloan Elementary School through a latch key program which is sponsored by the East Suburban YMCA (724-327-4667).

Drop Off/Pick Up—Traffic patterns for Safety

Follow traffic patterns and be cautious in the morning and after school. No drop off in front of school building. Please use all parking spots first while awaiting the dismissal of children at day's end. There is a limited amount of space for parents who want to pick up their children at dismissal.

Dismissal

Bus Pass—A bus pass may be issued for one day when there is an emergency situation. Bus passes are not intended for play dates. Those arrangements must be made outside of the school day. A written explanation from the parent must be submitted to the office prior to dismissal time.

Please be sure to send in a note if your child will not be going home on the bus.

Early dismissals, prior to 3:15 p.m., will be excused from the school office. Health related and special circumstances that must be approved, and are in line with dismissal policies, are required for an early dismissal.

Safety Plan

Parents should have a back-up plan for morning and afternoon childcare in the event of a delay or emergency early dismissal.



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PTO

The Elementary School Parent Teacher Organizations were established to promote open communication among parents, teachers, administrators and school board directors. The PTO seeks to enhance the education of our children through educational programming, special projects and financial support. Membership in the PTO is open to all parents and legal guardians of children attending the elementary schools and to all building teachers and administrators. Notification of the date and time of each meeting is announced in the PTO newsletter, school webpages, and PTO link.

The PTO sponsors several fund raising events throughout the year to support programming, class parties, field trips and special projects. School assemblies, a grant proposal project, Arts and Science Fair are among the many PTO sponsored activities.



The PTO is especially proud of sponsoring a fall and spring Scholastic Book Fair and the Winter (Holiday) Shop for student shoppers.

The PTO publishes a Student Directory each year. Names, addresses and phone numbers of those who wish to participate are included. Because personal student information cannot be given out through the school office, the directory is helpful to parents planning carpools or social activities.

PTO welcomes volunteers (with clearances). You can obtain more information from the PTO website at sloanpto.com You can also obtain volunteer information from the district website.

Sloan PTO President is Mrs.Kelly Thomas.
 Vice President is Mrs. Lisa Fellner
 Treasurer is Nancy Golembiewski
 Co-Secretaries are Monica Bush and Tonee Girdis

Class Parties (These are subject to change due to weather –related cancellations. 3 Parents per party only. Parties will start at 2 PM and end at 245 PM. Please send in notes ahead of time for signing your child (ren) out if you are a parent volunteer that day.

Fall Party is Friday Oct. 30
Winter Party is Wednesday, Dec. 23
Spring Party is Friday, March 18

PTO Meetings are important. Our first is Sept., 10, 2015 at 7 PM in the Sloan LGI. Here is the website. Check it out.
<http://sloanpto.com/>

Franklin Regional Elementary Schools Expectations For eReader Technology

(approved in January 2012 for Elementary Children in school)

Some students have expressed an interest in using their personal electronic reader (Kindle, NOOK, Tablet, etc.) to use during independent reading time or indoor recess. We embrace the use of technology in our classrooms and welcome the use of electronic readers (eReaders) to enhance student learning and interest in reading.

If your child chooses to read a novel using an e-Reader, he/she must follow the appropriate guidelines:

At no time will eReaders be used for anything other than reading or accessing programs to assist students in reading. Students will not play games or access leisure applications of any kind during any class period, including indoor recess.

Students will follow all school guidelines, FRSD Acceptable Use Policy, concerning the appropriate use of an electronic device. Also, eReaders must be used in accordance with teacher instructions. The eReader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.

Please complete the bottom portion and return it to your child's teacher. Thank you.

The Elementary Principals
1/9/2012

Parent/Guardian Agreement

I authorize my child to bring his/her eReader to school with the understanding that it is used as a tool for reading only.

I understand that the Franklin Regional School District and teachers are not responsible for any damage or loss associated with my child's eReader on school (property) or on the bus if I choose to allow my child to take it to school.

I understand that I will be contacted if the expectations are not followed, and I will be required to pick up the device from the school.

Student Name: _____

Parent/Guardian Name: (Print) _____

Parent/Guardian Signature: _____ Date: _____

Phone: _____

ABSENCE EXCUSE FORM

Please feel free to photocopy or download/print from our web site.)

Note to Parents:

- An excuse is required for any tardy/early dismissal and should be presented to the office/teacher when the child arrives at school.
- An excuse is required for any absence from school and should be submitted within 3-days of the absence or the absence is marked as unexcused.
- Absences for medical appointments or for absences of 3 or more days in length require a written physician's excuse.

SLOAN ELEMENTARY SCHOOL
EXCUSE FOR ABSENCE OR TARDINESS
"Regular Attendance is Essential to Success"

Note: Excuses must be returned to school within 3 days after returning to school. Absences of 3 or more days require a written excuse from a physician. Absences for travel must be pre-approved by the building principal using the "Request of Excused Absence for Educational Travel" form.

Student's Name: _____

Grade _____

Teacher _____

This student was _____ (circle) _____ absent from Heritage School on _____ (list all dates).

The State Law requires an explanation from the parent in each case of absence or tardiness. Kindly state the reason below.

The reason for absence or tardiness was:

Parent/Guardian's Name (PRINT): _____

Parent/Guardian's Signature (INK): _____

Date: _____

Child Protective Services Law Update

Frequently Asked Questions

7407 School Volunteers

(For a full set of questions and answers, as well as the Franklin Regional Policy, please see our Sloan Website or the FR District Website.)

Below you will find the necessary weblinks and instructions for the clearances:

1. [Act 151 Child Abuse Clearance](#) - \$8.00 Employees / Free for volunteers – 717-783-6211 or 1-877-371-5422

Online: Instant report online with a credit card by going to

<https://www.compass.state.pa.us/cwis/public/home> OR

Mail: Click the following link to print the form and **mail it** to the address provided on the form with a \$8.00 money order payable (employees only, free for volunteers) to the Department of Public Welfare. This will take several weeks to process and receive the clearance in the mail.

2. [Act 34 PA State Criminal History \(PATCH\) Clearance](#) - \$8.00 Employees / Free for volunteers – 1-888-783-7972

Online: Instant report online with a credit card by going to

<https://epatch.state.pa.us/Home.jsp>

3. [Act 114 FBI Fingerprint Criminal Background Clearance](#) - \$28.75 - 1-888-439-2486

Online: Click “register online” with a credit card at

https://www.pa.cogentid.com/index_pde.htm then take your registration number to any fingerprinting facility such as (Additional locations can be found on the Cogent website at https://www.pa.cogentid.com/index_pdeNew.htm):

The UPS Store #3059 UPS Store #0730

645 East Pittsburgh Street 322 Mall Boulevard

Greensburg, PA 15601 Monroeville, PA 15146

Mon – Fri 12 - 4 PM & 6 - 7 PM Monday - Friday 12:00PM - 5:00PM

Go in Postal

324 Countryside Plaza

Mt Pleasant, PA 15666

Mon – Friday 9:30 AM to 5:30 PM

Saturday 10:00am to 2:00pm

*SIGN-OFF PAGE FOR
SLOAN ELEMENTARY SCHOOL
PARENT & STUDENT HANDBOOK*

The *Sloan Parent & Student Handbook* was designed to provide our Sloan Families with access to information about our school. These policies and procedures are in effect so we may provide your children with a sound education experience in a learning environment that is orderly and disciplined.

During the first week of school, the counselors visit each classroom to welcome the students to Sloan, discuss the Student Handbook, and establish expectations for the year. As a part of that meeting, they will briefly review the policies that directly effect your child including the Student Behavior Policy.

We would also like you to take time to carefully read through this and discuss its contents in an age appropriate manner with your child. Following that discussion, please complete the bottom of this form, sign it and return it to your child's homeroom teacher by September 18th.

Thank you for your support! Together, we can help our children develop into respectful and responsible citizens.

Tina Burns, Principal



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I have read and discussed the 2015-2016 Sloan Parent & Student Handbook with an emphasis on the sections entitled (Please initial each section):

- ___ Student Behavior (in school, bus, café, recess)
- ___ Bullying Policy
- ___ Internet Use
- ___ Attendance
- ___ Release of Student Information - FERPA

Student Name _____

Grade _____ Teacher _____

Parent/Guardian Signature _____

Date _____