

# **Juniata County School District**

## **Elementary Handbook for Parents and Students**

**2018-2019**

### **PREFACE**

Schools have a profound influence upon the home; likewise, the family is a valuable asset to a sound educational program. Through our mutual understanding and cooperation, children learn and mature in a manner that leads to a productive citizenry and to individual happiness. With common purpose and goals, greater achievement is possible. This booklet is designed to assist you in understanding the policies and procedures of the elementary program in the Juniata County School District. We are hopeful this booklet will answer many of the questions that frequently arise, and we solicit your support in administering these policies.

## JUNIATA COUNTY SCHOOL DISTRICT - ELEMENTARY SCHOOLS

All schools can be reached by calling 717 436-2111 and following the prompts for the building options.

Fayette Elementary School  
145 School Street, McAlisterville, PA. 17049  
(717)463-2236  
Grades K-6

Fermanagh Mifflintown Elementary School  
75 South Seventh Street, Mifflintown, PA. 17059  
(717)436-2111  
Grades K-5

Lack Tuscarora Elementary School  
3044 Middle Rd., Honey Grove, PA. 17035  
(717)734-3172  
Grades K-5

Monroe Township Elementary School  
54 Main Street, Richfield, PA. 17086  
(717)694-3961

Grades K-6

Mountain View Elementary School  
23215 RT 35 S, Mifflin, PA. 17058  
(717)436-6816  
Grades K-5

Thompstontown-Delaware Elementary School  
21 School Street, Thompstontown, PA. 17094  
(717)535-5520  
Grades K-6

Tuscarora Valley Elementary School  
401 Eighth Street, Port Royal, PA. 17082  
(717)527-4635  
Grades K-5

### HOURS

Juniata County School District includes eight elementary schools which begin their school day at **8:15AM**. Dismissal is at **3:15 PM**.

### SCHEDULES

The Juniata County School District operates on a 6-day cycle system. This means that activities, specials, and extra services will be provided on an alternating basis rather than on a set day of the week. School lunch menus will attempt to track cycle days as a reminder for students and parents.

### DELAYS, EARLY DISMISSALS and CLOSING OF SCHOOL

Juniata County School District uses One Call Now to notify parents of delays, early dismissals and school closings. One Call Now connects with Sapphire. Because your children attend Juniata County School District you are automatically a part of both the One Call Now and Sapphire systems. When JCSD sends alerts you will be contacted via the telephone numbers you have on file in the Sapphire Portal. Therefore it is very important that you verify your information for accuracy. If there are changes that need to be made, you may contact the school to have that information corrected. When weather conditions deteriorate and it becomes necessary to close school, delay the start of school or dismiss the students early, the district will notify radio and television stations within the listening and viewing areas. On days when weather is questionable, stay tuned to these stations for information about the status of school. **Please do not call your child's school or the radio or television stations.** When school is delayed or dismissed early, bus schedules may be slightly varied from the standard times due to the weather conditions. You may also check our school website, [www.jcsdk12.org](http://www.jcsdk12.org). Our Superintendent, Mr. Keith Yarger, also provides updates on Twitter.

**HAVE AN ALTERNATE PLAN IN PLACE WITH YOUR CHILD IF AN EARLY DISMISSAL OCCURS AND YOU ARE NOT HOME WHEN YOUR CHILD ARRIVES.**

### BUS TRANSPORTATION

The district's Transportation Coordinator is Mr. P.J. Adam, whose number is (717)436-2111, extension 5017. For a detailed explanation of transportation procedures see the Juniata County School District Policy 810, available on the District website at <http://www.jcsdk12.org/>.

### BUS REGULATIONS

1. Students who come to school on the bus must return home on the bus unless they have a note signed by their parents for **parent pick-up only.**

2. Riding the bus is a privilege. Improper conduct on the bus may result in a suspension from riding the bus. The parent is responsible for providing transportation to and from school during the bus suspension. If a student is absent from school during a bus suspension time period, the student will be required to serve the suspension days upon his or her return to school. Upon the student's return to school, the suspension will continue for the period of time originally determined by the principal.
3. Bus students are to go immediately to their buses when they are dismissed from school.

#### **CONDUCT ON BUSES:**

- Take your seat promptly, and remain seated from your ride to and from school.
- Sit in bus seat at all times/facing front; keep your feet, books, and other articles out of the aisle.
- Keep hands, feet, and head inside the bus
- Report any damage you see to the driver.
- Eating, smoking, or using vulgar language is not permitted.
- You should be quiet and orderly so the driver is not distracted from driving the bus.
- Listen to the driver.
- Wait until the bus has come to a complete stop before leaving your seat. Upon discharge, check for traffic in both directions if you live on the opposite side of the road. Students should exercise caution and cross the highway in view of the bus driver. The bus driver must assign seats.
- The bus driver should report misbehavior to the building principal in the form of a written bus incident report. After the submission of three bus incident reports, a student may lose their bus riding privilege for a period of time at the discretion of the building principal. Based upon the severity of the infraction a student could lose their bus privilege upon the issuance of the first incident report.

#### **AT THE BUS STOP**

1. Students should be present at the bus stop at least five minutes before the bus arrives. Drivers follow a strict time schedule and cannot wait for late students.
2. Stay off the highway until your bus comes to a complete stop and has its red lights blinking.
3. Parents are responsible for maintaining supervision over their children at the bus stop.

#### **MISSED BUSES**

If a child fails to return home at the end of the day, please follow this procedure:

1. DON'T PANIC.
2. Stay at home, call your child's school and give the child's name, bus number, and homeroom. It is also helpful if you give the name of another child who rides the same bus. In the event there is no answer, call the transportation coordinator at (717)436-2111, extension 5017.
3. Stay close to the telephone.
4. The school will contact the teacher to see if the child went on the bus, then call the bus driver at the end of the run. (Usually, the bus driver will return to the child's bus stop if they find the child has forgotten to get off the bus. In the case of a child getting on the wrong bus, they will return to school and we will contact you.
5. PLEASE contact the SCHOOL when your CHILD ARRIVES HOME.

#### **PICK UP OR DROP OFF OF STUDENTS DURING OR AFTER SCHOOL HOURS**

1. A note must be submitted to the school office and contain the following:
  - a. Date of pick up or drop off
  - b. Name of student
  - c. Person picking up or returning student  
Staff on duty may ask for identification of driver picking up or dropping off student.
  - d. Reason for arriving late or leaving early.
  - e. **Students picked up or dropped off during school hours MUST be signed in or out at the school office. (Between the hours of 8:20 AM and 3:15 PM.) Parents are not allowed to walk to the classroom to pick up their child due to security reasons.**
  - f. **A verbal contact (as in a call to the school) in place of a parental note should be reserved for emergencies only, such as telephone calls during the school day. Due to the various activities which the office oversees, do not count on a voice message being retrieved prior to dismissal time.**



## ARRIVAL AT SCHOOL

Children who walk or are driven to school by their parents should plan to arrive **after 8:00 AM and prior to 8:20 AM**. Although parent work schedules or personal plans make it attractive to drop children off at school early, we ask that other arrangements be made. This will assure that your child will have proper supervision upon arrival at school. **Parents and guardians are not allowed to walk students to their classrooms for security purposes.**

## PARENT PICKUP

Please refer to your child's specific school building for drop-off and pick-up procedures.

## PARKING AT THE BEGINNING AND END OF THE DAY

If picking up or dropping off your child, do not park in areas designated for buses.

## MEDICAL AND DENTAL APPOINTMENTS

Parents are encouraged to make medical and dental appointments outside of school hours. If you are unable to make an appointment after school hours, please obtain a medical excuse form completed by the physician or dentist and return it to the school with your child. For routine medical and dental appointments, additional information may be required in determining the length of an excusable absence.

## ATTENDANCE

Regular attendance is strongly connected to school success. The child who is seldom absent is able to learn more easily because he is neither encumbered with gaps in knowledge, nor does that student have to catch up on missing information while still attempting to progress with the group. Students are expected to be in school except in cases of emergency or for reasons as outlined in the Pennsylvania School Code: Sickness of the Pupil, Death in the family, Impassable roads and Quarantine.

Written excuses by the parent for absences are to be handed in within three days. **An excuse that has not been returned will be considered illegal on the fourth day following the absence.**

All other reasons for absence will be considered unexcused. Further, for all children who are of school age and who are enrolled in school, an unexcused absence is also categorized as unlawful.

To allow flexibility in the enforcement of compulsory (required) school attendance, the school code provides that any child may incur three unlawful days each school year without penalty; however, when this point is reached, the principal is required to inform the parent in writing. This letter also provides that further unlawful absence will result in prosecution and possibly a fine.

Any child who arrives at school between 8:20 A.M. and 9:00 A.M. is considered **TARDY**. Any student who arrives at school after 9:00 A.M. would be considered absent one-half day. Any student who leaves school between 2:30 P.M. and 3:15 P.M. would be recorded as an **EARLY DISMISSAL**. A child who leaves prior to 2:30 P.M. would be recorded as a half-day absence.

The school may require a doctor's excuse for excessive absences. If a student accumulates **ten days of absences during the first semester, a letter of concern and warning of a doctor's excuse soon being required will be mailed home. If a child misses 15 days during the school year** they will be required to furnish a doctor's excuse for each additional absence. A student has **three days** upon return to school to turn in the excuse. After that time, the absence will be considered illegal. After three illegal absences have been accumulated, students will be notified of possible fines and/or legal action that will be taken if they incur additional illegal absences. Letters of concern are also sent home when absences begin to accumulate. **Four unexcused tardies equal one-half day of an unlawful absence and may result in a fine.** Extenuating circumstances may be considered by the principal.

## HOMELESS STUDENTS

McKinney-Vento Homeless Assistance Act

The McKinney-Vento Homeless Assistance Act is the federal law that entitles students who are homeless to a free, appropriate public education and requires schools to remove barriers to their enrollment, attendance, and success in school. The Juniata County School District is committed to providing quality education for all students. This includes providing additional assistance to those children who are experiencing homelessness.

### Definition of Homelessness

- Lacking a fixed, regular, and adequate nighttime residence; or
- Having a nighttime residence that is a shelter, temporary institutional residence, makeshift arrangements in someone else's home, or a place not designed for human accommodations.

### Homeless Students' Rights

- Free and appropriate public education;
- Services comparable to those offered to non-homeless children and youth, including transportation;
- Choice to remain in their school of origin or transfer to a school in their current attendance area;
- Enrollment in school despite lack of permanent address or lack of school records.

### Parents' Rights to the Education of Their Children

- You do not need a permanent address to enroll your child in school.
- You have a choice of school placement. Your child may remain at the same school he or she attended before becoming homeless, or enroll at the school serving the attendance area where you are receiving temporary shelter.
- Your homeless child cannot be denied school enrollment just because school records or other enrollment documentation is not immediately available.
- Your child has the right to participate in all extracurricular activities and all federal, state or local programs for which your child is eligible, including food programs; before- and after-school programs; vocational education; Title I; and other programs for gifted, talented and disadvantaged learners.
- Your child may have a right to transportation services to and from school.
- Your child cannot be isolated or separated from the mainstream school environment solely due to homelessness.
- If you do not agree with the educational placement of your child, you and your child have the right to receive prompt resolution of any dispute.

### PENNSYLVANIA FARM SHOW

Each January, Harrisburg's Farm Show Complex hosts the Pennsylvania Farm Show. Participants and exhibitors are excused to attend the Farm Show for the day of their participation. A written excuse must be submitted by the participant or exhibitor.

**Students visiting the Farm Show are required to submit, prior to their one-day absence, an excuse stating the date on which they will be in attendance at the Farm Show.** An excused absence will only be allowed for farm show attendance if prior notice is submitted in writing to your child's school.

### FIELD TRIPS

Field trips are a privilege provided by the Home and School Association. Chaperones are needed for elementary grade level field trips and are selected by the Home and School Association in partnership with the classroom teachers and the principal. **All** chaperones must provide Act 34, FBI and Act 151 clearances to the school in order to accompany students (See Appendix E). If a parent or guardian of a medically fragile child needs to accompany the child on a field trip, documentation must be on file with the school at least thirty (30) days prior to the date of the field trip. Special arrangements must be made in advance with the principal. Please see the Appendix for more information on Chaperone requirements and expectations. The elementary principals will provide mandatory chaperone guidelines for field trips.

### EDUCATIONAL TRIPS

The Juniata County School Board has approved a policy concerning educational trips for students in our district. The policy tries to accommodate the busy schedules our families have and provide them the opportunity to arrange legally excused vacations. A copy of the policy as approved by the board is included in the handbook. Please read the entire policy carefully before scheduling such a trip.

**Note: An application for educational tours and trips (not school sponsored) is provided in the Appendix. The completed application must be submitted to the building principal two (2) weeks prior to the start of your trip.**

### ABSENCES FOR RELIGIOUS REASONS:

All absences occasioned by the observance of the student's religion on a day approved by the Board as a religious holiday shall be excused. The Board shall, upon written request of the parents or guardians, release from attendance a student participating in a religious instruction program acknowledged by the Board. Such instruction shall not require the child's absence from school for

more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record.

## **DISCIPLINE**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people.

Teachers are expected to establish and maintain a suitable learning environment and encouraged to correct disrespectful behavior. Students who use a common sense approach to work and the rights of others are a pleasure to teach and an asset to our school.

**In addition to complying with District Policy 218 regarding discipline, we reserve the right to discipline a student who threatens life or bodily injury to another student or adult. The first offense would involve written notification to the parent and guidance counselor. Additional offenses may result in suspension from school. However, this determination is made on a case by case basis by the building principal.**

## **SCHOOL VOLUNTEER CLEARANCES**

- The law now requires all school employees, contractors and volunteers having direct contact with children to obtain new clearances (child abuse history clearance and state and federal criminal history checks) every five years.
- For purposes of the CPSL clearance requirements, a volunteer is an adult serving in an unpaid position in which they are individually responsible for the welfare of a child or have "direct contact with children" (care, supervision, guidance or control of children, or routine interaction with children).
- 23 Pa. C.S. § 6344.2 requires any prospective volunteer who will have direct contact with children to obtain all three of the usual background checks/clearances first (FBI, PSP & child abuse).
- The only exception is that a prospective volunteer does not need a FBI background check if all of the following are true: (1) the position is unpaid, (2) the person in question has been a Pennsylvania resident for the last ten years, and (3) the person in question swears in writing he or she is not disqualified from service under 23 Pa. C.S. § 6344(c).
- No matter what, all volunteers who have direct contact with children must obtain the PSP background check and the child abuse clearance.

To obtain your clearances as a volunteer, please access the following websites. The clearances can now both be obtained online. Pennsylvania State Police Background Check: <https://epatch.state.pa.us> Department of Public Welfare Child Abuse Clearance: <http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

## **HOME AND SCHOOL ASSOCIATION**

Many parents are involved in the Home and School Association, which directs fundraising for the schools, assists with field trips, and provides programs for our students. We invite you to become involved in this program which benefits every child in the school. Please contact your child's school for a meeting schedule.

## **GRADES**

Teachers are faced daily with a dilemma that seems to be inherent to the grading process. On one hand they have the obligation to evaluate each child according to his abilities. On the other hand, they have the responsibility to demonstrate how each child is achieving within his group. It is not always easy to resolve these two aims: nevertheless, your child's grades are the culmination of our efforts to evaluate appropriately with these two factors in mind.

Students should always aspire for excellence in their schoolwork. Parents will receive an evaluation of their child's work as follows:

1. Kindergarten children will bring home a progress report at the end of the first nine week grading period. Skills-based report cards will be sent home at the end of the second, third, and fourth marking periods.
2. First through sixth grade children will bring a report card home at the end of each nine-week grading period.

The grading system used consists of numerical averages. Parents may use the following as guidelines in interpreting grades for math, reading, and spelling:

90-100	A –EXCELLENT
80-89	B - ABOVE AVERAGE
70-79	C –AVERAGE
60-69	D – PASSING
Below 60	F – FAILURE

Health, Music, Science (Grades K-3), Social Studies (Grades K-3), Library/Media, and Art will be graded on the following letter scale:

O - Outstanding	90-100
S - Satisfactory	70-89
U - Unsatisfactory	Below 69

A LOW GRADE IN ANY SUBJECT SHOULD BE MADE A MATTER OF IMMEDIATE INQUIRY on the part of the parent, whether it is to be attributed to lack of study, too many outside engagements, too much irregularity in attendance, or to some other cause which should receive consideration. Therefore, the report card should be discussed with your child each time it is received. If any particular needs are indicated in any way, we suggest that you confer with the teacher or the principal regarding it. Parents' interest in the progress of their child with occasional visits to the school proves a great source of inspiration and help to both pupil and teacher. Your cooperation is requested in this endeavor to secure your child's best development.

### **SCHOOL NURSE**

Certified School Nurses and Licensed Practical Nurses employed by the School District visit their assigned schools on a regular schedule. Throughout the school year, they conduct various health screenings, such as vision, hearing, height, weight and body mass index (BMI). They assist the school physician and school dentist in examinations. Other responsibilities are to evaluate and monitor communicable diseases and to evaluate and assess the health needs of students. They also give health related classroom presentations. School nurses provide health counseling and act as health resource persons.

### **IMMUNIZATIONS**

The Pennsylvania School Immunization Law requires that all children entering school be immunized as follows: four doses of diphtheria tetanus toxoid (DT), four doses of polio vaccine (OPV or IPV), three doses of Hepatitis B vaccine, two doses of mumps, measles, and rubella (MMR) vaccine, and two doses of varicella (chicken pox) immunity will be required (either disease or vaccine) for new school entrants. Written proof of immunizations must be submitted before a child enters school. The school nurse should be consulted with any questions pertaining to immunizations. Policy 201 requires proof of immunizations for admission of students to school.

### **SICKNESS AND INJURY AT SCHOOL**

A top priority of school personnel is to keep children safe and healthy. Nevertheless, children do occasionally get sick while at school. When a child is deemed ill enough to go to the health room, the nurse will assess the child's needs and will contact parents if necessary. If the school nurse is unable to reach a parent, the contacts listed on the child's emergency card will be called. It is very important to list two separate contacts that would be willing to care for your child in your absence. **Please alert the school to any phone number and emergency contact information changes.**

Minor cuts and bruises are cared for using first aid supplies in accordance with the orders from the school physicians. These items are intended for first aid only and are not to be indiscriminately dispensed. When a more serious injury is suspected, we do not hesitate to call home. It is the parents' responsibility to decide whether further treatment by a doctor is necessary. In the event of an apparent serious injury, we are prepared to react in accordance with parents' wishes as expressed on the child's emergency card.

### **MEDICATION**

The Juniata County School District recommends that medication be given before or after school hours whenever possible. If it is essential for a student to receive medication during school hours, certain guidelines must be followed. A complete list of guidelines can be found in the Appendix in the back of the handbook.

Before any medication may be administered to any student during school hours, the parent **and physician** must sign the authorization form for medications. For prescribed medication **and over-the-counter medication**, the student's physician must complete the physician form.

Students may not bring their medication to school. **Parents must bring the medication to their child's school and sign a Medication Administration Consent & Licensed Prescriber Order form.** (See Appendix for the form). In the event a parent cannot deliver the medication to the school, the parent may, with written permission, designate an adult to do so in his/her place. Medication must be given to qualified school personnel in the **original labeled** container. **If a student brings medication to school, it will not be administered.** The parent will be notified.

In the event the student is no longer taking medication or at the end of the school year, the parent or designated adult should collect any unused medication. If a parent does not collect the medication within ten (10) days of notification, the certified school nurse will destroy/discard the unused medication.

### **EMERGENCY INFORMATION**

In case of emergency, each student is required to have on file at the school office the following information.

1. Parent(s) or Guardian(s) names
2. Complete and up-to-date address
3. Home phone and parent(s) work phone and cell phone (connected and working)
4. **Two** (2) emergency phone numbers of friends or relatives with a means of transportation who will be available and willing to assume temporary care of your child. (The emergency number should not be your home phone number.)
5. Physician's name and phone
6. Medical alert information

**Parents should notify the school immediately of any changes in any of the above information.**

### **INSURANCE**

The School District offers parents the opportunity to insure their school age children through a School Accident Insurance Plan. A full explanation of the coverage provided is included in the brochures distributed by the company and made available to each student at the beginning of each school year. If you elect to purchase Insurance, this brochure should be kept in your files. In case of an accident, claim forms must be completed at the principal's office before payment will be made.

Pennsylvania's Children's Health Insurance Program (PA CHIP) has expanded to cover all uninsured kids and teens in Pennsylvania. No family makes too much money to qualify for CHIP. Information on PA CHIP can be found at [www.chipcoverspakids.com](http://www.chipcoverspakids.com). Your child will be bringing a pamphlet home during the first week of school containing valuable information regarding this program.

### **PHOTOGRAPHS**

All children will have their photographs taken annually; giving parents the option of purchasing photographs at a reasonable price. Each student will receive a photo student ID card which is kept at school and used with the school lunch program. Parents will be notified prior to the date photographs will be taken. If parents elect to purchase school photographs, payment must be made on the day pictures are taken. In an effort to make the public aware of student achievements, student photographs and personally identifiable information is occasionally published in the newspapers. In an attempt to protect privacy, a **Photo Exemption Form** has been created. If you choose for your child not to be photographed or their likeness not to be used in any district publication, please visit your child's school to complete the necessary documents.

### **CHANGE OF RESIDENCE**

The school secretary should be notified promptly if it becomes necessary for a family to move at any time during the school year. Students moving out of the district will need to have a release of records form signed by the parents so records may be sent automatically to the new school. If it is impossible to notify the school secretary, the classroom teacher should be notified. In addition, address changes need to be reported to the school. In completing your child's emergency card, check the appropriate box indicating whether or not the current address is the same as reported last year. Students who wish to continue to attend JCSD schools and do not live within the attendance area will be charged tuition according to Policy 202.

### **DRESS CODE**

The dress code for students is in accordance with the Juniata County School District Policy 221, Pupils, Dress and Grooming. The entire policy can be found on the Juniata County School District website <http://www.jcsdk12.org/> or at the school office. Teachers should inform students of the policy the first day of school and should also report students not abiding by the restrictions. While our policy concerning wearing shorts allows the early date of April 1<sup>st</sup> and the late date of October 31<sup>st</sup>, we urge parents to help their children use discretion in wearing shorts on cool days which may occur in these months. At the elementary schools, the mulch on the playground is much more easily walked upon if students are wearing sneakers.

### **CAFETERIA**

The Juniata County School District is committed to producing quality meals that are nutritious and appealing to children. All schools in Juniata County are equipped with modern, well-staffed cafeterias. Children in grades kindergarten through six may purchase both breakfast and lunch meals daily. Parents are encouraged to prepay for students' meals, with Monday morning being the designated

payment time. Checks or money orders are to be made payable to Juniata County School District. On the payment envelope, include the child's name, amount of payment, and teacher's name. If you elect to write one check for multiple siblings, clearly indicate the amount to be placed in each child's account.

Applications for free or reduced price lunches will be sent home with each child at the beginning of the school year for those parents wishing to apply for this benefit. Additional applications are available from your child's school throughout the year should your financial situation change.

If a child packs a lunch or snack for school, glass packaging, soda and other carbonated beverages are not permitted. The items purchased during breakfast and lunch times are to be consumed during the allotted breakfast and lunch times. Leftover items are not allowed to be taken out of the cafeteria.

### **RECESS, TOYS AND BRINGING ITEMS TO SCHOOL**

Students have recess time outdoors every school day unless the weather is inclement or temperatures are twenty or below.

There have been numerous instances of loss, theft, and damage to students' personal toys and games at school in the past. There have also been behavioral and safety concerns as a result of toys being brought to school. As a preventive measure we are no longer allowing toys in the school setting unless they are part of a show-and-tell arrangement for the classroom approved by the teacher.

On the occasion that there are toys or games from home in sight or in use in the school, these objects would be confiscated by the staff. If this occurs, you may be notified by the staff member or your child in which case you will be responsible to come to the school to retrieve the item. They will not be sent home with the child. The only exception to this policy would be if a teacher gave specific directions in allowing a toy to be brought to school, as in the case of show and tell sessions.

We hope that this will alleviate many safety and behavioral concerns that have occurred and we appreciate your cooperation on this issue.

Many students are avid collectors and traders of various types of cards such as Pokémon. Students are also interested in "Silly Bands" and other small items which are popular at various times. Students do not always understand the concept of trading cards and other items and it has become problematic in the school setting.

Please have your child(ren) keep their trading cards and trading items at home. In the future, if students have cards or trading items with them at school, the items will be kept in the office until a parent can claim them.

### **EXCEPTIONAL STUDENT IDENTIFICATION**

Under Federal Law entitled "Individuals with Disabilities Education Act" and "Pennsylvania Special Education Regulations and Standards," each exceptional child has the right to a free appropriate education designed to meet the child's learning needs.

The term "exceptional" includes children with physical, emotional or mental disabilities and youngsters who are mentally gifted. In order to ensure that all exceptional children are identified, the Juniata County School District conducts certain screening and identification activities during the entirety of each school year.

The Juniata County School District utilizes two levels of screening activities: Level I screening includes group-based data such as a review of cumulative records, enrollment records, health records, report cards and group achievement testing.

Level II screening includes hearing screening, which is conducted in kindergarten, first, second, third, seventh, and eleventh grades, and all special education classes, vision screening, which is conducted in every grade each school year, motor screening, which is accomplished through ongoing observations by the regular and physical education teacher, and speech and language screening which is conducted for students about whom there is concern in speech and language skills.

The school district along with Tuscarora Intermediate Unit No. 11 provides specially designed instruction to meet the needs of any exceptional school-age student or young child who falls within any of the following exceptional categories and needs special education as determined by an IEP team. The categories are as follows: (a) autism/pervasive developmental disorder, (b) serious emotional disturbance, (c) neurological impairment, (d) deaf and hearing impairment, (e) specific learning disability, (f) mental retardation, (g) multi-handicap, (h) other health impairment, (i) physical disability, (j) speech impairment, (k) blind and visual

impairment, and (I) mental giftedness.

Related services such as transportation or any developmental, corrective or supportive service needed to assist an exceptional student to benefit from special education are also provided. In continuing instruction the area of self-sufficiency and basic communication are stressed in order to maintain skills that have already been mastered.

If an individual chooses to request that the school district initiate screening or evaluation activities for a child, he or she should contact the building principal.

The school district is required to protect the confidentiality of any personally identifiable information collected regarding a student. Only school personnel are permitted to see a student's file. Any other persons must have written approval before they can see the file or receive copies of information in the file. A parent or student 18 years of age can review the student's file and challenge the validity of any record or report or challenge maintenance of any information in the file. Information on policies and procedures concerning management of educational records for exceptional students can be secured at the school principal's office. Additionally, in compliance with state and federal laws, the Juniata County School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services for protected handicapped students are distinct from those applicable to all eligible or exceptional students enrolled or seeking enrollment in special education programs.

Further information on the evaluation and provision of services to protected handicapped students may be obtained by contacting the school principal or the district Director of Special Education.

#### **WEAPONS POLICY**

The Juniata County School District's School Board recognizes the importance of a safe school environment in the educational process. The purpose of this policy is to prohibit students from being in possession of weapons on school property.

For the purpose of this policy, the following definitions from Section 1317.2 of the Public School Code shall apply:

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

"School property" shall mean any public school grounds, any school sponsored activity or any conveyance providing transportation to a school entity or school sponsored activity.

The possession of a weapon on school property is prohibited, and incidents of students possessing weapons will be reported to the students' parents, local law enforcement officials, and to the Department of Education as required.

Except as otherwise provided by the Public School Code, a school district shall EXPEL, for a period not less than a 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. The superintendent may recommend discipline short of expulsion on a case-by-case basis. Compliance with the Individuals with Disabilities Education Act shall occur with exceptional students.

The maintenance and transfer of disciplinary records in accordance with the Public School Code will be under the direction of the principal.

#### **TOBACCO CONTROL POLICY**

The Board of Directors of the Juniata County School District recognizes that smoking or use of other forms of tobacco presents a hazard, which can have serious consequences for both the smoker and non-smoker. Further, Act of December 21, 1988 P.L. 1315, No. 168, requires the establishment of Board policy to enforce the prohibition of tobacco use.

For purposes of this policy, tobacco shall mean all forms, including cigars, cigarettes, pipe, chewing tobacco, and snuff.

PUPILS: The possession or use of tobacco by pupils is prohibited in school buildings, school buses, school vehicles, and school district property during school sponsored activities.

PENALTIES: A pupil who commits an offense under this policy shall be prosecuted under the provisions of ACT 145 of 1996, and shall upon conviction be sentenced to pay a fine of up to \$50 and to pay court charges.

**DRUG AND ALCOHOL POLICY**

Standards of Conduct - The use or possession of illicit drugs and alcohol is both harmful and illegal. Students in the Juniata County School District are prohibited from possessing, using, or distributing illicit drugs or alcohol while on school property or at school sponsored activities. Compliance with the standards of conduct is mandatory.

Disciplinary Sanctions - Disciplinary sanctions up to and including expulsion and referral for prosecution will be imposed on students who violate the standards of conduct. Any student who may be concerned about their own involvement with drugs or alcohol may seek help from any member of the school staff. Students may also be referred to enrollment in an appropriate rehabilitation program. Information about drug and alcohol counseling and rehabilitation programs is available through the school principal’s office. The following situations are typical of those which may occur in school or at school related activities. They are intended as guidelines.

Situation	Immediate Action	Investigation	Disposition of Substance	Discipline	Notification of Police
Any situation wherein a student demonstrates obvious symptoms of possible drug use. (Staggering, slurred speech dazed appearance, etc.)	Standard health and first aid	Principal or delegated authority	Available to medical personnel	Dependent on circumstances, may require counseling	No
The student is caught with a small amount of drugs (amount typical for personal use) for the first time.	Principal is involved and substances will be taken	Principal or delegated authority	Submitted for analysis	Suspension with required counseling	Possible
The student is caught for the first time with a small amount but is uncooperative. (Will not turn over the substances, responds with arrogance.)	Principal is involved and substances will be taken	Principal or delegated authority	Submitted for analysis	Suspension with possible recommendation for expulsion. Required counseling	Likely
The student is caught again in possession of a small amount of a drug substance.	Principal is involved and substances will be taken	Principal or delegated authority	Submitted for analysis	Suspension with possible recommendation for expulsion. Required counseling	Yes

The student is caught in the possession of a large amount of a drug substance. (More than for personal use indicating the intention to sell or distribute.)	Principal is involved and substances will be taken	Principal or delegated authority	Turned over to police	Suspension for 3-10 days with possible recommendation for expulsion. Required counseling	Yes
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**The school maintains the right to inspect at any time lockers, desks, book bags, etc. If necessary, vehicles on school property may also be inspected. IN THE ABOVE SITUATIONS, THE PARENTS WILL BE NOTIFIED AND CONFIDENTIALITY WILL BE LIMITED TO THOSE INVOLVED.**

**TECHNOLOGY**

**STUDENT ACCEPTABLE USE OF TECHNOLOGY**

All users are expected to act in a professional, responsible, ethical and legal manner when utilizing district technology, network and Internet resources. Users must read, understand, provide a signed acknowledgment form and comply with this policy, which includes:

1. Use of the Internet and network resources must be in support of district educational and operational programs.
2. Illegal activity, commercial activities, lobbying, and unauthorized advertising are prohibited.
3. Hate mail, discriminating remarks, profanity, inappropriate language and offensive communications are prohibited.
4. Bullying, cyberbullying and harassment are prohibited. The student will abide by district bullying policies when utilizing district technology, network and Internet resources.
5. Access to or distribution of pornographic, obscene, lewd, illegal or other material deemed harmful to minors is prohibited.
6. Users will not intentionally seek information on, modify, or obtain copies of files, other data, or passwords belonging to other users, or misrepresent other users on the network.
7. Use of school technology or network connectivity for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to appropriate authorities.
8. Loading, distribution, or use of unauthorized software, programs or utilities on district technology or network services without prior approval from the district Technology Coordinator or his/her designee is strictly prohibited.
9. All users are expected to adhere to copyright laws and regulations. The illegal use of copyrighted software, materials, or files is prohibited.
10. The network will not be used to disrupt the work of others; hardware or software will not be destroyed, modified or abused in any way.
11. All users will be responsible for damages to equipment, systems and software resulting from deliberate or willful acts. Users will not be responsible for damage due to normal wear and tear or for accidental damage, loss, or theft.
12. Any attempt to circumvent security measures on the district network or technology devices is prohibited. Unauthorized access, deletion or modification of passwords, files and data belonging to other users is prohibited. All users should report any security problems to the school administration.
13. Laser pointers and other laser-emitting devices are strictly prohibited.

**Consequences of Inappropriate Use**

General rules for behavior, ethics, and communications apply when using the network, internet and related resources and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy or other policies, or for unlawful use may result in loss of network access and a variety of other disciplinary actions, including, but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, suspensions (with or without pay for employees), dismissal, expulsions, and/or legal proceedings on a case-by-case basis.

This policy incorporates all other relevant district policies, such as, but not limited to, the student, administrative, professional, and classified employee handbooks, the district's professional code of conduct policy, discipline policies, copyright policy, property policies, curriculum policies, terroristic threat policy and harassment policies, as well as the electronic devices policy.

Violations as described in this policy may be reported to the school district, appropriate legal authorities, whether the Internet Service Provider, local, state, or federal law enforcement. The school district will cooperate to the extent legally required with authorities in all such investigations.

APPENDICES

APPENDIX A

JUNIATA COUNTY SCHOOL DISTRICT

<p>1. Purpose</p> <p>Pol. 204</p> <p>2. Guidelines</p>	<p>204.1. EDUCATIONAL TOURS AND TRIPS NOT SCHOOL SPONSORED</p> <p><b><i>This policy deals with tours and trips which are not a part of the school curriculum and require the student to be absent from school. The responsibility for approving a student's participation in a non-school-sponsored tour or trip lies exclusively with the building principal or Superintendent.</i></b></p> <p>In accordance with Board policy, it is necessary that family trips for educational purposes be considered within the context of school purpose and school law.</p> <p>Parents who are planning to take their children on an educational trip during the time that school is in session may request an excused absence for the students. Consideration of such a request is dependent on these conditions:</p> <ol style="list-style-type: none"> <li>1. The maximum of five (5) days permitted may be used for no more than two (2) such trips in any one (1) school year. Any number of days less than five (5) used in two (2) trips will be forfeited.</li> <li>2. Any days beyond the maximum of five (5) days permitted will be considered unexcused and unlawful for students under age seventeen (17) and appropriate legal action will be taken.</li> <li>3. The parent/guardian is responsible for contacting and submitting a written request to the principal providing the details of the tour or trip. The written request must be received by the building principal at least ten (10) days in advance of the scheduled absence. More time is preferred.</li> <li>4. The building principal will consult with the parent regarding details of the tour or trip to ascertain its purpose and who will be responsible for supervision of the student on the trip or tour.</li> <li>5. The purpose, itinerary, and supportive educational aspects must be clearly explained for justifying such an experience beyond the classroom.</li> <li>6. If approval is granted before the trip is taken, the student's absence will be excused. If prior approval is not received, the absence will be classified as an unlawful and unexcused absence. Should the student's absence extend beyond the approved time, such days will be classified as unlawful and/or unexcused.</li> <li>7. The student is expected to complete all school work that is assigned during the approved absence. It will be the student's responsibility to contact teachers and make up assignments missed. Such assignments will be given to the student immediately prior to the absence, and may include a report to be placed in the student's Writing Across the Curriculum portfolio.</li> <li>8. <b>Permission will not be granted for trips/tours during the district's standardized testing period, the state's testing periods, and the secondary school examination periods at the end of the first and second semesters.</b> Furthermore, no request will be approved for a student who is experiencing academic difficulties, or who is academically ineligible to participate in extracurricular activities. Finally, no request shall be approved for a student who has been absent from school for more than ten (10) school days in the academic year unless the student has experienced a documented extraordinary illness/injury or circumstance.</li> <li>9. The parent/guardian has the right to permit the child to go on non-school sponsored trips or tours. However, the school district has the right to judge the absence as being excused or unexcused. If the absence is unexcused, the student has the right to make up school work and tests that are missed. It is the student's responsibility immediately upon returning to school from an unexcused or excused absence to contact teachers for assignments and tests and complete them according to instructions from the teacher(s). If the student fails to make up within a reasonable period of time school assignments and tests missed due to absence from school, the incomplete grades will be converted to failing grades. A reasonable period of time is considered to be one (1) day for each day of absence from school.</li> </ol>
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**Application for Educational Tours and Trips**

**Not School Sponsored**

This application must be completed and submitted to the principal of the participating students at least two weeks prior to the scheduled vacation. An application must be submitted to the principal of the building where the children are matriculated.

<u>Student</u>	<u>Grade</u>	<u>School</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date of the Trip \_\_\_\_\_

Destination \_\_\_\_\_

Planned Educational Activities:

Day 1 \_\_\_\_\_

Day 2 \_\_\_\_\_

Day 3 \_\_\_\_\_

Day 4 \_\_\_\_\_

Day 5 \_\_\_\_\_

The student will complete the following activities during the vacation. (Check all that apply)

\_\_\_\_\_ Student will keep a journal of the trip of which length and content should reflect the instructional level of the child.

\_\_\_\_\_ Student will complete a class presentation covering educational experiences gained from the trip.

\_\_\_\_\_ Student will complete a writing assignment related to the experience.

\_\_\_\_\_ Student will develop a project which is approved by the principal.

The projects chosen by the student must be approved by the building principal. The student will have the number of school days to complete the project which equals the length of the trip. Projects completed unsatisfactorily will result in absences being coded illegal.

Describe in the space below how this trip will be beneficial to your student's educational program.

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_  
(Principal Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date Received)

**Juniata County School District  
Medication Administration Consent & Licensed Prescriber Order**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

In accordance with JCSD Policy Guide 210, medications should ideally be given at home before and/or after school. However, when this is not possible, prior to receiving any medication at school, each student must provide the School Nurse with a *Medication Administration Consent* form signed by the student’s parent/guardian and a *Medication Order* from a licensed prescriber. All prescription medications must be in the original, labeled prescription bottle/container from the pharmacy. All over-the-counter medications must be in the original package, labeled with the student’s name.

**PARENT/GUARDIAN CONSENT:**

I give permission for my child, \_\_\_\_\_, to receive the following medication listed below during the school day. I understand the medications will be given by the Certified School Nurse or School Health Assistant according to my child’s licensed prescriber’s directions.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian printed name: \_\_\_\_\_

~~~~~

**LICENSED PRESCRIBER MEDICATION ORDER:**

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Name of medication: \_\_\_\_\_

Dosage and route: \_\_\_\_\_

Time of administration: \_\_\_\_\_

Purpose of medication: \_\_\_\_\_

Special directions: \_\_\_\_\_

Discontinuation date: \_\_\_\_\_

Licensed prescriber signature: \_\_\_\_\_ Date: \_\_\_\_\_

Licensed prescriber printed name: \_\_\_\_\_ Phone: \_\_\_\_\_

## A REMINDER CONCERNING MEDICATION GIVEN AT SCHOOL

Students who need to take medication during school hours must comply with school district regulations. These include the guidelines listed on the reverse side of this sheet as well as the following:

- (1) Students are not permitted to bring medication to school (with the exception of inhalers and Epi-Pens).
- (2) If a student brings medication to school, it will not be administered. Parents will be notified.
- (3) The parent/guardian shall be responsible for bringing the medication to school.
- (4) In the event that a parent cannot deliver the medication to school, he/she may, with written permission, designate an adult to do so in his/her place.
- (5) Medication must be brought to school in the original, labeled container. Do not send medications in plastic bags or envelopes. The medication will not be administered.
- (6) A "Medication Verification Form" must be signed by the parent/guardian for all medication brought to school.
- (7) In the event the student is no longer taking medication or at the end of the school year, the parent/guardian should collect any unused medication.
- (8) If a parent does not collect the medication within one week following termination of the order or one week beyond the close of school, the medication will be destroyed.
- (9) All medication will be kept in a locked cabinet in the nurse's office. **Students may carry their inhalers or Epi-pens with them, provided the necessary paperwork is on file with the School Nurse, including a written statement from the licensed prescriber that states it is necessary for the student to carry the medication and that the student is capable of self-administration.**

**NO MEDICATION WILL BE GIVEN UNLESS THESE INSTRUCTIONS ARE FOLLOWED.**

Thank you for your cooperation with this matter.

*Heather Dreibelbis, RN, BSN, M.Ed.*  
Certified School Nurse

*Penny Ritzman, RN, BSN*  
Certified School Nurse

*Jillian Wright, RN, BSN*  
Emergency Certified School Nurse

## Appendix C

### **Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students (Revised July 2012)**

#### **Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is considered when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact your educational agency.

#### **Evaluation Process**

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit staff.

#### **Consent**

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, [www.Pattan.net](http://www.Pattan.net) or your educational agency. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

#### **Program Development**

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

#### **Confidentiality of Information**

The SDs, IUs and CDs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family

Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

|                                                                                                                                   |                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>INTERMEDIATE UNIT</b>                                                                                                          |                                                                                                                             |
| Tuscarora Intermediate Unit 11<br>2527 US Hwy 522 S<br>McVeytown, PA 17051                                                        |                                                                                                                             |
| <b>SCHOOL DISTRICT OFFICES</b>                                                                                                    |                                                                                                                             |
| Central Fulton School District<br>151 East Cherry Street<br>McConnellsburg, PA 17233-1400                                         | Forbes Road School District<br>Forbes Road High School<br>159 Redbird Drive<br>Waterfall, PA 16689                          |
| Huntingdon Area School District<br>Administrative Office<br>2400 Cassady Avenue, Suite 2<br>Huntingdon, PA 16652-2602             | Juniata County School District<br>Administrative Office<br>75 South Seventh Street<br>Mifflintown, PA 17059                 |
| Juniata Valley School District<br>Juniata Valley High School<br>7775 Juniata Valley Pike, PO Box 318<br>Alexandria, PA 16611      | Mifflin County School District<br>Administrative Building<br>201 Eighth Street, Highland Park<br>Lewistown, PA 17044        |
| Mount Union Area School District<br>Administrative Center<br>603 N. Industrial Drive<br>Mount Union, PA 17066                     | Southern Fulton School District<br>Southern Fulton High School<br>3072 Great Cove Road, Suite 100<br>Warfordsburg, PA 17267 |
| Southern Huntingdon School District<br>Southern Huntingdon County High School<br>10339 Pogue Road<br>Three Springs, PA 17264-9730 | Corrections Education<br>Trough Creek Youth Forestry Camp #3<br>4534 Tar Kiln Road<br>James Creek, PA. 16657                |
| <b>CHARTER SCHOOLS</b>                                                                                                            |                                                                                                                             |
| New Day Charter School<br>256 South 5th Street.<br>Huntingdon, PA 16652                                                           | Stone Valley Community Charter School<br>P.O. Box 44<br>Pine Grove Mills, PA 16868                                          |

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

Tuscarora Intermediate Unit 11 – Special  
Education Services

Ms. Sandi Dinardi 814-542-2501

Central Fulton School District  
Forbes Road School District  
Huntingdon Area School District  
Juniata County School District

Ms. Ginger Thompson 717-485-3195  
Ms. Heather Hand 814-685-3865  
Ms. Robin Whitsel 814-641-2104  
Mrs. Jill Condo 717-436-2111

|                                            |                     |              |
|--------------------------------------------|---------------------|--------------|
| Juniata Valley School District             |                     | 814-669-4401 |
| Mifflin County School District             |                     | 717-248-0148 |
| Mount Union Area School District           | Ms. Dianne Thomas   | 814-542-8631 |
| Southern Fulton School District            | Ms. Diane Younker   | 717-294-3400 |
| Southern Huntingdon County School District | Ms. Stacey Miller   | 814-448-3411 |
| Huntingdon County Prison                   | Ms. Robin Whitsel   | 814-641-2104 |
| Mifflin County Prison                      |                     | 717-248-0148 |
| Juvenile Corrections                       | Mr. Ronn Bargiel    | 814-658-4024 |
| Early Intervention Programming             |                     | 814-542-2501 |
| School-Age Programming                     | Ms. Fran Merrifield | 814-542-2501 |
| Non-Public Schools Located in IU 11        | Ms. Linda Dell      | 814-542-2501 |
| New Day Charter School                     | Ms. Deb Goodman     | 814-643-7112 |
| Stone Valley Community Charter School      | Ms. Verna Etchells  |              |

## APPENDIX D

### HOW TO DETECT AND TREAT HEAD LICE

#### DEAR PARENTS:

*If your child has head lice, don't panic. Millions of children contract head lice each year. Children play in close contact with each other. A simple exchange of hats, clothing, brushes, combs, pillows, and other personal articles can result in transmission of head lice from one child to another.*

#### **How do I know if my child has lice?**

The most common symptom of head lice is itching, especially behind the ears or at the back of the neck. However, an itchy scalp may also be a symptom of other conditions such as eczema, dandruff, or allergic reactions to hair products. Head lice are often difficult to find. A positive diagnosis of an active case of head lice can only be made if you find live lice. Nits can remain on the hair for months but do not indicate an active infestation.

#### **How to check for head lice**

To check your child for head lice, follow these steps

- Seat your child in a brightly lit room, in an area where you can easily examine the head from different angles.
- Part the hair and look at your child's scalp. Nits will look like small white or yellow-brown specks. They will be firmly attached to the hair. Nits may be easier to see at the hairline at the back of the neck or behind the ears. Live lice will move quickly away from the light.
- Comb through your child's hair in small sections using a fine-tooth comb. After each comb-through, wipe the comb on a wet paper towel. Examine the scalp, comb, and paper towel carefully.

You may need to use a magnifying glass. It is often difficult to tell the difference between dandruff or other hair debris and nits. However, dandruff is much easier to comb out of the hair while nits are much harder to remove.

#### **Treatment for head lice**

Chemical treatments for head lice are available and can be found at your local drug or discount store. Most of these products contain 1% permethrin which has proven to be a very effective treatment for head lice. In general, there are 3 steps in treating head lice. Because it is possible for head lice to show resistance to these treatments, see your pediatrician if you have followed these steps but your child still has live lice.

#### **Step 1: Kill the lice.**

Head lice treatments come in a variety of forms such as shampoo, cream rinse, gel, and mousse. Most need to be applied to dry hair because wet hair can dilute the chemicals in the treatment. Keep the treatment on the hair for the full amount of time recommended by the manufacturer. While lice treatments are effective at killing live lice, they may not always kill all of the eggs. For this reason, a second treatment is necessary 7 to 10 days after the first treatment.

#### **Step 2: Comb out the nits.**

Nits must be combed out after the treatment has been applied to the hair. Combing out nits will help prevent your child from becoming reinfested from any eggs that were not killed at first. Many products include a special comb. Carefully read the directions that come with the treatment for proper combing instructions. Combing out the nits often takes a great deal of time and patience. During this step you may want to give your child something to do, such as a book to read. Continue to check your child's hair daily for 2 weeks after treatment. If you still see nits in your child's hair, use a fine-tooth comb (or try using your fingernail) to remove them.

#### **Step 3: Prevent lice from spreading.**

You do not need to throw away any items belonging to your child, but you must follow these prevention tips:

- Wash your child's clothes, towels, hats, and bed linens in hot water and dry on high heat.
- Soak combs and brushes in boiling hot water for 5 to 10 minutes.
- Vacuum furniture, carpeting, car seats, and other fabrics that your child was in contact with 24 to 48 hours before treatment.

- Items that your child has been in very close contact with that cannot be washed, such as stuffed animals or toys, can be placed in a plastic bag for 2 weeks (by which time any live lice would die).
- Do not spray pesticides in your home because they can expose your family to dangerous chemicals.
- Check other members of your household for lice and, if present, treat these persons and manage their personal items as outlined previously.

Remember that live lice cannot live more than 24 to 48 hours off the head, so extraordinary cleaning measures are usually not necessary. It is better to spend the time properly treating the child with head lice.

#### **Home remedies**

You may have heard of home remedies that involve "washing" your child's hair with thick or oily substances such as petroleum jelly, mayonnaise, tub margarine, herbal oils, or olive oil and leaving it on the hair overnight (the child sleeps wearing a shower cap). The theory is that coating the hair with these substances will smother the lice. These remedies have not been scientifically proven to work. Home treatments that should be avoided include coating your child's hair with any toxic or highly flammable substances such as gasoline or kerosene, or using products that are intended for use on animals.

#### **Notification of other parents**

Parents of your child's closest friend(s) should be notified that their child may also be infested. This is particularly important if the children have participated in activities involving frequent body contact, such as wrestling, dance classes, football, baseball, gymnastics, etc.

#### **Returning to school**

Your child should return to the school nurse for re-evaluation the morning after he or she has been treated with a head lice treatment product.

**Remember:** While having head lice may be embarrassing to you or your child, it does not put your child at risk for any serious health problems. If your child has head lice, work quickly to treat the condition and prevent the lice from spreading. You may need to repeat the treatment to ensure all the lice are gone.

If you are unsure about how to detect head lice, suspect your child has lice, have tried to treat a case of head lice only to have them return, or have additional questions about treating head lice, call your school nurse.

Sincerely, Heather Dreibelbis, RN, BSN, MEd  
Nurse Certified School Nurse

Jill Wright, RN, BSN  
Emer. Certified School Nurse

Penny Ritzman, RN, BSN Certified School  
Certified School Nurse

Published online: 3/07 [http://aap.org/publiced/BR\\_Lice.htm](http://aap.org/publiced/BR_Lice.htm)

Source: American Academy of Pediatrics 2003

## Appendix E

### FIELD TRIP CHAPERONE SELECTION

- It is a requirement that all chaperones **and parents or guardians who need to accompany a medically fragile child** within the Juniata County School District have their current clearances on file. There will be no exceptions to Policy 121 mandating that chaperones have clearances; all parents or guardians accompanying students on field trips will have to have clearances completed. Those clearances are Act 34 and Act 151 Clearances from the Department of Public Welfare and the Pennsylvania State Police as well as the FBI clearance. There is an exception for the FBI Clearance. If you have lived in the state for the past ten years, a chaperone would need to sign a sworn written statement that he/she is not disqualified from service based on a conviction of offense based under 23 Ps. C.S. section 6344. (if the person has not. ***In order to be eligible to attend a field trip as a chaperone, you must attend the chaperone meeting which will be announced near the beginning of the school year.***
- Only parents/guardians/active volunteers or retired teachers are permitted to be chaperones.

For field trips all chaperones are selected in the following manner:

- Home and School Association (HSA) officers with clearances are automatically eligible for chaperone selection. They will not count against the total number of chaperones if there is room on the bus and at the field trip destination.
- One Home and School Association officer, selected by the HSA and principal, is allowed to attend the field trip in a standby and managerial capacity with regard to tickets, admission, and attendance. This does not count against the total allotment of chaperones.
- The chaperones required for the field trip will be selected by Home and School officers, teachers, and the principal from a pool of HSA-qualified chaperones. The process used will be determined by the Home and School Association and individual school. This could include a point system. The Home and School Association and principal will determine the rationale for chaperones for field trips, which may vary according to grade level and classroom dynamics. At least one male and one female chaperone are needed for a field trip.
- One parent per household, if selected from the chaperone pool, will be allowed to attend a particular field trip. Both parents would be permitted to attend only in the event that a sufficient number of chaperones cannot be obtained.
- Chaperone selection will occur a minimum of two weeks prior to the field trip in order to allow chaperones ample time to apply for a day off from work if necessary. All clearances must be submitted at schools by October 31<sup>st</sup>. Clearances with records may deem some chaperones ineligible to attend a field trip.
- Eligible chaperones are required to attend a meeting with the principal regarding confidentiality, security, and chaperone expectations.
- It may be necessary to use a substitute parent/guardian chaperone from another class if there are an inadequate number of volunteers for another class, or if a chosen chaperone is unable to attend due to a last-minute emergency.

#### Chaperone Guidelines

**It is the responsibility of all Chaperones to read and follow these guidelines as stated. Please address any concerns or questions to the teacher or representative of the JCSD who will be in charge of the trip that you are attending.**

1. First and foremost, the teacher is the person of authority in all respects during the entire Field Trip experience, there are no exceptions.
2. It is a requirement that all chaperones within the Juniata County School District have their current clearances. This includes the Act 34 Child Abuse Clearances and Act 31 Criminal Clearances.
3. Please stay with your assigned group of students at all times. If you must leave your group for any reason, please notify the teacher.
4. The selection process used to determine who will be attending as chaperones and how many chaperones will be utilized is ultimately the choice of the teacher or school representative and the Principal. These choices will be made based on determined need and using the JCSD Field Trip Policy 121.
5. Maintain effective discipline, which represents order and control.
6. At lunch time or at any designated breaks, you should remain in close proximity to the group you have been assigned.
7. Please be at the appointed place of departure, usually the school, at a reasonable time before departure to make sure the teacher has a chance to relate any information pertaining to the day's activities.
8. Chaperones must follow the dress code stated in the guidelines distributed at the beginning of the year.
9. Seating on the bus should be determined by the teacher so as to provide for proper supervision during the ride to and from our destination. Chaperones need to be spaced throughout the bus to promote bus safety.
10. **Use of any and all tobacco products are strictly prohibited during the entire trip, no exceptions!**
11. Cell phone use is to be limited to emergency use only, please place your phone on vibrate or turn it off completely, routine calls or social contacts are not appropriate.
12. **Confidentiality is of the utmost concern in all student activities in the District. Conveying of any information about students is strictly prohibited! With this as a basis, NO information or photos are to be distributed or displayed on any electronic sites; this would include Twitter, Facebook, or any other internet based services. The Juniata County School District has sole permission to display any information pertaining to our trips.**
13. Policies concerning gift shop purchases or use of personal funds, payments for trips of adults participating as chaperones, and qualifying for being considered a candidate to be a chaperone are solely determined by the respective organizations.
14. Chaperones are an important aspect of a successful field trip and play a vital role in the process. We appreciate everyone's involvement. We ask that you respect the fact that the field trip experience is an extension of the classroom or learning process, and is not a family or parent-child outing or activity. We hope that ALL trips are a positive experience for everyone, and especially our students!