



*School District  
of  
Hatboro-Horsham*

***PENNYPACK  
ELEMENTARY  
SCHOOL  
HANDBOOK***



**2018-2019**

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# PENNYPACK ELEMENTARY SCHOOL

130 Spring Avenue  
Hatboro, PA 19040  
(215) 420-5428

School Hours: 8:40AM to 3:15PM  
Office Hours: 8:00AM to 4:00PM

## Pennypack Faculty and Staff

**Mrs. Brea D'Angelo, Principal**

### **Kindergarten**

Mrs. Barbara Bezar  
Mrs. Sharon Schuch

### **Grade One**

Mrs. Michelle Meehan  
Mrs. Karen Wachs

### **Grade Two**

Mrs. Sharon Mirabelli  
Mr. John Schumann

### **Grade Three**

Mrs. Jessica Flack  
Mrs. Melissa Pierce

### **Grade Four**

Mrs. Heather Brzezinski  
Mr. Stephen Kistenmacher

### **Grade Five**

Mrs. Kelley Uholik  
Mr. Robert Campman

### **Speech**

Mrs. Karen Munro

### **Literacy Specialists**

Mrs. Stephanie Dubin  
Mrs. Maria McGrath

### **Guidance**

Ms. Sarah Carner

### **School Psychologist**

Ms. Rachel Hockfield

### **Learning Support**

Mrs. Jeanette Pomeroy  
Mrs. Michele Bartlett

### **Gifted Support**

Mrs. Kelly Bozzomo

### **Health/PE**

Mrs. Wendy Iadonisi

### **Art**

Mrs. Mary Arbuckle

### **Music**

Mr. Chris Kuczynski  
Mr. John Sedlacsik  
Ms. Natalie Trach

### **Librarian**

Ms. Jennifer Evans  
Ms. Lauren Hassall

### **Library Assistant**

Mrs. Cherrie Dooley

### **School Nurse**

Mrs. Casey Donohue  
Mrs. Ashley Sesito  
Mrs. Marguerite Gustafson

### **Building Sub**

Mrs. Marie Tierney

### **Support Assistants**

Mrs. Staci Binder  
Mrs. Mara Giorno  
Ms. Ashley Rossi  
Mrs. Kimberly Colibraro

### **Reading Assistants**

Ms. Katie Cooper  
Mrs. Jeannie Joyce

### **Title I Reading Assistant**

Mrs. Tonya McDonald

### **Title I Math Assistant**

Mrs. Paula Schrandt

### **Principal's Secretary**

Mrs. Donna Davis

### **Recess Assistants**

Mrs. Jane Merritt  
Mrs. Jennifer Cather  
Mrs. Hanan Mohammad  
Mr. Tyler Becker

### **Food Service**

Mrs. Diane Overwise  
Mrs. Linda Cannon  
Mrs. Dawn Lucioti

### **Facility Coordinator**

Mr. Edward Cordenner

### **Custodians**

Mr. Young Choi  
Mr. Donald Hoover

## **Principal's Message**

Welcome to Pennypack Elementary School. Our focus is always educating the whole child and believe that every student can be successful. We foster the love of learning, and our staff has been working very hard to make instruction innovative, exciting, and meaningful. We continue to believe in "The Power of One" and our students are Respectful, Responsible, and Safe!

## **ENTERING AND EXITING THE SCHOOL BUILDING FOR STUDENTS**

Children who walk to school report to the playground area. Children who arrive at school by bus or are transported by their parents are met by an assistant at the front door and go to the playground where another assistant is on duty. Children in kindergarten through Grade 3 enter the building through the doors at the back end of the building on the playground side. Children in Grades 4 and 5 enter on the playground side near the lunch room. During inclement weather, all children should use the front entrance. They will be supervised in the cafeteria until school begins. **Walkers and car riders should not arrive prior to 8:30am.**

At 3:15 dismissal children who take a bus home will report to the gym. Children who walk home or are car riders will exit at the side door by the basketball court. Some students, depending on where they live, will exit near the art room.

## **CROSSING GUARDS**

Guards are on duty from 8:00AM to 9:00AM and from 3:00PM to 4:00PM at the following locations: Lehman Avenue at Old York Road and Horsham Road at Academy and Windover Roads, and Lehman Avenue at Chester.

## **DRIVING TO PENNYPACK**

During the hours of 8:00AM to 9:00AM and 3:00 PM to 4:00 PM, South Chester Avenue is a ONE WAY road. Please observe the road signs when arriving at school.

## **DROP OFF AND PICK UP PROCEDURES**

No cars are permitted in the bus lanes at the front of the building between the hours of 8:00AM and 4:00 PM. Children who ride the bus will be dropped off and picked up at the front door. Children who are transported by car must be dropped off and picked up at the designated Drop Off/Pick Up area, where an assistant is on duty. All parents must complete a Dismissal Form indicating their pick up preference. All students arriving after 8:40AM must be signed in by a parent/guardian. Parents of Before and After Care students must park in the parking lot and bring their children into and from the school building if they arrive between the hours of 8:00 AM and 4:00 PM.

## **HOURS OF OPERATION**

The school office is open daily from 8:00AM to 4:00PM. The school day for kindergarten through fifth grades is 8:40AM to 3:15 PM.

## **EARLY DISMISSAL**

The school district has several early dismissal days (1:00PM) throughout the school year. In the afternoon students will board their usual afternoon school bus.

## **EARLY PICK-UP/AFTER SCHOOL ARRANGEMENTS**

If you are picking your child up early from school, please be sure to send a note to the teacher and the office stating the time and reason. A parent must come into the office to sign the student out. It is very important to make all arrangements with your child about early dismissals before they leave for school. **Students who wish to go to a friend's house after school must make arrangements from home.**

## **INDOOR/OUTDOOR RECESS**

The Principal determines indoor/outdoor recess. With the exception of extreme cold, rainy and/or icy days, recess is outside. Children must dress appropriately during the winter for outdoor recess days.

## **PARENTAL INVOLVEMENT**

Parents are encouraged to maintain ongoing communications with school personnel. They are invited to participate in the school's volunteer program and attend all school-wide assemblies and programs.

### **PENNYPACK HOME & SCHOOL ASSOCIATION**

Co-President's	Kate Lynch
Co-Vice President's	Katherine Brown, Laura Hunsicker
Co-Secretary's	Kristin Sweigard & Jeanne Pascucci
Treasurer	Christine Szlachta

### **HSA (HOME SCHOOL ASSOCIATION)**

The Pennypack Home School Association consists of parents who want to be involved in the activities at Pennypack Elementary School. The HSA are responsible for many activities and programs for the students. The staff and Principal encourage all parents to get involved. The meeting dates are listed on the School Activities Calendar.

**PLEASE REFER TO THE SCHOOL DISTRICT CALENDAR FOR ALL PPHSA ACTIVITIES AND DATES**

#### **Other Activities and Programs**

The HSA also provides educational and enriching assemblies and programs to students throughout the school year. All activities are planned to encourage family participation. Please check the School District Calendar, school newsletters or contact a Home and School Committee Representative for dates and more information.

Parent volunteers are always needed in many different capacities. We invite your participation in all activities. Working together we can provide services and activities that will benefit all Pennypack students and enrich their elementary school years

## **SECTION I. ELEMENTARY SCHEDULE AND PROCEDURES**

Consistent school attendance is vital to academic success. It is not only students who benefit from regular attendance. Teachers, parents and the wider community all benefit when students are attending school and achieving. These benefits include greater student safety, community well-being, and a sense of connectedness for all. The Hatboro-Horsham School District requires that pupils enrolled in the district attend school regularly in accordance with the school laws of Pennsylvania. The state law states that from the time the child's parents elect to have the child enter first grade, which shall not be later than the age of eight, the child must attend school continuously until seventeen years of age or graduation from a regularly accredited senior high school.

To maximize success in school, families are encouraged to monitor their children's attendance and academic progress. Please utilize the district and school calendar to assist in scheduling family travel and daytime appointments. We ask that you contact your child's teacher, guidance counselor, or principal should you need advice in determining how personal activities scheduled during the school day will impact your child's instructional programming.

### **Reporting Excused Absences**

Parent(s)/guardian(s) are expected to report a student's illness by calling the absence line no later than the following times on the day of the absence, or on the first day of a multiple, consecutive day absence depending on the nature of the occurrence.

Blair Mill Elementary School	(215) 420-5245 no later than 9:00 AM
Crooked Billet Elementary School	(215) 420-5345 no later than 9:00 AM
Hallowell Elementary School	(215) 420-5947 no later than 9:00 AM
Pennypack Elementary School	(215) 420-5435 no later than 9:00 AM
Simmons Elementary School	(215) 420-5881 no later than 9:00 AM

To excuse an absence, families must furnish a written explanation for the absence of a child within three (3) school days of the student's return to school. This written excuse card must be submitted and signed by the parent/guardian. **A phone call to the absence line does not excuse an absence.**

Excuse notes may be sent to school with the student, faxed to the school office, or emailed to:

Blair Mill Elementary School	<a href="mailto:BMAttendance@hatboro-horsham.org">BMAttendance@hatboro-horsham.org</a>
Crooked Billet Elementary School	<a href="mailto:CBAttendance@hatboro-horsham.org">CBAttendance@hatboro-horsham.org</a>
Hallowell Elementary School	<a href="mailto:HALAttendance@hatboro-horsham.org">HALAttendance@hatboro-horsham.org</a>
Pennypack Elementary School	<a href="mailto:PPAttendance@hatboro-horsham.org">PPAttendance@hatboro-horsham.org</a>
Simmons Elementary School	<a href="mailto:SIMAttendance@hatboro-horsham.org">SIMAttendance@hatboro-horsham.org</a>

For your convenience, the attendance form may be downloaded from the website and submitted to the attendance/school office.

<https://www.hatboro-horsham.org/Page/12317>

You can also utilize the online excuse forms from the website to submit excuse to the attendance/school office.

<https://www.hatboro-horsham.org/Page/13574>

If no note is presented within three school days of the student's return to school, the absence shall be recorded as unlawful.

Consistent with Chapter 11 of the Pennsylvania School Code, the Hatboro-Horsham School District will not condone nor permit absences or lateness from school for any unlawful reason. Therefore, every student enrolled in the district, regardless of age, shall be in daily attendance except for the following reasons:

- Personal illness (§ 11.25)
- Death in the immediate family
- Quarantine of the individual home
- Extreme and unusual weather conditions
- Educational trip not to exceed six (6) school days with his/her parent/guardian. Prior school approval MUST be obtained from the principal. Forms may be obtained online or from the main office.
- Exceptional urgent reasons -- must pertain to the student
- Religious holiday -- proper notice must be given to the attendance office (**§ 11.21**)
- Suspension from school
- Required court appearance
- In the case of the exceptional student where the absence is caused by or directly related to the student's exceptionality

#### TARDINESS

Tardiness is absence of a student at the time when the school day begins. The time reflected on the school clock will be used to document the time a student arrived at school. A student arriving late to school will be excused for the same reasons listed under the "Reporting Excused Absences" section. An excuse note must be presented to the attendance/school secretary when a student arrives late to school. If a parent/guardian is unable to sign a student excuse card on the day of the tardiness, then the parent is asked to contact the attendance/main office by phone. However, a note must still be submitted for the lateness in question.

A student who has a scheduled doctor or dentist appointment before coming to school must bring a note from the doctor, which is an acceptable excuse note. Missing the bus, oversleeping, the alarm not sounding, etc... are NOT legal excuses for being late.

#### EARLY DISMISSAL / LEAVING DURING THE SCHOOL DAY

No student is permitted to leave the building or its premises during the school day unless their parent physically signs them out in the attendance log located in the main office. Parents requesting an early dismissal for a doctor/dentist appointment should provide the attendance/school secretary with a medical note upon returning to school. It is understood that students who have an early dismissal from school due to illness are not to return to the school building or school property to participate in any extra/co-curricular activities for the rest of the day.

If a student becomes ill during the school day, he/she should report to the school nurse. The nurse will determine whether the student should be sent home. No student will be sent home without the presence of the parent or the person designated on the emergency card. It is important that emergency card information is current and updated as needed.

ELEMENTARY SCHOOLS

<b>Regular Schedule</b>	Homeroom Begins	8:40 AM
- Arrival	Tardy	8:41 AM to 10:26 AM
	½ Day Absent	10:27 AM to 12:03 PM
	Full Day Absent	12:04 PM to 3:00 PM
- Departure	Full Day Absent	Leave prior to 10:26 AM
	½ Day Absent	Leave between 10:27 AM and 1:50 PM
	Early Dismissal	Leave 1:51 PM or after
	School Ends	3:15 PM
<b>Early Dismissal Schedule</b>	Homeroom Begins	8:40 AM
- Arrival	Tardy	8:41 AM to 9:43 AM
	½ Day Absent	9:44 AM to 11:57 AM
	Full Day Absent	11:58 AM to 1:00 PM
- Departure	Full Day Absent	Leave prior to 9:43 AM
	½ Day Absent	Leave between 9:44 AM and 11:57 AM
	Early Dismissal	Leave 11:58 PM or after
	School Ends	1:00 PM

<b>Two Hour Delay Schedule</b>	Homeroom Begins	10:40 AM
- Arrival	Tardy	10:41 AM to 11:38 AM
	½ Day Absent	11:39 AM to 12:03 PM
	Full Day Absent	12:04 PM to 3:00 PM
- Departure	Full Day Absent	Leave prior to 11:38 AM
	½ Day Absent	Leave between 11:39 AM and 1:50 PM
	Early Dismissal	Leave 1:51 PM or after
	School Ends	3:15 PM

PREARRANGED ABSENCE GUIDELINES

Educational trips should coincide with regularly scheduled holidays, breaks, and in-service days. However, the school district administration has established a process by which parents may make prearrangements to have their child released from school for one educational trip during any school year. Parents/guardians who choose to have their son/daughter absent from school for an extended period of time must realize that their child's grades may suffer due to missing class activities that cannot be reproduced; i.e. discussion, labs, cooperative groups. Teachers are not required to provide assignments prior to the students' vacation.

Educational trips are limited to six (6) days per year, days beyond six may be considered unexcused. In order to have these absences considered "excused" parents must complete and present to the building principal a "Request for Prearranged Absence" form (attached below).

Telephone requests will not be considered. Parents who present the request for prearranged absence less than six (6) full school days prior to the requested absence may be denied the privilege of having the absence considered excused.

For your convenience, the Family Trip Permission Form can be found on the last page of the Family Attendance Manual/. The form can be downloaded from the website and submitted to the attendance/school office.

<https://www.hatboro-horsham.org/Page/12317>



### RESPONSE TO EXCESSIVE AND/OR UNLAWFUL ABSENCES

Educators in the Hatboro-Horsham School District are committed to working collaboratively with our families to address attendance issues that adversely impact student participation and school success. Families will be notified, in writing, if violations of compulsory attendance requirements have occurred. This includes notification when students have missed five (5) days of school and/or occasions when written excuse notes have not been submitted within three (3) days of the absence.

Every effort will be made to seek solutions to attendance problems in partnership with families, district staff, and community-based organizations.

### ASSIGNMENT REQUESTS DUE TO ILLNESS OR EXTENDED ABSENCES FROM SCHOOL

School work should only be requested when a student is ill or absent from school. Assignments may be easily completed on the student's return to school after a day's absence. For a one-day absence, the student may email a teacher or contact the guidance counselor for relevant assignments, materials, and/or books.

NOTE: If a student will be absent two or more school days, please contact the Main Office at the Elementary schools or the Guidance Office at the Secondary Schools to arrange for student work to be compiled. We will do our best to compile the work by 4:00 PM on the day it is requested

## **SECTION II. ACADEMIC INFORMATION**

We recognize that parents are our educational partners and need to be actively involved in the educational process. Communication is a major ingredient to a successful partnership with parents. Open communication strengthens the home and school relationship, which in turn, enhances the educational system. Principals and teachers are very receptive to addressing your questions and are interested in establishing ongoing communication.

Parents who may have questions or concerns related to school problems are encouraged to contact the teacher. Please send an e-mail, a note or call to request an appointment. Your request for a conference will be honored as quickly as possible. After you have met with the teacher and if your questions and concerns have not been adequately addressed, please contact the Principal to schedule an appointment.

### **PROGRESS REPORTS**

Progress reports are distributed three times per year to students in first through fifth grades, in November, February and June. Kindergarten progress reports are distributed two times per year, in February and June.

### **INTERIM REPORTS**

Interim reports are forwarded to parents of students whose academic performance is deemed partially proficient or not proficient. Interim reports will be issued on an as-needed basis.

### **ACADEMIC RECOGNITION**

Students in fourth and fifth grade can receive the following honors for academic achievement:

Champion of Learning	Distinguished Honor Roll in two consecutive marking periods.
Distinguished Honors	93%- 100% overall average Reading, Writing, Mathematics, Science, and Social Studies.
Honor Roll	85- 92% overall average in Reading, Writing, Mathematics, Science, and Social Studies.

The lowest grade a student may receive is 80% in an academic subject and a 3 in special area (or creative arts) classes in order to qualify for academic recognition.

Outstanding Citizenship Students in first through fifth grade who demonstrate outstanding citizenship may be nominated for this award by their classroom teacher.

### **FAMILY CONFERENCES**

Fall parent conferences are scheduled on Thursday, December 13th and Friday, December 14th. All parents are encouraged to attend these conferences. Spring conferences are scheduled on an as needed basis. Conferences may be scheduled any time during the school year. Please contact the teacher to schedule the meeting.

### **AMERICAN EDUCATION WEEK**

Parents are invited to visit our elementary schools during American Education Week. Visitation to the schools will be limited to Tuesday, November 13th and Thursday, November 15th. Parents may only visit their child's classroom. To minimize the disruptions to the student's instructional day, we ask that classroom visitation be limited to thirty minutes.

### **HOMEWORK POLICY**

Time spent on homework is an important factor in achieving good grades. Students will be assigned homework on a regular and consistent basis, based upon their ability and the educational program to which they are assigned. Homework assignments will increase gradually in difficulty and in the amount of time required for completion as the student advances through the grades. Teachers will outline and share homework expectations for their respective grade level at Back to School night.

### **SCHOOL RECORDS**

Parents are entitled to see their child's school records. These records include test results, grades and the child's health record. Please contact the school office to make an appointment.

### **ESL-ENGLISH AS A SECOND LANGUAGE**

The Hatboro-Horsham School District will provide non English or limited English (ESL) students with English language instruction and cultural orientation. The goal of the ESL Program is to have students attain English language proficiency that will enable students to meet with success in the mainstreamed classes.

Families who are new to the district will be asked to complete a Home Language Survey as part of the registration process.

Information from the survey will be used as a first level screening to ascertain if the student may require additional assessment to determine if he/she is eligible for ESL services. In addition to providing ESL services to students, the school district will provide interpreters for parent/teacher conferences and other school related activities.

The Hatboro-Horsham School District ESL Program meets the requirements of the No Child Left Behind Act and aligns with the Pennsylvania Academic Standards for Reading, Writing, Speaking and Listening. If you would like additional information about the Hatboro-Horsham School District ESL Program, please contact Mrs. Susan Vaites, Director of Curriculum at 215-420-5012.

#### STUDENT ASSISTANCE PROGRAM - SAP

SAP is a team of certified and trained faculty members offering assistance to students who are having academic, behavioral or other problems in school. The team also offers support for students through one-on-one meetings or student groups (such as drug and alcohol, changing families, women's issues, open support, freshman/sophomore mentor and anger management) with our community counselors. SAP accepts referrals from staff, students and parent/guardian. All information is kept CONFIDENTIAL. The team also offers support for students with special emotional and social needs.

#### SUICIDE AWARENESS, PREVENTION, and RESPONSE - Policy 819

Protecting the health and well-being of all students is of utmost importance to the Hatboro-Horsham School District. The newly adopted Policy 819, Suicide Awareness, Prevention, and Response, will guide practices to assist in protecting students through the following steps:

- Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in health classes.
- The district has a designated district suicide prevention coordinator and each school has a designated building suicide prevention coordinator to serve students and families in crisis and in need of resources.
- Students and families have access to national and local resources that they may contact for additional support, such as:
  - The National Suicide Prevention Lifeline –1.800.273.8255 (TALK),
    - [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
  - Children's Crisis 24 hour Mobile Hotline – 1.888.435.7414 (HELP-414)
  - Teen Talk/Text line -Call 866.825.5856, or Text 215.703.8411
    - <http://www.accessservices.org/teen-talk-line/>
- Through a created school culture of respect and support, all are invited/encouraged to seek assistance for themselves and/or others.
- For a more detailed review of Policy 819 and the resources available, please go to the HHSD website.

## **SECTION III. SPECIAL EDUCATION AND SPECIAL SERVICES**

### **PROGRAMS FOR GIFTED STUDENTS**

Students are identified individually and receive programs based on guidelines and regulations embodied in state law under Chapter 16. Those school age students who possess superior intelligence scores and/or meet multiple criteria indicating gifted ability (which includes consideration of intelligence measures) may receive services if the student requires specially designed instruction that is not available in the general curriculum. If we suspect your child is qualified for gifted services, you will be notified of screening and evaluation procedures. Parental requests for screening and evaluation should be made to your child's school counselor.

### **SPECIAL EDUCATION**

Special education services are provided to identify exceptional students according to IDEA04. Learning support, emotional support, life skills support, autistic support, speech and language programs are operated by the school district. Programs and other services also are provided by the Montgomery County Intermediate Unit. The determination of a specialized program for a student is made by an Individualized Education Planning Team consisting of educators and parents and based on the recommendations of the Multidisciplinary Team. Questions regarding special programs may be referred to the Special Services Office at 215-420-5803.

### **SERVICES FOR NON-SCHOOL AGED CHILDREN**

Parents of children not of school age who have concerns regarding specialized needs may call the Montgomery County Intermediate Unit at 610-539- 8550 or the School District of Hatboro-Horsham Office of Special Services.

### **HOMEBOUND INSTRUCTION**

Students who become ill or disabled during the school year may receive homebound instruction. A letter from the doctor requesting homebound instruction must be sent to the school counselor for students in grades K-12. The request for homebound instruction must include the cause of and specified time period for the school absence in addition to an explanation as to how the condition prevents school attendance. When approved by the School Board, a certified teacher will be assigned, if available. Homebound services are not guaranteed. Requests should be made through the school counselor. Those students receiving specialized services through the special education or protected handicapped student programs should contact the Special Services Office at 215-420-5802 when requesting homebound services.

### **SECTION 504/CHAPTER 15 SERVICE AGREEMENTS**

In compliance with State and Federal Law, the Hatboro-Horsham School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide access for a student to participate in and obtain the benefits of the school program. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. These services for protected handicapped students are distinct from those applicable to all exceptional students enrolled (or seeking enrollment) in special education programs.

### **STUDENT RESOURCE TEAMS**

Each school has a Student Resource Team consisting of teachers, the school principal, a guidance counselor and a school psychologist. Children who are experiencing difficulties in school may be referred to the team. Parents are invited to participate in team meetings and may refer their child to the team for consideration. The function of the team is to develop strategies and procedures to utilize within the classroom. Attempts are made to meet the needs of the student within the regular education program before referring for evaluation for special education eligibility.

### **SCREENING**

All students are screened for visual and/or hearing difficulties. Speech and language screenings are done routinely and upon teacher or parent referral.

## MULTIDISCIPLINARY EVALUATIONS –

During the Student Resource Team process, a multidisciplinary evaluation (MDE) may be conducted. A MDE might include academic information, classroom functioning information, and a cognitive evaluation. Parents must give permission for the MDE to occur and may request a MDE by conferring with the school principal. Parents are an integral part of the multidisciplinary team. A MDE may be requested at any time and will be completed as required by state regulations. All findings of a MDE are confidential and are maintained by the school as per the Family Educational Rights and Privacy Act of 1974. If the MDE shows that the student has a disability and requires specially designed instruction, a recommendation is made for special programming.

The Hatboro-Horsham School District provides special education and related services to resident children with disabilities who are ages three through twenty-one. The purpose of this notice is to describe (1) the types of disabilities that might qualify the child for such programs and services; (2) the special education programs and related services that are available; (3) the process by which the public schools screen and evaluate such students to determine eligibility; and (4) the special rights that pertain to such children and their parents or legal guardians

- WHAT TYPES OF DISABILITY MIGHT QUALIFY A CHILD FOR SPECIAL EDUCATION AND RELATED SERVICES?

Under the federal Individuals with Disabilities Education Act, or "IDEA," children qualify for special education and related services if they have one or more of the following disabilities and, as a result, need such services: (1) mental retardation; (2) hearing impairments, including deafness; (3) speech or language impairments; (4) visual impairments, including blindness; (5) serious emotional disturbance; (6) orthopedic impairments or physical disabilities; (7) autism, including pervasive developmental disorders; (8) traumatic brain injury, or neurological impairment; (9) other health impairment; (10) specific learning disabilities. 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. Children with more than one of the foregoing disabilities could qualify for special education and related services as having multiple disabilities.

The legal definitions of these disabilities, which the public schools are required to apply under the IDEA, may differ from those used in medical or clinical practice. The legal definitions, moreover, could apply to children with disabilities that have very different medical or clinical disorders. A child with attention deficit hyperactivity disorder, for example, could qualify for special education and related services as a child with "other health impairments," "serious emotional disturbance," or "specific learning disabilities" if the child meets the eligibility criteria under one or more of these disability categories and if the child needs special education and related services as a result.

Under Section 504 of the Federal Rehabilitation Act of 1973 and under the Federal Americans with Disabilities Act, some school-age children with disabilities who do not meet the eligibility criteria outlined above might nevertheless be eligible for special protections and for adaptations and accommodations in instruction, facilities and activities. Children are entitled to such protections, adaptations and accommodations if they have a mental or physical disability that substantially limits or prohibits participation in or access to an aspect of the school program.

- WHAT PROGRAMS AND SERVICES ARE AVAILABLE FOR CHILDREN WITH DISABILITIES?

Public schools must ensure that children with disabilities are educated to the maximum extent possible in the regular education environment and that the instruction they receive conforms as much as possible to the instruction that non-disabled students receive. Programs and services available to students with disabilities, in descending order of preference, are (1) regular class placement with supplementary aides and services provided as needed in that environment; (2) regular class placement for most of the school day with itinerant service by a special education teacher either in or out of the regular classroom; (3) regular class placement for most of the school day with instruction provided by a special education teacher in a resource classroom; (4) part-time special education class placement in a regular public school; and (5) special education class placement or special education services provided outside the regular class for most or all of the school day.

Depending on the nature and severity of the disability, the public school can provide special education programs and services in (1) the public school the child would attend if not disabled; (2) an alternative regular public school either in

or outside the school district of residence; (3) a special education center operated by a public school entity; (4) an approved private school or other private facility licensed to serve children with disabilities; (5) a residential school; (6) an approved out-of-state program; or (7) the home.

Special education services are provided according to the primary educational needs of the child, not the category of disability. The types of service available are (1) learning support, for students who primarily need assistance with development of skills; (2) life skills support, for students who primarily need assistance with development of skills for independent living; (3) emotional support, for students who primarily need assistance with social or emotional development; (4) deaf or hearing impaired support, for students who primarily need assistance with deafness; (5) blind or visually impaired support, for students who primarily need assistance with blindness; (6) physical support, for students who primarily require physical assistance in the learning environment; (7) autistic support, for students who primarily need assistance in the areas affected by autism spectrum disorders; and (8) multiple disabilities support, for students who primarily need assistance in multiple areas affected by their disabilities.

Related services are designed to enable the child to participate in or access his or her program of special education. Examples of related services are speech and language therapy, occupational therapy, physical therapy, nursing services, audiologist services, counseling and family training.

Children of preschool age are served by the Montgomery County Intermediate Unit in a variety of home and school-based settings that take into account the chronological and developmental age and primary needs of the child. As with school-age programs, preschool programs must ensure that to the maximum extent possible, children with disabilities are educated with non-disabled peers.

The public school, in conjunction with the parents, determines the type and intensity of special education and related services that a particular child needs based exclusively on the unique program of special education and related services that the school develops for that child. The child's program is described in writing in an individualized education program, or "IEP," which is developed by an IEP team consisting of educators, parents and other persons with special expertise or familiarity with the child. The parents of the child have the right to be notified of and to participate in all meetings of their child's IEP team. The IEP is revised as often as circumstances warrant but at least annually. The law requires that the program and placement of the child, as described in the IEP, be reasonably calculated to ensure meaningful educational progress to the student at all times. IEPs contain, at a minimum, a statement of present levels of educational performance and enumeration of the annual goals and short-term objectives or benchmarks established for the child and a statement of the special education and related services that the child needs to make meaningful educational progress. For children aged fourteen and older, the IEP must also include a transition plan to assist in the attainment of post-secondary objectives. The public school must invite the child to the IEP team meeting at which the transition plan is developed.

- HOW DO THE PUBLIC SCHOOLS SCREEN AND EVALUATE CHILDREN TO DETERMINE ELIGIBILITY FOR SPECIAL EDUCATION AND RELATED SERVICES?

#### MULTIDISCIPLINARY TEAM EVALUATION

The public schools must conduct a multidisciplinary team evaluation of every child who is thought to have a disability. The multidisciplinary team is a group of professionals who are trained in and experienced with the testing, assessment and observation of children to determine whether they have disabilities and, if so, to identify their primary educational strengths and needs. Parents are members of the multidisciplinary team.

Parents may request a multidisciplinary team evaluation of their child at any time. They must do so in writing. Every public school has a procedure in place by which parents can request an evaluator. For information about the procedures that apply in your public school, contact the public elementary, middle, or high school to which children in your area are assigned. Telephone numbers and addresses for these schools can be found in the blue pages section of the telephone book under the heading "Schools." Parents of preschool-age children, age three through five, may request an evaluation in writing by addressing a letter as follows: Montgomery County Intermediate Unit Early Intervention Services, 2 West Lafayette Street, Norristown, PA 19401. The telephone number for the Early Intervention Program is 610-539-8550.

Parents of children in private schools may request a multidisciplinary team evaluation of their children without

enrolling in the public schools. While some services might be available to some private school children found eligible by public school multidisciplinary teams, the public schools are not required to provide all or any of the special education and related services that children enrolled in the public schools would receive. If, after an evaluation, the multidisciplinary team determines that the child is eligible for special education and related services, the public school must offer the parents an IEP and a public school-sponsored placement. If parents wish to take advantage of such an offer, they might have to enroll or re-enroll their child in the public schools to do so.

Before the public school can proceed with an evaluation, it must notify the parents in writing of the specific types of testing and assessment it proposes to conduct, of the date and time of the evaluation and of the parents' rights. The evaluation cannot begin until the parent has signed the written notice indicating that he or she consents to the proposed testing and assessments and has returned the notice to the public school.

### SCREENING

Public schools undertake screening activities before referring most children for a multidisciplinary team evaluation. Screening activities typically occur at three levels, as follows:

LEVEL 1 SCREENING: Review of information that is immediately available, such as health records, grade reports, discipline records, enrollment information, results of state and district-wide group testing, student portfolio or work sample review and observation of the child in the learning environment by the regular teacher or by the guidance counselor, instructional support teacher, school psychologist, principal, or speech and language therapist.

LEVEL 2 SCREENING: Review of the results of routine state-mandated hearing and vision screenings and physical examinations by the school or the child's private physician; motor screening by the classroom and physical education teacher; and speech and language screening by the speech and language therapist.

LEVEL 3 SCREENING: For children at the elementary level, most public schools have a student resource team, or SRT, that consists of the child's teacher and instructional support teacher who is trained in modifying and adapting instruction and the instructional environment, the child's parents and other specialists as needed. With the involvement and consent of the parents, the SRT will develop a written action plan for implementing various modifications and adaptations to the child's instruction or instructional environment or providing support services other than special education. The effectiveness of SRT interventions is assessed at thirty and sixty-day intervals to determine whether regular education modifications, adaptations and supports are effective or whether evaluation by a multidisciplinary team as described above is necessary.

Most Level 1 screening occurs on an on-going basis and as concerns with performance in the regular classroom warrant. Statewide administration of achievement testing in accordance with the Pennsylvania System of Standards Assessment occurs in third, fifth, eighth and eleventh grades. Level 2 hearing and vision screenings and physical examinations occur at regular intervals as required by state law. Other Level 2 screenings occur as concerns arise about individual children. Level 3 SRT activities occur when SRT intervention is requested by the child's teacher, parents, or other concerned school personnel.

For information about the dates of various screening activities in your local public school or to request screening activities for a particular child, contact the local public school directly. Telephone numbers and addresses for these schools can be found in the blue pages section of the telephone book under the heading "Schools." Parents of preschool-age children, age three through five, may obtain information about screening activities, or may request a screening of their children, by calling or writing the Montgomery County Intermediate Unit, Early Intervention Services, 2 West Lafayette Street, Norristown, PA 19401. The telephone number for the Early Intervention Program is 610-539-8550.

Private school administrators, teachers and parent groups, or individual parents of students in private schools, who are interested in establishing systems in those schools for locating and identifying children with disabilities who might need a multidisciplinary team evaluation may contact Dr. Steven Banks at Montgomery County Intermediate Unit, 2 West Lafayette Street, Norristown, PA 19401; telephone number 610-539-8550.

- WHAT SPECIAL RIGHTS AND PROTECTIONS DO CHILDREN WITH DISABILITIES AND THEIR

## PARENTS HAVE?

State and federal law affords many rights and protections to children with disabilities and their parents. A summary of those rights and protections follows. Interested persons may obtain a complete written summary of the rights and protections afforded by the law, together with information about free or low cost legal services and advice, by contacting the special education department of the school district in which they reside. The written summary is also available through the Montgomery County Intermediate Unit, 2 West Lafayette Street, Norristown, PA 19401; telephone number 610-539-8550.

## RIGHTS AND PROTECTIONS

Notice: The public school must notify you in writing whenever it proposes to initiate or to change substantially the identification, evaluation, educational program, or placement of a child or whenever it refuses to initiate or make a change in identification, evaluation, educational program, or placement requested by a parent. Such notice must be accompanied by a full written description of the parents' rights.

CONSENT: The public school 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, unless after seeking such consent, it obtains the approval of an impartial hearing officer or judge following a hearing. If the parents fail to respond to a written request for permission to reevaluate, however, the public school may proceed with the proposed reevaluation without consent.

PROTECTION IN EVALUATION PROCEDURES: Evaluations to determine eligibility and current need for special education and related services must be administered in a manner that is free of racial, cultural, or linguistic bias. Evaluations cannot consist of a single test or assessment and testing must be a valid measure of the psychological, social, emotional, or other learning characteristic or behavior that the school is using it to measure. Testing and assessment must be administered in accordance with professional standards and the criteria established by the publisher. It must be administered in the native language of the child.

INDEPENDENT EDUCATIONAL EVALUATION: If parents disagree with the evaluation conducted by the public school, they may request in writing an independent educational evaluation, or "IEE," at public expense. The policy of the public schools of Montgomery County is to refuse to pay for such evaluations if the independent evaluator is not a Pennsylvania certified or licensed professional, if the evaluation is not conducted in the same manner that the law requires of public school evaluations, or if the cost of the evaluation substantially exceeds the prevailing cost of similar evaluations in the region. Exceptions to these limitations will be granted only for compelling reasons. If the public school refuses to pay for the IEE, it must request an immediate special education due process hearing to defend the appropriateness of its evaluation.

SPECIAL EDUCATION DUE PROCESS HEARING: Parents may at any time request a special education due process hearing to challenge (1) the identification, evaluation, program, or placement of the child proposed by the public school; (2) the refusal of the public school to initiate or change the identification, evaluation, program, or placement of the child; or (3) the provision or failure to provide a free appropriate public education to the child. The hearing must occur within thirty days of the parents' request unless the hearing officer grants a continuance. The hearing must be held before an impartial hearing officer at a time and location convenient to the parents. Parents have the right to request a free written or electronic transcript or recording of the proceedings, to present evidence and witness disclosed to the public school at least five business days before the hearing, to confront evidence and testimony presented by the public school, to review their child's complete educational record on request before the hearing, to a written decision from the hearing officer and to be represented by counsel or an advocate of their choice. Parents may, within fifteen days of receipt of the written decision of the hearing officer, appeal the ruling of the hearing officer to a state-level panel of three administrative hearing officers. Upon receipt of the written decision of the appeals panel, parents may file within thirty days an action in the appropriate federal district court or in the Pennsylvania Commonwealth Court. Failure to pursue due process hearings or to appeal decisions resulting there from in a timely manner can bar the ability of the parents to raise some or all of their claims.

MEDIATION AND PRE-HEARING CONFERENCES: Without prejudice to the right to a hearing as outlined above,



parents and public school officials can agree to mediate or attempt to resolve amicably through a pre-hearing conference any or all of the issues between them. Information concerning mediation can be obtained from and requests for mediation can be addressed to the Pennsylvania Special Education Mediation Service, Box 130 Mar Lin, Pennsylvania 17951; telephone number 800-992-4334.

MAINTENANCE OF PLACEMENT: During any dispute between the public school and the parents, the public school must maintain the child in the then-current educational placement. This "stay put" rule does not apply to programs and placements recommended by public schools in other states, to programs and placements in private schools that are not the recommended placement of the public school and to exclusions from school for possession or use of an illegal substance or for possession of a weapon when the public school is proposing an alternative school placement for up to forty-five days.

ATTORNEY'S FEES AND COSTS: When parents prevail in a due process hearing, or obtain a favorable settlement of a claim as a result of a hearing request, they may recover from the public school reasonable attorney's fees and costs incurred in the pursuit of the hearing or settlement. Fees and costs are not available for attendance of the attorney at IEP team meetings unless a hearing officer or judge orders the meeting. Parents can be denied some or all of their claim for fees and costs if they fail to provide written notice to the public school at least ten days before the due process hearing of the problems or concerns that they have with the actions or inaction of the public school, the specific facts that support their problems or concerns and their proposed resolution, if any.

PRIVATE SCHOOL TUITION REIMBURSEMENT: In some cases, parents of children who were identified by the public school as eligible for special education and related services and who received such services can recover in a due process hearing or from a court an award of private school tuition reimbursement when they can prove (1) that the public school failed to offer an appropriate program or placement to the child; (2) that the parents therefore placed their child in a private school; and (3) that the private school placement was proper. Tuition reimbursement awards can be denied or reduced if the parent's behavior was improper or if the parents delay unreasonably in asserting a claim against the public school in a due process hearing. Such awards can also be denied or reduce if the parents fail either (1) to notify the public school of their intent to place the child in a private school at the last IEP team meeting before the planned placement; or (2) to notify the public school in writing of their intent to place the student in a private school at least ten days before withdrawing the student for that purpose.

#### STUDENT RECORDS

The Hatboro-Horsham School District maintains records concerning all children enrolled in public school, including students with disabilities. Records containing personally identifiable information about or related to children with disabilities could include, but are not limited to, cumulative grade reports, discipline records, enrollment and attendance records, health records, individualized education programs, notices of recommended assignment, notices of intent to evaluate and reevaluate, comprehensive evaluation reports, other evaluation reports by public school staff and by outside evaluators, work samples, test data, data entered into the Penn Data System, correspondence between school staff and home, instructional support team documents, referral data, memoranda and other education-related documents. Records can be maintained on paper, microfiche, audio or videotape and electronically. Records can be located in the central administrative offices of the public school, the administrative offices of the Montgomery County Intermediate Unit, the school building or building at which the student attended or attends school, private schools and facilities at which the public school has placed the child for educational purposes, central storage facilities and electronic storage systems and in the secure possession of teachers, building administrators, specialists, psychologists, counselors and other school staff with a legitimate educational interest in the information contained therein. All records are maintained in the strictest confidentiality.

Records are maintained as long as they remain educationally relevant. Public schools are required by law, however, to maintain a written record of each child's name, address, telephone number, grades, attendance records, classes attended, grade level completed and year completed for at least 100 years beyond the date on which the child attains the age of twenty-four and to maintain health records for at least two years beyond the date on which the student ceases to be enrolled. The purpose of collecting and maintaining records are (1) to ensure that the child receives programs and services consistent with his or her IEP; (2) to monitor the ongoing effectiveness of programming for the child; (3) to document for the public school and the parents that the student is making meaningful progress; (4) to satisfy the requirements of state and federal agencies who have an interest in inspecting or reviewing documents concerning particular students or groups of students for purposes of compliance monitoring, complaint investigation and fiscal and program audits; and (5) to inform future programming for and evaluations of the child.

When educational records, other than those which must be maintained, are no longer educationally relevant, the public school must so notify the parents in writing and may destroy the records or, at the request of the parents, must destroy them. Prior to destruction of any records, the school must notify the parents in writing of the right to obtain a copy of the records and must afford the parents an opportunity to do so. Public schools are not required to destroy records that are no longer educationally relevant unless the parents so request in writing.

Upon submitting a request to do so in writing, parents have the right to access the educational records of their child within forty-five days or before any due process hearing, whichever is sooner. Access affords the parents the following: (1) an explanation and interpretation of these records by public school personnel; (2) copies of the records if providing copies is the only means by which the parents can effectively exercise their right of inspection and review; and (3) inspection and review of the records by a representative of your choosing upon presentation to the records custodian of a written authorization from the parent. The public school can charge a fee not to exceed its actual costs for copying records.

After reviewing records, parents may ask the public school to change any information that they believe is inaccurate or misleading or violates the child's privacy rights. The school will make the requested changes or reject the request; the parent may request an informal hearing. The hearing can be held before any public school official who does not have a direct interest in its outcome. If the parents are dissatisfied with the outcome of the informal hearing, they may submit to the public school a statement outlining their disagreement with the record. The school thereafter must attach a copy of that statement to all copies of the record disclosed to third parties.

Parent consent is required in writing prior to the release of any personally identifiable information concerning a child with disabilities. Parent consent is not required, however, prior to the release of information (1) to a hearing officer in a special education due process hearing; (2) to public school staff and contractors with a legitimate educational interest in the information, including teachers of the child, building administrators, guidance counselors to whom the child is assigned, members of instructional support and multidisciplinary team in the course of screening and evaluation activities, records custodians and clerks, public school administrators with responsibility for programs in which the student is enrolled or intends to be enrolled, school board members sitting in executive session in consideration of matters concerning the child upon which only the school board can act, program specialists and instructional aides working with the child, therapeutic staff working with the child and substitutes for any of the foregoing persons; (3) to officials or staff of other schools and school systems at which the student is enrolled or intends to enroll; (4) to federal or state education officials and agencies and to the comptroller of the United States; (5) to accrediting organizations to carry out their accrediting functions; (6) to comply with a lawful subpoena or judicial order; (7) in conjunction with a health or safety emergency to the extent necessary to protect the health and safety of the child or others; or (8) that the public schools have designated as "directory information." Disclosure without consent of the parent is subject to certain conditions more fully described in the Family Educational Rights and Privacy Act, 20 U.S.C 332g and its implementing regulation, 34 C.F.R. Part 99.

The public schools of Montgomery County have designated the following as "directory information" (1) the name, address and telephone number of the child; (2) the date and place of birth of the child; (3) participation in school clubs and extracurricular activities; (4) weight and height of members of athletic teams; (5) dates of attendance; (6) diplomas and awards received; (7) the most recent previous institution or school attended by the child; and (8) names of parents, siblings and other family members. The parent of an actively enrolled public school student may, within thirty days of the publication of this notice, request in writing that information here designated as directory, not be disclosed without parental consent. If the public school does not receive such request within this time, it will assume that it may

release such information without consent. Written notice must be received either at the local public school in which the child is enrolled or at the administrative offices of the public school at the appropriate address listed below.

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:

Kimberly Myers, Director of Special Education/Student Services 899 Horsham Road  
Horsham, Pennsylvania 19044  
Phone: 215-420-5801

## **SECTION IV. STUDENT SAFETY AND DISCIPLINE**

### **ELEMENTARY GUIDELINES FOR VISITORS:**

Guidelines are designed to avoid incidents of consequence by controlling the flow of visitors, parents, vendors and guests within our classroom buildings and hallways. A secondary but equally important purpose is to document who is in our buildings if there is a catastrophic event.

### **RATIONALE:**

All of the schools and buildings within the Hatboro-Horsham School District are important places. These buildings house our most precious commodity, the children of Hatboro and Horsham. In order to maintain the level of safety that the School District has enjoyed, a decision has been made to control the flow of visitors in all of our buildings and document the specific location visited.

### **PROCEDURE:**

Each building has signs posted at the entrance noting that all visitors, including School District employees from other buildings, parents, vendors, and guests must be signed in before entering.

Listed below are the proper procedures:

The visitor will enter through the school's main door and proceed directly to the Kiosk located in the school sign in area. In the case of the Hatboro-Horsham High School, the visitor will go directly to the security window. Using a driver's license or other photo identification, the visitor will follow the posted visitor sign-in Kiosk instructions. If the visitor is approved by the Kiosk check-in, the school office will allow the visitor to enter through the lobby doors. The visitor must go directly to the office and state their business. If the visitor does not have a photo-identification, an administrator must approve the visit by signing their approval in the space provided in the visitors' log. School District employees from other buildings must show their school district ID.

### **CODE OF STUDENT CONDUCT**

**We are currently revising our Codes of Conduct. We will still respond to all behavior incidents in a timely and appropriate manner. Any concerns related to student behavior, including bullying, should be reported to school personnel.**

By authority of Pennsylvania School Code Chapter 12, The Hatboro-Horsham School Board has adopted Policy 218 which states a Code of Student Conduct will govern student discipline, and students shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, national origin or handicap/disability.

All examples, procedures, and disciplinary responses are applicable in school, on school buses, while traveling to and from school, during school sponsored field, trips, including school activities. Any student misconduct committed on school district property or at school related activities or that substantially interferes with normal school functions or educational process at any time including weekends and/or evenings is subject to disciplinary action. Principals and assistant principals will exercise discretion in dealing with offenses involving primary students (K-3) and special education students following consultation with the Assistant Superintendent and the Director of Special Education. All Board approved Policies can be accessed on the Districts web-site at [www.Hatboro-Horsham.org](http://www.Hatboro-Horsham.org) and the Principal's office at each school.

Level – Description of Behavior	Infraction	Procedures	Possible Disciplinary Responses
Level I misconduct involves behavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.	Inappropriate attire Bullying/Cyber Bullying (minor) Classroom disturbance School tardiness Cheating or lying Disrespectful language/gestures Leaving area without permission	Intermediate intervention is required by the staff member who is supervising the student or who observes the misbehavior. Repeated misbehavior may require a Parent/Teacher conference; conference with the counselor and/or administrator. A record of the offenses and disciplinary action is maintained by the staff member.	Verbal reprimand Special assignment Behavioral contract Parent conference (in-person or phone) Withdrawal of privileges, e.g. recess, assembly, special events Detention
Level II can involve continuation of prior misconduct or can be misconduct that involves behavior whose frequency or seriousness disrupts the learning climate of the school.  These infractions require the intervention of personnel on the administrative level.	Continuation of Level I misconduct Repeated school tardiness Repeated Bullying/Cyber Bullying Use of forged notes/excuses Disruptive classroom behavior Throwing food in the cafeteria Abusive language Violation of AUP (minor) Incomplete home or class assignments	The student is referred to the administrator for appropriate disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the student and confers with the parent about the student's misconduct and the resulting disciplinary action. A record of offenses and disciplinary actions is maintained by the administrator. Restitution of property and damages is required through the student's own work wherever possible.	Parent/Staff conference Behavioral contract Withdrawal of privileges Detention In-school suspension
Level III can involve continuation of prior misconduct or can be misconduct acts of misbehavior that take on added seriousness because they involve a violation of the personal property rights of others and/or acts which are criminal or illegal.  Level III misconduct acts are immediately handled by the administration. Those acts which are criminal or illegal will automatically be referred to the appropriate law enforcement office.	Continuation of unmodified Level I & II misconduct Repeated Bullying/Cyber Bullying Fighting (simple) Vandalism (minor) Truancy Theft Threats to other students Throwing rocks, snowballs, or other harmful objects Obscene language or gestures Harassment sexual/cultural/ethnic Extortion Smoking or possession of tobacco products Misbehavior in In-School Suspension Violation of AUP (major)	The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences. The administrator meets with the student and confers with the parent about the students' misconduct and the resulting disciplinary action. A record of offenses and disciplinary actions is maintained by the administrator. Restitution of property and damages is required through the students own work wherever possible.	Temporary removal from class Withdrawal of event privileges Withdrawal of bus privileges Loss of computer privileges Guidance Services/Referral for a risk assessment Detention In-School suspension Out-of-School suspension Parent conference and/or hearing with the Superintendent Charges under Pennsylvania Civil/Criminal Code.
Level IV can involve continuation of prior misconduct or can be misconduct that involves acts which result in violence to another person or property or acts which pose a direct threat to the safety of others in the school.  The school superintendent shall	Continuation of unmodified Level I, II, or III misconduct Arson Assault/battery Repeated Bullying/Cyber Bullying Vandalism Theft/Possession/Sale of stolen property Bomb Threat or false alarm	The administrator verifies the offense, confers with the staff involved, and meets with the student. The student is immediately removed from the school environment. Parents are notified	Withdrawal of bus privileges Detention – Guidance Services/Referral for a risk assessment Out-of-school suspension Parent conference and/or hearing with the Superintendent – Expulsion

<p>report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school-sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. Reports shall include all information as required by the School Code.</p>	<p>Explicit threats/offensive actions (sexual, cultural, or ethnic)  Deliberately threatening/striking a district employee  Possession of unauthorized substances (drugs/alcohol, real or perceived) or paraphernalia (drug or alcohol related)  Using or under the influence of unauthorized substances (drugs/alcohol, real or perceived) or paraphernalia (drug or alcohol related)  Possession or conspiring with the intent of furnishing, transferring, or selling of unauthorized substances (drugs/alcohol, real or perceived) or paraphernalia (drug or alcohol related)  Possession/use/transfer of weapons or explosives (real or perceived) and conspiracy to deliver.  Risking a catastrophe  Terroristic threats</p>	<p>School officials contact law enforcement agencies and assist in prosecuting offender.  A report is submitted to the superintendent for board action.  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 a school sponsored activity will be expelled for a period of not less than 1 year in accordance with Section 1317.2.</p>	
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**ELEMENTARY GUIDELINES FOR ATTIRE** - The school administration reserves the right to determine whether a student's attire is within acceptable limits of these guidelines. The principal may allow exceptions for school-wide programs or special classroom activities. If a student's clothing or footwear is found to be inappropriate, parents or guardians will be contacted. Students will be sent to the nurse's office and provided with temporary clothing for the remainder of the school day or parents may opt to bring proper attire for the student.

- Clothing bearing obscene writing or promoting indecent or unacceptable behavior, whether stated or implied, will not be permitted. In all such cases, students wearing inappropriate items will be asked to remove or replace them. Shorts may be worn, but tight-fitting shorts or "short shorts" will not be allowed.
- Shirts, blouses, and dresses must completely cover the abdomen and back. Sleeveless tops should have shoulder straps at least one inch wide, or be worn with a shirt or sweater. Shirts or tops must cover the waistband of pants, shorts, or skirts, with no midriff showing.
- Since students at the elementary level have recess every day, it is recommended that the students wear sneakers or other safe footwear to school daily. It is preferred that students wear shoes with secured straps particularly as they engage in recreational activities and movement throughout the building. For safety reasons, it is strongly suggested that flip-flops not be worn to school.
- Students should refrain from wearing make-up to school.

**WEAPONS POLICY**

Possession of weapons in the school environment is a threat to the safety and well-being of students and employees of the school district and is prohibited by law. Weapons are forbidden on any school property, at any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. (School Board Policy 218.1)

If a child brings a penknife, or any other potentially harmful instrument (razor, nail clipper, file, scissors, kitchen knife, etc.) to school, he/she will receive an out-of-school suspension. The Hatboro/Horsham Police are notified and the principal holds a conference with the child and his/her parents. Additionally, a referral for an evaluation is made to Northwestern Human Services. The student may not return to school until Northwestern verifies that the child is not a threat to himself or others. Upon his/her return to school, the guidance counselor works closely with the child and monitors the child's behavior. If, in addition to bringing a weapon to school, the child threatens another child or staff member, the student will have a hearing before the Superintendent of Schools and may be expelled from school for a period of one year.

**BULLYING AND CYBERBULLYING POLICY** (School Board Policy 249)

Protecting the health and well-being of all students is of utmost importance to the Hatboro-Horsham School District. The newly revised Policy 249, Bullying and Cyber Bullying, along with recent changes in the Pennsylvania Crimes Code regarding Cyber Bullying will guide practices to assist in protecting students through the following steps:

1. Students will learn the definition of bullying/cyber bullying and what actions and methods constitute bullying/cyber bullying. avenues to report such bullying.
2. Students are made of aware of the consequences for violations of this policy.
3. Students are made aware of the district's responsibility to promptly investigate all complaints of bullying that occur on school property, during school hours, and at school related functions.
4. Within a school culture of respect and support, all are invited/encouraged to report and prevent bullying of either themselves or fellow students.
5. Students and parents can access the complete BULLYING & CYBER BULLYING Policy 249 on the District Website. <http://www.hatboro-horsham.org/cms/lib2/PA0100027/Centricity/Domain/13/249.pdf>

Recently the Pennsylvania Legislature added language to the existing Pennsylvania Crimes Code Harassment Section (Section 2709). The modification of the Harassment section now specifically includes cyber bullying and makes it a punishable crime under Pennsylvania law. Some of the modifications are:

1. Defines cyber harassment of a child and makes it a crime.
2. Explains what occurs if a juvenile is charged with this offense.
3. Defines the following: emotional distress, repeatedly communicates and seriously disparaging statement.
4. Becomes effective September 8, 2015.

For a more detailed review of Pennsylvania Crimes Code Section 2709(c)(2) please go to the following resource: <http://www.legis.state.pa.us/WU01/LI/LI/CT/htm/18/18.htm> and review section 2709 – Harassment

The Superintendent or his/her designee shall:

Develop administrative guidelines to implement this policy.

Shall ensure that this policy and administrative guidelines are reviewed annually with students, staff and adult volunteers.

In cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

The District administration shall annually provide the following information with the Safe School Report: Board's Bullying Policy Report of bullying incidents

Information on the development and implementation of any bullying prevention, intervention, or educational programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web-site, if available.

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in, and reporting incidents of bullying.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

Counseling within the school	Parental Conference
Loss of school privileges	Transfer to another school building, classroom, or school bus
Exclusion from school sponsored activities	Detention
Suspension	Expulsion
Counseling/Therapy outside of school	Referral to law enforcement officials

# REPORT FORM FOR COMPLAINTS OF BULLYING OR CYBERBULLYING

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

School Building: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Alleged bullying/cyberbullying was based on: (Circle those that apply)

- |          |                    |                 |
|----------|--------------------|-----------------|
| Race     | Color              | National Origin |
| Gender   | Age                | Disability      |
| Religion | Sexual Orientation | Other           |

Name of person you believe violated the district's unlawful harassment policy: \_\_\_\_\_

If the alleged discrimination was directed against another person, identify the other person: \_\_\_\_\_

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary:

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When and where incident occurred: \_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

This complaint is based on my honest belief that \_\_\_\_\_ has bullied or cyberbullied me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature    Date

\_\_\_\_\_

\_\_\_\_\_  
Received By    Date

\_\_\_\_\_



### SECURITY EMERGENCY MANAGEMENT

Providing accurate up-to-date information in emergency situations is extremely important for the Hatboro-Horsham School District. The school district and each school building utilizes the automated messaging system called "School Messenger". This system will send text messages, voice messages and email messages to cell phones, home phones and email addresses very quickly in the event of an emergency. (Parents/Guardians must update their child's demographic information on an annual basis).

In addition to "School Messenger" communications, emergency information is posted on the district website at [www.hatboro-horsham.org](http://www.hatboro-horsham.org) and is available on the school district's cable Channel 28 (Comcast) and Channel 33 (Verizon).

We also utilize the "School Messenger" system to provide information to parents via voice messages and email messages regarding general school information. Text messages are only used for a critical incident.

### EMERGENCY SCHOOL CLOSINGS

When dictated by inclement weather, the Hatboro-Horsham Schools will be closed to assure the safety of students. The district will post information on the website ([www.hatboro-horsham.org](http://www.hatboro-horsham.org)), Comcast Cable Channel 28 and Verizon FIOS Channel 33. In addition, the phone blast and e-mail blast system will be activated to communicate emergency school closing information. Announcements will also be made on radio and television stations (closing code 313 and delayed opening code 6313). If there is a two hour delay, school starts at 10:40 AM. If school is opening on a two-hour delay schedule, there is no morning ESL, and no midday transportation.

Make-up days for snow closing are listed on the school district calendar and website.

### NO SMOKING POLICY

The School District of Hatboro-Horsham will not provide a sanctuary for those who violate the laws relating to illegal distribution, possession or use of narcotics, drugs or alcohol. The possession, use or distribution of illegal drugs is not permitted in the school or on any school campus.

The School District of Hatboro-Horsham will protect the students under its jurisdiction by requiring compliance with all laws and by requiring aid, treatment, rehabilitation and necessary removal of those who are not compliant.

The complete drug policy is available from any school administrator and on the District website.

There is a NO SMOKING policy including e-cigarettes, vapor pens, and vaporizers for the school district which includes all buildings, grounds and school buses posted by the Fire Marshal as No Smoking areas. Any individual who violates this policy will be subject to a fine by the local magistrate.

### DISTRICT ASBESTOS MANAGEMENT PLAN

The Toxic Substances Control Act [also known as "TSCA"] requires that every local education agency, such as Hatboro-Horsham School District, establish an Asbestos Management Plan which contains information regarding inspections, response actions and post response action activities, including periodic re-inspection and surveillance activities, that are planned or in progress at any of its facilities. The Hatboro- Horsham School District maintains a complete, updated copy of a management plan for each school which is available for inspection by the public, including teachers, other school personnel and their representatives and parents during normal business hours at the school administrative office. The Hatboro-Horsham School District reserves the right to charge a reasonable cost to make copies.

### INTEGRATED PEST MANAGEMENT PLAN

The Hatboro-Horsham School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

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

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

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

Each year the district will prepare a new notification registry. If you have any questions, please contact Joe Crowe, Director of Operations and IPM Coordinator at 215-675-1832

### BICYCLES, ROLLER BLADES, SKATEBOARDS, SCOOTERS AND HEELYS

Students in third, fourth and fifth grades may ride their bicycles to school. Bicyclists MUST wear helmets. Bicycles must be locked in the bicycle racks located near the school. Skateboards, roller blades, scooters and Heelys are NOT permitted.

### AUDIO AND ELECTRONIC DEVICES

To enhance the instructional experience, students may operate school district issued electronic equipment as distributed by district employees. Personal CD, DVD players, radios, hand-held video games, iPods, MP3 players, iPads, Kindles, Nooks, and any other electronic devices that interrupt the educational process are not permitted on the bus or in school. Such devices will be confiscated and returned only to a parent. However, if extenuating circumstances exist, parents should contact the school principal to determine the necessary procedures. The school will not accept responsibility for lost, stolen, or damaged electronic equipment.

While cell phones provide important security and communication within families, they can also be disruptive and distracting to our learning environment. To ensure that the cell phones are not used during the school day, we ask that you and your children follow these important guidelines:

- 2 Cell phones are to be turned off during the school day and kept in student backpacks.
- 3 If security is a concern, students may leave their cell phones with their homeroom teacher or the main office at the beginning of the day, and then pick them up at dismissal time.
- 4 In an emergency situation, students may be permitted to use a school phone to call home.
- 5 If a parent needs to reach a child during the school day, please call the main office to make arrangements to speak with your child. If a child is found possessing or using a cell phone without permission during the school day, the teacher will take the phone and will contact the parents. Repeated incidents will be referred to the principal and disciplinary action could result.

### SCHOOL BUS SAFETY

The Hatboro-Horsham School District will provide transportation for all students in accordance with the School Laws of Pennsylvania. Our transportation department transports 4,700 students daily to and from our schools and more than 73 private schools. In addition we provide transportation for field trips and extra-curricular events. Bus safety is very important. Successful bus transportation requires the district, students and parents work together. Should you have any questions or concerns please contact the Transportation Department at 215-420-5450

Bus stop assignment information will be posted on our district website and at each school building during the week prior to school opening.

Students should arrive at their bus stop at least five minutes before the scheduled bus arrival time. In rare occasions, a bus may be delayed. Students should wait at least 30 minutes before leaving their bus stop, unless a parent determines that weather conditions will not allow waiting.

Courteous and respectful behavior on the school bus and at bus stops is a matter of safety. All students who take advantage of district transportation are asked to obey the following rules. Failure to follow bus safety rules may result in a temporary or permanent suspension of transportation privileges.

- Do not play or stand in the street while waiting for the bus or after leaving the bus.
- Board and depart the bus in an orderly manner.
- Always cross 15 ft. in front of the bus. Cross only when red lights are flashing and traffic is stopped.
- Remain visible to the bus driver at all times. Stay in assigned seats.
- Observe classroom conduct on the bus. Talk quietly. Be polite. Do not use abusive language.
- No eating or drinking on the bus.
- Bring only items that fit in your lap on the bus.
- NO gerbils, hamsters, reptiles or other live animals on the bus.
- Keep the bus clean. Do not tamper with bus equipment.
- Cooperate with your driver.
- If a large instrument needs to be transported, please contact Transportation Services to make arrangements.
- Follow all rules posted in the school bus.

## SECTION V. STUDENT HEALTH GUIDELINES

### EMERGENCY/MEDICAL INFORMATION

In the event of an emergency, the school district requires every child enrolled in school to have a completed/updated emergency information paper. This paper should include any and all phone numbers (including cell phone numbers) where the parent/guardian can be reached at any time. If your child has any medical condition (e.g., epilepsy, diabetes, asthma, cardiac and anaphylaxis) or is highly allergic or sensitive to certain foods, insect bites or medications, please include that information on the physical and health history forms. Please notify the school if conditions and/or allergies are diagnosed at any time during the school year.

### MEDICAL AND DENTAL REQUIREMENTS

The Pennsylvania School Health Law requires all children to have a medical and dental exam in specific grades. Those requirements are as follows:

**MEDICAL EXAM-** Within one year prior to kindergarten or 1st grade (if your child is entering school for the first time as a 1st grader). Grades 6 and 11. Exam must be completed after and submitted to the school nurse on the first school day.

**DENTAL EXAM -** Within one year prior to kindergarten or 1st grade (if your child is entering school for the first time as a 1st grader). Grades 3 and 7. Exam must be completed after and submitted to the school nurse on the first school day.

### IMMUNIZATIONS

**The Department of Health has changed school immunization regulations effective August 2017.** The regulations are intended to ensure that children attending school in the Commonwealth are adequately protected against potential outbreaks of vaccine preventable diseases.

FOR ATTENDANCE IN ALL GRADES, children need the following:

1. 4 doses of tetanus, diphtheria and acellular pertussis\*  
(1 dose on or after the 4<sup>th</sup> birthday)
2. 4 doses of polio  
(4<sup>th</sup> dose on or after 4<sup>th</sup> birthday and at least 6 mos after previous dose)
3. 2 doses of measles, mumps and rubella\*\*
4. 3 doses of hepatitis B
5. 2 doses of varicella (chicken pox) or evidence of immunity
  - \*Usually given as DTP or DTaP or DT or Td
  - \*\*Usually given as MMR

FOR ATTENDANCE IN 7<sup>th</sup> through 12<sup>th</sup> GRADE, children need the following:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) if 5 years have elapsed since last tetanus immunization.
- 2 doses of meningococcal conjugate vaccine (MCV)
  - First dose is given 11-15 years of age; a second dose is required at age 16 or entry into 12<sup>th</sup> grade.
  - If the dose was given at 16 years of age or older, only one dose is required.

#### \*\*\*EXCLUSION FROM SCHOOL \*\*\*

- **Your child will be excluded within the first 5 days of school, if immunizations are missing or given at incorrect intervals.** For those students unable to get all immunizations completed due to spacing of vaccines by #5 day of school, the parent or guardian will need to provide the school nurse with a medical certificate signed by the child's healthcare provider. If the student is non-compliant with the medical certificate then exclusion will occur.
- If your child is exempt from immunizations, he or she may be removed from school during an outbreak.

MEDICAL NEEDS OF STUDENTS - The following guidelines have been developed in order to ensure the health and safety of HHSD students:

### MEDICATION POLICY

The Hatboro-Horsham School District permits the administration of prescribed medication to a student during school hours only when failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if the medication were not available during school hours. Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. No student is to keep any medication in his/her locker or school bag, lunch box or pockets unless authorized by the school nurse. Physician and parent permission are required for all medication dispensed in the health office.

When medication absolutely must be given during school hours, these rules will be followed:

- No medication will be administered in school without a physician's written order and parent permission.
- All medication must be in the original container, properly labeled, with the student's name on it. No medication will be accepted in an envelope or baggy.
- Under standing orders from the school physician, Tylenol (acetaminophen) and Tums (antacid) may be administered by the nurse according to the age and weight of the student. Permission for administering Tylenol or Turns (Ibuprofen at the high school only) must be signed by the parent/guardian on the EMERGENCYFORM.
- All medications administered in school that requires a change in the dose, timing or frequency from the original physician order must be made by the physician in writing. Under no circumstances will a parent alone dictate a change in the medication regimen
- "One, two, or three times a day" medication should be given at home unless specifically ordered to be given at a certain time. A parent may come to school and administer medication to their child.
- Medication administration will be recorded in the nursing sapphire program and paper administration form if necessary.

### SELF-ADMINISTERED MEDICATION

If a student needs to keep an inhaler or an Epi-Pen on their person, in the classroom, or in the health room, the following requirements must be met:

- Parent/guardian and physician must complete the medication permission form.
- If the student is to administer the medication as needed, the physician must also sign the bottom portion of the form. This signature verifies that the student has been instructed on usage of the inhaler or Epi-Pen and is capable of administering the medication to him/herself.
- School Nurse will review with the student and complete the student skills assessment sheet.
- The student must tell the nurse as soon as possible when the medication was taken.

\*\*\*IF AN EPI-PEN NEEDS TO BE ADMINISTERED, THE NURSE SHOULD BE CONTACTED IMMEDIATELY.

### TRANSPORTATION OF MEDICATION TO SCHOOL

It is the responsibility of the parent or guardian to transport all medications to and from the school. Medications should be handed directly to the school nurse. No student should be carrying or transporting medications unless consent is given by the school nurse and students physician.

\*\*\*Any medication left in the nurses' office at the end of the school year will be discarded.

### MEDICAL NEEDS ON FIELD TRIPS

A first-aid kit packed by the school nurse is accessible at all times during a field trip.

Only licensed personnel (CSN, LPN, and RN) or a child's parent can administer medication to students who require medical care. School nurses cannot delegate this responsibility to a teacher, administrator, etc. Parents/guardian may be asked to accompany a child on a trip or to obtain a temporary order from a physician to change dosage time for medication so that it can be given prior to leaving the school building on the day of the trip.

COMMUNICABLE DISEASES: The following are communicable diseases that require exclusion from school:

	Return to School
Chicken Pox	7 days after eruption of last vesicles, all must be scabbed over
Strep Throat	24 hours after start of treatment
Scarlet fever	24 hours after start of treatment
Pink Eye	24 hours after start of treatment
Ringworm	24 hours after start of treatment, must be covered while in school
Impetigo	24 hours after start of treatment, must be covered while in school
Scabies	24 hours after start of treatment
Measles	Return only with a doctor's note
Mumps	Return only with a doctor's note

In all cases, the student should be checked by the school nurse when returning to school.

LICE PEDICULOSIS

Any student with an active case of pediculosis is excluded from school. The student may return to school after treatment and the hair is free of nits and lice, as determined by reexamination by the School Nurse.

HOMEBOUND INSTRUCTION

Any student who is suffering from a prolonged illness or injury is entitled to homebound instruction. A note from the doctor giving the specifics of the illness and the length of time the student is expected to be absent from school is needed. The parent is also requested to submit a formal request for homebound instruction through the School Principal. The schedule for lessons during the period is determined by the parent and the teacher providing the instruction.

WHEN TO MISS SCHOOL

Sick children seldom, if ever, gain anything by attending school. They are much better off at home where they are most likely to get the necessary care for recovery and early return to school. Keeping ill children at home also protects other children, their family, and the school staff from infection. A child must be kept home at least 24 hours after a fever, 24 hours after starting antibiotics, and 24 hours after the last episode of vomiting and diarrhea. If your child says he/she doesn't feel well, ask yourself, "If he/she were healthy, would I want him/her near someone with these symptoms?" Robert Hoekelman, M.D., contributing editor of The Merck Manual of Medical Information Home Edition, offers these guidelines to help you decide when to keep your child at home. If symptoms persist after 24 hours or worsen, call your pediatrician.

SYMPTOMS

KEEP YOUR CHILD HOME IF:

FEVER	He/she has a morning temperature of 100 or higher, or his/her temperature is below 100 but he/she is achy, pale, or tired.
STOMACH ACHE	He/she has had two or more episodes of vomiting or diarrhea, or has had one in the past 24 hours and feels tired or ill.
SNEEZING OR RUNNY NOSE	He/she is sneezing a lot, and his/her nose won't stop running.
SORE THROAT	He/she has tender, swollen glands and a fever of 100 or higher.
COUGH	He/she coughs frequently, coughs up phlegm, or the cough sounds like a bark or is accompanied by a sore throat or wheezing.
EARACHE	His/her pain is constant or severe – a sign of Otitis Media.
RASH	The rash blisters, develops pus, or is uncomfortable, which signals Chicken Pox or Impetigo.

## **SECTION VI. STUDENT ACTIVITIES AND PROGRAMS**

### **CHAPERONE GUIDELINES & RESPONSIBILITIES FOR FIELD TRIPS**

The following guidelines have been developed for field trip chaperones in order to ensure a safe and successful trip. It is important to note that responsibilities and guidelines are subject to change as required by administration and/or specific field trip coordinators.

#### **GUIDELINES**

On the day of the field trip, chaperones should arrive at school at the time designated by the trip coordinator.

Chaperones must be 18 or older.

Younger siblings are not allowed to accompany chaperones on trips (due to insurance guidelines).

Students are responsible for holding all personal items that are brought on trips.

Chaperones and their groups must be prompt returning to the buses at the end of the trip. Chaperones will return to buses or departure waiting area at the time designated by the trip coordinator.

Please dress appropriately for the school trip.

Use appropriate language.

Please do not purchase items for the students even if they ask.

Smoking and tobacco products are not permitted.

Chaperones need to be aware of any medical conditions/allergies etc. of any children assigned to them.

Chaperones shall not provide any prescription or over the counter medications to students.

Chaperones shall be seated throughout the bus in order to help maintain supervision.

#### **RESPONSIBILITIES**

Follow the planned timeline and itinerary.

Maintain a list of students designated in your group.

Chaperones are responsible for ALL of the children in their assigned group-not just the chaperone's own child.

Keep the entire group together for the duration of the field trip; students should never be permitted to leave the group.

Accompany students to the restroom area.

Treat all children for whom you are responsible fairly and equally.

Report any accidents or problems to the Field Trip Coordinator immediately.

In an EXTREME emergency, call 911. Remain calm.

A chaperone in each group must carry a cell phone and exchange cell phone numbers with the Field Trip Coordinator.

Chaperones must inform the Principal/Designee of any condition that may affect his/her ability to perform their assigned duties.

## DISTRICT VOLUNTEER POLICY AND PROCEDURES

Hatboro-Horsham School District welcomes and values volunteer participation in our schools. The following information will help you determine the type of clearances, if any, that you will need to volunteer in Hatboro- Horsham Schools.

### WHY DOES THE HATBORO-HORSHAM SCHOOL DISTRICT (HHSD) REQUIRE CLEARANCES IN VOLUNTEER SITUATIONS?

To ensure the safety of our students, HHSD volunteers must comply with certain requirements. The District's objective is to "promote a safe and secure school environment by establishing requirements and procedures to be followed in order to ensure that school volunteers are in compliance with Pennsylvania's Child Protective Services Law, which requires certain volunteers in the District's schools to obtain background clearances prior to commencing services as a volunteer."

### WHO IS REQUIRED TO OBTAIN CLEARANCES?

An adult applying for or holding an unpaid position as a volunteer who either is responsible for a child's welfare or will have direct volunteer contact with children on a regular and repeated basis. HHSD, in its sole discretion and in accordance with law, shall determine which volunteer positions involve responsibility for a child's welfare or direct volunteer contact with children on a regular and repeated basis.

"Responsible for a child's welfare" shall mean "a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control."

"Direct volunteer contact with children" shall mean "the care, supervision, guidance or control of children and routine interaction with children."

### WHEN DO I NEED TO OBTAIN THE CLEARANCES?

If this is your first year as a volunteer in our schools you are required to obtain clearances prior to your volunteer assignment. Any adult who will be in the classrooms during the parties is required to have a volunteer photo i.d. badge issued by the Hatboro-Horsham School District. The required clearances are free and any adult (including parents, grandparents and other family members) can complete the process. The volunteer credentials are good for five years and are also required to chaperone field trips or to volunteer on a regular basis at school. We appreciate the time and commitment that our volunteers offer to enhance our school!

*\*Please note that you will only be provided a volunteer badge once all of your clearances are submitted and your application has been accepted.*

For volunteers who are required to obtain clearances, what do they need to provide?

- [Volunteer Application](#) - Please complete the HHSD Volunteer Application which includes demographic information to be kept on file at the Administration Building.
- [Pennsylvania State Police Criminal Record Check](#) - Please follow the link for the PA Criminal Record Check
- [Pennsylvania Child Abuse History Clearance \(Electronic\)](#) or [Pennsylvania Child Abuse History Clearance \(Paper Form\)](#)

You may follow the link above for the electronic submission or to submit a paper request. (The PA Criminal and Child Abuse Clearances are provided at no charge for volunteers)

- [HHSD Volunteer Affirmation](#) OR [FBI Criminal Background Check](#) (Fingerprint)



SUBMIT THE HHSD VOLUNTEER AFFIRMATION IF:

- You have been a resident of Pennsylvania during the entirety of the last ten years.
- You have not resided in Pennsylvania during the entirety of the previous ten-year period but have obtained an FBI Criminal Background Check clearance since establishing Pennsylvania residency, so long as they provide the District with a copy of the prior FBI clearance.

SUBMIT THE FEDERAL CRIMINAL BACKGROUND CHECK (FINGERPRINTING) IF:

- You have **not** been a resident of Pennsylvania during the entirety of the last ten years.
- You are chaperoning an event identified by the Hatboro-Horsham School District which requires a Federal Criminal Background Check.

*When registering for FBI fingerprinting, make sure you click on the icon entitled Pennsylvania Department of Education. Then go to register information. Please apply under "Register Online", which is located under "Registration Information" at the top right of the Applicant Fingerprinting Online Services page. For FBI Fingerprint Clearance locations, please click on "Print Site Locations" on the Applicant Fingerprinting Online Services page for a listing of sites that would be most convenient for you.*

IS THERE ANY OTHER SCREENING NECESSARY FOR SCHOOL VOLUNTEERS?

The Division of School Health, in discussion with the TB Program at PA Dept. of Health have agreed that volunteers requiring TB Testing are those who provide 10 hours or more per week in direct contact with children.

TB test must be administered within 3 months of employment or volunteer activity or a note (on the physician's letterhead) stating that the person is free of communicable tuberculosis would meet the TB test requirement. This must also be dated within 3 months of employment or volunteer activity.

A copy of the TB test results will be made from the original and kept on file in the Administration Building.

- [School Personnel Health Record](#)

How often will I need to renew my clearances?

You will need to update your clearances every 5 years.

What should I do once I receive my clearances?

Make an appointment to submit application <http://www.signupgenius.com/go/20f054fa9ad2ca2fd0-volunteer1> - you will be able to make an appointment up to two weeks in advance.

Bring originals and 1 copy with you to the Administration Building

- You will have a picture taken.
- Your application will be reviewed. If you are approved, you will be notified by email to pick up your badge in the Administration Building.

Important Information:

- Your volunteer badge is valid for 5 years. You will not be permitted to volunteer without it. If you lose your badge, contact [volunteers@hatboro-horsham.org](mailto:volunteers@hatboro-horsham.org) or 215-420-5000. There will be a fee to replace a lost badge.
- Applicants will not be provided with an official copy of the FBI clearances.
- You are required to notify the District's Human Resources Department within seventy-two hours of any arrest or conviction of an offense that would constitute grounds for denying participation as a volunteer

FIELD DAY

Field Day activities involve all children in a variety of cooperative games and races. All parents are invited to attend Field Day activities, which take place in the spring each year and are organized by the physical education department.

### LIBRARY

Every class has a scheduled period for library instruction. Additionally, children visit the library as assigned by the teacher. The library is open during regular school hours for children and parents to visit and withdraw books. Students who have lost or misplaced library and/or textbooks will be responsible for the cost of replacing the books.

### LOST AND FOUND

Please remind your child to check the lost and found area periodically. Parents are also encouraged to check the lost and found area. All items not claimed will be donated to a local charity throughout the school year.

### FOOD SERVICES

The Food Service Department is equipped with a computerized cash register system in all schools. This system gives parents the ability to prepay breakfast, lunch, milk and snacks in any amount up to \$999.99. Prepaying meals is the perfect way to be sure that lunch money is being used for the purpose it was intended. It also eliminates the need to send money every day. Because charges are not permitted, you may want to consider depositing a minimum of \$5.00 into your child's account.

Payment to your child's account can be made by sending cash, a check or payments can be made thru Visa, Master Card and debit cards. There is a \$2.00 flat fee for each Visa, Master Card or debit transaction. Please visit our website by going to [www.hatboro-horsham.org](http://www.hatboro-horsham.org); go to Site Shortcuts (on the left side) and click on MY SCHOOL BUCKS to set up your account and to make a payment.

<https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>

Payments made will be posted the following day. Once your account is set up you can go into your child's account to check his or her balance. Money brought in for lunch will be deposited in its entirety into your child's lunch account. Money to be used for any other purpose should be sent in a separate envelope and marked with your child's name and the purpose for which it is intended.

Breakfast is available for students in the AM Day Care Program for \$1.10. Breakfast consists of assorted cereals or a bagel, 100% fruit juice and milk. Elementary lunch is \$2.25 and milk is \$0.50. Breakfast and lunch menus will be sent home at the beginning of each month and can be viewed or printed from our website [www.hatboro-horsham.org](http://www.hatboro-horsham.org). There is a new preferred way of submitting a Free & Reduced application. Please apply through the Primero Edge website at [www.paschools.com](http://www.paschools.com)

### GRADE 3 WATER SAFETY

Third grade students will participate in three water safety sessions at the Simmons Elementary School pool. Classes from every district elementary school will be bussed to the pool during the regular physical education class period. The main focus of the program will be water safety. The program is taught by certified water safety instructors.

### GRADE 4 AND INSTRUMENTAL AND STRINGS PROGRAM

Lessons are available beginning in the fourth grade. There is no charge for the lessons. It is the responsibility of the parent to supply the musical instrument and instruction book. Additional information will be sent home to parents. All third grade students will receive instruction on recorders as part of the music class.

### GRADE 5 CAMPING TRIP

Fifth grade students participate in an overnight camping trip at College Settlement Camp. The purpose of the camping trip is to provide an educational experience which emphasizes the preservation of our natural resources. There will be a \$50.00 per child camp assessment fee. Please contact the School Principal if you cannot afford the fee and arrangements will be made. Additional information will be sent home prior to the trip.

## ACCEPTABLE USE POLICY

The Hatboro Horsham School District ("School District") provides employees, students, and Guests ("users") with access to the School District's electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means. Guests include, but are not limited to, visitors, workshop attendees, volunteers, independent contractors, adult education staff, students, and board members.

The School District provides instruction to minors on the topics of Internet Safety and appropriate online behavior. Internet Safety education topics include, but are not limited to: online behavior and ethics, social networking safety, chat room safety, cyber bullying awareness and response and other online privacy and security issues.

Computers, network, Internet, electronic communications and Technical Services (collectively "CIS systems") provide vast, diverse and unique resources. The Board of School Directors will provide access to the School District's CIS systems for users if there is a specific School District-related purpose to access information and research; to collaborate to facilitate learning and teaching; and to foster the educational purpose and mission of the School District.

For users, the School District's CIS systems must be used for education-related purposes and performance of School District job duties. Incidental personal use of school computers is permitted for employees so long as such use does not interfere with the employee's job duties and performance, with system operations, or with other system users. Personal use must comply with this Policy and all other applicable School District policies, procedures and rules contained in this Policy, as well as Internet service provider ("ISP") terms, local, state and federal laws and must not damage the School District's CIS systems.

Students may only use the CIS systems for educational purposes. At the same time, personal technology devices brought onto the School District's property, or to School District events, or connected to the School District's network, that the School District reasonably believes contain School District information or contain information that violates a School District Policy, or contain information/data that the School District reasonably believes involves a criminal activity may be legally accessed to insure compliance with this Policy, other School District Policies, and to comply with the law. Students may use their personal electronic devices, including computers, tablets, and smart phones, to connect to the School District's intranet, Internet and school network folders from areas identified at the schools called "hot spots." Connectivity from any other location requires the approval by the Director of Technical Services and the Director of Curriculum - Educational Programs and Assessments.

The School District intends to strictly protect its CIS systems against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these School District assets and in lessening the risks that can destroy these important and critical assets. Consequently, users are required to fully comply with this policy, and to immediately report any violations or suspicious activities to Director of Technical Services and/or building Coordinator of Information Technology (CIT) for Staff; and to teacher, guidance counselor, and/or (House) Principal for Students. Conduct otherwise will result in actions further described in Section 13 - Consequences for Inappropriate, Unauthorized and Illegal Use, found in the last Section of this Policy, and provided in relevant School District policies.

The School District will keep this policy posted on its web site. The School District will also include a notice of this policy in the student handbook. This policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the School District to monitor and enforce a wide range of social values in student use of the Internet. Further, the School District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The School District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the School's District's CIS system. Parents are responsible for monitoring their children's use of the School District's CIS systems when they are accessing the systems from outside of the School District.

All users must read, understand, and comply with this policy that includes network, Internet usage, electronic communications, telecommunications, nondisclosure and physical and information security policies. Staff users must provide a signed acknowledgement form. Staff users with access to student data must read, understand and sign the Pennsylvania Department of Education Student Access and Use Policy's Student Data Non-disclosure Agreement.

The Hatboro-Horsham School District's Acceptable Use Policy and other supporting documents such as the expectations for Grades K-2 and Grades 3-5 students are accessible on the District website at the following address:

<http://www.hatboro-horsham.org/Page/287>

## **SECTION VII. CHILD CARE PROGRAMS**

All programs require a \$50.00 non-refundable registration fee.

### **SCHOOL-AGE CHILD CARE PROGRAM ENROLLMENT PROCEDURES**

Parents may secure child care applications from the HHSD website, central registration or from building secretaries during regular school office hours. School office hours are 8:00AM to 4:00 PM. Forms should be completed in their entirety prior to scheduling the enrollment conference.

Parents are required to have an enrollment conference with the Child Care Director prior to the child's first day of attendance. Enrollment appointments should be made directly by calling Jackie Barnhart at (215) 420-5470 or via email at [jbarnhar@hatboro-horsham.org](mailto:jbarnhar@hatboro-horsham.org). Mrs. Barnhart's office is located in Simmons School, 411 Babylon Road, Horsham, PA 19044. During the enrollment conference, parents are encouraged to share information about their child, voice their expectations of the program and ask questions.

It is the responsibility of the parent to report to the Child Care office any change of address, telephone numbers (home, mobile, or work), employment, emergency contact, and medical information.

### **BEFORE AND AFTER SCHOOL CHILD CARE**

All elementary schools offer quality child care to children whose parents are employed outside the home. The child care programs are licensed by the Pennsylvania Department of Welfare/OCDEL. Students in kindergarten through fifth grade are eligible for the program.

#### **Program Hours:**

Before School	6:30 AM to 8:30 AM
After School	3:15 PM to 6:30 PM
Full Day Teacher In-Service	7:00 AM to 6:00 PM
Half Day Teacher In-Service	1:00 PM to 6:30 PM
Winter Vacation	7:00 AM to 6:00 PM
Spring Vacation	7:00 AM to 6:00 PM

#### **PROGRAM FEES:**

Before School	5 Days - \$115.00/mo	4 Days - \$98.00/mo	3 Days - \$78.00/mo	2 Days - \$56.00/mo
After School	5 Days - \$200.00/mo	4 Days - \$168.00/mo	3 Days - \$126.00/mo	2 Days - \$96.00/mo
Before & After School	5 Days - \$275.00/mo	4 Days - \$224.00/mo	3 Days - \$171.00/mo	2 Days - \$116.00/mo
Full Day Teacher In-Service	Per Day - \$40.00			
Half Day Teacher In-Service	Per Day - \$25.00			
Daily Rate	DROP IN CARE IS NOT AVAILABLE			
Winter/Spring Vacation	Per Day - \$40.00			
DISCOUNTS	10% Discount for Each Additional Child			

<b>Program</b>	<b>Monthly Fees</b>	<b>Hours</b>
<input type="checkbox"/> <b>Preschool Program</b>	<b>\$650.00</b>	<b>8:30 a.m. - 3:15 p.m.</b>
<b>Program add on options</b>		
<input type="checkbox"/> <b>Before Preschool Program only</b>	<b>\$110.00 (add)</b>	<b>6:30 a.m. - 8:30 a.m.</b>
<input type="checkbox"/> <b>After Preschool Program only</b>	<b>\$200.00 (add)</b>	<b>3:15 p.m. - 6:30 p.m.</b>
<input type="checkbox"/> <b>Before and after school</b>	<b>\$275.00 (add)</b>	<b>6:30 a.m. - 8:30 a.m./ 3:15 p.m. - 6:30 p.m.</b>

**Location: Simmons Elementary Only**

**Enrollment Period:**

- Summer Camp: Start Date: June 18, 2018 - Child must turn four by August 31, 2018 to begin the program on September 4, 2018.**
- Start Date: September 4, 2018 - Child must turn four by August 31, 2018 to begin the program on September 4, 2018.**

STREET ROAD To Feasterville  
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Montgomery County

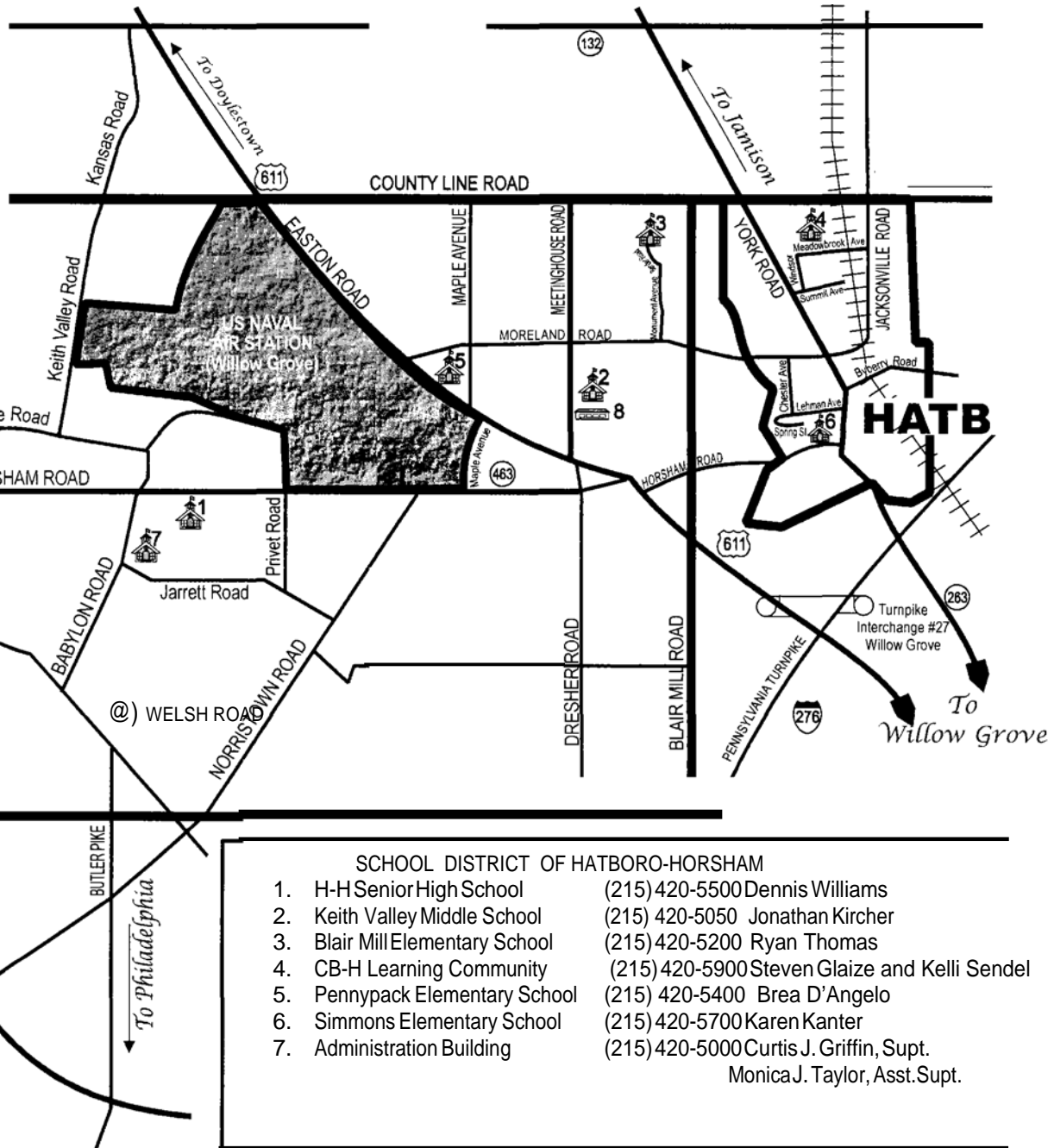
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Montgomeryville

WITMER ROAD

**HORSHAM**

To Lansdale



- SCHOOL DISTRICT OF HATBORO-HORSHAM**
- |                                 |  |
|---------------------------------|--|
| 1. H-H Senior High School       | (215) 420-5500 Dennis Williams   |
| 2. Keith Valley Middle School   | (215) 420-5050 Jonathan Kircher  |
| 3. Blair Mill Elementary School | (215) 420-5200 Ryan Thomas   |
| 4. CB-H Learning Community      | (215) 420-5900 Steven Glaize and Kelli Sendel                            |
| 5. Pennypack Elementary School  | (215) 420-5400 Brea D'Angelo   |
| 6. Simmons Elementary School    | (215) 420-5700 Karen Kanter  |
| 7. Administration Building      | (215) 420-5000 Curtis J. Griffin, Supt.<br>Monica J. Taylor, Asst. Supt. |

