

BROCKWAY AREA ELEMENTARY SCHOOL

Parent-Student Handbook



*Welcome to our
school!*

*“Successful schools feature strong academics,
committed teachers, involved parents, and a wide range
of activities that enrich students’ lives.”*

Where “Kindness Matters”

District Mission Statement

The mission of the Brockway Area School District,
in partnership with our community, is to prepare students
to achieve their fullest potential in an ever changing society.



BROCKWAY AREA ELEMENTARY SCHOOL

40 North Street
Brockway, PA 15824
Tel: 814-265-8417 Fax: 814-265-1818

Mr. Jeffrey Vizza, Superintendent
Mrs. Candace J. Patricelli, Elementary Principal



Foreword

The purpose of this Parent-Student Handbook is to share helpful information about the Brockway Elementary School with our parents and students. Please familiarize yourself with its contents, and use it as a reference when you have questions.

Several items make reference to a Board Policy number -- a copy of the Board Policy Manual is available in the Elementary Office.

Should you have questions not answered here, please feel free to call the school at 265-8417.

This booklet is distributed to incoming Kindergarteners only. However, this booklet is posted on our elementary website at www.brockway.k12.pa.us.

We look forward to serving you and hope your experiences with the Brockway Area Elementary School will be both positive and productive.

Revised: August 2018

The Brockway Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its educational programs, activities, and employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Superintendent of Schools, Title IX and Section 504 Coordinator, Brockway Area School District, 40 North Street, Brockway, PA 15824, 814-265-8411.

number in which to reach the parent. If the bus is full and we are unable to comply with the request, parents will be contacted and alternative arrangements will need to be made.

Student Apparel and Grooming

Good judgment should be used in the determination of appropriate clothing and grooming for school - parental supervision is essential. Apparel and grooming that is detrimental to the health, safety, or welfare of any student, that may be destructive of school property, or that is disruptive to the educational process will be considered inappropriate, and parents will be contacted. Some examples of inappropriate apparel or grooming are as follows:

1. Clothing with inappropriate slogans, illustrations, vulgarities, derogatory comments, or advertisements for drugs, alcohol, tobacco, or with a message representing a double meaning is not permitted.
2. Hats, bandanas, sunglasses, headbands, floppy beach sandals, chains, spiked or heavy metal jewelry are not permitted.
3. Tank tops, tube tops, net shirts, bare-midriff tops, or off-the-shoulder tops are not permitted.
4. Oversized clothing that fits improperly is not permitted.
5. Dyed "crayon colored" hair. I especially ask for parent help on this concern. While hair styles and standards vary, I appreciate parent help in maintaining an educational atmosphere appropriate to elementary students here at school.

Gum Chewing

For a number of reasons, students are not permitted to chew gum in school, including the newest forms of candy containing gum. Assistance from parents to ensure children do not bring gum to school is appreciated.

Prohibited Devices

The following are not permitted in school, on the bus, or at school functions.

- **Water devices**, squirt guns, etc.
- **Skate boards or roller blades**
- **Laser light pointers**

Questions about whether a particular item is permitted should be directed to the Elementary Office.

Playground and Playground Rules

Our school has excellent outdoor playground facilities available for student activities during the school day. These facilities include a paved walking course and a variety of physical fitness equipment suitable for students of varying skills and ages. Students will always be under the supervision of an adult school staff member when using the playground during school hours. We go outside all year long.

Our students' families are welcome to use our playground and walkway facilities during non school hours. Parents are responsible for providing adult su-

ties for prosecution.

Students seeking drug or alcohol-related help or advice, either for themselves or for another student, are encouraged to speak with the nurse or the counselor. A detailed description of the procedures to be followed when students are suspected of drug abuse, when students are suspected of possession or distribution of drugs in school, and for the instruction and readmission to school of students convicted of drug offenses can be found in Board Policy #227.

Duties and Responsibilities of School Bus Passengers

Each bus passenger shall cooperate with the bus driver and comply with the following regulations:

- A. Passengers will remain seated at all times and obey requests of the bus driver. Audio and visual will be recorded on the buses.
- B. There will be **NO**:
 - 1. Bringing articles aboard bus of injurious or objectionable nature
 - 2. Fighting, pushing, or tripping
 - 3. Hanging out of the windows
 - 4. Throwing objects in or out of the bus
 - 5. Lighting matches or smoking
 - 6. Tobacco product possession
 - 7. Unnecessary noise
 - 8. Tampering with bus equipment
 - 9. Rude, discourteous, or annoying conduct
 - 10. Destruction of property
- C. Students will ride the bus to which they are assigned.
- D. Permission to change buses will be granted by the transportation director only in extreme cases.
- E. Since buses are filled to their capacity in many cases, we discourage students going home with another student. No bus transfers will be permitted unless first cleared through the Elementary Office.

Failure to comply with these regulations will result in disciplinary action against the student(s), which may include removal/suspension from the bus. Parents will be informed of repeated and/or serious misconduct and, in the event of a bus suspension, are responsible for transportation and attendance at school during those days when bus privileges are suspended.

Parents and students should be aware that all buses are equipped for and may have installed a video / audio camera capable of recording activity and sound on the bus. These recordings may be used to monitor student behavior and verify bus driver or student incident reports.

Please be aware many buses run at full capacity. If your child temporarily needs to ride a different bus, the note requesting the change must include a telephone

A Note from Mrs. Patricelli

It is our job at Brockway Area Elementary to teach your children to love coming to school and love learning. The teachers and staff here love their jobs and will do their best to give your children the best education possible. "Kindness Matters" is a common theme in my stance on education. Treating everyone with respect no matter what our differences are is so important to me.

There is a common saying about it taking a village to raise a child. I believe this to be true. It will take all of us together: parents, grandparents, guardians, teachers, staff, and community members to guide our Brockway children to become valuable members of our community.

I am excited to start another school year, and I look forward to working with everyone to bring out our very best in each other.



**“Alone we can do so little.
Together we can do so much.”**

— Helen Keller

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should notify the bus driver, a staff member, or the Elementary Office *immediately*. The item will then be kept in the Elementary Office until it can be picked up by parents.

In cases where students or their parents would like to bring either the real or toy version of a weapon to school to contribute a topic being studied, as a prop for a play, etc., they must receive prior approval from the elementary principal.

Terroristic Threats/Acts

Students are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member, or school building.

Terroristic threats include any threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing terror or inconvenience. *Terroristic acts* include any offense against property or involving danger to another person.

Such behavior may result in immediate suspension by the principal and eventual expulsion by the Board of School Directors, as well as possible involvement of law enforcement authorities.

Tobacco Possession/Use

Students are not permitted to possess or use tobacco at any time in school buildings, on school buses, or on school property. "Tobacco" shall be defined as a lighted or unlighted cigarette, cigar, or pipe; other lighted smoking product; and smokeless tobacco in any form.

The student shall be subject to school disciplinary action, as well as possible legal prosecution by the district, which may result in a fine.

Drug and Alcohol Use/Possession/Distribution

The Brockway Area School District is a drug-free district. The unlawful use, possession, or distribution of any drug during school hours, on school property, and at any school-sponsored event is prohibited.

For purposes of this policy, "drug" means all dangerous controlled substances prohibited by law (including anabolic steroids); all "look-alike" drugs; all alcoholic beverages; tobacco and tobacco products; any drug paraphernalia; and any prescription or patent drug, except those for which permission to use in school has been granted (see the section on "Medication" under "School Health Services").

Students who violate this policy will be subject to disciplinary action, which may include expulsion, as well as possible referral to law enforcement authori-

standards of socially acceptable behavior; respect the rights, person and property of others; preserve the degree of order necessary to the educational program in which they are engaged; and obey those in authority.

In accordance with School Board policy, staff members have the authority and are charged with the responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior. A more complete description of the rules and regulations for student conduct, as well as the disciplinary action which may be taken against students who violate them, can be found in Board Policy #218.

Note: In the case of exceptional students, the district will take all necessary steps to comply with the Individuals with Disabilities Education Act.

Corporal Punishment

The use of corporal punishment is not permitted in the Brockway Area School District. A staff member may, however, use reasonable force under the following circumstances:

- A. To quell a disturbance.
- B. To obtain possession of weapons or other dangerous objects.
- C. For the purpose of self-defense.
- D. For the protection of persons or property.

A complete Brockway Area School District Student Discipline and Responsibilities document is on file and can be reviewed at the Elementary Office.

Weapons on School Property

Possession of a weapon by any student on school property or property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is on his/her way to or from school is prohibited and may result in expulsion from school for at least one year. In addition, the incident may be reported to law enforcement authorities.

A “weapon” includes but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury.

Students are also not permitted to bring look-alike or toy weapons (knives, guns, etc.) to school.

Students who have knowledge that this weapons policy is being violated should tell the bus driver, a staff member, or the Elementary Office immediately.

In order to avoid disciplinary action, any student who unintentionally brings such an item to school (for example, a pocket knife left in a coat pocket)

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SCHOOL DAY

- 7:25 a.m. - No students are permitted in the building prior to this time. Students arriving between 7:25 and 7:55 are to report to the Cafeteria.
- 7:55 a.m. - Faculty reporting time. Dismissal of students in the Cafeteria to their homerooms.
- 8:15 a.m.. - Student tardy bell. Opening classroom exercises. Students who arrive after this bell must report to the office with a parent/guardian to obtain a tardy slip.
- 10:10 a.m. - Kindergarten snack
- 10:45 a.m. -
12:45 p.m. - Lunches for Grades Kindergarten—6th.
- 2:48 p.m. - Dismissal of walkers and students to be picked up by parents. Remaining students are then dismissed according to bus numbers.
- 3:25 p.m. - Faculty dismissal time.

ensure that the forms are completed and returned to the physician/agency.

STUDENT SAFETY

Parents should discuss the following potential safety hazards with their children:

- A. Loitering on the way to and from school.
- B. Carelessness in crossing streets and intersections.
- C. Improper bicycle usage.
- D. Poor judgment at bus stops and on buses.
- E. Ignoring safety procedures on the playground.
- F. Lack of consideration for others.

UNLAWFUL BULLYING/HARASSMENT

All forms of unlawful bullying/harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools are prohibited.

Harassment includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age, or handicap/disability. *Ethnic harassment* includes the use of any derogatory word, phrase, or action characterizing a given racial or ethnic group that creates an offensive educational environment. *Sexual harassment* includes unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Board Policy #249 (bullying and cyber bullying) is posted in each classroom.

When a student believes he/she is being harassed/bullied, the student should immediately inform the harasser that his/her behavior is unwelcome, offensive, or inappropriate. If the harassing behavior continues, the student should promptly report the behavior to the building principal, teachers, the guidance counselor, the school nurse, or the school psychologist. The student will then be informed of the complaint process. (See Board Policy #248 for additional information.)

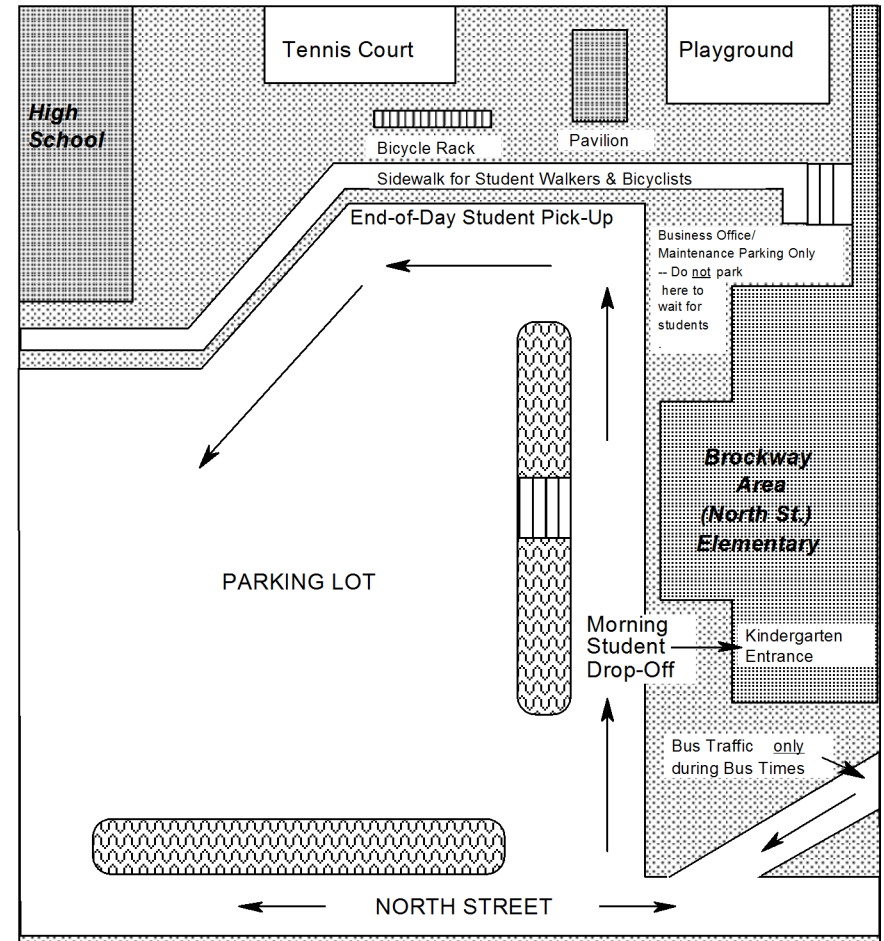
Substantiated charges shall result in prompt corrective action by the district to ensure the harassment ceases and will not recur. Substantiated charges against a student shall subject the student to disciplinary action, and participation in educational activities and/or counseling services related to the unlawful harassment may be required.

STUDENT BEHAVIOR

In order to maintain an effective instructional program, student behavior is governed by rules of conduct in school and during the time spent in travel to and from school. These rules require that students conform to reasonable

TRAFFIC PATTERNS

For the safety of our students, please follow the traffic procedures outlined below. Refer to the map, as necessary.



- i. Anyone if required by a court order or subpoena. However, where the subpoena is issued by a federal grand jury, the district will make reasonable efforts to notify the parent or eligible student prior to complying with the subpoena or court order.

The school district may disclose group scholastic achievement data form which the individual cannot be identified without written consent of the parent or eligible student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605
5. The right to refuse to permit the designation of any or all of the categories of directory information.

The district is permitted by law to disclose directory information without written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the designation of any or all of the categories of directory information if a written refusal is forwarded to the building principal by September 1st of the current school term.

Directory information which may be released may include the student's name, date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent and previous education agency or institution attended by the student; and other similar information.

6. The right to request that information not be provided to military recruiting officers.

Names, addresses and home telephone numbers of secondary school students will be released to military recruiting officers unless a student submits within twenty-one (21) calendar days a written request to the Superintendent that such information not be released.

SHARING CONFIDENTIAL INFORMATION WITH PHYSICIANS AND AGENCIES

If parents are given a questionnaire, survey or other form by a physician or agency to be completed by the school, they should contact the elementary guidance counselor, who will first secure a release of information and then

Students Drop-Off/Pick-up Procedures

- The *only morning* drop-off point for parents driving children to school is at the side Kindergarten entrance. Multiple cars can drop off at once all along the sidewalk by the Kindergarten doors.
- The *only end of the day* pick-up point is along the sidewalk, near the playground pavilion.

- Do not park in, wait for, drop off, or pick up students in the Business Office/Maintenance parking area.
- Do not form a double line anywhere in the traffic pattern.
- Do not use the bus loop at the school front entrance in the morning from 7:30 a.m. - 8:15 a.m. or at dismissal from 2:30 p.m.-3:30 p.m. This is for bus traffic only. During non-bus times, this area may be used.
- Students should exit and enter from the right side of the vehicle only. Students should not walk in front of or behind any vehicle, nor should they cross the parking lot to meet a car.
- Please follow PA seat belt and car seat regulations for children.

Students Walking or Riding Bicycles to School

Students walking or riding bicycles to school should enter and exit the school using the doors near the playground. Walkers must use the sidewalk, as shown on the map. Those using bicycles must travel beside the sidewalks used by the walkers. Students walking or riding may not stop at or enter the Jr./Sr. High School on their way to or from school.

VISITING THE SCHOOL

Visitors are welcome in the Brockway Area Elementary School. All entrances are locked during the school day; cameras monitor the building. If you wish to enter the building, please ring the bell at the front entrance and state your name and the reason you are here. In order to ensure the safety and security of our students, anyone entering the building who is not an elementary student or staff member must report first to the elementary office. There are NO EXCEPTIONS to this rule.

In the office, visitors must sign in and will be given a Visitor's Pass, which should be worn at all times in the building -- staff members have been instructed to question any visitor in the building not wearing such a pass.

Visitors should return to the office prior to leaving the building to sign out .

Visitor Parking

Except during bus times (prior to 8:15 a.m. and after 2:30 p.m.), those intending to remain in the building for under 15 minutes (for example, to drop off a forgotten item, to pick up a sick child, to pick up a child for an appointment, etc.) may park at the front entrance. Additional or long-term parking is available in the lot between the Elementary School and the High School.

What to do if you ever find a needle or matches on the ground.

- a. School officials, including teachers, with a legitimate need to review an education record in order to fulfill their professional responsibilities. This may include the disclosure of disciplinary information regarding conduct that posed a significant risk to the safety or well-being of the student or others. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medial staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special tasks (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- b. Officials of another school or school system in which the student seeks or intends to enroll. In this case, disciplinary information may be included. The district will make a reasonable attempt to notify the student's parents prior to the disclosure of information and will provide the parent with a copy of the record if so requested.
- c. Authorities named in FERPA and accompanying federal regulations, including authorized representatives of the Comptroller General of the United States, Secretary of Education and State and local educational authorities.
- d. Officials connected with a student's application for a receipt of financial aid.
- e. State and local officials who are required to get specific information pursuant to State law if the disclosure concerns the juvenile justice system and the system's ability to effectively serve the student who records are released. If the State statute was enacted after November 19, 1974, the officials must certify in writing that the information will not be disclosed to any other person, except as provided by State law, without prior written consent of the parent.
- f. Educational testing and research organizations for the purpose of administering student aid programs or improving instruction or predictive tests as long as confidentiality is maintained, and such organizations are required to destroy records after they no longer are needed.
- g. Accrediting institutions.
- h. In emergency situations to appropriate persons if the information is necessary to protect the health and safety of the student or others.

concerning the instructional program for the year ahead.

Please do not confuse this event with a parent-teacher conference. Given the number of parents attending, it is impossible for teachers to meet individually with parents and provide information about a particular child. If such a conference is desired, please contact the teacher to schedule one for another time.

STUDENT RECORDS

Notification of Right to Parents and Eligible Students

The Family Educational Rights and Privacy Act (FERPA) and Pennsylvania law afford parents/guardians and students eighteen (18) years of age and over (eligible students) certain rights with respect to the student's educational records, as follows:

1. The right to inspect and review the student's education records within thirty (30) days of the district's receipt of a request for access.

A parent or eligible student making such a request must submit to the school principal or appropriate school official a written request that identifies the record(s) s/he wishes to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise violates the privacy rights of the student.

A parent or eligible student may request the district to amend a record s/he believes is inaccurate, misleading or violates the privacy rights of the student by clearly identifying in writing the part of the record s/he wants changed and specifying why it is inaccurate, misleading or violates the privacy rights of the student. The request shall be made to the building principal.

If the district decides not to amend the record as requested, the principal will notify the parent or eligible student of the decision and advise him/her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and State law authorize disclosure without consent. Disclosure of personally identifiable information can be made without consent to the following:

DO NOT TOUCH it, and tell an adult.

Handicapped Parking/Entrances

Handicapped parking is available both at the front of the school and next to the Business Office area, near the playground pavilion. Handicapped accessible entrances are 1) at the front of the building (open during school hours) and 2) at the side entrance at the end of the Kindergarten hallway (open only prior to 8:15 a.m. during the school day and for evening events).

FLEX DAYS

Flex days are days when students are dismissed early to give teachers an opportunity to pursue a variety of professionally-related activities. On flex days, dismissal time for students is moved ahead to 12:00 p.m. Parents should consult the school calendar for the dates of flex days and make child care arrangements accordingly.

HOLIDAY DISMISSALS

The last school day preceding Thanksgiving, Christmas, and Easter vacation is shortened by one hour. Parents should be sure to make necessary child care arrangements.

EMERGENCY CANCELLATION, DELAY, OR DISMISSAL

In the event school is canceled, delayed, or dismissed early due to weather or other emergency, you will be contacted by our One Call Now System. Announcements will also be given to the following radio/television stations:

WOWQ DuBois (FM 102.1)

WJAC-TV 6 Johnstown

WDSN DuBois (FM 106.5)

WTAJ-TV 10 Altoona

Important: In the event of an early dismissal, parents should make arrangements for child care ahead of time and make sure their children are aware of those arrangements. The first day of school, each child will bring home an emergency dismissal form for parents to complete and return.

During cancellations, delays, and early dismissals, parents are asked not to call the school except in an emergency - school telephone lines need to be open to contact bus contractors and other service agencies.

HOMELESS

Homeless/displaced students are defined as individuals lacking a fixed, regular and nighttime residence. Refer to the district website to view the board policy on homelessness. If you need additional assistance, please contact Dan Hawkins in the business office.

STUDENT ASSISTANCE PROGRAM

For students who are experiencing mental health or drug and alcohol issues, students may be referred to the SAP team. Referral forms are available in the

Google folder. Both parents and teachers may make a referral to the team. This team will assist in obtaining further help for the student.

ADMISSION REQUIREMENTS

Prior to being admitted to school, whether for the first time in Kindergarten or in Grade 1, or for students transferring at any time from another school district, parents must present the following items:

1. The student's *birth certificate* or similar documentation as proof of age.
2. The student's *social security number*. (optional)
3. The student's *immunization records* documenting the criteria outlined below.
4. Three Proofs of Residency (other than a driver's license)

Immunizations

Under regulations of the Pennsylvania Department of Health (*as of 2017*), prior to attending school, **all students** are required to provide proof of having received the following immunizations:

- **4** doses of tetanus, diphtheria and acellular pertussis, one of which must be administered on or after the fourth birthday (DTap, DTP, DT).
- **4** doses of polio, with the 4th dose on or after 4th birthday and at least 6 months after previous dose given (IPV or OPV).
- **3** doses of hepatitis B.
- **2** doses of measles, mumps, and rubella (MMR).
- **2** doses of varicella (chickenpox) or evidence of immunity.
- **2** doses of meningococcal conjugate vaccine (MCV)
 - *first dose* is given prior to entry into 7th grade; *second dose* required at age 16 or entry into 12th grade.
- **1** dose of tetanus, diphtheria, acellular pertussis (Tdap) for entry into *7th grade*.

Exemptions to the school laws for immunizations are:

1. Children may enter school without immunization(s) if a physician provides a written testament that immunizations may be detrimental to the child's health.
2. Children may enter school without immunization(s) if the parent objects, in writing, to the immunizations in *religious beliefs* or on the basis of a strong *moral or ethical* conviction.

***If a student's immunization record does not meet the State criteria, he/she will not be permitted to attend school until required dose(s) are given.*

Physical Examinations

Physicals are required in kindergarten or first, sixth and eleventh grade. Examinations done by a family physician within one year to a student's entry into the grade where an examination is required are accepted.

Block Parents

forms as soon as possible.

ACCIDENT INSURANCE

Information regarding a voluntary student accident insurance program is sent home with students early in the school year. If parents choose to participate, they are responsible for paying the premium.

YEARBOOKS AND PICTURES

Each year individual pictures are taken in the fall and spring and are available for purchase. Re-take sessions are scheduled for students who were absent or whose parents were dissatisfied with the initial portrait. Student yearbooks are for sale later in the school year on a pre-order/pre-pay basis.

SOLICITATION AND SELLING

There shall be no soliciting from or selling to either students or staff in school without the approval of the principal. Exceptions: 1) yearbooks and school pictures - they are sold at cost and provide a service to students and their parents; and 2) the school "Book Fair" and "Book Club" programs - they allow students to purchase trade books at reduced prices.

VOLUNTEERS

Parents are an extremely important component of a successful school. Parents and other relatives of our students are encouraged to join the Parent Volunteers and contribute to our elementary program. Some possible roles of parent volunteers are homeroom special occasion helpers, field trip chaperones, bulletin board workers, listeners to children reading or working with math facts, and many other helpful activities.

Prior to starting as a volunteer, everyone must undergo a tuberculosis test and complete a Pennsylvania State Police Criminal Record (Act 34) Check and a Child Abuse History Clearance (Act 151).

- The tuberculosis test may be administered by the school physician (Dr. Devlin) at his office, and he will then bill the Parent-Teacher Group; or it may be administered by the volunteer's own physician at his/her expense.
- The form for the Criminal Record Check and the Child Abuse History Clearance are available in the Elementary Office. Once completed, it should be returned to the Elementary Office. (The fees are paid by the PTG). When the resulting clearance is received, the original should be brought to the Elementary Office, and a copy will be kept on file.

Note: All volunteers must check in at the office each time they enter the building and wear a visitor's pass while there.

OPEN HOUSE

Each fall, an evening Open House is held. The purpose of the evening is for parents and teachers to meet one another and for teachers to share information

FIELD TRIPS

Students at Brockway Elementary have the opportunity to participate in field trips. Participation in such trips is considered a privilege, which may be revoked if the behavior of a particular student so warrants. General guidelines for field trips include:

- Permission slips will be sent home prior to trips and must be signed and returned to the homeroom teacher.
- Students should dress in appropriate school attire with comfortable shoes.
- For all-day field trips, students may buy a packed lunch from the cafeteria at regular school prices (including free/reduced lunches, if the student qualifies). Lunches for students who prefer to bring their own should be in disposable paper bags with disposable drink containers (no glass) and should not exceed a normal amount of food.
- Parents of students with any special medical concerns (e.g., motion sickness) should **contact the school nurse prior to the day of the field trip**.
- No headsets, cell phones, CDs, radios, or video games are permitted. Students are permitted to take cameras, but they are responsible for any damage or loss.
- Students should not bring extra money - they are not permitted to purchase food, drinks, souvenirs, etc., on the field trip.
- If the return from the field trip is after the regular dismissal time, parents are responsible for being at the school at the expected arrival time to transport their children home.

BRINGING ANIMALS, ETC., TO SCHOOL

Children often wish to bring their pets to school. However, due to concerns over student safety, including possible allergic reactions, as well as the considerable amount of instructional time that might be used, animals may be brought to school only if the animal is rare/unusual or is the topic of study in the classroom. In such cases, 1) prior permission must be secured from both the classroom teacher and the principal, 2) the parent must bring the pet to school, and 3) the animal must be kept in a cage throughout the visit.

LOST AND FOUND

All lost and found items are turned in to the Elementary Office or are kept in the homerooms when found there. Generally, articles of clothing found outside homerooms are displayed in the lobby area at the main entrance, and other items are kept in the Elementary Office. Any items not claimed by the end of each month are donated to a local charity.

WEEKLY NOTES HOME

Every Friday during the school year, a mass email will be sent home with important information from the school. If you are not receiving these emails, please give your email address to the office. Any hard copy forms needing to be completed by the parents will be sent home with students. Please return any

If you see a sign on someone's home in town which says "Block Parent," this is a SAFE place. Go here if you are alone and need help.

Transfer Students - Discipline Records

For transfer students, in addition to the admission requirements outlined above, the parent, guardian or person having control or charge of a student must provide a sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school of the Commonwealth or any other state for:

- an offense involving weapons, alcohol or drugs;
- for the willful infliction of injury to another person; or
- for any act of violence committed on school property.

The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for those reasons. Any willful false statements concerning this registration are a misdemeanor of the third degree. The registration statement is maintained as part of the student's disciplinary record.

Note: When a student transfers to a new district, a certified copy of the student's disciplinary record is obtained from the previous school district. This record is maintained as part of the student's disciplinary record and is made available for inspection as required by law.

TRANSFERS AND WITHDRAWALS

Parents of students who withdraw/transfer from the Brockway Elementary Schools should contact the Elementary Office. This will ensure a much smoother transition for students to their new schools, as well as assist us in keeping accurate records.

KINDERGARTEN ADMISSION

Children may be admitted to Kindergarten if they have attained the age of five years prior to September 1st of the school year in which they plan to enroll.

Attendance in Kindergarten is not compulsory, nor is it a prerequisite for admission to the first grade. It is, however, strongly recommended, and the majority of students do attend Kindergarten.

EARLY ADMISSION TO SCHOOL

Students who are *four* years of age before September 1st may be admitted to Kindergarten upon the written request of the parent or guardian only when psychological testing shows the child's mental age to be *six* years, and the early admission is both recommended by the school psychologist and approved by the Superintendent.

Also, students who are *five* years of age before September 1st may be admitted to Grade One only when psychological testing shows the child's mental age to

be *seven* years, and the early admission is both recommended by the school psychologist and approved by the Superintendent.

KINDERGARTEN REGISTRATION

Kindergarten registration is held every spring. Notices are placed in local newspapers, on local television, and sent home with older brothers/sisters attending the elementary school. The notices specify dates and times when parents should call the Elementary Office to arrange for a registration appointment with the nurse and school counselor. At the time of scheduling, parents will be told what records and other information should be brought to registration.

ATTENDANCE

Attendance at school is required for students from the time they enter school, which shall be no later than the age of eight years, until the age of seventeen years. Students are required to attend school every day except for the following "excused" reasons:

- Illness of the student/ Medical Excuse
- Death/Funeral
- Court appearance
- Family Vacations (must fill out a Pre-Arranged Absence Form)
- Impassable roads (as approved by the superintendent)
- Religious holiday (as approved by the Pa. Department of Education)
- Exceptionally urgent reasons (as approved by the elementary principal or the Superintendent - does not include work at home)

All other absences are considered "unexcused."

- Student attendance shall be marked as whole days.
- A student arriving at school prior to 11:30 a.m. and remaining until dismissal shall be marked present for the entire day.
- A student leaving school prior to 11:30 a.m. and not returning shall be marked absent for the entire day.

When a student returns to school after being absent, he/she must give a written excuse to the homeroom teacher which is signed by the parent and indicates both the date(s) of the absence and the reason for the absence. If the excuse is not submitted within three days, the absence will be considered illegal/unexcused. **Once a student accumulates 10 absences, any additional absence will require a doctor's excuse. In accordance to PA State Compulsory Law, once a student accumulates 3 unlawful absences, a truancy referral will be made to Children and Youth Services and/or the district magistrate.**

TARDINESS

Being on time for school is just as important as being present at school. When students arrive late to school, their routine is disrupted and they often feel behind the rest of the school day.

Communication between parents and teachers is strongly encouraged. In general, whenever parents have a concern about a child, they should speak directly with the teacher involved. Teachers are generally available to take calls in the morning from 7:55 to 8:15 a.m., after school from 3:00 to 3:25 p.m., and during their preparation periods, which vary by teacher. Parents should feel free to call the Elementary Office at any time; if the teacher is not available, a message will be placed in the teacher's mailbox to return the call at a later time.

INTERNET USE

Student access to the Internet will be permitted only with staff supervision. Misuse of access to the Internet may result in disciplinary action, including the loss of Internet privileges. The district is not responsible for any unauthorized charges, fees, or fines incurred by students using the Internet.

WEB SITE/ NEWSPAPER PICTURES

The elementary school web site uses pictures of students and also occasionally in the local newspaper. If you do not wish for your child's pictures to be on the web site, please send a letter to the building principal requesting your child be absent from such photos by the end of the second week of school.

BOOKS AND MATERIALS

Students are responsible for the proper care and return of all materials or books they receive. This includes library books as well as textbooks. If a book is lost or damaged, payment for replacement is required.

TELEPHONE USE

In the event of an emergency, students will be permitted to use phones in the Elementary Office. Students will not be called from classes to answer telephone calls. In an emergency, messages will be relayed to students.

CELL PHONE USE

Cell phones are discouraged; however, they are permitted in school. They must be turned off and not used during school hours. **The school is not responsible for any damage or loss of cell phones brought to school or on the bus.**

PARTIES AND BIRTHDAY CELEBRATIONS

The following elementary school parties are approved and will be conducted during the final hour of the school day: Halloween, Christmas, and Valentine's Day. It is also permissible to send a treat for the celebration of a student's birthday - this will vary according to grade levels and should be cleared through the homeroom teacher. Any other festivities must be cleared through the elementary principal.

FLOWER / BALLOON DELIVERIES

Students may not receive flowers / balloons etc. delivered to the school. Such gifts should be delivered to the home. Vendors will be instructed to do so.

contact the teacher when a conference is desired, and teachers will also contact the home if they feel a conference is needed.

PROMOTION AND RETENTION

Students will be placed by the elementary principal at the grade level to which they are best adjusted academically, socially, emotionally, chronologically, and physically. The educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade.

A small group of students may benefit from spending two years in the same grade. Students in Grades K through 6 may be retained at the recommendation of the teacher and with the final decision of the principal; however, no student will be retained more than once in the primary grades (K-3) and once in the intermediate grades (4-6).

The following factors are considered when considering promotion/retention:

- A. subject proficiency
- B. reading level
- C. social maturity
- D. mental maturity
- E. physical maturity
- F. chronological age
- G. achievement test scores
- H. attendance record
- I. attitude toward school

ASSIGNMENT TO HOMEROOMS

Assignment of students to homerooms is the responsibility of the elementary principal or his/her designee. A combination of factors will influence the placement - what is best for the individual student, what is best for the group with which he/she is placed, and whether the group constitutes a class of students who can be taught together effectively.

We do not accept requests for specific teachers. Instead, teachers will spend a lot of time recommending placements for your child for the next school year. They know your child's personality and the personalities of the staff. They will make recommendations to the principal of where your child would "fit" best, taking into consideration class size and class demographics. We do realize that sometimes there are situations with a student or teacher we are unaware of and it would be best for a child not to be placed in a certain classroom. If this is an issue with your child, please notify the principal by May 1.

The procedure for parent placement concerns is as follows:

ALL placement concerns MUST be made in writing by May 1.

ALL concerns MUST be sent to the principal via US mail, hand delivered to the school, or by email: cpatricelli@brockway.k12.pa.us

ALL concerns will be considered, but it is still the prerogative of the principal to place the student where he or she feels is best.

"Moving Up Day!" is a tradition here at Brockway Area Elementary School. Approximately one week before the last day of school, your child will get to meet his next year's teacher and new classmates for about one hour during the school day. This is always an exciting day!

CONTACTING TEACHERS

If you are having problems getting your child to school on time, please contact the school for assistance. Tardies will be monitored and, if necessary, further intervention by the school and/or outside agencies will be acquired.

EXCLUSION FROM SCHOOL DUE TO COMMUNICABLE DISEASE

Students may be excluded from school for the following:

- 1. Measles
- 2. mumps
- 3. chicken pox
- 4. scarlet fever
- 5. rubella
- 6. pink eye
- 7. ringworm
- 8. impetigo
- 9. head lice
- 10. body lice
- 11. scabies

Parents are responsible for notifying the school nurse ASAP if one of the above appears in their child. All students returning to school following an exclusion from school due to a communicable disease must see the school nurse before reentering. The school nurse will determine when a doctor's excuse is necessary for readmission to school following exclusion due to a communicable disease. The school nurse may accept a physician's certificate of non-infectiousness.

HOMEBOUND INSTRUCTION

Homebound instruction of up to five hours a week may be provided to students who are confined to the home or hospital for a physical disability, illness, or injury that will last at least two weeks. Parents requesting this service should put their request in writing to the elementary principal, along with documentation from a physician specifying both the reason for homebound instruction and the estimated period of time.

FAMILY VACATIONS/TRIPS

Parents should notify the Elementary Office and their child's teacher at least five school days prior to him/her missing school due to a family vacation or trip. Unless disapproved by the principal, the student will be legally excused. Arrangements should be made in advance with the teacher to make up class work that will be missed through a Pre-arranged Absence Form. These forms are available in the office and on the school website to be completed by the parent and teacher. This form is to be returned to the assistant principal, and a copy will be made for the teacher and parent to keep.

EARLY DISMISSALS FROM SCHOOL

In order for a student to be dismissed early, he/she must bring in two copies of our Brockway Elementary Early Dismissal or Bus Change Note Form. One note will be given to the teacher for his or her records, and the other will be sent as an "exit" slip to the office. **Parents may no longer call in to pick up a student early but they may stop in the office that day to do so.** Forms are available at the school and on the website.

When parents arrive to pick up their children for an appointment or emergency situation, they should go directly to the Elementary Office. Students will then be called from their rooms to meet them. ID cards may be requested by the

office staff.

DISMISSAL CHANGES

It is the procedure of the Brockway Area Elementary School to send children home to the same person and address from which the child came to school in the morning using the regularly scheduled mode of transportation. Any changes to the method of transportation or place to be sent must be given in writing by the person sending the child in the morning using our Brockway Elementary Early Dismissal or Bus Change Note Form. Two copies should be sent in. One note will be given to the teacher for his or her records, and the other will be sent as an "bus" slip to ride the different bus. For safety reasons parents may not call in during the school day to change the dismissal. Forms are available at the school and on the website. An regular note to the teacher may be written to have a student go out with the walkers. Please state who they are meeting or where they are walking to.

HEALTH SERVICES

A certified school nurse is employed by the Brockway School District on a full-time basis. Parents are encouraged to contact the nurse at any time during the school day with information or questions pertaining to their child's health and/or the health services program.

All students receive the following routine health services:

- A. Medical Examinations - Grades K or 1 and 6 if not done by private (family) doctor.
- B. Dental Examinations - Grade K or 1 and 3 if not done by private (family) dentist.
- C. Vision Screening - Grades K through 6
- D. Hearing Screening - Grades K through 3
- E. Scoliosis (Back) Screening - Grade 6 if not done by a private (family) doctor.
- F. Height, weight, BMI measurements - 1 time a year; Grades K - 6

Medication

When possible, medications should be given at home. However, if students must take medications during school hours, the following procedures apply:

1. Prescriptions and over-the-counter medications must be brought to school in the original container in which they were purchased.
2. All medications will be locked in the nurse's office. Students taking medications will do so in the Nurse's Office and under the nurse's supervision.
3. Written parental permission must accompany all medication. A physician's signature is required for long-term medication.

Illness/Injury

Ill or injured students will be sent to the Nurse's Office (or the Elementary Of-

Instrumental Music, and students in Grade 6 may choose to participate in Sixth Grade Chorus.

CLASSROOM SUCCESS

After school tutoring is available for three months during the school year: October, January and March. The program operates from 3:00 p.m.-4:00 p.m. Monday through Thursday. Parents are responsible to provide transportation. There is no cost to the parents.

KIDS' PANEL

The student council for the elementary school is known as the Kids' Panel. The elementary school counselor acts as the advisor. There is one student selected from each class. The Kids' Panel meets periodically and plans various activities at the school. They also provide input into ideas for school improvement and plan for outreach into the community.

WALKING WEDNESDAY

In order to promote health and wellness on nice mornings in the fall and spring, students are encouraged to join the Walking Wednesday Program. Students may meet at the Brockway Presbyterian Church. The walk begins at 7:30 a.m. Students may also join the walk at Toby Terrace at 7:40 a.m., the Flower Shop at 7:45 a.m. or at K&M Corner at 7:50 a.m. For those walking Broad Street the walk begins at 7:30 a.m. Parents are responsible to transport their child to one of these meeting places. Please do not drop off your child prior to 7:10 a.m. at the church as there will be no one to supervise your child. You are also welcome to join in. Students are expected to walk only on the sidewalk and to behave appropriately. Failure to comply with adult directives may cause the student to be banned from the walk.

HOMEWORK

Homework for students is an extremely valuable part of our educational program. Homework teaches students responsibility and gives them the opportunity to develop confidence in their ability to learn and be successful individuals on their own. Homework also helps communicate to parents our school's academic program. If a student is absent, homework can be obtained by sending a note to the homeroom teacher or by calling the Elementary Office. No homework is assigned on Fridays.

REPORTING STUDENT PROGRESS

Report cards are distributed to students one week after each nine-week grading period. A nine-week grading period consists of 45 school days. Check your school calendar for the specific dates.

In addition, many teachers issue "Progress Reports" between marking periods which note the reasons for the deficiencies.

Communication between parents and teachers is encouraged. Parents should

1. Raise your hand when you need something.
2. Stay in your seat.
3. Pick up any garbage in your area.
4. Use soft voices when talking.
5. When the bell rings, everyone is quiet.
6. Do not turn around in your seat.

Healthy Food Choices

The Brockway Area School District has developed a Wellness Policy to address nutritional and physical fitness needs of our students and staff. The district is committed to providing nutritious meals for all students and making available healthy snacks in the cafeteria and classroom as a part of our overall effort to meet the health needs of our students. Parents are also asked to observe nutritious food guidelines when packing home lunches for their child.

ACADEMIC PROGRAM

Kindergarten instruction is provided in reading, mathematics, art, music, library, and physical education. Grades 1-6 instruction is provided in the areas of language arts (reading, English, spelling, and handwriting), math, science, social studies, health, art, music, computer, library, and physical education.

CURRICULUM REVIEW

Upon request a parent may request to review the curriculum, academic standards, instructional materials and assessment techniques. The request must be made in writing to the building principal and state the material being sought to be reviewed. There may be no more than one request per semester for each child enrolled. The district will respond within ten school days as to a designated time and place. No material is permitted to be removed or photo copied. Notes are permitted. An employee may monitor the review of the materials.

PHYSICAL EDUCATION PROGRAM

All students in Grades K-6 participate in a planned program of physical education. Requirements for proper attire are determined by the instructor.

If an acceptable excuse is sent by the parents, physical education may be waived for one class. If the student is to be excused for a longer period of time, a doctor's excuse may be required.

An adapted physical education program will be designed to meet the individual needs of students who, for physical, psychological, or other reasons, are unable to participate in the regular physical education program.

MUSIC PROGRAM

All students in Grades K-6 participate in a planned program of music appreciation. In addition, students in Grades 4, 5 and 6 may choose to participate in

first aid if the nurse is not available). First aid will be administered, as needed, and parents will be contacted, if necessary. Decisions regarding early dismissal for illness/injury will be made by the school nurse. Parents or their designee are responsible for transporting ill/injured students home from school.

POSITIVE BEHAVIOR SUPPORT

The Brockway School District implemented a Positive Behavior Support System in 2016-1017 to set positive expectations for the students in certain areas of the building. Currently, the PBS expectations in the elementary are set in the cafeteria and the hallways. Rewards and consequences for these expectations will be set by the PBS team. Teachers are to follow the guidelines set forth by PBS.

SCHOOL COUNSELOR SERVICES

A certified school counselor is employed at the Elementary on a full-time basis. The counselor interacts with students both through classroom lessons and through individual and group counseling, as the need arises. The school counselor is also available for consultation with teachers and/or parents regarding individual student concerns.

Group Testing

- Group ability (IQ) tests are administered to students in grades 2 & 4.
- Group achievement tests are administered in the fall to students in Grades 2 and 3.
- The Pennsylvania System of School Assessment (PSSA) for reading and mathematics is administered in the spring to students in Grades 3, 4, 5 & 6.
- The Pennsylvania System of School Assessment (PSSA) for writing is administered to students in Grade 5 and PSSA for Science is administered to students in Grade 4-- information is sent home to parents prior to testing. Results are sent home when received from the State.
- Additional tests are given when deemed necessary.

Group testing is under the direct supervision of the guidance counselor. Parents interested in additional information regarding their child's results on such testing should contact the guidance counselor to arrange a conference.

SPECIAL EDUCATION

The Brockway Area School District provides a full range of special education programs and/or services for students identified as exceptional, either through those operated by the district or those contracted from either the Riverview Intermediate Unit or the DuBois Special Education Consortium. Programs/services are provided at no cost to parents and are individualized to meet the educational needs of each student.

Programs operated within the district include:

- **Learning support** programs for students whose primary need is academic learning;

- Gifted support** for students identified as mentally gifted; and
- Speech and language support** for students with speech and/or language impairments that affect academic achievement.
- Life skills** for students to develop independent living skills.

Through the DuBois Consortium, learning support is also available for high school students attending Jeff-Tech.

A variety of related services and itinerant programs are also available within the district, including speech and language therapy, psychological services, physical and occupational therapy, sensory support (vision or hearing loss), and school health services.

More specialized programs are available in the DuBois Area School District to serve students who need full-time emotional support, or have multiple disabilities.

Referral Process

Prior to referral for multidisciplinary evaluation for possible special education services, a screening process is available at both the elementary and the secondary levels for students who experience academic, social-emotional, behavioral, and/or communication difficulty.

At the elementary, this screening is called the IST (Instructional Support Team) process. The team, consisting of both school staff and parents, uses a collaborative problem-solving approach to identify the problem, set goals, and develop interventions to be used in the classroom to help the student during a trial period. At the end of the trial period, the team reviews the results and then makes a recommendation concerning the need for a multidisciplinary evaluation for possible special education services. Parents who would like to request their child be considered for the IST process should contact the school psychologist.

A similar pre-referral intervention process is used at the high school. Parents of high school students may request this screening by contacting the High School Guidance Office.

Parents who wish to bypass the screening/pre-referral process may request a multidisciplinary evaluation for possible special education services in writing at any time. A “Parent Request for a Multidisciplinary Evaluation/Reevaluation” form is available in both the Elementary and High School Guidance Offices. Once received, the school district has 60 calendar days to complete the evaluation.

Parents who believe their child may qualify for the gifted support program

morning. They then report to their homerooms prior to morning announcements at 8:15 a.m. to eat their breakfast. Note: When school is delayed breakfast will **not** be available. There is an additional breakfast cart later in the morning for grades 5 and 6.

2. **Lunch** - A lunch program is available for all students in Grades K-6. Students must choose at least three of the five lunch items offered daily or they will be charged separately for each item which may exceed the current lunch price.
3. **Kindergarten Snack** - Kindergarten students are provided a healthy snack each day midway through their morning schedule. This snack is provided by the district.
4. **Purchasing extra items**-Students can purchase bottled water or extra milk if they have money in their account or they bring money to lunch that day to purchase such items.

Free/Reduced Lunch and Breakfast Eligibility

Information regarding eligibility to participate in the free/reduced lunch/breakfast program is distributed the first week of school. If for any reason your income/situation changes during the school year, do not hesitate to contact the Elementary Office for an application. Those students qualifying for the free/reduced lunch program automatically also qualify for the free/reduced breakfast program. If a family qualifies, but parents do not want their child to participate in one or the other program, please inform the school.

Questions regarding this program should be directed to the Business Office.

Lunch/Breakfast Payment Procedures

The elementary cafeteria is operating on a debit payment system. Every student has a cafeteria account. Parents may send in money for cafeteria meals in any amount during the year. This money will be credited to the student’s account and the parent will be periodically notified of the account’s balance. Teachers will collect any student cafeteria money prior to the morning’s opening school exercises and send it to the cafeteria in the large envelope provided by the office. Make certain individual student money is plainly marked in a small envelope (cash) or with the student name (check). Purchasing daily or on specific dates is also permitted with payment in the lunch line.

As a child’s account approaches a -\$20.00 balance, he/she will be given a “slip” or you will be emailed that the account is getting low. **This will be done weekly. The business office will keep track of students with outstanding balances. An optional, online account balance program we use is called School Café.**

Cafeteria Behavior and Rules

All students are expected to behave in an acceptable manner during the breakfast and lunch periods, as well as when going to and from the cafeteria.

for special education placement by signing a Notice of Recommended Educational Placement (NOREP). This legal document summarizes special education placement or services the child will receive. The school district cannot proceed without parental approval.

PROTECTED HANDICAPPED STUDENTS

In compliance with state and federal law, the Brockway Area 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 equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

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

For further information on the evaluation procedures and provision of services to handicapped students, parents should contact the elementary office.

SCHOOL PSYCHOLOGICAL SERVICES

A certified school psychologist is employed full-time by the district. The school psychologist serves as a member of every special education multidisciplinary evaluation team and conducts psychological testing as a part of the evaluation process, when appropriate. The school psychologist is also available to consult with staff and parents in planning appropriate to meet the special needs of children. Parents who would like to consult with the school psychologist about their child should contact the Elementary Office.

TITLE I SERVICES

Title I is a federally funded program which provides extra help to students who need it most. At Brockway Area Elementary School, Title I remedial services are provided in Grades K-5 to students experiencing difficulties in reading.

Using multiple criteria, students are identified as eligible for Title I programs in the spring of the preceding year. The program may involve pulling students out of their classrooms for additional individual/small group instruction, providing extra support in their classrooms, or a combination of both.

CAFETERIA SERVICES

Three cafeteria programs are provided for students:

1. **Breakfast** - A Grab and Go breakfast program is available for all students in Kindergarten through Grade 6. Students report to the cafeteria for their Grab and Go breakfast upon entering the school in the

should speak with the guidance counselor at the appropriate level; a "Parent Request for a Multidisciplinary Evaluation/Reevaluation" form is available.

Due Process

Before a child can be considered for special education programs or services, his/her parents must grant permission in writing. The request for permission includes a full description of the proposed evaluation and is accompanied by a copy of the "Procedural Safeguards Notice." This outlines parental rights and the safeguards to be followed in providing a free appropriate public education. Any time parents feel the program the district is providing is not appropriate, they may request any of the options outlined in that "Notice." Copies are available upon request from the Guidance Office.

Evaluation

Evaluation is conducted by a "multidisciplinary" team to determine such things as the child's learning ability, achievement levels, behavior patterns, physical abilities, and communication skills. The team is comprised of the child's parents, teacher(s), the school psychologist, and the school principal/designee. It may also include a special education teacher and other staff as necessary.

The multidisciplinary team reviews the results of the ER (Evaluation Report) and makes a recommendation concerning both eligibility and need for special education programs/services.

For students who qualify for special education, reevaluations are conducted at least once every three years or at the request of any member of the team, including parents, to recommend continuing eligibility and need for services. For students identified with mental retardation, reevaluations are conducted every two years or earlier if requested by a team member. Any reevaluation may be waived if the team is in agreement that the reevaluation is not needed.

IEP/NOREP

The next step in the process consists of an IEP (Individualized Education Plan) team meeting. The IEP team includes the parents, at least one regular education teacher of the student, at least one special education teacher/provider, and a district representative. Others may also be included, as appropriate.

The IEP team reviews the recommendation from the multidisciplinary team and makes a final determination of eligibility and need for special education services. If it determines a student is eligible and in need of services, an IEP is written which summarizes the educational program/services developed specifically for that child. This plan is reviewed at least once each year to ensure it continues to meet the child's needs.

Before an initial IEP can be implemented, parents are asked to give approval