NORWIN

SCHOOL DISTRICT

ELEMENTARY

STUDENT/PARENT

HANDBOOK

2011-2012

Revised May 2011

TABLE OF CONTENTS

Assembly Program 1
Attendance Requirements 1
Bicycles 3
Bullying 10
Bus Safety 3
Cafeteria 4
Change of Address/Phone Number 6
Cheating 6
Closing of School 6
Complaint Procedure 7
Compliance Statements 28
Curriculum 7
Discipline 8
Early Admission Policy 13
Elementary Schools, Listing 29
Emergency Drills 12
Entrance Requirements 12
Enrichment - Remediation (ER) 13
Excuse of Absence 1
Field Trips 14
Fighting 14
Guidance Counselors 15
Gum Chewing 15
Harassment 10
Health Services/Policies 15
Homebound Instruction 18
Homework 18
Immunization Requirements 13
In-Line Skates 3
Insurance 19
Knives 19
Library Policy 19
Lost and Found 19
Medicines 20
Money 20
Music Lessons 20
Nurse 16
Parties/Celebrations 20
Personal Appearance 21
Pets 21
PTA 21
Recess 21
Report Cards 22
Retention 23
Safeguard Program 23
School Day 23
School Property 23
School Visitation 24
Skateboards 3
Special Education Services 24
Support Services 24
Telephone 26
Vacations 2
Video 25
Volunteer Aides 26
Weapons Policy 20
Withdrawal Procedure 26

ASSEMBLY PROGRAMS

Entertaining and educational programs are scheduled throughout the year to enrich the school curriculum. These programs are made possible through the generous support of your PTA and community organizations.

ATTENDANCE REQUIREMENTS

Regular attendance in school is extremely important and should be reinforced early. Children achieve better and feel better about themselves when instruction is continuous and when a sense of belonging is established within the classroom. Those who learn the importance of regular attendance as young children tend to stay more actively involved and do better throughout their school years.

Parents are urged to restrict travel which would result in missed class time. Every effort should be taken to schedule medical and dental appointments at times other than during school hours. Lack of continuity disrupts instruction for the individual and the class.

Excuse of Absence: Students should bring a written excuse the day they return to school stating the specific reason for the absence. The school laws of Pennsylvania permit an excused absence for the following reasons:

1. Illness
2. Death in the immediate family
3. Quarantine
4. Impassable roads
5. Exceptionally urgent reasons
6. Approved religious holidays/events

Upon the 7th day of absence, the building principal will send a letter to the student's parent(s)/guardian(s) indicating that a physician's excuse may be required if the absences continue. Upon the 10th day of absence, the building principal will send a letter to the student's parent(s)/guardian(s) stating that all future absences will only be deemed legal when a doctor's excuse is presented upon the student's return.

Failure or refusal to supply a valid excuse within three (3) days upon return to school will result in an unexcused absence.

Other examples of an unexcused absence include:

1. Hunting, fishing, skiing
2. Oversleeping
3. Missing the school bus

4. Truancy
5. Illegal employment

It is the duty of the principal to contact the Home and School Visitor who will file charges before a magistrate against any parent or guardian whose child has more than the equivalent of three illegal days of absence.

Approved trips, absences accompanied by a doctor's excuse, absences resulting from childhood diseases, and suspensions will not count toward the 7 day and 10 day notices.

Tardiness: Any child who arrives after the scheduled beginning time for any session is required to present a note of explanation from a parent/guardian.

Early Dismissal: If a child is to be dismissed early, a note must be sent with the child on the day he/she is to be excused (or the day prior to the early excusal, if possible). The note should include the date and time the child is to be excused and the reason for the excusal. Parent(s)/guardian(s) must pick up the student from the main office of the building.

In case of an emergency, parent(s)/guardian(s) should phone the school office and provide the necessary information. This will allow time to verify the call with the information on the student's registration card.

Educational Vacations: Pupils may be excused from school attendance to participate in an educational trip and/or "Take Your Child to Work Day" provided that:

- the school is notified in writing at least two (2) weeks prior to the trip;
- the student is willing to make up missed work;
- family educational trips over five (5) school days will not be approved;
- family educational trips cannot exceed a total of five (5) school days during any given school year;
- at the time of request, the attendance record of students who have accumulated ten (10) or more absences will be considered in the decision to approve the trip;
- Educational trips will not be approved during standardized testing dates (e.g.; PSSA, ITBS, Cognitive Ability Test).

NOTES: The student is responsible for securing and completing all assignments assigned during the period of absence.

Students who do not attend school during the day cannot participate in after-school activities.

Perfect attendance shall be defined as 180 full days of attendance. Any absence, late arrival or early dismissal will exclude a student from achieving perfect attendance.

Outstanding attendance shall be defined as being absent no more than three (3) cumulative days for students in grades K-4 and no more than two (2) cumulative days for grades 5-6.

BICYCLES/SKATEBOARDS/IN-LINE SKATES

Due to the possibilities of accidents and tampering, bicycles are not to be ridden to/ from school. It is the policy of the Norwin School District that no person shall use skateboards or in-line skates upon the property and grounds of the Norwin School District. Any person violating this policy will be deemed a defiant trespasser pursuant to Section 3503 of the Pennsylvania Crimes Code and shall be subject to summary criminal prosecution.

BUS SAFETY

Any student of the Norwin School District who is transported by bus is to load and unload at the designated stop, and ride the bus or buses which have been assigned. The school bus is not to be used as student transportation for visits, parties, etc. If a child must ride another bus due to an emergency, the parent(s)/guardian(s) must contact the school by telephone or note explaining the nature of the emergency. If approved, the child will be issued a bus pass.

Points to Remember

1. Students should be at the assigned bus stop approximately 10 minutes ahead of the scheduled time, keeping a safe distance from the highway. There is to be no running, shoving, tripping, fighting, snowballing, etc. while waiting for the bus.
2. Students are not to tamper with or damage bus equipment.
3. Eating or drinking on the bus is not permitted.
4. Throwing or shooting of any object is not permitted on the bus or at the bus stop. (Examples: pea shooter, rubber band, straw, ball, water gun, etc.)
5. Students must remain seated while the bus is in motion. Windows should only be opened with the permission of the driver. If the driver desires to assign seats, students will occupy the seats assigned.
6. Loud or inappropriate language on the bus or at the bus stop is not permitted.
7. The emergency door is to be opened only on the orders of the bus driver or in case of an accident.

8. Upon arriving at school, students must exit the bus in an orderly manner and walk to their rooms.

The driver of a school bus is in charge of maintaining discipline on the bus and has the right to verbally reprimand any student who misbehaves in order to maintain peaceful conduct.

Many Norwin buses are equipped to videotape for safety concerns and/or compliance with school regulations. Buses are selected for videotaping on a random basis or upon request of the Director of Transportation, principal, or driver.

The driver shall notify the principal, in writing, of any serious or continuous misconduct and the names of the student(s) involved. The principal will then take appropriate action which may include a verbal warning, suspension, or some other form of punishment, as outlined in the District's Student Discipline Code.

Suspension of bus privileges does not excuse the student from school attendance. During the period of suspension, it will be the responsibility of the parent(s)/ guardian(s) to provide transportation for the child to and from school.

CAFETERIA

The Norwin School District offers wholesome well-planned meals for breakfast and lunch at a nominal cost. The same meals are provided free or at a reduced cost for families meeting income guidelines. Application forms are sent home at the beginning of each school year; however, families may apply at any time or if there is a change in income status.

Title I programs are affected by the number of children approved for free/reduced meals. If you fall within the income guidelines, you are encouraged to apply even if you choose not to use the benefit.

Questions about cafeteria services should be directed to the Food Service Director (724 -861-3000 ext 1131), building principal, or cafeteria manager.

Breakfast: A hot or cold meal is available in the cafeteria for all children who arrive in time to complete the meal prior to the start of the school day. Children are not permitted to bring a breakfast from home to eat at school.

Lunch: Parents are encouraged to allow their child(ren) to purchase the school lunch. Milk is encouraged for all children and can be purchased on a daily basis by those who bring a lunch from home. Details concerning this program are sent home on the reverse side of the monthly menu.

Expected Behavior: Breakfast and lunch provide a time for students to relax, enjoy a nourishing meal, and socialize with friends. In order to maintain an orderly atmosphere, it is expected that students follow these rules.

1. Be polite to the cafeteria staff.
2. Use proper table manners.
3. Talk quietly.
4. Walk at all times.
5. Clean up after eating.
6. Do not loan or borrow money.
7. Do not trade or sell food.

Student misuse of lunch time may result in the following consequences:

1. Verbal reprimand by cafeteria personnel.
2. Change in seating assignment.
3. Referral to principal
4. Parent contact and/or conference.
5. Loss of cafeteria privileges.
6. Other consequence as determined by the principal.

It is the responsibility of parents/guardians to provide a healthy meal for their child. Parents/Guardians who choose to meet that responsibility by using Norwin Food Service must maintain sufficient funds on account to cover the cost of meals. Norwin Food Service provides a meal for students (parents) who forget to bring money. However, students who charge their meals and maintain outstanding charges will face a step process in attempting to collect these charges.

Number of outstanding charges permitted: 3

First Reminder: Written reminder at first charge.

Second Reminder: Written reminder at second charge.

Third Reminder: If payment is not received, and the charge is for three meals, the cafeteria manager will call the parent to tell him/her that we have been feeding the child in good faith and that money is owed to the student's account. The manager should also explain the current status in number of meals, and quote the total dollar value of charges outstanding.

Alternate meals are offered once due course has been followed:

- Cheese Sandwich
- Fruit
- Milk

Students who have outstanding food charges will not be permitted to order yearbooks. Additionally they will not be permitted to participate in Book Fairs, Santa Workshops or Kennywood Discount Days until the charges have been paid.

CHANGE OF ADDRESS/PHONE

Any change of information should be reported to the principal's office as soon as possible after the change occurs.

CHEATING

The Norwin School District will not condone cheating in any form. Please refer to the Student Rights, Responsibilities and Discipline code for more information.

CLOSING OF SCHOOL

Prior to Beginning of School Day: When weather conditions make traveling dangerous or when emergencies arise, our schools may be delayed in starting or they may be closed. Parents are requested not to call school buildings. Listen to radio station KDKA (1020), or WTAE (1250) for the latest information. A one hour delay may become a two hour delay, or the weather may worsen and result in school being canceled.

Parents who transport their children to school on days when there are delays should adhere to postponed starting times. Depending on the road conditions in the area of residence, parents may decide not to send their children after a school delay. The district will respect this decision and record the absence as legal.

Kindergarten on Delayed Openings:

	A.M. Session	P.M. Session	Time
Regular Day	9:00-11:55	12:35-3:30	2:55
One-Hour Delay	10:00-12:30	1:00-3:30	2:30
Two-Hour Delay	11:00- 1:00	1:30-3:30	2:00

During the School Day: Parents should make prior arrangements for a place for their child to stay if an emergency causes an early dismissal of school. These arrangements should be shared with your child(ren) and recorded on the Emergency Care Card.

COMPLAINT PROCEDURE

When a parent/guardian has a complaint, it is district procedure that it be resolved at the lowest possible level. The process typically would follow these steps when there is a classroom concern:

first, classroom teacher
second, building administrator
third, district office administrator
finally, School Board

Following this procedure will insure that the process is not delayed. All complaints must be filed in writing within ninety (90) calendar days from the alleged incident.

CURRICULUM

The Norwin Elementary Schools provide an educational program designed to develop a strong foundation for lifelong learning.

Kindergarten prepares children emotionally, socially, and mentally for the years ahead. This includes attitudes, habits, skills and interests necessary for success in school. Specific emphasis is placed on readiness skills for reading and mathematics.

The early elementary grades emphasize reading, language and mathematics. While the majority of the school day focuses on these areas, children also receive instruction in social studies, science, health and spelling.

As children advance to the upper elementary grades, the content areas are given a greater portion of the school day. Reading and writing are applied across the curriculum in addition to the language arts curriculum requirements.

All Norwin elementary students receive instruction in art, music, physical education, computer use, and library science on a regular, scheduled basis.

Since children develop at different rates, programs are available for children who may need additional support. Parents should contact their child's teacher should there be a concern in this area.

DISCIPLINE

Discipline within the Norwin School District is regarded as a process which strengthens and corrects students through a program of teaching, supervision and, when necessary, just and constructive punishment. Consequences for misbehavior may include verbal reprimand, loss of privileges and/or extra activities, detention, suspension or other intervention determined necessary by school personnel. Since a child's focus must be on learning, bullying, teasing, and intimidation will not be tolerated.

Students are provided a copy of Norwin's Board-approved Student Rights, Responsibilities and Discipline Code and instructed to review the code with their parents. Compliance with these policies is mandatory for both students and parents.

Level I infractions will be handled by teachers or administrators who will use one or more of the following responses/options:

Verbal reprimand
Personal talk
Isolation within classroom
Special assignment (i.e. letter of apology/explanation)
Withdrawal of privileges
Detention
Parental contact
Guidance referral (requires parent/guardian approval)
Time out

A Level II infraction is defined as misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehavior, require the intervention of personnel at the administrative level because the implementation of Level I disciplinary options failed to correct the situation. Also, included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel. Examples of Level II infractions include:

At the elementary level, a progressive approach utilizing levels of discipline with students who violate school rules is in effect. These levels are for illustrative purposes only and are not meant to be an exhaustive list.

A Level I infraction is defined as a minor or initial misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school. Examples of Level I infractions include:

Disruptive behavior
Classroom tardiness
Cheating or lying
Intimidation; agitating others
Non-defiant failure to complete assignments or carry out directions
Eating in unauthorized areas
Gambling
Wearing inappropriate clothing
Inappropriate behavior
Continuation of unmodified Level I misbehavior
Acting in an insubordinate manner
Showing flagrant disrespect to school personnel in word and/or gesture
Failure to attend assigned detention
Bus discipline referral
Using forged notes or excuses
Leaving school grounds without permission
Misbehavior at school-sponsored activity
Possession of obscene material
Attempting to gain advantages from another student

Level II infractions will be handled by administrators using one or more of the following responses/options:

Warning/Reprimand
Schedule change
Modified day
Withdrawal from extra activities
In-school suspension
Parental conference
Detention
Parent observation

Level III infractions are defined as acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. Corrective measures which the school should undertake are dependent upon the extent of the schools resources for remediating the situation in the best interest of all students. Examples of Level III infractions include:

Continuation of unmodified Level I and/or Level II behavior(s)

Fighting/Bullying
Vandalism (minor)
Harassment
Petty theft (stealing)
Possession of tobacco products
Threats to others
Indecent exposure

Bullying/Cyber Bullying Policy

Bullying shall mean unwelcome harassment, attacks, or comments directed by a student or group of students towards another student or group of students by means of intentional electronic, written, verbal or physical acts or series of acts. Prohibited bullying may occur in the school setting or outside the school setting. If it impacts the school environment and is severe, persistent or pervasive. Bullying can take many forms and can include a variety of behaviors, such as:

1. Physical violence and attacks
2. Verbal taunts, name-calling and put-downs
3. Emotional bullying, i.e. spreading rumors, ridiculing and manipulating social relationships
4. Threats and intimidation
5. Extortion or stealing
6. Racial, ethnic or gender-based verbal or physical abuse
7. Spreading false information about a person
8. Cyber bullying

Bullying has the effect of doing any of the following:

1. Interfering with a student’s education
2. Creating a threatening environment
3. Disrupting the orderly operation of the school

Level III infractions will be handled by administrators using one or more of the following responses/options:

Temporary removal from class
Parental conference
Withdrawal from extra-curricular activities
In-school suspension
Restitution of property damages
Clean and/or repair damaged property
Charges filed with local magistrate

Level IV infractions are defined as acts which could result in danger to persons or property or pose a threat to the safety of others in the school. These acts are serious in nature and will always require direct intervention by administration. Examples of Level IV infractions include:

Continuation of unmodified Level I, Level II, and/or Level III behavior(s)
Possession/use/transfer of dangerous weapons/objects
Assault/battery
Vandalism (school or staff property)
Theft/possession/sale of stolen property
Arson, bomb threat, false fire alarm
Furnishing/selling/using/possession of illegal drugs (includes alcoholic beverages)
Use of tobacco products
Possession of lighted match, cigarette lighter or other incendiary device

Level IV infractions will be handled by administrators using one or more of the following responses/options:

Informal hearing with building administrator
In-school suspension
Exclusion from school
Referral to appropriate law enforcement agencies
Referral to appropriate support service/agency
Restitution for property/personal damages
Formal hearing with district administration
Formal hearing with Board of School Directors
Charges filed with local magistrate

EMERGENCY DRILLS

Approximately once each month, each school will conduct a fire drill in compliance with state law. During the drill, all persons must leave the building and remain outside until given permission to return. Parents are encouraged to support the school in emphasizing the importance of these drills and the need for cooperation and compliance.

In addition, bus evacuation drills are conducted twice each school year and each spring our schools participate in a weather emergency drill.

ENTRANCE REQUIREMENTS

Admission of Beginners: To enter kindergarten or first grade a child must meet the following age requirement:

> Be five years old before September 1 of the school year in which he/she enters kindergarten.
>
> Be six years old before September 1 of the school year in which he/she enters first grade.

Documentation of Age: The law requires that a parent or guardian show duly certified evidence of age for all children entering school for the first time.

Documentation of age may be satisfied by:

Birth Certificate
Baptismal Certificate
Notarized statement from the parent indicating date of birth.
Certified transcript of birth which appears satisfactory to the local school - if none of the above proofs are available.

Birth Certificate replacements may be obtained through the Department of Health/ Dept. of Vital Statistics, P.O. Box 1528, New Castle, PA 16103 for a fee.

Verification of Immunization: The law requires that a parent or guardian show duly certified evidence of specific immunizations for all children entering school.

Children starting school in Pennsylvania need these immunizations:

- 4 doses of Tetanus and Diphtheria
  (1 dose after age 4)
- 3 doses of Polio
- 2 doses of Measles, Mumps and Rubella
- 3 doses of Hepatitis B
- 2 doses Chicken Pox (or verification of disease)

Keep a record of your child's immunizations in a safe place. Call your doctor or local state health center for immunizations or call 1-800-986-KIDS for a clinic near you.

If your child has not received the proper immunizations please make arrangements with your family physician or Health Department at 724-832-5315. Your child may be excluded from school if immunizations are not completed by September 1. If there is a medical reason why your child should not be fully immunized, the state requires a certificate from your physician. If you object to immunizations for moral or religious reasons, the state requires that you sign a form to this effect at school.

Early Admission Policy: Children may be considered for early admission to school if they meet the age requirement by January 31 of the school year of requested attendance, achieve an I.Q. score of 125 or higher on a psychological evaluation administered by a certified school psychologist (at parent expense), demonstrate the perceptual, academic, social and physical development appropriate to the entry level, and are approved by the District review team.

Additional details may be obtained by contacting the Assistant Superintendent of Elementary Education or the School Psychologists' office.

ENRICHMENT - REMEDIATION TIME (ER)

Beginning with the 2011–2012 school year, students in grades 1 through 4 and full day kindergarten will participate in a twenty-fire minute end-of-the-day period called Enrichment - Remediation (ER).

ER is a program which allows students to take part in a variety of learning activities geared specifically to their strengths and needs. Some children might work on phonics and decoding while others could work to develop comprehension skills and strategies. Still others might participate in challenge activities. Some students will remain in their usual classroom, while others will move to another classroom in their grade level. None of the work that your child will complete during ER will be graded.

We are confident that, with your support, ER will help us meet the individual needs of each of our youngsters. If you have any question, please do not hesitate to contact the principal in the building your child attends.

FIELD TRIPS/ENRICHMENT ACTIVITIES

Activities to support the elementary curriculum may become available through district funds or with the generous support of your local PTA. These activities may be held within the school or off-site. The decision as to the specific activity is the responsibility of the classroom teacher(s) based on curriculum needs.

In order to provide a safe and orderly environment for these learning experiences, the following guidelines will be followed:

- Each child will be required to provide a permission slip signed by a parent or legal guardian.
- Students may be denied these opportunities for health reasons or uncooperative behavior; the building principal may make participation of such students contingent upon a parent or legal guardian accompanying the student.
- Grades K-6 must have a minimum of one adult chaperone for every twelve students. The teacher(s) may, based on the activity, reduce the adult-child ratio. The adult chaperones will be selected by the teacher(s). For PTA-funded events, preference will be given to PTA members who demonstrate reliability, cooperation and trust. Every effort should be made to provide both male and female chaperones for each activity.
- Parents are urged not to travel independently to the activity. Those who do are not permitted to join the school group or remove their child from the school group. All children participating in a school-approved field trip must ride the school bus to and from the event.
- Parents are prohibited from using tobacco products or consuming alcoholic beverages while chaperoning student activities.
- Parents are not permitted to purchase souvenirs, food items, clothing, etc., unless this option is made available to all children on the field trip.

Questions or concerns about any enrichment activity should be referred to the school principal.

FIGHTING

The Norwin School District will not condone fighting under any circumstance. Please refer to the Students Rights, Responsibilities and Discipline Code for more information.

GUIDANCE COUNSELORS

Each elementary school has the availability of a trained counselor to assist parent(s)/guardians(s) and students with educational, social and emotional concerns. An appointment may be arranged through the elementary school office.

GUM CHEWING

Gum chewing is not permitted. This includes lunch periods, play periods, and on school vehicles.

HEALTH SERVICES

The school nurse is available during the school day to care for the health needs of the students. Students should not be sent to school ill, expecting the nurse to treat them.

Students who feel they have an illness or injury should report to their teacher who will send the student to the Health Room. If the nurse is not available, the teacher will send the student to the main office.

Medication to be administered at school:

1. Prescribed medication should be scheduled to be taken at home unless the frequency does not allow.

2. Medication prescribed during school MUST be sent in your child's labeled prescription bottle and include doctor's name, medication name, dosage and frequency. The pharmacy will type an extra label and give an extra container for school medicine.

3. A signed and dated note from the parent/guardian must accompany the prescribed medication requesting that the school administer the medication. This note must include the dosage amount, time, and duration.

4. If medication is liquid, please send a measuring device.

5. All medication is to be stored and administered in the Health Room.

6. Please do not send your child with cough drops or throat lozenges. We are concerned about the choking hazard they present to children.

7. The child is responsible for reporting to the Health Room for his/her medication at the designated time.

8. Students are permitted to possess and self administer an asthma inhaler in school under certain conditions. Contact the school nurse for details.

Schedule of Examinations: State law requires a ***physical examination*** for all students in grades kindergarten, six and eleven. This exam may be done by your private physician or the school doctor. The school provides a special form to be completed by your private physician.. Private physician physical exams are acceptable only if completed within one (1) year prior to the onset of the school year in which the physical is due. This form should be returned by October 1st, or your child will be scheduled to see the school doctor. The school nurse will notify the parents/guardians prior to the physical exams being completed.

State law requires a ***dental examination*** for all students in kindergarten, third and seventh grades. This exam may be done by your private dentist or the school dentist. The school provides a special form to be completed by your private dentist. Private dental exams are acceptable only if completed within one (1) year prior to the onset of the school year in which the physical is due. This form should be returned by October 1st, or your child will be scheduled to see the school dentist The school nurse will notify the parents/guardians prior to the dental exams being completed.

Health screenings completed by the school nurse include:

Height & weight screening - will be completed on every student every year according to the State School Health Code.

BMI screening- (Body mass index) BMI is a calculated number using height & weight measurements. A tiered implementation of BMI screening will begin with grades Kindergarten through fourth grade in the 2005-2006 school year. This will be done in accordance with the State Health Code.

Vision screening - Near and Far vision testing will be completed on every student every year according to the State School Health Code.

Hearing screening will be done on students in grades kindergarten through third, seventh and eleventh according to the State School Health Code. Students with hearing problems will be tested yearly.

These screening results will be mailed to each student's home after the screenings have been completed.

Regulations for the Control of Communicable and Infectious Diseases: The following diseases are classified as communicable. Any child suffering from any one of these shall be restricted to his/her own premises during the interval below:

Disease	Restriction Period
Chicken Pox	Readmitted to school at least five school days after first eruption appears or until vesicles become dry.
Conjunctivitis (Pink Eye)	Readmitted to school after 24 hours of medication has been administered and absence of eye drainage.
Streptococcal Diseases Impetigo Strep Throat Scarlet Fever Scarlatina	Readmitted to school 24-48 hours after medication has been administered and absence of fever.

Other Conditions: Persons absent or excused from school due to head lice, body lice, scabies or ringworm may be readmitted after initial treatment with the approval of the school nurse.

Parents who suspect any of the above conditions should contact the school nurse so that surveillance of other children can be initiated.

Emergencies at School: Beyond temporary care, an Emergency Care Card is used as an immediate referral. If a child becomes ill or suffers an accident during the school day, the parent or other emergency contact will be notified. It is the parents' responsibility to update emergency phone numbers.

In the event of a serious illness or injury, and emergency contacts are not available, the school will exercise reasonable discretion in regard to taking the child to a hospital emergency care facility.

Immunization Requirements: See Entrance Requirements.

Special Health Problems: It is the parent(s)/guardian(s) responsibility to notify the school nurse and staff when a child has special health needs, i.e., epilepsy, diabetes, etc. Such notification should include special directions, precautions, etc., for school personnel.

HOMEBOUND INSTRUCTION

Homebound instruction may be provided for any child who is unable to attend school for a period to exceed two weeks because of his/her physical condition. A request for instruction should be made through the building principal. A doctor's statement specifying the nature of the illness and the anticipated duration of absence must accompany this request.

HOMEWORK

Homework within the Norwin School District is to be regarded as a continuation of the learning process started in school. Without it, many of the concepts presented at school would be lost. Here are some ways to help your child:

- Provide a place for children to study, work and read.
- Eliminate as many distractions as possible.
- Be a facilitator in the learning process by guiding, not taking over, and by encouraging children to realistically evaluate their own work.
- Help your child learn to schedule time: Do you want to study before dinner and then play afterwards?
- Ask about your child's assignments each day. Discussion reinforces learning; knowing that parents are interested fosters success in children.
- Encourage daily review as a habit, not just when it is assigned. This is an invaluable tool in increasing and maintaining achievement.
- Encourage independent reading.
- Set an example by continuing to read, study and learn yourself. Read or do your "homework" during your child's homework time.

Daily assignment guidelines:	Primary Grades (1-2)	30 minutes
	Middle Grades (3-4)	45 minutes
	Intermediate Gr.(5-6)	60 minutes

INSURANCE

The Norwin School District does not provide insurance coverage for accidents that may occur. Parents may choose to purchase accident insurance from an independent insurance carrier. Information regarding student insurance will be sent home with students the first week of each school year. Applications may be obtained at any time by contacting the school office.

KNIVES AND OTHER DANGEROUS IMPLEMENTS

Students are not permitted to bring knives or other dangerous implements to school. If a dangerous implement is brought to school, it will be confiscated. Disciplinary action will take place according to the procedure within the District's Student Rights, Responsibilities and Discipline code.

LIBRARY POLICY

Kindergarten students are permitted to borrow one library book. Students in grades 1-6 may borrow two. Books are considered overdue after two weeks. Students who have overdue or damaged library books are not permitted to sign out any additional books until overdue or damaged books are paid for or returned to the library. Students who have outstanding fines by the end of the school year will not be permitted to order yearbooks the following year. Additionally, they will not be permitted to participate in Book Fairs, Santa Workshops or Kennywood Discount Day until fines are paid or books are returned.

LOST AND FOUND

Many quality items are left at school each year. If your child is missing an article of clothing or other item(s), the lost and found box should be the first place to be checked.

MEDICINES

Refer to Health Services

MONEY

The Norwin School District is not responsible for money or other valuables lost, misplaced or stolen. If money needs to be sent to school, parents are encouraged to place it in a sealed envelope with the child's name, the amount within the envelope and the intended purpose of payment clearly printed on the envelope.

MUSIC LESSONS - INSTRUMENTAL

Instrumental lessons are available to all students beginning in fifth grade (fourth grade for stringed instruments). A letter will be sent home with each fourth, fifth and sixth grade student explaining the instrumental music program. Should you decide to have your child learn to play a musical instrument, simply fill out the form and return it to school. You will be advised by the instrumental music teacher as to when lessons will begin.

PARTIES/CELEBRATIONS

Invitations for birthday or other parties are not to be delivered at school unless the entire class is invited; or if the party is gender specific, all boys or all girls are invited.

Several celebrations are planned throughout the course of the school year in cooperation with PTA to provide a break in the academic routine and reward students for their efforts.

Currently the following celebrations take place in Norwin’s K-4 elementary schools: Halloween, Christmas, Valentine’s Day and Easter. These celebrations are limited to the last hour of the school day as determined by the elementary administration.

Grade 5 - 6 celebrations will be planned to support the curriculum at times selected by teacher teams.

Guidelines set forth by the Pennsylvania Department of Education encourage healthy snacks such as vegetables, fruits, popcorn and whole grain products. Norwin Food Service Department has snacks available for purchase for a nominal fee.

In the event of a school calendar change, holiday parties will be held on the last day school is in session. If there is a party day school cancellation, the party will be held on the last day school is in session.

PERSONAL APPEARANCE

Halters; spaghetti straps; mesh or see-through blouses or shirts; deviant shirts; tank tops; tube tops; pajamas (lounging pants); undershirts; T-shirts which advertise illegal products, illegal/deviant behavior or contain profanity; or any item of clothing that exposes the shoulder or midriff, low-cut shirts, shall not be worn. All intermediate, middle and high school students must wear clothing with sleeves.

PETS

Pets are not permitted in school without the permission of the building principal.

PTA

The Parent-Teacher Association is active and supportive in all elementary schools. All family members are encouraged to become members of this worth-while organization. Contact the school for further information regarding membership and dates of meetings.

RECESS

Recess provides an opportunity for regular, supplemental physical activity for all students. Proper behavior is expected from all students while going to the playground, on the playground, and returning from the playground. Improper behavior may result in loss of recess privileges or other disciplinary measures.

During winter months, recess may be conducted indoors. Students should find some activity that can be done safely in the classroom. When outdoor recess is conducted, only those students properly dressed for the weather conditions will be permitted outside.

The following rules shall apply during recess:

1. Respect the school's property while at play. Proper areas have been provided; there is no excuse for the misuse of school property.
2. Dangerous games or activities such as camel fighting, climbing trees, tackle football, or any activity the supervising teacher may decide to be dangerous are not permitted.
3. Baseballs are not permitted to be used either at recess or in school.
4. Parked school buses and automobiles are out-of-bounds for all pupils.
5. With the arrival of winter, students are reminded that snow balling is not permitted. Slides on cement walks, banks, or driveways are also prohibited.
6. Clothing and boots/shoes should be free of snow/water before entering the building.
7. Go to/from the play area quietly.

REPORT CARDS

A report card indicates a child's progress during each of the four grading periods and also includes a final grade. For the first three report periods, the student takes the report card home. Parents are to sign and return the report card signature page, included with the report card, the following school day. Students in grades Kindergarten through six receive a report card at the end of each nine week grading period. Those who have grades below 70% or who have fallen two letter grades receive a progress report midway through the nine week period. Grades can be monitored on an on going basis via Skyward Family Access. At the end of the fourth grading period, report cards will be mailed home.

The Norwin School District employs the following grading system in grades one to six:

A -	Excellent	O -	Outstanding
B -	Above Average	S -	Satisfactory
C -	Average	N -	Needs Improvement
D -	Below Average	U -	Unsatisfactory
F -	Not Passing	* -	Adapted Curriculum

The following percentage scale is used as a guide to report progress beginning in grade one to six:

92	- 100.0%	A
82	- 91.9%	B
70	- 81.9%	C
60	- 69.9%	D
	- 59.9%	F

RETENTION

Whether or not a child should repeat a grade level is a major decision in a child's education sequence. Parents and school personnel must consider the child's physical, mental, social and emotional development, as well as academic achievement. For this intervention to be successful, the indicators must be positive and the child needs to understand the extra year is to help, not to punish. In kindergarten parents have the final say as to whether or not the retention will occur. In other grades, parental input is considered as part of a team decision. The final decision is made by the team and in the best interest of the child.

SAFEGUARD PROGRAM

All Norwin Elementary Schools participate in a before and after school child care program operated by Creative Adventures Learning Center, titled Safeguard Program, that offers a daily program plan which includes indoor and outdoor activities, homework supervision and afternoon snacks. Unless enrolled in the Safeguard Program, no students will be permitted in any Norwin elementary building before 8:45 a.m. or Hillcrest Intermediate School before 7:30 A.M. (Note: Children may enter the building thirty (30) minutes prior to the start of school to participate in the breakfast program.)

Pre-registered students may use the service daily or occasionally as needed.

Additional information concerning the program can be obtained from Creative Adventures at 724-864-1004.

SCHOOL DAY

Regular School Hours - 9:00 a.m. - 3:30 p.m.

Kindergarten Hours:	A.M. Session	P.M. Session
Regular School Hours	9:00 - 11:55	12:35 - 3:30
One Hour Delay	10:00 - 12:30	1:00 - 3:30
Two Hour Delay	11:00 - 1:00	1:30 - 3:30

SCHOOL PROPERTY

All textbooks and ordinary supplies are furnished by the Norwin School District. A child is expected to take reasonable care of all books and is held responsible for any loss or damage. Charges for lost or damaged books will be the present replacement cost.

SCHOOL VISITATION

For the protection and safety of all our students, only those visitors who wish to attend to school business are permitted in a school building. All guests and visitors must first report to the office and will receive a **visitor's badge.** Students are not permitted to bring guests to school unless by consent of the school principal. Parents who must bring lunches, coats, umbrellas, etc. for their child(ren) are to report to the office. Under no circumstances should a parent visit, interrupt, or disturb a classroom without a visitor's badge.

SPECIAL EDUCATION SERVICES

A complete array of special education services are available to exceptional students in the Norwin School District. These services include academic support classes including learning support, gifted support, life skills support, and emotional support. Additionally, services are available for students with hearing or vision impairments, speech and language impairments, physical handicaps, autism and multiple handicaps.

On-going comprehensive screening is done within all of Norwin's elementary and secondary buildings to locate children who have a specific need for special education programs. If parents feel their child is in need of special programming, they should discuss the child's needs with the classroom teacher, guidance counselor, or building principal. All interaction will be confidential and comply with the Family Educational Rights and Privacy Act of 1974.

The Norwin School District provides a full range of special education services made available to all students who are eligible under the Pennsylvania School Code Chapters 14 and 342. These revised standards and regulations, which became effective on July 1, 1990, may apply to your child. Interested parents should feel free to contact special education staff through Norwin’s School Psychologist.

SUPPORT SERVICES

The following support services are available for children in the Norwin School District:

Adaptive Physical Education: Developmental physical education activities, games, sports, etc. for students with physical limitations and/or disabilities.

Reading Resources: Supplemental reading services (corrective, remedial).

School Nurse: Pupil general health and welfare.

Guidance Counselor: Responsible for the testing program, coordinating services from Westmoreland Intermediate Unit, and counseling individual students.

Instructional Support: A team approach to identify interventions to address academic, social or emotional concerns.

Learning Support Program: Special education service for children with educable mental retardation, learning disability, social/emotional concerns, or physical handicaps.

Hearing Therapy: Instruction for children whose receptive and/or expressive oral language skills deviate from accepted norms.

Vision Therapy: Instruction for partially sighted and blind children.

Life Support Program: Special education classroom for severely and profoundly mentally retarded children and moderately mentally retarded children.

Physically Handicapped: Program for children with significant physical handicap and/or limited mobility.

Mentally Gifted: Instruction for mentally gifted children. (SEAL)

School Psychologist: Individual psychological testing, parent-teacher consultation, etc.

VIDEO SURVEILLANCE

Balancing the right of privacy of students and staff against the District's duty to maintain order and discipline, the Norwin Board of Education has approved a policy that provides for the use of video camera surveillance on school grounds, school buses and in school buildings.

Cameras shall only be installed in identified public areas, and on District-utilized transportation, except as otherwise provided in the policy. Cameras shall not be positioned in areas where individuals have a legitimate right to expect privacy; i.e., washrooms, change rooms, and staff rooms. Use of video surveillance in the District shall at all times comply with federal and state laws covering matters such as wiretapping/electronic surveillance and the privacy and disclosure of student records.

Any activities detected through the use of video surveillance cameras that present a violation of school rules, breach of security, or possible criminal activity will be reported immediately to the appropriate authority and disciplinary consequences will be administered and/or criminal charges filed consistent with Board policy and procedures.

TELEPHONE

The telephone in the main office may be used by students only if permission is granted by the principal or secretary. Students are permitted to make calls only if absolutely necessary.

VOLUNTEER AIDES

Volunteers can free the teacher from routine duties which reduce the actual teaching and planning time. Talented and happy volunteers make for a productive classroom climate.

Volunteers are required to participate in an informational training session prior to any volunteer activities within the school. Contact the building principal for additional information.

WITHDRAWAL PROCEDURE

When a student transfers from the Norwin School District to another school the following procedures must be followed:

A. Notify the school office two days before transferring as to the date you will leave, the name of the new school you will attend and the new home address.

B. On the last day of attendance, return all books to the classroom teachers and the completed release form to the school office. A transcript of the student's grades and health records will be mailed to the new school district upon request. Parents have the right to request a copy of all records sent.

ASSURANCE OF CIVIL RIGHTS COMPLIANCE

The School Food Authority hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000D et.seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the U.S. Department of Agriculture; U.S. Department of Justice Enforcement Guidelines; and USDA Good and Nutrition Service (FNS directives and guidelines to the effect that, no person shall, on the ground of race, color, national origin, age, sex, or handicap, be excluded from participation, be denied the benefits of, or otherwise be subjected for discrimination under any program or activity for which the School Food Authority receives Federal Financial assistance from FNS: and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.

By providing this assurance, the School Food Authority agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of the nondiscrimination laws and permit Department and/or USDA personnel during normal working hours to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the U.S. Department of Agriculture shall have the right to seek judicial enforcement of this assurance.

This assurance is binding on the School Food Authority, its successors, transferee, and assignees as long as it receives assistance of retains possession of any assistance from USDA.

TITLE IX COMPLIANCE STATEMENT

The Norwin School District does not discriminate on the basis of sex in the educational programs or activities which it operates, and is required by Title IX not to discriminate in such a manner. The district policy, not to discriminate on the basis of sex in educational programs and activities, extends to employment in and admission to such programs and activities.

Inquiries concerning the application of Title IX may be referred to the Title IX coordinator for the Norwin School District, whose office is located at 281 McMahon Drive, North Huntingdon, PA 15642; telephone number 724-863-5052 or to the Director of the Civil Rights of the Dept. of Health, Education, and Welfare, Washington, D.C.

USDA COMPLIANCE STATEMENT

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, age or disability. Persons with disabilities who require alternative means for communication of all program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

NORWIN ELEMENTARY SCHOOLS

HAHNTOWN ELEMENTARY SCHOOL 724-861-3020
791 Entry Road
North Huntingdon, PA 15642

SHERIDAN TERRACE ELEMENTARY SCHOOL 724-861-3025
1219 Morris Avenue
North Huntingdon, PA 15642

STEWARTSVILLE ELEMENTARY SCHOOL 724-861-3030
101 Carpenter Lane
North Huntingdon, PA 15642

SUNSET VALLEY ELEMENTARY SCHOOL 724-861-3035
11605 Dickens Drive
North Huntingdon, PA 15642

HILLCREST INTERMEDIATE SCHOOL
11091 Mockingbird Drive 724-861-3015
North Huntingdon, PA 15642