



# Harrisburg School District

## Foose School

**1301 Sycamore Street  
Harrisburg, PA 17104  
717-703-1282**

## Parent & Student Handbook

2021 – 2022

# Table of Contents

Welcome Letter	3
Student and Staff Responsibility Contract	5
Mission and Vision	6
Important Dates	7
Dress Code	9
Laptops / Computer Technology	11
Visitors at School / Volunteers / Classroom Visits	12
Appointments with Teachers and Administrators	12
School Safety	12
Grading Policy and Scales	13
Virtual Learning / Hybrid Learning Expectations	13
Breakfast and Lunch Programs	14
Attendance	15
Tardiness	16
Early Dismissals	17
Attendance Expectation Reminders	18
Student Entrance & Exit	19
Electronic Device Policy	20
Student Discipline	20
Tobacco Use	26
Locker Regulations	27
Fire Drill and Lockdown Procedures	29
Counseling Services	29
Change of Address	30
Make-Up Work	30
Health Services / Medications	31
PBIS – School-Wide Expectations	36
Foose Title I School / Parent & Family Engagement Policy	39
Foose Title I School, Parent, and Student Compact	43
Foose Title 1 School Parent Right to Know Letter	47



# Foose Elementary School

1301 Sycamore Street, Harrisburg, PA 17104  
(717)703-1280

Hello Parents, Guardians, and Students,

August 30, 2021

Welcome or welcome back to Foose Elementary School! A school where students are busy “growing their brains” and learning how to be excellent learners. Foose Elementary School strives to provide a safe and nurturing learning environment. We teach our students how to follow the 3Rs (Being **Ready**, Being **Responsible** and Being **Respectful**) and the “*Golden Rule*” (Treat others the way you would want to be treated!) At no time, will we allow students to put their hands and feet on others and bully other students. Please help us instill and enforce these rules, not only at Foose, but also at home. Together, we are molding and educating our children for GREATNESS!

Please note the following:

1. Masks must be worn at all times when on school property. We will try to maintain social distancing in classrooms and 3 foot social distancing during transitions.
2. Please do not drop off or allow your child to walk to school too early. We do not have staff on site to supervise your child until 8:45 am. **School starts and doors open at 8:50 am.**
3. The end of the school day is a hectic time in a school building. Therefore, we do not allow early pick-up/dismissal of students after 3:30pm. **All students will be dismissed from school at 3:50 pm.** Please pick up your child on time. We only have staff until 4:30 pm to supervise the late pick-up of students.
4. We do not allow parents and guardians to drive thru and/or park in our main parking lot and our bus circle parking lot during morning entry and afternoon dismissal. With the safety of our students in mind, it is far too dangerous to have extra vehicular traffic around our students and on the school grounds. Please drop-off and pick-up your children in front of the school, allowing them safe entry and exit into and from our building.
5. Breakfast is served daily in classrooms when your students arrive at school at 8:35 am. Breakfast will stop being served at 8:50 am.
6. Children need lots of sleep. Please make sure your child gets plenty of rest every night. (Studies show that children this age need between 10 and 12 hours of sleep, every night.)
7. Please help with homework. Help your child with letters, letter sounds, sight words, and math facts. Please read to them nightly! We will have family events throughout the year with resources to help with nightly homework and enrichment activities. Please join us when you can.
8. All students have been given a laptop device. All devices are the property of the Harrisburg School District and are for educational use by our students. Devices must be properly maintained and returned to the District at the beginning of the new school year in the condition they were issued.

Thank you for allowing us to educate your child and we look forward to a fantastic school year!

Will Hicks & Michelle Archie  
Administrators  
Foose Elementary School

¡Bienvenido o bienvenido de nuevo a la Escuela Primaria Foose! Una escuela donde los estudiantes están ocupados "haciendo crecer su cerebro" y aprendiendo cómo ser excelentes estudiantes. La Escuela Primaria Foose se esfuerza por proporcionar un ambiente de aprendizaje seguro y enriquecedor. Enseñamos a nuestros alumnos cómo seguir las 3R (Estar listos, ser responsables y ser respetuosos) y la "Regla de oro" (¡Tratar a los demás como le gustaría que lo traten!) En ningún momento, permitiremos que los alumnos pongan sus manos y los pies en otros y acosar a otros estudiantes. Ayúdenos a inculcar y hacer cumplir estas reglas, no solo en Foose, sino también en casa. ¡Juntos, estamos moldeando y educando a nuestros hijos para la GRANDEZA!

Tenga en cuenta lo siguiente:

1. Por favor, no deje o deje que su hijo camine a la escuela temprano. No tenemos personal en el sitio para supervisar a su hijo hasta las 8:00 am. La escuela comienza y las puertas se abren a las 8:35 am.
2. El final del día escolar es un momento agitado en un edificio escolar. Por lo tanto, no permitimos la recogida / salida temprana de estudiantes después de las 3:00 pm. Todos los estudiantes saldrán de la escuela a las 3:50 pm. Por favor recoja a su hijo a tiempo. Solo tenemos personal hasta las 4:00 pm para supervisar la recogida tardía de los estudiantes.
3. No permitimos que los padres y tutores manejen y / o estacionen en nuestro estacionamiento principal y en nuestro estacionamiento circular de autobuses durante la entrada de la mañana y la salida de la tarde. Con la seguridad de nuestros estudiantes en mente, es demasiado peligroso tener tráfico vehicular adicional alrededor de nuestros estudiantes y en los terrenos de la escuela. Por favor, deje y recoja a sus hijos en frente de la escuela, permitiéndoles la entrada y salida segura dentro y fuera de nuestro edificio.
4. Solo permitimos que los padres y tutores acompañen a sus estudiantes al salón de clases durante el primer día del año escolar. Prepárese para dejar a su hijo en la entrada principal a partir del lunes 26 de agosto. Esto nos permitirá asegurar rápidamente el edificio y comenzar nuestro día instructivo de aprendizaje.
5. El desayuno se sirve diariamente cuando la escuela abre a las 8:35 am. Por favor asegúrese de que su hijo llegue a la escuela a tiempo y listo para aprender. El desayuno dejará de ser servido a las 8:50 am.
6. Los niños necesitan dormir mucho. Por favor, asegúrese de que su hijo descanse bien todas las noches. (Los estudios muestran que los niños de esta edad necesitan entre 10 y 12 horas de sueño, todas las noches).
7. Por favor ayude con la tarea. Ayude a su hijo con letras, sonidos de letras, palabras reconocibles a la vista y datos matemáticos. Por favor, léeles a ellos todas las noches! Tendremos eventos familiares durante todo el año con recursos para ayudar con las tareas nocturnas y actividades de enriquecimiento. Por favor únete a nosotros cuando puedas.

¡Gracias por permitirnos educar a su hijo y esperamos un año escolar fantástico!

Will Hicks y Michelle Archie  
Administradores  
Escuela Primaria Foose

## Foose Elementary School

**Principal:** William Hicks

Email: whicks@hbgsd.us

**Assistant Principal:** Michelle Archie

Email: mnarchie@hbgsd.us

**Counselor:** Kayla Mini

Email: kmini@hbgsd.us

### **Foose School** - Student and Staff Responsibility Contract:

The educational experience at Foose School is designed to prepare our students for academic success and achievement from elementary school, to middle school to high school and beyond. We take our responsibility as educators seriously, and we ask our students and their families to do the same. This contract reflects our agreement in the areas of academic success and appropriate behavior for the coming school year.

#### *The faculty of Foose School will:*

- Provide an educational program for our students that is rich in academic content and based on the Common Core Standards adopted by the State of Pennsylvania.
- Employ teaching strategies and methods that are inquiry-centered, project-based, and designed to relate student learning to everyday life.
- Support students in their learning, providing appropriate assistance when needed and requested by students and their parents/guardians.
- Provide appropriate guidance for students in the areas of behavior, attitude, attendance, and relationships with adults & peers.
- Communicate with students and guardians on a regular basis regarding the student's academic progress, attendance and behavior.

#### *With support from parents/guardians and peers, our students will:*

- Make a serious effort to succeed academically, following directions, completing assignments on time, and giving full attention to all class activities.
- Set learning goals that will help them be successful in school and life. They will seek out support and guidance from adults. They will take ownership of their education and their learning.
- Exhibit excellent attendance, including arriving for school on time each day, prepared for class.
- Behave in a manner expected of a serious student in an academically oriented school, cooperating with all peers & adults and by following school policies & rules.
- Treat all staff and fellow students with respect.
- Treat school equipment, materials, furnishings and the building with care and respect.

## **Foose School Mission and Vision**

At Foose, we grow brains and persevere to meet high academic expectations and goals. While consciously striving to create a safe environment of respect, inclusion, and support of ethnic and racial diversity among all stakeholders, empowering each other to become life-long learners, and future goal setters. We expect our students to become self-directed learners and leaders who have the confidence to apply their critical thinking, communication, and problem solving skills in both familiar and unfamiliar contexts.

Our school integrates resources of the Harrisburg School District to ensure that students have access to experiences, instruction, and opportunities that often are not available to inner city youth. Technology, project based learning, and community based experiences help develop students' skills, initiative, and confidence. Emphasis on academic rigor builds skills that are essential for student success in the 21st century. At our school, we personalize instruction and support services to provide experiences and opportunities that each student needs to make positive decisions in a wide variety of contexts. Our mission is to challenge students to achieve and reach for their dreams. Our staff believes that students with goals can be successful in the classroom and can in turn provide significant contributions to their community. We are committed to "Empowering Academic Achievers and Lifelong Learners!"

**Foose School is a TITLE I Building.** *What does that mean?* That means we receive federally funded financial assistance to improve educational opportunities for our children. Title I Programs are designed to assist children in meeting the state content and performance standards in reading/ language arts and math. Our Title I initiatives are designed to improve the academic achievement of all John P. Scott Elementary School students.

## **Important Dates to Remember**

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> First Day for Students   | August 30, 2021                       |
| <input type="checkbox"/> Foose School Open House  | August 26, 2021                       |
| <input type="checkbox"/> Parent Teacher Conferences<br>November 24, 2020 - 1:00 pm Early dismissal for students | November 23-24, 2021                  |
| <input type="checkbox"/> Thanksgiving Recess  | November 24 - November 29, 2021       |
| <input type="checkbox"/> Winter Recess<br>December 23, 2020 – 1:00 pm Early Dismissal for Students              | December 23, 2020 – December 30, 2021 |
| <input type="checkbox"/> Parent Teacher Conferences<br>February 17, 2021 - 1:00 pm Early dismissal for students | February 17-18, 2022                  |
| <input type="checkbox"/> Spring Break   | April 14 – 18, 2022                   |
| <input type="checkbox"/> Last Day of School for Students<br>June 8, 2020 - 1:00 pm Early Dismissal for Students | June 8, 2022                          |

### **Half-Day Early Dismissal Time for Students**

**Grades K-4<sup>th</sup> dismiss at 1:00 pm**

Grades 5 - 8 dismiss at 12:30 pm

Grades 9<sup>th</sup> through 12<sup>th</sup> and Cougar Academy dismisses at 12:00 pm

Cougar Academy starts dismisses at 12:00 pm

### **PSSA Testing Windows for Grades 3-8**

April 25 - May 13, 2022 - Grades 3 - 8

<b>Progress Reports</b>	<b>Marking Periods End:</b>	<b>Report Cards Issued</b>
September 30, 2021	November 3, 2021	November 23-24, 2021
December 6, 2021	Jan 21, 2022	February 17-18, 2022
February 28, 2022	March 30, 2021	April 8, 2022
May 3, 2022	June 8, 2022	June 8, 2022

#### Weather Emergency Make-up days

June 9, 10, 2022

#### Act 80 Full Day Staff Professional Development – No School for Students

October 11, 2021	Professional Development
November 2, 2021	Professional Development
March 18, 2022	Professional Development
May 17, 2022	Professional Development

***The information for some schools may vary. Please check the school district website/calendar for updated information.***

## **POLICY 221: DRESS CODE** (This policy applies for all in-person instructional times)

All students are expected to follow the board-approved dress code. Exceptions will only be made by the Principal or his/her designee for special events and dress down days. Students who are not adhering to the proper dress code will be asked to change for the first offense. Multiple violations of the dress code will result in increasing disciplinary actions.

### **Boys' Acceptable Attire:**

- Tan, Navy, Gray, or Black pants belted at the waist
- Tan, Navy, Gray or Black knee-length shorts, belted at the waist, may be worn from April 15 - October 15
- Solid color polo, uniform style or button-down shirts (short or long sleeves)
- Solid color cardigan sweater

### **Girls' Acceptable Attire:**

- Tan, Navy, Gray, or Black pants belted at the waist
- Tan, Navy, Gray or Black knee to ankle length skirts
- Tan, Navy, Gray or Black knee-length shorts, belted at the waist, may be worn from April 15- October 15
- Solid color polo, uniform style or button-down shirts (short or long sleeves)
- Solid color cardigan sweater

### **Unacceptable Attire for All Students:**

- Polo shirts or non-hooded sweatshirts with stripes, emblems, or designs
- Printed or multi-colored undershirts
- White t-shirts
- Clothing made from any knit material, e.g. Spandex, Lycra, or knit blends, specifically leggings
- Length of skirts, dresses and shorts that are shorter than fingertip length
- Denim material of any color
- Outerwear, including jackets, vests.
- Fleece and hooded sweatshirts
- Hats, do-rags, scarves, and hair nets
- Bare shoulders and midriffs
- Pants that sag below the waist

At times, students may be required to wear certain types of clothing while participating in physical education classes, or in extracurricular activities. Dress requirements for religious reasons may be made through the school office. If a staff member believes that his/her intervention has not resolved the matter, or if non-adherence to policy continues, the staff member shall report the incident to the principal or his/her designee for further investigation. If a student is dressed inappropriately, he/she will be sent to the counselor/social workers office for assistance. Continued dress code infractions will result in further discipline actions.



### **Confidentiality**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). FERPA provides guidance for the protection and confidentiality of student educational records and information.

### **Telephone Use**

School phones are for business purposes and are available to students only in emergency situations. Incoming calls for students are prohibited except for emergency situations.

### **Flag Salute**

All students are expected to be respectful of our country's National Anthem and Pledge of Allegiance. All students are asked to stand and be respectful during the national anthem and Pledge of Allegiance. Anyone in the hallway during this time is expected to **STOP** and wait for the end of the Pledge of Allegiance.

### **Textbooks and Classroom Resources**

Each course has a class set of textbooks and/or classroom resources for student use during that particular period. If books are damaged, the student/parent will be charged the cost of a new book, plus shipping and handling. Periodic book checks are mandatory and shall be submitted to the supervising principal or his/her designee.

### **Laptop/Computer Technology**

Students are required to sign the district's Acceptable Use of Technology form, which explains the rules regarding the use of the district's laptops and computers. Students are responsible for the care of laptops and computer technology, and will be held financially accountable in the event of lost, stolen or damaged devices. All devices are the property of the Harrisburg School District and are for educational use by our students. Devices must be properly maintained and returned to the District at the beginning of the new school year in the condition they were issued.

## **Financial Obligations**

There are several reasons why a student may receive a notice of financial obligation to the school. Replacing lost or damaged textbooks, the replacement of technology (Chromebooks, computers, etc.), and lost or damaged library books are examples of possible financial obligations. All students are expected to satisfy their financial obligations. Obligations will carry over to the next grade level if not satisfied, and may prevent promotion/graduation if not paid.

## **Emergency School Closing/Delayed Opening**

Inclement weather conditions may cause a delayed opening or cancellation of school. In case of severe weather, or during other school emergencies, announcement delays or closings will be made through the direct dialing phone system (School Messenger), ClassDojo, district website, district app, or the media (radio and TV).

## **Visitors at School / Classroom Volunteers / Classroom Visits**

Appointments can be conducted via telephone or through Zoom. As restrictions are lifted, we will communicate with you regarding updated visitor procedures. At this time, no visitors (exceptions: community agencies providing direct care to our students)

## **Appointments:**

Appointments for conferences will be scheduled at least one day in advance and should take place during non-teaching time. Teachers will be notified in advance of an appointment and are asked to confirm the appointment or suggest an alternate date. Administrators may schedule appointments as needed.

## **School Safety**

Every student should feel safe and secure while attending school. If you have concerns about your child's safety, you should call the principal or his/her designee. Students are expected to wear a face mask and practice social distancing protocols to help protect the health and safety of all students and staff. Please help keep our school and our students and staff safe by staying alert and notifying the principal or his/her designee of potential threats, acts of violence or any unusual occurrence.

## **Family Engagement Activities/Events**

Families are encouraged to participate in the monthly scheduled events. For the 2021-22 school year, the family engagement activities and events will be following all district safety protocols. Information will be sent out through Class Dojo, the Harrisburg School District App, and the school website ([foose.hbgasd.k12.pa.us](http://foose.hbgasd.k12.pa.us)).

## **Transportation**

While riding the bus, the bus driver is the designated authority figure and an extended representative of the School District/School. Since students are under the full authority of the school/District while on the bus, all school rules, regulations and policies are in full force during bus transportation to and from school, and during school-related field trips.

Student responsibilities on the school buses:

- Ride only assigned bus
- Be respectful and courteous to all riders and drivers, at all times
- Use appropriate language on the bus: cursing and inappropriate language will not be tolerated
- Remain in seat until bus is at your destination
- Vandalism of bus/property is forbidden and subject to disciplinary action
- Do not push or shove when entering or exiting the bus, and stay behind the yellow line at bus stop

## **Harrisburg School District Grading Policy, Practices and Procedures**

The student evaluation procedure serves as a measurement of academic achievement and as a means for motivating a student to obtain levels of performance of which he/she is capable.

### **Grading Scale for 3<sup>rd</sup> through 12<sup>th</sup> Grade Students**

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
50 - 59	F

### **Grading Scale for Kindergarten through 2<sup>nd</sup> Grade Students**

- 5 = Distinguished command of the subject
- 4 = Strong command of the subject
- 3 = Moderate command of the subject
- 2 = Partial command of the subject
- 1 = Little to no command of the subject

The determination of the final grade is by numerical average. Grading will be consistent with the policies adopted by the Harrisburg School District. Academic warnings will be given to the counselor. One copy will be kept by the teacher; and one copy will be given to the student for a parent's signature.

## **Honor Roll**

The following qualifies a student for honor roll:

Distinguished Honors – All A's

First Honors – All A's and B's

## **Report Cards**

Report Cards are distributed four times during the school year. If a student does not receive a report card, the school should be notified immediately. Support is always available for additional academic help.

## **Lunch Program /Cafeteria**

The Harrisburg School District Food Service Department now operates under the state guided Community Eligibility Provision. This means we are able to offer meals at NO charge for all students. Students will be provided with breakfast and lunch during normal school days.

Breakfast will not be served on days that are delayed due to inclement weather.

**Breakfast** – Upon returning to in-person instruction, breakfast will be served in the classrooms starting at 8:35 am. Breakfast will not be served after 8:50 am.

**HARRISBURG SCHOOL DISTRICT CODES OF STUDENT CONDUCT**  
*Policy #218 Revised 8/3/2015. Abbreviated information below. The full policies are available online at [www.hbgisd.us](http://www.hbgisd.us).*

**Policy 204. SCHOOL ATTENDANCE**

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Repeated infractions of the Board policy requiring the attendance of enrolled pupils may constitute such misconduct and disobedience as to warrant the suspension or expulsion of the pupil from the regular school program. The Board authorizes the Superintendent or his/her designee to suspend a pupil from a particular class or from school in accordance with the policies of the Board, if sincere efforts by the staff and parents cannot rectify the pattern of absence. The Superintendent is authorized to establish the criteria to implement this policy. The school district shall provide a minimum of 180 days of instruction and nine hundred (900) hours of instruction per year at the elementary level, nine hundred ninety (990) hours per year of instruction at the secondary level, and four hundred fifty (450) hours per year of instruction at the kindergarten level.

**Absence: Excused**

The Board shall permit a pupil to be excused from the requirements of attendance under the following circumstances and conditions:

The principal or his/her designee may, upon receipt of satisfactory evidence of medical, physical, mental or other urgent reasons, excuse a child for nonattendance during a temporary period. The term "urgent reasons" is strictly construed and does not include work at home or other absences for parent or pupil convenience such as vacation trips or caring for siblings.

Upon written parental request, a pupil may be excused during school hours for the purpose of obtaining professional healthcare or therapy service only if the following requirements are met:

- a. The time of necessary absence from school involves a minimum of interference with the pupil's regular program of studies; and it is not practical or possible for the pupil to receive the services outside of school hours.
- b. Medical documentation (doctor's certificate) is required for all absences of three (3) days or more or for shorter periods if required by the building principal.

**Absence: Unexcused**

(The absence of a pupil for any reason other than those classified under Absence: Excused.)

Whenever a parent/guardian fails to submit a written excuse his/her child within three days of such absence.

**Absence: Unlawful: All unexcused absences for pupils of compulsory attendance age shall be considered unlawful.**

1. After three (3) days of unexcused absences by a pupil, a warning letter is served on

parents and/or the guardian.

2. After five (5) days, the Principal's designee will send a certified Official Notice of Illegal Absence Letter. This constitutes a first offense.
3. After the fifth (5th) day, the Principal's designee will refer the student to the manager of the Truancy Support Team. (TEP will be schedule with student counselor)
4. After the sixth (6th) day, the Principal's designee will write a Non-Traffic Citation to be signed by the school's designee and a copy will be sent to the Student Services Supervisor or his/her designee. This action initiates legal proceedings of the pupil, and that further violation during the school term will result in prosecution without notice.

### **24 PS 13-1333**

Every parent, guardian, or person in parental relation, having control or charge of any child of compulsory school age, who shall fail to comply with the provision of this act regarding compulsory attendance, shall on summary conviction thereof, be sentenced to pay a fine to the School District in which such offending person resides, not exceeding three hundred dollars (\$300.00).

### **Tardiness**

A student is considered tardy to school if they arrive in the building after the designated start time. Students who are tardy to school must sign-in in the main office. Students who are tardy to class are to be admitted to class. All students must arrive at the school at the designated start time- 8:10am. Breakfast begins at 8:10am. A student is considered tardy if they are not in their homeroom by 8:45 a.m. Students who are tardy are subject to the following possible penalties (based on the number of tardies): detention(s), parent conferences, attendance contract, and revoking privileges. Students with chronic truancy or tardiness will be cited.

### **EARLY DISMISSAL**

Parental requests for early dismissal must be made in advance and the decision to grant the request is at the discretion of the building principal or his/her designee. All requests for early dismissal must be confirmed with the parent/guardian before any action is taken. Students should not leave the school grounds during school hours without the permission of the principal or the principal's designee. Students who expect to leave for an early dismissal at any time must follow these three steps:

1. Bring in a note with your parent/guardian signature and give it to the Attendance Secretary at the start of the day.
2. The parent/guardian must notify the school office 24 hours **in advance** if/when their child has an appointment during the day or is expected to leave a class early or miss a class due to an approved release from school.
3. No student will be released after 3:30pm. (All students in the building are dismissed at 3:50pm.)
4. The parent/guardian must come to the school office and sign the early dismissal log.

**Special note: friends, siblings under 18 years of age, and relatives may not pick students up without parental permission.** Special exceptions may be made in emergencies only with the approval of an administrator.

### **Hall Passes/Lateness to Class**

Any professional staff member may give students a pass. The student must be given a pass stating the destination and the time he left the classroom. Consideration must be given to the other teachers so those students are not detained from one class to the benefit of another. **Any student in the halls MUST have a pass that is visible and present it to security or any other school personnel if asked to produce it.** Any student not inside the proper classroom when the class begins shall be considered late for the class. The classroom teacher shall admit students and take appropriate action such as marking them tardy and assigning them to detention to make up work missed. Chronic lateness to class will be reported to the principal for disciplinary action

### **Attendance Expectations Reminders:**

- Students are expected to be in class and prepared to learn at the start of the school day.
- Notes for tardiness must be presented **the day of the tardy** in order for the student not to receive a tardy detention.
- Students tardy beyond the designated tardy time **must be accompanied by a parent/guardian** to enter school.
- If a student is absent 3 days in a row, the student must bring in a doctor's excuse.
- Excuse notes for regular absences are due to the attendance secretary upon the student's return to school.
- If a student is absent 10 days or more during the school year, each absence thereafter will require a doctor's note.

### **Student Entrance and Exit**

Listed below are the entrance and dismissal procedures for Foose for this school year. There will be staff in the hallways directing students safely to classrooms. If you need to speak directly to a staff member, please contact the main office to make an appointment.

### **Entry Locations:** *School starts for all students at 8:50 am*

- **Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade** students will enter through the main doors and go directly down the hallway to their classrooms (Door 1).
- **3<sup>rd</sup> and 4<sup>th</sup> grade** students will enter and exit through the door on 13<sup>th</sup> Street, closest to Sycamore Street (Door 6). This door will be opened from 8:35- 8:50. At 8:50, your student is tardy and must walk around to the front door to get a tardy slip and proceed to

their classroom. (Door1)

- **Preschool** students and parents will enter and exit through the door on 13<sup>th</sup> Street, closest to Sycamore Street (Door 6). Headstart will open doors at 8:10 and be open for preschool students until 8:30 am.

\*Students must use the correct door for their grade level. **If older students drop off younger siblings, they must then go to their correct door for entry into the building.**

\*To keep our building safe and secure, parents are not permitted to walk their students to class. If a parent wants to meet with the teacher, they should stop in the main office to make an appointment.

**Dismissal Locations:** *Students will be dismissed at 3:50 pm*

- **Kindergarten and 1st grade students:** Cafeteria Door (Door 11). Students must be signed out by parent/guardian.
- **2nd grade students:** Main door (door 1). Students will be in the lobby. Students must be signed out by parent/guardian.
- **3rd and 4th grade students:** exit through the door on 13<sup>th</sup> Street, closest to Sycamore Street (Door 6).



## **POLICY 237: ELECTRONIC DEVICES**

Cell phone and electronic devices used by students to make or accept calls or text messages can be disruptive to the learning process. **Cell phones and other electronic devices must be turned off and put away (not in view) during the entire school day.** Parents/guardians may call the school and leave a message for their student when necessary. Students who need to use the phone may ask for permission to use a phone in the main office. If any items are used, seen, or heard between school hours, they will be confiscated and the following consequences will be instituted:

- **FIRST OFFENSE:** Item will be returned to the student at the end of the school day.
- **SECOND OFFENSE:** Item will be returned to the parent/guardian.
- **THIRD OFFENSE:** Item will be returned at the end of the school year or at the administrators' discretion.
- **REPEAT OFFENDERS** will receive further discipline.

Students who fail to comply with relinquishing any electronic device in use upon request of school administration or teacher will receive disciplinary action. We understand this requires a change in habits for many of us as well. We ask that you do not text or call your student during school hours. Please contact the main office to deliver important messages. **The school is not responsible for the loss or theft of a cell phone or other personal electronics during the school day, while confiscated or on the way to or from school.**

## **POLICY 218: STUDENT DISCIPLINE**

Maintaining student discipline is extremely important to the school program and building climate. Without good discipline, students cannot realize their greatest opportunities for growth.

### **Purpose**

The purpose of discipline is to foster responsibility, independence, positive attitudes and self-discipline. The best discipline is self-control. Self-control is based upon understanding the limits of one's freedom and actions as they relate to others.

The policies set forth by the Administrative arm of Campus related to disciplinary action, as well as attendance, is for the safety of the individual student as well as the safety of the entire student population, faculty, staff, and any employee or visitor to the campus.

**OSS-** In the event of an out-of-school suspension, the parent/guardian may have a conference with the principal or his/her designee before the suspended student will be readmitted to school.

**Detention-** Detention will be held on days and times designated by the principal and/or teacher. Notice will be given to a student who is assigned detention at least 24 hours in advance. Cutting detention will result in further consequences.

**Community Service** – Community service will be assigned by a building principal. Notice will be given to the parents/guardians about community service. Community service types of activities may include wiping down tables, picking up trash, washing windows, cleaning desks. Students will always be wearing gloves and will be supervised if they are completing community service as a consequence.

## **DISCIPLINE POLICIES - OBJECTIVES**

Discipline shall be imposed to reflect the seriousness of the violation, to promote respect for the rules of the Harrisburg School District, to provide just and reasonable punishment, to afford adequate defense to future violations, to protect students and staff from further violations and, when appropriate, to provide the student with needed educational behavior modification.

The Board of Directors deems it the **Policy of the Harrisburg School District** that when an action of a student or students creates an unsafe environment or infringes upon the rights of other students in a serious manner, the following procedures will be followed:

- 1) If necessary, the student or students will be removed to a safe environment.
- 2) The teacher will immediately notify the Administration.
- 3) The Administration will make every effort to notify the parent or guardian.
- 4) In cases where an assault or other serious infraction has taken place, the Administration, in its discretion, will call the police.
- 5) The student or students will be assigned the appropriate form of discipline.

**Corporal Punishment** - Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited in the Harrisburg School District.

**Physical Restraint** - Reasonable physical restraint may be used by teachers and school authorities to restrain students under the following circumstances: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense and for the protection of persons or property. **The use of Safe Crisis Management © as a therapeutic technique by staff certified in its use in special education and alternative education settings is not corporal punishment.**

**LEVEL I:** Minor misconduct on the part of a student that impedes orderly classroom procedures or assemblies, or interferes with the orderly operation of the school. These misconducts can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel.

- **Level I Examples include but are not limited to:** Any classroom, study hall, cafeteria, assembly, hallway, or extracurricular activity disturbances (loitering, running, not having a pass, tripping another student, etc.); classroom tardiness (1-3), tardiness to school (1-3); undirected profanity; eating candy and gum chewing; open food/drink

containers in the hall and/or classrooms; Cheating; false accusations; disrespecting others (teasing, calling names, abusive language); Unauthorized equipment (radios, tape recorders, electronic games, telecommunications, cellular phones, beepers, etc.); failure to complete assignments or carry out directions, or have a hall pass; littering inside or outside the school; throwing items of minor nature; stealing minor items such as pencils; abuse of or failure to return District-owned or library materials; public display of affection; Inappropriate attire.

- **Level I Procedures:** Immediate intervention by the staff member who is supervising or observing the student misbehavior. Repeated misconduct results in a teacher phone call to the parent, or a conference.
- **Level I Action Alternatives:** Verbal reprimand, special assignment, behavioral contract, teacher counseling, loss of classroom privileges, and temporary time out from class and/or detention.

**LEVEL II:** Misconduct where frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misconduct, require the intervention of administration. Also included in this level is misconduct, which **does not** represent a direct threat to the health and safety of others but where educational consequences are serious enough to require corrective action on the part of administrative personnel.

- **Level II Examples include but are not limited to the following:** Continuation of level I misconduct; abusing school property (marking texts, walls, furniture, lockers, cafeteria utensils, AV equipment, etc.); throwing potentially dangerous objects; cutting class/detention; possession of tobacco/cigarettes; gambling; directed profanity/obscenities/abusive language; minor physical quarreling (i.e., pushing and shoving with possible intent to fight); truancy; forgery (excuses, passes, report cards); tampering with school equipment (fire extinguishers, intercom, etc.); use of water pistols or other squirting instruments; throwing items out of windows; disruptive behavior associated with any school staff (principals, guidance counselors, teachers, secretaries, and custodial staff); unauthorized sale of items; tardiness (4 or more), verbal threats to others.
- **Level II Procedures:** The student is referred to the office for disciplinary action. The Administrator meets with the teacher and student and, after a final consultation with the teacher, disciplinary action is determined. A parental conference or phone call is conducted. The principal/administrator maintains a proper and accurate record of the offense and disciplinary action.
- **Level II Action Alternatives:** Student schedule change, modified day, behavior modification (a corrective activity consistent with the misconduct), temporary suspension from extracurricular activities, In School Suspension, temporary or full Out-of-School Suspension, Saturday Academy, referral to outside agency/after school intervention

programs, detention, referral to school counselor.

**LEVEL III:** Acts, directed against persons or property, which could seriously endanger or threaten the health or safety of others in the school. These acts always require administrative actions, which could result in immediate removal of the student from school, possible intervention of law enforcement authorities, and/or action by the Board of School Directors.

- **Level III Examples include but are not limited to the following:** Continuation of Level II misconduct, Fighting (i.e. punching or kicking another person, and/or any other type of harmful physical contact), Vandalism (i.e. the destruction or defacing of school or student property), possession of pornographic material, defiant/threatening behavior toward staff/others, possessing/use/selling of alcohol and/or other drugs (see drug/alcohol policy 227 for specific actions), extortion, indecent exposure, tampering with fire alarm, theft of school and/or personal property, inciting or participating in a riot (behavior of one or more students with the intention of causing disruption of the school environment).
- **Level III Procedures:** The administrator verifies the offense, confers with staff involved, and meets with student. Disciplinary action is initiated, and parents are notified. If necessary, the administration notifies local law enforcement officials. A complete and accurate report is written and submitted to the Superintendent, when required. Upon conviction, student is responsible for restitution for any damages.
- **Level III Action Alternatives:** In School Suspension, temporary or full Out-of-School Suspension, Saturday School, referral to outside agency, administrative transfer, expulsion by the Board of School Directors.

**LEVEL IV (not all inclusive):** Acts directed against persons or property which pose an immediate threat of serious bodily injury and/or destruction of property, including: terroristic threats or acts, possessing/transferring a weapon of any type, assaults on employees/students, use of a weapon of any type, intentionally or attempting to set a fire to a building and/or property, and/or any act of misconduct interpreted by the administration to be of a Level IV nature.

**Fighting (Level III and higher)**

Fighting, pushing, slapping, shoving or jabbing, etc. will not be tolerated and is non-negotiable at our school. Any student found guilty of instigating or fighting, will serve up to ten (10) days out of school suspension, and a possible disorderly conduct charge by Harrisburg Police Department. Every attempt will be made to contact parents/guardians and a letter will be mailed home. Parents are required to come to school with their child for readmission after a suspension. If a student is suspended out of school, he/she will not be permitted to participate in any sports or extra-curricular activities of the School District during the time of the suspension.

## **POLICY 218.1: WEAPONS**

Any student who possesses any kind of weapon at school or at a school-sponsored event will be immediately suspended, and will most likely be arrested and detained, and recommended for expulsion.

### **The term weapon includes, but is not limited to:**

- Any loaded or unloaded firearm (including pellet guns, BB guns, and look-alike firearms)
- Any explosive device of any kind
- Any bowie knife, dirk knife, lock-blade knife, hunting knife, or other knife
- Any other tool or instrument that is not reasonably related to education, including but not limited to chains, brass knuckles, nightsticks, ax handles, razors, etc.

## **POLICY 220: STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS**

Foul language will not be tolerated. In addition, any materials sought to be distributed or posted by students as part of the curricular or extracurricular programs of the district shall first be approved by the building administration.

## **POLICY 224: CARE OF SCHOOL PROPERTY/VANDALISM**

Anyone found causing damage to school property will be disciplined and must pay for the cost of replacement or repair (restitution). Parents will be contacted. Possible police and court involvement may be necessary for institutional vandalism.

## **POLICY 222- TOBACCO USE**

The Board of School Directors recognizes that tobacco use presents a health and safety hazard that can have serious consequences for both users and nonusers, and the safety and environment of the schools. For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; smokeless tobacco in any form; and electronic cigarettes and other devices designed to replace traditional tobacco products or to deliver nicotine, flavor and chemicals. The Board prohibits tobacco use and possession by any student at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board prohibits tobacco use and possession by any student at school-sponsored activities that are held off school property. The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy. A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine.

## **POLICY 227: CONTROLLED SUBSTANCES AND PARAPHERNALIA**

The possession, use, or evidence of use, selling drugs, controlled substances, or possession of drug paraphernalia or alcoholic beverages in school, on school property or at school-sanctioned functions is prohibited. Any student in violation of this policy will be suspended, pending an investigation. Appropriate counseling sessions will be scheduled and local law enforcement officers will be notified. Students violating the drug policy will be assigned to the SAP (Student Assistance Program) for assistance and guidance.

### **Illegal Possessions**

Students may not bring to school any possessions that could be considered distracting to learning, illegal or dangerous to the health and safety of others. These include, but are not limited to, knives, box cutters, razorblades, silverware, lasers, and any items used in an assault or intimidating manner. Such items must be surrendered upon request.

Disciplinary action taken against those who break these rules will be given by the school principal/administrators in accordance with the code of the School District with the possibility of law enforcement being called.

### **Locker Regulations**

Lockers are the property of the school. For 3<sup>rd</sup> and 4<sup>th</sup> grade school students, the principal or his/her designee will assign a locker to each student. Only one (1) locker will be assigned to each student. Students are forbidden to share lockers or to use any other locker that is not assigned to them at any given time. Locks, other than the school-approved locks, will be removed. Students are responsible for maintaining their locker to ensure that it is locked at all times to prevent “borrowing and stealing”. The school is not responsible for lost or stolen articles. You are advised not to give your locker combination to another student. All lockers are expected to be kept in a clean and orderly manner. The administration reserves the right to inspect lockers in accordance with the student’s right and responsibility policy.

## **POLICY 226: SEARCHES**

If there is a reasonable suspicion that a place or person to be searched contains prohibited contraband or material that may pose a threat to the health, safety, and welfare of the school population, school authorities may lawfully search students and all their belongings, including backpacks and clothing, and will seize any illegal material. All lockers are, and shall remain, the property of the school. As such, students shall have no expectations of privacy in their lockers. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. When a student’s locker is being searched, the student may be notified and given an opportunity to be present.

### **Emergency Evacuation Drills**

#### **Fire Drills**

School Board regulations and state law require us to average one fire drill per month. In the

event of an actual fire, the person activating the fire alarm should immediately notify an administrator of the specific nature and location of the fire.

**When the fire alarm sounds, the teacher will take these actions:**

1. A student will be directed to lead the class from the room in a single file line following the directions as posted in the room. Conduct is to be exemplary.
2. Classroom doors should be closed as students exit.

If the fire signal is sounded when pupils are passing in the corridors, after dismissal in the afternoon, during pep rallies and assemblies, or whenever students are moving freely about the building, the students should quietly fall into line and immediately proceed in an orderly manner to the nearest available exit.

**Fire Drill and Lockdown Procedures**

Fire drills will be conducted throughout the school year. When the alarm rings, students should follow directions given by their teacher and move away from the building in a line and in an orderly fashion. Once outside, teachers will take students to designated areas. Students not in a classroom during the fire drill should exit the building through the nearest exit and find the closest adult/teacher to check in with. Fire alarms should only be pulled in the event of a real fire. If students pull a false fire alarm, the police will be called and a fine issued. This is a safety issue and can put all students and staff at risk.

In the case of a REAL incident, that involves an intruder (inside or outside) the building or any crisis happening directly outside or near the building, the principal will announce an automatic lock down of the school building. During a lockdown, the school administration will NOT allow ANYONE to enter or exit the building. We will NOT release any students until the students are safe and we are cleared by the police to re-open the building. During a lockdown, parents will be notified via our School Messenger phone system of the situation. It is critical we have your updated phone numbers in case of any emergency; otherwise, you will not receive a phone message. PLEASE remember that our office phones will not be answered during this time. Ringing phones create potential danger to students and staff. All office lines will be used to communicate with emergency response personnel only. Thank you for understanding and helping to keep our school a safe place for students and staff.

**Nuclear Emergency**

The relative proximity of Harrisburg High to Three Mile Island presents a possible danger to the staff and students if a major nuclear accident should occur.

1. The teacher will maintain order and discipline in the classroom.
2. THE TEACHER WILL NOT RELEASE ANY STUDENT FROM HIS OR HER CLASSROOM UNLESS DIRECTED TO DO SO BY THE ADMINISTRATION!
3. The teacher will close all windows and, if directed, take students to another area of the building. Classes will be kept together for attendance purposes.

**COUNSELING SERVICES**

School counseling services are available to all students. Students and/or parents may schedule

appointments with the school counselor. School Counselors provide a wide range of support. They also help students and parents make the best use of available resources and opportunities. High school students are encouraged to schedule individual career counseling, career information, appropriate course selection and school related counseling appointments with their counselors. Ultimately, it is the student's and/or the parent's/guardian's responsibility to actively use this resource.

### **McKinney-Vento Homeless/ Displaced Students**

The main purpose of the Pennsylvania Homeless Children's Initiative is to make sure homeless youth have access to appropriate education while removing barriers that homeless children face. Its goal is to keep homeless children in school.

### **What is the Definition of a Homeless/Displaced Child?**

A Child is considered homeless/displaced if he or she is:

- Living (with or without parents) in a public or private place not designated as a regular sleeping accommodation, such as a vehicle, park, hotel, motel, street, campground, etc.
- Living (with or without parents) in a homeless or domestic violence shelter
- Living (with or without parents) with relatives or friends due to lack of housing (doubled up)
- A runaway or a child or youth who has been forced out of the home by parents or other caretakers, or has no formal custody papers while parents/guardians are in jail or hospital (unaccompanied youth)
- A child of a migrant family who lacks adequate housing
- A school-aged unwed mother or expectant mother living in houses for unwed mothers when she has no other accommodations

**If you feel your family may fall into this category or you would like additional information, please contact our school counselor, social worker or the HSD McKinney-Vento Homeless Liaison, Saundra James-Goodrum.**

### **Change of Address/Proof of Residency**

Should your address change during the year, **by law you must notify the school and the central registration office.** Proof of Residency is required by law under 24 P.S. §13-1301 & 1302, and requires at least two forms of proof. For questions, please contact Pupil Services at 717-703-4008.

### **School Transfers**

If you are moving from the area or transferring your child from the district, you must report this information to the Central Registration Office one week in advance. The name of the new school and its address is also to be given to this office. The health and dental records as well as final grades will be mailed or faxed to the new school, upon written request from that school.



## **Make-up Work**

It is the responsibility of the student, parent or guardian to ask for missed assignments when absent. If work is not made up, it will be converted to a zero for that day. Students have five (5) dates after an absence to make up the work. If a student is absent for three or more consecutive days, a doctor's note is required, and a parent should call the school counselor to request assignments. Please allow the teachers twenty-four (24) hours to prepare the work. Work may be picked up in the school office, or via email directly from the teacher.

## **HEALTH SERVICES**

A nurse is available in our health suite. If a student becomes ill during the school day, he/she must get a pass from the teacher before going to the nurse's office. All medication **MUST** be given to the nurse and taken under his/her supervision. The medication must be in the original container with the doctor's name, date filled, the name of the medication and the directions for taking this medication. (Pharmacies will provide the "extra" medicine containers upon request from a parent.) A note from the parent/guardian and/or doctor **MUST** accompany medication.

## **Bee Sting Allergy Procedures**

Proper forms must be obtained from the nurse's office, signed, and returned to that office.

## **Asthma Inhaler Procedure**

A doctor's order and a parent/guardian's signature must be on file in the nurse's office. An extra inhaler must be kept in the nurse's office.

## **Physician's Recommendation for Physical Activities**

Parents/guardians must notify the school nurse and obtain an MI-19 form for students who are under a doctor's care for a medical condition or a physical injury. The form must be completed by the doctor and returned to the nurse's office.

## **Required Medical/Physical Examinations**

Height, weight, hearing, and vision screening are done every year. Forms are mailed home to parents/guardians during the summer to have the exam done by their private physician. If you choose to do this, forms must be returned on or before September 30<sup>th</sup>. Physicals are mandated by law.

## **Medical Emergencies**

Medical emergencies may require emergency medical care. For that reason, it is **VITAL** that we have a **CURRENT** and **CORRECT** telephone number for each student. The emergency forms must be returned within 10 days of the start of school. If the nurse determines that a student needs medical treatment, she will call the parent/guardian.

## **Medical Exclusions**

Students who have been excluded from school because of contagious diseases must have

clearance from a medical doctor before returning to school. If the nurse determines that a student needs medical treatment, a call to the parent/guardian will be made.

### **Use of Medication and Prescription Drugs**

Medications should be administered at home whenever possible. However, we realize that the administration of medication to students by school health personnel or self-administration of medication by students while in school may be necessary under certain circumstances. Parents, whenever possible, are requested to arrange medication time intervals to avoid school hours. Parents are permitted to come to school to administer medication to their children. When parents cannot come to school to give medication, the Board insofar as the requirements listed below, will cooperate in the administration of medication to students.

### **Responsible Personnel**

The Certified School Nurse (CSN), when available, shall be the primary person to administer or observe self-administration by students. If the Certified School Nurse is not available, a professional nurse (RN) or licensed practical nurse (LPN) may assist the CSN in administering medications. In the event that the CSN is not available, other school employees are allowed only to assist the student in the self-administration of medication. Only in an emergency shall a school employee other than the school nurse administer medication to a student.

### **Prescription Medications**

Medication will be administered to or self-administered by a student only after receipt of a written consent from the student's parent/guardian and a written order from the licensed provider. The order shall include the student's name, medication name, diagnosis for which the medication is prescribed, name of licensed provider, dosage, and time medication to be given, expected duration of treatment and route of administration. Possible side effects may be included in the written order. The order will be valid for one school year, unless stated otherwise.

### **Non-Prescription Medications**

Non-prescription medications will be given in school to students under the following conditions:

1. Non-prescription medication brought in by the student/parent/guardian must be accompanied by a signed note from a parent or legal guardian giving precise directions for dispensing the medication and stating the specific reason for which the medication is being given.
2. Non-prescription medications intended for use over an extended period of time or across an entire school year must be accompanied by a doctor's note.
3. No non-prescription medication will be given to a student for more than three (3) consecutive days or more than three (3) doses per school quarter for the same condition.
4. All non-prescription medication provided by the parent/guardian must arrive in school in the original container and be clearly labeled with the name of the student and the name of

the family doctor and the doctor's office phone number. No medication of any kind will be given to a student if the medication is not in the original container.

5. A parent or legal guardian may come to the school to administer medications to his or her child, as needed.

At the end of the school year or treatment regimen, the student's parent/guardian will be responsible for removing from the school any unused medication. If the medication is not picked up by the end of the school year, the CSN will dispose of the medication. It is the CSN's responsibility to clarify any medication order, which is deemed inappropriate or ambiguous. Nurses have the right and responsibility to decline to administer a medication if they feel it jeopardizes student safety. In such instances, the CSN must notify the parent/guardian and the student's licensed provider.

### **Emergency Medication Administration**

The school physician may order certain medications, via standing orders, to be administered in life threatening situations, such as anaphylactic shock. These medications may be administered without prior consent by the parent/guardian. However, the school will notify the parent/guardian as soon as possible following such an incident. The need for emergency medication may require that a student carry the medication on his/her person or that it be easily accessed. Both parent/guardian permission and a licensed provider's order must specify that a student carry their medication. The student will be required to demonstrate competent use of the medication, to the CSN, prior to carrying the medication.

### **Documentation of Medication Administration**

Any medication given during school hours must be documented on an individual student medication record, which will be part of the Student Health Record. This record should contain the student's name, name of the licensed prescriber, date and time medication was given, medication name, dose and route of medication, signature of person administering the medication and any special notations, for example, the student refuses to take the medication. The Board's role in the administration of this policy is one of cooperation with the parent/guardian, the doctor and the student. However, the responsibility for the administration of the medication taken at school is that of the parent/guardian and the student. [See School Board Policy #210.](#)

### **Home Access Center for Parents/Guardians & Students**

Our school is committed to building bridges of communication to better engage parents, guardians and families in the educational process. Our online **Home Access Center (HAC)** provides the perfect connection for parents/guardians and other authorized persons to view class and school information. This valuable communication tool is designed to enhance awareness and improve communication between home and school. Whether day or night, from home or work, parents can access the **Home Access Center** web portal to track their student's academic progress, report cards, attendance and discipline status. E-mail links are also available throughout the portal so parents/guardians can communicate directly with their child's school

principal and teachers. For questions, login-in instructions or technical assistance, please contact the school office or visit our school website. Information brochures are also available.

### **Student Records**

Pupil records are an important part of a student's education. Reasons for collecting information vary from pupil identification and accounting purposes required by state laws for reimbursement and tax purposes, to providing parents, pupils and professionals appropriate data in which to monitor and/or, when necessary, define more clearly causes for individual problems. Therefore, the pupil record may include, but is not limited to, personally identifiable information (such as name, address, phone numbers of parents), pupil's school grades, date of birth, attendance record, test results and evaluation reports, progress reports, health and dental records. All information is collected and maintained under such confinements of privacy as may be obtained through informed consent, verification of accuracy, limited access and appropriate use.

Should your child transfer to another school district, copies of his/her permanent record, cumulative folder information, testing record and health record will be forwarded to the new school district upon receipt of written notification of admission. Upon written authorization from the parent or eligible pupil, a high school transcript will be released to persons having a legitimate educational interest, such as post-secondary educational institutions and/or prospective employers.

Should you have concern or reason to believe some portion of the record is in error, or handled in a way that may violate the pupil's privacy; you should discuss the matter with the building principal. If the matter is not resolved, a request in writing stating intent and reason for contesting the record should be directed to the superintendent. A ruling will be made and you will be notified of your rights should you desire to appeal further. For questions or additional information, please check with your school office.



At our school, we use Positive Behavioral Intervention and Supports (PBIS) as a proactive, school-wide system for creating behavioral change by emphasizing positive behavior expectations and outcomes for all students. School-wide Positive Behavioral Intervention and Supports (PBIS) is an important approach to discipline that promotes appropriate student behavior and increased learning. When embraced by students, parents, and the community, PBIS can help improve academics and social behavior, and help students reach greater levels of success.

### **PBIS SUPPORTS SCHOOL DISCIPLINE AND POSITIVE STUDENT BEHAVIOR IN FOUR KEY WAYS:**

1. **Prevention:** Correct behaviors are established, taught, modeled and acknowledged in a systematic way throughout the school. Students are “caught” engaging in desired behavior and this behavior is regularly reinforced, recognized and celebrated.
2. **Response:** The response to undesirable behavior is organized, systematic, consistent and careful. We put considerable effort into getting the entire school community on the same page with respect to common definitions of, and the most effective response to problem behaviors.
3. **Data-Driven:** Discipline data is collected school-wide. When this information is entered and analyzed, it provides guidance for understanding when and where problem behavior is likely to occur. Strategies to address behaviors in these situations are developed, and the data then provides information on whether or not the strategies are working for our students.
4. **Process:** PBIS is not a curriculum or a program. Rather, it is a framework that guides and assists the school community through a process of addressing the culture, climate and behavioral issues within our school. The overarching idea is to improve student behaviors and school climate.

We welcome the support of students, parents/guardians and the community! To learn more about PBIS and how you can help support the implementation of these proven strategies in our school and at home, please contact the school office.

## **School-Wide Rules:**

Foose School has developed three specific rules that are the same for all students and apply at all settings of the school. Their classroom teachers will explicitly teach these rules to students. The rules will be taught in all settings of the building, which includes hallway, before/after school, cafeteria, bathroom, auditorium, and playground. Students will receive recognition for following rules from all staff members at Foose School. Once they receive recognition, they will enter a chance to win a prize at the end of the week. The school rules are:

- Be Ready
- Be Responsible
- Be Respectful

Please review these rules with your child and ask them how the rules apply to the different areas of the building.



	Classroom	Hallway/Transitions	Bathroom	Cafeteria	Auditorium	Playground
<b>Be Ready</b>	<ul style="list-style-type: none"> <li>-Proper dress code</li> <li>-Be on time</li> <li>-Have necessary materials</li> </ul>	<ul style="list-style-type: none"> <li>-Proper dress code</li> <li>-Wait quietly</li> <li>-Walk orderly</li> <li>-Use hall pass</li> </ul>	<ul style="list-style-type: none"> <li>-Proper dress code</li> <li>-Wait quietly</li> <li>-Walk orderly</li> <li>-Use hall pass</li> </ul>	<ul style="list-style-type: none"> <li>-Proper dress code</li> <li>-Enter and exit quietly and orderly</li> <li>-Wait quietly</li> <li>-Walk orderly</li> <li>-Sit in assigned seat</li> <li>-Wait for directions</li> </ul>	<ul style="list-style-type: none"> <li>-Proper dress code</li> <li>-Enter and exit quietly and orderly</li> <li>-Wait quietly</li> <li>-Walk orderly</li> <li>-Sit in assigned seat</li> <li>-Wait for directions</li> <li>-Face presenter</li> </ul>	<ul style="list-style-type: none"> <li>-Proper dress code</li> <li>-Enter and exit quietly and orderly</li> <li>-Line up safely at signal</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Clean up after yourself</li> <li>-Pay attention</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Pay attention</li> <li>-Report to destination using shortest route</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Return to class promptly</li> <li>-Clean up after yourself</li> <li>-Wash hands</li> <li>-Maintain a clean environment</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Pay attention</li> <li>-Use bathroom before entering</li> <li>-Keep your table and floor area clean</li> <li>-Raise hand</li> <li>-Wait when finished</li> <li>-Sit in assigned seat</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Pay attention</li> <li>-Stay in assigned seat</li> <li>-Sit safely in seat facing forward</li> <li>-Listen attentively</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Pay attention</li> <li>-Stay on playground area</li> <li>-Bring all personal items back in school</li> <li>-Use playground equipment safely</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>-Use indoor voice</li> <li>-Use positive language</li> <li>-Maintain personal space</li> <li>-Participate appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Use indoor voice</li> <li>-Use positive language</li> <li>-Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>-Use indoor voice</li> <li>-Use positive language</li> <li>-Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>-Use indoor voice</li> <li>-Use positive language</li> <li>-Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>-Use positive school language</li> <li>-Maintain personal space</li> <li>-Applaud presenter when finished</li> <li>-Participate when asked</li> </ul>	<ul style="list-style-type: none"> <li>-Demonstrate sportsmanship</li> <li>-Maintain personal space</li> <li>-Use positive language</li> </ul>

Foose Elementary School  
1301 Sycamore Street, Harrisburg, PA 17104  
(717)703-1280

---

Parent Right-to-Know Letter

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act (ESSA) [Section 1112(e)(1)(A)]

Dear Parent(s)/Legal Guardian(s):

August 30, 2021

Your child attends Foose Elementary School, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Foose Elementary School, we are very proud of our teachers, feel they are ready for the coming school year, and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESSA. These regulations allow you to learn more about your child's teachers training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
- subject matter tested,
- purpose of the test,
- source of the requirement (if applicable),
- amount of time it takes students to complete the test, and time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me via telephone at Foose Elementary School at 717-703-1280 or email me at [whicks@hbgsd.us](mailto:whicks@hbgsd.us).

Sincerely,  
William Hicks  
Principal  
Foose Elementary School



## Carta de derecho a la información de los padres

Derecho de los padres a conocer la información requerida por la Asistencia para la educación primaria y secundaria (ESEA) [Sección 1112 (e) (1) (A)] y la Ley de éxito de cada estudiante (ESSA) [Sección 1112 (e) (1) (A )]

Estimado padre (s) / tutor (es) legal (es):

30 de agosto de 2021

Su hijo asiste a la escuela primaria Foose, que recibe fondos federales del Título I para ayudar a los estudiantes a cumplir con los estándares estatales de rendimiento. A lo largo del año escolar, le proporcionaremos información importante sobre esta ley y la educación de su hijo. Esta carta le informa sobre su derecho a solicitar información sobre las calificaciones del personal del salón de clases que trabaja con su hijo.

En la escuela primaria Foose, estamos muy orgullosos de nuestros maestros y sentimos que están listos para el próximo año escolar y están preparados para darle a su hijo una educación de alta calidad. Como escuela de Título I, debemos cumplir con las regulaciones federales relacionadas con las calificaciones de los maestros según se define en ESSA. Estas regulaciones le permiten aprender más sobre la capacitación y las credenciales de los maestros de su hijo. Nos complace brindarle esta información. En cualquier momento, puede preguntar:

- Si el maestro cumplió con las calificaciones estatales y los requisitos de certificación para el nivel de grado y la materia que está enseñando,
- Si el maestro recibió un certificado de emergencia o condicional a través del cual se renunciaron las calificaciones estatales, y
- Qué títulos de pregrado o posgrado tiene el maestro, incluidos certificados de posgrado y títulos adicionales, y especialización o áreas de concentración.

También puede preguntar si su hijo recibe ayuda de un paraprofesional. Si su hijo recibe esta ayuda, podemos brindarle información sobre las calificaciones del paraprofesional.

La Ley Every Student Succeeds Act (ESSA), que se convirtió en ley en diciembre de 2015 y reautoriza la Ley de Educación Primaria y Secundaria de 1956 (ESEA), incluye además el derecho a conocer las solicitudes. En cualquier momento, los padres y familiares pueden solicitar:

- Información sobre las políticas relacionadas con la participación de los estudiantes en las evaluaciones y los procedimientos para optar por no participar, y
- Información sobre evaluaciones requeridas que incluyen
- tema probado,
- propósito de la prueba,
- fuente del requisito (si corresponde),
- cantidad de tiempo que les toma a los estudiantes completar la prueba y tiempo y formato de difusión de los resultados.

Nuestro personal está comprometido a ayudar a su hijo a desarrollar el conocimiento académico y el pensamiento crítico que necesita para tener éxito en la escuela y más allá. Ese compromiso incluye asegurarnos de que todos nuestros maestros y paraprofesionales cumplan con los requisitos estatales aplicables de Pensilvania.

Si tiene alguna pregunta sobre la asignación de su hijo a un maestro o paraprofesional, comuníquese conmigo por teléfono en la Escuela Primaria Foose al 717-703-1280 o envíeme un correo electrónico a [whicks@hbgsd.us](mailto:whicks@hbgsd.us).

Sinceramente,  
William Hicks  
Principal  
Escuela Primaria Foose



# Foose Elementary School

1301 Sycamore Street, Harrisburg, PA 17104  
(717)703-1280

---

## **TITLE I                      FOOSE - PARENT – STUDENT COMPACT                      August 26, 2020**

The School Compact will be jointly developed with parents and family members. The compact outlines how parents, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents will build and develop partnerships to help children achieve the State's high standards (*ESSA, Section 1116(d)*).

### Foose Elementary School will:

The school understands the importance of the school experience for every student and their role as educators. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served to meet the challenging Pennsylvania state academic standards
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—
  - parent-teacher conferences, at least annually, during which the parent and teacher will discuss the individual child's achievement and growth
  - frequent academic reports on their children's progress
  - Ensuring regular two-way, meaningful communication, between family members and school staff, in a language that family members can understand. (*ESSA, Section 1116(d)(1-2)*)
- Treat each child with dignity and respect
- Strive to address the individual needs of the student
- Acknowledge that parents are vital to the success of child and school
- Provide a safe, positive and healthy learning environment
- Assure every student access to quality learning experiences
- Assure that the school staff communicates clear expectations for performance to both students and parents

### Parent will:

The parent understands that participation in their child's education will help their child's achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability:

- Supporting their child's learning
- Participating, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time
- Create a home atmosphere that supports learning
- Send the student to school on time, well-fed, and well-rested on a regular basis
- Attend school functions and parent-teacher conferences
- Encourage their child to show respect for all members of the school community and the school property
- Review all school communications and respond promptly

### Student will:

The student realizes education is important. They are responsible for their own success. Therefore, they agree to carry out the following responsibilities to the best of their ability:

- Get to school on time every day / Participate in online learning activities
- Develop a positive attitude toward school
- Be responsible for completing all schoolwork and homework on time
- Be cooperative by carrying out the teacher's instructions and ask for help when needed
- Do daily work that is neat and reflects the student's best effort
- Be respectful to all school members and to school property

El Pacto Escolar se desarrollará en conjunto con los padres y miembros de la familia. El pacto describe cómo los padres, todo el personal escolar y los estudiantes compartirán la responsabilidad de mejorar el rendimiento académico de los estudiantes y los medios por los cuales la escuela y los padres construirán y desarrollarán asociaciones para ayudar a los niños a alcanzar los altos estándares del estado (ESSA, Sección 1116 (d)).

**La escuela primaria Foose:**

La escuela comprende la importancia de la experiencia escolar para cada estudiante y su papel como educadores. Por lo tanto, la escuela se compromete a llevar a cabo las siguientes responsabilidades lo mejor que pueda:

- Proporcionar un plan de estudios e instrucción de alta calidad en un entorno de aprendizaje eficaz y de apoyo que permita a los niños atendidos cumplir con los exigentes estándares académicos del estado de Pensilvania.
- Abordar la importancia de la comunicación entre maestros y padres de manera continua a través, como mínimo:
- conferencias de padres y maestros, al menos una vez al año, durante las cuales el padre y el maestro discutirán el logro y el crecimiento individual del niño
- informes académicos frecuentes sobre el progreso de sus hijos
- Asegurar una comunicación significativa y regular entre los miembros de la familia y el personal de la escuela, en un idioma que los miembros de la familia puedan entender. (ESSA, Sección 1116 (d) (1-2))
- Trate a cada niño con dignidad y respeto
- Esforzarse por abordar las necesidades individuales del estudiante.
- Reconocer que los padres son vitales para el éxito del niño y la escuela.
- Proporcionar un entorno de aprendizaje seguro, positivo y saludable.
- Asegurar que todos los estudiantes tengan acceso a experiencias de aprendizaje de calidad
- Asegurar que el personal de la escuela comunique expectativas claras de desempeño tanto a los estudiantes como a los padres

**Los padres:**

Los padres comprenden que la participación en la educación de sus hijos ayudará a su rendimiento y actitud. Por lo tanto, el padre continuará desempeñando las siguientes responsabilidades lo mejor que pueda:

- Apoyando el aprendizaje de su hijo
- Participar, según corresponda, en las decisiones relacionadas con la educación de su hijo y el uso positivo del tiempo extracurricular.
- Crear un ambiente hogareño que apoye el aprendizaje.
- Enviar al estudiante a la escuela a tiempo, bien alimentado y descansado de forma regular
- Asistir a funciones escolares y conferencias de padres y maestros
- Anime a su hijo a mostrar respeto por todos los miembros de la comunidad escolar y la propiedad escolar
- Revise todas las comunicaciones de la escuela y responda con prontitud

**El estudiante:**

El estudiante se da cuenta de que la educación es importante. Son responsables de su propio éxito. Por lo tanto, acuerdan llevar a cabo las siguientes responsabilidades lo mejor que puedan:

- Llegue a la escuela a tiempo todos los días / Participe en actividades de aprendizaje en línea
- Desarrollar una actitud positiva hacia la escuela
- Ser responsable de completar todo el trabajo escolar y la tarea a tiempo
- Sea cooperativo siguiendo las instrucciones del maestro y pida ayuda cuando sea necesario
- Hacer un trabajo diario que sea ordenado y refleje el mejor esfuerzo del estudiante
- Sea respetuoso con todos los miembros de la escuela y con la propiedad escolar

**Parent and Family Engagement Policy August 30, 2021**

The Title I Parent and Family Engagement section of Every Student Succeeds Act (ESSA), Section 1116(b) requires each Title I school to develop a written parent and family engagement policy that describes the means for carrying out the requirements of Section 1116. The school must ensure that information related to school and parent programs, meetings and other activities are sent to the parents of Title I children in a format and in a language, the parents can understand.

**At Foose Elementary School:**

- Parent Teacher Conferences are held at least twice a year.
- Monthly Parent Programs will be conducted, focusing on tips to improve student academic performance in reading, math, and/or science
- Parent Resources will be available through the Parent Engagement Specialist
- Parent Surveys will be conducted to gain parent input on how to improve the school climate and parent programs
- Literacy, Math, and STEM/Science Nights will be conducted annually for parents and students
- Students will have access to “Extended School Day” academic support

**Title I Staff will:**

- Provide instructional supports and interventions in both reading and math for all students that are struggling based on state grade level performance measures, in addition to regular classroom instruction
- Engage students with additional academic resources to enhance the learning experience at Foose Elementary School
- Incorporate Technology into the academic instruction of students on a consistent basis through document cameras, Smart boards, and Chromebooks
- Provide counseling support that focuses on academic excellence and career exploration
- A meeting will be held annually, at the beginning of the year, to gain parent input for the Parent Engagement Policy and Title I Parent Compact
- Hold an annual meeting to inform parents of the school's participation in the Title I program and to explain the requirements of the program and their right to be involved.
- Parent Meetings will be held throughout the year; two Conferences held formally, and other conferences can be held at the parent or teacher request
- Inform parents that Title I funds may be used to pay reasonable and necessary expenses associated with parent engagement activities, including transportation, childcare, or home visit expenses to enable parents to participate in school-related meetings and training sessions.
- Invite and involve parents in the development of the School wide Program Plan (under Section 1114. Applies only to Title I schools operating a School wide Program.)
- Will provide timely information about the programs and events at the school.
- Inform parents about the curriculum and assessments used to measure student progress, and the proficiency levels students are expected to meet.
- Describe to parents, the State's academic content standards, student achievement standards, and local academic assessments. We will also explain how we monitor student progress and change our instruction to improve the achievement of their children.
- Will provide, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- Develop school-parent compact jointly with parents. The compact outlines how parents, the entire school staff, and students will share in the responsibility for improved student achievement.
- Inform and teach parents how they can work with their children to improve their children's achievement, such as literacy training and using technology.

La sección de Participación de los padres y la familia del Título I de la Ley Cada estudiante tiene éxito (ESSA), Sección 1116 (b) requiere que cada escuela del Título I desarrolle una política escrita de participación de los padres y la familia que describa los medios para cumplir con los requisitos de la Sección 1116. El La escuela debe asegurarse de que la información relacionada con la escuela y los programas para padres, reuniones y otras actividades se envíe a los padres de los niños del Título I en un formato y en un idioma que los padres puedan entender.

**En la escuela primaria Foose:**

- Las conferencias de padres y maestros se llevan a cabo al menos dos veces al año.
- Se llevarán a cabo programas mensuales para padres, que se centrarán en consejos para mejorar el rendimiento académico de los estudiantes en lectura, matemáticas y / o ciencias.
- Los recursos para padres estarán disponibles a través del especialista en participación de padres
- Se realizarán encuestas para padres para obtener información de los padres sobre cómo mejorar el clima escolar y los programas para padres.
- Las noches de alfabetización, matemáticas y STEM / ciencia se llevarán a cabo anualmente para padres y estudiantes.
- Los estudiantes tendrán acceso a apoyo académico de "jornada escolar prolongada"

**El personal de Título I:**

- Brindar apoyo e intervenciones instructivas tanto en lectura como en matemáticas para todos los estudiantes que tienen dificultades según las medidas de desempeño del nivel de grado del estado, además de la instrucción regular en el aula.
- Involucrar a los estudiantes con recursos académicos adicionales para mejorar la experiencia de aprendizaje en la escuela primaria Foose
- Incorporar tecnología en la instrucción académica de los estudiantes de manera constante a través de cámaras de documentos, pizarrones inteligentes y Chromebooks.
- Brindar apoyo de asesoramiento que se enfoque en la excelencia académica y la exploración de carreras.
- Se llevará a cabo una reunión anualmente, al comienzo del año, para obtener información de los padres sobre la Política de participación de los padres y el Acuerdo de padres del Título I
- Llevar a cabo una reunión anual para informar a los padres de la participación de la escuela en el programa Título I y explicar los requisitos del programa y su derecho a participar.
- Las reuniones de padres se llevarán a cabo durante todo el año; dos conferencias celebradas formalmente, y otras conferencias pueden realizarse a petición de los padres o maestros
- Informar a los padres que los fondos del Título I pueden usarse para pagar los gastos razonables y necesarios asociados con las actividades de participación de los padres, incluido el transporte, el cuidado de los niños o los gastos de visitas domiciliarias para que los padres puedan participar en reuniones y sesiones de capacitación relacionadas con la escuela.
- Invitar e involucrar a los padres en el desarrollo del Plan del programa para toda la escuela (bajo la Sección 1114. Se aplica solo a las escuelas de Título I que operan un Programa para toda la escuela).
- Proporcionará información oportuna sobre los programas y eventos de la escuela.
- Informar a los padres sobre el plan de estudios y las evaluaciones que se utilizan para medir el progreso del estudiante y los niveles de competencia que se espera que alcancen los estudiantes.
- Describir a los padres, los estándares de contenido académico del estado, los estándares de rendimiento estudiantil y las evaluaciones académicas locales. También explicaremos cómo monitoreamos el progreso de los estudiantes y cambiamos nuestra instrucción para mejorar el rendimiento de sus hijos.
- Brindará, si lo solicitan los padres, oportunidades para reuniones regulares para formular sugerencias y participar, según corresponda, en decisiones relacionadas con la educación de sus hijos, y responder a tales sugerencias tan pronto como sea posible.
- Desarrollar un pacto entre la escuela y los padres junto con los padres. El pacto describe cómo los padres, todo el personal escolar y los estudiantes compartirán la responsabilidad de mejorar el rendimiento estudiantil.
- Informar y enseñar a los padres cómo pueden trabajar con sus hijos para mejorar sus logros, como la alfabetización y el uso de la tecnología.



**Harrisburg High School Alma Mater**

Let our deeds be our credentials  
And humanity our way;

For we make the bright tomorrow  
As we forge the way today.

May Harrisburg High set the standard  
For others to follow through;

May the dignity of man  
Echo in all we say and do.



