

Harrisburg School District

Parent/Student Handbook 2011-2012

KG – 4th Grade



**Scott School
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Directory

Harrisburg School District

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Goal Statement

The Harrisburg School District's goal is to provide all students with a quality education. Through positive experiences, students will grow into responsible citizens who respect themselves, others and their community.

Rationale

To provide the Harrisburg School District community with a Code of Behavior that promotes a positive framework for managing students and empowering the staff to capture teachable moments, that assist students to be responsible and accountable for their behaviors.

Students Rights

All students have the right to a quality education which includes:

- To learn in a safe environment
- To be treated with compassion and respect
- To earn recognition for positive behavior
- To establish representation of the student body in the school community
- To be responsible and accountable
- To use the Scott School facilities and grounds with proper supervision

STUDENT RESPONSIBILITIES

Respect

All students are expected to show respect towards:

- ◆ Themselves
- ◆ Other students
- ◆ All staff and district employees
- ◆ School officials
- ◆ Parents/guardians and community members
- ◆ Visitors and volunteers
- ◆ Neighboring community properties
- ◆ School property, resources, furniture and equipment
- ◆ Their own possessions and those of others

All students are expected to show tolerance and acceptance of all:

- ◆ Genders
- ◆ Ages
- ◆ Ethnic origins
- ◆ Cultures
- ◆ Religions
- ◆ Physical and mental challenges and differences
- ◆ Academic challenges

All students are expected to respect the rights of others to:

- ◆ Study and learn in an environment free of disruption
- ◆ Express their feelings and opinions openly
- ◆ Work in a safe learning environment
- ◆ Express their individuality

Responsibility

All students are expected to:

- ◆ Attend school daily
- ◆ Arrive to school on time
- ◆ Participate fully in the learning process
- ◆ Be prepared to come to class with the expected materials
- ◆ Complete assignments and homework within the timelines required
- ◆ Cooperate with peers, other students, and all staff
- ◆ Seek assistance from staff and students as required
- ◆ *Refrain from aggressive and intimidating behavior and violating another's personal space*
- ◆ Remain on school property during school hours unless formally excused
- ◆ Obey all bus safety rules
- ◆ Behave in a safe and respectful manner on the way to and from school
- ◆ Move in the building in a quiet, orderly fashion, using the right side of the stairs and the hallways
- ◆ Accept the consequences of their behavior and actions
- ◆ Make proper use of all facilities, including bathrooms
- ◆ Dress appropriately while at school and during fieldtrips
- ◆ **Respect the "No Gum Chewing Policy"**
- ◆ No soda or snack foods in school except during lunchtime
- ◆ Use appropriate language in the school, on the playground, and on school trips.
- ◆ **NO weapons, replicas of weapons, or articles that may serve as a weapon as per school district policy**
- ◆ Refrain from bringing any electronic equipment to school (cell phones, I-pods, CD players, video games, gameboys, MP3 players, Bluetooth, cameras and MP3 with video), and any other electronics devices the administration deems inappropriate in accordance with school policy.

All students are expected to behave positively in the school cafeteria.

- ♦ Respecting all staff
- ♦ Enter the cafeteria quietly and sit in assigned seats
- ♦ Speak to friends in a low voice
- ♦ Line up to get food
- ♦ Respect the personal space of other students
- ♦ Raise a hand to ask permission to leave an assigned seat or area
- ♦ Make sure tables are clean and trash is placed in trash cans before leaving
- ♦ Leave the cafeteria in a quiet manner

Courtesy

All students are expected to treat all peers, students, and staff with dignity as they would like to be treated, by adhering to the following:

- ♦ Laughing with and not at students
- ♦ Refraining from verbal abuse, name calling, threats, or harassment of others
- ♦ Resolving conflicts cooperatively by expressing their point of view and listening to the views of others
- ♦ Sharing materials, resources, and equipment cooperatively

Independence

Students are encouraged to be involved actively in their learning by:

- ♦ Being an active participant in their education
- ♦ Being self-motivated
- ♦ Being self-directed problem solvers
- ♦ Attaining a sense of self-worth and confidence
- ♦ Being a creative and capable thinker
- ♦ Modeling personal, cultural and social values
- ♦ Setting and working toward particular goals
- ♦ Considering all possible consequences for their actions
- ♦ Learning and growing from their choices
- ♦ Seeking guidance, support or advice for problem solving
- ♦ Accepting responsibility and consequences for their own decisions and actions

PARENT/GUARDIAN RESPONSIBILITIES

To establish positive relationships with the school staff and ensure a quality education for students, parent/guardians will:

- ◆ Conduct themselves in a cooperative and respectful manner toward all staff and students
- ◆ Establish and share responsibility for regular communication with their child's teacher
- ◆ Participate in school volunteer programs and activities
- ◆ Assume the major responsibility for their child's behavior in the home, at school and in the community
- ◆ Encourage acceptable student behavior at all times
- ◆ Discuss any reporting documents with their child
- ◆ Discuss their child's day with them and remain current with assignments and homework that needs to be completed
- ◆ Assist their child in obtaining the resources and materials needed to completed assignments
- ◆ Ensure that their child attends school regularly and promptly
- ◆ Report and explain any absences from school and tardiness to school in writing
- ◆ Bring to the attention of the school any problems or conditions which affect their child or other members of the school community
- ◆ Fill out completely and return student emergency cards
- ◆ Update emergency information in a prompt fashion with family contact names, phone numbers and addresses
- ◆ Provide other information as requested by the school
- ◆ Settle concerns by gathering information at the school level and working with the staff and building administrator to resolve issues
- ◆ Read with and encourage their child to read daily

SCHOOL RESPONSIBILITIES

To promote effective learning the Scott staff will encourage students to:

- ◆ Read independently everyday
- ◆ Participate actively in an integrated program
- ◆ Hypothesize and take risks
- ◆ Learn to ask questions and to solve problems
- ◆ Make appropriate personal choices
- ◆ Make constructive judgments about their personal progress and achievement

To promote effective learning and a safe school environment the Scott staff will:

- ◆ Plan and deliver the school district's curricula to meet the needs of all students
- ◆ Provide a quality education for all students
- ◆ Maintain a safe learning climate, which is conducive to positive behavior and academic achievement
- ◆ Respect the dignity of all students

- ◆ Promote effective discipline and student management by establishing a positive behavioral plan in each classroom
- ◆ Teach all rules, regulations, expectations and procedures as required, with students at the beginning of and throughout the school year.
- ◆ Enforce consistently all school expectations, rules and student behavior plan
- ◆ Develop a good working relationship among staff and with students
- ◆ Encourage staff, support services, and community agencies
- ◆ Encourage and develop regular parental/guardian communication and encourage parental/guardian participation in school volunteer programs and school activities
- ◆ Endeavor to form partnerships with the community
- ◆ Provide access to quality and current learning materials, resources, and reading materials
- ◆ Encourage staff to act as role models in accordance with the Code of Conduct for Harrisburg School District

IMPLEMENTATION

This code of conduct is in effect

- ◆ During school hours
- ◆ While students are walking to and from school
- ◆ While students are being transported on school buses
- ◆ During recess and lunch
- ◆ At any events held on school property
- ◆ During fieldtrips, athletic events, overnight excursions and other activities under the school's supervision

SUMMARY

The students of Scott School are very special and important to us. We plan to build their confidence by caring and listening as we attempt to meet their needs as stated in our goal statement. This Behavior Management Plan and its code is aimed at encouraging students to increase their levels of responsibility in a positive system, which holds them accountable for their actions and teaches them to learn from their decisions.

As partners in the education of your children, we encourage you to discuss this code with your children and to keep it in a handy location for future use. It is our hope that you will share the responsibility with our staff and school of helping students develop attitudes and skills that will remain with them throughout their adult lives, enabling them to be life long learners and productive citizens.

POLICIES AND PROCEDURES

School-Wide Rules:

Scott School has developed 3 specific rules that are the same for all students and apply at all settings of the school. These rules will be explicitly taught to students by their classroom teacher. 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 Scott School. Once they receive recognition, they will enter a chance to win a prize at the end of the week. The school rules are:

1. Be Ready
2. Be Responsible
3. Be Respectful

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

Positive Discipline

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 freedoms and actions as they relate to others. All students are expected to respect and follow the Scott rules as well as rules developed in classrooms that provide a safe and rigorous learning environment.

Detentions

Detentions will be assigned by teachers to be served after school until 4:00 p.m. Written or verbal notice should be given to parents/guardians one day in advance. Failure to serve detentions could result in additional days of detention or possible suspension.

Fighting

Fighting, threatening and/or bullying **WILL NOT** be tolerated and is non-negotiable at our school. Students involved in this type of behavior **will be suspended** from school and a conference will be required before the student returns to school.

Possession/Use of Tobacco, Alcohol and/or Drugs

The Harrisburg School District Board of Control prohibits possession or use of tobacco, alcohol and/or drugs on school district property, on school buses, in district vehicles or when representing the Harrisburg School District. It is **illegal** to possess or use tobacco, alcohol, or drugs in school buildings or on school grounds. If you do so a fine will be imposed. Students found in possession or use of the above on school property will be suspended.

Inappropriate Language

Use of profanity, abusive language, or obscene gestures will **NOT** be tolerated. Racial slurs or any degrading comments will NOT be tolerated. Students must express themselves appropriately at all times.

Attendance

Regular attendance in school is essential for a quality education. Students are expected to be in school daily and be on time. Pennsylvania School Code requires that unexcused absences be dealt with by the school district. Excused absences include illness, family death, educational trip pre-approved by the principal, or doctor's appointment.

Student Entrance and Exit

This information will be distributed by the school.

Tardy to School or Class

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. A student is considered tardy if they are not in their homeroom by 8:30 a.m. Students who are tardy are subject to the following possible penalties (based on the number of tardy): detention(s), parent conferences, attendance contract, and revoking privileges. Students with chronic truancy or tardiness will be issued fines.

Class Cutting

Class cutting will not be tolerated. Cutting class will result in automatic consequences. The classroom teacher/administration will notify parents/guardians immediately.

Suspension

If students are suspended, teachers will provide assignments the student is required to complete during suspension. It is the students' responsibility to complete all assignments and give to the classroom teacher when **he/she returns from suspension.**

A parent conference is required for students returning from suspension. **Students will not be permitted back in class without a parent/guardian conference.**

Make-up Work

It is the students' responsibility to ask for missed assignments when they have been absent. The allotted days for make-up work is determined by the number of days a student is out of school (e.g., three days (3) absent, three days to make up work), upon returning to school

Dress Code

Harrisburg School District is implementing a Uniform Dress Code across the district.

221. DISTRICT-WIDE UNIFORM DRESS CODE - PUPILS

1. **Purpose:** To establish a Uniform Dress Code, studies show that dressing for success has a direct correlation to improved student achievement and helps students develop a sense of school pride by their appearance
2. **Definitions:** Student appearance/attire while attending school.
3. **Authority:** It shall be a violation of this policy for any student not to adhere to the District-Wide Uniform Dress Code while attending school.
4. **Delegation of Responsibility:** The principal shall ensure that this policy shall be conspicuously posted in each building in an area accessible to pupils and staff. The district expects that staff members who observe or become aware of non-adherence to the District-Wide Dress Code Policy to take immediate appropriate steps to notify the parent(s) and/or guardian(s).

Discussion of the policy shall be included in the orientation of each new teacher and staff member and reiterated periodically in staff development workshops.

5. **Guidelines:**

Boys shall wear:

- 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 permitted)
- Solid-color cardigan sweater

Girls shall wear:

- 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 permitted)
- Solid-color cardigan sweater

Unacceptable Attire for All Students:

- Polo shirts 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 (April 15 – October 15)
 - Denim material of any color
 - Outerwear, including jackets, vests, fleece, and sweatshirts
 - Hats, do-rags, scarves, and hair nets
 - Bare shoulders and midriffs
 - Pants sagging below the waist
5. Consequences and Intervention: Students may be required, however, 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 the non-adherence to policy continues, he/she shall report the incident to the school principal for further investigation.
7. Confidentiality: The privacy of the student and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with the Family Education Privacy Rights Act ("FERPA") and any discovery or disclosure obligations.
8. Interplay with Other School District Policies: Nothing in this policy shall prevent school employees from enforcement, imposing discipline, or fulfilling their professional responsibilities under other school district policies or student disciplinary rules.

Early Check out/Dismissal

Parents/guardians are responsible to make dental, medical and other appointments before or after school hours. In the event an appointment must be made during the school day, the parent/guardian must report to the main office to sign their child out of school. Students will be called from class when the parent/guardian arrives. It is the parents' responsibility to give Scott School 24 hours advanced notice.

During a two-hour delay, breakfast will **NOT** be served. School will begin two (2) hours later than the designated start time. Students may enter the building at that time. Please listen to or tune into the following stations for snow delays:

(WINK 104, Channel 8, Channel 21; Channel 27 and 95.3 the Touch)

Telephone Use

The school phones are for business purposes and are available to students only in emergency situations (**a pass from the teacher is required**). **No cell phones are permitted in school.**

Fire Drills

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 their class or homeroom teacher once outside.

Fire alarms should only be pulled in the event of a real fire. If students are caught, pulling a fire alarm the police will be called and a fine issued. This is a safety issue and can put all students at risk.

Appointments with Teachers

Appointments for conferences will be scheduled one day in advance and should take place during non-instructional teaching time. Phone calls to teachers will be directed to the teacher's voice mail only.

Classroom Visits

Parents/guardians are welcome and urged to visit their child's school/classroom. We ask, however, that parent/guardians contact the child's teacher at least one day in advance of making this visit. The teacher will arrange his/her schedule to speak with the parents/guardians and will advise them of the best time to observe the class.

- ◆ When parents/guardians enter the school, they are required to sign in at the main office, obtain a visitor's pass and report to the designated area
- ◆ Visitors must sign out and return the pass to the main office before leaving
- ◆ The teacher will arrange his/her schedule and advise parent/guardian of best time(s) for a conference or classroom observation

Unauthorized Electronic Equipment

The Code of Conduct states that it shall be deemed misconduct on the part of students to possess, on school property, any unauthorized electronic equipment, this shall include, but not limited to radios, tape recorders, telecommunication devices, electronic games, cellular phones, beepers, I-pods and Nintendo DS. The equipment will be confiscated if found and logged with the school principal.

Personal and School Property

The Harrisburg School District assumes no responsibility for the loss of or damage to students' personal property. Books, gym bags, and similar articles are not to be left lying around the corridors or other locations. All items should be kept in student's classroom. Expensive articles or large sums of money should be checked in at the school office when brought to school. Students will be charged for the loss of or damage to books and school property based on current replacement costs. Respect of school property and others is expected at all time.

Harrisburg School District
2011-2012 K-12 Progress Report and Report Card Distribution

	<i>Grades K-8</i>	<i>Grades 9-12</i>	
		JOHN HARRIS CAMPUS	SCITECH CAMPUS
1st Marking Period			
Progress reports issued	September 30, 2011	September 30, 2011	September 13, 2011
Marking period Ends	November 2, 2011	November 2, 2011	October 14, 2011
Enter grades by	November 4, 2011	November 4, 2011	October 19, 2011
Verify/correct by	November 7, 2011	November 7, 2011	October 21, 2011
Report cards Issued	November 9 and 10, 2011 @ Parent/Teacher Confer.	November 14, 2011	October 25, 2011
2nd Marking Period			
Progress reports Issued	December 9, 2011	December 9, 2011	November 16, 2011
Marking period ends	January 20, 2012	January 20, 2012	December 22, 2011
Enter grades by	January 24, 2012	January 25, 2012	January 4, 2012
Verify/correct by	January 26, 2012	January 31, 2012	January 9, 2012
Report cards Issued	February 3 and 4, 2012 @ Parent/Teacher Confer.	February 3, 2012	January 12, 2012
3rd Marking Period			
Progress reports issued	March 1, 2012	March 1, 2012	February 8, 2012
Marking Period Ends	March 29, 2012	March 29, 2012	March 16, 2012
Enter grades by	April 3, 2012	April 3, 2012	March 20, 2012
Verify/correct by	April 5, 2012	April 5, 2012	March 22, 2012
Report Cards Issued	April 12, 2012	April 12, 2012	March 27, 2012
4th Marking Period			
Progress Reports Issue	May 4, 2012	May 4, 2012	April 20, 2012
Marking Period Ends	June 1, 2012	June 7, 2012	May 24, 2012
Enter grades by	June 1, 2012	June 7, 2012	May 24, 2012
Verify/correct by	June 5, 2012	June 8, 2012	May 25, 2012
Report Cards Issued	June 7, 2012	June 11, 2012	May 29, 2012

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