



# ELEMENTARY HANDBOOK

2020-2021

---

## **Jefferson Hills Intermediate School**

875 Old Clairton Road

Jefferson Hills, PA 15025

Phone: 412-655-4163

Principal: Christopher Very

Associate Principal: Jodi Merwin

## **Gill Hall Elementary School**

829 Gill Hall Road

Jefferson Hills, PA 15025

Phone: 412-655-4732

Principal: Adam Zunic

## **McClellan Elementary School**

360 School Lane

Pittsburgh, PA 15236

Phone: 412-655-2700

Principal: Justin Liberatore

## **Mission Statement**

*Students are the primary focus of the West Jefferson Hills School District where, in partnership with families and community, the mission is to educate and prepare all students to become responsible and active contributing members of society by providing a challenging, innovative educational program guided by an exceptional staff in a safe, positive, caring environment, all of which promote excellence.*

## **Foreword**

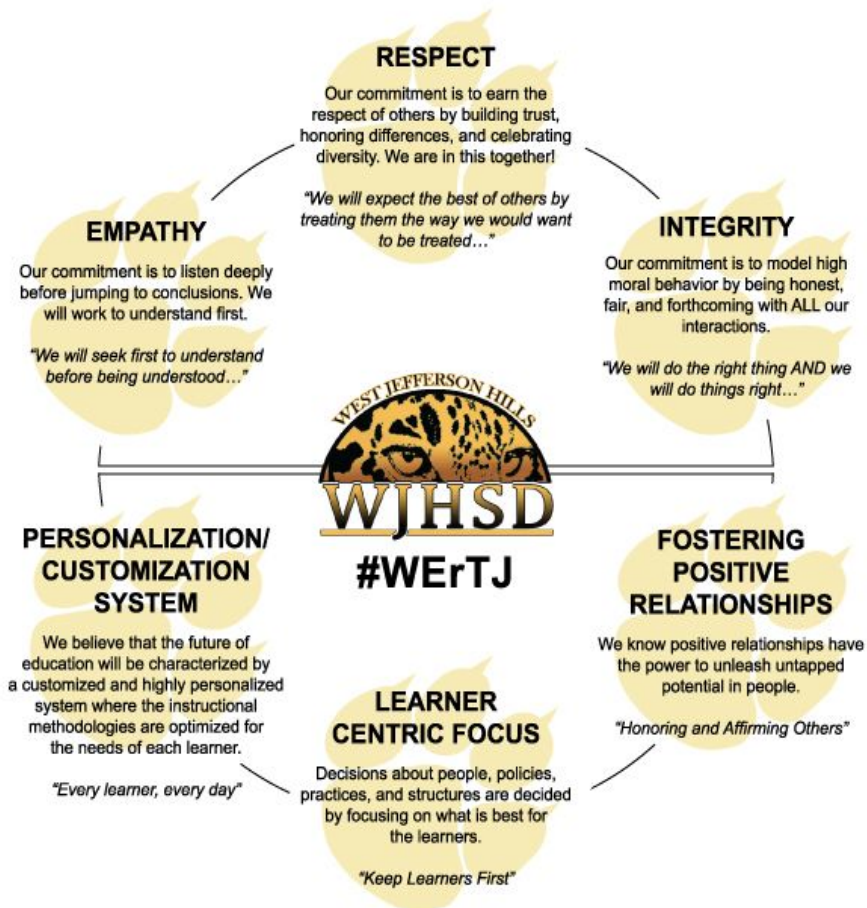
*This booklet is intended to provide you with information that will be helpful to you as your child progresses throughout the year. It will acquaint you with our programs, school regulations, and general information concerning the Elementary Program in the West Jefferson Hills School District.*

*In addition to making use of this booklet to familiarize yourself with the Elementary Program, we sincerely hope that you will take every opportunity to become acquainted with your child's teacher and other professional staff members in the school. Please feel free to contact your child's school principal at any time if you have questions about the program or your child's progress.*

## **Anti-Discrimination Policy**

*It is the policy of the West Jefferson Hills School District not to discriminate on the basis of sex, handicap, age, race, color, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504 and Title VI. For information concerning services, activities, programs, and facilities that are accessible to and usable by handicapped persons or about your rights or grievance procedures, contact the Superintendent at 412-655-8450, Extension 2225.*

## Personal Core Values



## District Core Values

**MISSION STATEMENT..... 1**

**FOREWORD..... 1**

**ANTI-DISCRIMINATION POLICY.....1**

**PERSONAL/DISTRICT CORE VALUE.....2**

**APPENDIX..... 3-5**

**BUILDING INFORMATION..... 6**

**A MESSAGE FROM MR.PATTERSON.....7**

**THE SCHOOL DAY..... 8**

**ELEMENTARY**

**SCHEDULE.....8**

**BEFORE AND AFTER SCHOOL CARE.....8**

**EMERGENCY CLOSING OF SCHOOL.....9**

**STUDENT SUPERVISION OUTSIDE OF NORMAL SCHOOL HOURS.....9**

**ATTENDANCE REQUIREMENTS.....9**

**TARDY AND EARLY DISMISSAL.....10**

**HOMEBOUND INSTRUCTION.....10-11**

**ATTENDANCE AND HEALTH.....11-12**

**HOMEWORK REQUEST.....12**

**BIRTHDAY/CLASSROOM TREATS.....12-13**

**BUS SCHEDULE..... 13**

**BUS STOP**

**LOCATIONS.....13**

**DAY CARE/CHILD CARE**

**TRANSPORTATION..... 13-14**

**BUS TRANSPORTATION GUIDELINES..... 14**

**BUS**

**REGULATIONS..... 14-15**

**SURVEILLANCE CAMERAS.....15**

**EMERGENCY DRILLS.....15**

**LUNCH PROGRAM.....15-16**

**MEDICAL SERVICES.....16-17**

**STUDENT INFORMATION/ EMERGENCY CARD.....17**

MEDICATIONS.....18

KINDERGARTEN MEDICAL SERVICES.....18-19

**PARENT-TEACHER**

**ASSOCIATION.....19**

**PROGRAM OF STUDIES.....19-20**

**BULLYING.....21**

**DISCIPLINE.....21**

**DRESS CODE.....21-23**

**STUDENT**

**SERVICES.....23**

CHILD FIND.....23

MULTI-TIERED SYSTEM OF SUPPORT (MTSS) PROCESS.....23-24

**USE OF PHONE.....24**

**REPORTING TO PARENT.....24-25**

SKYWARD.....2

4

REPORT CARDS.....25

NOTIFICATION

SYSTEM.....25

PARENT-TEACHER CONFERENCE.....26

OPEN HOUSE.....26

**REQUIREMENTS FOR ADMISSION.....27**

IMMUNIZATIONS.....27-2

8

EXEMPTION FOR IMMUNIZATIONS.....28

**VISITORS.....28**

CAR RIDERS.....28-30

DROP OFF AND PICK UP TIMES/LOCATION.....30-31

BUS RIDERS.....31

**HOMELESS STUDENTS.....31-32**

**2020-21 SCHOOL CALENDAR.....33**

**WHY KINDERGARTEN?.....34**  
CHILD GROWTH AND DEVELOPMENT.....34-35  
LANGUAGE DEVELOPMENT.....35-36  
**COOPERATION BETWEEN HOME AND SCHOOL.....36**  
HOW PARENTS CAN  
    HELP.....36-37  
BEFORE SCHOOL BEGINS.....37  
ONCE SCHOOL BEGINS.....37-38  
**NOTES.....39**

Please visit the District’s website for the most current version of the Board Policies referenced in this handbook. The policies can be found on the District Website: [www.wjhsd.net](http://www.wjhsd.net).

**Building Information**  
**ADMINISTRATION BUILDING**  
830 Old Clairton Road  
Jefferson Hills, PA 15025-3131  
412-655-8450 Fax: 412-655-9544  
[www.wjhsd.net](http://www.wjhsd.net)

Superintendent .....Dr. Michael Ghilani  
Assistant Superintendent of Elementary Education .....Mr. Matthew  
Patterson  
Assistant Superintendent of Secondary Education.....Mr. Scott Milburn  
Supervisor Special Ed./Pupil Services.....Mrs. Jade Fiore  
Director of Human Resources .....Dr. Lindsay Pfister  
Director of Finance/Transportation .....Mrs. Tracy Harris  
Director of Facilities .....Mr. Ryan Snodgrass

**GILL HALL ELEMENTARY SCHOOL**

829 Gill Hall Road  
Jefferson Hills, PA 15025-3297  
412-655-4732  
Fax: 412-655-3888  
**Adam Zunic, Principal**

**JEFFERSON HILLS INTERMEDIATE SCHOOL**

875 Old Clairton Road

Jefferson Hills, PA 15025-3131

412-655-4163

Fax: 412-655-4973

**Christopher Very, Principal**

**Jodi Merwin, Assistant Principal**

**MCCLELLAN ELEMENTARY SCHOOL**

360 School Lane

Pittsburgh, PA 15236-4193

412-655-2700

Fax: 412-655-3526

**Justin Liberatore, Principal**

## **Welcome!**

Welcome to the 2020-2021 school year! On behalf of the entire faculty, staff and administration of our elementary team, thank you for giving us the opportunity to partner with you in the education and development of your child. We share your pride in each of our students and look forward to what the year holds.

Over the last several months, our families and school district have had their share of challenges and at times, perceived insurmountable obstacles related to the extended closure of schools. While these challenges will continue to present themselves in the future they also present opportunities for innovation and forward thinking. Our commitment to our families is to continue providing exceptional learning opportunities supported by environments of inclusivity, friendship and joy. In times of uncertainty, we resolve to be the thread that connects each of us together as a community of learners.

I continue to be grateful for the many dedicated and caring faculty, staff, support personnel and administrators who demonstrate their persistence, creativity and ingenuity with each challenge faced. Without question, they can be counted on to promote the vision and mission of the West Jefferson Hills School District in such a way that makes all of us incredibly proud to call ourselves “Jaguars.”



I wish you all the best for good health, happiness and hope for a bright and fruitful 2020 school year.

Sincerely,



Matthew J. Patterson  
Assistant Superintendent of Elementary Education

### **The School Day**

Except for those students for which his or her bus schedule dictates otherwise, **students should arrive or be dropped off at Gill Hall and McClellan between 8:00 a.m. and 8:15 a.m. and between 8:00 a.m. and 8:20 a.m. at Jefferson Hills Intermediate School.** Students who are enrolled in the before- and after-school care program should follow the schedule of that program.

Homeroom period begins at 8:20 a.m. Students are considered tardy when arriving after 8:30 a.m. and should report to the office upon arrival. The first instructional period begins promptly at 8:30 at Jefferson Hills Intermediate School and 8:35 a.m. at McClellan and Gill Hall Elementary Schools.

### **Elementary Schedule**

<u>Time</u>	<u>Schedule</u>
8:00 a.m.	Teachers' Workday begins
8:30 a.m.	Instruction begins
8:31 a.m.	Late/Tardy Report to Office

3:20 p.m.

Student Dismissal process begins

### **Before and After School Care**

Little Kids Playcare provides a before-and-after-school program for students enrolled in the West Jefferson Hills School District's elementary and intermediate schools. Parents/guardians who choose to enroll their students into this program are responsible for all associated costs. For more information on the before-and-after-school program, call 412-650-9020.

### **Emergency Closing of School**

Barring unforeseen situations or emergencies, the school calendar is fixed for the term. To close any or all of the schools due to weather conditions, or for other reasons, announcements will be made over Television stations *KDKA (1020 AM)*, *WTAE (1250 AM)*, and *WPXI-TV (Channel 11)* as early as possible. *Announcements will also be made through SchoolMessenger, the school district's automated alert system, via e-mail, phone call and SMS text messages, and be posted on our WJHSD website at [www.wjhsd.net](http://www.wjhsd.net). See Notification System section.*

### **Student Supervision Outside of Normal School Hours**

Upon arrival at school, all students should go to areas within their school as designated by their school principal. No adult supervision of playground areas is provided before or after school, and students are expected to leave school grounds immediately following dismissal.

### **Attendance Requirements**

Children in grades K-5 are covered by the compulsory attendance laws of the Commonwealth of Pennsylvania.

*The only excused absences are for personal illness, urgent reasons such as serious illness or death in the immediate family, emergency*

***medical or dental attention, authorized religious holidays, and pre-approved Educational Trips. All other absences will be considered unexcused.***

Upon return to school, a signed excuse written by a parent/guardian must be sent to the homeroom teacher stating the reason and date(s) of absence. If a written statement is not presented within three (3) days of the student's return to school, the absence will be considered an unexcused absence. A doctor's statement may be required for extended illness, stating the reason for being absent. Make-up work is required when applicable. A student who accumulates ten (10) days of absence accompanied by a parent's written excuse will be required to have a doctor's excuse for each subsequent absence, in accordance with board policy. Prolonged absences must have a written doctor's excuse. If a student has reached their 10-day limit and is required to present a doctor's excuse, any absence for any other reason will be marked unexcused - including Educational Trip requests.

### **Tardy/Early Dismissal**

If a student arrives after 8:30 a.m., they are late and considered tardy. Students must report to the office to check in before going to class. Students should present a note for why they were late. If the student was at an appointment, they should bring an excuse from the doctor's office.

If a student must leave for an appointment during the school day, parents must send a note to the homeroom teacher stating the reason and time of the necessary dismissal. The teacher will send the child to the office at the time indicated. Parents must meet their child in the school office at the time indicated. Parents are encouraged to make all appointments before or after regular school hours.

Students in grades 3-5 who report to school after 12:00 p.m.. will be marked absent for one-half (½) of the day. Elementary school students

dismissed before 12:00 p.m.. will be marked P.M. absent.

*Extra-curricular activities (i.e., music, tennis, organized sports lessons/games) must be scheduled before or after school hours.*

### **Homebound Instruction**

Students who are unable to attend regular school classes due to illness may qualify for homebound instruction. If a child is absent from school for an extended period of time, and if a physician recommends homebound instruction, the school will employ a homebound teacher. This involves up to five hours of instruction per week in the home. Parents should contact the principal when this service is warranted.

### **Attendance and Health**

Your child should attend school each day they are well. Every absence, even part of a school day, interferes with your child's progress at school. In order to be ready for new steps in learning, your child must have mastered the previous steps and be sufficiently ready for the new material.

For the protection of your child and others, please do not send your child to school with symptoms of any of the following:

- Fever of 100 degrees or higher in the last 24 hours
- Vomiting in the last 12 hours
- Diarrhea
- Persistent cough
- Sore throat with swollen glands
- Earache
- Widespread body rash
- Contagious illness, eye or skin infection until treated by your physician and released for school attendance

If your child does not feel well before coming to school, keep the child at

home under supervision. Communicable diseases such as colds, strep throat, pneumonia or influenza frequently begin with symptoms such as fever, vomiting, sore throat, or skin rash.

According to the Allegheny County Health Department (ACHD), children are excluded from school for the following communicable diseases **until properly treated and cleared by a physician:**

<i>Chicken Pox</i>	<i>Conjunctivitis</i>	<i>Fifth Disease</i>
<i>Hand, Foot &amp; Mouth</i>	<i>Head Lice<sup>1</sup></i>	<i>Impetigo</i>
<i>Infectious Hepatitis</i>	<i>Measles</i>	<i>Mononucleosis</i>
<i>MRSA<sup>2</sup></i>	<i>Mumps</i>	<i>Ringworm</i>
<i>Rubella</i>	<i>Scabies</i>	<i>Scarlet Fever</i>
<i>Strep Throat</i>	<i>Whooping Cough</i>	

<sup>1</sup> *Head Lice*- Exclude from school until immediately after first treatment, and until nits (eggs) have been removed. Re-admitted to school after nurse does a head/nit check. Head re-examined by nurse after 7 to 10 days for infestation.

<sup>2</sup> *MRSA- Methicillin-resistant Staphylococcus aureus*

Children may only be excused from physical education classes and recess with a physician's excuse. A physician's excuse is needed when physical education classes and recess are ceased and resumed due to an injury or illness.

### **Homework Requests**

Requests for homework due to absences, must be made by contacting the school prior to 9:00 a.m. Homework can be picked up in the office after 2:00 p.m. the day of the request. At the request of the parent, homework may be sent home with another student.

### **Birthday/Classroom Treats**

Many families like to celebrate their children's birthday or other special

occasions with classmates by sending in treats. However, no food items may be brought to school to be passed out in the classroom/cafeteria. Acceptable substitutes may be pencils, stickers, or any other non-edible item.

If your child would like to invite classmates to a birthday party, they will only be permitted to pass out invitations if all of the students in a class are invited. The only exception is if a boy invites only all of the boys or if a girl invites only all of the girls. If you prefer to mail invitations to individual students, grade-level directories will be provided by the respective Parent-Teacher Association (PTA) at the beginning of the school year.

### **Bus Schedule**

Bussing information will be posted in *Skyward* in early August starting with the 2020-2021 school year. This will include the **estimated** time of pickup and/or drop off, location of stop, and bus number. If you notice discrepancies in the transportation arrangements in *Skyward*, please notify Matthew's Bus Company before August 14, 2020. Please be advised that no bus transportation changes will be made between August 15th and September 4, 2020. in order to ensure a safe and effective dismissal of students during the first several weeks of school.

Please be at your designated bus stop at least five minutes prior to pick up and drop off. Please make every effort to have your child ride the bus to school. If it is necessary to drop off or pick up your child, please do not park in front of the school building or around the school's driveway circles. This creates a safety hazard for the children. Please see the transportation procedures for your child's building for more details. If a school bus does not arrive to pick up a student, first call Matthews Bus Company at 412-384-8810. If you are unable to reach the bus company, please contact the school office (see Page 1) or the Administration Building at 412-655-8450 x2221.

## **Bus Stop Locations**

Students are picked up and dropped off at a bus stop location as close to the student's home as possible. Bus stop locations will generally be located at intersections and not a student's home. Bus stop locations are generally located no closer than .3 miles except on hazardous routes as defined by the Department of Transportation.

## **Day Care/Child Care Transportation**

Students may be picked up or dropped off at a licensed day care facility provided that:

1. Parent submits a written request
2. Location is on an appropriate run with an existing bus stop
3. There is available seating on the vehicle
4. The request is for a long-term arrangement

## **Bus Transportation Guidelines**

Students must ride the bus that is assigned to them. Students are not permitted to change buses. Please do not ask to have your child ride another bus other than the one that is assigned. We cannot honor these requests.

## **Bus Regulations**

The youngest students are to be seated at the front of the bus.

Students must obey bus drivers promptly as they are in full charge of buses and pupils while in transit.

Students must be on time at the designated bus stop.

Students must stay off the roadway at all times while waiting for the bus.

Students must cross in front of the bus when crossing a highway.

Students must wait until the bus comes to a stop before attempting to enter or leave the bus.

Students must keep their arms and heads inside the bus at all times.

Students must remain seated at all times while the bus is in motion. Any damage to the bus should be reported to the driver at once. Students will be picked up and discharged only at designated stops. Smoking is not permitted on the bus.

Students must not cause disturbances on the bus. This is a serious matter which endangers the safety of the driver and all passengers on the bus and will not be tolerated.

Students vandalizing buses will be subject to disciplinary action and may be held responsible for damages which they cause.

Audio-Video recording equipment may be utilized on the school buses for the purposes of safety and security.

Students who do not comply with the above regulations will be subject to disciplinary action and may have their riding privileges suspended by the school principal.

### **Surveillance Cameras**

Please be advised that the West Jefferson Hills School District utilizes surveillance cameras throughout the elementary school campuses. The surveillance cameras will provide safety for our students, staff and property of the School District.

### **Emergency Drills**

Fire Drills are conducted once each month. Lock-Down/Evacuation Drills are conducted at least twice annually. Bus Evacuation Drills are conducted twice annually, and Weather Drills are conducted once a year. Detailed escape plans are posted inside the doors of each classroom.

### **Lunch Program**

A hot lunch is available in the elementary schools each day of the school year. The cost of a regular lunch is \$2.75 at the elementary level. Menus are available on-line through the West Jefferson Hills School District website ([www.wjhsd.net](http://www.wjhsd.net)/***Food Services*** tab) on a monthly basis.



Students may buy either a standard lunch or milk.

Lunches are purchased using the PrimeroEdge Point-of-Sale software. Each student is assigned an account number. The student's account number is keyed in for each lunch they purchase. THE ACCOUNT IS A DEBIT ACCOUNT. The parent provides *Metz Culinary Management* with a sum of money at the beginning of the week, month, or school year and each lunch purchase is deducted from that sum of money. **PLEASE MAKE CHECKS PAYABLE TO: WJHSD CAFETERIA FUND.** You will be notified when your child's account balance is low. Accounts may also be monitored by logging on to **www.SchoolCafe.com**. Please remember, this is a debit account and not a credit account. We cannot carry a negative balance. Parents who do not want their child to be able to charge snacks on PrimeroEdge may write a letter stating so to the cafeteria manager, or by choosing those options through SchoolCafe ([www.SchoolCafe.com](http://www.SchoolCafe.com)).

No food may be taken from the cafeteria.

Lunch aides are provided to help the children with their lunches, as well as to supervise their recreational time.

### **Medical Services**

The School Health Service Program is the area in education which maintains, protects, and promotes the optimal health, physical, mental, and social environment of the school-age student. Its prime objective is the promotion of good health habits as an adjunct to the home responsibility for health care. Besides performing the state mandated screening programs, the Health Service Department acts as a resource and supports health education programs within the District.

Thorough screening is done on all new entrants to ensure that all students have had the required immunizations and are physically healthy, with no visual or hearing problems. Teaching children at an early age the

importance of preventive health and safety habits is stressed.

The school nurse keeps a health record for each child. The parent must complete a health history, giving all information requested upon enrollment in the school district. The health record includes yearly height, weight, BMI notification, results of vision and hearing tests, and other important health information. It is very important to notify the office of any specific health problems such as allergies, seizure disorders, etc. that your child may have so that this may become part of the child's health file. This information is considered confidential and is only available to school personnel on a need-to-know basis.

If your child becomes ill or is injured at school, you may be notified. Parents are responsible for transportation of their children when they become ill or injured. If both parents work outside the home, it is important that the school be given the telephone number of both places of employment. The school should also have the telephone number of a relative or neighbor who may be contacted if we are unable to reach you. This information must be provided and updated by parents/guardians in Skyward.

If your child does not feel well before coming to school, keep the child home under observation. Communicable diseases such as colds, strep throat, pneumonia or influenza frequently begin with symptoms such as fever, vomiting, sore throat, or skin rash. Please call your school nurse if you have any questions or concerns.

### **Student Information/Emergency Card**

All student information including contact phone numbers for parents/guardians, emergency contact information and student health information will be provided through Skyward.. If any of this information changes during the year, parents/guardians must log into Skyward and make the necessary changes.

Additionally, during the first week of school, instructions may be sent home as to how to complete hard copies of Emergency Procedure Cards. These informational cards are kept in the main office. Please make sure all telephone numbers and addresses are accurate. The persons listed should be available to pick up your child in case of an emergency. Make sure the contact person has been notified of this important detail.

These cards may also be used in the event of an early dismissal. They are consulted only when that action is considered necessary to best provide for the safety of the students.

### **Medications**

Any **medication** to be given by school personnel **requires a written prescription/order from your doctor and written permission by the parent/guardian**. This includes prescription and over-the-counter medication (Tylenol, Ibuprofen, Tums, etc.) A medication form can be found on the WJHSD website ([www.wjhsd.net](http://www.wjhsd.net)) under Health Services/Forms.

**The medication order must be completed annually, at the beginning of each new school year**, and submitted to the Health Office.

All medication must be taken to the Health Office. **Asthma inhaler, EpiPen or insulin** are permitted to be **self-carried only with a doctor's order** (per district policy.) Medication must be in the original labeled prescription bottle or over-the-counter bottle. Ask your Pharmacist about providing a split portion in a labeled bottle for the school. The parent/guardian is responsible for delivering the medication to the school. Never send medication to school with a child. Please call the school with any medication questions.

Remember, the weather delays will often disrupt medication times at home. The time for the school medication must be adjusted accordingly.

For your child's safety, NO MEDICATION will be given to your child on a delay day unless you **contact the school nurse, in writing**, to indicate the time medication should be given.

### **Kindergarten Medical Services**

The following medical services are performed during your child's year in kindergarten:

Height, Weight, and Body Mass Index (BMI) are measured and recorded yearly. BMI is a standardized screening tool which helps to identify over or underweight conditions that may lead to health problems. A student who is overweight has an increased risk of developing serious conditions including diabetes, heart disease, high blood pressure, stroke, and certain cancers. A student who is underweight has an increased risk for heart problems, loss of bone mass, anemia, or other medical conditions. Height, weight, and BMI measurements will be sent to the parent/guardian.

Vision is tested for reading and far distances. The parent/guardian will be notified if their child fails the screening.

Hearing is tested by using an audiometer, an instrument which detects early defects long before a hearing loss can be noticed by parents.

The parent/guardian will be notified if their child fails the screening.

Physical examinations may be done by the school doctor for those children who have not been examined by a family doctor in the past year. The parent/guardian will be notified of the date and time and may be present if they wish. To schedule a school physical, the parent/guardian must sign and return the examination permission form to the nurse.

Dental examinations may be done by the school dentist for children who have not been examined by a family dentist in the past year.

The parent/guardian will be notified of the date and time and may be present if they wish. To schedule a school dental exam, the parent/

guardian must sign and return the examination permission form to the nurse.

### **Parent-Teacher Association**

All of the elementary schools have Parent-Teacher Associations (PTA) which help in a supportive manner. Membership in these organizations is voluntary and you can join your school's PTA at any time throughout the year. Please contact your school for more information.

### **Program of Studies**

Students will receive instruction in various subjects including, but not limited to: reading, writing, mathematics, science, social studies, art, music, technology, library and physical education. The curriculum for each course aligns with the Commonwealth of Pennsylvania's regulations; as such, state and national standards will be addressed when applicable. Course duration and options vary by grade-level. For more information please visit the West Jefferson Hills School District website.

### **FLEXIBLE INSTRUCTION DAYS**

Approved by the PA State Department of Education, students will be expected to log into their Canvas accounts or use course packets to complete all assigned work. Students not logging in or completing the packets will be marked absent for the day and an excuse will be required for it to be an Excused absence.

### **COVID 19 PANDEMIC**

All students in the WJHSD, while under school jurisdiction, must follow all district, county, state, and federal guidelines issued regarding COVID 19 as required by the district. Students who fail to comply with the district guidelines will be subject to consequences as per the established discipline matrix. Due to the nature of the COVID 19 Pandemic, all procedures and protocols are subject to change to meet the established guidelines throughout the school year.

## **CYBER SCHOOL PROGRAM**

The WJHSD Cyber Academy is designed for students who require mobility and flexibility during the school day due to out-of-school extra-curricular activities, medical issues, or unforeseen circumstances. All requests for cyber courses will need approval by the cyber coordinator, middle school administration, and parent(s). Cyber School students who violate school rules during school hours or on school issued devices will be subject to the established discipline matrix.

### **Bullying**

The West Jefferson Hills School District is committed to providing a safe, positive and caring learning environment for district students. Bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, bullying is prohibited

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following: 1. Substantially interfering with a student's education. 2. Creating a threatening environment. 3. Substantially disrupting the orderly operation of the school.

The District has adopted the Second Step Social/Emotional Learning curriculum with the Bullying Prevention Unit. Specific instruction is provided to students with regard to bullying prevention.

## **Discipline**

The school team is guided by a belief that part of a child's development is to gain an understanding of acceptable behaviors. The district's personal core values of Respect, Integrity, and Empathy guide the discipline process. Understanding what motivates a child's behavior is critical in knowing how to teach appropriate replacement behaviors. Age-appropriate consequences will be delivered in a manner that is consistent with Board Policy and applicable Discipline Matrixes.

[Click here](#) to access the Discipline Matrix for Jefferson Hills Intermediate School.

## **Dress Code**

The West Jefferson Hills School District promotes learning and growth through education. Dress guidelines have been formulated with this concept in mind. While we accept changes in fashion, we also expect our students to use good judgment when choosing clothing to be worn to school. Clothing worn should promote, not hinder, the orderly process of education. The following clothing is inappropriate for school use:

- Apparel which may be considered destructive to school property or generally unsafe for the health and wellbeing of other students is prohibited.
- Shorts and skirts must be of modest length. Apparel which reveals the student's bare midriff, cleavage, or bra cups is prohibited. See-through shirts lacking appropriate coverage or showing visible undergarments are prohibited.
- Outdoor headwear, including sunglasses, is prohibited in the building. Additionally, hoodies are not to cover the head while inside the building.
- Pants and shorts/skirts must be worn at or above the hips in a manner that does not expose undergarments. Bandanas, chains, and any apparel promoting drugs, alcohol, sex, or violence are

prohibited.

- Clothing that is not within the dress code’s policy, as deemed by administration, which disrupts the orderly operation of the school or presents a clear and present danger to the health and welfare of the school community is prohibited.
- Children should wear comfortable and weather-appropriate clothing to school. Open-toed or strapless sandals and “flip-flops” are not considered appropriate footwear and should not be worn to school. Students are physically active throughout the school day, especially during recess and going up and down the stairs. Wearing sensible and supportive shoes helps to keep your child safe in school.

Students will be required to comply with the dress code’s standards and policies. Any student reporting to school inappropriately dressed will be required to call home for a change of clothing or will be provided school apparel to wear for the remainder of the day. Additional consequences may be assigned.

### **Student Services**

*Hearing Support *Vision Support *Learning Support/Tier 3 *Speech/Language Support *School Based Mental Health *AHN CHILL Project (JHIS)	*Gifted Support *Social Work/School Counselor *Occupational/Physical Therapy *English as a Second Language (ESL) Program *Behavioral Support Consultant
---	---

### **Child Find**

District procedures for locating, identifying, and evaluating students who may be eligible for special education, medically-necessary support services, and/or gifted support services can be found on the West



Jefferson Hills School District website [www.wjhsd.net](http://www.wjhsd.net) under Special Education, and in the District's calendar.

### **Multi-Tiered System of Support (MTSS) Process**

The MTSS Process is a positive, problem-solving, team-based process that uses instruction and intervention strategies to support student achievement and to help all students achieve success in the general education classroom.

The Tier 1, 2, and 3 meetings may include the child's classroom teacher, the school principal, school nurse, school social worker, and school psychologist. Depending on the needs of the student, the speech therapist, intervention specialist(s), and representatives from community agencies may also participate in the process.

The process involves these steps:

1. Providing appropriate instruction to all students
2. Identifying students for academic and/or behavior support that are not responding to instruction
3. Determining research-based strategies needed to assist students
4. Implementing intervention strategies through a continuum of services

After reviewing students' academic and/or behavioral needs, the team recommends strategies and determines types of support to help students achieve success in the regular classroom; parents will be contacted by the school if their child is involved in this process. These strategies are implemented and monitored then evaluated by the team. If teachers report a positive change, the strategies are continued. If there isn't a positive change, more intensive interventions are implemented and progress is monitored.

## **Use of Phones**

Students are not permitted to use the school phone to make personal arrangements such as to visit a friend after school. The office will accept only emergency-type messages to relay to students. Cell phones, if brought to school, are to be turned off and left in the student's locker/backpack. At times, students may be permitted to use cell phones for teacher approved classroom activities. Students will return cell phones to their lockers/backpacks once the activity is complete or the class period ends. If a student is caught using a cell phone without prior approval it will be confiscated and a parent is responsible for coming to the office to pick up the phone. Appropriate disciplinary action may also be taken.

## **Reporting to Parents**

### **Skyward**

*Skyward* software has been designed to provide an opportunity for improved communication with the school administration, counselors, and teachers. A parent/guardian is able to view his or her child's school assignments, upcoming events, grades, attendance, and course selections. *In Kindergarten, parents/guardians can only view Skyward for attendance and transportation purposes.* A link to this URL will be listed on the WJHSD website at [www.wjhsd.net](http://www.wjhsd.net). If you are having trouble accessing *Skyward*, please contact your school's main office and speak to the secretary.

### **Report Cards**

Report cards are available to parents via the Skyward portal at the end of each nine-week period. Notification is provided via Skyward when report cards are finalized and ready for access. Parents can view grades in *Skyward* to monitor student progress/grades prior to the posting of report cards. If a paper report card is needed, please contact your child's school office.

## **Notification System**

*SchoolMessenger* is a community notification system used by the District. *SchoolMessenger* has the ability to send alerts, warnings and announcements at the district, school, and special group levels. These messages can be delivered via voice, e-mail, and SMS text messaging. *SchoolMessenger* is also integrated with Skyward to warn parents and guardians of unscheduled student absences. *SchoolMessenger* will be used in addition to announcements on television and the District's website, especially during weather-related situations. If you receive a call from the district via *SchoolMessenger*, please listen to the message. Do not try to contact the school prior to listening to the content of the message. Please refer to <http://www.wjhsd.net> for more information on *SchoolMessenger*.

## **Parent-Teacher Conferences**

Parent-teacher conferences can be initiated by the parent or the teacher. Parents who desire a conference can call the teacher for an appointment, or write a note/send email requesting an appointment to see the teacher. At least 24 hours of advanced notice in scheduling appointments must be provided. Conferences can only be scheduled before school, after school and at limited times during the instructional day. Conferences will also be held on Parent-Teacher Conference Day following the first nine-week reporting period.

## **Open House**

Open House is an excellent time for parents to visit the school, meet the teachers, and learn about the curriculum and classroom procedures. Parents will have the opportunity to learn about other matters related to the school environment. Our Encore teachers and support staff will be available to visit as well. Kindergarten Orientation and Third Grade

Transition will likely occur prior to the start of the school year.

Open House is not the appropriate time to discuss individual student issues. This can be done at Parent-Teacher Conference Days or by appointments scheduled with the teacher. This will ensure a more confidential surrounding in which to discuss any concerns.

Refer to the District calendar for dates/times of all Open House events.

### **Requirements for Admission**

The board will establish age requirements for the admission of beginners which are consistent with statute and sound educational practice and which ensure the equitable treatment of all eligible children.

Admission to **kindergarten** in the West Jefferson Hills School District shall be limited to resident children who have attained the age of five (5) years on or before September 1.

Students who do not enter into kindergarten may enter the lowest grade of the primary school above the kindergarten level. They shall be admitted to school only during the first two weeks of the annual school term, with the exception that a child who is eight (8) years of age may begin school at any time during the school year. A beginner is eligible for admission to the lowest grade of the primary school above the kindergarten level if she/he has attained the age of six (6) years on or before September 1.

A birth certificate, completed immunization record, health history documentation of required lead testing for enrolling Kindergarten students, and proof of residency (2) must be presented when your child first enters the West Jefferson Hills Schools.

### **Immunizations**

**Oral Polio Vaccine** – Four doses, the fourth dose on or after 4th birthday **and** at least 6 months after the previous dose given.

**Measles, Mumps, Rubella Vaccine** - Two doses, the first dose given on or after the 1st birthday

**Hepatitis B Vaccine** - Three properly spaced doses

**Diphtheria, Acellular Pertussis & Tetanus Vaccine** - Four doses, one dose on or after the 4th birthday.

**Varicella Vaccine** - Two doses, on or after the 1st birthday. Serologic proof of immunity, or written document of disease from a physician/designee (month and year of disease are preferred documentation).

**Universal Blood Lead Level Testing-** A completed Allegheny County Health Department Lead Testing Record form must be completed and signed for by a healthcare professional and submitted to the school nurse.

### **Exemption for Immunization**

*Medical Exemption* - Children need not be immunized if a physician or his/her designee provides a written statement that immunization may be detrimental to the health of the child. When the physician determines that immunization is no longer detrimental to the health of the child, the child shall be immunized according to this subchapter.

*Religious Exemption* - Children need not be immunized if the parent, guardian, or emancipated child objects in writing to the immunization on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief.

### **Visitors**

To ensure the safety of all children in the building, all visitors are required to first report to the main office to present a valid form of identification, sign in, state purpose of visit, and wear a “visitor” pass before going to other areas in the school.

### **Car and Bus Riders**

## Car Riders

In order to ensure the safest and most efficient methods for student dismissal, the West Jefferson Hills School District implements a car tagging system at Gill Hall, McClellan and Jefferson for those students being picked up at the end of the school day. This system utilizes car tags and backpack tags to identify students and ensure that they are released only to drivers who are authorized to pick them up. You do not need to have a car tag to drop off students in the morning.

Each car riding family will be issued two car tags with a number associated with each family. Additional tags may be purchased for a fee of \$2.00 each payable by check to the West Jefferson Hills School District. Each student will receive a backpack tag with their family number. Please encourage your children to memorize this number.

Car tags must be clearly displayed when entering the designated car rider pick up area at each building. If you do not have your assigned car tag, you will be required to park in the lot and present identification to the office in order to pick up the requested student(s). At that time, staff will confirm that you have permission to pick up the student(s) before allowing them to leave with you. If anyone else is picking up your child, you must give them your tag to present upon arrival. They will not need to provide any additional identification.

Each year an application must be completed for car riding students. New tags will be issued at that time. Information on specific dates and times to register will be communicated.

Please help us keep everyone safe by doing the following:

- Register as a car rider even if students will be regular bus riders and only *occasional* car riders. Send in a note to your child's teacher on car riding days.
- Prepare for children to enter/exit the vehicle on the passenger side only.
- Refrain from smoking on school property at all times.

- Leave family pets at home in order to ensure the safety of personnel opening your door and the children passing by your vehicle.
- Refrain from using a hand-held electronic device while in the parking lot.
- Remain alert at all times for children, other vehicles and our personnel.
- Properly display your car tag from the rear view mirror.
- Ensure that your child's car rider number is always displayed on their back pack or another prominent area.
- When dropping your child off in the morning, drop off the passenger side only and remain in your vehicle.

### **Drop off and Pick Up Times/Locations**

#### ***Drop Off:***

Gill Hall Elementary School - 8:00 a.m. -8:15 a.m.

- Drop off in the car riding zone located behind the school. Please use the car rider entrance. Do not use the main entrance for drop off or pick up during the times above.

McClellan Elementary School - 8:00 a.m. - 8:15 a.m.

- Drop off at the front loop.
- Times strictly enforced to avoid bus arrival in the loop.

Jefferson Hills Intermediate School - 8:00 a.m. - 8:20 a.m.

- Drop off in the car riding zone located near the rear of the building by the baseball field.

#### ***Pick Up:***

Gill Hall Elementary School - 3:30 p.m.

- Pick up is in the car riding zone, behind the school. Display your tag and remain in your vehicle as the line will be moving. Your child will be escorted to your vehicle.

McClellan Elementary School - 3:30 p.m.

- Line up on McClellan Drive and keep lane open for bus traffic.
- Once all busses have left, staff will direct you into the loop in front of the school for student pick up. Display your tag and remain in your vehicle as the line will be moving. Your child will be escorted to your vehicle.

Jefferson Hills Intermediate School - 3:20 p.m.

- Pick up in the car riding zone located near the rear of the building by the baseball field.
- Remain in your vehicle for student pick up. Staff will direct you through the designated traffic pattern.

\*\*\*If you have children at Jefferson and Gill Hall or McClellan, drop off your K-2 student first (before school) and pick them up last (after school). This will help expedite the process for you and for others.

### **Bus Riders**

All student transportation information including the location of the stop and the time is based on the student's home address. Bus transportation arrangements must remain consistent from day-to-day. Any permanent changes to this information may be made after September 5, 2020 by calling Matthew's Transportation. Maintaining consistent transportation arrangements helps school staff and bus drivers safely deliver students to and from school while maintaining an efficient transportation system.

*Please contact your child's school if you need additional assistance.*

### **Homeless Students**

Who is considered homeless?

Children or youth and their families living in a shelter, transitional housing, motel, vehicle, campground, on the street, or doubled-up with relatives or friends due to a lack of housing are considered to be homeless.



What choice of schools do homeless students have?

The law indicates that the local education agency shall, according to the child's best interest: (i) continue the child's or youth's education in the school of origin for the duration of homelessness (I) in any case in which a family becomes homeless between academic years or during an academic year; -OR- (ii) for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or (II) enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Is there any reason to delay enrolling a homeless child?

No. The school selected shall immediately enroll the child/youth in school, even if the child or youth lacks records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The terms "enroll" and "enrollment" are defined to include attending classes and participating fully in school activities. The enrolling school must immediately contact the last school the child or youth attended to obtain relevant academic and other records. Immunization records can be transferred over the phone from the school nurse of the sending school to the school nurse of the receiving school.

Where can you call for assistance?

The Education for Children and Youth Experiencing Homelessness Program exists to help homeless children with a wide variety of services. We can assist homeless children during this time of change and stress. If you are homeless with school-age children or you are a school, agency or shelter employee, please contact one of the persons listed below.

1. West Jefferson Hills District Homeless Liaison: Jade Fiore, Supervisor of Special education and pupil service, 412-655-8450 ext 2246

2. If you require further assistance, please contact: Nicole Anderson, State Coordinator Education for Children and Youth Experiencing Homelessness Program Pennsylvania Department of Education 333 Market Street, 5th Floor Harrisburg, PA 17126-0333 (717) 772-2066

### **2020-2021 School Calendar**

Visit the West Jefferson Hills School District Website at:

[www.wjhsd.net](http://www.wjhsd.net)

Monthly and Yearly District Calendars may be viewed under

***Events and Activities***

## KINDERGARTEN

---



### **Why Kindergarten?**

The aim of kindergarten is to provide a basic foundation for your child's education. It is a program geared to make the transition from home to school as smooth as possible, and to make each child's first experience with school a successful and happy one.

The full day kindergarten program in the West Jefferson Hills School District is designed to help stimulate a good self-concept, providing each child with many experiences of achievement. Kindergarten children will work and create independently and learn to cooperate with others in a group. The program will provide opportunities for social and emotional development, inspire language development, and expand physical and

mental growth.

### **Child Growth and Development**

Children are alike in many ways. Each goes through the same stages of growth, yet the time at which each child reaches those same stages may be different. In most instances, kindergarten children start school on the basis of their age. However, all five-year-old children have not reached the same level of development.

Some children may not progress sufficiently in kindergarten to allow them a chance for success in first grade. In these cases, the teacher and principal may suggest that a child will benefit from additional or extended kindergarten experiences. The question, “What is best for this child?” should always be the primary concern.

### **Language Development**

In kindergarten, great emphasis is placed on listening activities and language development. The first part of the year is devoted to helping the children recognize sounds in the environment. Beginning with discrimination of vastly different sounds, the program then works with sounds of animals and human voices, and finally, with the discrimination of speech sounds.

The development of speech is a continual process. Speech sounds are acquired slowly and perfection in speech develops gradually.

Sounds most four-year-olds can make are:

p, b, m, h, w, n, k, g, and f

Sounds most five-year-olds can make are:

v, t, d, ng, and y

Sounds most six-year-olds can make are:

j, sh, ch, and l

Sounds most seven-year-olds can make are:

r, wh, and th

Sounds most eight-year-olds can make are:

s, z, tr, and sl

Children are able to understand language before they can speak. Then they first learn to communicate with a single word or idea and, through increased experience, they learn to communicate at more complex levels. Through language, children learn to try out their own ideas, express their concerns, their social attitudes, and to communicate with both adults and with their peers. The way others respond to the child will either reinforce language development or frustrate it.

In kindergarten, language skills include:

Story orientation which involves both listening to and recalling stories, as well as creating original stories

Organization which includes categorizing objects and learning to sequence events

Picture orientation which involves determining the main subject of a story and noting the details about the story

Picture-word relationships which illustrate the concept that words are descriptions of pictures

### **Cooperation between Home and School**

Cooperation between parents and teachers is very important during your child's first year at school. Both the parents and the school are joint partners in the total education of the child. Any concerns that may arise should be brought to the teacher's attention. If your child develops, or already has, a particular fear or dislike, it may be overcome more easily if both the parents and the school are informed and work together cooperatively.

If there is a change in routine at home or in the method of transportation, please send a note to the teacher to prevent confusion for both the child and the teacher.

## **How Parents Can Help**

Let your child share in home responsibilities, conversations, and activities.

Give your child duties around the house to develop self-confidence and responsibility such as: putting away toys, taking out the trash, and setting the table.

Establish a regular pattern for sleep (10 hours), healthy meals (keep snacks to a minimum), and play.

Teach your child to get dressed independently (how to put on, take off, and hang up outer clothing.)

Be sure your child listens to others and follows directions (one at a time), and check to see that the directions are carried out.

Teach your child to help others.

Teach appropriate safety procedures.

Supervise viewing of television programs and video games.

## **Before School Begins**

Read and discuss nursery rhymes, poems, and stories with your child to stimulate a love of good books.

Talk to your child. Encourage your child to answer in complete sentences and discourage “baby talk.”

Discuss experiences your child has had and places he/she has been.

Provide opportunities to play and share with other children and make friends.

Teach your child his/her full name, parents’ names, address, and phone number. When learning to print his/her name, he/she should use both capital and lower-case letters (John, Mary.)

Teach your child to be independent about appropriate toilet habits.

Encourage your child to look forward to kindergarten as a happy, friendly place.

## **Once School Begins**

Make sure labels are on all personal belongings with both first and last names; for example: jackets, sweaters, boots, mittens, books, “Show and Tell” objects, etc.

Encourage regular attendance and punctuality.

If at all possible, put your child on the school bus starting with the first day of school. If you do bring your child to school the first day, your child’s fears and tears will best be overcome if you do not linger. Sometimes the first day of school is more difficult for the parents.

Show interest in all the work your child brings home to help develop a good self-concept. Encourage your child to explain and talk about their work.

When asking your child what happened during their day in kindergarten, ask what happened first, second, and after that. If you ask to have things listed in order, it will help to eliminate answers of “Nothing”.

Recognize that each child is different and some develop faster than others.

All children become discouraged. Help your child to be happy in the activities they can do well and encourage them to not shed tears or give up when difficulties occur.

Remember, a good parent is the child’s first and most important teacher.

## NOTES