FOREWORD

This handbook will provide the basic information needed to help your child be successful in any of the three elementary schools of Hampton Township.

Parents and teachers -- the home and the school -- are partners in the education of your son or daughter. It has been shown that the higher the parent interest in the education of his or her child, the better the child will learn. Our boys and girls have always benefited from the outstanding cooperation between Hampton parents and teachers.

All associated with the schools want your child to be successful and will work with you toward that end. Never hesitate to discuss unresolved problems with us.

Michael R. Loughead, Ed.D.
Superintendent of Schools

Hampton Township School District Website: [www.ht-sd.org](http://www.ht-sd.org)

MISSION STATEMENT

_Hampton Township School District works collaboratively with the community to support all children in becoming creative and innovative problem-solvers and communicators. The District maintains high expectations by furthering our Tradition of Excellence as our students develop the knowledge, character and integrity to impact the world._
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ADDRESSES

Central Elementary School  Poff Elementary School  Wyland Elementary School
4100 Middle Road  2990 Haberlein Road  2284 Wyland Avenue
Allison Park, PA 15101  Gibsonia, PA 15044  Allison Park, PA 15101
Phone: (412) 486-6000-5  Phone: (412) 486-6000-6  Phone: (412) 486-6000-7
(724) 443-3274-6

ADMINISTRATIVE OFFICES

Central School  Dr. Amy Kern, Principal  (412) 492-6322
Poff School  Mrs. Colleen Hannagan, Principal  (412) 492-6336
Wyland School  Dr. Laurie Tocci, Principal  (412) 492-6346

ATTENDANCE

ATTENDANCE PROCEDURES:
To receive the maximum benefit from classroom experiences and instruction, it is important that students report to school each day. However, when a student must be absent, the following procedures apply:

- Every day a student is absent, parents/guardians should call (412) 486-6000, press 2 or (724) 443-3274, press 6 (Poff only) before 9:00 a.m. to report the reason for the absence. An automated call will be sent for all absent students, even those whose parents have reported the absence.
- Upon returning to school, a student must bring:
  1. A written excuse signed by a parent/guardian stating the reason for the absence
  OR
  2. A medical excuse signed by a physician. A student who returns to school without a written excuse will receive a three-day grace period in which to bring a note. If a student does not bring in an excuse during the grace period, the absence will be considered unexcused. An unexcused absence may be adjusted if an approved written excuse is received.
- When a student arrives at school after 11:30 a.m., it will be considered a half-day absence.

UNEXCUSED ABSENCES:
- Failure to turn in a completed Educational Travel Form prior to travel.
- Failure to turn in an absence excuse by the third day after returning to school.
- Failure to bring in a note from a medical care provider after exceeding ten (10) parental notes.
- A parent/guardian note stating a situation other than illness or medical appointment will be reviewed by administration and may or may not be approved.

APPROVED ABSENCES:
- Medical excuses.
- A note from a parent/guardian for personal illness, quarantine or other exceptional urgent reasons (funeral). Parents/guardians may write excuse notes for up to ten (10) days. Absences exceeding ten (10) days will be considered unexcused unless they are medical, pre-approved educational travel, or for the observance of a religious holiday.
- Educational travel pre-approved by the administration: An Educational Travel Form must be completed and submitted five school days in advance of any trip. Pre-approval travel forms are available in the Office and on the District website. A parent/guardian and all of the student’s teachers must sign the form so that any academic concerns may be noted and addressed. Family educational travel is limited to five days per school year. The assignments are due the day the student returns to school. These trips will not be approved if scheduled during PSSA testing or local standardized testing. If the school calendar changes for unforeseen reasons, each request will be reviewed on an individual basis.
  - If there is a pattern of missing school days beyond 10 and/or tardiness, the building principal may determine that missing additional days is not in the student’s best interest. Educational Family Trips may be refused for this purpose.
- Religious Holiday observance.
TARDY TO SCHOOL:
Students are expected to be in school on time. A child who arrives after the scheduled instructional time for the day (8:40 a.m.) is considered tardy. Tardy students must report to the Office with a written note stating the reason for being tardy. **Tardy to school is only excused for illness or medical appointments.** Parents/guardians are permitted to write ten (10) excuses for tardiness to school during the entire school year. Excessive tardiness may result in a referral to the District Magistrate.

EARLY DISMISSALS:
Early dismissals will be granted for the same reasons allowable for legal absences. Parents/guardians are encouraged to schedule appointments with doctors or dentists before or after school hours. **However, when emergency scheduling is required, parents should be mindful of their child’s schedule and try to avoid missing academic subjects.**

Students must bring a note (reason and time included) signed by a parent/guardian. At the designated time, students will be called to the Office and the parent/guardian will sign-out the student. Students returning to school must report to the Office before going back to class. The office must be notified no later than 2:30 p.m. for any dismissal changes.

AUTOMATED MASS COMMUNICATION SYSTEM
The Hampton Township School District utilizes INFINITE CAMPUS, an emergency notification system, which will notify you of school delays or cancellations due to inclement weather or contact you regarding attendance. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by telephone or email. Please be certain that the District has your most current information, ensuring that we have up to three telephone numbers and, if available, an email address on record. If your information changes, please log into Infinite Campus and update your information as soon as possible. For directions on how to do this please see the Quicklinks section of the District webpage and click Infinite Campus Info.

CHILDREN’S SCHOOL DAY

**Kindergarten:**
- Monday, Tuesday, Wednesday, Thursday, Friday:
  - Morning Session: 8:30 a.m. – 11:10 a.m.
  - Afternoon Session: 12:35 – 3:15 p.m.
- One Early Dismissal Friday Per Month:
  - Morning Session: 8:30 – 10:30 a.m.
  - Afternoon Session: 11:30 – 1:30 p.m.

**2-Hour Delay:**
- Morning Session: 10:30 a.m. – 12:25 p.m.
- Afternoon Session: 1:15 – 3:15 p.m.

**Note:** If there is a 2-Hour Delay on a scheduled Early Dismissal Friday, then the early dismissal day is cancelled and students will follow the 2-Hour Delay schedule. The first such cancellation of the early dismissal will not be rescheduled; however, subsequent cancellations of early dismissals will be rescheduled. Parents would be notified of the rescheduled date.

**Grades 1-5:**
- Monday, Tuesday, Wednesday, Thursday, Friday:
  - 8:30 a.m. – 3:15 p.m.
- One Early Dismissal Friday Per Month:
  - 8:30 a.m. – 1:30 p.m.

**2-Hour Delay:**
- 10:30 a.m. – 3:15 p.m.

**Note:** If there is a 2-Hour Delay on a scheduled Early Dismissal Friday, then the early dismissal day is cancelled and students will follow the 2-Hour Delay schedule. The first such cancellation of the early dismissal will not be rescheduled; however, subsequent cancellations of early dismissals will be rescheduled. Parents would be notified of the rescheduled date.
DISCIPLINE

Maintaining appropriate standards of discipline is essential for a proper educational environment. An important goal of the Hampton Township School District is to help students develop self-discipline. Students must learn self-control and to follow the rules of the school.

The Board of Education recognizes that in order to establish and maintain consistent discipline, full cooperation is needed among those people whose influence is felt by the students; i.e., parents/guardians, students, teachers and the administration. The Student Behavior Expectations booklet, established in accordance with Board policy, is available for review on the District’s website (www.ht-sd.org).

ELEMENTARY COUNSELOR

The school counselor is available as a resource for parents/guardians, staff and students. Parents/guardians are encouraged to contact the counselor to discuss any concern that may be affecting a child's academic progress or general adjustment to school.

EMERGENCY CLOSING OF SCHOOL

The Superintendent shall have the authority to delay or close school when it is in the best interest of the students and the school district. Reasons include, but are not limited to: inclement weather, epidemics, loss of utilities, or transportation failures. You will receive notification of emergency school delays or closings for the Hampton Township School District through the automated mass communication system. When possible, the District also notifies the following television stations: KDKA (Channel 2), WTAE (Channel 4) and WPXI (Channel 11). Emergency closing information can also be found on the District Website (www.ht-sd.org).

Enrichment

Hampton Township School District recognizes that students have varying academic needs, and that a responsive program is necessary to ensure continued growth and academic achievement. To that end, students who demonstrate the need for additional enrichment services will be challenged through differentiated instruction, enrichment activities, acceleration, or via Chapter 16: Gifted Support Services.

Recommendations for services for high end learners are determined at the elementary level through the Response to Intervention and Instruction (RtII) process and data team meetings. A parent or classroom teacher identifies the high end learner and provides detailed information on that particular student to the RtII facilitator, who then makes the necessary arrangements for a team meeting to discuss the child’s academic program.

FIELD TRIPS

As part of the educational program, children may be taken on field trips supervised by a classroom teacher. Students are permitted to participate in field trips only with the written permission of the parents/guardians. Field trip permission and medication procedures are included on the District’s Field Trip Permission Form. When it is necessary to collect field trip fees, please follow instructions from your child's classroom teacher.

FOOD SERVICES

A variety of breakfasts and lunches are provided for those children wishing to purchase them. Milk is included with breakfast and lunch or may be purchased separately. Cost information will be sent home at the beginning of each school year. Monthly menus will be posted on the website. If your child has special nutritional needs, a note from the physician may be required. Breakfast is not served on a day with a 2-hour delay.

The Federal Government provides the opportunity for families to apply for free and reduced-price lunches. Applications are distributed at the beginning of the school year. Applications may be filed at any time during the school year. The qualification and income guidelines that determine who would qualify are available from Mrs. Lisa Easley (Extension 6313). Any questions regarding the program should also be referred to Mrs. Easley.
HEALTH SERVICES

See APPENDIX.

For information on immunizations, medical situations and absences, medications, exams, screenings, and other nursing services please see the Health Services Appendix.

HOMEWORK

Homework extends and enriches the instructional program and benefits students by helping them develop good work habits, a sense of accountability, and an opportunity for independent review and practice. The frequency and amount of homework varies at each grade level.

When a child is absent, assignments may be sent home at the request of a parent/guardian or the discretion of the teacher. If you would like homework sent or would like to pick it up at the Office at the end of the day, please make this request prior to 11:00 a.m. when you call the Attendance Line at (412) 486-6000-2. Requests should NOT be made directly to the teacher or the Office.

INSTRUCTIONAL PROGRAM

Classroom Instruction

The elementary instructional program has been designed to emphasize experiences in language arts, mathematics, health, science, and social studies. Instruction in Kindergarten through Grade 3 is self-contained, while Grades 4 and 5 are departmentalized for some subject areas.

Special Area Instruction

Art

Students in Grades 1-5 receive art instruction weekly. Students in Kindergarten receive instruction every other week. The art program strives to build confidence in children’s creative and visual expression by introducing and extending the use of different materials, techniques, and processes.

* For the protection of your child's clothing, please ensure that he/she has an art shirt.

Library/Media Center

All students in Kindergarten through Grade 5 receive instruction with the Library Media Specialist one time each week. The elementary school Library Media Specialists give leadership and direction to a planned program of library services. Using a multi-media approach, the school library program provides instruction in library skills, computer skills, and digital media literacy.

This program provides curriculum support for the teachers while fostering student utilization of recreational and independent study activities.

Music

Vocal

In Grades 1-5, each class meets with the vocal music teacher two times per week; in Kindergarten, each class meets every other week. Since the voice is a child’s natural instrument, singing is emphasized. Listening, rhythmic, and creative experiences are also used in the program.

Chorus

Fourth and fifth grade students are eligible to participate in Chorus, which rehearses once a week for 30 minutes and presents Winter and Spring programs.
Instrumental
Fourth and fifth grade students are eligible to begin instruction in playing band or orchestral string instruments. Students wishing to play such instruments will receive small group lessons one time per week. As the students progress, they become members of a band or string orchestra. These groups perform concerts during the school year.

It is recommended that parents/guardians rent instruments for their child. Most music stores in the area offer rental programs, which can lead to the purchase of a particular instrument.

Physical Education
All children in Grades 1-5 receive two class periods of physical education weekly. Kindergarten children participate in physical education every other week. All children are required to wear tennis shoes. Casual dress is recommended: t-shirts, slacks, or shorts. The physical education program includes activities such as movement exploration, rhythm and dance, gymnastics and tumbling, simple games, team sports, and general physical fitness.

LOST AND FOUND
A Lost & Found container is located in or near the school office. Every effort will be made to identify the owner of lost items. It would be helpful to have clothing, boots, and other items labeled with your child's name.

NOTES FROM HOME
Notes from home are to be delivered by students to their homeroom teacher for any of the following reasons:

1. Absence or tardiness
2. Early dismissal
3. Pick up at dismissal
4. Going home with another student (both students must have notes)
5. Riding a different bus
6. Medications from home must be accompanied by a note from the parent/guardian and doctor with specific instructions regarding time and dosage. Prescription medication must be in the container dispensed by the pharmacist. Over-the-counter medication must be in the original packaging.
7. Exclusion from the 30-minute recess (A note from a doctor is required for more than a 3-day period.)
8. Exclusion from physical education class (A note from a doctor is required for a week or more.)

PARENT/TEACHER CONFERENCES
Parent/teacher conferences are scheduled in November. A conference with a teacher may, however, be requested at a mutually-convenient time throughout the school year. Parents/guardians may call/email the teacher for an appointment or send a written request to him or her. Conferences may also be initiated by teachers, as the need arises.

PARENT/TEACHER ORGANIZATIONS
The three elementary schools have parent/teacher organizations. Meeting dates and information will be communicated by the organizations’ officers early in the school year. Your membership and participation is encouraged.
PARKING

Visitor parking is available in school parking lots on a limited basis. Parents/guardians are strongly encouraged to have children ride school buses. If children are driven, please observe traffic patterns and do not pass buses when students are boarding or departing.

PARTIES

School parties are held for Halloween, Winter Holiday and Valentine’s Day. Classroom parties are coordinated by each school’s parent organization homeroom parents. There is a request for a small fee at the beginning of the year to help offset the cost. Homeroom parents are responsible for party treats and activities. All party plans must be approved by the teachers prior to the event. In accordance with the Hampton Township Student Wellness Policy #246, all foods available during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity. Healthy snack suggestions for classroom treats can be found on each school’s webpage under “Parent Resources.” Please refer to these healthy suggestions as you plan for parties.

PERSONAL TECHNOLOGY RESOURCES

Personal Technology Resources shall be defined as any device that is not assigned to the student by the district which is capable of capturing, storing, and/or transmitting information, including text, audio, and/or video data. Personal Technology Resources include, but are not limited to, such devices as: digital cameras, MP3 players, DS, iPods/iPads, personal digital assistants (PDAs), laser pointers and laptop computers.

The School Board prohibits the use of Personal Technology Resources, including cellular telephones, by students during the regular school day, including bus transportation to and from school, unless expressly authorized by a building administrator or designee (Board Policy 237). All electronic devices not specifically being used for educational purposes must be powered off during the school day. The school is not responsible for any lost or damaged devices.

If a student violates this policy, the administration will have discretion in determining the type of violation and the appropriate consequences. Refer to the Student Behavior Expectations for disciplinary options.

PSYCHOLOGICAL SERVICES

A School Psychologist is available to talk with children, parents/guardians, and teachers concerning learning or adjustment problems. The service may include counseling, evaluation, and/or consultation.

RECESS

Students in Grades 1-5 will participate in recess. Recess is an important opportunity for students to have a break from the academic structures of the day, as well as engage in unstructured social time with peers. District guidelines have been established for outdoor recess. Students will go outside daily when the temperature is 20 degrees or higher, the wind chill is above 15 degrees, or when it is not raining. Please dress children appropriately for outdoor recess. Students will have indoor recess if weather conditions do not permit outdoor recess.
REGISTRATION

Requirements for registration of new students include:
1. Birth Certificate
2. Immunization records
3. Proof of residency (2 forms)
4. Completed at least one day prior to entrance

Kindergarten registration is scheduled during late winter/early spring. To enter, a child must be five years of age on or before August 15. Specific dates for the registration will appear in the local newspaper, and an announcement will be posted on the website. As a general policy, Kindergarten pupils shall not be enrolled after the second week of any school year unless the student was attending a Kindergarten class in another school.

Children entering first grade should be six years of age by August 15.

REPORTING PUPIL PROGRESS

Parent/teacher conferences for Grades 1-5 occur at the end of the first nine-week report period. Report cards are issued thereafter at nine-week intervals for children in Grades 1-5. Ongoing student progress can be monitored by accessing the Parent Portal through the Infinite Campus system.

Report cards are issued to Kindergarten students at the middle and end of the year. Parent/teacher conferences will be scheduled in November and the spring. Parents/guardians will be notified about the dates and appointment times.

RESPONSE TO INTERVENTION AND INSTRUCTION (RtII)

Students who experience academic and/or behavior difficulty have access to support in regular education. The support process is composed of assessment and intervention procedures that are used to assure that students receive an effective instructional program. This process can also screen students who may be eligible for special education.

The core of the process is the support team, which meets regularly to assist classroom teachers in planning and implementing strategies designed to achieve success for students. The team is aided by the RtII support teacher. The RtII support teacher is trained in the development and implementation of intervention strategies as well as assisting classroom teachers in meeting team goals. Through the RtII process, students are identified for Reading or Math support or enrichment as needed.

SCHOOL ATTIRE

Neat attire is encouraged. The District is pleased that Hampton parents/guardians remain aware that appropriate school attire contributes to a proper attitude toward learning.

SCHOOL VISITATION

Parents/guardians and visitors are required to register in the Office and obtain a visitor’s badge before visiting a classroom or other area in the school. This procedure is most important for the safety of all students. Forgotten materials are to be brought to the Office and will be delivered to the student. Interruptions to the classrooms are to be kept to a minimum, including at arrival and dismissal times. It is the District's responsibility to ascertain the validity of requests to visit any child or teacher during the school day. The school secretary is responsible for contacting the teacher to release a child from class.
SPECIAL EDUCATION SERVICES FOR SCHOOL AGE STUDENTS WITH DISABILITIES

HTSD provides a free, appropriate, public education to eligible students. To qualify as an eligible student, the child must be of school age, in need of specially designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities, as set forth in Pennsylvania State Regulations: Autism, Deaf Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, or Visual Impairment including Blindness.

The District engages in identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services. At no cost to the parents, these services are provided in compliance with state and federal laws and are reasonably calculated to yield meaningful educational benefit and student progress. To identify students who may be eligible for special education, various screening activities are conducted on an ongoing basis. These screening activities include: review of group-based data (cumulative records, enrollment records, health records, report cards, ability, and achievement test scores); hearing, vision, physical, and speech/language screening; and review by a Child Study Team, Pupil Personnel Team, or Student Assistance Program (SAP) Team. When screening results suggest that the student may be eligible for special education services, the District seeks parental consent to conduct a multidisciplinary evaluation. Parents who suspect that their child is eligible for special education services may request a multidisciplinary evaluation at any time through a written request to the Building Principal, Director of Pupil Services or the school psychologist.

Services designed to meet the needs of eligible students include the annual development of an Individualized Education Program (IEP), bi-annual or tri-annual multidisciplinary re-evaluation, and a full continuum of services, which include Itinerant, Supplemental, or Full-Time Levels of Intervention. The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student’s identified needs and abilities, chronological age, and the level of intensity of the specified intervention. The District also provides related services, such as speech and language therapy, physical therapy, and occupational therapy if identified as a need in the student’s IEP. Parents may obtain additional information regarding special education services and programs and parental due process rights by contacting the child’s Building Principal or the Director of Pupil Services Department at 412-492-6301.

SUGGESTIONS FOR PARENTS/GUARDIANS

A child's home life has a great deal to do with his/her success in school. Starting the day in the right frame of mind often means the difference between success and failure.

Parents/guardians may find the following suggestions helpful in contributing to a successful day for the student:

1. Insist upon adequate rest.
2. Provide a nutritious breakfast.
3. Supply tissues each day.
4. Prepare for bad weather with rainwear, boots, heavier clothing and gloves/mittens on cold days.
   District guidelines have been established for outdoor recess. Students will go outside when the temperature is 20 degrees or higher, the wind chill is above 15 degrees, or it is not raining. Please dress children appropriately for outdoor recess.
5. Discuss your child's interests and concerns.
6. Provide enrichment in the form of reading opportunities, trips, conversation, recreation, and other family-planned activities.
7. Give your child responsibility for tasks.
8. Encourage your child to assist in keeping his/her school building and classroom neat.
9. Designate a place in the home to study or to complete homework.
10. Keep your child home if he/she has signs of illness. Do not send your child back to school until his/her temperature has been normal for at least 24 hours. In case of vomiting or diarrhea, the condition should have ceased for at least 24 hours before the child returns to school.
11. Require your child to come home immediately after school.
12. Remind your child NEVER TO ACCEPT RIDES OR GIFTS FROM STRANGERS.
13. Encourage your child to always report to his/her teacher, police officer, bus driver or parent/guardian any stranger seen loitering, on foot or in a car, near schools, playgrounds, or other places where children assemble.
STANDARDIZED TESTING INFORMATION

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<th>Administered</th>
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<td>3, 4 &amp; 5</td>
<td>Spring</td>
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</table>

TRANSFERS

Parents/guardians are to notify the school office as soon as possible if their child is transferring from the Hampton Township School District. A release form, signed by the parents/guardians, will allow the District to send transcripts and medical records to the new school when requested by a school official.

TRANSPORTATION

Kindergarten

Kindergarten bus transportation is provided to school for students who attend the morning session and from school for those in the afternoon session. Parents/guardians are responsible for transportation of morning Kindergarten students from school and afternoon students to school.

Morning students are to depart promptly at 11:10 a.m., and afternoon session students are to arrive no earlier than 12:35 p.m. on Monday, Tuesday, Wednesday, Thursday and Friday.

Morning pick-up and afternoon drop-off times on the monthly Early Dismissal Day are 10:30 a.m. and 11:30 a.m., respectively.

In the event of a 2-Hour Delay, morning pick-up and afternoon drop-off times are 12:25 p.m. and 1:15 p.m., respectively.

No supervision is provided between sessions.

On the first day of school in the fall, each Kindergarten student will receive a card designating her/his bus number, location of bus stop, and time schedule.

Grades 1-5

Bus transportation to and from school is provided for students in Grades 1-5 at assigned neighborhood bus stops.
APPENDIX
HEALTH SERVICES INFORMATION

IMMUNIZATIONS

Pennsylvania School Law requires that all children seeking admission to school, whether public, private, or parochial, be properly immunized. Proof of immunization must be provided by written record showing dates (month, day, year) immunizations were received.

Minimum vaccine requirements are:

All Grades K-12
- 4 doses of tetanus, diphtheria, and acellular pertussis* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)**
- 2 doses of measles, mumps, rubella***
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

*Usually given as DTP or DTaP or if medically advisable, DT or Td
**A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose
***Usually given as MMR

Grades 7-12 (in addition to the above vaccines)
- 1 dose of tetanus/diphtheria/pertussis (Tdap)
- 2 doses of meningitis vaccine (MCV4)

Parents/guardians should notify the School Nurse of any immunizations (booster shots) given to the student during the school year. Updated tetanus information is extremely important if your child becomes injured. If there are any questions concerning the immunization program, you are asked to contact the School Nurse.

CHANGES IN STUDENT’S MEDICAL STATUS

It is EXTREMELY IMPORTANT that parents or guardians notify the school nurse of all changes in their child’s medical status. We must have current information in order to provide proper care in the event of an emergency. PLEASE inform us of:

- Any chronic medical conditions, such as heart disease, asthma, seizure disorders, bone or joint disorders, etc.
- Any acute situations (physical, emotional or personal) which may affect the student’s performance in school.
- All allergies, including bee stings and medications.
- Routine prescribed medications, even those not taken during school hours.

All such information will be included on the comprehensive and confidential School Health Record.

Teachers will be notified annually of special health problems, which may necessitate their immediate intervention to ensure the child’s well-being. Examples of such problems are active seizure disorders, diabetes, asthma, and life-threatening allergies.
KEEPING THE ILL CHILD AT HOME

Parents/guardians must occasionally make a difficult decision regarding their child’s level of health and ability to attend school. When should you keep your child at home? Follow these guidelines:

- A fever of 100 degrees or more.
- Vomiting or diarrhea within the last 24 hours.
- A suspicious rash.
- Stomach ache or fatigue, accompanied by fever and/or vomiting.
- A headache lasting 1-2 days, or recurring.

Two other problems which put other students at risk for infection include:

- Red, irritated eyes with pus-like or excessive watery drainage.
- Persistent, uncontrollable coughing and sneezing.

Please keep in mind that we consider you, the parent/guardian, to be the best judge of your child’s ability to attend school. If you send him/her to school in the morning, we will assume that he or she is able to stay in school for the entire day.

However, if your child does become ill during school hours, a current phone number (home phone, cell phone, work phone, or a number of a relative or neighbor) must be provided.

EXCLUSION FROM SCHOOL

The Pennsylvania and Allegheny County Health Department demand exclusion of all students who are suspected of or have been diagnosed as having the following communicable diseases. Please note the protocol that must be followed before children may return to school.

Strep Throat
Tonsillitis
Scarlet Fever
Conjunctivitis (Pink Eye)

\{ 24 hours after beginning appropriate therapy \}

Chickenpox When all vesicles are crusted; approximately 6 days from eruption of first crop of vesicles (new sores).

Pediculosis (Lice) After appropriate treatment has been instituted and child is judged “nit free” by the School Nurse.

Scabies - Ringworm Until judged non-infective by a physician or School Nurse.

Impetigo When pustules have dried and are judged non-infective.

Students in school who exhibit unusual rashes, eye irritations, or other signs of communicable illnesses will be immediately excluded from school. They will be readmitted only when:

- A non-communicable illness has been diagnosed, as certified in writing by a physician.
- Or, the child has recovered or received appropriate treatment and is no longer infectious.
EMERGENCY TELEPHONE CONTACT

The School Nurse MUST be able to reach every student’s parent/guardian in the event of a serious illness or injury. Please be sure to list your home phone number and/or cell phone number on your child’s emergency card at the beginning of the school year. If you must be contacted at work during the school day, be sure to list that number (or numbers) also.

If a parent/guardian cannot be reached during the school day, another local responsible adult (grandparent, other relative, or friend) should be designated as an emergency contact. This person must be willing to make decisions regarding the student and should be able to provide any necessary transportation. Please provide us with this individual’s phone number also. This is the only person other than parent or guardian who may authorize the student’s early dismissal in the event of illness/injury.

FIRST AID

First aid will be administered to all students with injuries or illnesses that occur at school. School district responsibility is limited to first aid for illness and injury. This may include:

- Assessment of the illness/injury.
- First aid procedures (wound cleansing and dressing, ice packs, etc.) as established by the school physician.
- Rest and reevaluation.
- Probable return to class.
- Verbal or written notification of parents/guardians.
- Possible early dismissal from school.
- Transportation in emergencies only.

MEDICATIONS

The following statements apply to students who have recovered from an illness enough to return to school but still require medication and to students requiring medication for long-term health conditions.

Ideally, medication should be given at home prior to or after the school day. Parents/guardians should confer with the child’s physician to arrange medication time intervals to avoid school hours.

School district policy states that medications may be administered in school only if all of the following requirements are met:

1) Written instructions signed by the parent/guardian and physician which include:
   - Child’s name
   - Name of medication
   - Time to be administered
   - Dosage
   - Termination date for administering the medication.

2) All medications must be sent in the prescription labeled container. (If necessary, parents/guardians should request a duplicate container from the pharmacist.)

3) Unused medications will be returned.

Medication sent to school that does not comply with these requirements will NOT be given. In addition, please note that medication stored in the Health Office for your child will not be sent on field trips. This is a parental responsibility.
REQUIRED EXAMINATIONS

Physical Exams

The Pennsylvania School Health Law requires physical examinations for all students upon original entry to school, and again in Grades 6 and 11. It is recommended that these exams be conducted by the student’s regular family physician or pediatrician. Required forms will be provided by the School Nurse and should be returned to the Health Service Department upon completion.

Exams must be performed no earlier than 12 months before the beginning of the school year.

Dental Exams

Pennsylvania Law requires dental examinations for all students upon original entry to school and again in Grades 3 and 7. Again, it is recommended that these exams be completed by the student’s regular dentist. Required forms will be provided and should be returned to the Health Service Department.

Exams must be performed no earlier than 12 months before the beginning of the school year.

VISION SCREENING

Every student from Kindergarten through Grade 12 will have a vision screening done yearly. The purpose of the screening is to identify students who may benefit from a current evaluation by a vision care professional. Parents/guardians will receive written notification of the results of their child’s vision screening. In the case of failure, parents/guardians must report corrective action to the School Nurse.

Adequate vision is essential for the student’s success in school. Teachers are alert to signs of visual difficulty in the classroom and refer students to the School Nurse as necessary.

Be alert at home for signs such as:

- Excessive blinking and/or squinting.
- Frequent headaches.
- Itchy, red, swollen, or watery eyes.
- Difficulty seeing the television.

Please notify the School Nurse if you suspect a problem. We will screen or re-screen the student and notify you as soon as possible of the results. The student’s classroom seating can be rearranged as necessary until correction is complete.
HEARING SCREENING

All students in Kindergarten and Grades One, Two, Three, Seven and Eleven will receive a hearing screening test. Students with known hearing deficits will be screened annually. Parents/guardians will be notified of potential problems and are required to report corrective action to the School Nurse.

Again, please notify the school if you suspect a problem with your child’s hearing. Signs of a developing hearing problem include:

- Asking for frequent repetitions.
- Turning the head to one side when listening.
- Failure to respond to directions and commands.
- Increased volume of TV and radio.
- Frequent colds, earaches, mouth breathing.
- Watching a speaker’s lips.
- Speaking loudly.

HEIGHT AND WEIGHT

Each student will have his/her height and weight measured annually. Parents/guardians will receive written notification of the results of their child’s height and weight screening including BMI and BMI percentile. A complete record of measurements in all grades is available to parents/guardians upon request.

HOMEBOUND INSTRUCTION

Homebound instruction is provided for any student enrolled in the Hampton Township School District who is unable to attend the school for an extended period of time. The parents/guardians of those needing this service should contact the Principal. Individual home tutoring is five hours per week maximum.

SCHOOL NURSES

Melanie Haynes, R.N.  
High School – (412) 492-6384  
Winchester Thurston North – (412) 486-8341

Amy Baxter, R.N.  
Middle School – (412) 492-6361  
Aquinas Academy – (724) 444-0722

Dana Herald, R.N.  
Central School – (412) 492-6323  
Poff School – (412) 492-6337  
Wyland School – (412) 492-6347