

**THIS REPLACES “ATTENDANCE”, “EARLY DISMISSALS”, “EXCUSES” AND  
“TARDINESS” ON PAGE 5—**

**Plum Borough School District Attendance**

The goal for each Plum Borough student is to have perfect attendance. However, the District understands that life often prevents this from happening. Provisions in the Pennsylvania School Code and Commonwealth statutes require parents provide the District with written excuses for all absences.

State law and district policy require students to attend school. All absences from school are deemed unexcused until a note from the parent/guardian is submitted to the school. Excuses must be submitted to school within three (3) school days. Parents/Guardians can write a note to excuse a child from school for up to 10 days absent. Any absence beyond 10 days will require a note from a doctor excusing the child from school.

Absences will be marked as unexcused, or unlawful, until the school receives a note from the parent/guardian. If the note is not received within three (3) days of the student's absence, then the absence is unlawful and will be permanently marked as **unexcused**.

If a student is ill for more than three (3) consecutive days, then the student is to submit a doctor's note in order for the absences to be deemed excused.

When a student accrues three (3) unexcused absences, the parent/guardian may be required to meet with school officials to discuss truancy elimination strategies for their child. If the student reaches four (4) unexcused absences then both the parent/guardian and student will face truancy charges filed with the local district magistrate.

**Bus Problems**

Absences due to bus problem are recorded as legal excuses with a parental excuse stating the particulars of the situation and or verification from the Transportation Department. Building principals will approve or deny requests.

**Early Dismissals**

Requests for early dismissal must be presented in written form on the day of the dismissal, and must state the reason. The request must bear the signature and telephone number of the parent/guardian. A medical excuse with Physician's signature is required for the coding of an early dismissal as “medically excused”. Students approved for early dismissal should remain in their classes until the stated time of dismissal. The building principal will determine the legality of an early dismissal. When possible, students should return to school following their appointments to complete the school day.

**Excused Absences and Missed Work**

Students who have a legal excuse for a school absence will have the number of days that they were absent plus one (1) to turn in any missed work. This practice does not include work for a long term project or assignment that was assigned prior to the student's absence. Long term assignments and projects will be due upon the student's return to school.

### **Parental Excuses**

Following an absence, a written statement from the parent must be submitted to the office within three (3) days following the return to school. The parental excuse should include the following: submission date, the specific reason for the absence, the date(s) of the absence, and the signature of the parent. If the school does not receive an excuse with all of the criteria listed above within three (3) school days, the absence is unlawful and will be permanently recorded as unexcused.

### **School Tardiness**

When reporting late to school, students are to report directly to the building office.

Tardiness due to a medical appointment will be recorded on the student's record as administratively excused tardy when a signed slip from the doctor's office is presented to the office.

### **Truancy Elimination Prevention**

The school will be proactive and will work with students and families to ensure that students attend school. The school district will notify the parent/guardian of their child's absences initially via PLUM CONNECT. Students who continue to accumulate unexcused absences will also receive written notification. Should a student accumulate three (3) unlawful/unexcused absences, the parent/guardian and student will be required to meet with an administrator to establish a truancy prevention plan. Any unexcused absence beyond three (3) days will be referred to the District Magistrate.

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**THIS REPLACES THE ENTIRE FOOD SERVICE SECTION—PAGES 14-19.**

## **FOOD SERVICE AND SCHOOL NUTRITION**

Plum Borough School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Students are provided with an opportunity to purchase a breakfast and lunch each day. These meals are nutritious, include many food choices and are prepared by the district food service staff. A monthly menu is available to each student and may be accessed on the district website at [www.pbsd.k12.pa.us](http://www.pbsd.k12.pa.us).

### **LUNCH PRICES**

Breakfast	\$ 1.00
Lunch	\$ 2.15
Milk	\$ .50

### **PBSD FOOD SERVICE / NUTRIKIDS PAYMENT SYSTEM**

The Plum Borough School District Food Service uses a computerized system for meal purchases at each of our 7 schools. This system, Nutrikids, allows parents to pay in advance for meals and/or ala carte items. Students will still be able to pay with cash on a daily basis but will need to enter a PIN number. Money will only be deducted when your student uses his/her account. The system will know the meal status (free, reduced or full price) of your student and will deduct the money accordingly. There is no limit on the amount of money that can be deposited into your students account.

### **THE PIN (PERSONAL ID NUMBER)**

The Nutrikids system utilizes a PIN pad whereby students access their account. Shortly after enrolling in Plum, you will receive his/her PIN in the mail. This letter will also include a student ID number if you choose to prepay into the on-line account. Please have your students in grades 3 – 12 memorize this PIN number. At this time, we will utilize a classroom roster for grades K – 2. Any student who makes a purchase will need to enter their PIN whether they are on the free or reduced meal plan, whether they pay by having money on an account or transact cash daily. The PIN will stay the same all the years your child is in the PBSD. Every student will have a PIN whether they purchase food in the cafeteria or pack a lunch.

Parents may also request the ability to block their child's access to purchases other than full lunches. If a parent chooses to disallow "extra" purchases from an account balance, please call 412-798-6349 and we will accommodate your request.

### **PAYMENTS**

Funds are submitted and credited to your students account and are available to him/her when purchasing lunch, breakfast or "extra" snacks. The cost for lunch is \$2.15, reduced lunches are \$.40 and reduced breakfasts are \$.30. A choice of ala carte items, "extras", are priced per item. Full breakfasts are \$1.00.

Students can pay daily when they arrive at the cash register or parents may send in a check. When paying for more than one student, when they attend the same school, with one check, it will be necessary to specify these students' names as well as the dollar amount for each student. If you do not specify, the amount will be

divided equally between your students' accounts. If your child has a different last name than the check writer, please note that also.

Parents may also pay for school meals "On-Line" by registering at [www.myschoolbucks.com](http://www.myschoolbucks.com). This secure site will take credit cards and debit cards, although debit card payments may take 7 days to clear into your student account. To use this "On-Line" convenience, a \$1.95 fee is charged per transaction and will be assessed at the time of the transaction and is not recovered by the PBSD. This fee is for the banking company that processes the "on-line" feature.

Parents who sign up at <http://www.myschoolbucks.com> will need the student's PBSD ID number. Once set up, parents may opt to receive low balance notifications and may view their student's transactions online. To enroll in <http://atwww.myschoolbucks.com>, please visit the link to the left for instructions. Student ID numbers can be obtained by calling 412-798-6349.

## **RESPONSIBILITY**

The goal of "Nutrikids" is to assist students in being responsible for his or her account. The recommended procedure is to pay in advance for the amount your student may normally spend in one month. If the student balance is getting low, the cashier will inform your student at the point of service.

Charging (purchasing items without cash in hand or funds on account) is available to a limited extent, but must be repaid in a timely manner. No charging of "extras" is allowed.

### **The procedure concerning accounts with negative balances is as follows:**

Elementary school students (grade levels k-6) will be afforded the ability to charge 5(five) full lunches, up to \$10.75. When the charge level reaches \$10.75, the student will be supplied with a peanut butter and jelly sandwich, fruit and milk. This replacement lunch will be served until the charge is paid in full. Elementary students will be notified, at the point of service, they have entered into a negative balance. They will also be given a PINK charge slip at that time to be taken home. Also, if there is any negative balance at any time, students will not be permitted to charge "extras".

## **CONFIDENTIALITY**

Please note that our system is very confidential. Each student will enter a PIN regardless of meal status or payment option, thus ensuring your child's privacy. Please impress to your child the confidentiality of their PIN and they should share it with no one. This ensures only your child is spending the funds you provided.

## **QUESTIONS**

If you have any questions about the Nutrikids program or the Food Service Program, please call Maryann Lazzaro, M.S., R.D. at 412.798.6367 or Janet Price at 412.798.6349.

## **NUTRITION GUIDELINES**

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity. Foods provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative.

**Competitive foods** are defined as foods offered at school other than through the National School Lunch or School Breakfast Programs and include ala carte foods, snacks and beverages; vending food, snacks and beverages; fundraisers; classroom parties; holiday celebrations; and food from home.

### **ALA CARTE - FOOD/SNACKS**

The following standards apply to all foods offered as ala carte:

- Portion sizes will not exceed the serving size of food served in the National School Lunch or School Breakfast Program and/or items will be packaged in single serving sizes.
- A selection/variety of whole grains will be available on a daily basis.
- A minimum of 1 fresh fruit and vegetable will be offered daily. A variety of fruits and vegetables will be offered from day to day.
- A variety of items that provide 2 grams of fiber per serving will be available on a daily basis (at least 2 items).
- Foods of Minimal Nutritional Value (USDA regulation 7CFR 210 and 220) will not be available anytime during the school day.

In addition, the majority of items offered will:

- Not contain added sugar as the first ingredient.
- Provide minimal to no trans fatty acids.

### **ALA CARTE - BEVERAGES**

A minimum of 75% (100% for grades K-6) of the beverages offered will be:

- Water, unflavored (any size).
- 100% fruit juice (not to exceed 12 oz).
- Milk, 1% lowfat or nonfat (not to exceed 16 oz), flavored or unflavored (not to exceed 30 grams of sugar per 8 ounce serving, inclusive of naturally occurring sugar).
- Water, fiber-enriched (8 oz).

Marketing, pricing and nutrition education strategies will be used to encourage the selection of the healthier foods and beverages listed above. Foods of Minimal Nutritional Value (USDA regulation 7CFR 210 and 220) will not be available anytime during the school day.

## **FOODS FROM HOME**

Parents/caregivers will be encouraged to promote their child's participation in the school meals program. If they or their child chooses not to participate in the school meal program, parents/caregivers will be strongly encouraged to provide the student with healthy alternatives.

## **CLASSROOM PARTIES/HOLIDAY CELEBRATIONS**

In order to facilitate healthy foods at classroom parties or celebrations, foods may be purchased from the food service department. The food service department is recommending snacks from the following list for parties and take home treats:

- Fresh fruits and vegetables
- Water
- Milk, lowfat
- Light fruit juice
- Lowfat bag snacks, cookies
- Maximum of 2-3 snacks that contain sugar as the first ingredient

***Food sent in by parents should be pre-wrapped for take home in treat bags and will not be served during the party.***

## **BIRTHDAY TREATS**

It is a usual elementary school custom to send in treats for your child's birthday. The Food Service Department is now offering the ability for you to purchase birthday treat items, have the items delivered to the classroom on the "Birthday" morning and have the total of the bill deducted from your "NUTRIKIDS" account. If you do not have a NUTRIKID's account, payment is expected in advance.

Even though birthdays are "special occasions", the items offer nutritional benefits of being lower in fat and/or calories than comparable products and meet criteria for our wellness program. Detailed information can be found at the Plum website [www.pbsd.k12.pa.us](http://www.pbsd.k12.pa.us) .

**If you have any questions, please call the Food Service Department at (412) 795-0100 Ext. 6367.**

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## THIS REPLACES THE “VOLUNTEERS” SECTION—PAGE 34

### Field Trip Chaperones and Clearances

The Plum Borough School District's Volunteer Policy (Policy #916) requires all *Field Trip Chaperones* to be board approved and prior to board approval, submit to the district for review and verification their Act 34, Act 114, and Act 151 clearances. Each clearance must not be dated more than three (3) years prior to the date of the field trip.

If you are interested in attending a Pivik Elementary field trip as a chaperone during the remainder of the 2012 – 2013 school year, you will need to submit these clearances to the building principal

Currently, the Act 34: PA Criminal History Clearance cost is \$10.00 and can take 4+ weeks to receive. The quickest way to get this clearance is to go to <https://epatch.state.pa.us/> and complete the process electronically. The Act 151: Child Abuse Clearance cost is currently \$10.00. For the Act 151 Clearance, click the link on our district Employment page and follow the directions to complete and submit the form. The Act 114: FBI Fingerprinting Clearance cost is \$28.75. Once you click on the Act 114 link on the district Employment page, choose the Pennsylvania Department of Education tab and follow the directions.

Once you have copies of all three clearances, please bring the original copies to the Pivik Elementary Office. We need to see the originals, but will make a copy and return the originals to you. A copy of your clearances will be housed only in the school principal's office.

Please, do not begin the process of obtaining your clearances unless you have communicated with your child's teacher about attending a field trip and have been chosen as a chaperone. Once you have been chosen to attend a field trip, and you have submitted your clearances to the school office, you may attend the scheduled field trip, unless notified otherwise.

Links to documents:

Act 34  
<http://filecabinet.eschoolview.com/A994B53C-C92D-4F68-8976-9B451DC15BAE/SP4-164.pdf>

Act 151  
[http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s\\_001762.pdf](http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf)

Fingerprinting  
<http://www.pa.cogentid.com/index.htm>