



**PARENT HANDBOOK**

**ELEMENTARY**

**2014-2015**

## **MISSION STATEMENT**

Plum Borough School District, a large growing suburban area, in partnership with students, parents and community, will strive to achieve excellence in education by preparing all students to take their place in the diverse and changing world of the 21<sup>st</sup> century. The District will provide a safe and stimulating environment that will promote and support critical thinking and life-long learning.

## **BELIEF STATEMENTS**

- Every child has a right to a quality education in a safe, disciplined, student-centered environment.
- Students will become life-long learners and productive responsible citizens.
- Partnerships must be formed with stakeholders to create educational opportunities.
- All children can learn and can develop their talents.

## **BOARD OF SCHOOL DIRECTORS**

Mr. Sal Colella, President  
Mr. Joseph Tommarello, Vice-President  
Mr. Kevin Dowdell  
Mrs. Michele Gallagher  
Mr. Tom McGough  
Mrs. Michelle Stepnick  
Mr. John St. Leger  
Mrs. Loretta White  
Mr. Richard Zucco

## **BOARD GOALS**

- Accountability in all phases of District programs, instruction and operations through its development of Board policies, Administrative procedures and Communications
- Quality education for students of all abilities
- An educational environment that complements curricula, discipline, safety, initiatives and encourages strong communication between the District and Community-at-large
- Develop a multi-year budgeting system for continued financial stability

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## Attendance

ATTENDANCE IN SCHOOL IS MANDATORY. 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.

- 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 problems 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.

## **WITHDRAWAL FROM SCHOOL**

When a child is to be withdrawn from school, the parent or guardian should notify the teacher, school administrative assistant, or principal and inform them of the new residence, name of the school district, and the date of transfer in order to receive a withdrawal form. Parents must sign a withdrawal form when a student transfers from the school district or within the school district.

## **SCHOOL DELAYS/CANCELLATIONS**

At times there are emergencies requiring that school be closed for the day, or that opening is delayed, or that children be sent home early. Each child should know where to go if an emergency arises and parents are not home. When it becomes necessary to close the schools, announcements will be made on the following radio and TV stations: KDKA, WPXI, and WTAE. This information will also be reported on the district website: [www.pbsd.k12.pa.us](http://www.pbsd.k12.pa.us) and on the district's information line at 412/795-0100 ext. 5.

### ***PLEASE DO NOT CALL THE SCHOOLS***

## **HOMEBOUND INSTRUCTION**

In the event that a student is going to be absent due to illness for a consecutive period in excess of fifteen (15) days, the district will provide homebound instruction/tutoring, when the absence is verified by a doctor. Parents should apply for homebound through the principal. After the application has been approved, five hours of instruction will be provided each week. Based upon the availability of instructors, arrangements will be made to schedule the instruction as soon as possible.

## WHAT TO WEAR - DRESS CODE GUIDELINES

All students are expected to come to school dressed respectfully and safely. Parents and students are asked to use discretion when selecting clothing appropriate for school. At no time may clothing distract from the educational process. The following guidelines should be used when selecting respectful, appropriate school clothing for all elementary students:

- Clothing must support an academic focus and will not distract others from learning.
- Clothing, including shoes, must not create a hazard for the student or others. **NO FLIP-FLOPS MAY BE WORN.**
- T-shirt slogans/drawings may not be obscene, libelous, gang-related or contrary to school rules.
- No hats, hoods or bandanas are to be worn.

In addition, we recognize that clothing is age specific. For our students in grades 4-6, the following guidelines should also be used:

- Shorts and skirts must be fingertip length or longer.
- Shorts, skirts or pants may not sag below the waistline or expose underwear.
- No tank tops, muscle shirts or bare-midriiffs may be worn.
- No pants, skirts, or shorts with holes above pockets that exposes underwear/skin.

Parents will be contacted when a student is in violation of the dress code guidelines.

**Administrative discretion will resolve all questions about dress.**

## **DISCIPLINE**

We acknowledge that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment; and the effectiveness of the instructional program is, in part, reflected in the behavior of students. We require every student to adhere to Board policies and the rules and regulations put forth by the administration and to submit to disciplinary measures appropriately assigned for infraction of those rules. School rules and board policies will govern student conduct in school, at school-sponsored activities, and during the time spent in travel to and from school or any school-sponsored activity.

**ALL CONCERNS ABOUT STUDENT CONDUCT SHOULD BE ADDRESSED TO YOUR CHILD'S TEACHER, AND THEN, IF NECESSARY TO THE PRINCIPAL OF THE SCHOOL.**

### **BULLYING/CYBER BULLYING**

The Plum Borough School District is committed to providing a safe, positive learning environment for district students. We recognize that 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, we prohibit bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students that is severe, persistent or pervasive AND substantially interferes with a student's ability to get an education, creates a threatening environment, or substantially disrupts the orderly operation of the school.

**Bullying** includes cyberbullying. Cyberbullying includes, but is not limited to, the misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or personnel employed by the district by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). All forms of cyberbullying are unacceptable and, therefore, when such actions are deemed disruptive to the educational process, students will be disciplined in accordance with the district discipline policy

**The Board prohibits all forms of bullying by district students.**

### **WEAPONS POLICY**

Possession of any weapon (including but not limited to any knife, cutting instrument, cutting tool, nanchaku, firearm, shotgun, rifle, and any tool, instrument or implement capable of inflicting serious bodily injury) in the school setting is a threat to the safety of students and staff and is prohibited by law.

Possession and/or use of mace, firecrackers, fireworks and "look-a-like" weapons on school property are prohibited.



A violation of the Weapons Policy will result in student expulsion for a period of not less than one (1) year. An expulsion will be given in conformance with formal due process proceedings required by law.

## **SMOKING POLICY**

All Plum Borough Schools are now Smoke-Free facilities. Act 145 amends Title 18 (Crimes and Offenses Code) to prohibit students from possessing and using tobacco products on school property. A student convicted of possessing or using tobacco in violation of the district Smoking Policy 222 may be fined up to \$50 plus court costs, or admitted to alternative adjudication in lieu of an imposition of a fine. A student may also be subject to discipline, including suspension and expulsion.

## **CONTROLLED SUBSTANCE POLICY**

The Board recognizes that the abuse of **controlled substances** is a serious problem with legal, physical and social implications for the whole community. As the educational institution of the district, the schools should strive to prevent abuse of controlled substances. For purposes of this policy, controlled substances shall mean:

1) all dangerous controlled substances prohibited by law 2) all look-alike drugs 3) alcoholic beverages 4) anabolic steroids 5) drug paraphernalia 6) tobacco and tobacco products 7) any volatile solvents or inhalants, such as but not limited to glue and aerosol products 8) any prescription or patent drug, except those for which permission for use in school has been granted pursuant Board policy.

The Board prohibits the use, possession, or distributing, and **being under the influence of any controlled substance** during school hours, on school property, or at any school sponsored event.

## UNLAWFUL HARASSMENT POLICY

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment is not tolerated. The Board prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools. The Board encourages students that have been harassed to promptly report such incidents to designated employees.

The Board directs that complaints of harassment be investigated promptly and impartially, and corrective action be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, **harassment of a student** consists of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, disability, sexual orientation or religion.

For the purpose of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic, or physical conduct of a sexual nature.

## DISPLAY OF STUDENT WORK

The Plum Borough School District is proud of our students' achievements. Students' work may be displayed in the classroom, the district's website, or any district broadcast media unless a letter of objection is received from the parent/guardian **by the 15<sup>th</sup> day of school**. After the 15<sup>th</sup> day, for any **new student** enrollment, a letter of objection must be received **by the 15<sup>th</sup> day from enrollment**. Typically, this work would include your child's name and grade/evaluation of the work.

**DISCIPLINE CODE**  
**Elementary**  
**Level I**

<b>LEVEL I</b>	<b>EXAMPLES</b>	<b>PROCEDURES/ ALTERNATIVES</b>	<b>DISCIPLINARY- Options/Responses</b>
<p>Minor misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the safe and orderly operation of the school.</p> <p>This misbehavior can usually be handled by an individual staff member but sometimes requires the intervention of other support personnel.</p>	<p>Including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Disruption: Classroom Cafeteria/Playground/ Hall/Lavatory/Library and other school areas</li> <li>• Abusive language</li> <li>• Cheating, lying and stealing</li> <li>• Minor abusing or defacing school property</li> <li>• Tardiness</li> <li>• Non-defiant failure to complete assignment/carry out instruction.</li> </ul>	<p>Proper and accurate record of the offenses and disciplinary action is initiated and maintained by the teacher.</p>	<ul style="list-style-type: none"> <li>• Reprimand by staff</li> <li>• Behavior contract</li> <li>• Counseling</li> <li>• Withdrawal of privileges</li> <li>• Temporary isolation within the room</li> <li>• Special assignments</li> <li>• Removal from room – (Cooling off area to be established by the building principal)</li> </ul>

**All Level I records will be destroyed at the end of the school year.**

**DISCIPLINE CODE**  
**Elementary**  
**Level II**

<b>LEVEL II</b>	<b>EXAMPLES</b>	<b>PROCEDURES/ ALTERNATIVES</b>	<b>DISCIPLINARY- Options/Responses</b>
<p>Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.</p> <p>These infractions, which usually result from the continuation of Level I misbehavior, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options have failed to correct the situation.</p>	<p>Including but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Continuation of unmodified Level I behavior</li> <li>• Using forgery</li> <li>• Threats to others</li> </ul>	<p>Phone call or written communication to parent/guardian concerning infraction.</p> <p>The student is referred to the administrator for appropriate disciplinary action by the on site staff member.</p> <p>The administrator meets together with the student and staff member and concurs upon the most appropriate response.</p> <p>The teacher maintains a proper and accurate record of the offense and the disciplinary action.</p>	<ul style="list-style-type: none"> <li>• Modified day</li> <li>• Positive behavior modification</li> <li>• Temporary removal from class</li> <li>• Refer to school psychologist and outside organizations.</li> </ul>

**All Level II records will be destroyed at the end of the school year.**

**DISCIPLINE CODE**

**Elementary  
Level III**

<b>LEVEL III</b>	<b>EXAMPLES</b>	<b>PROCEDURES/ ALTERNATIVES</b>	<b>DISCIPLINARY- Options/Responses</b>
<p>Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.</p> <p>These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school.</p>	<p>Including but not limited to the following:</p> <ul style="list-style-type: none"><li>• Continuation of unmodified Level II behavior</li><li>• Vandalism</li><li>• Failure to comply with existing school regulations</li><li>• Unauthorized occupation of school premises and facilities</li><li>• Harassment</li><li>• Fighting</li></ul>	<p>Administrator initiates disciplinary action by investigating the infraction and conferring with the staff on the extent of the consequences.</p> <p>Administrator meets with the staff member, student and confers with the parent about the student's misconduct and resulting disciplinary action.</p> <p>Proper and accurate records to be kept by administrator in the office.</p> <p>There is restitution of school property and damages.</p>	<ul style="list-style-type: none"><li>• Temporary out-of-school suspension</li><li>• Full out-of-school suspension</li><li>• Alternative Program</li><li>• Arrest</li></ul>

**All Level III records will be kept on file indefinitely in the office.**

**DISCIPLINE CODE**

**Elementary  
Level IV**

<b>LEVEL IV</b>	<b>EXAMPLES</b>	<b>PROCEDURES/ ALTERNATIVES</b>	<b>DISCIPLINARY- Options/Responses</b>
<p>Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.</p> <p>These acts are clearly criminal and are so serious that they always require administrative actions, which result in the immediate removal of the student from school, the intervention of law enforcement authorities, and action by the Board of School Directors.</p>	<p>Including but not limited to the following:</p> <ul style="list-style-type: none"><li>• Unmodified Level III behavior</li><li>• Extortion</li><li>• Bomb Threat</li><li>• Possession/Use/Transfer of weapons</li><li>• Assault/Battery</li><li>• Vandalism</li><li>• Possession/Use of unauthorized substances (drugs, alcohol, marijuana)</li><li>• Theft/Possession/Sale of stolen property</li><li>• Arson</li><li>• Furnishing/Selling/ Possession of unauthorized substances</li><li>• Inciting/Participating in a confrontation or school disruption</li></ul>	<p>The administrator verifies the offense, confers with the staff involved and meets with the student.</p> <p>Parents and law enforcement officials are notified and the student is removed from the school.</p> <p>A complete and accurate report is submitted to the Superintendent for Board action.</p> <p>Student is given a full due process hearing before the Board.</p>	<ul style="list-style-type: none"><li>• Expulsion</li><li>• Alternative program</li><li>• Other Board action which results in appropriate placement</li><li>• Arrest</li></ul>

**All Level IV records will be kept on file indefinitely in the office.**

# **FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA) CONFIDENTIALITY OF STUDENT RECORDS**

1. To review, inspect, and obtain a copy of the educational records.
2. To challenge the contents of the records.
3. To file complaints with the Family Educational Rights and Privacy Office, Department of Health, Education, and Welfare, 300 Independence Avenue, SW Washington, DC 20201.

If you should wish to examine the records, contact your school principal.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact them at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (cont.) CONFIDENTIALITY OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Plum Borough School District with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Plum Borough School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Plum Borough School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks.

Plum Borough School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities
- Address
- Telephone listing
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

***If you do not want Plum Borough School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the 15<sup>th</sup> day of school. After the 15<sup>th</sup> day, for any new student enrollment, a letter of objection must be received by the 15<sup>th</sup> day from enrollment.***

## **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	\$
Lunch	\$
Milk	\$

### **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 PBSB. 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 PBSB 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://at www.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).

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.**

## HEALTH SERVICES

Health services are available in every building, staffed by health care professionals. These individuals provide first aid care, administer prescribed medication to a student in accordance with the written directions of a licensed prescriber, and monitor the health, safety and immunization status of all of our students.

In compliance with the Pennsylvania School Health Code, the Plum Borough School District mandates the following schedule of examinations:

Physical Examination	- Grades K, 6 and 11
Dental Examination	- Grades K, 3 and 7
Vision Screening	- Annually, All Grades
Hearing Screening	- Grades K, 1, 2, 3, 7 and 11
Scoliosis Screening	- Grades 6 and 7
Height, Weight and Body Mass Index	- Annually, all grades

School Nurses perform the mandated exams as above, except for the Physical and Dental Exams. However, Physical, Dental, and Scoliosis examinations may be done by your own health care provider or by the School Doctor / Dentist. Families are encouraged to establish a relationship with a private health care provider to assure continuity of treatment that is not possible in school exams. This is a lesson, which if learned, will pay dividends in adult life. Private exam forms will be sent home with students or can be downloaded from the district web site under District, then Nursing Services. The forms can be completed based on any exam done within one year of the beginning of the grade in which they are due or by January 15<sup>th</sup> of the current school year in which they are due.

Preference forms will be sent to determine if a private exam will be submitted, or if a school exam is desired. Failure to return the signed preference form implies consent for a school exam. Any parent who chooses to have a private exam, but does not submit the completed form by January 15<sup>th</sup> of the year in which the exam is due, also gives implied consent for a school exam to be done. Mandated School Exams are held in the Nurse's Office, and will be completed anytime after January 15<sup>th</sup> of the school year. A parent/guardian who wishes to attend the exam with his/her child may select that option on the preference form, and they will be notified of the date & time of the examination.

Students may be exempted from any of the above examinations or screenings if it is contrary to the parent's religious beliefs **and** the parent submits written notification to the school nurse. A student who presents a statement signed by the parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of health determines that the student presents a substantial menace to the health of others.

## **FIRST AID**

When accidents occur, first aid is administered. First aid is defined as the immediate, temporary care given in case of accident or sudden illness. Usually first aid is administered by one of the following school personnel: nurse, nurse's aide, and/or principal. Further decisions and actions concerning the accident are the responsibility of the parent. The parent completes an Emergency Care Form for each child authorizing the school as to who should be contacted in the event emergency care is needed. Parents should keep this card up-to-date and inform the school of changes of phone numbers or persons listed.

## **ACCIDENT INSURANCE**

A Student Insurance Policy is available to each child for a nominal fee. This insurance covers medical, dental, and hospital expenses resulting from accidental injury that might occur during school hours and on the way to and from school.

## ADMINISTERING MEDICATIONS TO STUDENTS

Pennsylvania State Law governs the administration of all medications, including over-the-counter medications. The law forbids a nurse to administer any medication without a physician's or dentist's written order and signed permission by the parent or guardian. The Plum Borough School District recognizes that when students' health needs make it necessary for medication to be taken during school hours, certain procedures must be followed.

Obtain from your School Nurse or Download from the District Website:  
"Authorization for Medication to be Given at School" form.

- 1. Written Physician or Dentist Order** - Prescription medications, over-the-counter medications, nutritional supplements, or herbal supplements will not be administered without providing the school with a written order from a physician or dentist. The pharmacy label does not suffice as this written order.
- 2. Written Parent Permission** - The school must be supplied with written parent or guardian permission in order to have any medications given at school.  
\*\* If the order is for an Inhaler or Epinephrine Injector: parent must also complete and submit the corresponding forms:
  - ✓ Self-Administration of Asthma Inhalers
  - ✓ Student Asthma Action Plan
  - ✓ Self-Administration- Epinephrine Injector.
  - ✓ Information for Student w/ Severe Allergy
- 3. Types of Medications Given at School** - Only essential prescribed medications will be given at school. Pre-planning will permit most medications to be administered at home. Self-medication by students is not permitted. Exceptions will be made for any student with asthma, whose physician has written that the student must carry and administer his or her inhaler.
- 4. Prescription Medications** - For prescription medications required at school, please request that your pharmacist supply a separate, properly labeled, pharmacy medication bottle with a **safety cap**.
- 5. Over-the-Counter Medications** - Medications must be in the manufacturer's original packaging, and labeled by the parent with the student's name.
- 6. Personnel Administering Medications** - Medications may be administered by the nurse, or a supervising adult.
- 7. Transporting Medications** - Students should not carry medications to or from school. A responsible adult should bring medications to the health room.
- 8. Yearly Medication Order** - For those medications that extend from one school year to the next, a new order from the licensed prescriber and new parent permission must be provided for each school year.
- 9. Noncompliance with the Above Policy** - Noncompliance will result in the medication not being given at school.

**PLEASE REFER TO BOARD POLICY 210 FOR THE COMPLETE POLICY**

# KINDERGARTEN REQUIREMENTS

The kindergarten program provides developmentally appropriate experiences aimed at preparing the child for the task of interacting successfully in a school environment and building a foundation for future academic skills. The kindergarten program is a full-day program in which students receive instruction in literacy, numeracy, general education, art, music, physical education and basic computer development skills.

**Registration information is available after February 1<sup>st</sup> in the school office or online at [pbsd.k12.pa.us](http://pbsd.k12.pa.us).**

## IMMUNIZATIONS

The Allegheny County Health Department requires that all Kindergarten children receive the following immunizations before being admitted to school:

- 4 doses DTP (Diphtheria-Tetanus Vaccine)-one dose must be given on or after the child's 4<sup>th</sup> birthday (for most children this is the 5<sup>th</sup> dose).
- 3 doses of Polio Vaccine
- 2 doses of MMR (Measles, Mumps and Rubella)
- 3 doses of Hepatitis B Vaccine
- 2 doses of Varicella Vaccine (Chickenpox) or provide written documentation of the month and year the child had the Chickenpox disease.

The State of Pennsylvania in cooperation with the Center for Disease Control has made chickenpox a mandatory reportable disease. Therefore, if your child develops chickenpox, please notify the school nurse, who will report the case to the Allegheny County Department of Health. Health Department personnel will then contact the parent to collect the required information.

Anyone whose child does not have all the above-mentioned vaccines by the first day of school must contact the school nurse to discuss their individual situation. Also, anyone requesting a medical or religious exemption from the above requirements must also contact the school nurse.



## **PUPIL SERVICES**

### **NON-DISCRIMINATION POLICY**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability. The Board shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. This policy is available in the Administrative Office.

### **PSYCHOLOGICAL TESTING**

The district's certified school psychologist utilizes standardized tests, curriculum-based measures, and behavior rating scales with parental permission. A clinical psychologist provides consultative services from Allegheny County Intermediate Unit III when needed. These assessments are completed as part of a multidisciplinary evaluation.

### **SUPPORT SERVICES**

The Plum Borough School District provides a wide range of services to help assure the success of each student. Parents are encouraged to communicate regularly with their child's teacher and to request assistance when needed.

### **TITLE I READING SUPPORT**

Title I is a federally subsidized reading intervention program that is available to students in grades K through 6. Candidates for the program are identified through assessments and teacher observations. The Reading Specialist provides intervention in the regular classroom or an alternative classroom. The purpose of the program is to provide intensive instruction and practice in all facets of the reading process. Primary students are taught in small flexible groups that meet three to five times a week. In fourth grade, interventions are accommodated in several ways. Some students are taught in whole group class instructional groups with the reading specialist and classroom teacher offering collaborative lessons on reading and test taking strategies, while other students are taught in small intervention groups that meet three to five days a week. The Title I staff and classroom teachers consult to determine how each student's needs are addressed. In fifth and sixth grades, Title I students will work with the Academy of Reading and/or Academy of Math program. Parents are kept abreast of the Title I program through progress reports and Title I parent workshops.



## **SUPPORT FOR STRUGGLING LEARNERS – Response to Intervention and Instruction (RTII)**

### **What is RtII?**

RtII is a comprehensive, multi-tiered approach to identifying and assisting struggling learners (either academic or behavioral). This approach is implemented across all grade levels for all students and its major purpose is to identify and address students experiencing learning or behavioral difficulties and prevent failure. RtII also assists in improving student achievement.

### **What are the core characteristics of RtII?**

- All students receive high quality research-based instruction in the general education standards aligned system.
- All students are screened to determine academic and behavioral status against grade level benchmarks.
- All staff (general education teachers, special education teachers, Title I, ESL) assume an active role in student's assessment and instruction in the standards-aligned system.
- Continuous monitoring of student performance and use of this data is used to determine intervention effectiveness and drive instructional adjustments, and to identify/measure progress toward instructional and grade level goals.
- Student progress is benchmarked throughout the year to determine level or progress toward monitoring and assessing the fidelity of intervention implementation.
- Students receive increasingly intense levels of targeted scientifically, research-based interventions dependent on student needs.
- Parents are informed of their child's needs and progress at regular intervals.

## **SPECIAL EDUCATION PROGRAMS**

Plum Borough School District provides a free, appropriate, public education (FAPE) to exceptional students consistent with the Individuals with Disabilities Education Improvement Act (IDEIA) of 2004. Identification procedures ensure that eligible students receive an appropriate program consisting of individualized special education and related services. The placement of students is assessed through a team process in order to determine the level of services a student may need. Support services at the elementary level include, but are not limited to, Learning Support, Emotional Support, Speech/Language Support, Occupational and/or Physical Therapy, Assistive Technology and Gifted Support.

## **SCHOOL DAY SCHOOL'S DAILY SCHEDULE**

8:00 AM	Offices open
8:30 AM*	Student Arrival
8:46 AM	Classes begin
3:25 PM	School dismissal
4:00 PM	School Offices close

**\*Because there is no supervision, students are not permitted to enter the school building before 8:30 AM. \***

### **CELL PHONES AND ELECTRONIC DEVICES**

Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations only.

The District shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to school.

The District reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

Refer to policy 237 for additional information about acceptable uses of personal devices  
Refer to policy 249 for information about cyberbullying

### **CURRICULUM AND INSTRUCTION**

The Plum Borough School Board is responsible for developing, assessing and improving the educational program in the elementary schools through curriculum design. The curriculum is designed to provide students with opportunities to achieve academic success and to meet the needs of all students in compliance with State regulations. All students receive instruction in literacy skills (reading, spelling, language, and writing skills), mathematics, social studies, science, and health. Students from kindergarten through grade six receive weekly instruction in physical education, art, music, computers and library skills. Upon request, parents may review instructional materials, curricula, academic standards and assessment techniques. Students may be excused from specific instruction when it conflicts with religious beliefs. Permission for excusal must be requested in writing by parents.

### **FIELD TRIPS**

Field trips away from school can provide students with opportunities to enrich their classroom experiences and can extend and deepen their understanding of concepts presented to them. **Written permission must be granted by the parent/guardian before any student is permitted to attend a school sponsored field trip.**

## **HOMEWORK**

The purpose of homework assignments should be to: provide practice and reinforcement of skills presented by the teacher, broaden areas of interest through enrichment, provide opportunities for parents/guardians to know what their child is studying, and to encourage parent/guardian and child interaction. Each student shall be responsible for completing homework assignments as directed. On the average, students should expect to spend the following time per evening on homework:

Kindergarten-First grades	0-20 minutes per night
Second-Third grades	15-45 minutes per night
Fourth-Sixth grades	30-90 minutes per night

## **LIBRARY**

Each elementary school has its own centralized library. Our libraries circulate both books and magazines to the students. Throughout the course of the child's elementary school career, he/she receives instruction in various library skills. With the guidance of the librarian or library aide, students may sign out books to be returned in one week or the next scheduled library day. Our elementary libraries do not charge fines for overdue books. However, students are expected to return their library materials before any new materials may be signed out. Every effort should be made to return materials in a timely manner. When library materials are lost, damaged or destroyed, *whether accidentally or on purpose*, it is the responsibility of the student and his/her parents to pay for the damage.

## **LOST AND FOUND**

All lost articles that are found at school are taken to a special depository in the building where the child or parent may come to claim them. Many articles of value are left in our Lost and Found Depository. Since we cannot keep them year in and year out, they must be disposed of at the end of the school year. To reduce such losses, it is suggested that all personal belongings be marked clearly with the child's name.

## **PLAYGROUND**

Playgrounds are installed at each school for recess activity during the school day. Children are expected to observe proper safety precautions at all times and to use the playground equipment in a responsible manner. The public may also use them during non-school hours. Parents are asked to supervise their younger children when visiting our playgrounds.

## **SAFETY/SECURITY**

An Emergency Response Plan is in place in each elementary school. The plan addresses the specific response to a variety of emergencies. The emergency response plan will be implemented if a situation presents an immediate and obvious danger to the students and staff of the school.

**PARENTS WILL NOT BE PERMITTED TO ENTER THE BUILDING DURING ANY EMERGENCY RESPONSE SITUATIONS.**

### **FIRE DRILLS**

In accordance with the laws of Pennsylvania, all pupils and teachers are evacuated from the school building in a fire drill not less than once a month. On occasion, weather places limitations on the number of drills when it is not suitable to exit the building without coats.

### **SAFETY**

Parents are encouraged to instruct children to walk to school or to their bus stop in the safest manner possible. Since our housing plans do not have sidewalks, white lines have been painted along many of the streets for pedestrian safety. Encourage your child to use good pedestrian safety at all times and to walk within marked lines where provided.

We ask parents **NOT** to drive children to and from school for obvious safety reasons. However, if you find it necessary to drive or pick up your children, several factors need to be considered:

1. In the morning, unload passengers at the designated area.
2. At dismissal time, cars should enter school grounds prior to dismissal.
3. Cars should be parked in such a manner that driveways and school exits are kept clear for school buses and children.
4. Cars should remain stationary until walking children have left school premises.

**PLEASE OBSERVE POSTED SCHOOL ZONE TRAFFIC SIGNALS AND SPEED LIMITS.**

### **TELEPHONE SERVICE**

Please refer to the back of the handbook for the building directory. To contact a teacher directly, call the building, follow the message prompts and be prepared to leave a message. Every teacher has voice-mail service.

# **STUDENT ACHIEVEMENT**

## **REPORTING STUDENT PROGRESS**

Student grades are reported at the end of every nine-week period for grades 1-6, and at the end of the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> grading periods for kindergarteners. Grades are reported as percentages with 100-90% being an "A", 89-80% being a "B", 79-70% being a "C", 69-60% being a "D", and anything less than 60% being an "E".

## **PARENT PORTAL**

The Parent Portal is an on-line progress-reporting system in which student grades and attendance can be accessed at any time. Usernames and passwords do not change from year to year. There is one username and password per family. Families who are new to the district will receive their username and password during the registration process. Difficulties with use of the system should be directed to the main office. Parents may only access records of their own children, as confidentiality is of utmost importance. Parents are highly encouraged to monitor progress on a regular basis. Questions or concerns can be directed to the attendance office, classroom teachers, and guidance counselors. The Parent Portal has replaced paper report cards and/or progress reports. Any parent, who is unable to access the portal may request progress reports through the school office.

## **TESTING PROGRAM**

The purpose of testing is to supply accurate and dependable information about important characteristics of the school and its students. This information may be utilized to improve the guidance of all students, to identify students in need of special education services, to assist in the individualization and improvement of instruction, and to evaluate the educational program.

## **PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT**

Students in grades 3-6 may be administered the Pennsylvania System of School Assessment in English/Language Arts, Math, and Science in accordance with directives from the Pennsylvania Department of Education. These tests are designed to measure student progress toward achievement of the Pennsylvania Core Standards. The results will not be used to grade students. Individual student reports, school, district, and state data may be obtained from these assessments. Information derived from these assessments helps to plan future school programs and curriculum development.

## **TECHNOLOGY**

### **COMPUTER USAGE POLICY**

Tampering, vandalism, or unauthorized use of Plum Borough School District computers or other electronic equipment (printers, cabling, drives, monitors, keyboards, mice, VCR's, televisions, modems, etc.) or software or associated documentation is prohibited. Violations of this policy by students or adults may also constitute violations of the Pennsylvania Crimes Code or other statutes, subjecting violators to serious criminal

prosecution. This policy is intended to be as broad and encompassing as Section 3933 of the Crimes Code (as of January 1995).

Student violators will be subject to discipline including suspension and possible expulsion. All violators will be held responsible for restitution of any damage to hardware, equipment, software, and documentation, and for any direct consequential damages.

## **INTERNET USAGE POLICY**

The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The electronic information available to students and staff does not imply endorsement by the district of the content nor does the district guaranteed the accuracy of the information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

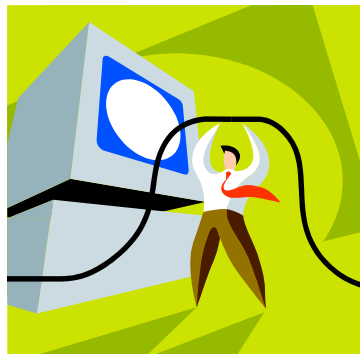
The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

## **WEB SITE USE AND LINKING**

The Board recognizes that many K-12 school districts, colleges and universities, technical schools, and businesses establish and maintain web sites on the World Wide Web. The purpose of the district web site shall be to serve as a public information vehicle subject to the guidelines established through this policy and other approved Board policies. The district web site is not to be inclusive of all available materials, nor does it claim to prevent students from moving beyond the scope of the web site to materials which have yet to be evaluated.

The web site is the property of the district. The district reserves the right to edit or remove materials and established links from the district web site at its sole discretion. The district also reserves the right to discontinue the web site if it so desires.



# **TRANSPORTATION**

## **SCHOOL BUS TRANSPORTATION**

Many children in the elementary schools are transported to school by bus. Acquainting your child with the bus stop before the school term begins will give your child confidence in traveling to and from the bus stop.

### **Notice to Students and Parents Regarding the Use of Video and Audio Equipment**

Video and audio recording equipment may be installed on school buses to monitor school transportation. Buses will be videotaped with audio and recorded at random during the school year. Buses may be equipped with video monitor boxes, in which video-recording devices with audio may be installed. Students will not be notified when a recording device has been installed on their bus. The Transportation Supervisor, a principal or a representative of Plum Borough School District may review tapes on a routine basis, and evidence of student misconduct will be documented. Students found to be in violation of bus conduct rules shall be notified and disciplinary action will be initiated under the guidelines contained in the District's discipline procedures for District approved student transportation. Additionally, please be advised that the District has numerous videotaping cameras located throughout our premises for safety and security purposes and representatives of Plum Borough School District may review tapes on a routine basis. Parents, students and their representatives are not permitted to review recordings and all records are the property of the District.

Please refer to Policy 810.2

## **SCHOOL BUS SAFETY GUIDELINES**

Pupil transportation is a vital part of the public school system. Because of the geographic features of Plum Borough, transportation is a major part of our operation. Each year our school buses travel approximately 750,000 miles. The safety of our children must be a part of this safety consciousness. They must follow certain guidelines to ensure their safety as well as the safety of their fellow students. For this reason, a set of rules and regulations for bus riding has been established.

1. Students are to be at their designated stop five minutes prior to the assigned pick-up time.
2. Students are to remain at the designated stop until the bus arrives. Students should wait at least ten feet from the edge of the highway at the designated stop. Boarding will take place in single file with no pushing, once the bus comes to a full stop.
3. When the student must cross the roadway before getting on the bus, these students must wait until the bus stops and the red lights are activated. The students must also look at the bus driver and check both lanes of traffic before crossing the roadway, during loading and unloading.



4. Assigned seats will be given at the beginning of the school year. Kindergarten students are usually kept in the front of the bus. Seating arrangements may be adjusted when discipline problems arise.
5. All students must remain in their seats during the bus ride. No student is permitted to hang out the window or to throw anything out of the windows.
6. No student is permitted to open the emergency door or window escape except upon the direction of the driver or in an emergency in which the driver is incapacitated.
7. Every student who rides a bus must get on and off at the bus stop assigned. Any student who wishes to ride a bus other than his regular school bus must have a written request signed by a parent and the building principal. The same request is required if the student needs to get off at a stop that is not his regular bus stop. The bus driver has the right to refuse such a request if the request results in an overload situation.
8. Smoking is not permitted on the school bus. Screwdrivers and other hand tools, weapons, guns, knives, water guns, bats and balls, hockey sticks, skateboards, matches, or lighters, and other items that can be a hazard or conceived as a weapon are not permitted on the bus.
9. No vulgar language or vulgarity of any kind shall be used on the bus or at the designated bus stop.
10. No eating or drinking is permitted on the bus.
11. Intentional carrying of snow or ice into the bus and the snowballing of busses are not permitted.
12. Any unwarranted conduct not specifically covered in the preceding regulations but which is determined by the bus driver, the principal, or the director of transportation to be detrimental to the safe operation of the bus, is not permitted.

**Consequences for students who violate the Bus Safety Guidelines are as follows:**

1. Verbal warning by the driver.
2. Conference between the driver and student. Driver informs student of consequences of further discipline problems. Seating arrangement may be altered at this time.
3. First Formal Write-Up: The building principal notifies the student and the parents that there is a danger of the student losing transportation privileges.
4. Second Formal Write-Up: The student and his/her parents are made aware that the transportation privileges are suspended for an amount of time as determined by the building principal. Future incidents can result in a progression in the disciplinary assessments.
5. Third Formal Write-Up: The student and parents are notified that transportation privileges for the remainder of the school year are in jeopardy. The building principal based upon his/her investigation will determine length of suspension.

It is emphasized that riding a school bus is a privilege. Serious types of misbehavior such as vandalism and the disregard for the safety of the bus driver and other students may result in immediate and indefinite suspension regardless of the number of times the student has been suspended. This is based on the building principal's investigation and assessment.

**DAY-CARE AND SPECIAL REQUESTS**

The following established guidelines provide service to the parents of Plum Borough while maintaining the accountability that is required by the Plum Borough School District.

1. Communication to the general public that this type of request is a related service and is not the responsibility of the District.
2. Transportation for day-care facility will be set before August 1<sup>st</sup>.
3. Requests are only for everyday service throughout the entire school year.
4. August 1<sup>st</sup> will be the deadline for all special and day-care requests to be completed on the appropriate transportation form available at the day-care center or in the elementary schools.
5. Transportation requests to or from a day-care center outside of the established attendance zone of a given public school will not be granted nor will buses deviate from their established routes to accommodate such transportation. Additional cost for this service is not permissible.

The school district reserves the right to discontinue this type of service and will notify the parents of the affected students in advance of any such discontinuation.

## VOLUNTEERS

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 an elementary school field trip as a chaperone, 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 School 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>

## DIRECTORY SUPERINTENDENT AND ADMINISTRATORS

Dr. Timothy Glasspool Superintendent	412-795-0100 Ext. 6362
Dr. Guy Rossi Assistant Superintendent	412-795-0100 Ext. 6360
Mr. Eugene Marraccini Director of Business Affairs	412-795-0100 Ext. 6356
Mrs. Dana Iera Ms. Kelly Gibson School Psychologists	412-795-0100 Ext. 6358 412-795-0100 Ext. 6364
Mrs. Kathi Graczyk Director of Special Education And Pupil Services	412-795-0100 Ext. 6368
Mr. Robert Holleran Facilities Supervisor	412-795-0100 Ext. 6366
Mr. Chris Burkey Director of Educational Technology	412-795-4880 Ext. 6319
Mr. Scott Mergen Transportation Supervisor	412-795-3600 Ext. 6388
Mrs. Maryann Lazzaro Food Services Supervisor	412-795-0100 Ext. 6367

## DIRECTORY OF ELEMENTARY SCHOOLS' ADMINISTRATORS

<b>Adlai E. Stevenson</b> <i>Principal</i> -Mr. Jason Knisely	100 School Road 724-733-1500 Ext. 6334
<b>Center</b> <i>Principal</i> -Mr. Jeff Hadley	210 Center New Texas Road 412-795-4420 Ext. 6380
<b>Holiday Park</b> <i>Principal</i> - Mr. Francis Sciuлло	4795 Havana Drive 412-795-4430 Ext. 6376
<b>Pivik</b> <i>Principal</i> -Dr. Gail Yamnitzky	151 School Road 412-795-4580 Ext. 6384
<b>Regency Park</b> <i>Principal</i> -Mr. Justin Stephans	606 Millers Lane 412-795-0660 Ext. 6372