



ELEMENTARY PARENT HANDBOOK

2017-2018

Quick Reference

8:40 AM	Student Arrival	Breakfast	\$ 1.25
8:55 AM	Tardy Bell	Lunch	\$ 2.45
3:30 PM	School dismissal	Milk	\$.60

District Website

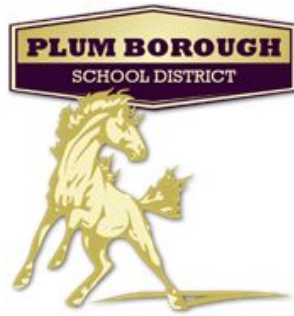
www.pbsd.k12.pa.us

District Anonymous Report Line

412-795-0100, ext. 8911

Plum Connect - Plum Connect is our automated attendance and emergency notification system. Any individual may sign up for Plum Connect notifications. If you would like to opt-in for this service, please click the [Plum Connect](#) link on the District website.

Delays/Cancellations --- When it becomes necessary to close the schools, announcements will be made on the following radio and TV stations: KDKA, WPXI, and WTAE. In addition, the use of Plum Connect as well as other broadcast media will be used to announce delays-cancellations.



Plum CommUNITY Pledge

**As a member of the Plum Borough School Community, I pledge in both my words
and actions . . .**

to work together to build pride, positivity and unity in my school and community;



**to foster a safe, welcoming, non-intimidating atmosphere and a sense of belonging for all
students, staff and community members;**



**to enhance the value of education by respecting how all cultures solve problems
in positive ways;**



to accept my role in supporting a high quality, student-centered learning environment;



to foster a sense of equity in school experiences and opportunities to enable success for all;



**to listen to the views, ideas, thoughts and beliefs of others with tolerance,
empathy and respect;**



to acknowledge, honor and celebrate the similarities and differences in others;



**to share my knowledge about culture and the contributions made by
diverse members of our society;**



to report behaviors that are discriminatory, biased or culturally insensitive;



AND, to be kind, caring and unbiased in my words and actions.

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SCHOOL DISTRICT REPORT LINE

412-795-0100, ext. 8911

The Plum Borough School District's Anonymous Report Line and Anonymous Email Report Form are intended to facilitate, via telephone and email, the reporting of sensitive information to school officials including information regarding student safety, substance abuse or potential threats to individuals or our facilities. These reporting systems are not intended to be, or serve as, an emergency hotline or email. If you need immediate assistance and/or are reporting an emergency or event that could immediately affect the school community, please call the Plum Borough Police Department at 412-793-7400 or dial 911. If you are worried about the welfare of a child and wish to share your concerns, please contact the Pennsylvania ChildLine and Abuse Registry at 412-473-2000 or 1-800-932-0313. These calls are anonymous, you do not have to give your name or contact information.

Voicemails submitted on our report line will be forwarded electronically to a predetermined school official(s) and, at the school administration's option, to local law enforcement agencies for possible investigation or further action. When using our report line, please make sure to speak clearly and slowly so the system can record your message as accurately as possible. Messages can be left 24 hours a day, seven days a week.



ATTENDANCE

[Board Policy 204](#)

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. Despite this reality, students and parents are required to 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 (parent and medical) must be submitted to school within three (3) school days of a student's return after an absence, then the absence will be permanently marked as unexcused. Parents/Guardians can write a note to excuse a child from school for up to 10 absences. Any absence beyond 10 days will require a note from a doctor excusing the child from school.

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, written notification will be mailed to the parent/guardian that includes a description of the consequences that will follow if student continues to be truant.

If a student reaches four (4) unexcused absences, the district will contact the parent/guardian for an attendance improvement conference and they will be required to meet with school officials to discuss truancy elimination strategies for their child.

Once a student reaches 6 unexcused days, the student is considered "Habitually Truant". At this point the district may take one or all of the following actions:

- Referral to a school or community-based attendance program,
- Referral to the county children and youth agency (CYS) for services as a dependent child under the Juvenile Act.
- Truancy Charges may be filed with the local district magistrate

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.

EDUCATIONAL TRIPS

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:

1. The parent/guardian submits written notice or [Educational Trip Form](#) if absence is for 5 or more days, for excusal prior to the absence.
2. The student's participation has been approved by the Superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

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 accumulate (3) unexcused absences will also receive written notification. Should a student continue to accumulate unlawful/unexcused absences after the written notice, the parent/guardian and student will be required to meet with an administrator for an attendance improvement conference to establish a truancy prevention plan. Any unexcused absence beyond three (3) days may be referred to the District Magistrate.

WITHDRAWAL FROM SCHOOL

[Board Policy 208](#)

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

The Plum Borough School District website (www.pbsd.k12.pa.us), Plum Connect, as well as stations KDKA and WTAE are the designated outlets for all announcements relating to the closing or reopening of schools due to an emergency or severe weather situation. Do not call the school, individual school administrators, teachers or School Board members. Parents are encouraged to sign up for the Plum Connect notification system. Information on signing up for [Plum Connect](#) is located on the District Website home page on the bottom right corner.

HOMEBOUND INSTRUCTION

[Board Policy 117](#)

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.

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.

Registration information is available after February 1st in the school office or online at pbsd.k12.pa.us.

WHAT TO WEAR - DRESS CODE GUIDELINES

[Board Policy 221](#)

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.
FLIP-FLOPS MAY NOT 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

[Board Policy 218](#)

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

[Board Policy 249](#)

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

[Board Policy 218.1](#)

Possession of any weapon (including but not limited to any knife, cutting instrument, cutting tool, nunchaku, 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 is 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

[Board Policy 222](#)

All Plum Borough Schools are Smoke-Free facilities. Act 145 amends Title 18 (Crimes and Offenses Code) to prohibit students from possessing and using tobacco products on school property, this also includes “vaping” products. 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

[Board Policy 227](#)

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

[Board Policy 248](#)

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 including (but not limited) 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 15th day of school***. After the 15th day, for any **new student** enrollment, a letter of objection must be received ***by the 15th day from enrollment***. Typically, this work would include your child's name and grade/evaluation of the work.

DISCIPLINE CODE**Elementary
Level I**

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

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

**DISCIPLINE CODE
Elementary
Level II**

LEVEL II	EXAMPLES	PROCEDURES/ ALTERNATIVES	DISCIPLINARY- Options/Responses
Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.	Including but not limited to the following: <ul style="list-style-type: none"> • Continuation of unmodified Level I behavior • Using forgery • Threats to others 	Phone call or written communication to parent/guardian concerning infraction.	<ul style="list-style-type: none"> • Modified day • Positive behavior modification • Temporary removal from class • Refer to school psychologist and outside organizations.
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>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>	

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

DISCIPLINE CODE
Elementary
Level III

LEVEL III	EXAMPLES	PROCEDURES/ ALTERNATIVES	DISCIPLINARY- Options/Responses
Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.	Including but not limited to the following: <ul style="list-style-type: none"> Continuation of unmodified Level II behavior Vandalism Failure to comply with existing school regulations Unauthorized occupation of school premises and facilities Harassment Fighting 	<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"> Temporary out-of-school suspension Full out-of-school suspension Alternative Program Arrest

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

DISCIPLINE CODE
Elementary
Level IV

LEVEL IV	EXAMPLES	PROCEDURES/ ALTERNATIVES	DISCIPLINARY- Options/Responses
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.	Including but not limited to the following: <ul style="list-style-type: none"> Unmodified Level III behavior Extortion Bomb Threat Possession/Use/Transfer of weapons Assault/Battery Vandalism Possession/Use of unauthorized substances (drugs, alcohol, marijuana) Theft/Possession/Sale of stolen property Arson Furnishing/Selling/ Possession of unauthorized substances Inciting/Participating in a confrontation or school disruption 	<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"> Expulsion Alternative program Other Board action which results in appropriate placement Arrest

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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:

- 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 15th day of school. After the 15th day, for any new student enrollment, a letter of objection must be received by the 15th day from enrollment.

FOOD SERVICE AND SCHOOL NUTRITION

[Board Policy 808](#)

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.

MEAL PRICES

Breakfast	\$ 1.25
Lunch	\$ 2.45
Milk	\$.60

PBSD FOOD SERVICE/NUTRIKIDS PAYMENT SYSTEM

The Plum Borough School District Food Service uses a computerized system for meal purchases at each of our 6 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 student's 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 online 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 PBSB. 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 student's account and are available to him/her when purchasing lunch, breakfast or "extra" snacks. The cost for lunch is \$2.45, reduced lunches are \$.40 and reduced breakfasts are \$.30. A choice of ala carte items, "extras", are priced per item. Full breakfasts are \$1.25.

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 online by registering at 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's account. To use this online 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 online feature.

Parents who sign up at 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. . 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 \$11.75. If a lunch account enters into a negative balance, the student will be given a 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".

FOOD SERVICE DEBT COLLECTION PROCEDURE

The first of each month (Oct. - March), letters are sent via parent portal and/or U.S. mail notifying households of a negative lunch balance. If debt is not paid within 2 weeks, a second notice is sent to households via U.S. mail and/or parent portal, notifying the households the account must be paid in full, or the Food Service Department must be contacted to set up a potential payment plan.

On April 15th, any student that incurs a negative lunch balance of \$11.75+ will receive a letter via U.S. mail and/or parent portal. If payment is not made within two weeks of our April 15th mailing, a personal phone call and a 2nd notice letter will be sent to the household via U.S. mail requesting payment. If payment is not received by the end of the 2nd week of May, a second phone call will be made to the household along with a certified letter stating if payment is not received in 2 weeks, names will be submitted to the Local Magistrate Office in order to pursue debt collection. **NOTE:** The Food Service & Nutrition Department feels it is important that students not be denied access to a meal during the school year.

CONFIDENTIALITY

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 express 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.

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.

ALA CARTE - FOOD/SNACKS

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

- Portion sizes will not exceed the serving sizes in the National School Lunch or School Breakfast Program, 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, or provide 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 are 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 must be prepared in a certified kitchen (not homemade), and should be pre-wrapped for take home in treat bags.

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 NutriKids 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 .

If you have any questions, please call the Food Service Department at (412) 795-0100 Ext. 6349.

HEALTH SERVICES

[Board Policy 209](#)

Health services are available in every building, staffed by healthcare 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 Form Link	- Grades K, 6 and 11
Dental Examination Form Link	- 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 links above and the district website under Departments, 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 15th 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 15th 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 any time after January 15th 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

[Board Policy 209.1](#)

When accidents or illnesses 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 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 form up-to-date and inform the school of changes of phone numbers or persons listed.

ACCIDENT INSURANCE

[Board Policy 211](#)

Each year the District provides the opportunity for the family to secure school related insurance for the student at 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. The policy offers several plans with the premium varying according to the coverage. The school is not the insurance carrier; it simply selects and enters into an agreement with the insurance company for their service. Applications can be found by clicking in this link provided [Application link](#) or by going to the "Departments" tab on the PBSO website, selecting Athletics, and then Supplemental Insurance from the menu bar on the left.

ADMINISTERING MEDICATIONS TO STUDENTS

[Board Policy 210](#)

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:

1. ["Authorization for Medication to be Given at School" form.](#)
2. **Written Order from a Licensed Prescriber** - 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 licensed prescriber. The pharmacy label does not suffice as this written order.
3. **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: [Board Policy 210.1](#)**

- | | |
|----------------------------------------------------------|---------------------------------------------------------------|
| ✓ Self-Administration of Asthma Inhalers | ✓ Self-Administration of Epinephrine Injector |
| ✓ Student Asthma Action Plan | ✓ Information for Student w/Severe Allergy |

4. **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 emergency medication such as an asthma inhaler or epinephrine injector. The licensed prescriber must designate in the order on file that the student is qualified and able to carry & self-administer the medication. Another exception is for students who must wear an insulin pump, where the medication is contained inside the device.
5. **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**.
6. **Over-the-Counter Medications** - Medications must be in the manufacturer's original packaging, and labeled by the parent with the student's name.
7. **Persons Administering Medications** - Medications may be administered by the nurse, if the guidelines above are met. Otherwise a parent or other adult designated by the parent such as a grandparent, etc. may come into the school to give a necessary medication until such time that an order can be obtained.
8. **Transporting Medications** - Students should not carry medications to or from school. A responsible adult should bring medications to and pick up medication from the health room. Any medication not picked up by the end of the last day of school will be discarded unless alternate arrangements have been made with the school nurse.
9. **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.
10. **Noncompliance with the Above Policy** - Noncompliance will result in the medication not being given at school.

IMMUNIZATIONS

[Board Policy 203](#)

PENNSYLVANIA LAW REQUIRES THAT your child be excluded from starting school if he or she does not have at least one dose of every required vaccine. **ALSO WITHIN 5 DAYS OF STARTING SCHOOL**, the school must be provided with proof that your child has received all "Required Vaccines." If further doses of needed vaccine(s) are not medically appropriate during the first 5 days of school, then on or before the fifth day, you must submit a medical plan, signed by your healthcare provider, listing dates the remaining doses will be given.

For more info go to www.dontwaitvaccinate.pa.gov

All Students in Grades K-12 need:

- ❖ 4 doses of DTaP, DTP, DT, or Td - diphtheria/tetanus/acellular pertussis (1 dose on or after the 4th birthday)
- ❖ 4 doses of polio (4th dose on or after the 4th birthday and at least 6 months after previous dose given)
- ❖ 2 doses of MMR - measles/mumps/rubella
- ❖ 3 doses of Hepatitis B
- ❖ 2 doses of Varicella - chickenpox (or evidence of immunity through a written statement from physician/designee indicating month and year of disease or serologic proof of immunity)

All Students in Grades 7-12 also need:

- ❖ 1 dose of DTaP - diphtheria/tetanus/acellular pertussis (to enter 7th grade)
- ❖ 2 doses of MCV - meningococcal conjugate vaccine
 - 1st dose to enter 7th grade (11-15 years old)
 - 2nd dose to enter 12th grade (on or after the 16th birthday)

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.

Also, anyone requesting a medical or religious exemption from the above requirements must also contact the school nurse. Non-compliance with the vaccination regulations may result in your child being excluded from attending school as per the ACHD and the Pennsylvania Department of Health regulations.

PUPIL SERVICES

NON-DISCRIMINATION POLICY

[Board Policy 103](#)

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 in a small group setting. 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 through sixth 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. Parents are kept abreast of the Title I program through progress reports and Title I parent meetings. Parents are encouraged to be active members of their school community by sharing ideas with school teams.

SUPPORT FOR STRUGGLING LEARNERS

Multi-Tiered System of Support (MTSS) / Response to Intervention and Instruction (RTII)

What is MTSS - RtII?

MTSS - 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.

STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program (SAP) is designed to help students who have problems that interfere with their academic success at school. Students who may have problems with attendance, discipline, family issues, mental health concerns, or drugs and alcohol may be referred to their building's SAP Team.

Every building in the PBSB has a trained SAP Team consisting of a principal, guidance counselor, and teachers who have been trained to identify and assist in creating an intervention plan by working collectively with the student and his or her family in a positive manner to assist in resolving issues which are impeding learning.

In addition to the Student Assistance Program, the Plum Borough School District works along with Family Services of Western Pennsylvania to offer School-Based Outpatient

Therapy for interested students and families. School-Based Outpatient Therapy can provide the following services within the school structure:

- Consultation and education to school personnel, students and parents in their area of expertise such as mental health, substance use and abuse, and assistance with school policy;
- Initial assessment of students who may have a variety of academic, behavioral, and/or personal difficulties which interfere with daily functioning;
- Referral services to appropriate school or community resources (this program does not offer treatment services);
- Crisis intervention services in school;
- Prevention and supportive groups to students and educational materials to parents and teachers.

If you are interested in more information regarding our Student Assistance Program or School-Based Outpatient Therapy, please contact your building principal or guidance counselor.

SPECIAL EDUCATION PROGRAMS

[Board Policy 113](#)

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.

SAFETY/SECURITY

[Board Policy 805](#)

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.

EMERGENCY DRILLS

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 front of the handbook for building phone number. To contact a teacher directly, call the building, follow the message prompts and be prepared to leave a message. Every teacher has voicemail service.

SCHOOL DAY

SCHOOL'S DAILY SCHEDULE

[Board Policy 804](#)

8:00 AM	Offices open
8:40 AM*	Student arrival
8:55 AM	Classes begin
3:30 PM	School dismissal
4:00 PM	School offices close

***Because there is no supervision, students are not permitted to enter the school building before 8:40 AM. ***

CELL PHONES AND ELECTRONIC DEVICES

[Board Policy 237](#)

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, or 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 249](#) for information about cyberbullying.

CURRICULUM AND INSTRUCTION

[Board Policy 105](#)

The Plum Borough School Board is responsible for developing, assessing and improving the educational programs 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, STEM 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

[Board Policy 121](#)

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

[Board Policy 130](#)

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
Second-Third grades
Fourth-Sixth grades

0-20 minutes per night
15-45 minutes per night
30-90 minutes per night

LIBRARY & DIGITAL MEDIA

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.

SPECIALS

ART

In Elementary Art, we work with similar components of art from Kindergarten to sixth grade. The difficulty level and expectations increase as the grade levels ascend. Art is guided by a given set of elements and principles. Art history, based on artists, art movements and processes is a catalyst for much of our work. We tie into classroom curriculums as often as possible. Math, science, reading, language and social studies are all components that can be enhanced through visual arts. All students receive 40 minutes of art per week.

In kindergarten, we concentrate on color names, shape identification and varieties of line. We work on placement, patterns, sequencing and following directions. Since students come to us with a wide range of gross and fine motor skills, we design age appropriate, challenging lessons to help them develop in those areas. Students are introduced to famous artists, authors and illustrators. They work with two dimensional and three dimensional projects in a variety of mediums. Lessons are tied to ideas being taught in the regular classroom when possible. Students learn how Art relates to the world around them.

As the students progress through the grade levels, lessons continue to be age appropriate but become more complex. Famous artists, styles of art work and work from other cultures are a basis for some of their projects. We continue to work with the elements and principles of art, but go into more detail with individual projects. We use a variety of techniques and processes to accomplish this. As students mature, although they may be using the same medium as they did in kindergarten or first grade, the expected results should be more advanced. Students begin to demonstrate understanding of how art is an expression of who they are or their response to the world around them.

LIBRARY & DIGITAL MEDIA

The elementary library curriculum teaches students how to use the library effectively; become lifelong learners and effective users of ideas and information.

The following ideas are taught:

1. Appreciation of literature and the various genres
2. Choosing the right book based on personal preference.
3. Formulating questions based on information needs.
4. Developing and using strategies for locating information.
5. Using reference materials: print and online.

The librarian collaborates with classroom teachers in various units of study.

MUSIC

At the elementary level we experience music through creating, performing, analyzing and describing music through a number of activities. These range from singing, playing an instrument, reading and writing, listening, and connecting to the history and culture of music. If students find their passion in music there are many opportunities for enrichment. Students are introduced to playing an instrument as an ensemble in 3rd grade with the recorder. They have the option to join the band or orchestra program when entering 4th grade. Choir becomes an option in 5th and 6th grade for enrichment as well.

PHYSICAL EDUCATION

Our goal in physical education is to educate and encourage our students to understand the benefits associated with good health, physical fitness habits and teach those skills needed to attain, utilize and maintain them. This knowledge will then be used to enjoy and promote an ongoing healthy, active adult lifestyle.

During physical education classes, students will:

1. Participate in activities that will improve eye-hand and eye-foot coordination.
2. Use motor movements in classroom activities.
3. Develop responsible social behavior through cooperative games.
4. Move and practice skills through rhythms and music.
5. Experience activities to enhance fitness components.
6. Develop gross motor skills.
7. Understand that physical activity provides enjoyment, challenges, self-expression, social interaction and wellness.
8. Acquire leadership skills to help encourage other classmates.
9. Develop self-confidence to strive in today's society.

STEAM STUDIO

STEM Studio challenges all students in grades K-6 to become problem-solvers while developing IT skills and collaborating with classmates. Students learn about the Engineering Design Process (Ask, Imagine, Plan, Create and Improve) and use it as a driving force behind each project and challenge. Students incorporate informational technology in their projects and acquire new skills while completing activities. STEM Studio uses applied grade level Science topics with integrated technology, engineering skills and grade level Math concepts to complete problem-based projects and challenges. STEM Studio focuses on working effectively as a group in order to achieve a common goal. STEM Studio prepares students to become critical thinkers, cooperative group members and lifelong learners as they move forward in their education.

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 2nd, 3rd and 4th grading periods for kindergarteners. With the exception of Kindergarten, of whom uses a standards report card, 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 "F".

PARENT PORTAL

The Sapphire [Parent Portal](#) is an online 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 (PSSA) in English/Language Arts, Math, and Grade 4 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.

TERRANOVA INVIEW TEST

This test measures cognitive abilities that include verbal reasoning, sequences, analogies, and quantitative reasoning. The results reliably measure skills and abilities important for academic success, help plan effective programs for students, diagnose possible learning disabilities, and screen students for placement into special programs. The TerraNova Inview will be administered to all 2nd graders.

TECHNOLOGY

[Board Policy 815](#)

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 guarantee 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.

WEBSITE USE AND LINKING

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

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

BRING YOUR OWN DEVICE

[Board Policy 237](#)

The Plum Borough School District has adopted a **Bring Your Own Device (BYOD)** policy for all schools in the district. The full policy is included with this correspondence. This policy will allow students to bring many of their own technology devices to school for use in our classrooms. We will now be incorporating the use of such items as laptops, iPads, netbooks and cell phones with browsing capabilities for **educational purposes**. Gaming devices are not acceptable educational devices. Similar to other personally owned items, the district is not liable for the loss, damage, misuse, or theft of personally owned devices.

This notification is to inform and guide you through the onset of the BYOD policy opportunity. Please note that students who aren't able to bring in outside technology will continue to be able to utilize our school equipment. No student will be excluded from innovative instruction.

Expectations:

1. Students will use appropriate devices in classrooms entirely at teachers' discretions.
2. All devices are to be kept on silent mode during the school day.
3. ***Camera use and video recording are strictly prohibited.***
4. Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during class time.
5. Phone calls during the school day are not to be made from personal devices. Please continue to use the main office phone.
6. Students are permitted to access only the school's network through personal devices, not private networks. More information will be provided to students for accessing the available network.
7. Students who do not surrender their electronic device if requested by a teacher due to a violation of the BYOD procedures will be subject to additional disciplinary action for insubordination.

Extreme caution must be exercised in regards to the content stored in students' personal devices. Serious level offenses can arise with the possession of personal devices on school grounds containing inappropriate or pornographic pictures/video clips, inappropriate or harassing text messages, and information stored for the purposes of cheating academically. The district will not be held responsible for any lost, damaged, misused, or stolen personal devices.

Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization. Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction. Any devices that are confiscated by a teacher will be turned into the main office and cannot be retrieved until the end of the day.

Consequences of Electronic Device Misuse:

- 1st offense = confiscate device
- 2nd offense = confiscate device, administrative detention
- 3rd offense = confiscate device, in-school suspension, ***parent must retrieve device***
- 4th offense = confiscate device, progressive discipline, ***parent must retrieve device***

TRANSPORTATION

[Board Policy 810](#)

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.

USE OF VIDEO AND AUDIO EQUIPMENT

[Board Policy 810.2](#)

Notice to Students and Parents

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.

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 aspect of our operations. Each year our school buses travel approximately 750,000 miles. The safety of our children is our priority. Students 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 buses 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.

DAYCARE 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 daycare facility will be set before August 1st.
3. Requests are only for everyday service throughout the entire school year.
4. August 1st will be the deadline for all special and daycare requests to be completed on the appropriate [Transportation Form](#). Click this link or the form is also available at the daycare centers and in the elementary schools.
5. Transportation requests to or from a daycare 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

[Board Policy 916](#)

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 submitted must be dated within one year of its date of issue, and are then valid for three (3) years from issue date. Every three (3) years new clearances will need to be submitted to continue being an approved chaperone.

If you are interested in attending a school field trip as a chaperone, you will need to submit these clearances through the district website under the Resources tab, then click Volunteer, or [click here](#) for a link:

Currently, the Act 34: PA Criminal History Clearance and the Act 151: Child Abuse Clearance cost are free if you are submitting as a volunteer. The Act 114: FBI Fingerprinting Clearance does have a cost associated. Once you register and pay for this clearance you must find a fingerprinting location and be fingerprinted within 90 days of the registration date, or you will need to reapply and pay for a new registration form as they do expire. Links to all 3 of these clearance websites are available through the Volunteer Resource tab on the school district website and also listed below.

Once you have copies of all three clearances, you will create your volunteer account on the PBSO website through the Volunteer Resource tab and download each clearance. Once you have successfully downloaded and submitted your volunteer application to the district, you will be emailed a link to complete required video training and policy review.

Links to documents:

Act 34 PA Criminal History

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

Act 151 - Child Abuse

<https://www.compass.state.pa.us/cwis/public/home>

Act 114 - FBI Fingerprinting (on this website select the PA Department of Education portal)

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