



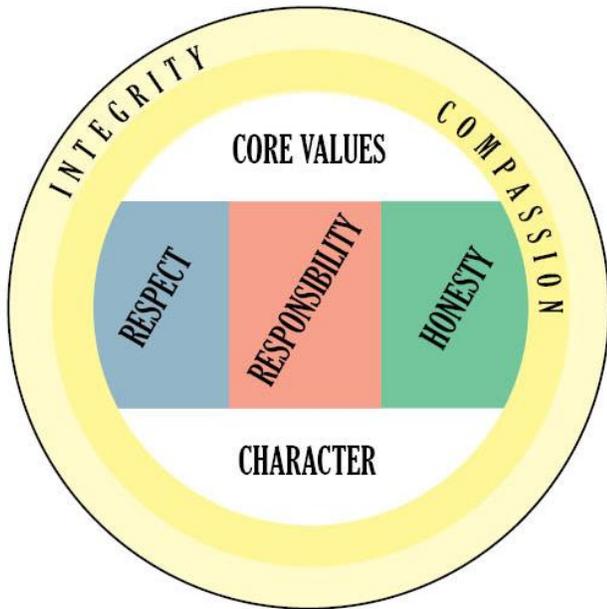
**Peters Township School District
Elementary Student Handbook (K-3)
2015~2016**



Bower Hill Elementary



Pleasant Valley Elementary



Respect

Showing high regard for an authority, other people, self and country. Treating others as you would want to be treated.

Responsibility

Being accountable in word and deed. Having a sense of duty to fulfill tasks with reliability, dependability and commitment.

Honesty

Telling the truth. Admitting wrongdoing. Being trustworthy and acting with integrity.

Compassion

Caring in action. Treating others with kindness, generosity and a forgiving spirit.

Integrity

A firm adherence to a code of core values, ideals and beliefs. Being honest, trustworthy and incorruptible.

The Core Values Continuum

The Core Values Continuum (CVC) represents the core values of the Peters Township School District and Community. It is our intent that our service reflects these qualities and character traits. With this belief in mind, we have organized our handbook to reference the many ways that our policies, procedures and practices are aligned with this continuum.

The core values of the Peters Township Character Counts Initiative - Respect, Responsibility and Honesty are at the center of the CVC. These ideals serve as the basis upon which we are committed to serve our community. The core values are encompassed by Compassion and Integrity to illustrate our commitment to act with a kind and caring spirit in alignment with these virtues.

We have defined the virtues that make up the continuum (above). In addition, we have provided an explanation of how the continuum and our commitment to these important virtues can enjoin us to work, live and serve together for the betterment of our community, ourselves and one another.

According to Dr. Thomas Lickona, noted professor and author, character education is the deliberate effort to develop virtues that are good for the individual and good for society. The objective goodness of virtues is based on the fact that they: affirm our human dignity, promote the well-being and happiness of the individual, serve the common good and define our rights and obligations.

These virtues meet the classical ethical test of reversibility (Would you want to be treated this way?). They are universal in that they transcend a wide variety of applications. (Would you want all persons to act this way in a similar situation?).

What is Character Education?

Character education can be defined as all that occurs in schools that impact the character development of students. This includes intentional efforts and practices, as well as all that is learned through unplanned aspects of life in the school, all interactions, behaviors and expressions of individuals, groups and organizations.

The Peters Township Board of School Directors strongly supports the character related efforts within the District and has adopted two resolutions to show their formal dedication to these core values in both education and athletics. (Please see Character Counts and “Youth Exemplifying Sportsmanship” information in the handbook.)

From the Superintendent

Dear Parents,

Welcome to a new year in the Peters Township School District! This handbook has been developed to provide useful information about the District and your child's school for the coming year.

Inside these pages you will find information that details school routines and procedures. While we have attempted to cover many questions and situations in this book, additional information – contact numbers and e-mail, Board meeting information, policies and more – can also be found on the District website at www.ptsd.k12.pa.us.

As a School District, and as a community, we are dedicated to excellence in all that we do. We are committed to working with you in the service of our children.

Dr. Jeannine French

Superintendent

Board of Education

Thomas W. McMurray ~ *President*
Rebecca A. Bowman ~ *Vice President*
Lisa Anderson
Ronald Dunleavy
Lynn Erenberg
Sandy Gregg
Dr. Jamison Hardy
William Merrell
Sue Smith

District Administration

Jeannine French, Ph.D.
Superintendent of Schools
Jennifer Murphy, Ed.D.
Assistant Superintendent
Michael W. Fisher
*Asst. to the Superintendent for
Curriculum, Instruction and Assessment*
Patricia A. Kelly
Director of Pupil Services
Shelly W. Belcher
Communications Coordinator
Vincent M. Belczyk
Board Secretary/Business Manager
Tracy Bidoli
*Asst. Supervisor of Buildings, Grounds
& Transportation*
Mary C. Burford
Assistant Business Manager
Ronald J. Gault
Director of Buildings & Grounds
Brian Geyer
Athletic Director
Christina Kretchum
Director of Food Service
Adam R. Swinchock
Director of Instructional Technology
Brandon Womer
Supervisor of Buildings & Grounds
Louise Woods-Rzepka
Human Resources Coordinator

The purpose of the Student Handbook is to give School District students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools. In a case of conflict between Board policy and the provisions of this handbook, the Board policy most recently adopted by the Board will govern.

Students and parents/guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. Any changes that take place following the publication of this handbook will generally supersede the provisions found in the handbook, which will be updated for the next year. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the District. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff, and parents/guardians.

The Peters Township School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle inquiries regarding the non-discrimination policies:

Compliance Officer for Section 504 services, activities, facilities accessible to and usable by persons with disabilities is Patricia Kelly, Director of Pupil Services; Compliance Officer for Employment, civil rights or grievance procedures is Louise Wood-Rzepkas, Human Resources Coordinator; Compliance Officer for non-discrimination in classroom practices and non-Athletic Title IX complaints is Dr. Jennifer Murphy, Assistant Superintendent; Compliance Officer for Title IX Athletics is Brian Geyer, Athletic Director. Contact information for Compliance Officers is listed on page 12.

Table of Contents

| TOPICS | PAGE # |
|--|---------------|
| The Core Values Continuum | 2 |
| Message from the Superintendent | 3 |
| Board of School Directors | 3 |
| District Administrators | 3 |
| Purpose of the Common Handbook | 3 |
| Compliance Officers | 3 |
| Common Handbook Introduction | 9 |
| Our School District | 9 |
| Our District Mission | 9 |
| Our District Vision | 9 |
| Our Responsibilities | 10 |
| Responsibilities of Students | 10 |
| Responsibilities of Parents | 10 |
| Responsibilities of Teachers | 10 |
| Responsibilities of the Principal and Assistant Principal(s) | 11 |
| Responsibilities of Other School Personnel | 11 |
| Responsibilities of the District's Administration and School Board | 11 |
| SECTION I: District Information | |
| District Calendar | 12 |
| Administrative Staff Directory | 13 |
| SECTION II: Student Information | |
| Assessment and Evaluation of Student Progress | 14 |
| Attendance and School Absences | 14 |
| It is the Law | 14 |
| Attendance Requirement for Participation in Extracurricular Activities | 14 |
| Extended Absences | 14 |
| Preplanned Educational Tour or Trip | 15 |
| Boosters/Support Groups | 15 |
| Building Security/Visitors to the School | 16 |
| Bullying or Cyber Bullying | 16 |
| Bus Procedures | 16 |
| Bus Assignments | 16 |
| Bus Drills | 16 |
| Special Transportation Request | 17 |
| Cameras & Audio Recording Devices | 17 |
| Care of School District Materials | 17 |
| Character Counts Resolution | 17 |
| Y.E.S. Resolution | 17 |
| Confidential Communications of Students | 17 |
| Controlled Substance/ Paraphernalia, Drugs, and Alcohol | 18 |
| Corporal Punishment | 18 |
| Disciplinary Procedures | 18 |
| Off Campus Conduct | 18 |
| Loss of Privileges | 19 |
| Enrollment | 19 |

| | |
|--|----|
| Expression, Distribution and Posting of Materials | 19 |
| Distribution/Posting of Non-School Material on School Property | 20 |
| Protected Student Expression | 20 |
| Off-Campus/After Hours Expression | 20 |
| Unprotected Student Expression | 20 |
| Student Expression in Media and Publications | 20 |
| Facilities Usage | 20 |
| False Alarms/Calls/Threats or Tampering with Safety Equipment or Devices | 20 |
| Flag Salute and Pledge of Allegiance | 21 |
| Forms | 21 |
| Gifts, Grants, and Donations | 21 |
| Harassment or Sexual Harassment | 21 |
| Complaint Procedure | 22 |
| Appeal Procedure | 23 |
| Hazing | 23 |
| Instructional Material | 24 |
| Homework | 24 |
| Laser Pointers | 24 |
| Open House | 24 |
| Promotion and Retention | 24 |
| Public Conduct on School Property | 24 |
| Safety Drills | 25 |
| School Closings and Delays | 25 |
| Searches | 25 |
| Authority to Search Upon Individualized Suspicion | 25 |
| Random/General Searches with No Individualized Suspicion | 25 |
| Searches Upon Consent | 25 |
| Searches by or at Request of Law Enforcement Officials | 26 |
| Locker Inspections and Searches | 26 |
| Breathalyzer/Portable Breath Test | 26 |
| Handling and Disposal of Items Found in the Course of Searches | 26 |
| Skateboards, Roller blades and Skates | 26 |
| Standardized Testing | 27 |
| Student Complaint Process | 27 |
| Student Fundraising | 27 |
| Student Grades | 27 |
| Web Access to Grades and Additional School Information | 27 |
| Grade Reports | 28 |
| Student Photos/Images for Publicity Use | 28 |
| Student Records | 28 |
| Student Responsibilities | 28 |
| Student Trips | 30 |
| Surveys of Students | 30 |
| Technology Use | 30 |
| Expectation of Privacy | 31 |
| Tobacco | 31 |
| Valuables | 31 |
| Visitor Management | 31 |
| Volunteers | 32 |
| Weapons and Dangerous Instruments | 32 |

| | |
|--|----|
| Withdrawals | 33 |
| When Transferring to Another School | 33 |
| Permanent Withdrawal | 33 |
| SECTION III: Student Code of Conduct | |
| Discipline Responses: Level I | 34 |
| Discipline Responses: Level IIA | 35 |
| Discipline Responses: Level IIB | 36 |
| Discipline Responses: Level III | 37 |
| SECTION IV: Student Services | |
| English as a Second Language | 38 |
| Gifted Support | 38 |
| Health Services | 38 |
| Accidents, Injuries, and Illness | 38 |
| Emergency Cards | 39 |
| Immunization and Communicable Diseases | 39 |
| Medication Policy | 39 |
| Physical and Dental Examinations | 39 |
| Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors | 39 |
| Severe Food Allergies | 40 |
| Wellness of Students | 40 |
| School Counseling Services | 40 |
| Special Education Services | 40 |
| Student Assistance Program | 41 |
| SECTION V: School District Student Policies | |
| Overview: School District Policies | 42 |
| SECTION VI: Bower Hill and Pleasant Valley | |
| Welcome | 44 |
| Curriculum | 45 |
| Language Arts | 45 |
| Mathematics | 45 |
| Science | 46 |
| Social Studies | 46 |
| Special Content Areas | 46 |
| Vocal Music | 46 |
| Physical Education | 46 |
| Art | 46 |
| Spanish | 46 |
| Library | 47 |
| Internet | 47 |
| Technology | 47 |
| Student Services | 47 |
| Classroom Support | 47 |
| Instructional Support Teams (IST) | 48 |
| Elementary Counseling | 48 |
| Reading Support (Bower Hill) | 48 |
| Title I (Pleasant Valley) | 48 |
| Enrichment Support | 48 |
| General Procedures | 48 |
| Dismissals, Early | 48 |
| Dismissals, After school | 49 |
| Make-Up Work | 49 |

| | |
|--|----|
| School Hours | 49 |
| Tardiness | 49 |
| Positive Behaviors and Effective Habits within the Character Continuum | 50 |
| Elementary School Expectations | 51 |
| Disciplinary Procedures | 52 |
| School Rules | 52 |
| Rule Infractions | 52 |
| Consequences | 52 |
| Bullying | 52 |
| Homework Procedures | 53 |
| Completion of Assignments | 53 |
| Missed Assignments | 53 |
| Schoolwide Safety Procedures | 53 |
| Delivery of Materials | 53 |
| Incoming Phone Calls | 53 |
| Transportation Procedures | 53 |
| Arrival Procedures | 53 |
| Dismissal Procedures | 54 |
| Other Transportation | 54 |
| Parking | 54 |
| Speed Limit | 54 |
| Walkers | 54 |
| Home / School Communication | 54 |
| Conferences | 54 |
| Teachers | 55 |
| Principals | 55 |
| Information Meetings | 55 |
| Parent Teacher Association | 55 |
| Other Parent Involvement Programs | 55 |
| General Information | 55 |
| Access to Records | 55 |
| Animals/Pets | 55 |
| Assemblies | 56 |
| Birthday Recognition | 56 |
| Change of Address or Telephone | 56 |
| Classroom Visitations | 56 |
| Computer Usage | 56 |
| Dress | 56 |
| Elevator Key | 56 |
| Food Service | 57 |
| Forms | 57 |
| Holiday Parties | 57 |
| Homeroom Assignments | 57 |
| Illness | 57 |
| Lost and Damaged Books | 57 |
| Lost and Found | 57 |
| Notes, Messages, Lunches and Deliveries | 57 |
| Physical Education | 58 |
| Promotion/Retention | 58 |
| Recess | 58 |
| School Pictures | 58 |

| | |
|-----------------|----|
| Toys/Valuables | 58 |
| Code of Conduct | 59 |
| Key Contacts | 60 |

Introduction

This handbook is intended to provide pertinent and useful information about the School District and school building procedures and policies. By working together at all levels, we can ensure that all children learn in a safe, high quality educational environment. School board policies, core curriculum information and current school procedures, programs and activities can be accessed via the District web site at www.ptsd.k12.pa.us.

Our School District

The Peters Township School District serves over 21,000 residents who live in the Washington County community of Peters Township, a 19.8 square mile, rural and suburban area south of Pittsburgh, Pennsylvania. In 1800, the first school was constructed in Peters Township: a simple, one-room log cabin. Since that time, we have grown into a school system that meets the educational needs of approximately 4,300 students in grades kindergarten through twelve. The District operates two (2) K-3 elementary schools, one (1) 4-6 elementary school, one (1) 7-8 middle school, and one (1) high school. The School District's academic program incorporates the key elements of 21st century learning including critical thinking, problem solving, creativity, innovation, collaboration, technology and life skills.

The District has consistently been recognized as one of the top performing Districts in the Commonwealth. In 2015, the Pittsburgh Business Times ranked Peters Township seventh among 105 local public school districts and 15th among all districts across the State. We are also proud to have two nationally recognized Blue Ribbon Schools in the District – Pleasant Valley Elementary earned the distinction in 2011 and Peters Township Middle School in 2013.

Peters Township has been recognized as a National School District of Character by the Character Education Partnership in 2010. The CEP panel of experts has given this honor to an elite list of thirteen (13) schools and two (2) school districts nationwide. Peters Township earned this award for character education initiatives spanning from kindergarten through high school.

Our District Mission

Peters Township School District will promote academic excellence, build leadership, and inspire character as a prominent Pennsylvania School District measured by state and national standards.

Vision Statement

Peters Township School District, as a public school entity, will enable students to realize their potential to learn, live, lead and succeed.

Shared Values

We Believe

- All students have value, the ability to learn, and deserve the opportunity to receive a high quality education.
- Educational excellence is achieved through the collaborative efforts of students, family, school and community.
- Valuing individual diversity encourages respectful and clear communication both locally and globally.
- Technology, the arts, service learning, athletics, and extra-curricular activities empower students to explore their talents and creatively shape their future.
- Variety in teaching and learning strategies will encourage rigor and relevance in an ever-changing world.

Our Responsibilities

The school community is made up of the student body, the teachers, the administrators, the school board, the parents, and all community members of Peters Township. To establish and maintain a school atmosphere in which everyone's personal worth and dignity are respected, the entire school community must work together. As members of the school community, we assume the following responsibilities.

Responsibilities of Students

It is the responsibility of each student to:

- Be honest and ethical: Respect, Responsibility, Honesty.
- Put forth his/her best efforts in the classroom to develop and improve his/her learning.
- Contribute to making the school a better place in which to learn.
- Exercise proper care when using school equipment.
- Assist in protecting the health, safety, and welfare of the school community.
- Be aware of the rules and policies of the school and follow them.
- Attend school daily and report to all classes on time.
- Make the necessary arrangements to make up work when absent from school.
- Respect school property.
- Follow the dress code.

Responsibilities of Parents

It is the responsibility of parents to:

- Be honest and ethical.
- Teach their children to respect themselves and take pride in their accomplishments.
- Respect their child's interests, abilities, and limitations.
- Instill in their child a positive attitude toward school.
- Provide a suitable place for their child to do homework and be available for help when it is needed.
- Encourage their children to bring home all notices, forms, or letters from the school; read them; and, if necessary, discuss them with their son or daughter.
- Build a good working relationship with their child's teachers, and the school.
- Ensure prompt and regular school attendance.
- Teach their children to respect the law as well as the rights and property of others.
- Be aware of the school's rules for student behavior and encourage their children to follow them.
- Check the District website, PowerSchool and e-mail regularly to stay well informed.

Responsibilities of Teachers and other Professional Employees

It is the responsibility of teachers and other professional employees to:

- Be honest and ethical.
- Promote mutual respect and dignity.
- Expect the best from each student.
- Encourage each student to develop a positive self-image and recognize the self-worth of others.
- Strive to make each student enthusiastic about learning.
- Be aware of the programs offered by the school and their responsibilities for the success of those programs.
- Build a good working relationship with the student and his or her parents.
- Teach students, by example, the common courtesies that promote better relationships.
- Handle discipline concerns individually and with confidentiality.
- Build good relationships with fellow teachers, administrators and the entire school community.

Responsibilities of the Principal and Assistant Principal

It is the responsibility of the principal and the assistant principal, as the educational leaders of the school to:

- Be honest and ethical.
- Promote mutual respect and dignity.
- Be available to students, teachers, and parents.
- Review the school's programs regularly to make sure they are meaningful.
- Help the teachers to improve their own professional attitudes and practice.
- Work with students and teachers to develop school rules.
- Work closely with parents in establishing a good relationship between home and school.
- Encourage parents and students to talk with other staff members and community agencies in solving problems.
- Make sure the school building is safe.
- Carry out School District policies.

Responsibilities of other School Personnel

Secretaries, teachers' aides, paraprofessionals, cafeteria employees, custodians, and bus drivers all contribute to the successful operation of the school. It is their responsibility to:

- Be honest and ethical.
- Promote mutual respect and dignity.
- Be aware of the programs offered by the school and their responsibilities for their success.
- Realize that while their individual responsibilities are important, they are a part of the total school program.
- Enforce proper discipline.
- Follow School District Policies.

Responsibilities of the District's Administrators and School Board

It is the responsibility of the District's Administrators and School Board to:

- Be honest and ethical.
- Promote mutual respect and dignity.
- Establish a positive setting for learning.
- Assist in protecting the health, safety, and welfare of the school community.
- Be aware of the programs offered by the school and their responsibilities for the success of those programs.
- Work closely with parents and District personnel in establishing a good relationship between the community and the District.
- Encourage parents, students, and school personnel to talk with other staff members, the School Board, and community agencies to solve problems.
- Be sensitive to the needs and expectations of the different people who make up the school community.
- Be available to parents, students, staff, and community members.
- Respect the feelings, judgments, and concerns of students, parents, school personnel, and community members.

I

SECTION I: District Information

Peters Township School District 2015/2016 School Calendar

APPROVED

Board Approved: 11/17/2014

| August 2015 | | | | |
|-------------|----|----|----|----|
| M | T | W | H | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| X | X | X | X | X |
| X | | | | |

20-21 New staff orientation
 24-26 Faculty Inservice Days
 (R/26 - Act 80)
 27-28 Clerical Days
 31 First Day of School
 Teachers 6 - Students 1

| February 2016 | | | | |
|---------------|----|----|----|----|
| M | T | W | H | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15* | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | | | | |

15 No School, Presidents' Day
 Teachers 20 - Students 20

| September 2015 | | | | |
|----------------|----|----|----|----|
| M | T | W | H | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

7 No School, Labor Day
 Teachers 21 - Students 21

| March 2016 | | | | |
|------------|----|----|----|----|
| M | T | W | H | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | X | 25 |
| 28* | 29 | 30 | 31 | |

24 No School, Inservice
 25,28 No School, Spring Break
 Teachers 21 - Students 20

| October 2015 | | | | |
|--------------|----|----|----|----|
| M | T | W | H | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | X |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

16 No School, Inservice
 Teachers 22 - Students 21

| April 2016 | | | | |
|------------|----|----|-----|----|
| M | T | W | H | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | X |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28* | 29 |

4 End of Third Grade Period
 8 No School, Inservice/
 Clerical Day
 12 Report Cards(PowerSchool)
 28 Take Your Child to work Day
 Teachers 20 - Students 19

| November 2015 | | | | |
|---------------|----|----|----|----|
| M | T | W | H | F |
| 2 | 3 | 4 | 5 | X |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | X | 26 | 27 |
| 30 | | | | |

3 End of First Grade Period
 5 No School, Parent Conf. K-12
 (Act 80)
 6 No School, Inservice/Clerical
 10 Report Cards(PowerSchool)
 25 No School, Inservice
 26-30 Thanksgiving Break
 Teachers 18 - Students 15

| May 2016 | | | | |
|----------|----|----|----|----|
| M | T | W | H | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

30 No School, Memorial Day
 Teachers 21 - Students 21

| December 2015 | | | | |
|---------------|----|----|----|----|
| M | T | W | H | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

24-31 Winter Break
 Teachers 17 - Students 17

| June 2016 | | | | |
|-----------|----|----|----|----|
| M | T | W | H | F |
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | X | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | |

9 Last Day of School for Students
 10 Commencement, Class of 2016
 10 Clerical Day
 14 Report Cards(PowerSchool)
 21 Kerrywood Day
 Teachers 8 - Students 7

Total Teachers 193 - Total Students 180

| January 2016 | | | | |
|--------------|----|----|----|----|
| M | T | W | H | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18* | 19 | 20 | 21 | 22 |
| X | 26 | 27 | 28 | 29 |

1 Winter Break
 18 No School, Martin Luther
 King Jr. Day
 25 No School, Inservice/Clerical
 26 End of Second Grade Period
 28 Report Cards(PowerSchool)
 Teachers 19 - Students 18



No School
 No School for Students, Staff Reports

* School Closing Make-Up Days
 1/18, 2/15, 3/28, 4/28 and 6/30

Please see testing calendar on District website for a detailed list of dates. Student trips will not be approved during these dates.

Administrative Staff Directory

| | |
|--|---|
| Dr. Jeannine French , Superintendent | 724-941-6251, ext. 7206 frenchj@pt-sd.org |
| Dr. Jennifer Murphy , Assistant Superintendent | 724-941-6251, ext. 7208 murphyj@pt-sd.org |
| Mr. Michael W. Fisher , Assistant to the Superintendent for Curriculum, Instruction and Assessment | 724-941-6251 ext. 7298 fisherm@pt-sd.org |
| Mrs. Patricia A. Kelly , Director of Pupil Services | 724-941-6251, ext. 7271 kellyp@pt-sd.org |
| Mrs. Shelly W. Belcher , Communications Coordinator | 724-941-6251, ext. 7205 belchers@pt-sd.org |
| Mr. Vincent M. Belczyk , Business Manager | 724-941-6251, ext. 7203 belczyk@pt-sd.org |
| Mrs. Tracy Bidoli , Asst. Supervisor of Buildings, Grounds, & Transportation | 724-941-8981, ext. 6012 bidolit@pt-sd.org |
| Mrs. Mary C. Burford , Assistant Business Manager | 724-941-6251, ext. 7209 burfordm@pt-sd.org |
| Mr. Ronald J. Gault , Director of Buildings, Grounds, & Transportation | 724-941-8981, ext. 6011 gaultr@pt-sd.org |
| Mr. Brian Geyer , Athletic Director | 724-941-6250, ext. 5233 geyerb@pt-sd.org |
| Ms. Christina Kretchum , Director of Food Service | 724-941-6251, ext. 7226 kretchumc@pt-sd.org |
| Mr. Adam R. Swinchock , Director of Instructional Technology | 724-941-6251, ext. 7222 swinchocka@pt-sd.org |
| Mr. Brandon Womer , Supervisor of Buildings & Grounds | 724-941-8981, ext. 5603 womerb@pt-sd.org |
| Mrs. Louise Woods-Rzepka , Human Resources Coordinator | 724-941-6251, ext. 7228 woodsl@pt-sd.org |

II

SECTION II: Student Information

Assessment and Evaluation of Student Progress (School Board Policy 127 & 213)

The process of evaluating student performance must be based on clearly defined evaluation criteria referenced to the District's curricular objectives. Students may not earn nor lose points for anything unrelated to the demonstration of their understanding of curricular objectives. It must be valid, accurate and reliable. Student performance will be benchmarked against local, state, and national standards.

Attendance and School Absences (School Board Policy 204)

It is the Law

The State of Pennsylvania requires all students enrolled in District schools to attend school regularly.

As stated in the Attendance Policy 204:

The following conditions constitute reasonable cause for absence from school:

1. Illness
2. Quarantine
3. Family emergency
4. Recovery from accident
5. Required court attendance (with written documentation from the court)
6. Death in the family
7. Family educational travel, with prior approval
8. Education tours and trips including college visitations, with prior approval
9. Medical or dental appointments (with state licensed practitioners)
10. Student's observation of a religious holiday observed by a bona fide religious group, upon written parental request.
11. Certain religious instruction noted in Policy 204.
12. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon written request prior to the event.
13. Other school-sanctioned activities, upon written request prior to the event.
14. Other mental, physical or other urgent reasons that may reasonably cause the student's absence, upon satisfactory evidence.

Absences shall be treated as unlawful until the District receives a written excuse explaining the absence. Excuses are to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

A penalty shall not be attached to an absence for a religious holiday or religious instruction as noted in Policy 204.

Attendance Requirement for Participation in Extracurricular Activities

In order to participate in an extracurricular activity or practice on a given day, a student must attend school for at least one half of that given day.

Extended Absences

A doctor's excuse is required for a student to be readmitted following an illness that lasts more than ten (10) consecutive school days.

If a student is absent for more than twenty (20) days during the school year, the principal, a school counselor, and the student's teachers shall meet to discuss the nature of the absence and appropriate interventions. A student who has an extended absence may not be eligible for promotion to the next grade. A determination regarding grade promotion will include consideration of several factors, such as the reasons for missing school, when the absences occurred and their length, and whether the student was able to complete assignments or received approval for homebound education.

Homebound rules and procedures governing homebound or temporary excusals are available at each building office or from the school counselor.

An extended medical absence may also trigger the need for a Section 504/Chapter 15 evaluation. Procedural safeguards regarding evaluations are available at each building office or from the school counselor.

Preplanned Educational Tour or Trip

If parents or guardians plan to take a family vacation and have it classified as an "educational trip," they must inform the principal at least one (1) week in advance of the reason for the absence on the District's "Request for Excused Absences from School for a Preplanned Educational Tour or Trip" form. Total pre-approved absences during the school year will not exceed five (5) school days unless approved by the Superintendent. All pre-approved absences will be recorded as excused absences. An application must be filled out for each child seeking excused absence from school. Applications are also required for half-day trips. Vacations will not be approved as educational trips if any of the following apply:

- If the trip is scheduled during the weeks of PSSA testing (Reading, Math, or Science), Keystone Testing, or other standardized testing applicable to the child(ren)
- If a child has excessive absences
- If a child's academic progress is in jeopardy

Students are required to complete all assignments and tests deemed necessary by the teacher(s) within a time period that is equivalent to the number of days of excused absence (e.g., if a student missed three (3) days of school, he/she will be given three (3) days to make up all missed assignments). The approval of any preplanned educational tour or trip is within the discretion of the principal and is not guaranteed.

Booster/Support Groups (School Board Policy 915)

Booster/Support groups refers to any parental or community group that provides support to a District-related program. The Peters Township School District recognizes the value of community groups in promoting the goals of school established activities. Provisions established within Policy 915 coordinate the activities of such groups. It shall be expected that such organizations recognize the administration of the various schools of the Peters Township School District as being responsible for directing all educational programs and activities of the schools. Policies established by the Board of School Directors will govern all school established activities and programs. The policy provides for the annual review of stated goals and objectives of the group, constitution or bylaws, a current list of officers elected by members of the organization, and statements of endorsement by the Director of Athletics and the building principal.

Only those booster/support groups that have specifically and directly received recognition by the District shall be eligible to be associated with the respective District activity that it supports. In order to maintain good standing, all booster/support groups must adhere to established guidelines and policies, many of which are contained in School Board Policy 915.

Policy 915 contains rules regarding:

1. District recognition of booster/support groups
2. Fundraising
3. Gifts, donations and spending of booster/support group funds
4. Student Awards
5. Use of District Facilities and Resources
6. Concession Stand Use
7. Complaint Procedures, etc.

All booster/support group board members must read and follow School Board Policy 915, which can be found on the District website under the School Board/District Policies tab.

Building Security/Visitors to the School (School Board Policy 907)

Parents of enrolled students or of prospective students, and Peters Township residents generally, are encouraged to visit the schools to become familiar with educational programs, to confer with school personnel, or to obtain desired information. Visits by appointment are required in order to assure the availability of counselors, teachers, or supervisory and administrative personnel. Classroom visits are welcome and ordinarily can be arranged absent circumstances in which such visits would be disruptive of the learning process or scheduled classroom activity. Visits can be arranged by contacting the school office at least 24 hours prior to the time requested for the visit.

Upon arrival at the school, visitors must immediately report to the office, show valid government-issued picture identification or school-issued pass, sign in noting the location you will be visiting, obtain a pass that must remain visible at all times when in the building, and sign out before leaving. **After the start of the school day, only one (1) entrance shall be used by visitors to the school. All other entrances shall be locked.** Once admitted, visitors should immediately proceed to the location that is the purpose of the visit and should not roam the building or visit areas not listed in the visitor's ledger.

No visitor shall be allowed to photograph or videotape any person or any part of any building without prior approval of the building principal and/or the Superintendent. All visitors should be aware that the District utilizes video surveillance systems on its property, including inside and outside District-operated buildings.

Bullying or Cyber Bullying (School Board Policy 249)

The District is committed to providing a safe, positive learning environment for students. The District recognizes 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, the Peters Township School District prohibits bullying by all students.

Bullying is defined as intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent or pervasive and has the effect of substantially interfering with a student's education, creating a threatening environment and/or substantially disrupting the orderly operation of any school.

The District intends to enforce consequences for violating Policy 249 to acts that occur in a non-school setting to the fullest extent permitted by law. Any student who has been bullied or who witnesses a bullying incident is encouraged to promptly report such incident to the building principal, school counselor, teacher or other trusted adult District employee. The filing of knowingly false bullying reports will be punishable under the Student Code of Conduct. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Bus Procedures

A high standard of student behavior on school buses and at designated bus stops is expected. Any conduct that is deemed to be unsafe or detrimental to safe bus operation or bus stop safety will result in disciplinary actions such as seat assignment, loss of bus riding privileges, or suspension. The bus driver is in charge of the vehicle and students are to follow the instructions of the bus driver at all times.

Bus Assignments

Students are assigned to buses and bus stops each school year. Notification is done in August prior to the start of school. Students are to arrive at the bus stop at least ten minutes before the bus arrives. Change of address should be reported to the student's school so new bus assignments can be made. For more information pertaining to transportation please contact the Assistant Supervisor of Buildings, Grounds and Transportation.

Bus Drills

Twice during the school year, all students assigned to a bus participate in bus evacuation drills. Typically, these drills are conducted in September and March.

Special Transportation Request

The District is not responsible for the transportation of students to locations other than the student's home residence. Students are to ride the bus to which they are assigned. Only in an emergency situation will students be permitted to ride another bus unless otherwise assigned. Permission to ride a different bus must be obtained from the transportation department. The student must first bring a note from home or parent contact via phone or e-mail must be made to the transportation department. Upon approval, the school will issue a note which the bus driver will accept and allow the student to ride the requested bus. Bus drivers will not accept verbal confirmation from the parent and there must be space available on the bus to accommodate the request.

Cameras & Audio Recording Devices (School Board Policy 810.2)

Cameras are installed to enhance safety and protect the District and public's investment in school property. Cameras are in use around the perimeter of the buildings, at the stadium, on school buses and at locations within all school buildings. Please note that in accordance with Act 9 of 2014, Peters Township School District will use video and audio recording devices on District vehicles to help support the safety and security of all students.

Recorded data from the cameras is used by the District administration and law enforcement to investigate incidents as necessary. Due to confidentiality laws, privacy rights, safety and welfare issues these recordings will not be available for viewing to anyone but authorized District personnel and law enforcement. Recorded data is maintained and destroyed in accordance with applicable retention and destruction guidelines.

Care of School District Materials (School Board Policy 224)

It is expected that students will take proper care of school property, school supplies, equipment, textbooks and materials issued to them by the School District. Students who lose or damage materials and books will be expected to pay for the replacement or repair costs. Other disciplinary consequences may occur, including but not limited to loss of privileges and activities.

Character Counts Resolution

Peters Township School District resolves that character counts among our school board, administration, teachers and support staff. We support the Community Awareness Committee's efforts to facilitate the grass roots initiative to strengthen and recognize the importance of character to our families, neighborhoods, clubs, schools, government, and businesses. In the Peters Township School District, we strive to promote respect, responsibility and honesty as the cornerstones of our educational environment.

Y.E.S. Resolution: "Youth Exemplifying Sportsmanship"

Whereas, the Peters Township School District has been contacted by the Peters Township Park and Recreation Board to endorse the "Youth Exemplifying Sportsmanship," (Y.E.S.) initiative, which will provide the children of Peters Township with an opportunity to participate in a positive youth sports program, and whereas, the Peters Township School District supports the mission and goals of the Y.E.S. initiative to teach the fundamentals of recreational sports while meeting the developmental needs of children in a safe and fun environment. Now, therefore, because youth sports programs provide a great benefit to the children and families of our community, the Peters Township School District resolves that the Y.E.S. initiative is essential to the development of sportsmanlike conduct.

Confidential Communications of Students (School Board Policy 207)

An employee may reveal information received in confidence from a student to the student's parent/guardian or other appropriate authorities when the health, welfare or safety of the student or other persons is in jeopardy. The principal, or administrative designee, may also reveal confidential information to other appropriate authorities, including law enforcement personnel.

Controlled Substance/Paraphernalia, Drugs and Alcohol (School Board Policy 227)

The School District Administration expects that students report for class or extracurricular, co-curricular, school sponsored/sanctioned activities in a condition that will allow them to perform their various activities in a safe and efficient manner. The School District and its agents recognize that in-school as well as out-of-school use of controlled substances has a negative impact on the institution as a whole and is detrimental to the safety of our student body as well as our goal of a drug-free learning environment. Rules, guidelines and procedures have been developed to provide students information in advance of a problem and to promote the safety of all students, faculty and the public. Violations will not be tolerated and may result in disciplinary action up to and including expulsion and referral for prosecution.

Students are prohibited from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

Controlled substances include: (1) controlled substances prohibited by federal and state laws; (2) look-alike drugs; (3) alcoholic beverages; (4) anabolic steroids; (5) drug paraphernalia; (6) any volatile solvents or inhalants; (7) substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state and federal laws; and (8) prescription or non-prescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

Reasonable Suspicion Testing

If there is reasonable suspicion that a student is under the influence of a controlled substance, that student may be required to submit to a breathalyzer/portable breath test and/or be required to obtain a blood test or urinalysis before returning to school.

Corporal Punishment (School Board Policy 218)

Corporal punishment is a form of physical discipline intended to cause pain and fear, in which a student is spanked, paddled or hit on any part of the body with a hand or instrument. Corporal punishment is a prohibited form of disciplining students. Reasonable force may be used by School District employees to quell a disturbance, obtain possession of a weapon or other dangerous object, for the purpose of self-defense, and for the protection of persons or property.

Disciplinary Procedures (School Board Policy 218)

One of the goals of our District and school discipline policies is to prepare our students for responsible citizenship. Each individual child must learn to work with and share the rights and responsibilities of good citizenship with other individuals.

It is the shared responsibility of the school, home, and community to provide an atmosphere of purpose and concern for education and the wellbeing of every person in the school environment. This environment should be a positive one, characterized by openness and mutual respect.

Student discipline and the enforcing of school rules shall be done respectfully, promptly, consistently, confidentially, and equitably regardless of the personal characteristics of the individual student. Discipline is motivated by the intent to correct and promote positive behavior and growth, as well as to maintain order.

Any student disciplined by a District employee shall have the right to notice of the infraction.

Off-Campus Conduct

If any of the following circumstances exist, the District has the ability to discipline a student for off-campus conduct, including loss of privileges:

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school District furnished transportation.

2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct, including on-line activity that materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Loss of Privileges

Students who engage in misconduct may lose their right to participate in any activities associated with the school. Loss of privileges may result from a student's overall misconduct or through one gross event that can negatively impact the overall mission of the District, school, organization, activity, team, or group. Any student who conspires, solicits, or induces another student to violate school board policy, the rules, guidelines and procedures of this handbook, or the law, shall be subjected to the loss of privileges.

Enrollment (School Board Policy 200)

To be eligible for enrollment, children must fully reside with a parent/guardian in boundaries of the Peters Township School District. The parent/guardian must submit proof of the student's age, residence, and immunizations and a completed Parental Registration Statement and home language survey. For additional information pertaining to enrollment and admission including eligibility of nonresident students, please refer to School Board Policies 200, 201 and 202).

Proof of Residence (School Board Policy 200.1)

Parents/guardians of all students registering in the School District must present three (3) acceptable proofs of residence to the school as part of the registration process before a student is permitted to attend school.

Examples of acceptable proofs of residence include, but are not limited to the parent's/guardian's current:

1. Deed or lease
2. Sale, mortgage or lease agreement as temporary proof of future residency. After the initial registration period allowed by Board policy for future residents, the individual claiming residency must submit one (1) other proof of residence not including the agreement already submitted. Failure to do so will result in the student(s) being removed from school rolls.
3. Valid driver's license or PA Department of Transportation identification card.
4. Auto registration.
5. Current utility bill.
6. Current credit card bill.
7. Property tax statement or bill.
8. Check stubs from wages, public assistance, or Social Security.

Visit the New Student Enrollment page on the District website to assist with this process.

Expression, Distribution and Posting of Materials (School Board Policy 220)

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The School District respects the right of students to express themselves in word or symbol and to distribute and post materials in areas and times designated for posting and distribution as a part of that expression. The School District also recognizes that exercise of that right must be limited by the District's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

Policy 220 applies to student expression in general and distribution and posting of materials that are not part of District-sponsored activities, such as student-led groups. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the District are regulated by the District's educational program.

Distribution/Posting of Non-School Materials on School Property

Students who wish to distribute or post non-school materials on school property must first receive permission from the building principal by submitting them for approval at least 6 days in advance of planned distribution or posting. Students wishing to post/distribute non-school materials should consult School Board Policy 220 for further guidance.

Protected Student Expression

Students have the right to express themselves on school property or at school-sponsored events unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

Off-Campus/After Hours Expression

The limitations on student expression also apply to off-campus or after hours expression if the student expression involved does or is likely to materially or substantially interfere with the educational process/school activity and/or interfere with the rights of others.

Unprotected Student Expression

Includes but is not limited to:

1. Libel of any specific person or persons.
2. Advocating the use or advertising the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students.
3. Using obscene, lewd, vulgar or profane language – whether verbal, written or symbolic.
4. Inciting violence; advocating use of force; or encouraging violation of federal, state or municipal law, Board policy or District rules or regulations.
5. Expression that is likely to or do materially or substantially interfere with the educational process, including school activities, school work, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.
6. Violating written school district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

Student Expression in Media and Publications

Building principals are required to supervise student media and publications published with school equipment or by school organizations to remove obscene or libelous material as well as edit material that would cause a substantial disruption or material interference with school activities. Students should consult School Board Policy 220 for further guidance on this issue.

Facility Usage (School Board Policy 707)

The School District recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups without discrimination and in accordance with policy, provided the use does not interfere with the educational programs or the needs of the School District. Information for making application for the use of facilities can be obtained by contacting the Athletic Office. Specific parameters regarding the use of school facilities can be found in Policy 707, which is posted on the District website under the School Board/District Policies tab.

False Alarms/Calls/Threats or Tampering with Safety Equipment or Devices (School Board Policy 218.2)

The safety of our staff and students is of utmost importance. Ensuring this safety is the responsibility of the entire Peters Township School District community, staff, school board, administration, parents and the student body. Students are

not permitted to tamper with school safety equipment or materials or communicate terroristic threats directed at any student, employee, Board member, community member or property owned, leased or used by the District. In addition, any student who furnishes false information to any adult concerning the placement or setting of a bomb or other explosives, or falsely sets off an alarm, will be recommended for expulsion and referred to the police for related violations when deemed necessary by the building administration.

Students shall immediately inform the building principal regarding any information or knowledge relevant to possible or actual terroristic threats.

Flag Salute and Pledge of Allegiance (School Board Policy 807)

It is the responsibility of every citizen to show proper respect for his/her country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate. Students who choose to refrain from such participation may stand or sit and shall remain respectfully silent throughout the Flag Salute and the Pledge of Allegiance. Students whose manners or actions are disruptive during the Pledge of Allegiance or the Flag Salute shall face disciplinary action deemed appropriate by the building administration. These same rules, guidelines and procedures apply to the playing of the National Anthem.

All District schools and school organizations must comply with state and federal laws concerning flag displays.

Forms

District forms (educational trips, medication, photo refusal, and notes to school) are available in each school office or the school website or on the District website.

Gifts, Grants, and Donations (School Board Policy 702)

The School District has the authority to accept such gifts and donations as may be made to the District or to any school in the District by resolution duly passed at a public meeting. It is the policy of the Peters Township School Board that all gifts of equipment, supplies, etc., made to the School District, shall become the property of the school and their security and maintenance shall become the responsibility of the school, unless otherwise stipulated.

Individuals and organizations in the community who wish to contribute money, supplies or equipment to enhance or extend the instruction or extra-curricular activity programs of the School District should consult with the Principal, Business Manager, or Superintendent for authorization before appropriating funds. The Board of School Directors reserves the right to refuse to accept any gift, grant or donation which does not contribute toward the achievement of the goals of this District or the ownership of which would tend to adversely affect the District. Only equipment and supplies to which no restrictions are attached will be accepted, unless the Board of School Directors awards an exclusivity agreement.

Harassment and Sexual Harassment (School Board Policy 248)

Federal and state laws prohibit harassment or sex related harassment. The Peters Township School District fully endorses and enforces this prohibition. The Board of School Directors advises all students that harassment or sexual harassment, including sexual violence, in any form is prohibited. Such conduct shall result in disciplinary action, which may include suspension and/or expulsion, as appropriate.

The term "harassment" consists of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

The term “sexual harassment” consists of sexual violence, unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

All complaints of harassment will be investigated promptly. The confidentiality of all parties will 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.

The Compliance Officer for Unlawful Harassment is:

Dr. Jennifer Murphy, Assistant Superintendent
631 E. McMurray Road
McMurray, PA 15317
Phone: 724-941-6251, ext. 7208
Email: murphyj@pt-sd.org

Complaint Procedure

Step 1 – Reporting

A student or third party who believes s/he has been subject to discrimination, including sex or gender based harassment by another student, an employee or a third party is encouraged to immediately report the incident to the building principal or a district employee. Reports may also be made on behalf of another student. Reports may be made confidentially by contacting the Compliance Officer. The Compliance Officer shall evaluate all requests for confidentiality and may consult with the Solicitor to determine the handling of confidential reports.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

If the Compliance Officer is the subject of a complaint, the student, parent of the student, third party or employee shall report the incident directly to the Board President and the Board President shall ensure that the responsibilities of the Compliance Officer under this policy are assumed by an impartial party.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation, then the Superintendent or designee shall investigate. The Compliance Officer shall ensure that an adequate, reliable and impartial investigation of all complaints occurs.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. Both the complainant and the alleged perpetrator shall be permitted to provide evidence during the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded. The District shall take interim action to protect the complainant during the pendency of the investigation, if appropriate.

Step 3 – Investigative Report

The building principal, or Superintendent or designee if the principal is the subject of the complaint, shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint and shall receive written notice of the outcome.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the District shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and District procedures, applicable collective bargaining agreements, and state and federal laws, and may include educational activities and/or counseling services.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If either party is not satisfied with a finding or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.
4. The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.

Hazing (School Board Policy 247)

Hazing is any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation of members in or affiliation with any organization. Hazing activities are prohibited, will not be tolerated, and are inconsistent with the educational goals of Peters Township School District.

Any hazing activity, whether by an individual or group, shall be presumed to be a forced activity, even if a student willingly participates.

Administrators, faculty, staff, coaches, sponsors, volunteers, other District employees, and students shall not plan, direct, encourage, permit, condone, or tolerate any form of hazing. Reporting such activity to the Principal, in writing, is mandatory by any persons witnessing such activity.

Students, who have been subject to hazing, feel they have been subjected to hazing or who have witnessed hazing, are to promptly report such incidents to the person in charge of the activity, their school counselors, the Athletic Director, their Principal or Assistant Principal, or any employee with whom they are comfortable.

All complaints of hazing will be investigated and appropriate discipline will be administered to any individual who violates this policy, including removal from extra-curricular activities.

Additional information concerning hazing is in School Board Policy 247, which can found on the District website on the School Board/District Policies tab.

Instructional Material (School Board Policy 105.1)

All instructional materials, including teachers' manuals, audiovisuals, and other supplementary instructional material used in the instructional program shall be available for inspection by the parents/guardians of students, in accordance with Board policy. Instructional materials do not include tests or academic assessments. Conditions relating to such requests are included in School Board Policy 105.1 which can be found on the District's website on the School Board/District Policies tab.

Homework (School Board Policy 130)

Homework is any work planned or approved by the teacher to be completed by the student outside of regular class time without the immediate and direct supervision of the teacher. Homework is viewed as an integral part of the total education of the student when it provides the opportunity for the student to practice, apply, integrate, or extend school learning; reinforce and develop independent work habits; use home, school and community resources; and develop responsibility. Homework is to be relevant to the curriculum and based on student needs, capabilities and interests. It is to be planned and evaluated with respect to its purpose, appropriateness and completion time. Homework is not to be assigned as a form of punishment.

Laser Pointers (School Board Policy 237)

Possession or use of laser pointers by students are prohibited on school grounds, at school-sponsored activities and on buses or other vehicles provided by the Peters Township School District. Laser pointers include any device designed for use or used to point, illuminate, identify or locate another object or site. Violations of this policy may result in disciplinary action and result in confiscation of the device.

Open House

The traditional Open House is a time for students and their families to visit the school and meet the teachers in a more informal setting and learn more about the curriculum. Discussions regarding the specific concerns regarding student progress should be reserved for parent-teacher conferences. Dates for each school's Open House may be found on the District calendar.

Promotion and Retention (School Board Policy 215)

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge. The principal has the final responsibility for determining the promotion or retention of each student.

In all cases of retention, the parents/guardians will be fully involved and informed throughout the process. Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and communicated to students and parents/guardians.

Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits mandated by the Board for graduation (Refer to School Board Policy 217).

Public Conduct on School Property (School Board Policy 904)

The buildings and grounds of the School District are public property. However, access and activities may be limited as permitted by law. No one has the right to cause danger, alarm, disorder, damage or a disruption to the educational process that would interfere with, or impede the use of the property by students, visitors, guests, permit holders or

employees of the School District. Possessing, using, or distributing alcoholic beverages, illegal drugs, or weapons on school grounds is prohibited. Use of tobacco products, including smokeless tobacco or electronic cigarettes is also prohibited. The restrictions apply to both indoor and outdoor areas. Persons involved shall be advised that they are in violation of the School District regulations or directed by an official of the School District, the Peters Township Police, or contracted security personnel to leave the school premises.

Safety Drills

To ensure the safety of all students, fire drills are conducted on a regular basis to provide practice in the event of an emergency situation. These are conducted in accordance with the procedures established by the School District and the Peters Township Fire Department.

When the fire alarm rings, students must remain silent and listen to the teacher's directions and leave the room. The last person out should shut the classroom door. Students must leave the building in an orderly manner and remain quiet in order to hear any additional directions. Failure to follow these rules will result in disciplinary action. At times, in accordance with state regulations, students also participate in other drills such as severe weather safety drills, or lockdown drills. Each school has procedures to follow in case of various emergencies.

School Closings and Delays

In case of inclement weather or other emergencies, delayed openings, school cancellations or early closings will be announced on local television news stations, District website, as well as via email news blast and the automated phone system. The system will be utilized to call the home phone number listed for parents in our PowerSchool database. Severe weather conditions, such as power outages, may hinder use of one or more of these notification venues.

Searches (School Board Policy 226)

The School District wants to convey a strong message to the community, faculty, staff and student body concerning the use or possession of illegal substances or weapons.

Authority to Search Upon Individualized Suspicion

Students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules.

Random/General Searches with No Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers or vehicles parked on school property, may be conducted during the school day or upon entry into school buildings or school activities, in the absence of individualized suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials and to advance the District's compelling interest in preserving the health, safety, and welfare of the school population, enforcing rules of conduct and maintaining an appropriate atmosphere conducive to learning. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology.

When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain contraband materials that would pose a threat to the health, safety, or welfare of the school populations, or evidence that there has been a violation of law, District policy or school rules, physical searches of those particular students, items or places can be made on an individualized basis.

Searches upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and

voluntary consent specific to the place or item to be searched regardless of the student's age.

Searches by or at Request of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings, vehicles or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the School District, and to the extent students have any expectation of privacy of lockers at all, it is very limited. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

Breathalyzer/Portable Breath Test

If the building principal has reasonable suspicion that a student is under the influence of alcohol or a controlled substance, a student may be required to submit to a Breathalyzer/Portable Breath test and/or be required to obtain a blood test or urinalysis before returning to school.

Handling and Disposal of Items Found in the Course of Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, District policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

Additional information on student searches can be found in School Board Policy 226, which is posted on the District website under the School Board/District Policies tab.

Skateboards, Roller blades and Skates

Unless being used as part of an approved classroom or school activity, skateboards, roller blades, and skates of any kind are not permitted on school property. Students are to leave them at home.

Standardized Testing

Peters Township School District is required to administer standardized tests and elects to administer others. The following standardized assessments are administered at each grade level:

| | |
|------------------------------|--|
| PSSA Language Arts/Math | Grades 3, 4, 5, 6, 7, 8 |
| PSSA Science | Grades 4, 8 |
| NWEA | Grades 1, 2, 3 |
| DIBELS | Grades K, 1, 2, 3, 4, 5, 6 |
| PSAT 8/9 | Grade 9 |
| PSAT | Grades 10 & 11 (self-registered) |
| Keystone Exams | All students completing Algebra, Biology, and English 10 |
| English Language Proficiency | K-12 ESL students only |

Student Complaint Process (School Board Policy 219)

Students have the right to request remedy of a complaint and shall be afforded the opportunity to be heard personally by the school authority at each level. A student complaint may arise from actions that directly affect the student's participation in an approved educational program. A student shall not be subjected to any reprisals because of filing a complaint. Student complaints should be submitted following School Board Policy 906.

Student Fundraising (School Board Policy 229)

Student fundraising includes solicitation and collection of money by students in exchange for goods or services including goods or services for donation for charitable or non-charitable purposes. Students are prohibited from the collection of money for personal benefit in school buildings, on school property or at any school-sponsored activity. Fundraisers by school organization require prior approval of administration. Students are not obligated to conduct door-to-door sales for fundraising activities.

Student Grades

Grading Scale

The following represents the grading scale for grades K-3 in the Peters Township School District:

| Letter Grade | Percentage |
|-----------------------|-------------------|
| M = Mastered | 90 - 100 |
| P = Proficient | 70 - 89 |
| N = Needs Improvement | 0 - 69 |

The following represents the grading scale for grades 4-12 in the Peters Township School District:

| Letter Grade | Percentage |
|---------------------|-------------------|
| A | 90 - 100 |
| B | 80 - 89 |
| C | 70 - 79 |
| D | 60 - 69 |
| F | Below 60 |
| *I | Incomplete |

* The student has ten (10) days from the last day of the report period to make up work to get the incomplete rectified. An Incomplete becomes an "F" after ten (10) days.

Web Access to Grades and Additional School Information

Parents can access student's grades at any time via the PowerSchool link on the District web site. PowerSchool offers parents the real-time access to grades, attendance, homework assignments and other class information. PowerSchool also allows you to email teachers, ask for automatic updates on your child's progress, and view the school bulletin. Visit the webpage for more information on obtaining a password to view your child's information.

Grade Reports

Paper report cards are no longer automatically provided. Parents may use the PowerSchool link to access their child's information. When grades become final upon the end of a grading period, parents will be notified via email blast. Paper reports will be provided upon request.

Student Photos/Images for Publicity Use

The Peters Township School District seeks to actively promote the positive accomplishments of our students. In many cases, photos of our students appear in local media and in publications produced by the District. If you DO NOT wish for your child's photo image to be used for inclusion in newspaper publicity, reproduced in school publications such as the school calendar and newsletter via InCommunity Magazine, or to appear on the District's web site and social media accounts, please complete and return the Photo Refusal Form on the District website to the main office in your child's building. These forms will need to be completed annually.

Student Records (School Board Policy 216)

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The School District will maintain educational records for students for legitimate educational purposes. The Board recognizes its responsibility for compilation, retention, disposition and security of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are eighteen (18) years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, a company providing assessment services and software (e.g. Dibels, online assessment program providers), auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer

assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

Another exception is the release of Directory Information as set forth in greater detail in paragraph five (5) of this notice.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

5. FERPA requires that Peters Township School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Peters Township 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 Peters Township 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; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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 manufacture class rings or publish yearbooks. In addition, a state law and two federal laws require school districts to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent.

If you do not want Peters Township 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 September 30th of each year. Peters Township School District has designated the following information as directory information:

- | | |
|--------------------------|---|
| -Student's name | -Participation in officially recognized activities and sports |
| -Address | -Weight and height of members of athletic teams |
| -Telephone listing | -Degrees, honors, and awards received |
| -Electronic mail address | -The most recent educational agency or institution attended |
| -Photograph | -Major field of study |
| -Date and place of birth | -Dates of attendance |
| -Grade level | |

Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Student Responsibilities (School Board Policy 235)

The School Board has the authority to make reasonable and necessary rules governing the conduct of students in school and has authorized the administration with the responsibility to administer such rules consistent with School Board policy. School rules are assumed to be reasonable until they are rescinded or waived. Students, therefore, shall obey school rules while working through channels to help change those which they seek to have changed.

It is the responsibility of students to:

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state and local laws.
6. Exercise proper care when using District facilities, school supplies and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.

Student Trips (School Board Policy 121)

Student trips are a privilege. To participate, a signed parental permission form must be submitted. Students must meet all obligations for missed coursework. The teacher, sponsor or coach will enforce school rules, all of which apply during student trips. Students who violate school rules will be subject to disciplinary consequences, parent/guardian notification, and may be sent home at parental/guardian expense. Students represent our District wherever they go, and their behavior should be exemplary.

Surveys of Students (School Board Policy 235.1)

Surveys conducted by outside agencies, organizations, and individuals shall be approved by the Peters Township Board of School Directors, based upon the Superintendent's recommendation, prior to administration to students. All surveys and instruments used to collect information from students shall relate to the District's educational objectives. Parents/guardians shall be informed of the nature and scope of individual surveys and their relationship to the educational program of their child. Parents/guardians have a right to inspect, upon request, a survey created by a third party prior to administration or distribution to their student. Such requests shall be in writing and submitted to the Superintendent. No student shall be required to submit to surveys or evaluations, without written parental consent for students under eighteen (18) years of age or written consent of emancipated students or those over eighteen (18) years of age. Please refer to Policy 235.1 and the District's annual notification regarding the Protection of Pupil Rights Amendment.

Technology Use (School Board Policy 815)

The Peters Township School District Board supports the use of the Internet, other District computer networks and technical resources in the District's instructional programs. These resources are made available in order to facilitate teaching and learning through interpersonal communications, access to information, research and collaboration. The use of technology resources 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. Furthermore, technology resources will be utilized where District operations can be enhanced by their use. District technology resources refer to all District networks, computer software, computer hardware, digital images and audio devices, peripheral devices, computer services and the Internet.

The electronic information available to students on the Internet or through web-based services does not imply endorsement of the content by the School District, with the exception of resources approved and adopted by the Board of Directors. The District does not guarantee the accuracy of information received on the Internet. The District is not and will not be responsible for any information that may be lost, damaged or unavailable when using District technology resources or for any information that is retrieved via the Internet. The School District is not and will not be responsible for any unauthorized charges or fees resulting from access to the Internet or other commercial online services. Parents/Guardians are legally and financially responsible for their child's actions.

Before students can use the District's network, they are required to electronically log in and agree to abide by the District's Technology Acceptable Use Policy. There is a summary of the policy on the computer screen that the student can read each time before clicking on "agree." It is assumed that the parents of all students will agree to this procedure, otherwise the parent is to notify the school office that his/her child will not be permitted to use District technology-related equipment.

School Board Policy 815 more fully explains the standards of acceptable behavior/use of the Districts Technology Resources. All Students, parents and guardians are encouraged to be fully versed on the Acceptable Use of Technology Resources. Computer/network use is a privilege, not a right and can be denied to the extent that use is not in accordance with Board policy.

Any user who suspects a violation of the school's computer use policies, or who has knowledge of potential vulnerabilities or security loopholes in a system or network at PTSD should immediately notify a building administrator or the Director of Instructional Technology.

Expectation of Privacy

Users of the District computers/network shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the District's internet, computers or network resources, including personal files or any use of the District's internet, computers or network resources. The District reserves the right to monitor, track and log network access and use; monitor fileserver space utilization by District users; establish network storage limitations; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action.

Network accounts shall only be used by the authorized owner and students should never share their password or account with another person. Network users shall respect the privacy of other users on the system.

Tobacco (School Board Policy 222)

Tobacco presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools. The possession, use or sale of tobacco and electronic cigarettes by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school District by students or at school-sponsored activities that are held off school property is prohibited. Violation of this policy will result in disciplinary action (Reference Section III: Student Code of Conduct).

Valuables

Students are responsible for their personal property. Students should not bring expensive belongings to school because they could be lost, stolen, or damaged. The school is not responsible for these belongings and will not be responsible for reimbursing a student for personal property that is lost, stolen, or damaged.

Visitor Management

The District utilizes the Raptor Visitor Management system to assist with safety efforts related to visitors to our schools. This system scans state issued identification of all visitors and compares it to a national sex offender database. We also understand that parents and/or guardians may need to place restrictions on individuals who may not have access to their child during the school day. Please note that without prior written approval from a parent, students may not be released to any individual who is not included on the child's emergency card.

For parents with specific custody arrangements, please complete the Student Access Restriction form on the School Safety page of the District website (www.ptsd.k12.pa.us/SchoolSafety.aspx), attach a copy of the court documents, and return it to your child's school counselor. Requests may also be made related to a specific individual(s) that may not request access to your child (including lunch visits, appointments with the teacher, attendance at school-day events, etc.), by completing the form. This information will be included in our PowerSchool database and will be used by our visitor management system to alert the staff if the individual would try to enter the school via the main office.

Volunteers (School Board Policy 916)

The District strongly supports the involvement of parent/guardian and community volunteers. State law now requires any volunteer who is responsible for the welfare of a student or has direct volunteer contact with a student to have the necessary clearances on file with the District. Parent volunteers must submit a:

1. Pennsylvania Child Abuse History Clearance,
2. Pennsylvania State Police Criminal Record Check,
3. FBI Federal Criminal History Record/Fingerprint (unless a waiver of the fingerprint requirement is applicable), and
4. An Acknowledgement of Volunteer Obligations.

A waiver of the fingerprint record check is available under certain circumstances to those who:

1. Have lived in PA for ALL of the past ten years or
2. Have not lived in PA for 10 years but have received a favorable Federal Criminal History Record/Fingerprint check since establishing residency.

Acquiring the clearance documents takes time and we recommend that parents planning on volunteering in the schools complete the process as soon as possible. The documents will remain on file with the District and are valid for five years from the date of the earliest clearance, at which time new clearances will be necessary. The District has created a Volunteer website to help parents through the process complete with links to complete the clearances and downloads of the necessary forms. Please visit the site at www.ptsd.k12.pa.us/volunteers.aspx

For the safety of students and staff, volunteers are:

1. Subject to the safe and orderly running of the building,
2. Expected to maintain the privacy of confidential student information,
3. Expected to respect the authority of the teacher or supervisor overseeing the volunteers, and
4. Required to sign-in at the appropriate building with a statement of their volunteer purpose.

If you ever have a question about whether a clearance is necessary, please contact the building principal for guidance. Clearances are NOT required if you wish to have lunch with your child.

After submitting clearances, you have a legal obligation to notify the District within 72 hours if you are arrested or convicted of a Disqualifying Offense, or named as a perpetrator of a founded report of child abuse.

Weapons and Dangerous Instruments (School Board Policy 218.1)

The School District acknowledges that an orderly school environment is necessary for an effective instructional program and productive workplace. In order to provide for an orderly school environment and safe workplace, the possession of weapons and dangerous instrument and/or look-alike weapons by students, while on school grounds, at school sponsored activities, in any student vehicle on school grounds or at any school sponsored activity anywhere, or in any vehicle provided by the Peters Township School District, is strictly prohibited.

The term "weapons" includes but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, mace, pepper spray, and similar items, and any other tool, instrument or implement capable of inflicting serious bodily injury and replica of weapon.

Anyone observing or otherwise becoming aware of weapons on school property, at school activities, in student operated vehicles, or in vehicles provided by the District, should report the same to the building principal or other trusted, adult District employee immediately.

Prior to the admission of any pupil to the Peters Township School District, the parent, guardian or other person having control or charge of the student shall, upon registration, provide a sworn statement indicating whether the pupil was previously suspended or expelled from any public or private school for an act or offense involving weapons, alcohol or drugs or for any other willful act of violence committed on school property. Said statement shall be included in the student's disciplinary record. A request for a copy of the student's disciplinary record will be forwarded to the student's previous place of schooling for verification.

Whenever a pupil transfers from the Peters Township School District, a certified copy of the student's disciplinary record shall be forwarded, as per Act 26 of 1995, to the school entity to which the pupil has transferred, and within ten (10) days of the school's request. Permission of the parent or other person having control or charge of the student shall not be required for transfer of the student's disciplinary record to another school entity.

Withdrawals

Upon withdrawal from the District, all District-owned supplies and equipment in the possession of the student shall be returned to the building principal.

When Transferring to Another School

A release of records form should be completed by the parent/guardian of any student who is withdrawing. Teachers and staff will summarize the student's progress and prepare the student's file, including health records, to forward to his/her next school of enrollment. All records will be forwarded by U.S. mail.

If a student plans to leave the Peters Township School District, the office should be informed as soon as possible in order for school records to be sent to the new school. On the last day the student attends school, he/she will receive a "Notice of Withdrawal" to share with his/her teachers so they can collect books and record grades for their classes. We appreciate a twenty-four (24) hour notification before a student will be withdrawing, so the attendance secretary can prepare the proper forms and paperwork.

Permanent Withdrawal (School Board Policy 208)

No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent/guardian and supporting justification. Counseling services will be made available to any student who states an intention to withdraw permanently.

A student is of compulsory school age in Pennsylvania until attaining age seventeen (17). A student under the age of seventeen (17) shall not be permitted to withdraw without notice of intention to enroll in another public or private day school unless otherwise required by law.



SECTION III: Student Code of Conduct

Discipline Responses – Level I

Code of Conduct

These examples of inappropriate behavior interfere with the orderly operation of the school. They may be handled by individual staff members. However, if the misbehavior continues, the staff member may share the problem with one (1) of the principals. Any or a combination of disciplinary actions may be applied.

The charts that follow place disciplinary examples and responses in four categories, ranging from minor forms of misbehavior in Level I to serious acts of violence in Level IV. The examples and responses are not limited to those shown on the charts.

| |
|--|
| Examples: Level I Disciplinary Infractions |
| <ul style="list-style-type: none"> ● Classroom, study lab, cafeteria, bus, auditorium, hallway, locker room disturbance ● Dress Code Violation ● Classroom and school tardiness ● Abusive language, agitating others ● Failure to complete assignments or follow directions ● Disrespectful, disruptive behaviors or actions ● Failure to serve school detention ● Other inappropriate behaviors on school property during after-school activities ● Unauthorized Videotaping/Picture Taking, or cell phone violation |
| Level I Disciplinary Options/Responses |
| <ul style="list-style-type: none"> ● Hallway Restriction ● Verbal reprimand ● Special duties/activities ● Lunch/Recess detention ● Withdrawal of privileges ● Strict supervised study ● After-school detention ● Parent conference ● Saturday detention – 2 hour or 4 hour ● Assigned seat ● Removal from cafeteria ● In-school suspension ● Out of school suspension for extreme/excessive cases |

Discipline Responses – Level IIA

Code of Conduct - These acts of misbehavior distract students from learning. Any or a combination of disciplinary actions may be applied.

| Disciplinary Infractions |
|---|
| <ul style="list-style-type: none">• Continuation or increased severity of the misbehaviors listed in Level I.• Repeated tardiness to school, truancy or excessive absences, cutting class, cutting school• Insubordination• Hall disruption• Bullying or Harassment• Theft• Possession of inappropriate material• Cheating, plagiarism, lying, forgery• Misconduct during field trips, athletic trips, or other trips involving students• Bus misconduct• Inappropriate verbal or written communication• Safety violation• Unauthorized publication or posting of videotaped materials |
| Disciplinary Options/Responses |
| <ul style="list-style-type: none">• Verbal reprimand by principal, assistant principal, or teacher• Withdrawal from extracurricular activities/privileges• Parental conference• In-School Suspension• Out of School Suspension• Saturday detention – 2 hour or 4 hour• Referral to psychological services• Requirement to clean, replace, or repair damages• Removal from the bus• Plagiarism/Cheating will result in (1st offense): loss of credit for the assignment/assessment, referral to office. (2nd offense): loss of credit and referral resulting in 1 day OSS. (3rd Offense): failing grade for the quarter, parent-teacher-administrator meeting. |

Discipline Responses – Level IIB

| Disciplinary Infractions |
|---|
| <ul style="list-style-type: none"> • Continuation of the misbehaviors listed in Levels I, IIA • Bullying • Fighting without serious injury • Vandalism • Bullying or Harassment • Theft • Possession/discharge of any flammable and/or explosive device • Possession/discharge of potentially harmful or disruptive materials • Threats to others |
| Disciplinary Options/Responses |
| <ul style="list-style-type: none"> • Parental Conference • 4-hour Saturday detention • Withdrawal from extracurricular activities • In-School Suspension or Out of School Suspension • Superintendent’s hearing, and/or Expulsion, and/or Criminal Prosecution • Restitution • Referral for psychological services and/or drug & alcohol evaluation • Prosecution for violation of building and fire code regulations or state and local laws |

Discipline Responses – Level III

Code of Conduct

The Memorandum of Understanding between the Peters Township School District and the Peters Township Police Department pertains to offenses that are listed in this category. Any violations determined to be Level III may result in a ten (10) day out-of-school suspension, a hearing before the Peters Township Board of School Directors with a recommendation for expulsion, and notification to the Peters Township Police. The local police and the Peters Township Police may be notified when Level III offenses occur outside of Peters Township at school-related activities, etc.

| Level III Disciplinary Infractions |
|---|
| <ul style="list-style-type: none"> • Any behaviors cited in the PA Crimes Code, Title 18 Pa C.S. • Arson-related offenses • Assault/battery which results in serious bodily injury • Drug/Alcohol/Tobacco violation (according to School Board Policy and PA law) • Illegal tampering with emergency/security systems • Institutional vandalism • Possession of weapons or dangerous instruments • Furnishing/selling/possessing illegal drugs/alcohol/tobacco • Robbery as defined in the PA Crimes Code, Title 18 Pa C.S., Subsection 3701 • Terroristic and bomb threats |

Level III Disciplinary Options/Responses

- Out-of-school suspension
- Formal Hearing
- Expulsion
- Criminal prosecution
- Other board action which results in appropriate disciplinary action
- Referral for psychological services and/or drug and alcohol evaluation
- Charges filed under PA Crimes Code, Title 18 Pa C.S.
- Drug and Alcohol violations (on campus or at away school events) will result in the following consequences:
 - 1st offense – 10 day out-of-school suspension. Mandatory Drug & Alcohol evaluation. Thirty (30) day probationary status for any after-school/extracurricular activities. Loss of parking pass.
 - 2nd offense – 10 day out-of-school suspension and a recommendation for Expulsion. A semester’s length probationary status for any after-school/extracurricular activities.
- Tobacco violations will result in the following consequences:
 - 1st offense – 3 day out-of-school suspension
 - 2nd offense – 6 day out-of-school suspension
 - 3rd offense – 10 day out-of-school suspension and referral to Board of School Directors for a hearing
 - A summary offense citation will be issued for each offense.

IV

SECTION IV: Student Services

English as a Second Language (School Board Policy 138)

The District has developed a formal English as a Second Language (ESL) and Limited English Proficiency (LEP) policy to ensure quality educational services to all students. To accomplish this goal, the District's objectives are to provide appropriately planned instructional services for identified students whose dominant language is not English. The ESL teacher works closely with the administrative staff and classroom teachers to assist students in improving their English proficiency. All students are integrated with their peers except when it is necessary to pull them out of class to provide specific services.

Gifted Support (School Board Policy 114)

Specially designed instruction is provided for students who are identified as intellectually gifted in accordance with Chapter 16 of Title 22 of the Pennsylvania Code. These individuals have demonstrated cognitive and academic performance, which has been determined to be significantly beyond age/grade level norms. After a thorough review of each identified gifted learner's educational needs, a team of qualified professionals and the parents develop a Gifted Individualized Educational Plan (GIEP).

Health Services

School nurses and health paraprofessionals work with school staff and parents to ensure that state and school health and safety regulations are properly implemented. Should students have special medical needs, the District provides information and services.

Health Services is designed to prevent health problems as well as treat minor illnesses and accidents so a student can continue his or her day in school. As soon as possible, any serious illness or accident will be reported to the student's parents.

Accidents, Injuries, and Illness

If a student gets sick or injured during the school day, a pass can be obtained from the teacher and the student should report to the nurse's office. The nurse will contact the parents if necessary. Any dismissals due to health reasons must come through the health office. If a child needs to be sent home, parents will be called by the school and requested to take the child home.

In the event the accident, injury, or illness is too serious for the student to report to the school nurse, or a situation occurs off site during a related activity, the student should seek assistance from a teacher, coach, sponsor, or other adult who is acting in a supervisory role. Students are not permitted to leave the activity site, school grounds or attempt to address the situation without adult assistance.

When possible, the parent/guardian will be asked if they wish the school to summon an ambulance, if they wish to accompany the child in the ambulance, or have a member of the staff accompany the child. In an emergency, the District will immediately summon an ambulance to transport the student to a hospital and the parent/guardian will be notified. School personnel accompanying or transporting a student to a hospital will remain with the student until the parent/guardian or other responsible adult arrives. All ambulance and other costs are the responsibility of the parent/guardian.

Re-admission of any child to school following a contagious illness will be dependent upon the child being free of symptoms, as well as the possible observance of an exclusion period. The school nurse should be consulted if there are any questions or concerns regarding re-admission to school. Parents will be contacted if a child misses three or more days of school. Students who cannot attend school for ten (10) or more consecutive days due to medical reasons may be eligible for homebound instruction. This service is to be arranged through the principal's office at the request of the parent or guardian.

Emergency Cards

Each year, parents/guardians are requested to complete an emergency card. The cards are kept on file in each health office. Please notify the Health Office and the school office of any changes during the year. Please be sure your contact information is updated at all times as these phone numbers are used for the District's emergency notification system.

Immunization and Communicable Diseases (School Board Policy 203)

Children in public schools must be immunized for tetanus, diphtheria, polio, measles, mumps, rubella, hepatitis B and varicella (chickenpox). Children attending grades 7-12 will also need 1 dose of MCV and 1 dose of tetanus, diphtheria, Tdap (if five (5) years has elapsed since that tetanus immunization). Without these required immunizations the student will not be permitted to attend Peters Township School District. Exceptions do apply for medical reasons and religious beliefs. The school nurse should be contacted with any questions or concerns in this area.

Where applicable, those individuals who are identified as symptomatic or asymptomatic carriers of communicable diseases, infected with acute diseases, and/or chronic infectious diseases will be restricted from the school environment until such a time that it is ascertained their presence within the educational setting will not present a risk to themselves or others. Individually afflicted students shall be afforded their due process rights in respect to continued attendance or when appropriate be provided with education in the least restrictive environment. For more information pertaining to School Board Policies related to communicable diseases including HIV Infection, please refer to School Board Policy 203 and School Board Policy 203.1 HIV Infection.

Medication Policy (School Board Policy 210)

The School District recognizes that to improve student health and regular school attendance, it is often necessary to administer medication or render limited medical care to students during the school day. The Medication Policy defines guidelines for the District's responsibility to administer medication or medical care. To ensure proper administration of medication, any student needing "prescribed medication" (prescriptions or over-the-counter medication which has been prescribed by a doctor in writing) during school hours, per the physician's instructions, must follow these procedures:

1. Obtain and process a medication use form, which should outline specific procedures for administering medication.
2. All medications must be registered and stored in a locked area of the building health office. The medication must be in a proper pharmaceutical container, bearing the student's name, physician's name and treatment instructions, including times the medication is to be administered.

In some cases, a parent may determine the need for his/her child to take "over-the-counter" medication (such as aspirin, cough medicine, etc.). This medication must also be registered at the school nurse's office, following the procedures previously listed. The School District cannot, however, assume responsibility for maintaining a schedule to administer "over-the-counter" medication, unless a physician prescribes it.

Physical and Dental Examinations (School Board Policy 209)

State law requires that physical and dental examinations be provided by the school's nurse, doctor or dentist, or by the student's family physician. These examinations are provided by the School District, but parents may choose to have these examinations done by their personal physician. Pennsylvania School Law requires that each child entering grades K, 6, and 11 have a physical exam and each child entering grades K, 3, and 7 have a dental exam. A Scoliosis exam is required in grades 6 and 7. The Medical/Dental forms for a private physical and/or dental exam are located on the Health Students webpage.

Other examinations include vision testing, height and weight measurements (which are done yearly), and hearing tests for students in grades K -3, 7 and 11, which are administered early in the school year.

Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors (School Board Policy 210.1)

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, it is required to submit:

1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.

2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the District and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
 - a. Name of the drug.
 - b. Prescribed dosage.
 - c. Times medication is to be taken.
 - d. Length of time medication is prescribed.
 - e. Diagnosis or reason medication is needed, unless confidential.
 - f. Potential serious reaction or side effects of medication.
 - g. Emergency response.
 - h. If child is qualified and able to self-administer the medication.

A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription.

Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy shall result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action.

Severe Food Allergies (School Board Policy 209.1)

Parents or guardians who request accommodations for their children(s) who have severe food allergies must provide written documentation to the school nurse on an annual basis from a physician indicating the nature and severity of the food allergy, as well as emergency procedures to be followed in the event of a severe allergenic reaction. The building principal will coordinate information on accommodations with the Director of Food Services.

Wellness of Students (School Board Policy 246)

Peters Township School District recognizes that student wellness and proper nutrition are related to student physical well-being, growth, development, and readiness to learn. The District is committed to providing an environment that promotes student wellness, proper nutrition education, and regular physical activity as part of the learning experience. Food items sold during the school day, whether through Food Service or fundraising efforts, must meet policy wellness guidelines.

Recognizing the importance of keeping our hands clean to help prevent the spread of communicable diseases such as colds, influenza and H1N1, we remind our students through posters and reminders throughout the school to wash their hands regularly. The District provides touch-less hand sanitizers in key areas to prevent the spread of germs.

School Counseling Services

School counselors in partnership with students, parents/guardians, staff, and the community, promote the development of each student's potential. Through a proactive, comprehensive and developmental counseling program, the counselors assist all students in realizing their abilities, needs, interests, and goals as they transition through the educational process to become successful members of society and life-long learners.

Special Education Services

Through supportive services and individualized education plans, the School District seeks to maximize the educational experience of all students. The District follows all state and federal laws, rules, and regulations in the delivery of its Special Education Services.

In some cases, special education services are provided by agencies other than the School District. These services are contracted on an as-needed basis to address the specific areas of need for individual students. Such services include, but are not limited to: speech and language therapy, hearing support, vision support, occupational and physical therapy.

For more information regarding Special Education Services, please contact the Director of Pupil Services.

Student Assistance Program (School Board Policy 236)

The Student Assistance Program (SAP) is available to help you access school and community services for your child. A SAP team identifies and assists students who experience barriers to learning. SAP team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school and to make recommendations to assist the student and the parent. For more information regarding your school's SAP Team, please contact your child's counselor.



SECTION V: School District Student Policies

Overview: School District Policies

School board policies include a section of policies specific to the rights and responsibilities of students (200 series) and a section specific to programs (100 series) You may access all approved District policies on our website at www.ptsd.k12.pa.us under the *School Board* tab and click on *District Policies*. Topics covered under these policies include:

| | | | |
|---------------------------------|--|------------|---|
| 100 SERIES – INSTRUCTION | | | |
| 100 | Comprehensive Planning | 138 | English As A Second Language/Limited English Proficiency |
| 101 | Mission Statement | | |
| 102 | Academic Standards | 140 | Charter Schools |
| 103 | Nondiscrimination In School And Classroom Practices | 140.1 | Extracurricular Participation By Charter/Cyber Charter Students |
| 103.1 | Nondiscrimination – Qualified Students With Disabilities | 142 | Migrant Students |
| 104 | Nondiscrimination In Employment And Contract Practices | 143 | Standards For Persistently Dangerous Schools |
| 105 | Curriculum | 144 | Standards For Victims Of Violent Crimes |
| 105.1 | Curriculum Review By Parents/Guardians And Students | 146 | Student Services |
| 105.2 | Exemption From Instruction | | |
| 105.3 | Educational Program Reports | | |
| 107 | Adoption Of Planned Instruction | 200 | 200 SERIES - PUPILS Enrollment Of Students |
| 108 | Adoption Of Textbooks | 200.1 | Proof Of Residence |
| 110 | Instructional Supplies | 201 | Admission Of Students |
| 112 | Guidance Counseling | 202 | Eligibility Of Nonresident Students |
| 113 | Special Education | 203 | Immunizations And Communicable Diseases |
| 113.1 | Discipline Of Students With Disabilities | 203.1 | HIV Infection |
| 113.2 | Behavior Support | 204 | Attendance |
| 113.3 | Screening And Evaluations For Students With Disabilities | 206 | Assignment Within District |
| 113.4 | Confidentiality Of Special Education Student Information | 207 | Confidential Communications Of Students |
| 114 | Gifted Education | 208 | Withdrawal From School |
| 115 | Career And Technical Education | 209 | Health Examinations/Screenings |
| 117 | Homebound Instruction | 209.1 | Food Allergy Management |
| 118 | Independent Study | 210 | Medications |
| 121 | Student Trips | 210.1 | Possession/Use Of Asthma Inhalers/Epinephrine Auto-Injectors |
| 122 | Extracurricular Activities | 212 | Reporting Student Progress |
| 123 | Interscholastic Athletics | 213 | Assessment Of Student Progress |
| 123.1 | Concussion Management | 214 | GPA Calculation/Graduation Honors |
| 123.2 | Sudden Cardiac Arrest | 215 | Promotion And Retention |
| 123.3 | Parents As Coaches | 216 | Student Records |
| 124 | Alternative Instruction Courses | 216.1 | Supplemental Discipline Records |
| 127 | Assessments | 217 | Graduation Requirements |
| 130 | Homework | 218 | Student Discipline |
| 137 | Home Education Programs | 218.1 | Weapons |
| 137.1 | Extracurricular Participation By Home Education Students | 218.2 | Terroristic Threats |
| | | 219 | Student Complaint Process |

| | | | |
|-----|--|-------|-------------------------------------|
| 220 | Student Expression/Distribution And Posting Of Materials | 234 | Pregnant/Parenting/Married Students |
| 221 | Dress And Grooming | 235 | Student Rights and Responsibilities |
| 222 | Tobacco | 235.1 | Surveys |
| 223 | Student Driving And Parking | 236 | Student Assistance |
| 224 | Care Of School Property | 237 | Laser Pointers |
| 226 | Searches | 239 | Foreign Exchange Students |
| 227 | Controlled Substances/Paraphernalia | 246 | Student Wellness |
| 228 | Student Government | 247 | Hazing |
| 229 | Student Fundraising | 248 | Unlawful Harassment |
| 231 | Social Events And Class Trips | 249 | Anti-Bullying/Cyberbullying |
| 232 | Student Involvement In Decision-Making | 250 | Student Recruitment |
| 233 | Suspension And Expulsion | 251 | Homeless Students |



SECTION V: Bower Hill and Pleasant Valley

WELCOME!

In addition to the Peters Township District Handbook and the Peters Township School District Policies, each school includes their own handbook. Each school’s handbook provides an overview of the procedures, policies, and educational programs specific to those District grade levels. The individual school handbook must be read in combination with the information provided in both the District handbook section and the District policy section.

The primary education (K-3) in Peters Township School District focuses on individual growth, both academically and socially. The classroom environment is designed to enable each child to be successful, productive, valued, and safe.

The K-3 classrooms provide an atmosphere for discovery and imagination. These early years are the ideal time to establish solid foundations for all future learning. The kindergarten program emphasizes children’s growth and development and is an integral part of the elementary curricula. This half-day program guides each child intellectually, physically and socially, while developing independent thinking and problem solving.

The primary grades, 1 through 3, offer a well-balanced academic program, incorporating state-of-the-art materials, curricula and effective teaching strategies that enhance the educational development of each child. The educational programs are designed to meet the instructional needs of young children. Students are encouraged to work to their individual potential, with an overall objective of continuous progress. The Peters Township K-3 Elementary Schools offer a well-rounded program designed to ensure the individual success of each student.

This handbook provides an overview of the procedures, policies, and educational programs at both K-3 schools. The most important policy in our schools is the “Open Door Policy.” Parents are encouraged to take an active role in their child’s education and to contact the schools whenever questions arise. Welcome to our schools!

Rob Garvey
Principal

Greg Marquis
Principal

Julie Franczyk
Assistant Principal

Bower Hill Elementary
424 Bower Hill Road
Venetia, PA 15367
724-941-0913

Pleasant Valley Elementary
250 East McMurray Road
McMurray, PA 15317
724-941-6260

Curriculum

LANGUAGE ARTS

The elementary Language Arts curriculum integrates all of the language arts (reading, writing, English, World Languages, spelling and handwriting) into a coherent program based on integrated themes that teach children about language and how it works. It also uses language to teach the other content areas such as mathematics, science and social studies.



This curriculum is sequential and cumulative and designed to enable children to transfer reading/writing skills to all the subject areas. Thinking and reasoning are emphasized as important components to comprehension. Skills instruction is approached in a developmentally appropriate manner that allows for adaptations for individual differences.

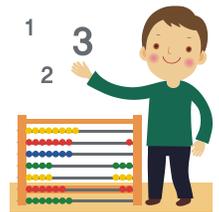
In the primary grades, emphasis is placed on strategies for learning alphabetic and phonetic principles in meaningful context. Children learn grammar, usage, and mechanics and are provided a wide variety of opportunities to demonstrate their developing literacy.

Children are taught to access a variety of information and, once located, to organize, critically evaluate, and use what they have learned. This aspect of the literacy program is closely coordinated with our library/media centers where classroom instruction and application are supported and reinforced. The curriculum addresses the PA Core Standards in both Reading and Writing, as well as the PA Academic Standards in World Languages.

MATHEMATICS

The elementary Mathematics program provides primary students with a strong foundation in learning the major components of the four basic operations (addition, subtraction, multiplication and division): basic facts, computational skills, and problem solving. In addition, our comprehensive mathematics program provides experiences in time and measurement, geometry, tables and graphs, probability & statistics and fractions. Math is also integrated with other subject areas.

The math program utilizes manipulatives, interactive audiovisual materials, and computer technology. It focuses on the way students talk, write, work together, explore and discover. These developmentally appropriate practices provide a real-life connection with mathematics. The curriculum addresses the PA Core Standards in Mathematics.



SCIENCE

Science in the Peters Township elementary schools is an integral part of a complete program of education. The primary goal of the K-3 program is to enable young children to become aware of the scientific principles that will prepare them to investigate, solve problems, and apply scientific knowledge to their environment.

The students are expected to explore, discover, and acquire introductory content knowledge and skills of the processes of science to understand their functions and applications in their lives, as well as in society as a whole. The program is designed to foster positive attitudes directed at understanding the importance of science and scientific advancements upon our lives. The curriculum addresses the PA Academic Standards in Science.



SOCIAL STUDIES

The Peters Township K-3 Social Studies program acknowledges and accepts the challenge and responsibility of helping to prepare students to live and participate in a complex society and an increasingly diverse nation and interdependent world.



Students make use of structure and concepts of the social science disciplines in order to learn about topics like physical geography, economics, governmental structure, and other cultures. The program helps students to acquire the beginning knowledge and skills necessary for responsible participatory citizenship in a democratic society. The curriculum addresses the PA Academic Standards in Social Studies.

SPECIAL CONTENT AREAS – PA ACADEMIC STANDARDS

VOCAL MUSIC

Vocal Music is scheduled twice a week for 30-minute periods and taught by a certified music teacher in grades 1-3. Kindergarten students are introduced to musical concepts within the context of the classroom. The primary music program exposes the student to singing, movement, music reading, and music appreciation. Music is often integrated into the academic curricula to enrich classroom studies.



PHYSICAL EDUCATION

Students in grades 1-3 have Physical Education class two times a week for 30-minute periods, while kindergarten students attend once a week. Classes are taught by a certified PE/health teacher. Students are expected to wear comfortable clothing and tennis shoes on days they have class. At the primary level, the program focuses on learning basic motor skills and participating in group activities. Students also receive instruction in the rules of various sports.



Physical fitness and building positive attitudes toward individual and team recreational opportunities are also facets of the program. An adaptive physical education program is available for students who cannot participate fully in a regular class or who need additional physical education-related experiences.

ART

Students in grades 1-3 receive Art instruction once a week in scheduled classes. Fifty minutes of instruction are provided to students in grades 1-2, with students in grade 3 receiving 60 minutes of instruction each week. Students are encouraged to create, problem solve, and explore a variety of art media. The elementary art program features an exposure to art appreciation and famous works of art, as well as the relationship of art to other disciplines and the world around us.



SPANISH (FLES- Foreign Language in Elementary Schools)

Students in grades 1-3 receive Spanish language instruction in their classrooms twice each week. These thirty-minute classes are taught by a certified Spanish instructor. Students learn about the building blocks of the Spanish language, integrate that knowledge into their everyday class experiences and explore the cultures of Spanish-speaking nations and peoples.



LIBRARY

Each school has its own library media center and students are encouraged to use it for recreational reading, as well as for the support and the integration of their academic classes. Librarians provide specific library skills instruction at all grade levels. They also expose students to the various types of literature and provide programs to encourage all children to read regularly. The librarians and teachers work together to have students use a variety of multimedia to research and present information.



The elementary libraries have also computerized their holdings enabling students to check out books through the use of a bar-code reader.

INTERNET

Internet access is provided in each school. Teachers use the Internet in the classroom in correlation with curricular objectives. Students are provided with training in the use of the Internet and are expected to follow District policy #5114.7 and procedures for proper use.

TECHNOLOGY

All elementary classrooms have access to several computers. Networking and telecommunications provide students with additional opportunities to communicate with a wider audience and to search for information related to their studies both within and outside of each school.



Computers are used for practice of basic skills, support of curriculum objectives, and extension of creative thinking and problem-solving skills. Students are also given opportunities to use computers as tools, with word-processing being the major experience. Computer labs are available in each primary school.

Other technologies such as digital cameras, DVD players, document cameras, iPads, Smart Boards, and teleconferencing (virtual field trips) are used to enhance instruction at the elementary level.

STUDENT SERVICES

Parents and/or guardians who have a concern about their child's educational program should send written notification outlining their concerns to the child's teacher or principal. Following the initial referral, steps will be taken to review the student's performance. If necessary, an evaluation will be conducted, and a determination will be made as to whether specific interventions and/or special education services are needed. An appropriate plan will be developed. Specific information is available in each office.

CLASSROOM SUPPORT

Direct and support instruction for intervention, remediation and tutorial purposes in the classroom setting is available to students in grades 1-3. Students receive assistance in reading and mathematics to help them achieve success in specific learning objectives and goals directly related to the curriculum. Referrals for support are made by classroom teachers.

INSTRUCTIONAL SUPPORT TEAM (IST)

The Instructional Support Team (IST) in each elementary school is part of a state-wide initiative that addresses the challenge of helping those elementary students who are having trouble in school. The IST process is a positive, success-oriented program, which follows specific assessment and intervention strategies to help remove educational and behavioral stumbling blocks for elementary children in the regular classroom. It is a team approach designed to assist students to function successfully within the regular classroom.

ELEMENTARY COUNSELING

An elementary counseling program services the elementary schools. The counselor works with students individually, in small groups, and in the classrooms. Services are provided in academic, social, and behavioral areas.



READING SUPPORT (Bower Hill Elementary School)

Reading Support services provided at Bower Hill elementary help students who need support in the area of reading. Through small group instruction, this program focuses on students who need support in attaining grade level reading skills according to the PA Core Standards.

TITLE I SUPPORT (Pleasant Valley Elementary School)

The purpose of Title I is to ensure that all children have a fair and equal opportunity to obtain a high-quality education and achievement in the areas outlined by the PA Core Standards. At Pleasant Valley Elementary School, our Title I teacher collaborates with staff, parents, and administrators to ensure students are achieving their maximum potential in the area of reading.

ENRICHMENT SUPPORT

While we offer an academic program that helps meet the needs of students of varying instructional levels within the classroom, we do provide Enrichment Support for students who need supplemental learning opportunities. Students may be recommended for enrichment or acceleration on the basis of teacher recommendation or pre-established criteria specific to a content area.



GENERAL PROCEDURES

DISMISSALS, EARLY

Should it be necessary for a student to leave prior to 3:30 PM (morning kindergarten students – 11:35 AM), the student must provide a written note requesting to be excused upon arrival to school. The note must include the date, time, name of child(ren), reason for the early dismissal, and the parent's/guardian's signature.

Children will be called to the office for early dismissals upon the arrival of the parent or guardian. Parents are not to pick up children at the classrooms. No child will be dismissed from school nor released to any other person without the expressed written consent of the parent and/or guardian. Children are not permitted to leave the building without permission.

DISMISSALS, AFTERSCHOOL

Those students who do not use bus transportation to return home will be dismissed through a designated area at each school, usually about 3:30 PM. The student must provide a written note to the office requesting to be dismissed after school. The note must include the date, name of child(ren), who will be picking up the child(ren), and the parent's/guardian's signature. No child will be released to any other person without the expressed written consent of the parent/guardian. Children will be released after school through the office. Parents are not to pick up children at the classrooms.

MAKE-UP WORK

Students are responsible for completing all work missed as determined by the classroom teacher. Should a parent wish to pick up work, it will be made available in the office at the end of the day or through arrangements made with the teacher.

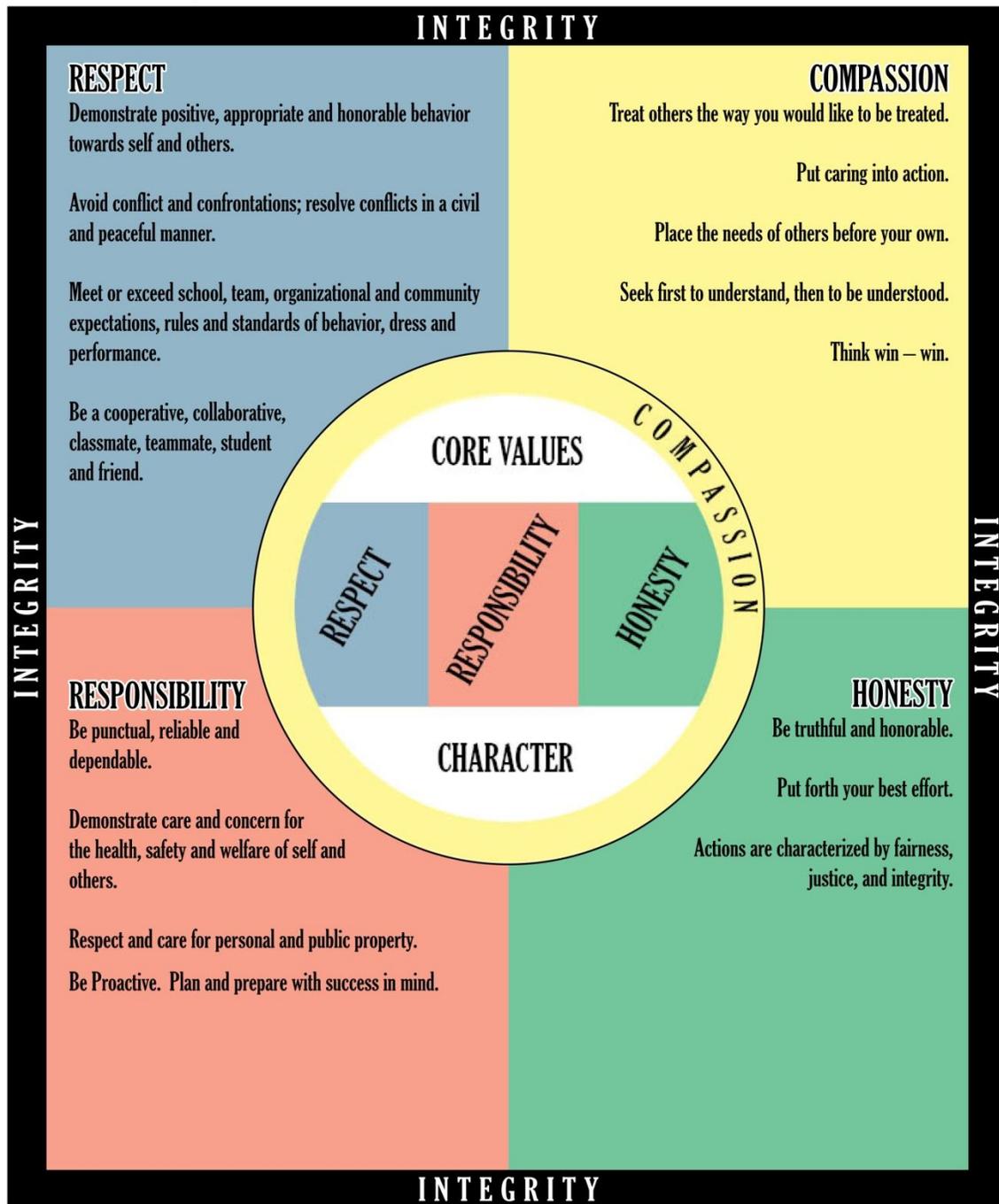
SCHOOL HOURS

Elementary School hours are from 9 AM to 3:30 PM. The morning kindergarten session is from 9 AM to 11:35 AM. The afternoon kindergarten session is from 12:55 PM to 3:30 PM.

TARDINESS

Students arriving after 9:00 AM are considered tardy. Afternoon kindergarten students are considered tardy if they arrive after 12:55 PM. They must present a signed excuse written by the parent/guardian to the office upon arrival.

Positive Behaviors and Effective Habits within the Character Continuum



The following is a list of our minimum expectations of our students at Bower Hill and Pleasant Valley Elementary Schools. Disciplinary consequences may result if a student falls short of these expectations. Depending on the severity or frequency in which the student falls short of the expectations listed below, varying degrees of consequence may be imposed. These consequences may involve an adjustment within the school setting or separation from school. The goal of any disciplinary consequence is to redirect the student’s behavior to bring it back into our expectations.

It is our expectation that Pleasant Valley and Bower Hill students will...

| Expectations | |
|-----------------------|---|
| Respect | <ul style="list-style-type: none"> • Demonstrate positive, appropriate, and honorable behavior toward the learning environment, self, and others. • Avoid conflict and confrontations. If unable to avoid said conflict, resolve in a civil and peaceful manner. • Meet or exceed school, team, organizational, and community expectations of behavior, dress, and performance • Cooperate and collaborate with our staff and his/her fellow students in all school settings. |
| Responsibility | <ul style="list-style-type: none"> • Are punctual, reliable, and dependable. • Demonstrate care and concern for the health, safety, and welfare of self and others. • Respect and care for the personal and public property. • Plan and prepare with success in mind |
| Compassion | <ul style="list-style-type: none"> • Treat others the way they would like to be treated. • Place the needs of others before his/her own. • Seek first to understand, then to be understood. • Think win-win. |
| Honesty | <ul style="list-style-type: none"> • Be truthful and honorable. • Put forth his/her best effort. • Act fairly, justly, and with integrity. |

DISCIPLINARY PROCEDURES

SCHOOL RULES

Students are introduced to classroom and school rules at the onset of each school year. It is expected that all students will adhere to classroom and school rules and regulations. Generally it is expected that elementary students follow directions, treat others with mutual respect, take care of school and personal property, and follow safe practices.

RULE INFRACTIONS

Informal or formal sanctions may be needed for students who do not follow school rules and regulations. The disciplinary response may involve adjustment within the school setting or separation from school. Disciplinary procedures are to be appropriate to the infraction and designed to eliminate any disruption within the school and to adjust to any personal problem involved. **Refer to Code of Conduct on page 45.**

CONSEQUENCES

At the primary (K-3) level, a positive approach to discipline is most often the approach used. However, a variety of measures may be implemented depending upon the infractions and the grade levels and individual needs of the students involved. Possible consequences include:

- Direct contact and/or conference with pupil and/or parent
- Time-out
- Removal of privileges
- Detention
- In-school suspension
- Out-of-school suspension
- Expulsion
- Alternative measure

BULLYING

Bower Hill and Pleasant Valley Elementary Schools implement the Olweus Bullying Prevention Program (OBPP). This program, developed by Dan Olweus, is a research based model that is designed to be preventative and responsive to bullying situations. Dr. Olweus defines bullying as: “A person who is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he/she has difficulty defending him/herself.”

Three typical components of bullying behavior are:

1. Involves aggressive behavior
2. Typically involves a pattern of behavior repeated over time
3. There is an imbalance of power or strength

There are three specific types of bullying:

1. **Direct Bullying:** This form of bullying involves actions such as kicking, shoving, taunting, name calling, threatening, or making obscene gestures.
2. **Indirect Bullying:** Getting another person to bully someone, spreading rumors, social isolation, or cyber-bullying.
3. **Relational Bullying:** Damaging reputations or social standing of peers and using threats or loss of relationships to manipulate another person.

These behaviors will be responded to in accordance with the District Bullying policy. (See Policy #249)

The Olweus Bullying Prevention Program is just one more way we can work collaboratively with students, parents, teachers and administration to maintain and strengthen our warmth and positive school climates.

HOMEWORK PROCEDURES

Homework is any work planned or approved by the teacher to be completed by the students outside the regular class without the immediate and direct supervision of the teacher. Homework should:

1. reinforce learning through the practice, integration, application, and extension of knowledge and skills,
2. develop study skills, work habits, and a sense of personal responsibility,
3. stimulate originality and creativity, and
4. enrich school experiences.

COMPLETION OF ASSIGNMENTS

Students should budget their time to complete homework assignments properly and in a timely manner. They should ask questions to clarify and fully understand their assignments.

MISSED ASSIGNMENTS

If a student is absent from school, he/she should complete all missed assignments as required by the teacher, upon return to school. Arrangements for picking up work on the day of the absence can be made by contacting the building office by 11:00 AM on the day of the absence.

It is beneficial to the students if parents are familiar with classroom homework expectations and procedures. Classroom teachers generally share this information with parents at Informational Meetings or through correspondence to the home. An at-home work atmosphere conducive to successful completion of assignments and time to review the day's learning experience and assignments with your child is helpful.

SCHOOLWIDE SAFETY PROCEDURES

DELIVERY OF MATERIALS

Any school-related deliveries for students (lunches, notes, glasses, etc.) should be left at the office. Parents are encouraged to keep these at a minimum. Deliveries from outside vendors are prohibited during school hours. No one is to go directly to a classroom to make a delivery without permission from the office.

INCOMING PHONE CALLS

Incoming calls with messages for students should be kept to a minimum. The authenticity of the phone call may be checked to protect the safety of the students.



TRANSPORTATION PROCEDURES

Transportation is provided to and from school for all students who live within the District. One-way transportation is provided for kindergarten students.

ARRIVAL PROCEDURES

Upon arrival to school all students are expected to report to their homerooms. No supervision is provided for students until 8:50 AM. Students are not permitted to enter the school until 8:50 AM, unless their parents are attending a morning meeting, or if a teacher is working with students. At Pleasant Valley, parents are to park in the upper lot and escort children to the building if they are dropped off. At Bower Hill Elementary School, parents are to use the drop off circle.

DISMISSAL PROCEDURES

Students are dismissed starting at 3:25 PM. Car riders are dismissed at times and places designated at each individual building.

OTHER TRANSPORTATION:

If your child will be using transportation other than the District-provided buses in the morning, arrival should take place at 8:50 AM to ensure safety and to prevent interference with bus traffic. If your child will be using alternative transportation at dismissal time, written notification must be provided by the parent or guardian prior to the close of the day. Students can be picked up at times and places designated at each individual building. Please observe designated student drop-off and pickup areas at each school.

PARKING

Visitor parking is provided at both schools in designated areas. There is to be no parking along yellow curb areas and in certain designated areas at each school, so as to provide access for emergency vehicles. Traveling teacher parking spaces are only to be used by staff members that drive to multiple buildings throughout the school day. Handicapped parking is to be used only by those vehicles that have special handicap plates. Violators will be reported to township police.

SPEED LIMIT

All vehicles are expected to follow posted speed limit signs. Violators will be reported to township police.

WALKERS

Although most students are provided with bus transportation to and from school, some children do walk. If your child is assigned to a bus and he/she will be walking to and/or from school, please notify the office in writing.



HOME / SCHOOL COMMUNICATION

PARENT/TEACHER CONFERENCES

Peters Township School District's elementary teachers and principals are available to schedule conferences on the District's designated Parent-Teacher Conference Days in October/November or by special appointment. On the designated days in October/November, conferences are held throughout the day and last approximately 15 minutes.

Teachers will establish and communicate the means for parents to schedule a conference during Open House. If you have any questions, please contact your child's teacher or team of teachers.

Throughout the year, teachers may contact parents to review a child's progress in school. Parents are welcome to initiate conferences and may do so by contacting their child's teacher. Conferences may also be arranged by or with the principal. By sharing information, teachers and parents can build a strong foundation for a positive and rewarding school experience.

TEACHERS

Teachers will contact parents to review a child's progress in school. Parents are welcome to initiate conferences, and may do so by contacting the child's teacher. By sharing information, teachers and parents can build a strong foundation for a positive and rewarding school experience.

PRINCIPALS

Conferences may also be arranged by or with the principal.

INFORMATION MEETINGS

Frequently, teachers provide parents with information pertinent to their classrooms and grade level curricula at informational meetings. These are held early in the year.

PARENT TEACHER ASSOCIATION

The PTA in elementary school is a viable organization that brings parents and teachers together to benefit the students. In addition to monthly business meetings, each PTA sponsors educational and recreational activities that support the schools. Membership information may be obtained from each school unit or by contacting one of the PTA presidents on the District web site at www.ptsd.k12.pa.us.

OTHER PARENT INVOLVEMENT PROGRAMS

Throughout the school year there are other opportunities for parents to become involved within the school and the School District. Committees or special councils consisting of administrators, teachers, staff, and parents are formed as needs arise. Information on these and other parent involvement programs is available through the school office, by contacting the Communications Coordinator at Central Administration, and the District web site at www.ptsd.k12.pa.us.

GENERAL INFORMATION

ACCESS TO RECORDS DISTRICT

Parents and/or legal guardians of students have a right to inspect, review, copy, and request corrections of their child's records. This can be done by contacting the building principal. Where guardianship is an issue, or if parents are separated or divorced, notice and verification of any court order issued to deny a parent access to records must be provided to the School District.

ACTIVITIES

The elementary Parent Teacher Association (PTA) organizes after school activities in the fall and spring.

ANIMALS/PETS DISTRICT

Prior approval must be obtained from the classroom teacher and principal to have any animals/pets brought to school.

Animals are not to be transported on the bus and must be under the care of an adult at all times. Pets and animals must be on a leash or in a protective cage. Pet owners assume all responsibility for care, damage, and actions of the animal.

ASSEMBLIES

Assemblies are scheduled throughout the school year for a variety of purposes. Topics include school-wide themes, curriculum-related presentations, and special guest speakers. It is expected that students will listen and display appropriate audience behaviors at each assembly.

BIRTHDAY RECOGNITION

Uninterrupted instructional time is very important. Please speak with your child's classroom teacher before bringing any **non-edible favor** to the classroom. Any birthday **non-edible** favor that is delivered to the school for the child's class should be small enough to be carried by the child. Students will not be permitted to deliver favors to other classrooms.

CHANGE OF ADDRESS OR TELEPHONE

Please notify the office of any change in name, address, or telephone numbers.

CLASSROOM VISITATIONS

Parents who wish to visit or observe their child's classroom during school hours must contact the building principal. Arrangements will be made through the building principal.

COMPUTER USAGE

Students are permitted to use school computers and peripherals with staff permission for school related purposes only. Only school-approved software and devices are permitted. Students who access the Internet at school must do so only with adult supervision or after school training. Students, who use unauthorized software or devices, access inappropriate web sites or tamper with computers face disciplinary action and will be disciplined according to District policy. (See Policy #5114.7 and #5114.71)



DRESS

With the concern for the safety, health and welfare of the students, as well as the prevention of disruption of the educational program, please keep in mind the following personal appearance guidelines:

1. Clothing should not be distracting or immodest.
2. Avoid clothing that is ripped, torn or has holes.
3. Shorts should not be excessively short under reasonable community standards.
4. Avoid clothes that contain suggestive language or which display alcohol, tobacco, drugs, or violent images.
5. The wearing of socks is recommended with thongs or other sandal-type footwear.
6. Should a student come to school wearing inappropriate clothing, he/she will be asked to correct the situation and/or the parents will be contacted.

ELEVATOR KEY (BOWER HILL)

An elevator key can be made available to those students with physical challenges or with written medical excuses. Keys must be procured and returned to the school health office. Charges may be assessed if keys are lost or damaged.

FOOD SERVICE

Hot lunches are provided for those children wishing to buy them. Milk is included with the hot lunches or may be purchased separately. Information about the cost will be sent home at the beginning of each school year. Monthly menus are available on-line. At times the menu may need to be changed without prior notice. Students may purchase lunch tickets in the school cafeteria.



Free or reduced-price meals are available to students whose families meet certain federal guidelines. Applications and further information can be secured at each school office or on the District web site. Parents/guardians are welcome to eat lunch with their child(ren), however, please sign in at the office in advance.

FORMS

District forms (educational trips, medication, photo refusal, and notes to school) are available in each school office or on the District Web Site at www.ptsd.k12.pa.us.

HOLIDAY PARTIES

There are three PTA-sponsored parties per year: Halloween, Winter Holiday, and Valentine's Day. All party volunteers must be PTA members, must not bring younger siblings with them, and must plan parties in accordance with school guidelines.

HOMEROOM ASSIGNMENTS

Homeroom information is provided via the PowerSchool system approximately one week prior to the start of school. Kindergarten homerooms are provided in a packet that is mailed home to all parents.

ILLNESSES

If a child becomes ill enough to be sent home, parents will be contacted by the school and asked to take the child home. Readmission of any child to school following a contagious illness will be dependent upon the child being free of symptoms, as well as the possible observance of an exclusion period. The school nurse should be consulted if there are any questions or concerns regarding readmission to school.

LOST AND DAMAGED BOOKS

If any school-issued books are lost or damaged, students must pay for repair or replacement. All texts and library books must be returned at the end of school or when a student leaves.

LOST AND FOUND

Lost articles, when found, are taken to a designated Lost and Found area in each school where they can be claimed. It is often helpful to label your child's belongings. Those items thought to be of value will be retained in the school until they are claimed. Lost and found items not claimed at the end of each nine weeks will be donated to a charitable organization.

NOTES, MESSAGES, LUNCHESES and DELIVERIES

Instructional time is very important, so it is desirable to keep interruptions to a minimum. All notes, messages, lunches, and other items that are to be delivered to students must be done through the building office.

PHYSICAL EDUCATION

It is assumed that a child who is well enough to be in school is well enough to go outdoors to participate in physical education class. Please be sure that children are dressed appropriately for the weather. If a child must remain indoors during physical education class, a note must be written by the parent/guardian explaining why the child must do so.

A note from the family physician may be required if a request to remain indoors or to be excused from physical education class is for three or more days, or if the requests become too frequent.

PROMOTION/RETENTION

Students who successfully complete a grade level are promoted to the next grade level at the end of the academic year. Should a student not achieve success, retention may be necessary. Parents and the teacher should discuss any possibility of retention early in the second semester. At times additional diagnostic evaluation may be required to fully assess a student prior to the decision being made.

RECESS

It is assumed that a child who is well enough to be in school is well enough to go outdoors for recess. Please be sure that children are dressed appropriately for the weather. If a child must remain indoors during recess, a note must be written by the parent/guardian explaining why the child must do so.

Playground areas are for the exclusive use of the students and staff during the school day. Visitors, parents, and non-school age children are not permitted in designated areas during the school day.

SCHOOL PICTURES

Notification concerning school pictures will be sent home with your child. Pictures are taken early in the school year and are a PTA-sponsored function.

TOYS/VALUABLES

Toys can be distracting in the classroom setting and are limited to recess times. Students are encouraged to leave toys and other valuable items at home. Their safekeeping is the student owner's responsibility.

**BOWER HILL AND PLEASANT VALLEY ELEMENTARY
CODE OF CONDUCT**

| INFRACTIONS | CONSEQUENCES LEVEL ONE Minor, first infrequent Offense | CONSEQUENCES LEVEL TWO Repeated, Frequent or Major Offense | CONSEQUENCES LEVEL THREE Repeated, Frequent or Major Offense |
|--|---|---|---|
| Classroom/ School Disruption | Verbal Warning Depending on severity Parent Contact | Meet with Principal Meet with Counselor | Loss of Privileges (i.e.recess) |
| Lunch/Recess Disruption | Verbal Warning Parent Contact "Time Out" Temporary Seat/Area Assignment | Meet with Principal Meet with Counselor | Loss of Privileges (i.e.recess) |
| Cheating/Plagiarism | Parent Contact Teacher/Principal Discretion 0%-59% on assignment/ Redo the assignment Seating changed | Meet with Principal Meet with Counselor | Loss of Privileges (i.e.recess) |
| Out of Assigned Area | Re-teach Expectations Parent Contact (1) | Meet with Principal Meet with Counselor | Loss of Privileges (i.e.recess) |
| Verbal Abuse-Threatening, Inappropriate Language | Parent Contact Verbal Warning Re-teach expectations | Meet with Principal Meet with Counselor | Loss of Privileges (i.e.recess) |
| Physical abuse-Punching Kicking, Thrown Objects, etc. | Parent Contact Verbal Warning AM or PM Detention (1-2 Days) | Meet with Principal Meet with Counselor | Loss of Privileges (i.e. recess) |
| Bullying/Harassment (All Harassment Claims will be addressed per policy) | Verbal Warning Parent Contact Referral to Counselor | Meet with Principal Meet with Counselor | Loss of Privileges (i.e.recess) |
| Theft/ Possession of Stolen Property | Verbal Warning Return Item Apologize (verbal or letter) | Meet with Principal Meet with Counselor | Loss of Privileges (i.e.recess) |
| Safety Violation (Fire Alarm) | Verbal Warning Parent Contact Referral to counselor | Meet with Principal Meet with Counselor | Loss of Privileges (i.e.recess) |
| Unauthorized Possession/Use of iPod or MP3 or DS | Parent Contact | Meet with Principal Meet with Counselor | Loss of Privileges (i.e.recess) |

KEY CONTACTS

BUILDING LEVEL

| | |
|--|---------------------------------|
| Mr. Greg Marquis Principal Pleasant Valley Elementary School | 724-941-6260 Voice Mail 1111 |
| Mr. Robert Garvey Principal Bower Hill Elementary School | 724-941-0913 Voice Mail 2401 |
| Mrs. Julie Franczyk Assistant Principal Bower Hill Elementary School | 724-941-0913 Voice Mail 2402 |
| Mr. Fred Traumuller Elementary School Counselor Bower Hill Elementary School | 724-941-0913 Voice Mail 2101 |
| Stephanie Ali Elementary School Counselor Pleasant Valley Elementary School | 724-941-6260 Voice Mail 1415 |
| Mrs. Kathy Crowley School Nurse Bower Hill Elementary School | 724-941-0913 Voice Mail 2403 |
| Mrs. Lori Motosicke School Nurse Pleasant Valley Elementary | 724-941-6260 Voice Mail 1404 |