

Aliquippa Elementary School

Student/Parent Handbook 2015-2016



School District Mission

By fostering student success in a relevant and challenging learning community, the Mission of the Aliquippa School District is to create productive citizens for a global society.

Aliquippa Elementary School

800 21st Street, Aliquippa, PA 15001

724-857-7550 Fax 724-857-7565

Peter M. Carbone, Ed. D. Principal

Dennis Drevna Assistant Principal

Cristiana White School Counselor

Marlene Everett School Nurse

Sue Walsnovich Principal's Secretary

..... Attendance Secretary`

Important—Important—Important—Important

In case of a **NUCLEAR EMERGENCY** at **SHIPPINGPORT** your child will be transported
to:

**Independence Middle School
Bethel Park School District
2807 Bethel Church Road
Bethel Park, PA 15102**

Table of Contents

ACCEPTABLE USE POLICY	1-2
ATTENDANCE	8-11
BULLYING/ CYBER BULLYING	17-18
BUS TRANSFER	29
CLINIC/SCHOOL NURSE.....	32-34
CONDUCT/DISCIPLINARY MATTERS ON SCHOOL BUSES.....	28-29
CONFIDENTIALITY.....	37
COUNSELING SERVICES.....	16
DAILY TIME SCHEDULE	4
DRESS AND GROOMING.....	12-13
EARLY RELEASE.....	10
ELECTRONIC DEVICES	21-22
ELEMENTARY SCHOOL DISCIPLINE PROCEDURES	15-16
FACULTY	6
FEDERAL STUDENT INFORMATION GUIDELINES.....	36-42
GRADING.....	7-8
GUIDELINES FOR SCHOOL DISTRICT STUDENT ASSISTANCE TEAM	22-23
HOMEWORK PARENT BEST PRACTICES.....	34-35
HONOR ROLL/ PRESIDENTS AWARD/ GRADING	7
LOCKER SEARCH.....	27-28
MOOD ALTERING DRUG/ALCOHOL POLICY	22-27
NINE-WEEK CALENDAR	5
NO CHILD LEFT BEHIND ACT	36
PARENT RELEASE FORMS	
PEER MEDIATION.....	16-17
POLICY ON STUDENT FIGHTING	18-19
PRIVATE PROPERTY.....	21
PUBLIC NOTICE OF SPECIAL ED. SERVICES	37
PPRA/HIPPA	38-40
SCHOOL CALENDAR.....	3
TITLE I/ PARENT INVOLVEMENT	41-44
TIPS FOR PARENTS TO AVOID TRUANCY	18
SCHOOL DISTRICT MISSIONS.....	1
SCHOOL VISITATIONS	32
SCHOOL WIDE POSITIVE BEHAVIOR PLAN.....	1
STUDENT DISCIPLINE	13-16
STUDENTS RIGHTS AND RESPONSIBILITIES.....	12
WEAPON POLICY.....	20-21

ALIQUIPPA SCHOOL DISTRICT LITERACY MISSION

Success begins with high expectations. The Literacy Mission of the Aliquippa School District is to take the potential students have to achieve extraordinary literacy gains and make that potential manifest a reality for all students.

SCHOOL WIDE POSITIVE BEHAVIOR PLAN

The mission of the Aliquippa School District's School Wide Positive Behavior Plan is to establish clear guidelines for academic and social behavior and use discipline in a positive, supportive, logical, and consistent manner.

The principles of respect and responsibility are foundational beliefs that should motivate all interactions within our community. To that end, our school community has been involved in the creation of a systematic school wide positive behavior plan that creates a welcoming climate that is physically and psychologically safe. Using the 40 Developmental Assets, the committee reviewed, discussed and came to the consensus of four attributes to create the school wide expectations for all Aliquippa students. These attributes are a Sense of Purpose, Accountability, Respect and Commitment. These attributes became our acronym for "Show your SPARC."

ACCEPTABLE USE POLICY

Common Sense Acceptable Use Policy for Aliquippa School District Technology Users Introduction

The Children's Internet Protection Act (CIPA) requires schools to establish Internet Safety guidelines for the appropriate use of computer networks. The Aliquippa School District makes available to trained staff and students the global resources of the Internet, as well as the computer resources of our local area network. Through technology resources, educators and students can communicate with others, share resources, search databases, and retrieve useful information. A student account is provided at no charge to of the School District for Internet use, and are bound by the Acceptable Use Policy.

The Internet is to be used for educational purposes only. In accordance with the Children's Internet Protection Act (CIPA), the Aliquippa School District will take all measures to:

- (a) prevent the district's network access to or the transmission of inappropriate information via the Internet, electronic mail, digital folders or other forms of electronic communications;
- (b) prevent unauthorized access or inappropriate online activity;
- (c) protect against online disclosure, use or sharing of student personal information;
- (d) provide Internet safety education to all students.

Aliquippa School District takes reasonable steps to ensure that students do not have access to potentially harmful content. The district utilizes a content filter that monitors and blocks potentially harmful content such as pornography, child pornography, sexual acts, obscene material or other materials deemed as harmful to minors. The district may override this protection for a student if it wrongly blocked legitimate educational sites.

The Aliquippa technology staff monitors student use of the Internet by checking history if there is reasonable cause for concern, and/or direct supervision to ensure that the network is for instructional and educational purposes. In addition, the district maintains reasonable precautions to prevent “hacking” or sabotage of the network’s confidential information. These precautions include firewalls, password policies, data encryption where possible, and security monitoring.

The District provides instruction to students for appropriate use of the Internet including, but not limited to, net-etiquette, online behavior, cyber bullying awareness, social networking safety and other privacy or security issues.

Aliquippa School District, even with the above precautions, cannot guarantee that a student or a staff member will not abuse the system or gain access to inappropriate material.

David A. Wytiaz, *Superintendent* Edward Palombo, *President, Aliquippa School Board* Peter M. Carbone, Ed. D. *Elementary School Principal*

Please sign and return Page 46 and 47

2015-2016 School Calendar

August 19, 20, 2015	In-Service (#1, #2)
August 24, 2015	1 st Day for Students
September 7, 2015	Labor Day- No School
September 9, 2015	Meet the Teacher Night/Title I Fall Meeting, 5:00-8:00 pm
October 12, 2015	In-Service (#3)
October 27, 2015.....	End of 1 st 9 Weeks
November 4, 2015.....	Act 80 Full day
November 11, 2015.....	Veterans' Day- No School
November 25, 2015.....	Half-Day of School
November 26- November 30, 2015	Thanksgiving Break- No School
December 23, 2015- January 1, 2016	Christmas Break
January 14, 2016	End of 2 nd Nine Weeks
January 14, 2016	End of 1 st Semester
January, 15, 2016.....	In-Service (#4) - No School
January 18, 2016	Martin Luther King Day- No School
February 12, 2016	In-Service (#5)
February 15, 2016	Severe Weather Make-up Day
March 23, 2016	End of 3 rd Nine Weeks
March 24, 2016	Severe Weather Make-up Days
March 25-28, 2016.....	Spring Break
March 29, 2016	Act 80 day – Full day
April 8, 2016	Act 80 day – Full day
April 11-15, 2016.....	PSSA Testing Window (English/Language Arts), Grades 3-6
April 18-22, 2016.....	PSSA Testing Window (Math), Grades 3-6
April 25-29, 2016.....	PSSA Testing Window (Science) Grade 4
May 2, 2016	In-Service Day #6
May 2-6, 2016.....	PSSA Make-up
May 27, 2016	Severe Weather Make-up Days
May 30, 2016	Memorial Day (No School)
June 2, 2016	End of 4 th 9 Weeks
June 2, 2016	End of 2nd Semester
June 2, 2016	Last Day for Students
June 3, 2016	In-Service (#7)
June 16, 2016	School Picnic (Kennywood Park)

2015-2016 Daily Time Schedule

7:55 a.m.....	Teacher Sign-In and Professional Learning Time
8:20 a.m.....	Teachers Report to Duty
8:20-8:40 a.m.	Breakfast (Grades K-6)
8:50 a.m.....	Pledge of Allegiance, Announcements and Tardy Bell
3:05 p.m.	Warning Bell
3:10 p.m.	Student Pick-up
3:15 p.m.	Bus Dismissal
3:30 p.m.	Teacher Sign-Out

Lunches

10:45 a.m.-11:15 a.m.	Grades 1 and 2
11:20 a.m.-11:50 a.m.	Grades 3 and 5
11:55 a.m.-12:25 p.m.	Grades 4 and 6
12:30-1:00.....	Kindergarten

2 Hour Delay

7:55 a.m.....	Teacher Sign-In and Professional Learning Time
Student Entrance	10:20 a.m.
Homeroom	10:20 a.m. – 10:30 a.m.

The regular schedule will resume at 10:35 a.m. on a 2-hour delay day along with the lunch periods.

Breakfast will not be served on days where there is a 2-hour delay.

NINE WEEKS CALENDAR

1st Nine Weeks

Begins August 24, 2015

Interim Progress Reports..... September 24, 2015

Ends.....October 27, 2015

Report Card Distribution.....November 3, 2015

2nd Nine Weeks

BeginsOctober 28, 2015

Interim Progress Reports..... December 3, 2015

Ends..... January 14, 2016

Report Card Distribution..... January 22, 2016

3rd Nine Weeks

Begins January 19, 2016

Interim Progress Reports..... February 22, 2016

Ends..... March 23, 2016

Report Card Distribution..... April 4, 2016

4th Nine Weeks

Begins March 29, 2016

Interim Progress Reports..... April 29, 2016

Ends..... June 2, 2016

Report Card Distribution..... June 2, 2016

FACULTY

Kindergarten

201 Sally Zupsic
202 Jaime Hildebrand
203 Amy DiBenedetto
204 Jennie Guenther
206 Gary Stump

First Grade

205 Jennifer Fogg
211 Kim Burbage
207 Jaime Mecchia
208 Danaysia Hall
210 Sherry Shroads

Second Grade

227 Gina Battaglini
209 Jessica DeMatteis
215 Andrea Mowad
217 Patricia Pettis
226 Tracey White

Third Grade

234 Stacey Alexander
228 Nicole Cheuvront
236 Grace Danylo
237 Tracy Diamond/Nicole Lodovico (232)
235 Mary Lou Kondracki

Fourth Grade

321 Courtney Clendennen
326 Staci DiCicco
330 Maya Henderson/Heather Davis (328)
319 Pam Swanson

Fifth Grade

303 Robert Signorelli
302 Lori Mills
305 Erica George
306 Laurel Michele
307 Kirsten Pilotti/
Aileen McCullough (304)

Sixth Grade

315 William Sebastian/Renee Tecza (317)
312 A'Frica Sheppard
314 Mrryce Smith
313 Elaine Verostek

Speech and Language

225 Vicki DelGreco
233 Jenny Hanson

Specials

109 Mrs. Katelyn Debogovich- Music
111 Ross Marshall - Music/ Band
112 Mr. R. McFadden - Health/ Phys. Ed.
107 Mrs. Laura Propst- Art
113 Ms. Michelle Sebastian- Library
143 Computers- TBA

Support Services

212 Renee Bufalini
237 Pamela Owen
229 Marianne Miller- LS
219 Shannon Rinestine- LS
108 Julie Ceccarelli- LS
170 Marlene Everett
331 Debbie Frank
110 Stacey Giesler
329 TBA
323 Lisa Eperesi
178 Cristiana White- School Counselor
181 Aliquippa Impact
213 Computer Lab
309 Delcine Pugh- KtO Clerk
330 Special Ed. Resource Room

HONOR ROLL

1. All B's in five-period per week subjects or maintain a "B" average in these subjects. An "A" grade will balance a "C" grade. No student with a "D" grade is eligible for recognition.
2. A student in grades 1-6 cannot achieve an "F" in Special Subjects.

DISTINGUISHED HONOR ROLL REQUIREMENTS

1. All "A's" in five period per week subjects.
2. A student in grades 1-6 cannot achieve an "F" in Special Subjects.

HONOR ROLL REGULATIONS

1. An incomplete grade keeps a student from any honor roll.
2. Honor rolls are due in to principal's office the day after the report cards are distributed.
3. The final honor roll for the year should be determined from the Final nine-week grades.
4. The final honor roll is due when records are turned in at the end of the school year.

PRESIDENTIAL AWARDS CEREMONY-GRADE 6

At the end of the school year, there will be a grade 6 awards ceremony. Students who achieve distinguished honor roll for the first three grading periods and have no disciplinary referrals the whole school year will receive the President's Awards for Educational Excellence. Students who achieve distinguished honor roll and/or honor roll for the first three grading periods and have no disciplinary referrals the whole school year will receive the President's Awards for Educational Achievement.

COUNSELING SERVICES

Aliquippa Elementary School Counseling Services are provided to all children, kindergarten through grades six. The School Counselor depending on the student, situation or need, works with students both individually and in small groups.

Classroom teachers and the counselor work cooperatively through classroom observation, consultation, sharing information and cooperating on referrals for students with special needs.

Consulting with parents is also an important part of the service. Some of the counseling activities include consulting with parents regarding their children, providing parent meetings for special purposes such as test interpretation, pre-school orientation, and providing programs for parents of children with specific needs.

GRADING

Grade Average

A (90-100) B (80-89) C (70-79) D (60-69) E (45-59)

All Special Subjects will be Pass or Fail

At the mid-point of each nine-week grading period, progress reports are given. At that time a

parent, can scheduled conference to discuss and plan strategies to solve academic and/or social problems.

ATTENDANCE GUIDELINES

No individual student absences will exceed twenty (20) illegal days in any school year. If a student exceeds the maximum number of allowable absences, that student will receive failing grades in all subjects for the school year. The failing grades will be recorded as insufficient attendance. After ten (10) illegal absences the Aliquippa School District will contact Children & Youth Services of Beaver County.

Days not counted towards the twenty (20) day limit:

- Religious holidays
- Out of school suspensions
- c. Illness: dates of the illness must be a confirmed. Validated doctor's excuse and presented within three (3) days after that student's return to school.
- d. An excuse that has been approved by the principal/designee for other urgent reasons, however, verification must be presented immediately upon that students return to school or that absence will be considered unexcused.

DEFINITION OF QUESTIONABLE ABSENCES

Please note that the mere fact that a parent has sent a written explanation to the school does not necessarily mean that the absence is excused. A claim of continued or repeated illness without verified medical proof of the student's condition is a "questionable absence." Cases of erratic, general explanations or patterned absences would be "questionable." An excuse that simply states, "please excuse my child from being absent because he/she was sick" is too general in nature to be accepted. The excuse should specifically state "please excuse my child for being absent because he/she had the flu, there was a death in the family, etc." No excuses will be accepted that state the student had a doctor's appointment, court hearing, etc. without written proof from the appropriate facility. Also, excuses will **NOT** be accepted after three (3) days of the student returning to school. After nine (9) written excuses, the parent will be required to turn in medical documentation for the remainder of the school year.

A. Unexcused, Unlawful absences:

1. An illegal excuse would be marked illegal and unlawful for those children under the age of 17 (Compulsory Regulations).
2. An illegal excuse would be marked unexcused for those children 17 years or older.

For example:

- a. Truancy: absence without parental knowledge

- b. Illegal Employment: working during school hours
- c. Parental Neglect, such as:
 - a. Child overslept.
 - b. Child was visiting away from home
 - c. Child missed the bus, etc.

B. Excused Absences:

1. Illness: excuse should be specific in stating what illness is or was. Medical verification may be required.
2. Quarantine: the local health department must authenticate this type of excuse.
3. Death in the immediate family: the excuse should be specific, general descriptions such as, “death of father, uncle or grandmother.”
4. Impassable road: reason that would make travel to school impossible (i.e., landslide, flood, traffic accident, etc.)
5. Excused on emergency permit: usually handled through Administrative channels.
6. Exceptionally urgent reasons: handled through Administrative channels.
7. Religious holidays.

PROCEDURES:

1. After the third (3) day of illegal absence a letter will be sent to the parent/guardian apprising them of the district’s Attendance Policy.
2. After the sixth (6) day of illegal absence a certified letter will be sent to the parent/guardian informing them of the seriousness of their child’s attendance problem. A conference between the parent/guardian and school personnel will be scheduled to discuss the matter. The filing of charges against the parent/guardian with the District Magistrate will be considered.
3. After the ninth (9) day of illegal absence a letter will be sent to the parent/guardian informing them of the seriousness of their child’s attendance problem. The filing of charges against the parent/guardian with the District Magistrate will be considered.
4. On the twenty (20) day of illegal absence, the parent/guardian will be notified that their child has reached the maximum number of allowable days to be absent and the district policy regarding attendance may be enforced.

****NOTE:**

Even though it has been determined that a student has failed for the year due to his/her insufficient attendance, the student must continue to attend school; Section 1327 & 1333 of the Public School Code of Pennsylvania (Compulsory Attendance)

***Any student who is caught skipping school based upon information received to the Home & School Visitor will have charges filed with the District Justice.*

SECTION 11.25 -ILLNESS OR OTHER URGENT REASONS

Every principal or teacher may, upon receipt of satisfactory evidence of mental, physical or other urgent reasons excuse a child for nonattendance during temporary periods, but the term urgent reasons shall be strictly construed and shall not permit irregular attendance.

School Administrators' Handbook: Explanation of Other Urgent Reasons for Absence, Section 113-423; When the excuse reads, "Please excuse my child for being absent because of an emergency," the term "other urgent reasons" lack valid interpretation. The term very clearly implies that the reasons must be serious and must be specified, such as: impassable roads, quarantine, death in the immediate family, or weather so inclement as to endanger the health of the child.

EARLY RELEASE

Any student leaving school before 12:00 p.m. will be charged with an early release half day unexcused, which **WILL** count against the student's attendance. However, if proper medical documentation is provided that day or the day after the student will receive an excused absence ½ day. After three (3) early releases have occurred a letter will be sent to the parent guardian informing them of the Districts Attendance Policy. **Parents should not call to excuse students.**

Attendance Related Problems

The state attendance laws deal with children until they reach 17 years of age. Therefore, we deal differently with students depending upon whether they are under age 17 or if they are 17 years of age or older. "Attendance Related Problems" fall into one or more of the following categories:

1. Absence from school—excused
2. Absence from school—unexcused
3. Absence from class—verified
4. Leaving campus without authorization
5. Absent on bulletin in school
6. Tardy to school

FIELD TRIPS

Individual teachers schedule field trips as part of the academic program. Students may be denied the opportunity to attend field trips based on poor attendance, discipline or academic effort. Administration and the teacher will make the decision.

TARDINESS

Tardiness is always one of the major problems in any school district, including the Aliquippa School District. The Aliquippa School District feels that habits of tardiness that are not corrected in the earlier years will continue to worsen and possibly become a major problem for the child in his/her adult life. Therefore, the following procedures have been established in an effort to

correct this problem.

A student will be considered tardy to school if he/she does not report by 8:50 a.m. each morning. Students arriving after 8:50 a.m. should be accompanied by a parent/guardian have a written excuse from a doctor or other health caregiver.

Accumulated tardy minutes will be totaled, and the time will be converted into days of truancy.

First tardy—Verbal warning

Second tardy—Verbal warning

Third tardy— A telephone call to the home from the Attendance Secretary

Fourth tardy—Verbal warning and a telephone call to the home.

Fifth tardy—Home Visit by School, if necessary, a referral to Children and Youth Services (CYS) will be made.

This must then be documented.

Note: After the fifth tardy, the process is repeated. A new cycle begins when the second semester starts on January 14, 2016. After the second cycle of tardiness, the student and parent will need to meet with the Student Assistance Team. For truancy purposes, tardy minutes will be added up and converted to illegal days of absence.

TIPS FOR PARENTS TO AVOID TRUANCY

- Make education a family priority.
- Emphasize the role education has in giving your child opportunities.
- Ask questions about school each day.
- Help your child with homework and read to your child each night.
- Help your child to develop good study and work habits.
- Schedule daily home study time.
- Help with homework when needed.
- Trouble with a particular subject can undermine a child's desire to attend school. Get your child help with subjects that pose difficulties.
- Help your child identify a list of academic goals for the year.
- Develop a phone-in policy with the school to check on your child's daily attendance, or have the person in charge of school attendance alert you about non-attendance.
- Explain how dropouts have more trouble getting and keeping jobs and make half as much money as graduates.
- Self-confidence is important. Recognize your child's achievements in both school and outside activities.
- Meet with your child's teachers and other school personnel. They can provide important insights into the child's school performance and make suggestions for improvement.
- Get to know your child's friends and classmates. They can have influence over your child's school performance. Lack of friends or problems with classmates can also affect school performance and desire to attend.
- Learn to identify the symptoms of teenage drug and alcohol abuse.
- Seek treatment for any drug or alcohol issues that your child may have.
- Help your child develop an interest in extracurricular school activities such as sports, band, clubs, etc.

- Get involved with the PTA or School Board.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are the only reason schools exist. They are not the property of the school. All students are worthy human beings deserving respect and the best efforts of the school staff. Student rights must be vigorously respected and protected at all times.

In turn, all students have certain obligations to be contributing participants in the learning process and to be good citizens within the school community. The basic rights and responsibilities of students at all levels include the following:

ALL STUDENTS HAVE THESE RIGHTS:

- To be safe.
- To be respected as individuals.
- To be treated fairly and without prejudice.
- To learn without disturbance or distraction.
- To have personal property respected and protected.
- To express views and to be heard.
- To be exposed to competent teachers and positive adult role models.
- To be challenged with materials and instructional techniques commensurate with their abilities and learning styles.
- To be free from harassment.
- To learn in a drug-free, smoke-free and violence-free environment.
- To be called what they choose (i.e., African American, Hispanic, Asian American, etc.)
- To have access to appropriate grievance procedures.

ALL STUDENTS HAVE THESE RESPONSIBILITIES

- Treat others fairly and without prejudice.
- Obey laws and comply with reasonable school rules.
- Respect other people's rights, property and reputations.
- Contribute to a positive and safe school environment.
- Participate in their own learning (i.e., to strive to learn to the best of their abilities).
- Respect and maintain school property.

ALIQUIPPA SCHOOL DISTRICT'S DRESS AND GROOMING GUIDELINES

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The School Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their

choices affect the educational program of the school or the health and safety of others.

The Board takes pride in the appearance of the students. Student dress reflects the quality of the school, of their conduct and of their schoolwork. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Clothes should be worn in a manner which will not detract from the learning environment.

Personal appearance should not disrupt the educational process; call undue attention to the individual; violate federal, state or local health and obscenity law; or affect the welfare and safety of the student or his/her classmates.

Taking into consideration the previous statements, the following rules will apply to all students to assure an atmosphere of appropriate school dress:

1. The faculty and administration have the right to question a student's dress and take necessary action.
2. Students are expected to wear clean and neat clothes. All necessary body parts covered. No frayed blue jeans or shirts, hats, scarves, sleeveless shirts, cut-offs, coats, gloves, head bands, shower caps or non-prescription sun glasses may be worn in the building.
3. Clothing with obscene or vulgar language, emblems, badges or insignias that identify groups or gangs may not be worn.
4. Tank tops, spaghetti strap tops, tube tops, halter-tops and mini-skirts are unacceptable. Tops exposing the chest, shoulder or bare midriff are not permitted.
5. Proper undergarments must be worn at all times.
6. T-shirts mesh or see-through shirts are not permitted without a proper undergarment. Knit and/or spandex tights may only be worn under shorts, slacks, pants, skirts or other garments.
7. Hair combs, hairnets and hair curlers are not permitted.
8. No clothing or jewelry advertising drugs, alcohol, tobacco or with profanity will be permitted.
9. During hot weather, shorts and culottes will be permitted; however, short type physical education shorts should **not** be worn. No bicycle or jogging shorts.
10. Baggy pants that sag below the waistline are unacceptable. Belts are to be worn to prevent pants from sagging.
11. Shorts, dresses and skirts must reach the middle finger tip length or three inches above the knee.
12. Bedroom slippers, shower shoes, thongs or flip flops are not permitted.

Violations of the above guidelines will be handled immediately through the cooperative efforts of the student, his/her parents, faculty and administration. Continued infractions could result in out of school suspension or further disciplinary actions.

STUDENT DISCIPLINE

This policy is the result of a concerted effort on the part of the faculty and administration. This information has been prepared and presented so that it will be of great value in helping you to adjust to our school, and to become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. Remember that success in this school will be directly proportional to your efforts.

Every individual is entitled to courtesy and consideration in relationships with fellow students and with instructors. Students must earn this courtesy and consideration by extending the same respect to every person they meet during the course of a day. Actions, which injure others, damage private or public property, impede or obstruct the learning process and/or operation of the school, are not characteristics of a mature, responsible citizen will not be tolerated. Anyone who engages in the actions described above will be subject to either school disciplinary action or legal action, or both.

The following **are not** allowed on school premises, school-sponsored transportation, or at school sponsored activities: **smoking, possession, distributing, use or being under the influence of alcohol, narcotics, illegal drugs or chemical substances; possession of paraphernalia; possession of guns, knives, or any other objects which are classified as dangerous weapons; and gambling for money.**

Other violations include insubordination; flagrant disrespect of faculty members or fellow students; theft or unauthorized use or possession of school property; vandalism; cursing or use of vulgar language; fighting or use of physical force to settle disagreements; highly disruptive or improper student behavior, is also considered a serious disciplinary problem.

Problems sometimes arise because students bring non-educational articles to school. Such items include, but are not limited to, such things as games, playing cards, tape players, radios, pagers/cell phones, etc. If they are brought to school, they will be taken away. The item will be returned to the parent only. Violations of the above regulations will subject a student to disciplinary action that could include suspension, and in severe cases expulsion. In addition, if a student through actions, behavior, dress appearance, or presence disrupts or can reasonably be expected to disrupt the educational process of the school, the student will be subject to school disciplinary action.

The Board acknowledges that conduct is closely related to learning; an effective instructional program requires a wholesome and orderly school environment, and the efficacy of the educational program is in part reflected in the behavior of students and employees.

Students disciplinary records will be kept on file until that student has graduated or officially been removed from the high school roster.

The Board shall require each student of this district to adhere to the rules and regulations established through the joint effort of the administration, teachers and students, and to submit to such disciplinary measures as are appropriately assigned for the infraction of those rules as are expressed in the Code of Behavior (Discipline Code).

The Superintendent shall promulgate rules and regulations for student conduct which carry

out the purposes of this policy and are not arbitrary, but bear a reasonable relationship to the need to maintain a school environment conducive to learning; do not discriminate among students, or demean students; and do not violate any individual rights constitutionally guaranteed to students.

DISCIPLINE CODE

NOTE: The administration reserves their right to handle each incident on an individual basis. In some cases, charges could be filed. In order for the children of Aliquippa Elementary School to have equal opportunities to mature in the ethical, intellectual, creative, emotional, social, and physical areas of their lives, a positive learning environment must exist. The development of self-discipline and the acceptance of individual responsibility shall be stressed throughout the child's life.

A fair and consistent policy is an integral part of a sound educational system. This policy includes a code of conduct that delineates individual responsibilities, categorizes behavior, and provides for appropriate responses.

We believe that the goals of such a code are to help us:

1. Teach responsible behavior.
2. Foster self- discipline.
3. Insure the rights and the personal dignity of others.
4. Generate a close working relationship between the home, school, and the community.
5. Provide disciplinary options that are appropriate to misbehavior.
6. Differentiate between minor and serious offenses.
7. Protect and maintain public and private property.
8. Comply with federal, state, and local laws.

Accumulated Discipline Referrals and Suspensions

OVERALL PURPOSE OF THE POLICY: to align consequences for inappropriate behavior with consistent administrative action.

One Day to Three Days Out Of School Suspension:

- Misuse of school property
- Lying and/or cheating
- Forgery of school documents
- Use of profanity, displaying obscene materials, making obscene gestures.
- Skipping a class
- Leaving school or class without permission
- Disrespect toward teachers, other school employees and/or peers,
- Altering school documents (i.e. changing report card grade)
 - Truancy or other illegal absence
 - Insubordination
 - Gambling
 - Extortion
 - Bullying
 - Throwing food, drinks or other objects

- Contraband
- Use of cell phone

Three To Five Days Out Of School Suspension:

- Destruction of or defacing school or personal property will be prosecuted and the district will seek restitution.
- Stealing smoking or use of tobacco products on school premises during school activities.
- A fine of \$50.00 will be assessed for each offense. Monies are payable to the Aliquippa School District.

Five To Nine Days Out Of School Suspension, ARB Hearing And Notification Of Civil

Authorities:

- Use or possession of alcoholic beverages on school premises or during school activities. (See drug policy)
- Use or possession of drugs or other controlled substance on school premises or during school activities (see drug policy)
- Assault of school personnel
- Carrying or use of weapons (concealed or exposed, see Weapons Policy)
- Pulling fire alarm
- Trespassing
- Arson
- Inciting a riot
- Sexual harassment
- Racial or ethnic intimidation
- Hazing
- Overt threat to teacher or other school employee
- Fighting (see policy on fighting)

Counseling Services

Aliquippa Elementary School Counseling Services are provided to all children, kindergarten through grades six. The School Counselor depending on the student, situation or need, works with students both individually and in small groups.

Classroom teachers and the counselor work cooperatively through classroom observation, consultation, sharing information and cooperating on referrals for students with special needs.

Consulting with parents is also an important part of the service. Some of the counseling activities include: Consulting with parents regarding their children, providing parent meetings for special purposes such as test interpretation, pre-school orientation, and providing programs for parents of children with specific needs.

PEER MEDIATION PROGRAM

To deal with conflict, a trained peer mediator facilitates a process of communication and problem solving that leads to resolution. Peer mediation is explained to students as “a chance to sit face to face and talk, uninterrupted, so each side of the dispute is heard. After the problem is defined, solutions are created and then evaluated. When an agreement is reached, it is written and

signed.”

Unresolved conflicts often result in hurt feelings, loss of friends, increased anger or frustration and sometimes physical violence. Considering the competitive nature of our society, it is not surprising that conflicts become contests where there must be a winner and a loser. This win/lose attitude is a separate and disconnected view of society

Peer mediation redefines conflicts in such a way that no one has to lose. It is a commitment to cooperate and create new possibilities beneficial to all involved. Peer mediation teaches democratic principles and offers a forum through which students can participate in their school community.

Who can ask for peer mediation?

- Student
- Teacher
- Parent
- Members of the peer mediation

BULLYING/CYBER BULLYING

Purpose: The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to serious violence. Therefore, the Board prohibits bullying by district students.

Definitions: Bullying means an 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 doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber bullying. School Setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Authority: The Board prohibits all forms of bullying by district students. The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.

4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside of school.
10. Referral to law enforcement officials.

HAZING

Hazing means doing any act or coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

REASONABLE FORCE

There are circumstances and/or conditions under which employees are permitted to touch students appropriately. Maintaining a safe and orderly school environment, administering first aid and attending to health needs. Typical examples of these circumstances include:

- Intervening in fights
- Preventing accidental injury
- Protecting oneself
- Providing appropriate care to disabled students
- Moving through a crowd to address an emergency
- Employing passive restraint with emotionally disabled students

SEXUAL HARASSMENT

Sexual harassment shall consist of unwelcomed sexual advances; requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student.

Sexual harassment, as defined above, may include, but is not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcomed touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, appearance, etc.

Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment or education environment.

POLICY ON STUDENT FIGHTING

Overall Purpose of the Policy: To deter fighting relative to the educational process.

Definition: Fighting:

Physical contact between two or more individuals, which consist of, but are not limited to, punching, hitting, slapping, and/or kicking with the willful intent to harm one another.

First Offense:

1. There is an allegation of fighting.
2. The incident summarized in writing by school authorities.
3. Parents and/or civil authorities notified. (Serious incidents immediately communicated to the Superintendent of Schools)
4. Up to nine (9) days of suspension may be imposed on all parties.
5. Written report may be submitted to civil authorities.
6. Parental conference must precede student return to school unless disposition of ruling by civil authorities dictates other procedures.

Second Offense:

1. There is an allegation of fighting.
2. The incident summarized in writing by school authorities.
3. Parents and/or civil authorities notified. (Serious incidents are immediately communicated to the Superintendent of Schools)
4. Up to nine (9) days suspension may imposed.
5. Written report submitted to civil authorities.
6. A referral made to the Student Assistance Team to review the student's discipline incidents.

Third or Additional Offenses:

1. There is an allegation of fighting.
2. The incident summarized in writing by school authorities. Up to a nine (9) day suspension may be imposed.
3. Parents and/or civil authorities notified. A team meeting is held with all parties involved. (Serious incidents are immediately communicated to the Superintendent of Schools)
4. Alternative school placement is considered.
5. If alternative placement is not an option, home bound instruction combined with intervention procedures, including individual and group counseling under the direction of licensed psychologists, will occur.
6. Administrative Review Board (ARB) meeting may be held to review the student's discipline incidents.
7. Failure to cooperate with these procedures could lead to an expulsion hearing before the Board of School Directors.

ADMINISTRATION/FACULTY REVIEW PROCESS

A committee comprised of the building principal, school counselor, student assistance coordinator, and faculty members appointed by the building principal shall review the written summary of each case prior to submission of the case to civil authorities.

WEAPONS POLICY

Note:

The weapons policy is not printed here in its entirety, for a complete version, see your building principal **Purpose:**

Weapons serve no educational purpose. The Board directs that students of the Aliquippa School District found to be in possession of a weapon on school property shall be subject to discipline as outlined herein. The Aliquippa School District's foremost concern is to provide for the safety and welfare of all students and employees.

To ensure a safe school environment, a school building administrator may request that any student(s) involved in a serious act of violence within the community may be directed to remain off school property until the act can be investigated by the building administrator with the assistance of the local law enforcement agency.

Weapons Defined

Any explosive, firearm, shotgun, rifle, blackjack, metal knuckles, knife, dagger knife, razor or cutting instrument, cutting tool, nun-chuck stick, mace and any other tool, implement or instrument capable of inflicting any bodily injury. This definition also includes any look-alike instrument that could be used to cause intimidation or fear to students or staff.

Prohibited Activity

Any student of the district who is in possession of a firearm, explosive or weapon as defined herein; on property used by the district, at any school functions, activities, including district-authorized events held away from the district, including while the student is going to or returning from school, and weapons used in local communities resulting in an arrest and charged by the local law enforcement, shall be in violation of this policy.

Penalties

1. If a student is in violation of the Weapons Policy, the possession of a firearm or explosive, the student may be cited up ten (10) days out-of-school suspension and notified of the scheduling of a due process hearing to consider expulsion before the Board or Committee thereof, of the district. The Superintendent of Aliquippa School District may recommend discipline short of expulsion to the Board on a case-by-case basis. Further, the Superintendent shall in the case of an exceptional student, take all steps necessary to comply with the Individual with Disabilities Education Act (Public Law 91-230, 20 U.S.C. Sec. 1400, et. seq.). Said hearing shall be conducted pursuant to Department of Education regulations and the provision of the Public School Code. If, after the formal expulsion hearing before the Board, it is determined that the student has held possession of a firearm or explosive on school property or otherwise to the provision of this policy, the student shall be expelled from the schools of the district for a period of not less than one (1) year. In addition thereto, the Board may impose such other conditions for re-admission as deemed necessary.
2. If the violation is a weapon and not a firearm or explosive, the student shall be cited for up to a ten (10) days out-of-school suspension and notified of the scheduling of a due process hearing to consider expulsion before the Board, or a Committee thereof, of the

district. Said hearing shall be conducted pursuant to Department of Education regulations and the provisions of the Public School Code. If, after the formal expulsion hearing before the Board, it is determined the student had possession of a weapon, not a firearm or explosive, on school property or otherwise contrary to the provisions of this policy, the student may be expelled for a period of up to one (1) year. The Board may consider possible defense(s) or other extenuating circumstances in setting the duration of the expulsion or other appropriate discipline measures.

3. In all cases proceeding under the Penalties section, it shall be a possible defense to be considered by the Board, if evidence is offered by the student, that the weapon was possessed by the student in conjunction with a lawful supervised school activity or course or was possessed for other lawful purposes.
4. Pursuant to the provisions of Act No. 26 of 1995 (24 P.S. Sec. 13-13 17.2), the school district shall expel, for a period of not less than one (1) year, any student who brings a weapon onto any school property, any school sponsored activity or any public conveyance providing transportation to a school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity.

PRIVATE PROPERTY

The Aliquippa School District does not assume any legal obligation to pay for the loss or damage to items of personal property. Therefore, students and parents are encouraged to leave valuable items or large sums of money at home. Electronic items (games, phones, pagers, etc.) are contraband and a distraction to our school's mission. Any item considered contraband brought to school is confiscated and **only** returned to a parent

Electronic Devices

Cell phones/ electronic devices are to be turned off and put away from 8:20AM to 3:30 PM at the Aliquippa Elementary School. The USE of any electronic devices during that time period may result in 1-3-day out-of-school suspension from school. This includes games, instant messaging, or passing your phone to other persons. Electronic devices are not permitted to be worn on clothing, purses and/or book bags.

When entering the building each day, all students must turn their cell phones/electronic devices off and put them away, out of sight. Any student who has a cell phone/electronic device out and visible will be asked to turn their cell phone/electronic device over to the teacher. This entails any cell phone/electronic device that rings, buzzes due to a call, makes a low battery sound, receives a text message, or is being used to make a call, take a picture, text a message, listen to music, watch a "show", et al. Your parent may retrieve the cell phone/electronic device in the office. The cell phone/electronic device will NOT be returned to the student. If the student refuses to turn the cell phone/electronic device over to the teacher, further disciplinary actions may incur.

Parents are encouraged to have their children leave any and all electronic devices at home. These devices are the cause of many serious disruptions to the learning environment at our school. The school is not liable for lost or stolen devices.

MOOD ALTERING DRUG/ALCOHOL POLICY

The Aliquippa School District recognizes that the misuse of chemicals is a serious problem with physical, emotional, social and legal implications for the entire school community. In order for the district to promote its educational goals and maintain an atmosphere conducive to learning, the students must be chemically free.

The board prohibits the possession, use and sale and/or distribution of any illegal or controlled substance and/or any medical substance not registered by the school health office (clinic). This includes on any school property, at school sponsored events including on or off school grounds, and on school buses en route to and from school. Violations of this policy may result in permanent expulsion from school by the School Board.

School District Guidelines

As a key component of the Aliquippa School District Drug and Alcohol Prevention/Intervention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood-altering substance and alcohol-related situations that may occur at school-sponsored activities. These following guidelines are intended to provide a constant disciplinary means to respond to drug, mood-altering substance and alcohol-related incidents. The Aliquippa School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

Alcohol / mood altering chemicals

Includes alcohol and malt beverages, controlled substances, chemical or illegally abused substances, and prescription medications not registered by the clinic in accordance with the school district policy for the administration of medication to students in school. Examples of the above include beer, liquor, marijuana, chemical solvents, glue, look-alike chemicals, capsules and pills not registered by the clinic and anabolic steroids.

THE STUDENT ASSISTANCE TEAM:

Core group of school personnel who are specially trained to work with students. This multidisciplinary team is composed of teachers, staff, administrators, nurse, counselor, and school psychologist. Student Assistance Team members receive referrals from administrators, faculty and staff, parents and students themselves. Referrals can be initiated by Drug and Alcohol Policy violations; but more commonly, they happen because of observed changes in behavior or performance which may or may not be drug related. With parental involvement, the team's job is to conduct a pre-assessment to determine if the

student can be helped within the school or if the student needs to be referred to an outside agency.

COOPERATIVE BEHAVIOR:

The willingness of a student to work with staff and school personnel in a reasonable and helpful manner, and complying with the requests and recommendations of members of the core team.

UNCOOPERATIVE BEHAVIOR:

Resistance or refusal, either verbally, physically or passively on the part of the student to comply with the reasonable request or recommendation of school personnel. Defiance, assault, and deceit shall constitute examples of uncooperative behavior.

POSSESSION - The knowledge or intentional possession of a controlled substance.

PARAPHERNALIA is any and all equipment, products, materials of any kind which are used, intended

for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, packaging, sharing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body, a controlled substance. Examples include alligator clips, chamber pipes, scales, etc.

TREATMENT A regular visitation for therapy administered by a licensed Drug and Alcohol facility or therapist who is a Certified Addiction Counselor.

CONFIDENTIALITY between students and guidance counselor, nurse, psychologist, home and school visitor, members of the core team and clerical workers shall be respected, and no confidential communication made relative thereto without the consent of the student or his/her parent/guardian unless the best interest of the student can be served.

RAPID EYE TEST That which the nurse or staff trained personnel will utilize when summoned to a medical emergency in which pupillary reaction to light is evaluated, as well as the general appearance of the eyes such as tearing, color of the sclera, presence of eyelid puffiness, and the ability of the eye to follow a light without wavering.

Special education students** For students with an Individualized Educational Plan (IEP), please refer to laws regarding number of legal days for suspension.

PREVENTION/INTERVENTION SPECIALIST A Program Specialist that has expertise in the areas of chemical dependence and other student high-risk behaviors.

ASSESSMENT Psychological examines. Any costs involved are the responsibility of the student's parent(s) or legal guardians.

SEARCHES A student, his locker, or personal possessions (including his/her car on school grounds) may be searched when a school authority has probable cause or reasonable suspicion to believe that contraband (something illegal) is in the area. Searches will also take place as described below when a student has violated the Drug & Alcohol Policy.

RULES AND REGULATIONS

A student who, while on school grounds at any time during a school session, or anywhere at a school-sponsored activity, including the school bus, is under the influence of alcohol, uses, dispenses, distributes, sells or aids in the procurement of alcohol, other drugs, or mood altering substances, shall be subjected to the procedures outlined in this policy.

Categories of violations

1. A student who has not violated any school code but displays inappropriate behavior that may or may not be chemically related should be referred to the building principal or designee. The Student Assistance Team will be notified of the situation and strongly suggest references to the student and his/her parent/guardian. No disciplinary action will take place in such cases. If the behavior of the student warrants disciplinary action, staff members should refer to the school's disciplinary code. **CONFIDENTIALITY IS MANDATORY.**
2. A student who wishes to disclose his/her drug problem or that of a friend/associate should be referred to the building principal/designee. The Student Assistance Team will be notified of the situation and strongly suggest referrals to the student and his/her parent/guardian. No disciplinary action will take place in such cases. If the behavior of the student warrants disciplinary action, staff members should refer to the school's disciplinary code. **CONFIDENTIALITY IS MANDATORY.**
3. A student demonstrates physical symptoms of possible drug use (slurred speech, dazed appearance, staggering, inability to respond, etc.) This situation is to be handled as a medical emergency. The school nurse will be summoned immediately. The student will not be left unattended at any time during the emergency. An attempt will be made to notify the parent/guardian. The principal/designee, with a witness present, will request the student to empty his/her pockets and/or purse and voluntarily surrender all drug-like substance/paraphernalia. The student's person, locker, desk, and all personal property will be searched according to policy. If a substance/paraphernalia is discovered at the time of the emergency, it will be provided to medical personnel for the purpose of aiding treatment. Substances will then be sealed in the presence of a witness, documented, and submitted to law enforcement officials. If no confirmed chemical is involved, standard health procedures will be followed. If chemical use is confirmed, the student should be referred to the Student Assistance Team for investigative purposes. Findings of the team will be available to the parents. The student will be suspended out-of-school for five (5) days and must be evaluated by an approved County Drug and Alcohol Agency before he/she will be permitted to return to school. **CONFIDENTIALITY IS MANDATORY.**

4. The student is caught with drugs/paraphernalia and is cooperative on first offense - the school staff member will summon the principal/designee. An attempt will be made to contact the parent/guardian. The student will not be left alone at any time. The principal/designee, with a witness, will request that the student empty his/her personal and school belongings. Pockets and/or purse, desk, and all personal property will be searched according to the policy. A conference will be arranged with the parent/guardian. Substances will then be sealed in the presence of a witness, documented, and submitted to law enforcement officials. The student will be referred to the Student Assistance Team for investigative purposes. Findings of the team will be made available to the parents. The student will be suspended out-of-school for five (5) days and must be evaluated by an approved County Drug and Alcohol Agency Before he/she will be permitted to return to school. **CONFIDENTIALITY IS MANDATORY.**
5. The student caught with drug paraphernalia for the second time and is cooperative/uncooperative will be suspended for a minimum of nine (9) days. An attempt will be made to notify the parent/guardian. The student will be referred to the SAP Team and must be evaluated by an approved County Drug and Alcohol Agency before he/she will be permitted to return to school. In addition, a possible recommendation for permanent expulsion will also be considered. **CONFIDENTIALITY IS MANDATORY.**
6. The student is found using, in possession of, or suspected to be under the influence of a drug when attending or participating in any school sponsored function on or off school property the sponsor, chaperone, or accompanying administrator will be notified. An attempt will be made to contact the parent/guardian to transport the student home. The police, security, or medical personnel will also be notified in the event that assistance is needed. The sponsor, chaperone, administrator, with a witness present, will request the student empty his/her pockets and/or purse and/or other possessions and volunteer all drug-like substances/paraphernalia. The student shall not be left alone. If transportation arrangements cannot or will not be made by the parents/guardian, the police will be asked to do so. Substances will then be sealed in the presence of a witness, documented, and submitted to law enforcement officials. The student will be referred to the Student Assistance Team for investigative purposes. Findings of the team will be made available to the parents. The student will be suspended out-of-school for five (5) days, and must be evaluated by an approved County Drug and Alcohol Agency before he/she will be permitted to return to school. Further disciplinary actions may be required according to appropriate situational category. **CONFIDENTIALITY IS MANDATORY.**
7. A student is caught in the actual process of distributing, selling or buying an illegal substance the school staff member will summon the principal/designee. The student will not be left alone at any time. An attempt will be made to contact the parent/guardian. The principal/designee, with a volunteer present, will confiscate all drug-like substances/paraphernalia. The student's person, locker, desk, and all personal property will be searched according to policy. The student will be referred to the SAP Team for investigative purposes. Findings of the team will be made available to the parents.

8. Substances that are discovered will then be sealed in the presence of a witness, documented, and submitted to law enforcement officials. The student will be suspended for 10 days out-of-school. He/she must be evaluated by an approved County Drug and Alcohol Agency before being permitted to return to school. A formal hearing will take place where permanent expulsion will be considered. **CONFIDENTIALITY IS MANDATORY.**

USE OF PRESCRIBED MEDICATIONS

The Aliquippa School District shall not be responsible for the diagnosis and treatment of student illness. Parents have the primary responsibility for the health of their children. The district recommends that medication be given at home. Through a conference with the parents, physicians should be made aware that they can change schedules so medication can be given before and after school hours.

In the event medication must be administered during school hours, a plan for verifying, administering and storing medication will be implemented to prevent mistakes, illegal acts and subjection to possible liable situations for school nurses, administrators and the district.

The guide for School Nursing Services in Pennsylvania states that medication should be given only as prescribed by a physician (initially published in 1962 and revised in 1968 and is considered an official document of the Department of Health). A legal opinion of the Department of Justice (August 16, 1978) supports the above statement.

1. The school nurse may administer prescribed medications.
2. School district policy regarding the administration of medication is required.
3. Except in truly emergency situations, teachers may not administer individually prescribed medication. For the purpose of this policy, medication shall be “medication prescribed by a physician.”

Before any medication is to be administered to any student during school hours, the district shall require completion of a form provided by the school nurse to the parent and prescribing physician that must be signed and returned to the school nurse. Information, including the purpose of the medication, dosage, time and circumstances under which the medication shall be administered, name of physician prescribing medication; the length of period for which medication is prescribed, and possible side effects of the medication must be included. Medication must be sent to the school in the original container with the prescription labeled by a pharmacist or physician.

The medication is to be given directly to the school nurse or designee. The nurse should be notified when the child’s medication is changed. The school nurse, when available, is the primary person to administer medication. In the absence of the school nurse, the school principal designates the person(s) to administer medication. Prescription medication will be kept in a locked medicine cabinet (or refrigerator) in the nurse’s office. Students in grades 7-12 will be responsible for reporting to the nurse’s office or the main office at the time the medication is to be given. In grades K-6, individualized plans will be made for the administration of medication by the nurse, the principal, or a designee. It is recommended that parents be fully informed if the school nurse is not available and the parent cannot administer the medication, someone designated by the principal will give the medication. A log or a written record indicating the administration of medicine shall be established. Documentation should be in ink and indicate name of student, time of day, name and dosage of medication, and name of person administering

the medication. The documents shall become part of the student's health record and be kept on file in the office of the school nurse.

NOTE: Students who dispense over-the-counter, look-alike drugs and/or prescribed medications shall result in suspension from school under the Drug and Alcohol Policy.

BREATHALYZER POLICY

Students reasonably suspected of consuming or having consumed alcohol may be required to take a test which determines blood alcohol concentration. The test will be conducted by specially trained personnel. Refusal to take the test may result in the student being suspended from school. If the results are negative and the student still exhibits abnormal behavior, further assessments will be required.

DRUG URINALYSIS POLICY

Students reasonably suspected of being under the influence of a controlled substance may be requested to have their urine tested for illegal mood altering substances. Written parental/guardian consent will be required before this test is done by specially trained personnel.

PROBATION PERIOD

A student in violation of the district Drug and Alcohol Policy may be placed on probation within the school following the rules as noted below:

1. The student will be placed on probation for one semester.
2. The student will not have restroom privileges or a hall pass without written authorization from an administrator or teacher.
3. The student will not be able to participate in or attend any extra-curricular activities (including dances or sports). Note: This will be reviewed after treatment program is completed.
4. The student must meet periodically with a principal, assistant principal, or counselor during the probationary period.
5. The student must adhere to all school rules and policies. The parent(s) of the student on probation must call and inform the school of any absences. This call must be made by 7:00 a.m. on the day of absence.
6. If the probationary rules are broken, the student will be referred to the superintendent for a formal hearing and may be recommended for expulsion from school.

LOCKER SEARCH POLICY

The Board acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers and cabinets for such storage.

All lockers are and shall remain the property of the school district. Students are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students,

but no student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

1. The Board reserves the right to authorize its employees to inspect a student's locker when such employee has reason to believe that the locker is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the schools.
2. The Superintendent shall develop procedures to implement this policy which shall require:
3. All requests or suggestions for the search of a student's locker shall be directed to the school building principal.
4. The principal or representative shall be present whenever a student's locker is inspected.
5. The principal shall be responsible for the safekeeping and proper disposal of any substance, object or material found to be improperly stored in a student's locker.
6. The principal shall be responsible for the prompt recording in writing of each locker inspection which record shall include the reasons for the search, persons present, objects found and their disposition.
7. Whenever the search of a student's locker is prompted by the reasonable suspicion that the content of a student's locker create an emergency, the principal may open the locker as soon as it is necessary to do so to discharge properly his/her duty to protect the persons and property in the school.

If a student refuses to comply with the request of the school administration to a locker search, particularly where the health, safety and welfare of students are at risk (per school policy), that individual could receive a five to nine day suspension. It should also be noted that the student will not be readmitted into school without an Administrative Review Board Hearing at the Elementary School.

BUS RULES AND GUIDELINES

Parents must be at the bus stop with Kindergarten children or students who are disabled. Kindergarten students and disabled students not met by a parent or parent designee will not be dropped off at their stop. Any child in that situation will be returned to the building of origin (elementary school). Parents of disabled children are responsible to take them to the bus and receive them when they exit the bus.

Pupils should also be encouraged to review these rules of conduct and should be reminded that breaking one or more of these rules could result in suspension of bus privileges.

1. WAITING FOR BUS:

- A. Students must follow school rules while they wait for the bus.
- B. Students should wait for the bus at a safe place, well off the highway, on the side of the street on which they live. Cross the street to enter the bus, if necessary, only when the bus is stopped, the red flashing signals are on, and the driver signals it is safe to cross the road. **DO NOT APPROACH THE BUS UNTIL IT IS COMPLETELY STOPPED.**
- C. Students must be at the bus stop five (5) minutes prior to the designated time and be ready to board with the least possible delay.

- D. Respect the property rights of people who reside at/or near the stop (no horseplay)
- E. Do not get into private vehicles with strangers. **ALL ALIQUIPPA SCHOOL DISTRICT VEHICLES ARE CLEARLY MARKED.**
- F. Students may board only assigned buses and may board only at the bus stop to which they are assigned.

2. WHILE ON THE BUS:

- A. Observe regular classroom conduct except for ordinary conversation and follow the bus drivers' instructions. The bus driver has the same authority on the bus as a teacher has in the classroom.
- B. Loud talking, laughter and other similar conduct divert the driver's attention and may result in a serious accident.
- C. Students may not block aisle or emergency door with musical instruments, lunch boxes, books or other possessions.
- D. Students must remain seated while the bus is in motion or if the bus is delayed on the road.
- E. Students must not extend arms, head or any other items out of the windows.
- F. Students must not damage or tamper with any parts of the bus or use the emergency door except in the case of an emergency.
- G. Horseplay, fighting, vulgarity, profanity, throwing items in the bus or other conduct is not permitted.
- H. Students may not eat, drink, smoke or chew gum while on the bus.
- I. The following items are not permitted in any school vehicle: live animals, weapons, drugs, alcohol, tobacco, flammable liquids, fireworks, smoke bombs, tape recorders, radios, balls, (except for team buses), water pistols, spray bottles, pea shooters, sling shots, glass containers, any objects considered harmful to others or any item too large for students to hold on their laps, including instruments.
- J. Any conduct that endangers the safety of the other students or driver will be considered severe and could result in immediate loss of bus riding privileges. *Designates a severe violation.

3. AFTER LEAVING THE BUS:

- A. When necessary, cross the road at least ten (10) feet in front of the bus, but only after looking to be sure that no traffic is approaching from either direction.
- B. Help look after the safety and comfort of small children.
- C. Be alert to the danger signal from the bus driver.
- D. Go directly to your school building in the morning and directly home in the afternoon.
(THESE RULES ALSO APPLY TO FIELD TRIPS AND ATHLETIC TRIPS)

BUS TRANSFER POLICY

NOTE: The bus policy is not printed here in its entirety. For the complete policy, see your building principal. Exception will be made only in cases of **extreme serious family situations**. In these cases the decision of the building principal will be final. We

appreciate your cooperation and understanding and thank you for your assistance. Please be informed that all pupils have been assigned a specific bus according to the location of their residence. The assigned bus is the vehicle they are to ride each day. Parents, who have a need for their children to go to the home of a grandparent or babysitter, must make such arrangements without involving a change in transportation assignment. Individual student transportation assignments will be strictly adhered to without exception. In the event that a transfer should be granted, the following procedures must be adhered to:

1. The parent/guardian must submit to the building principal/designee a request, in writing, specifying the reason for the request.
2. The building principal/designee will determine whether the request meets the criteria of the policies extreme emergency contingency.
3. The building principal/designee will grant the request providing that the extreme emergency is not comprised and sufficient space exists on the bus to accommodate the transfer.
4. The granting of all transfer requests are subject to the discretion of the building principal/designee.
5. Transfer requests that are approved shall be written on the proper form and given to the bus driver on the particular run. The driver will turn the form in at the end of the day to the Director of Transportation. This form will be kept on file.

GUIDELINES FOR SCHOOL DISTRICT STUDENT ASSISTANCE

TEAMS

1. The school district will develop a core team including a central office representative (i.e. Superintendent, Assistant Superintendent, Director of Curriculum and Instruction, Director of Pupil Services, etc.) and a building administrator (i.e. Principal, Assistant/Vice Principal) from building where a Student Assistance Team will be instituted. These two team slots are non-negotiable, and the administrators must attend the entire training. Past experience has demonstrated that training and leadership has served to produce more successful teams. Administrators, who are lost through attrition, must be replaced on the Student Assistance Teams. New administrators, serving on Student Assistance Teams, must be trained.
2. Remaining team members (at least four per building) may be representatives from any or all of the following groups: teacher, counselor, psychologist, nurse or other related professional staff. Representatives from the county mental health and drug/alcohol systems will be appointed as liaisons to core teams and will attend training with their teams. Should the district have difficulty in securing this service, the Superintendent should contact the county D&A and/or MH administrator.
3. The school district will establish at least two common team meeting times per week/cycle for all trained core team members. The team is expected to meet for a minimum of 80 minutes per week. Common planning time should be used for case management/intervention activities. It is strongly recommended that this meeting time occur during the contract day, and not be assigned during the teacher preparation periods.

4. The school district will attend the training contracted for the team. All team members must attend the entire training. Participants not attending all sessions at the training will not be eligible for Student Assistance Team certification.
5. The school district will allocate at least seven hours of in-service/ faculty meeting time throughout the first calendar year of program implementation. The in-service would be to inform faculty/support staff about the components of the Student Assistance Team and explain the procedures for making referrals to the core team. After the first year, topics related to the Student Assistance Team should become a part of yearly in-services.
6. All new faculty/staff should receive, through the district's orientation program, an overview about the Student Assistance Team and explain the procedures for making referrals to the core team. Information about the Student Assistance Team should be made available to all students and parents on a yearly basis.
7. The school district will in-service the School Board on the Student Assistance Team prior to training and update on Student Assistance Team activities on a regular basis.
8. The school district will develop/revise the district's drug/alcohol and suicide/mental health policies to incorporate the Student Assistance Team . Prior to Board approval, policies should be reviewed by the Student Assistance Team training provider. Both policies should be reviewed by district administration at least once every two years and, if necessary, revisions adopted by the Board.
9. The school district will develop guidelines on how parents will become involved in the Student Assistance Team process.
10. The school district will establish school-based intervention and aftercare (non-clinical) groups within one calendar year of completion of the initial SAT training. Students returning from in-patient treatment should receive school-based support services at least one period per week. Group facilitators must attend a group facilitators' training, with an emphasis on adolescent issues, prior to conducting groups. All groups conducted in the school should be co-facilitated by at least one school person. A plan for coordinating services with drug/alcohol and mental health providers should be developed.
11. The school district will provide time for team maintenance activities at least twice a year. Drug/Alcohol and Mental Health Agency liaisons should be included in maintenance activities.
12. The agency service provider and school district will negotiate and implement a written cooperative agreement with the local drug/alcohol and mental health agency service system which outlines the following: central referral procedures, consultation/education services, designated liaisons from the D&A and MH systems, assessment services, emergency crisis assistance, and provisions for treatment - including after care. This letter of agreement will be written and signed by agency administrators/directors and school district administrators. The agreement and/or any changes will be negotiated at a minimum of once per year. A copy of this letter of agreement must be sent to your county Mental Health Administrator and Single County Authority Director.
13. The school district will utilize the Conflict Resolution Process if problems occur between service provider agencies and the school district (copy attached).
14. The school district will submit annual data on the Aggregate Student Tracking Form and other information regarding the Student Assistance Program, as requested by the

Commonwealth.

SCHOOL VISITATIONS

The Board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. To ensure order in the schools, it is necessary to establish guidelines governing school visits.

The Superintendent or building principal has the authority to prohibit the entry of any person to a school of this district in accordance with the following guidelines:

Except when engaged in an authorized permitted activity, scheduled events open to the public, or in connection with an adult class, members of the public shall report to the principal's office upon entering any school building. Any person who, in the school building or on the school premises, conducts himself/herself in a manner detrimental to the educational process, or so conducts himself/herself as to disturb or annoy pupils or school personnel, or so as to interrupt the educational program or any public activity being held on school premises or in the school building, or who fails to report to the office as provided above, may be requested to leave the building or premises by the principal or person in charge and on failure to leave, will be considered a trespasser.

SCHOOL NURSE/CLINIC INFORMATION

Marlene Everett, MSN School Nurse, provides school health care at the Elementary School. The school nurse, as required by state law, provides the following services:

- Physical Exam – grades K, 6 and 11, new students, and any student in other grades who does not have a physical exam documented.
- Height & Weight - all students, every year
- Vision - all students, every year
- Scoliosis Screening - grades 6, 7
- Hearing Test - grades K, 1, 2, 3, 7, 11, new students, and all children in special education
- Dental Exams – grades K, 3, 7

Parents will be notified when the physicals and dentals will be done, and will have the choice for their child to not participate in the above services.

Procedure to Visit the Clinic

In order to be admitted to the clinic, students must have a signed clinic pass from the teacher whose class they are in, unless it is an emergency. Students who come between classes will be sent back to get a clinic pass. This will help avoid students being late for class, or being marked unexcused absence.

NEW IMMUNIZATION LAWS

Beginning with the 2011-2012 school year, all students in 7th grade must have a meningitis vaccine, and a tetanus booster that includes the whooping cough vaccine. All students in all grades must have 2 chicken pox vaccines, or history of the diseases. Any student not having these vaccines will not be permitted to attend school.

MEDICATION ADMINISTRATION

All prescribed medication that must be administered daily in school will fall under the Aliquippa School District Medication Administration Policy. Students who must carry emergency drugs, such as an inhaler for asthma, diabetes medication, or an emergency medication for an allergic reaction, must inform the school nurse and have it registered with the clinic. Any other medication the student may need to take in school on a short term basis, such as antibiotics, pain medication, cold or allergy preparations, are also to inform the school nurse. There are specific forms that the parent, doctor, and/or student must sign in order for these medications to be administered and/or carried by the student. Any over the counter (OTC) medications such as Tylenol or ibuprofen requires **written** parent permission before it will be administered.

COMMUNICABLE DISEASES

The law permits the exclusion of any student from school who is suspected by the school nurse of having any of the communicable diseases listed below. Readmission to school shall be contingent upon the school nurse or, in the absence of the school nurse, a physician, verifying that the criteria for readmission have been satisfied. The diseases, the periods of exclusion and the criteria for readmission are as follows:

The following diseases require that students be excluded from school for the time specified below:

- **Chicken Pox** - 5 to 7 days, or until the last lesion is scabbed over
- **Head Lice** - The child shall be allowed to return to school immediately after the first treatment and checked by the school nurse. The person shall be reexamined 7 days post treatment.
- **Conjunctivitis (pink eye)** - student can return 24 hours after treatment started
- **Strep Throat, including Scarlet Fever** - student can return 24 hours after treatment started
 - **Measles** - Four days from the onset of rash.
- **Fever** -Must be fever free for 24 hours before returning to school.
- **Mumps** - Nine days from the onset or until subsidence of swelling.
- **Whooping Cough (Pertussis)** - Three weeks from the onset or 5 days from institution of appropriate antimicrobial therapy.
- **Ringworm** - The child shall be allowed to return to school immediately after the first treatment, if body lesions are covered. Neither scalp nor body lesions that are dried need to be covered.
- **Impetigo contagiosa** - Twenty-four hours after the institution of appropriate treatment.
- **Scabies** - After completion of appropriate treatment.
- **Tuberculosis (TB)** - Following a minimum of 2 weeks adequate chemotherapy and three consecutive negative morning sputum smears, if obtainable. In addition, a note from the attending physician that the person is no communicable shall be submitted prior to readmission.
- **Bacterial Meningitis** - Until judged no infective after a course of rifampin or other drug which is effective against the nasopharyngeal carriage state of this disease, or until otherwise shown to be non-infective.
- **Diphtheria** - Two weeks from the onset or until appropriate negative culture tests.

MEDICAL EMERGENCIES

The Aliquippa Elementary School has a medical emergency plan in place:

1. First person at the scene will assess the victim, stay with the victim, and send for help and the AED (automatic external defibrillator)
2. Office staff will call 911, and announce a Code Red and which area of the building the code is in
3. Persons trained in CPR/AED near the area will respond
4. Other staff will assist with securing the area, crowd control, and direct emergency personnel to the scene.

THE AED IS LOCATED ACROSS FROM THE MAIN OFFICE,

There is an ongoing training in CPR/AED for the staff. In addition, all students who are seniors have also been trained as part of their health curriculum.

SCHOOL EMERGENCY PROCEDURE

In case of emergency and/or need of medical or hospital care:

1. The school will call the home. If there is no answer then;
2. The school will call the father's, mother's or guardian's place of employment. If there is no answer then;
3. The school will call the other telephone number(s) listed.
4. If none of the above answer, the school will call an ambulance and/or paramedic, if necessary, to transport the child to a local medical facility.
5. The school will continue to call the parents or guardians until one is reached.

FIRST AID AND ILLNESS

Illness or injuries occurring during school hours will be given first aid or evaluation by the school nurse. The child's personal health care provider should evaluate injuries occurring at home or when school is not in session. Students are not permitted to call home without first being evaluated by the school nurse.

Substantial effort will be made to contact the parent or guardian immediately should a major accident or illness occurs. It is important that a parent complete the emergency card carefully with a reliable phone number where he/she or another designated person may be reached. Should any information on the emergency card change during the school year, it is imperative that the school be notified immediately.

HOMEWORK PARENT BEST PRACTICES

Parent/Teacher Communication:

- Meet teachers early in the year.
- Find out about homework policies, degree of parental involvement with homework.
- Maintain communication throughout the year.

- Attend orientation, open house/back-to-school night and parent/teacher conferences.
- Check the district web page for district and school information.
- Check various means of communications (folders, backpacks, assignment notebooks/planners, homework hotlines).
- Read school newsletters.
- Communicate with the teacher if you have concerns regarding your child's homework or if your child demonstrates difficulty completing homework responsibilities.

At Home:

- Give homework assignments a high priority when considering family activities and obligations.
- Establish a consistent homework routine at an early age.
- Build consistency by having an educational time each day at home even if your child does not have homework.
- Provide a quiet organized place with needed materials.
- Establish a time of day for homework.
- Accommodate for differences in your children's abilities.
- Keep in mind what works for one child may not necessarily work for others.
- Reinforce good study habits.
- Monitor course selection and number of extracurricular activities to allow for recreation/relaxation time.
- Maintain a healthy sleep and eating schedule.

Parent Support:

- Provide encouragement without doing the homework for your child. Your involvement may interfere with your child's learning if you give answers or **complete** assignments.
- Ask questions to help guide your child through the process. If your support independence, your child's achievement will increase.
- Stay out of power struggles with your child.
- Allow your child to make mistakes, the springboard for further learning. If your child becomes frustrated with a homework assignment, suggest a brief break before returning to the assignment.
- Provide assistance/support when research is needed (e.g., internet supervision, transportation to the public library).
- Understand the importance of homework in your child's education.
- Maintain a positive attitude and show interest. More homework will be completed if you are involved.
- Stay flexible to accommodate for different learning styles of your children, and recognize that your child may have different styles of learning and ways of demonstrating their knowledge.
- Positively reinforce your child for his/her efforts by displaying his/her papers and artwork at home.
- Praise your child for persevering, completing and taking responsibility.

PARENTS RIGHT TO KNOW

Dear Parent:

On January 8, 2002, President Bush signed into law the “No Child Left Behind Act”(NCLB). NCLB is designed to improve student achievement by increasing federal involvement in public education both at the state and local level. Beginning this year, NCLB will require significant changes to schools that receive Title I funding. Your child’s school receives Title I funding and is covered under NCLB.

NCLB requires:

- Jan 8, 2002- Instructional paraprofessionals paid by Title I funds and/or working in a schoolwide program hired on or after this date must meet new requirements as defined by NCLB.
- July 1, 2002- Teachers paid by Title I funds and/or working in a schoolwide program hired on or after this date must meet new requirements as defined by NCLB.
- Jan 8, 2006- All instructional paraprofessionals paid by Title I funds and/or working in schoolwide programs must meet new minimum qualifications as defined by NCLB.
- End of 2005-06 School year- All core academic teachers must be “highly qualified” as defined by NCLB.

Under NCLB, parents have the right to know the professional qualifications of their children’s teacher(s). This letter is to inform you of your rights to ask for the following information about each of your child’s classroom teachers:

- Whether the State of PA has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status through which state licensing criteria have been waived.
- The teacher’s college major, whether the teacher has any advanced degrees and, if so, the title of the degrees.

If you would like to receive specific information about your child’s teacher or paraprofessional, please contact your child’s school principal. For general information about NCLB, please contact Debbie Frank, Federal Program’s Coordinator, at 724-857-7500.

Our district is fully committed to the success of your child; we appreciate your partnership in that commitment.

Sincerely,

David Wytiaz
Superintendent

PUBLIC NOTICE ANNUAL NOTICE OF SPECIAL EDUCATION SERVICES

The Aliquippa school district offers a full continuum of special education programs and services to all students eligible for such services. Special education programs and services are available for eligible students between the ages of three (3) and twenty-one (21). Services for children ages three (3) to school entry age may be requested by contacting the beaver valley intermediate unit at 724-774-7800. Services for eligible students of school entry age to twenty-one (21) years of age may be requested by contacting the coordinator of special education at 724-857-7500 ext. 4028.

Special education programs available include services for eligible students who are identified as:

Developmentally delayed (preschool only); mentally retarded; learning disabled; autistic/pervasive developmental disorder; visually impaired; hearing impaired; mentally gifted; multi-disabled; neurologically impaired; physically impaired; seriously emotionally disturbed and speech and language impaired.

The Aliquippa school district conducts identification activities to determine if students are in need of special education services.

The Aliquippa school district in conjunction with the intermediate unit provides the above special education programs. Services for eligible preschool children are provided through the intermediate unit.

The Aliquippa school district conducts screening activities to identify students who may be eligible for special education services. Information regarding screening activities may be obtained by contacting your child's building.

Parents, guardians or surrogate parents may request that their child be screened or evaluated for special education services. Requests for services should be put in writing to the building principal.

All information collected as part of an evaluation is treated in a confidential manner. A written policy regarding the confidentiality of student records is available for review by contacting your child's school.

Printed information regarding available special education services, programs, and parents' rights as they pertain to special education is available in the building principal's office or the office of the superintendent of schools. **The Aliquippa school district is an equal opportunity employee.**

CONFIDENTIALITY

The Aliquippa School District protects the confidentiality of personally identifiable information regarding all students in accordance with the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB), the National Defense Authorization Act, the USA Patriot Act of 2001, the Protection of Pupil Rights Act (PPRA) and other applicable Federal and state laws and regulations.

Annual FERPA Notification of Rights and Designation of Directory Information Notice Of Rights

The family educational rights and privacy act (“FERPA”) affords parents, students over 18 years of age (“eligible students”), and parents of dependent students certain rights with respect to education records. Education records include a broad range of information about a student that is collected and maintained in any format by the district including but not limited to:

1. Date and place of birth; parent(s) and/or guardian addresses, and where parents can be contacted in emergencies;
2. Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student’s status in school.
3. Special education records;
4. Disciplinary records;
5. Medical and health records that the school creates or collects and maintains;
6. Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned; and
7. Personally identifiable information such as a student’s identification code, social security number, picture, or other information that would make it easy to identify or locate a student.

Certain Types Of Records Are Not Considered Education Records Under Ferpa:

1. Personal notes made by teachers and other school officials that are not shared with others;
2. Law enforcement records created and maintained by a school’s or a district’s law enforcement unit specifically for law enforcement purposes (as distinct from student disciplinary and other non-law enforcement purposes); and
3. Records on students 18 years of age or older that are made or maintained by a medical or other recognized professional or paraprofessional acting in his or her professional capacity.

Your Rights With Respect To Education Records Include The Following

1. **Right to Inspect:** A parent or eligible student has the right to inspect and review the student’s education records maintained by the district within 45 days of the district’s receipt of a written request for access. A parent or eligible student should submit to the school principal (or superintendent) a written request that clearly identifies the record(s) he/she wishes to inspect. The principal will make arrangements for access and notify the parent or eligible student, in writing, of the time and place where the student’s records may be inspected.

2. **Right to request amendment:** a parent or eligible student has the right to request the amendment of the student’s education record(s) that are believed to be inaccurate or misleading. A parent or eligible student may submit a written request for amendment to the school principal (or superintendent). This request should clearly identify the part of the record that the parent of eligible student wants changed and specify why it is inaccurate or misleading.

If the record is not amended as requested, the district shall notify the parent or eligible student of the decision in writing and shall advise him/her of his/her right to a hearing on the request for amendment. Additional information on the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. **Right to consent to disclosure:** a parent or eligible student has the right to consent to disclosures of personally identifiable information contained in the student’s education record, 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 district in an administrative, supervisory, academic or research, or support staff position, including law enforcement unit personnel and health staff; a person or company with whom the district has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; a person serving on the school board; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if he/she needs to review an education record to fulfill his/her professional responsibilities. Additionally, upon request, the district may disclose education records without consent to officials of other schools in which students seek or intend to enroll. Furthermore, no child left behind act requires the district to facilitate the transfer of disciplinary records with respect to a suspension or expulsion to any private or public elementary or secondary school for any student who is enrolled or seeks, intends or is instructed to enroll on a part-time or full-time basis in the school. Disclosure without consent may be made in case of emergency as determined by the district or to report crimes occurring at school or involving the school or its personnel.

4. **Right to complain:** a parent or eligible student has the right to file a timely complaint with the U.S. Department of Education concerning alleged failures by the district to comply with FERPA requirements. Complaints should be directed to:

**Family policy compliance office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605**

Directory Information

Under FERPA, the district is authorized to designate certain personally identifiable information contained in education records as “directory” information and to disclose such information without prior consent unless a parent or eligible student objects to such disclosure.

The district hereby designates the following personally identifiable information contained in a student’s education record as directory information:

1. Name, address, telephone number and email address;
2. Date and place of birth;
3. Grade level and major field of study;
4. Participation in school activities;
5. Dates of school attendance;
6. Photograph;
7. Most recent school attended;
8. Honors and awards; and

9. Other similar information, such as, alumni associations, height and weight of athletes, honor roll members, information generally found in yearbooks.

Unless a parent or eligible student advises the district in writing within 15 days of receipt of this notice that he/she does not want some or all of this designated directory information released, school officials may release this information without prior consent.

Written objections to the release of directory information should be submitted to:

Aliquippa Jr. /Sr. High School
Mr. Alvin Gipson
100 Harding Avenue
Aliquippa, PA 15001

Aliquippa Elementary School
Dr. Pete Carbone
800 21st Street
Aliquippa, PA 15001

PPRA Annual Notice And Consent/Opt-Out For Specific Activities

The protection of pupil rights amendment (PPRA), 20 U.S.C. §1232h, requires the Aliquippa school district to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s Parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Your child will not be required to participate without parental consent in any survey, evaluation or analysis funded in whole or in part by the U.S. Department of Education. This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. The district will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under state law.)

HIPAA

The Aliquippa school district’s notice of privacy practices can be found at our website at www.aliquippa.k12.pa.us. Or a copy may be obtained at the district’s administrative offices.

If you have any questions regarding student health information or records, please contact Marlene Everett at 724-857-7550. **HOMEWORK**

ALIQUIPPA SCHOOL DISTRICT TITLE I PARENT INVOLVEMENT POLICY

PURPOSE:

The Aliquippa School District Board of Education recognizes and is committed to the belief that all children can learn and acknowledges that parents share the school's commitment to the educational success of their children.

The board recognizes that a child's education is a responsibility shared by the school and family and agrees that to effectively educate all students, the schools and parents must work as knowledgeable partners.

Further, the Board recognizes parent and family involvement as an on-going process that assists parents and families to meet their basic obligation as their child's first educator, promotes clear two-way dialogue between home and school and supports parent as leaders and decision makers at all levels concerning the education of their children.

GUIDELINES:

It is the policy of the Aliquippa School District that parent involvement in the Title I schoolwide program in grades K-8 is an integral part of the district's success. It is also important that parents in grades 9-12 be actively involved in the district parent advisory council and be involved in a variety of activities, including but not limited to:

- Parental involvement in the development of all district plans including the parent involvement policy and compact
- Periodic review of the existing policy and to make any changes as recommended by the school district and/or parent advisory council
- Active and on-going parental involvement assistance and training to parents by the district through federal, state and local funding
- Each school will promote on-going parental involvement through parent workshops, conferences, adult literacy and other collaborative activities
- District and advisory council will coordinate all activities to include active involvement of all district parents, as well as community members from Head Start, BF Jones Library and other local organizations
- Develop surveys and other measuring instruments to determine the overall meaningful parent participation during the course of the school year and to use the information to develop new strategies to improve active parent involvement
- Utilize ideas from our parent on the Pennsylvania State Parent Advisory Council to help increase parental involvement and to make sure the district is promoting involvement in accordance with No Child Left Behind Standards

ALIQUIPPA SCHOOL DISTRICT **Title I Complaint Resolution Policy**

Introduction

The No Child Left Behind Act of 2001 (NCLB) legislation requires State Educational Agencies (SEAs) to adopt written procedures for “receiving and resolving any complaint alleging violations of the law in administration of programs.” In accordance with this legislative requirement, the Pennsylvania Department of Education (PDE) has also required Local Educational Agencies (LEAs) to adopt written procedures for resolving complaints filed.

Definition

A “complaint” is a written, signed statement filed by an individual or an organization. It must include:

- a) A statement that a school has violated a requirement of federal statute or regulation that applies to Title I.
- b) The facts on which the statement is based.
- c) Information on any discussions, meetings or correspondence with a school regarding the complaint.

Complaint Resolution Procedures

- 1) **Referral** – Complaints against schools should be referred to the District’s Federal/State Programs Office: Mrs. Debbie Frank, Title I Coordinator, 800 21st Street, Aliquippa PA 15001.
- 2) **Notice to School** – The Federal/State Programs Office will notify the school Superintendent and Principal that a complaint has been received. A copy of the complaint will be given to the Superintendent and Principal with directions given for the Principal to respond.
- 3) **Investigation** – After receiving the Principal’s response, the Federal/State Programs Office, along with the Superintendent, will determine whether further investigation is necessary. If necessary, the Federal/State Programs Director and the Superintendent may do an onsite investigation at the school.
- 4) **Opportunity to Present Evidence** – The Federal/State Programs Director may provide for the complainant and the Principal to present evidence.
- 5) **Report and Recommended Resolution** – Once the Federal/State Programs Director has completed the investigation and the taking of evidence, a report will be prepared with a recommendation for resolving the complaint. The report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution and the reasons for the recommendation. Copies of the report will be issued to all parties involved. There commended resolution will become effective upon issuance of the report.

6) **Follow up** – The Federal/State Programs Director and the Superintendent will ensure that the resolution of the complaint is implemented.

7) **Time Limit** – The period between the Federal/State Programs Director receiving the complaint and resolution of the complaint shall not exceed sixty (60) calendar days.

8) **Right to Appeal** – Either party may appeal the final resolution to the Department of Education. Appeals should be addressed as follows:

**Mrs. Susan McCrone, Chief Division of Federal Programs
Pennsylvania Department of Education
333 Market Street, 7th Floor
Harrisburg, PA 17126-0333**

**ALIQUIPPA ELEMENTARY SCHOOL
TITLE I PARENT INVOLVEMENT POLICY**

PURPOSE:

The Aliquippa School District Board of Education recognizes and is committed to the belief that all children can learn and acknowledges that parents share the school's commitment to the educational success of their children.

The board recognizes that a child's education is a responsibility shared by the school and family and agrees that to effectively educate all students, the schools and parents must work as knowledgeable partners.

Further, the Board recognizes parent and family involvement as an on-going process that assists parents and families to meet their basic obligation as their child's first educator, promotes clear two-way dialogue between home and school and supports parent as leaders and decision makers at all levels concerning the education of their children.

GUIDELINES:

It is the policy of the Aliquippa School District that parent involvement in the Title I schoolwide program is an integral part of the essence of the program. The following activities will be carried out under the guidance of the Parent Advisory Council and the Aliquippa School Board. As much, parents will be involved in the Title I program through a variety of activities including but not limited to:

- Informed of specific instruction objectives
- Periodic reporting of a child's progress in an easily understandable format
- Conference with teachers to inform parents of curriculum, a student's progress and proficiency level

- Provide assistance to parents on the understanding and explanation of the state standards and local testing and assessments
- Parents can request meetings with school officials and staff at any time to accommodate their schedules
- Provision of materials and suggestions to promote education at home
- Conducting of training sessions and promote and provide adult literacy so parents can reinforce education at home
- Provision of timely information concerning the Title I program including example program plans and evaluations
- Soliciting parents' suggestions in the planning, development and operation of the Title I program and parent compact
- Consulting with parents about how the school can work with them to achieve the program's objectives
- Provision of timely responses to parents' recommendations
- Encourage parents to participate on the parent advisory council
- Parents will be encouraged to utilize Title I funds for parental involvement conferences and activities as approved by the School Board
- Parents will be actively involved in the development or refining of a building's school improvement plan.

HOMELESS LETTER TO PARENT

ATTENTION PARENTS AND GUARDIANS!!

Federal guidelines, as set forth in No Child Left Behind Act of 2001, require that local school identify name children who are homeless. The federal mandate, and the intention of the Aliquippa School District is to ensure that homeless children and youth have access to free appropriate public education on an equal basis with other children. Children who are homeless, including those living with others, may qualify for assistance with school lunch, with school supplies/materials, with tutoring, and with transportation so that they can remain in their school of origin.

If you believe your child(ren) may qualify for this service, please contact the principal of your child(ren)'s school.

Homeless children may be identified as living in the following situations:

- Public or private shelters
- Public or private places not designated for/or ordinarily used as regular sleeping accommodations such as vehicles, parks, motels, campgrounds, etc.
- Living with a parents in a domestic violence shelter
- Individuals and/or families living with relatives or friends due to a lack of housing
- Living in transitional housing programs
- Runaway children (under age 18) and children who have been abandoned or forced out of the home by parents or other caretakers. They may be in temporary shelters awaiting assistance from social service agencies, or may live alone on the street or move from place to place among family members, friends or acquaintances. This also includes such youth from 18 to 21 of age who may still be eligible for educational services in regular or special education
- Children of migrant families who lack adequate housing
- Children abandoned in hospitals or awaiting foster care
- School-age, unwed mothers or expectant mothers living in houses for unwed mothers when they have no other available living accommodations.

If your living situation changes during the school year or over the summer, and you and your child(ren) become homeless, please be sure to contact Ms. Beth Walkney, homeless liason at 724-857-7500 ext. 4005. We will work with you so that your child(ren)'s education is disrupted as little as possible.

Sincerely,

Dr. Pete Carbone

Title I School-Student-Parent Compact

Elementary School

We understand the importance of the school experience to every student and our role as educators and models. Therefore, we agree to carry out the following responsibilities to the best of our ability:

- teach grade level skills and concepts
- strive to address the needs of your student
- communicate with you regarding your student's progress
- provide a safe, positive and healthy learning environment for your student
- correct and return appropriate work in a timely manner
- communicate homework and classwork expectations

Principal's Signature _____ Date Sept 2015

Student

I realize my education is important. I know I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- get to class on time every day
- return completed homework on time
- be responsible for my own behavior
- be a cooperative learner
- ask for help when needed

Student's Signature _____ Date Sept 2015

Parent

I understand that my participation in my student's education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities to the best of my ability:

- encourage my student to complete his/her homework
- review all school communication
- attend Parent-Teacher Conferences, Open House and other school events
- encourage my student to engage in reading activities for at least 15 minutes every day
- provide a quiet place/time for my student to do homework
- support the school's homework, discipline and attendance policies

Parents Signature _____ Date Sept 2015

Parent / Guardian PLEASE Read & Sign

This handbook has been prepared to inform you about the Aliquippa Elementary School. You will find the rules and regulations that govern the day-to-day operation of our school in this booklet. You will also find important information that everyone needs to know and understand. **Read this handbook carefully.** Don't wait! Be sure you understand everything in it.

Parent / Guardian must sign the bottom of this form and each student is to return the page to his / her teacher by **September 18, 2015**. Your child will be denied access to Aliquippa School District's Internet service and participation in any extra-curricular activities if this form is not signed and returned by **September 18, 2014**.

Please print name of student:

LAST NAME

FIRST NAME

I have read the Student / Parent Handbook and understand its contents.

SIGNATURE OF PARENT / GUARDIAN

DETACH AND RETURN THIS FORM TO YOUR HOMEROOM TEACHER BY
SEPTEMBER 19, 2014.