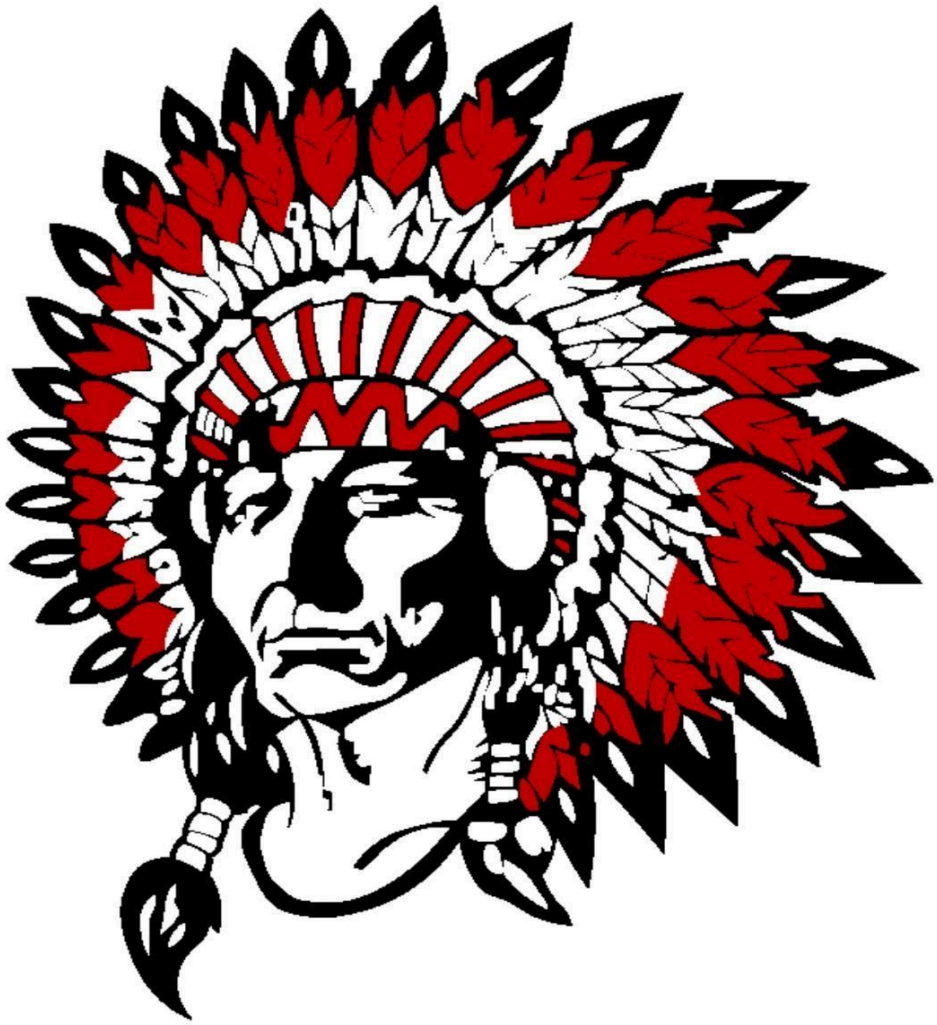
Aliquippa Elementary School

Student/Parent Handbook 2026-2027



School District Mission

In the Aliquippa School District, we are committed to creating a productive, respectful, and safe learning environment that promotes a responsible school community.

Aliquippa Elementary School
800 21st Street
Aliquippa, PA 15001
Phone: 724-857-7500
Fax: 724-857-7565

ALIQUIPPA SCHOOL DISTRICT VISION STATEMENT

The Aliquippa School District will provide an education that will empower every student to graduate while achieving proficiency or above. We will maintain:

- A school where staff, parents and community work together to improve student achievement.
- A school community that respects diversity.
- A highly qualified staff delivering quality instruction with high expectations for all students.

Staff development will provide teachers with the best practices to enhance student achievement.

A standard based curriculum is developed and implemented that ensures proficiency or above for all students.

With these accomplishments, combined with the day-to-day efforts of our teaching staff, we will strive to achieve at high levels. Together, we can make good things happen in Aliquippa.

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

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FACULTY/STAFF/PERSONNEL

Stacey Alexander…….Head Principal
Eric Rozanski…….....Assistant Principal
Sarah McDowell……...Special Education Supervisor
Noah Sperling……..Guidance Counselor Grades K,1, 2, and 3
Tracy Doughty...……Guidance Counselor Grades 4, 5 and 6
Nicole Scrabis……School Nurse
Renee Bufalini……..…Federal Programs Coordinator
Lynna Naylor…...…… .Office Secretary
Shelley Streb…….……Office Secretary
Carlton McBride……..……...Head Custodian

Pre-K
105 Gina Battaglini
106 Heather Davis

Kindergarten
202 Jamie Hildebrand
203 Amy DiBenedetto
204 Brittanee Lay
201 Amber Green

1st Grade
209 Jennifer Fogg
208 Amber Scott
210 Sherry Shroads
211 Kim Burbage

2nd Grade
234 Shawnna McBride
235 Danaysia Hall
236 Maya Foster
237 Dempsey Johnson

3rd Grade
226 Lindsey Muhlberger
229 Sean Carrick
228 Erica George

4th Grade

312 Nicole Cheuvront (MATH)
313 William Meyer (SCIENCE)
314 Gary Stumpf (ELA)
315 Tracey Diamond (SOC. ST.)

6th Grade

307 Will Sebastian (ELA)
319 Mrryce Smith (MATH)
321 Brittany Larkin (SOC. ST.)
326 Kelly Lasky (SCIENCE)

5th Grade

302 Lori Mills (ELA - READING)
303 Grace Danylo (MATH)
305 Courtney Clendennen (SOC. ST.)
306 Laurel Michele (SCIENCE)
307 Lakesha Cobb (WRITING)

Specials

107 Laura Propst (ART)
109 Ayden Reckner (MUSIC)
128 Robert McFadden (GYM)
143 Tina Robinson - (COMPUTER LAB)
Library Robert Signorelli - (STEM)

Special Education

108 Nicole Lodovico (AUTISTIC SUPPORT)
110 Staci Giesler (AUTISTIC SUPPORT)
205 Alicia Kramer (GRADES K-2 LEARNING SUPPORT)
217 Nikki Biela (GRADES 3-4 LEARNING SUPPORT)
225 Caitlin Drahushak - (SPEECH and LANGUAGE SUPPORT)
301 Randy Bukowski - (ENGLISH as a SECOND LANGUAGE)
304 Shannon Rinestine (GRADES 5-6 LEARNING SUPPORT)
327 Katlyn Corbett - (SPEECH and LANGUAGE SUPPORT)
331 Erin Kunzman (GRADES K-6 EMOTIONAL SUPPORT)
329 Julie Ceccarelli (GRADES K-6 LIFE SKILLS)

Mrs. Kayla Brandt (K-6 INTERVENTION TEACHER)

ALIQUIPPA SCHOOL DISTRICT

DRAFT

2026-2027

August (8)

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

September (21-29)

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27	28	29	30			

October (21-50)

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25	26*	27	28	29	30	31

November (17-67)

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22	23	24	25	26	27	28
29	30					

December (16-83)

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January (18-101)

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31						

February (19-120)

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28						

March (19-139)

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28	29	30	31			

April (22-161)

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25	26	27	28^	29	30	

May (19-180)

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23	24	25	26	27*	28	29
30	31					

June ()

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Grading Periods

Progress Reports	End of Nine-Weeks
September 24^	October 26 *
December 2^	January 13 *
February 18^	March 23 *
April 28^	May 27 *

Evening Events

Sept 24	Parent Teacher Conference
April 15	Curriculum Night

- Student First and Last Day
- In-Service Day (No School for Students)
- Act 80 Days (No School for Students)
- Holiday Break (No School)
- Early Dismissal
- Emergency Make-Up Day

IMPORTANT DATES			
August 17, 18, 19	Teacher In-Service Days	**February 12**	ACT 80 (No Students) (Snow Day)
August 20	**First Day of School for Students**	**February 15**	Presidents Day (No School)
September 7	Labor Day (No School)	**March 5**	Teacher In-Service Days
September 24	Meet the Teacher Night	**March 24**	Early Dismissal for Students
October 12	In-Service/Act 80 Day (No Students)	**March 25 - 29**	Spring Break (25 - Snow)
November 11	Veterans Day (No School)	**April 15**	Curriculum Night
November 25	Early Dismissal for Students	**April 16**	Act 80 Day (No School for Students) Senior Projects
Nov 26 - 30	Thanksgiving Break (No School)	**May 7**	Act 80 - PROM (No School for Students)
DEC 11	ACT 80 (No Students)	**May 27**	**Last Day of School for Students and Commencement**
December 22	Early Dismissal for Students	**May 28**	Teacher In-Service Days
Dec 23-Jan 1	Winter Break (No School or Snc	**May 31**	Memorial Day (No School)
January 15	Teacher In-Service Days		
January 18	Martin Luther King Jr. Day (No School)	(Snow Make Up)	

PSSA ASSESSMENT DATES		
English Language Arts	April 26 - April 30, 2027	Grades 3 - 8
Mathematics, Science, and Make-ups	May 3- May 7, 2027	Grades 3 - 8
Mathematics, Science, and Make-ups	May 10-May 14, 2027	Grades 3 - 8

KEYSTONE EXAM TESTING WINDOWS		
Algebra I, Biology, Literature	Keystone Winter Wave 1	December 7 - 18, 2026
	Keystone Winter Wave 2	January 4 - 15, 2027
	Keystone Spring Wave	May 17 - 28, 2027
	Keystone Summer Wave	July 26 - 30, 2027

ALIQUIPPA SCHOOL DISTRICT
SCHOOL INFORMATION

Daily School Hours

Student Arrive	8:45 A.M. – 9:05 A.M.

Student Breakfast

Grades 2-6	8:45 A.M. - 9:05 A.M. (GRAB and GO)
Grades K-1	9:20 A.M. - 9:35 A.M. (CAFETERIA)

Homeroom:	9:05 A.M. - 9:15 A.M.

Student Dismissal

Kindergarten Walkers	3:10 P.M.
1st Grade - 6th Grade Walkers	3:15 P.M.
Kindergarten - 6 Bus Riders	3:20 P.M.

Lunches

Pre-K	10:45 A.M.-11:15 A.M.
Kindergarten	11:20 A.M.-11:50 A.M.
Grade 1	11:20 A.M.-11:50 A.M.
Grade 2	1:05 P.M.-1:35 P.M.
Grade 3	1:05 P.M.-1:35 P.M.
Grade 4	11:55 A.M.-12:25 P.M.
Grade 5	12:30 P.M.-1:00 P.M.
Grade 6	11:55 A.M.-12:25 P.M.

2 Hour Delay

- Student arrival- 10:45 a.m. - 11:05 a.m.

The regular schedule will resume at 11:15 a.m. on a 2-hour delay day. Breakfast will not be served on days where there is a 2-hour delay.

Early Dismissals

From time to time, students may need to leave school prior to dismissal time. Any student leaving school before 12:00 pm will be charged with an early release ½ 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, which will not count towards the student's attendance. **Parents should not call students out of school for non- medical or non-emergency reasons.** Instead, parents need to send in a note with their child stating the time of the release, with a phone number to verify the early release. If a note is not provided, the parent may be required to come into the school to sign their child out of school for the day.

Please note: Both parents have equal access to their children unless a signed court document stating otherwise is on file in the school office.

Arrival Procedures

For safety reasons, students **are not** to be dropped off at the elementary school **prior to 8:45 A.M**. Students arriving at school by means of automotive transportation (not by bus) are required to use the **PARENT DROP-OFF ZONE.**

Dismissal Procedures

If parents/guardians are picking up their child at school, they must send written permission specifying the time of dismissal. **If you tell your child that you are picking him/her up at school, but do not send written permission, your child will be sent home on the school bus.** Students who are not riding the bus at the end of the day **MUST BE SIGNED OUT AT IN THE VESTIBULE AREA.** When picking up students, parents/guardians MUST park their vehicles in the parking lots. Parents are asked to wait in the designated areas. Please be advised that **parents/guardians should arrive no earlier than 3:10 P.M.**

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 guidelines.
The Aliquippa Elementary School requires that ALL VISITORS sign in at the welcome desk with security. Visitors MUST present a valid government issued photo ID or driver's license PRIOR to entering the building. Those visitors who do not have a scheduled meeting with school personnel, MUST be given approval by the administration to enter the building. Security will clear all visitors with the administration or appropriate school personnel.
Parents/guardians who are here to pick up their child for an early dismissal must also present a valid government issued photo ID or driver's license before the child is released to them. Also, please be sure to complete and return your child(ren)'s authorization to release that is kept on file in the office. Child(ren) will only be released to their parents, guardians, and the individuals listed on the authorization to release. Again, for the safety of our children, all individuals will need to provide government issued photo identification.
Family members/family friends are not permitted to eat meals with students, visit classrooms, or follow students throughout their school day. The administration reserves the right to permit these types of visits on an individual basis; however, this would only occur in rare cases when absolutely necessary. If visiting in the building, please remember you are not in the building to visit with other children and/or interfere with another child's daily functioning. These regulations assist in the general safety of the students, as well as in helping with the overall effectiveness of the building routines.
For the protection of our students, volunteers, chaperones, and visitors are asked to refrain from taking pictures of students with their phones during school events and sharing them via social media. Cooperation in this matter would contribute to a collective responsibility to protect our students.
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.

STUDENT REGISTRATION AND WITHDRAWAL

New Student Registration

Any parent/guardian who wishes to enroll a student in the district must first complete the necessary forms required by the school. These forms are available in the **Central Registration Office located on the High School campus.** Parents must supply the following information to complete the registration process.

- Two proofs of residency
- Copy of the student's birth certificate
- Copy of the student's immunizations
- Copy of the parent/guardian's valid driver's license/other form of photo identification

Change of Mailing Address, Telephone Number and E-mail Address

The school office MUST be notified whenever a change of student address occurs. This holds true if the change occurs from one school year to the next as well as if the change occurs during a given school year. A change in a student's home phone number should be reported to the school as soon as possible to ensure that parents/guardians can be notified in the event of an emergency. Parents are also encouraged to keep their most current email address on file with the district.

Release of Records

All student records are kept confidential. Student records will only be released upon receiving written permission from the parent and/or legal guardian. Records will not be released directly to the parents/guardians. Copies of all student records will be forwarded directly to the new school district once a release of records consent form is received.

Withdrawls

Parents/guardians who wish to withdraw a student from the district must notify the school in person or in the form of a written letter. For student records to be released to another school district, a release of records request must be received from the requesting school district. Please allow the school district sufficient time to process your requests and prepare the student's records for release.

ATTENDANCE POLICY

1. 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 may contact Children & Youth Services of Beaver County.**

2. Days that are **not counted** towards the twenty (20) day limit:
    a. Religious Holidays
    b. Out of School Suspensions/OSS
    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.

3. 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 ten (10) days of written excuses, the parent will be required to turn in medical documentation for the remainder of the school year.

NO WRITTEN EXCUSES WILL BE ACCEPTED.

4. Unexcused/Unlawful Absences:

e. An illegal excuse would be marked illegal and unlawful for those children under the age of 18 (Compulsory Regulations).
f. An illegal excuse would be marked unexcused for the following reasons:
    i. Truancy: absence without parental knowledge
    ii. Illegal Employment: working during school hours
    iii. Parental Neglect, such as:
        1. Child overslept
        2. Child was visiting away from home
        3. Child missed the bus, etc.

5. Excused Absences:

g. Illness: excuse should be specific in stating what illness is or was. Medical verification may be required.
h. Quarantine: the local health department must authenticate this type of excuse.
i. Death in the immediate family: excuses should be specific, general description such as, "death of father, uncle or grandmother." (Provide a copy of obituary in order to not count towards 10 days of maximum written excuses).
j. Impassable road: reason that would make travel to school impossible (i.e., landslide, flood, traffic accident, etc.)
k. Excused on emergency permit: usually handled through Administrative channels.
l. Exceptionally urgent reasons: handled through Administrative channels.
m. Religious holidays.
n. College visit (Provide a letter on school letterhead in order to not count towards 10 days of maximum written excuses).
o. Vacation (Provide vacation form signed by principal in order to not count towards 10 days of maximum written excuses).

6. Procedures

p. 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.

q. 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.

r. 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.

s. On the **twentieth (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 Magistrate.**

7. Illness or Other Urgent Reasons

t. 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.

u. 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.

8. Early Release

v. Any student leaving school before 11:00 a.m. (high school) & 12:00 (elementary school) will be charged with an early release ½ 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, which will *NOT* count towards the student's attendance. Parents should not call students out of school for non-medical or emergency reasons. Also, parents need to send in a note with their child stating the time of the release with a phone number to verify the early release. If a note is not provided the parent will be required to come into the school to sign their child out of school for the day.

9. Attendance Related Problems

w. The state attendance laws deal with children until they reach 18 years of age. Therefore, we deal differently with students depending upon whether they are under age 18 or if they are 18 years of age or older. "Attendance Related Problems" fall into one or more of the following categories:

i. Absence from school—excused
ii. Absence from school—unexcused
iii. Absence from class—verified
iv. Leaving campus without authorization
v. Absent on bulletin in school
vi. Tardy to school

10. Field Trips

x. 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. The administration and the teacher will make the decision.

11. Tardiness

y. Tardiness is always one of the major problems in any school district, including the Aliquippa School District. The ASD 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.

z. A student will be considered tardy to school if he/she does not report by **7:40 a.m.** (high school) & **9:15 a.m**. (elementary) each morning. Students arriving after **9:15 a.m**. should be accompanied by a parent/guardian, have a written excuse from a doctor or other health caregiver or have given the office prior notification.
    i. First tardy—Verbal warning
    ii. Second tardy—Verbal warning
    iii. Third tardy—Detention
    iv. Fourth tardy—Verbal warning and a telephone call to the home. This must then be documented on a referral form.
    v. Fifth tardy—One day of OSS will be given
        1. Note: After the fifth tardy, the process is repeated. Therefore, students would be suspended on tardy days 5, 10, and so on.
    vi. At the beginning of the second semester (3rd nine weeks), all student tardy counts will be erased and will begin again at zero.
    vii. After the second cycle of tardiness, the student and parent will need to meet with the Student Assistance Team.
    viii. For truancy purposes, tardy minutes will be added up and converted to illegal days of absence.
    ix. Students will serve detentions for tardiness during scheduled after school-required groups that will address excessive tardiness, attendance, etc.

12. INSUFFICIENT ATTENDANCE POLICY

aa. I.A. shall be considered when **12 or more days of illegal absences during a nine-week grading period occur.** If at the end of the grading period, a student receives an insufficient attendance (I.A.) the grades for all classes will be a 45%, which is the lowest failing grade.

MEDICAL AND HEALTH SERVICES

Nikki Scrabis, school nurse, provides school healthcare at the Elementary School. The school nurse, as required by state law, provides the following services/screenings:

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

In order to be admitted to the health office, students must have a signed 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 pass. This will help avoid students being late for class, or being marked unexcused absence.

Immunization Laws

State immunization requirements make it absolutely necessary that proper immunizations MUST be provided prior to admission into school.

To be enrolled in Kindergarten, a child must be five years of age before September 1st and must be immunized against Diphtheria, Pertussis, Tetanus, Polio, Mumps, German measles, Hepatitis, and Varicella before being enrolled in school (see chart below). Proof of these immunizations must be presented when the child is being registered for school. To be exempted from this mandate, parental written objection because of religious belief or a doctor's certificate stating medical contraindication must be presented.

Immunization requirements for ALL students

DPT, DT, or TD (Diphtheria, Pertussis, and Tetanus) – 4 doses total with last dose given on or after 4th birthday

Polio – 3 doses of trivalent oral vaccine

Rubella – 2 doses of vaccine or physical verified history of disease

Measles – 2 doses of vaccine or physical verified history of disease

Mumps – 2 doses of vaccine or physical verified history of disease

Hepatitis B – 3 doses of vaccine

Varicella (Chicken Pox) – 1 dose of vaccine or documentation of having had the disease

At the time of registration the school nurse will determine the immunization status of the child. A certificate of immunization, signed by a physician or other health personnel must be provided at the time of registration.

For more information, please call: 1-877-PA-HEALTH

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 health office. 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.

Infectious/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:

- **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 not communicable shall be submitted prior to readmission.
- **Bacterial Meningitis -** Until judged not 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 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 answers, 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.

GRADES AND HOMEWORK

Grading Scale

At Aliquippa Elementary, students will be assessed through homework, in-school assignments, tests/quizzes, projects, and class participation. Each classroom teacher will inform students on how they will be graded for the school year. The students will be assigned percentage grades for their work. Each grading period is nine weeks.

Grading Scale:

A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
E	45 - 60%

Homework

Aliquippa Elementary supports the role of homework as a pivotal factor in the educational process. Homework encourages and measures the development of self-discipline and associated good working habits. Teachers may, at their discretion, vary the length of homework assignments depending on the nature of the topic being studied.

Make–Up Work

Students are required to make up schoolwork if they are absent due to illness or other reasons. The classroom teacher will prepare the work and set appropriate limits for the time that the work should be completed. If a student is absent from school, parents/guardians can arrange for schoolwork to be sent home with another student or picked-up in the office. Parents/guardians need to telephone the school by 10 A.M. to request make-up work.

Report Cards

Student report cards for Kindergarten through Sixth grade are issued at nine-week intervals. Any questions or concerns based on a report card should be addressed to the classroom teacher first. However, parents/guardians should not wait for a poor report card to schedule a conference to discuss academic problems. If there are concerns about a child's progress, please notify the classroom teacher immediately.

At the conclusion of each marking period, student report cards are available on Powerschool (quipsd.org/powerschool). Students will be issued a paper copy of their report card after the 1st and 4th marking period.

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-periods per week subjects.
2. A student in grades 1-6 cannot achieve an "F" in Special Subjects.

Principal's List

1. GPA of 3.5 or better for the 9-week grading period
2. No failing grades (D's or E's) in any subject
3. No disciplinary infractions for the 9-week period
4. At least 90% attendance rate
5. No more than 1 tardy

EDUCATIONAL PROGRAMS AND SERVICES

School Counseling Services

Elementary School Counseling services are available to all students. The goals of the program are to have all students develop an awareness of self and others, to develop an understanding of the relationship between school and work, to understand decision-making, to learn socially acceptable ways to satisfy needs, and to work towards educational goals. Individual or group counseling for students is available through parent/guardian, teacher, or student referrals. Classroom guidance lessons presented throughout the school year may include: bullying, character education, feelings, conflict resolution, career, and social skills.

Positive Steps Wellness Center

Positive Steps Wellness Center is an outpatient counseling service that is housed at Aliquippa Junior Senior High School and Elementary School in order to offer support for students attending Aliquippa and their families.

Positive Steps offers a variety of services which include:

- Individual outpatient counseling services for the students and their families
- Various group therapy services.

This service is available to students K-12, and is paid for through their insurance. Positive Steps is able to accept both private insurance and medical assistance, so any child can be served. Referrals can be made by either a member of the school staff, the parent/guardian and/or the student. However, please be assured that no services will be conducted *without the written consent from the student's parent/guardian or the student if they are 14 or older.* Please note that all information regarding your child's treatment will be kept in a private record that is kept locked and is accessible only to Positive Steps Staff who are treating your child or supervising your child's treatment. Not even the school staff will have access to these records. If you have any questions or concerns, please call **Brynna Manuel 724-857-7500, extension 2333** anytime during school hours or leave a voicemail and someone from the Positive Steps Staff will return your call.

Student Assistance Program (SAP)

Students who are having difficulties at school or at home can be identified and referred for help through the Student Assistance Program or known as SAP. The team is made up of school and agency staff that are available to help you access school and community services for your child. The goal of SAP is to work with parents and students to provide accommodations and interventions to increase student achievement. Students may be referred by a teacher, administrator, school counselor, a peer, parents, or self-referrals. Participation in the program is not required and is voluntary. The team reviews all student behavior, academic performance, health and attendance and will make appropriate contacts with parents and agencies. Confidentiality is maintained throughout the process.

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 & signed by both parties. Unresolved conflicts often result in hurt feelings, loss of friends, increased anger/frustration & sometimes physical altercations. Considering the competitive nature of our society, it is not surprising that conflicts become contests where there must be a winner or loser. This win/lose attitude is a separate & disconnected view of society. Peer mediation redefines conflicts in such a way that no one has to lose. It is a commitment to cooperate & create new possibilities beneficial to all involved. Peer mediation offers a forum through which students can participate in providing a safe, positive & conflict free school community.

Who can ask for a mediation?
*Students
*Teachers/staff
*Parents
*Peer mediators

PA Chapter 15 – Section 504

The Aliquippa School District recognizes that some students have disabilities, which substantially limit their participation in, or access to, school programs but who **do not need special education**. These students may qualify for reasonable accommodations in the regular classroom under Section 504 – Rehabilitation Act and under Pennsylvania Chapter 15 Service Agreement. For information please contact the building Principal, School Counselor, or Special Education Supervisor.

Special Education

The Aliquippa School District, in compliance with the Individuals with Disabilities in Education Act (IDEA) 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 all eligible students beginning with Early Intervention from the age of three (3). School age services begin for eligible students at school entry age through age twenty-one (21) years.

Developmental Delays (Preschool Only)	Blind or Visually
Impaired Support Autistic Support	Emotional Support
Life Skills	Multiple Disabled Support
Learning Support	Speech and Language Support
Deaf or Hearing Impaired Support	Neurologically Impaired Support
Physical Support	Other Health Impaired Support
Occupational Therapy Services	Physical Therapy Services

All students deemed exceptional through diagnostic evaluation by a school psychologist and with an identified need for specially designed instruction through a Multidisciplinary Team Evaluation will receive all rights and privileges under PA Chapter 14 Regulations. Including but not limited to:

Psychological Report
Evaluation Report
Notice of Recommended Placement (NORA)
Individualized Education Plan (IEP)
Parents Rights, Mediation, and Due Process Procedures

Special Education screening may be requested in writing to your child's building Principal or Director of Special Education. All students are entitled to a Free Appropriate Public Education.

Speech and Language Screening

All students entering Kindergarten are informally screened and assessed by a speech therapist. Those students who are found to have areas of weakness can be more formally assessed. The assessment is used to determine the level of educational support needed to assist the student's language and speech development. Informal speech and language screenings can be conducted on any student not in Kindergarten on an as needed basis.

Standardized Assessments

Test	Given in Grade	Purpose
PSSA (PA System of School Assessment) ***ELA and Mathematics***	3^{rd} – 6^{th}	Assess student achievement towards proficiency of PA Academic standards in **reading, writing,** and **mathematics**
PSSA (PA System of School Assessment) ***Science***	5^{th}	Assess student achievement towards proficiency of PA Academic standards in **science, technology, environment, and ecology**

There are a number of local assessments given throughout the school year to monitor student's academic growth and development. The data collected through these assessments will assist staff members to improve curriculum and instruction delivery.

DISCIPLINE

Elementary Discipline Goals

We believe that the goals of discipline are to:

- help students to develop a healthy, positive self-concept;
- teach students to make responsible decisions;
- assist students in taking responsibility for actions when appropriate;
- teach students to learn to communicate positively;
- help students work cooperatively with others.

School Wide Positive Behavioral Interventions and Supports (SWPBIS)

Aliquippa Elementary implements School Wide Positive Behavior Interventions and Supports which focuses on our school wide behavioral expectations: **PRIDE**

Be **P**repared

Be **R**espectful

Have **I**ntegrity

Be **D**etermined

Have **E**mpathy

The SWPBIS program is a proactive approach to school-wide discipline and will focus on creating and sustaining an environment for achieving important social and learning outcomes while preventing problem behaviors through a collaborative team approach. The underlying focus is to teach behavioral expectations in the same manner as any core curriculum subject. The SWPBIS Team will also be analyzing discipline related behavioral patterns and will respond to them by teaching the positive behaviors expected by our students.

Our ultimate goal here at Aliquippa Elementary School is to create an environment where students are aware of their actions and their effect on others. We are constantly working to provide a positive, safe learning environment for all students. The Aliquippa Administration views all discipline efforts to be a collaborative process that includes students, teachers and parents.

QUIP

	P Prepared	R Respectful	I Integrity	D Determined	E Empathy
Arrival/ Dismissal	· Be ready to enter & Exit · Stay in your seat · Have your things	· Use inside voice · Use appropriate language · Follow directions	· Use manners · Set a good example · Keep your body to yourself	· Keep traffic moving · Get where you need to be	· Use personal space
Bathroom	· Have a hall pass · Ask for permission	· Use bathrooms during transitions · Use appropriate language	· Keep it clean · Keep your body to yourself	· Use closest bathroom · Return to class when you're done	· Respect others privacy
Bus	· Have your things	· Use appropriate language · Follow directions	· Use manners · Keep your body to yourself · Keep it clean	· Enter & Exit quickly & Quietly	· Use personal space · Help others when needed

Cafeteria	· Get everything you need in line · Be ready to clean up on time	· Use inside voice · Use appropriate language · Follow directions	· Keep it clean · Keep your body to yourself	· Clean up your mess when done	· Use personal space · Help others when needed
Classroom	· Be on time · Have your materials	· Use inside voice · Use appropriate language · Follow directions	· Use your manners · Set a good Example · Keep your Body to yourself	· Use your time wisely · Avoid distractions	· Actively listen to others · Use personal space
Hallway	· Keep it moving · Stay to the right	· Use appropriate language · Follow directions	· Use your manners · Set a good example · Keep your body to yourself	· Keep traffic moving · Get where you need to be	· Use personal space

Elementary Discipline Overview

Aliquippa Elementary believes that a meaningful and worthwhile learning environment can be maintained only with a workable discipline code as its basis. The students, parents, staff and administration share the responsibility for maintaining good school discipline equally. The behavior expected from students at school reflects a combination of social etiquette, courtesy and safety factors.

Each teacher has his/her own set of rules designed to ensure that the delivery of instruction takes place in an orderly, safe environment. It is the students' responsibility to familiarize themselves with each set of classroom rules. Students are expected to conduct themselves accordingly. Respect, courtesy and good manners should be displayed at all times.

NOTE: ALL DISCIPLINARY ACTIONS ARE SUBJECT TO ADMINISTRATOR DISCRETION.

Lunch/Recess Detention

Lunch/recess detention refers to situations in which students will eat their lunch/sit out recess in a separate classroom (ISS). Such students will be supervised and will have to remain in lunch/recess detention until the period is over. Students who do not conduct themselves properly while in detention may not receive credit for the time and may be reassigned additional disciplinary consequences. Failure to serve detention may also result in additional disciplinary consequences. Detentions will be scheduled on an as needed basis.

Fighting

Fighting shall be prohibited on school grounds or at school activities due to the potential for serious injury. This is a **"no-fault"** fighting regulation, meaning if two or more students are engaged in fighting they will all be disciplined according to the terms of the Student Conduct Rules, (3 day suspension for the first offense; 5 day suspension for the second offense; 9 day suspension with a discipline hearing with a recommendation for completing the school year in a different setting) regardless of how the fight started or who was responsible for starting the fight.

Value Based Tiered System

Tier 1:

All students who score less than 10 SWIS points during 1 grading period span:

- Positive Behavior Support
- QBG
- Monthly reinforcement
- Behavior lessons in class

Tier 2:

All Students who score more than 10 SWIS points in a two-month span:

- Must have written plan
- At least one goal
- Check-in Check-out
- Small group behavior/social skills lessons

Tier 3:

- To move into Tier three a student must qualify for special education or 504
- Offers full-time, supplemental, or itinerant ES
- Check-in Check-out
- Alternate learning environments when needed

Discipline Code- Level I is One Point in SWIS:

Examples of Level I Infractions	Possible Disciplinary Action
● Cheating/Lying ● Roughhousing (ie. pushing,shoving) ● Classroom misconduct ○ Out of seat ○ Refusal to comply ○ Disrupting class ○ Cell phone violation ○ Etc. ● Using inappropriate language/gestures ● Inappropriate behavior in restrooms, hallways, or cafeteria ● Leaving the room without permission ● Dress code violation ● Disrespectful speech/ actions towards fellow students ● Falsifying records, excuses, passes, etc. ● Loitering in unauthorized areas of the school building/ground	● Verbal reprimand ● Change seating arrangement ● Withdrawal of privileges ● Classroom behavior contract ● Parent/guardian notification ● Guidance referral ● Lunch/recess detention

Discipline Code- Level II is Two Points in SWIS:

Examples of Level II Infractions	Possible Disciplinary Action
● Repeated (3) violations of Level I infractions ● Disrespectful speech/actions towards school staff ● Leaving school grounds without permission ● Vandalism ● Harassment	● Verbal reprimand from administration ● Parent/guardian notification ● Parent/guardian conference ● Lunch/recess detention ● In-school suspension (ISS)- 1 to 3 days ● Guidance referral

• Throwing objects • Use of electronic device	• Behavioral intervention

Discipline Code- Level III is Five Points in SWIS:

Examples of Level III Infractions	Possible Disciplinary Action
• Repeated (3) violations of Level II infractions • Bullying • Theft • Unauthorized pulling of fire alarm	• Parent/guardian conference
	• In-school suspension (ISS) - 3 to 5 days
	• Out-of-school suspension (OSS)- 1 to 3 days
	• Hearing
	• Referral to outside agency
	• Law enforcement notification

Discipline Code- Level IV is Five Points in SWIS:

Level IV infractions	Disciplinary action
Repeated (3) violations of Level III infractions	Out-of-school suspension (OSS)- 3 to 5 days
Arson/bomb threat	Out-of-school suspension (OSS)- 3 to 5 days
Assaulting a staff member	Out-of-school suspension (OSS)- 1st offense: 5 days 2nd offense: 9 days/Hearing
Possession/using/under the influence/distributing tobacco/alcohol/drugs	Out-of-school suspension (OSS)- 1st offense: 5 days 2nd offense: 9 days/Hearing
Fighting	Out-of-school suspension (OSS)- 1st offense: 3 days 2nd offense: 5 days 3rd offense: 9 days/Hearing

Dress Code

Dress regulations serve as a guide for students; no regulations, however, are as effective as the individual's good taste, which is, after all, the final criteria for an individual's appearance. A student's appearance will be a source of pride not only to the school, but to the individual and his/her family as well. Students are responsible to dress appropriately and will be held accountable. If a student is uncertain as to the appropriateness of clothing for school wear, he/she should check with the principal before wearing the clothing to school.

Out of respect to fellow students and faculty, all students are required to maintain their personal hygiene. Although this is no attempt to include all items, the following types of clothing will be excluded from what is considered acceptable dress by district students:

Footwear

1. Footwear must be worn at all times.
2. Footwear must be securely fastened. **(No Slides)**
3. No footwear is permitted which is a potential danger to the wearer or others.
4. No footwear is permitted which can cause damage to property.
5. Flip-flops or shower thongs are not permitted.
6. Bedroom attire is not allowed.

Clothing

1. Clothing that depicts, advertises or promotes any of the following is prohibited:
    a. Alcohol/drug use
    b. Violence
    c. Tobacco or tobacco products
    d. Profane language
    e. Ethnically or racially inappropriate behavior
    f. Obscene or sexual content
    g. Gang related activities
    h. Display of symbols referring to any of the above

2. Face covering requirements will follow CDC recommendations and will be based on the Governor's and/or Department of Health's order regarding face coverings. Face coverings that depict, advertise or promotes any of the following is prohibited:

    a. Alcohol/drug use
    b. Violence
    c. Tobacco or tobacco products
    d. Profane language
    e. Ethnically or racially inappropriate behavior
    f. Obscene or sexual content
    g. Gang related activities
    h. Display of symbols referring to any of the above

    a. Loose-fitting pants must be secured with a belt and must be worn at or above the hips.
    b. The midriff, lower back, chest, sides of the body and/or undergarments may not be exposed during normal activity. Therefore, garments which are backless, strapless or sheer (see-through) are unacceptable.
    c. Torn clothing is prohibited.
    d. Shirts and blouses must be properly buttoned, tied or otherwise secured.
    e. Clothing with writing across the buttocks is not permitted.
    f. Shorts and skirts must reach the length of the mid-thigh or the tips of the fingers (whichever is longer).
    g. Tank tops must have shoulders that are at least 2 inches in width and necklines must be no lower than the collarbone.
    h. Pajama bottoms, lounge pants and form fitting sweatpants are prohibited.
    i. Outerwear (coats) must be placed in the locker or on coat hooks during the school day.
    j. Stretch and spandex or clothing so tight as to be excessively revealing is prohibited.

Headgear

The wearing of hats, caps, hoods, headphones, sweatbands or other head coverings is prohibited inside the school buildings.

Accessories

1. Any accessory such as jewelry with spikes, dog collars, wallet chains, chains worn as belts, that may cause injury to a student may not be worn at school, at school functions or on book bags.
2. Sunglasses are not permitted
3. Any apparel, jewelry, accessories, notebook, or manner of grooming is prohibited which by virtue of color, arrangement, trademark or any other attribute that denotes, advocates, or promotes any of the following:
    a. Membership in a gang
    b. Drug, alcohol, or tobacco use
    c. Violence or disruptive behavior
    d. Offensive or profane language
    e. Ethnically/racially inappropriate behavior
    f. Display of symbols referring to any of the above

If there is a question as to the appropriateness of dress, the building administrators will make the final determination. Students not conforming to the Dress Code will be subject to the Aliquippa Elementary's Discipline Code.

POLICIES

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 more serious violence. Therefore, the Board prohibits bullying by district students.

Definitions: Bullying means an intentional electronic (including, but not limited to, social media), written, verbal, mental or physical act or series of acts directed at another student or students, which occurs in 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 and hostile learning environment.
3. Substantial disruption of the orderly operation of the school.

Bullying is characterized by the following three (3) criteria:

1. **It is intentional or deliberate aggressive behavior or harm doing.**
2. **It is carried out repeatedly over time.**
3. **It occurs within an interpersonal relationship where one or more students have the intent to intimidate or over power other student(s).**

Bullying, as defined in this policy, includes cyberbullying. **School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop, in transit to and from school, or at any activity sponsored, supervised or sanctioned by the school.

Authorities: 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.

Delegation of Responsibility: Each student shall be responsible to respect the rights of others and to ensure an atmosphere that is conducive to learning and free from bullying.

SC 1303.1-A: The Superintendent or designee shall develop administrative regulations to implement this policy. The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with staff, students, and families. The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any research-based bullying prevention, intervention or education programs.

Consequences For Violations

SC 1303.1-A Title 22 Sec. 12.3 Pol. 218

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

1. Parental conference.
2. Loss of school privileges.
3. Transfer to another classroom or school bus.
4. Exclusion from school-sponsored activities.
5. Detention.
6. Suspension.
7. Expulsion.
8. Referral to law enforcement officials.

Following a reported and validated incident, students may be referred to the school's SAP Team. Families may be referred to counseling/therapy services within or outside of the school building.

THIS POLICY (AND ALL POLICIES) CAN ALSO BE FOUND ON THE DISTRICT'S WEBSITE.

Internet Usage Policy

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 the School District for Internet use, and is 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:

1. 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;
2. Prevent unauthorized access or inappropriate online activity;
3. Protect against online disclosure, use or sharing of student personal information;
4. 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.

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Usage and/or Possession of Tobacco/Alcohol/ Drugs

The use and/or possession of tobacco/alcohol/drug products at any time in the school building, on school property, or at any related activity are not permitted. A student found using or possessing of aforementioned products commits a summary offense and a citation will be filed by the principal and sent to the District Justice Office for further processing, which may result in a fine. Violation of this policy can lead to student disciplinary action as outlined in the Aliquippa School District Board of

Education policy manual.

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. A 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. A 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. A 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 categories. **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 Student Photographs

From time to time we take photographs to use in our District publications, including but not limited to newspapers, newsletters, marketing materials, and the district website. We will be featuring school activities, which may include photographs of students and samples of their work. We will identify children by first name and last initial only, except where the name(s) might reasonably be expected to be published (recognition, awards, competition results, etc.). **Parents/guardians who do not wish to have photographs of their child(ren) and/or their work used in District publications must notify the building principal in writing.**

Weapons

Aliquippa elementary provides a safe and secure school environment. Any student possessing a weapon in a school building, on school grounds, or on the school bus will receive out of school suspension and be recommended to the School Board for expulsion from the school. In addition, the incident will be reported to the local police. "Weapons" shall include, but not be limited to, any knife, cutting instrument or tool, firearm, shotgun, rifle, and other tool or instrument capable of inflicting serious bodily harm. Weapons violations will be handled as outlined by the Aliquippa School District Board of Education weapons 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 91230, 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 readmission 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.

Electronic Devices/Cell Phones/YONDR

The use of electronic devices, such as headphones (including wireless), ear buds, cell phones, handheld video games, wireless speakers, tablets, IPADS, etc. are not permitted. Although the administration recognizes that it is a parent's right to purchase and monitor such items, they can become a distraction throughout the school day. Students are discouraged from bringing such items to school. The Aliquippa School District is NOT RESPONSIBLE for any stolen, lost or damaged electronic devices.

After an initial warning, any student who has a cell phone/electronic device out and visible, or in use during undesignated times, will be required to turn their cell phone/electronic device over to the teacher. If the student cooperates, a warning is issued and the device will be taken to the main office, where the student may collect the cell phone/electronic device at the end of the day. If a second violation occurs, a parent/guardian will be notified and must collect the cell phone/electronic device at their discretion. **The cell phone/electronic device will not be returned to the student.** If the student refuses to turn in his/her cell phone, a **1-day in-school suspension will be issued.** No videos, photos, or audio are to be recorded on school grounds as it is illegal and a violation of district policy. Violation of the guidelines will result in the confiscation of the student's cell phone/electronic device. **The length of the confiscation will be at the discretion of the administration**. A parent/guardian will be notified and **must** come pick up the cell phone/electronic device when a constant violation has occurred. **The cell phone/electronic device will not be returned to the student.** Any further violations may result in additional in-school or out-of-school suspensions or **violators will be prohibited** from having such devices on school property.

Offense #1 - The student is issued a warning, and can collect the device from the main office. A parent/guardian will be notified.
Offense #2 - The student cell phone/device will be confiscated and held in the main office. **A parent/guardian must collect the device at their discretion. The device will not be returned to the student.**
Offense #3 and repeated violations - The student cell phone/device will be confiscated and held in the main office. **A parent/guardian must collect the device at their discretion. The device will not be returned to the student.** The student is also subject to progressive disciplinary action, including in-school or out of school suspension and/or loss of privileges.

STUDENTS MUST RELINQUISH ELECTRONIC DEVICES UPON REQUEST FROM DISTRICT STAFF/ADMINISTRATION. STUDENTS WILL ONLY BE REQUESTED TO TURN OVER THEIR PROPERTY IN THE CASE OF A POLICY VIOLATION. FAILURE TO COMPLY WILL RESULT IN A MORE SERIOUS DISCIPLINARY PENALTY WHICH CAN EASILY BE AVOIDED.

YONDR (Cell Phone Pouches) - 6th Grade Students ONLY

To help our students focus, learn, and connect better during the school day, all 6th grade student phones must stay **off and locked** in a YONDR pouch from arrival until dismissal. **YONDR** pouches will be kept in the **6th Grade homeroom teachers' classrooms**.

Daily YONDR Process/Guidelines

When You Arrive at School:

1. **Turn your phone off or put it into airplane mode.**
2. **Turn your phone over to your homeroom teacher. Your homeroom teacher will place your phone in your assigned YONDR pouch and lock it.**
3. **The pouches will be kept in your homeroom until dismissal. Your homeroom teacher will unlock the pouch and return the phone at dismissal.**

Non-Compliance / Using Phone During School / Damaged or Lost Pouch:

If a student refuses to place your cell phone into the pouch, or are caught using your phone, or your pouch is damaged or missing:

- **1st Offense: The student will report to in-school-suspension. Your phone is kept in the office until the end of the day. Parents are notified.**
- **2nd Offense: The student will report to in-school-suspension. A parent/guardian must come to school to pick up your phone. The phone will not be returned to the student.**
- **Damaged Pouch:** A **$50 replacement fee** will be issued. The student will turn the phone in at the main office.

Field Trips

Aliquippa Elementary recognizes that field trips supplement and enrich the learning activities in the school. The goal of the school district is to ensure that field trips will be properly planned and executed. Parent/guardian permission will be obtained before any student participates in a field trip. Students may be denied the opportunity to attend field trips based on poor attendance, discipline or academic effort. The administration and the teacher will make the decision. While on field trips, students will adhere to school rules and regulations. If a discipline

code infraction occurs on a field trip, the principal will investigate immediately and respond appropriately.

Fire Drills

Fire drills are held regularly to comply with state law. When the alarm rings, everyone must leave the building quietly. The students are to move quickly, but walk. In the event of an actual fire, it is important that no student talks because it is necessary to hear instructions. Teachers will lead students to an assigned area and remain there until the fire drill is complete. At the completion of the fire drill, the students will return to their classrooms. All fire drills are conducted quickly and in a serious manner.

Parent/Teacher Conferences

It is the belief of Aliquippa Elementary that communication between the teacher and parents/guardians is vital for the child to experience success in school. If your child is experiencing academic and/or behavior difficulties in school, the teacher will contact you personally. Parents/guardians are also encouraged to contact their child's teacher with any concerns that they may have.

Parent Volunteers

Aliquippa Elementary recognizes that it is extremely important for parents/guardians to be involved in their children's education. We encourage parents/guardians and grandparents to assist our teachers and other staff by becoming volunteers. All volunteers must have clearances. Please contact the building principal for more details regarding building specific practices.

Promotions and Retentions

The general policy of the district is to encourage and assist each elementary pupil to move along in a continuous pattern of academic achievement in harmony with his/her normal social and emotional development. Most of the students will require the normal allotted time to progress through the elementary school curriculum.

In arriving at a decision for either the promotion or retention of a pupil, the combined views of the teacher(s), principal, and guidance counselor are taken into consideration along with those of the parents/legal guardians. If a student receives 2 or more failures in a school year will be important factors in the decision. The guiding philosophy for determining promotion or retention will be what is in the best interest of each individual child.

School Intruder Drills

As we strive to keep our students and staff members safe, the district will continue to plan and implement emergency practice drills on a regular basis. The students and staff will be discussing the procedures to follow during these types of emergency drills. The type of information the students are exposed to has been tailored to educate them in the most age appropriate manner.

Please understand that there are numerous options for students and staff to use during an emergency event based on the information available to them. Looking forward, the district staff and students will continue to practice these options within the district emergency operations plan.

Security Cameras

Security cameras are located throughout the school and outside the school to enhance safety and to prevent destruction of school property.

Textbooks, Supplies and Other School Property

Students are responsible for all textbooks, library books and other materials that are issued to them. Students and parents are liable for the textbooks and library books and will be required to pay for the materials lost or damaged.

Weather Drills

Weather drills are held regularly to comply with state law. When the alarm rings, everyone must quietly evacuate to an assigned area of the building. The students are to move quickly, but walk. In the event of an actual emergency, it is important that no student talks because it is necessary to hear all instructions. Teachers will lead students to an assigned area, assume the proper position, and remain there until the drill is complete. At the completion of the drill, the students will return to their classrooms. All weather drills are conducted quickly and in a serious manner.

Weather/Emergency Days

Notice of cancellations, delays, or early dismissals resulting from inclement weather or other emergency conditions will be delivered via the ParentSquare system.

***Please take the time to discuss with your child(ren) your plan, expectations and safety procedures in the event that he/she arrives home with no adult supervision present.**

Homelessness

Federal guidelines as set forth in the No Child Left Behind Act of 2001, require that local schools identify named 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 may qualify for assistance with school lunch, supplies/materials, tutoring & transportation so that they may remain in their school of origin.

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

*Shelters
*Places not designated for/or ordinarily used as regular sleeping accommodations such as vehicles, parks, etc.
*Living with relatives or friends due to a lack of housing
*Living in a transitional housing program
*Children (under age 18) who have been abandoned or forced out of the home by parents or other caretakers
*Children abandoned in hospitals or awaiting foster care
*School aged 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 & you and your child(ren) become homeless please be sure to contact **Jennifer Damico, Homeless Liaison at 724-857-7500 ext. 4251.** She will work with you so that your child(ren)'s education is disrupted as little as possible.

TRANSPORTATION

School Bus Misbehavior

Aliquippa elementary requires that everyone concerned follow definite procedures in order to guarantee the safety and well being of our students who are transported (via the school bus) to and from school. Disciplinary action will result when the following incidents of student misbehavior occur and are documented in writing by the school bus driver. All reports will be submitted to the principal in a timely manner.

Minor infractions

- Horseplay
- Refusal to stay in an assigned seat
- Head, arms, or legs out of the window
- Out of seat; moving around while the bus is in motion
- Public display of affection
- Making loud noises (screaming, whistling, radios, etc.)
- Pushing, shoving, or tripping on entering or leaving the bus
- Jamming bus doors upon entering or leaving the bus
- Distracting, annoying, or bothering other students
- Distracting, annoying, or bothering the driver
- Disrespectful towards other students
- Disrespect or disobedience towards the driver
- Damage to other student's property
- Other reasons – as specified by the bus driver

Major infractions

- Spitting
- Fighting or striking other students
- Throwing or shooting objects on or from the bus
- Use of vulgar language
- Weapon(s)
- Refusal to follow the driver's instructions
- Handling the steering wheel, brakes or other bus mechanisms
- Intentional damage to the bus or bus seats
- Smoking, chewing tobacco, smokeless tobacco, or lighting matches on the bus.

***Security cameras (including audio) may be used on buses to ensure student safety. ***

Suspension of Bus Riding Privileges

Students reported for misconduct will be suspended from bus riding privileges as follows:

1st suspension	Immediate 2 - 5 school days suspension

	from bus riding privileges for a major infraction.
2nd suspension	5-school days suspension from bus riding privileges.
3rd suspension	10-school days suspension from bus riding privileges.
4th suspension	Permanent suspension from bus riding privileges for the remainder of the school year.

****Students who have had their bus privileges suspended are still required to attend school on time. Students who are absent while serving a bus suspension will be marked as illegally absent. A bus suspension is not an out of school suspension.**

Student Rights and Responsibilities

REGULATIONS FOR STUDENT RIGHTS AND RESPONSIBILITIES

§ 12.1. Free education and attendance.

a. All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.
b. Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because:
    1. The student is married.
    2. The student is pregnant.
    3. The student has a disability as identified by Chapter 15 (relating to protected handicapped students.)
    4. The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

§ 12.2. Student responsibilities.

a. Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
b. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers,

students, administrators and all others who are involved in the educational process.

c. Students should express their ideas and opinions in a respectful manner.
d. It is the responsibility of the students to conform to the following:

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

§ 12.3. School Rules.

a. The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rule making power, however, is not unlimited; it must operate within statutory and constitutional restraints. A governing board has only those powers that are enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.
b. Governing boards may not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
c. Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

§ 12.4. Discrimination.

Consistent with the Pennsylvania Human Relations Act (43 P. S. §§ 951--963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

§ 12.5. Corporal punishment.

a. Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.
b. Teachers and school authorities may use reasonable force under the following circumstances:
    1. To quell a disturbance.
    2. To obtain possession of weapons or other dangerous objects.
    3. For the purpose of self-defense.
    4. For the protection of persons or property.

§ 12.6. Exclusions from school.

a. The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519--300.529 (relating to discipline procedures).
b. Exclusion from school may take the form of suspension or expulsion.
    1. Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
        i. Suspensions may be given by the principal or person in charge of the public school.
        ii. A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
        iii. The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.
        iv. When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8(c) (relating to hearings)
        v. Suspensions may not be made to run consecutively beyond the 10 school day period.
        vi. Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be

permitted to complete these assignments within guidelines established by the governing board.

2. Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under § 12.8.

c. During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).

d. If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

e. Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.

1. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent

2. Within 30 days of action by the governing board, the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400--1482).

3. If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

§ 12.7. Exclusion from classes--in-school suspension.

a. A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
b. Communication to the parents or guardian shall follow the suspension action taken by the school.
c. When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in § 12.8 (relating to hearings).
d. The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

§ 12.8. Hearings.

a. *General*. Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.
b. *Formal hearings*. A formal hearing is required in all expulsion actions. This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing
    1. Notification of the charges shall be sent to the student's parents or guardians by certified mail.
    2. At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
    3. The hearing shall be held in private unless the student or parent requests a public hearing.
    4. The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
    5. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
    6. The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
    7. The student has the right to testify and present witnesses on his own behalf.

8. A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.
9. The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
    i. Laboratory reports are needed from law enforcement agencies.
    ii. Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400--1482).
    iii. In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

c. *Informal hearings*. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
    1. The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.
    2. The following due process requirements shall be observed in regard to the informal hearing:
        i. Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
        ii. Sufficient notice of the time and place of the informal hearing shall be given.
        iii. A student has the right to question any witnesses present at the hearing.
        iv. A student has the right to speak and produce witnesses on his own behalf.
        v. The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

§ 12.9. Freedom of expression.

a. The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.

b. Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.
c. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
    1. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
    2. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
d. Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
e. School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.
f. Bulletin boards must conform to the following:
    1. School authorities may restrict the use of certain bulletin boards.
    2. Bulletin board space should be provided for the use of students and student organizations.
    3. School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
g. School newspapers and publications must conform to the following:
    1. Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
    2. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
    3. School officials may not censor or restrict material simply because it is critical of the school or its administration.
    4. Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
    5. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

h. The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).
i. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
    1. A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students
    2. The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

§ 12.11. Hair and dress.

(a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.

(b) Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.

(c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.

(c) Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

§ 12.12. Confidential communications.

(a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).

(b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

§ 12.14. Searches.

a. The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.

b. Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
c. Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

§ 12.16. Definitions.

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

Corporal punishment--A form of physical discipline that is intended to cause pain and fear and in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

Governing board--The board of school directors of a school district, joint school committee of a joint school or joint vocational school, intermediate unit board of directors, or the board of trustees of a charter school or cyber-charter school.

School entity--A local public education provider (for example--public school, charter school, cyber-charter school, area vocational-technical school or intermediate unit).

Student assistance program--A systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success. Student assistance is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, when the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services within the community.

Student services--Services designed by a school entity to support the instructional program and to help students attain their educational and career goals.

i. Services may include school guidance counseling, health services (under Article XIV of the Public School Code of 1949 (24 P. S. §§ 14-1401--14-1423) and 28 Pa. Code Chapter 23 (relating to school health)), psychological services, social work and home and school visitor services.
ii. School entities may supplement, but may not supplant, these services through school-based, school-linked, or coordinated services provided by locally available social and human services agencies.

STUDENT RECORDS

§ 12.31. General requirements.

a. The governing board of every school entity shall adopt a plan for the collection, maintenance and dissemination of student records

b. Copies of the adopted plan shall be maintained by the school entity and updated as required by changes in State or Federal law.
c. Copies of the plan shall be submitted to the Department only upon request of the Secretary.

§ 12.32. Elements of the plan.

The plan for student records must conform with applicable State and Federal laws, regulations and directives identified in guidelines issued by the Department.

§ 12.33. (Reserved).

EXHIBIT A. (Reserved)
Sample Forms
A--E (Reserved)
SERVICES TO STUDENTS

§ 12.41. Student services.

a. Each school entity shall prepare a written plan for the implementation of a comprehensive and integrated K--12 program of the student services based on the needs of its students. The plan shall be prepared and revised in accordance with the time frames and procedures described in § 4.13(a), (b), (d), (e) and (f) (relating to strategic plans). Services offered by community agencies in public schools shall be coordinated by and under the general direction of the school entity. The plan must include policies and procedures for emergency care and administration of medication and treatment under The Controlled Substance, Drug, Device and Cosmetic Act (35 P. S. §§ 780-101--780-144) and guidelines issued by the Department of Health. The Department of Health guidelines are available from the Division of School Health, Department of Health, P. O. Box 90, Harrisburg, Pennsylvania 17108.
b. Though the variety of student services offered will differ from school to school depending upon its size and the needs of its students, the following categories of services shall be provided by each school entity in planning its student services:
    1. Developmental services for students that address their developmental needs throughout their enrollment in school. Developmental services include guidance counseling, psychological services, health services, home and school visitor services and social work services that support students in addressing their academic, behavioral, health, personal and social development issues.
    2. Diagnostic, intervention and referral services for students who are experiencing problems attaining educational achievement appropriate to their learning potential.

i. Student services staff use diagnostic services to identify barriers that limit a student's success in school. Intervention services actively engage student services staff in activities planned to reduce or eliminate specific barriers to student success.
ii. Student services staff may arrange for referrals to other school-based or school-linked professionals or may refer parents and guardians to appropriate community-based services for assistance.

3. Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.
   i. Consultation services are used by student services staff, in partnership with parents or guardians, to obtain assistance to address barriers and issues that are outside the scope of the student services professional.
   ii. Consultation and coordination services may be used to assist in the diagnosis, intervention or referral of students who face barriers to success.
   iii. Coordination services connect school resources with other available resources to assist students in meeting their educational objectives.

c. Student services must:
   1. Be an integral part of the instructional program at all levels of the school system.
   2. Provide information to students and parents or guardians about educational opportunities of the school's instructional program and how to access these opportunities.
   3. Provide career information and assessments so that students and parents or guardians might become aware of the world of work and of a variety of career options available to individual students.
   4. Provide basic health services outlined in Article XIV of the Public School Code of 1949 (24 P. S. §§ 14-1401--14-1423) for students and information to parents or guardians about the health needs of their children.

d. When student assessments using individual surveys are administered, parents or guardians shall be informed of the nature and scope of the surveys and of their relationship to the educational program of their child, consistent with section 445 of the General Education Provisions Act (20 U.S.C.A. § 1232h) regarding protection of pupil rights. Parents or guardians, or the student if the student is 18 years of age or older, shall have the right to refuse to participate in the survey by means of procedures established by the school entity.

e. Persons delivering student services shall be specifically licensed or certified as required by statute or regulation.

f. The Department will provide guidelines and technical assistance to local education agencies in planning student services.

§ 12.42. Student assistance program.

School entities shall plan and provide for a student assistance program under the Early Intervention Services System Act (11 P. S. §§ 875-101--875-503).

[Pa.B. Doc. No. 05-2198. Filed for public inspection December 2, 2005, 9:00 a.m.]

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.

The Aliquippa School District's Notice of Privacy Practices can be found at our website at

www.quipsd.org. or a copy may be obtained at the District's administrative offices.

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

- Personal notes made by teachers and other school officials that are not shared with others;
- 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
- 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

- 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.

- 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 an 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.

- 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.

· 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

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. Ronnell Heard - Principal

Mr. Rodney Heard - Asst. Principal

100 HARDING AVENUE
ALIQUIPPA, PA 15001

ALIQUIPPA ELEMENTARY SCHOOL

Ms. Stacey Alexander - Principal

Mr. Eric Rozanski - Asst. Principal

800 TWENTY-FIRST STREET
ALIQUIPPA, PA 15001

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.)

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 Sarah McDowell, at 724-857-7500 ext. 4236 or smcdowell@quipsd.org

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

Developmentally Delayed (Preschool only); Intellectually Disabled: Learning Disabled; Visually Impaired; Hearing Impaired; Mentally Gifted; Multi-disabled; Neurologically Impaired; Physically Impaired; Autism Spectrum Disorder; 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.

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 Sarah McDowell, Director of Special Education smcdowell@quipsd.org

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 and programs and parent's rights as they pertain to special education is available in the building Principal's office or the office of the Superintendent of Schools.

If additional information is needed you can contact Sarah McDowell, Director of Special Education smcdowell@quipsd.org or 724-857-7500 ext. 4236

Homeless Letter to Parents

ATTENTION PARENTS AND GUARDIANS!!!

Federal guidelines, as outlined in the No Child Left Behind Act of 2001, require that local schools identify named 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 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 years 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 contact Dr. Jennifer Damico, Director of Student Services, at 724-857-7500 ext. 4251. We will work with you so that your child(ren)'s education is disrupted as little as possible.

Sincerely,

Miss Stacey Alexander, Elementary School Principal
Mr. Ronnell Heard, High School Principal

Revised 2026

Carta a los padres de personas sin hogar

¡¡¡ATENCIÓN PADRES Y TUTORES!!!

Las directrices federales, tal como se establecen en la Ley Que Ningún Niño Se Quede Atrás de 2001, exigen que las escuelas locales identifiquen y nombren a los niños sin hogar. El mandato federal y la intención del Distrito Escolar de Aliquippa son garantizar que los niños y jóvenes sin hogar tengan acceso a una educación pública gratuita y adecuada en igualdad de condiciones con los demás niños. Los niños sin hogar, incluidos aquellos que viven con otras personas, pueden ser elegibles para recibir asistencia con el almuerzo escolar, útiles y materiales escolares, tutorías y transporte para que puedan permanecer en su escuela de origen.

Si cree que su(s) hijo(s) pueden ser elegibles para este servicio, comuníquese con el director de la escuela de su(s) hijo(s).

Los niños sin hogar pueden ser identificados como aquellos que viven en las siguientes situaciones:

• Refugios públicos o privados

• Lugares públicos o privados no designados ni utilizados habitualmente como alojamientos para dormir, como vehículos, parques, moteles, campings, etc.

• Vivir con un progenitor en un refugio para víctimas de violencia doméstica

• Personas y/o familias que viven con parientes o amigos debido a la falta de vivienda.

• Vivir en programas de vivienda transitoria

• Niños fugados (menores de 18 años) y niños que han sido abandonados o expulsados de su hogar por sus padres u otros cuidadores. Pueden encontrarse en refugios temporales a la espera de asistencia de agencias de servicios sociales, o pueden vivir solos en la calle o mudarse de un lugar a otro entre familiares, amigos o conocidos. Esto también incluye a los jóvenes de entre 18 y 21 años que aún pueden ser elegibles para recibir servicios educativos en educación regular o especial.

• Niños de familias migrantes que carecen de vivienda adecuada

• Niños abandonados en hospitales o en espera de acogida

• Madres solteras o embarazadas en edad escolar que viven en casas para madres solteras cuando no tienen otro alojamiento disponible.

Si su situación de vivienda cambia durante el año escolar o en verano, y usted y sus hijos se quedan sin hogar, comuníquese con la Dra. Jennifer Damico, Directora de Servicios Estudiantiles, al 724-857-7500, extensión 4251. Trabajaremos con usted para que la educación de sus hijos se vea interrumpida lo menos posible.

Atentamente,

La señorita Stacey Alexander, directora de la escuela primaria.
Sr. Ronnell Heard, Director de la escuela secundaria

Revisado en 2026

ALIQUIPPA SCHOOL DISTRICT

800 21ST STREET, ALIQUIPPA, PA 15001 PHONE: (724)857-7500 FAX: 724-857-7561

PARENT RIGHT TO KNOW INFORMATION AS REQUIRED BY THE ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) [SECTION 1112(E)(1)(A)] AND THE EVERY STUDENT SUCCEEDS ACT [SECTION 1112(E)(1)(A)]

SEPTEMBER 2026

DEAR PARENT(S)/LEGAL GUARDIAN(S):

YOUR CHILD ATTENDS ***ALIQUIPPA ELEMENTARY SCHOOL,*** WHICH RECEIVES FEDERAL TITLE I FUNDS TO ASSIST STUDENTS IN MEETING STATE ACHIEVEMENT STANDARDS. THROUGHOUT THE SCHOOL YEAR, WE WILL BE PROVIDING YOU WITH IMPORTANT INFORMATION ABOUT THIS LAW AND YOUR CHILD'S EDUCATION. THIS LETTER LETS YOU KNOW ABOUT YOUR RIGHT TO REQUEST INFORMATION ABOUT THE QUALIFICATIONS OF THE CLASSROOM STAFF WORKING WITH YOUR CHILD.

AT **ALIQUIPPA ELEMENTARY SCHOOL** WE ARE VERY PROUD OF OUR TEACHERS AND FEEL THEY ARE READY FOR THE COMING SCHOOL YEAR AND ARE PREPARED TO GIVE YOUR CHILD A HIGH-QUALITY EDUCATION. AS A TITLE I SCHOOL, WE MUST MEET FEDERAL REGULATIONS RELATED TO TEACHER QUALIFICATIONS AS DEFINED IN ESEA. THESE REGULATIONS ALLOW YOU TO LEARN MORE ABOUT YOUR CHILD'S TEACHERS' TRAINING AND CREDENTIALS. WE ARE HAPPY TO PROVIDE THIS INFORMATION TO YOU. AT ANY TIME, YOU MAY ASK:

- WHETHER THE TEACHER MET STATE QUALIFICATIONS AND CERTIFICATION REQUIREMENTS FOR THE GRADE LEVEL AND SUBJECT HE/SHE IS TEACHING,
- WHETHER THE TEACHER RECEIVED AN EMERGENCY OR CONDITIONAL CERTIFICATE THROUGH WHICH STATE QUALIFICATIONS WERE WAIVED, AND
- WHAT UNDERGRADUATE OR GRADUATE DEGREES THE TEACHER HOLDS, INCLUDING GRADUATE CERTIFICATES AND ADDITIONAL DEGREES, AND MAJOR(S) OR AREA(S) OF CONCENTRATION.

YOU MAY ALSO ASK WHETHER YOUR CHILD RECEIVES HELP FROM A PARAPROFESSIONAL. IF YOUR CHILD RECEIVES THIS ASSISTANCE, WE CAN PROVIDE YOU WITH INFORMATION ABOUT THE PARAPROFESSIONAL'S QUALIFICATIONS.

THE EVERY STUDENT SUCCEEDS ACT (ESSA) WHICH WAS SIGNED INTO LAW IN DECEMBER 2015 AND REAUTHORIZES THE ELEMENTARY AND SECONDARY EDUCATION ACT OF 1956 (ESEA) INCLUDES ADDITIONAL RIGHT-TO-KNOW REQUESTS. AT ANY TIME, PARENTS AND FAMILY MEMBERS CAN REQUEST:

- INFORMATION ON POLICIES REGARDING STUDENT PARTICIPATION IN ASSESSMENTS AND PROCEDURES FOR OPTING OUT, AND
- INFORMATION ON REQUIRED ASSESSMENTS THAT INCLUDE
    - SUBJECT MATTER TESTED,
    - PURPOSE OF THE TEST,
    - SOURCE OF THE REQUIREMENT (IF APPLICABLE),
    - AMOUNT OF TIME IT TAKES STUDENTS TO COMPLETE THE TEST, AND
    - TIME AND FORMAT OF DISSEMINATING RESULTS.

OUR STAFF IS COMMITTED TO HELPING YOUR CHILD DEVELOP THE ACADEMIC KNOWLEDGE AND CRITICAL THINKING HE/SHE NEEDS TO SUCCEED IN SCHOOL AND BEYOND. THAT COMMITMENT INCLUDES MAKING SURE THAT ALL OF OUR TEACHERS AND PARAPROFESSIONALS MEET APPLICABLE PENNSYLVANIA STATE REQUIREMENTS.

IF YOU HAVE ANY QUESTIONS ABOUT YOUR CHILD'S ASSIGNMENT TO A TEACHER OR PARAPROFESSIONAL, PLEASE CONTACT Ms. Stacey Alexander AT **ALIQUIPPA ELEMENTARY SCHOOL** AT 724.857.7500. OR EMAIL US AT SALEXANDER@QUIPSD.ORG OR EROZANSKI@QUIPSD.ORG

SINCERELY, ***Ms. Stacey Alexander & Mr. Eric Rozanski – GRADES K-6, ELEMENTARY SCHOOL ADMINISTRATORS***

DISTRITO ESCOLAR DE ALIQUIPPA

800 21 CALLE SÁRBOL, ALIQUIPPA, PA 15001 PIEDRA DE AFILAR: (724)857-7500 FAX: 724-857-7565

DERECHO DE LOS PADRES A SABER LA INFORMACIÓN REQUERIDA POR LA ESCUELA PRIMARIA Y LEY DE EDUCACIÓN SECUNDARIA (ESEA) [SECCIÓN 1112(E)(1)(A)] Y CADA LEY DE ÉXITO ESTUDIANTIL [SECCIÓN 1112(E)(1)(A)]

SEPTIEMBRE DE 2026

DOREJA PAGNO SON(S)/LNO IMPORTAGRAMOGUARDIÁN(S):

NUESTRO HIJO ASISTE ***A LA ESCUELA PRIMARIA DE LIQUIPAA***,QUE RECIBE FONDOS FEDERALES PARA AYUDAR A LOS ESTUDIANTES A CUMPLIR CON LOS ESTÁNDARES DE RENDIMIENTO ESTATALES. DURANTE TODO EL AÑO ESCOLAR,LE PROPORCIONAREMOS INFORMACIÓN IMPORTANTE SOBRE ESTA LEY Y SU HIJO/A.EDUCACIÓN. Esta carta le informa de su derecho a solicitar información sobre las cualificaciones del personal docente que trabaja con su hijo/a en el aula.

AT**AESCUELA PRIMARIA DE LIQUIPPA**, ESTAMOS MUY ORGULLOSOS DE NUESTROS MAESTROS Y CREEMOS QUE ESTÁN LISTOS PARA EL PRÓXIMO AÑO ESCOLAR Y ESTÁN PREPARADOS PARA BRINDARLE A SU HIJO UNA EDUCACIÓN DE ALTO NIVEL.EDUCACIÓN DE CALIDAD. EN MATERIA DE ATITUDES ESCUELA,DEBEMOS CUMPLIR CON LAS REGULACIONES FEDERALES RELACIONADAS CON LAS CALIFICACIONES DE LOS DOCENTES, SEGÚN SE DEFINEN EN ESEA. ESTAS REGULACIONES LE PERMITEN APRENDER MÁS SOBRE SU HIJO/A, PROFESORES, FORMACIÓN Y CREDENCIALES. ESTAMOS ENCANTADOS DE PROPORCIONARLE ESTA INFORMACIÓN. A CUALQUIER MOMENTO,PUEDES PREGUNTAR:

1. ENSI EL MAESTRO CUMPLÍA CON LOS REQUISITOS ESTATALES DE CALIFICACIÓN Y CERTIFICACIÓN PARA EL NIVEL DE GRADO Y LA ASIGNATURA QUE IMPARTE./ELLA ESTÁ ENSEÑANDO,
2. ENSI EL MAESTRO RECIBIÓ UN CERTIFICADO DE EMERGENCIA O CONDICIONAL, MEDIANTE EL CUAL SE EXIMIERON LOS REQUISITOS ESTATALES.,Y
3. ¿EN QUÉ TÍTULOS DE PREGRADO O POSGRADO TIENE EL PROFESOR?RETENCIÓN,INCLUYENDO CERTIFICADOS DE POSGRADO Y TÍTULOS ADICIONALES,Y PRINCIPAL(S)O ÁREA(S)DE CONCENTRACIÓN.

Y TAMBIÉN PUEDE PREGUNTAR SI SU HIJO RECIBE AYUDA DE UN AUXILIAR ESCOLAR. SI SU HIJO RECIBE ESTA AYUDA,PODEMOS PROPORCIONARLE INFORMACIÓN SOBRE LAS CALIFICACIONES DEL AUXILIAR DOCENTE.

TÉL Y MUY SALUMNOSUCCEEDSATC(ESO), QUE FUE PROMULGADA COMO LEY ENDECMAN2015Y REAUTILIZA LAPRIMARIAY SSECUNDARIAYEDUCACIÓNATC DE1956 (ESEA), INCLUYE DERECHOS ADICIONALES-A-SOLICITUDES DE CONOCIMIENTO. A CUALQUIER MOMENTO,LOS PADRES Y FAMILIARES PUEDEN SOLICITAR:

1. INFORMACIÓN SOBRE LAS POLÍTICAS RELACIONADAS CON LA PARTICIPACIÓN DE LOS ESTUDIANTES EN LAS EVALUACIONES Y LOS PROCEDIMIENTOS PARA EXCLUIRSE DE LA PARTICIPACIÓN.,Y
1. INFORMACIÓN SOBRE LAS EVALUACIONES REQUERIDAS QUE INCLUYEN
    - MATERIA EVALUADA,
    - OBJETIVO DE LA PRUEBA,
    - FUENTE DEL REQUISITO(SI CORRESPONDE),
    - TIEMPO QUE TARDAN LOS ESTUDIANTES EN COMPLETAR LA PRUEBA,Y
    - MOMENTO Y FORMATO DE DIFUSIÓN DE LOS RESULTADOS.

Nuestro personal está comprometido a ayudar a su hijo a desarrollar el conocimiento académico y el pensamiento crítico que necesita./ELLA NECESITA TRIUNFAR EN LA ESCUELA Y MÁS ALLÁ. TESTE COMPROMISO INCLUYE ASEGURARSE DE QUE TODOS NUESTROS MAESTROS Y AUXILIARES CUMPLAN CON LOS REQUISITOS APLICABLES.REQUISITOS DEL ESTADO DE PENNSYLVANIA.

SI TIENE ALGUNA PREGUNTA SOBRE LA ASIGNACIÓN DE SU HIJO A UN MAESTRO O AUXILIAR DOCENTE, POR FAVOR CONTACTE CON la Sra. Alexander EN **ESCUELA PRIMARIA DE ALIQUIPPA AL** 724.857.7500 O ENVÍENOS UN CORREO ELECTRÓNICO a SALEXANDER@QUIPSD.ORG O EROZANSKI@QUIPSD.ORG.

ATENTAMENTE,

SRA. ALEXANDER Y SR. ROZANSKI– ADMINISTRADOR DE ESCUELA PRIMARIA (GRADOS K-6)

Aliquippa Elementary School

2026-27 Title I School-Student-Parent Compact

ALIQUIPPA 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:

4. teach grade-level skills and concepts
5. strive to address the needs of your students
6. communicate with you regarding your student's progress
7. provide a safe, positive, and healthy learning environment for your student
8. correct and return appropriate work promptly
9. communicate homework and classwork expectations

Principal's Signature_____ Date: September 2026

STUDENT

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

2. get to class on time every day
3. return completed homework on time
4. be responsible for my own behavior
5. be a cooperative learner
6. ask for help when needed

Student's Signature_____ Date: September 2026

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:

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

Parent's Signature_____ Date: September 2026

Reviewed 2025

Escuela Primaria Aliquippa

2026-27 Pacto entre escuelas, estudiantes y padres del Título I

ESCUELA PRIMARIA ALIQUIPPA

Comprendemos la importancia de la experiencia escolar para cada estudiante y nuestro papel como educadores y modelos. Por lo tanto, acordamos asumir las siguientes responsabilidades lo mejor posible:

10. enseñar grado-habilidades y conceptos de nivel
11. Esforzarse por abordar las necesidades de su estudiante
12. Comunicarnos con usted respecto al progreso de su estudiante
13. Proporcionar un entorno de aprendizaje seguro, positivo y saludable para su estudiante.
14. Corregir y devolver el trabajo apropiado de manera oportuna
15. Comunicar las expectativas sobre las tareas y el trabajo en clase

Firma del director_____ Fecha: septiembre de 2026

ALUMNO

Entiendo que mi educación es importante. Sé que soy responsable de mi éxito. Por lo tanto, me comprometo a cumplir con las siguientes responsabilidades lo mejor que pueda:

7. llegar a clase a tiempo todos los días
8. Devolver la tarea completada a tiempo
9. ser responsable de mi propio comportamiento
10. ser un aprendiz cooperativo
11. pedir ayuda cuando sea necesario

Firma del estudiante_____ Fecha: septiembre de 2026

PADRE

Entiendo que mi participación en la educación de mi hijo/a contribuirá a su rendimiento académico y a su actitud. Por lo tanto, seguiré cumpliendo con las siguientes responsabilidades lo mejor que pueda:

8. animar a mi estudiante a completar su tarea
9. revisar toda la comunicación escolar
10. Asistir a la Noche de Conocer al Maestro, las Conferencias de Padres y Maestros y otros eventos escolares.
11. Animar a mi estudiante a participar en actividades de lectura durante al menos 15 minutos todos los días.
12. Proporcionar un lugar/momento tranquilo para que mi estudiante haga la tarea.
13. Apoyar las políticas de tareas, disciplina y asistencia de la escuela.

Firma del padre/madre_____ Fecha: septiembre de 2026

Revisado en 2026

Aliquippa Elementary School

2026-27 TITLE I PARENT AND FAMILY ENGAGEMENT POLICY

ALIQUIPPA SCHOOL DISTRICT

Purpose: The Board recognizes that meaningful parent and family engagement contributes to achieving state academic standards by students participating in Title I programs. This policy, developed by Aliquippa Elementary in collaboration with and agreed to by parents and family members, describes how parents and family members will be engaged at the school level.

Components: The school complies with federal law related to the engagement of parents and family members by detailing how the school will:

1. Involve parents and family members in the planning, review, and improvement of the school's Parent and Family Engagement Policy:

2. Convene an annual meeting at a convenient time:

    - To which all parents and family members of participating children shall be invited, and encouraged to attend;
    - To inform parents and family members of their school's participation as a Title I school; and
    - To explain the requirements and the rights of parents and family members to be involved.

3. Offer a flexible number of meetings in the morning and/or the evening, and may provide Title I funds, if sufficient, to facilitate parent and family member attendance at meetings through payment of transportation, child care costs, and/or refreshments.

4. Involve parents and family members, in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I program, including the planning, review, and improvement of the school's parent and family engagement program:

5. Provide parents and family members of participating children with timely information about the Title I program:

6. Provide parents and family members of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the state academic standards:

7. Provide, if requested by parents and family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions:

8. Involve parents and family members in the development of the Schoolwide Program Plan by federal law.

9. Create a school-parent and family compact developed jointly with parents and family members, outlining how parents and family members, the entire school staff, and students will share in the responsibility for improved student academic achievement and how the school and the parents and family members will build and develop partnerships to help children achieve the state's academic standards. The compact shall:

    - Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children in Title I programs to meet the state academic standards, and how each parent and family member will be responsible for supporting their

children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time and
- Address the importance of communication between teachers, parents, and family members on an ongoing basis through, at a minimum:

    - Teacher conferences with parents and family members in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
    - Frequent reports to parents and family members on their children's progress;
    - Reasonable access to staff, opportunities to volunteer and participate in their child's class, observation of classroom activities; and
    - They ensure regular two-way, meaningful communication between parents and family members and school staff, in a language that parents and family members can understand.

10. Assist parents and family members in understanding the state academic standards, state and local academic assessments, and how to monitor a child's progress and work with teachers to improve the achievement of their children:

11. Provide materials and training to help parents and family members work with their children to improve their children's achievement, such as literacy training and using technology, including education about the harms of copyright piracy, as appropriate, to foster parent and family involvement:

12. Educate teachers, specialized instructional support personnel, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent programs, and build ties between parents and family members and the school:

13. To the extent feasible and appropriate, coordinate and integrate parent and family member involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities that encourage and support parents and family members in more fully participating in the education of their children:

14. Ensure that information related to school and parent and family member programs, meetings, and other activities is sent to the parents and family members of participating children in a format and in a language the parents and family members can understand:

15. Provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children):

16. Ensure distribution of the policy to all parents and family members with a child participating in a Title I program.

Title I program shall provide communications, information, and school reports to parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, in a language and format they can understand.

Reviewed/Revised: March 2026

Escuela Primaria Aliquippa

POLÍTICA DE PARTICIPACIÓN DE PADRES Y FAMILIAS DEL TÍTULO I

PARA EL PERIODO 2026-2027

DISTRITO ESCOLAR DE ALIQUIPPA

Objetivo: La Junta reconoce que la participación significativa de los padres y familiares contribuye al logro de los estándares académicos estatales por parte de los estudiantes que participan en los programas del Título I. Esta política, desarrollada por la Escuela Primaria Aliquippa en colaboración con los padres y familiares, y aprobada por ellos, describe cómo se involucrará a los padres y familiares a nivel escolar.

Componentes: La escuela cumple con la ley federal relacionada con la participación de los padres y familiares al detallar cómo la escuela:

1. Involucre a los padres y familiares en la planificación, revisión y mejora de la Política de Participación de Padres y Familias de la escuela:

2. Convocar una reunión anual en un momento conveniente:

    - A la cual se invitará a todos los padres y familiares de los niños participantes, y se les animará a asistir;
    - Informar a los padres y familiares sobre la participación de su escuela como escuela Título I; y
    - Explicar los requisitos y los derechos de los padres y familiares para participar.

3. Ofrecer un número flexible de reuniones por la mañana y/o por la tarde, y, si son suficientes, proporcionar fondos del Título I para facilitar la asistencia de padres y familiares a las reuniones mediante el pago del transporte, los gastos de cuidado infantil y/o los refrigerios.

4. Involucrar a los padres y familiares, de manera organizada, continua y oportuna, en la planificación, revisión y mejora del programa del Título I, incluyendo la planificación, revisión y mejora del programa de participación de padres y familias de la escuela:

5. Proporcionar a los padres y familiares de los niños participantes información oportuna sobre el programa Título I:

6. Proporcionar a los padres y familiares de los niños participantes una descripción y explicación del plan de estudios que se utiliza en la escuela, las formas de evaluación académica que se utilizan para medir el progreso de los estudiantes y los niveles de logro de los estándares académicos estatales:

7. Si los padres y familiares lo solicitan, se ofrecerán oportunidades para celebrar reuniones periódicas con el fin de formular sugerencias y participar, según corresponda, en las decisiones relativas a la educación de sus hijos, y se responderá a dichas sugerencias:

8. La ley federal exige la participación de los padres y familiares en la elaboración del Plan del Programa Escolar.

9. Crear un pacto entre la escuela, los padres y las familias, desarrollado conjuntamente con los padres y los miembros de la familia, que describa cómo los padres y los miembros de la familia, todo el personal escolar y los estudiantes compartirán la responsabilidad de mejorar el rendimiento académico de los estudiantes y cómo la escuela, los padres y los miembros de la familia construirán y desarrollarán alianzas para ayudar a los niños a alcanzar los estándares académicos del estado. El pacto deberá:

- Describa la responsabilidad de la escuela de proporcionar un currículo e instrucción de alta calidad en un entorno de aprendizaje de apoyo y eficaz que permita a los niños en programas del Título I cumplir con los estándares académicos estatales, y cómo cada padre y miembro de la familia será responsable de apoyar el aprendizaje de sus hijos; ser voluntario en el aula de su hijo; y participar, según corresponda, en las decisiones relacionadas con la educación de sus hijos y el uso positivo del tiempo extracurricular y
- Abordar la importancia de la comunicación continua entre maestros, padres y familiares mediante, como mínimo:

    - Reuniones de maestros con padres y familiares en las escuelas primarias, al menos una vez al año, durante las cuales se discutirá el acuerdo en la medida en que se relacione con el rendimiento académico de cada niño;
    - Informes frecuentes a los padres y familiares sobre el progreso de sus hijos;
    - Acceso razonable al personal, oportunidades para ser voluntario y participar en la clase de su hijo, observación de las actividades en el aula; y
    - Garantizan una comunicación bidireccional, regular y significativa entre los padres y familiares y el personal escolar, en un idioma que estos puedan comprender.

10. Ayudar a los padres y familiares a comprender los estándares académicos estatales, las evaluaciones académicas estatales y locales, y cómo monitorear el progreso de un niño y trabajar con los maestros para mejorar el rendimiento de sus hijos:

11. Proporcionar materiales y capacitación para ayudar a los padres y familiares a trabajar con sus hijos para mejorar su rendimiento académico, como por ejemplo, formación en alfabetización y uso de la tecnología, incluyendo educación sobre los perjuicios de la piratería de derechos de autor, según corresponda, para fomentar la participación de los padres y la familia:

12. Capacitar a los maestros, al personal especializado de apoyo a la instrucción y a otros miembros del personal, con la ayuda de los padres y familiares, sobre el valor y la utilidad de las contribuciones de los padres y familiares, y sobre cómo contactar, comunicarse y trabajar con los padres y familiares como socios iguales, implementar y coordinar programas para padres y construir vínculos entre los padres y familiares y la escuela:

13. En la medida de lo posible y apropiado, coordinar e integrar los programas y actividades de participación de padres y familiares con otros programas federales, estatales y locales, incluidos los programas preescolares públicos, y llevar a cabo otras actividades que fomenten y apoyen a los padres y familiares para que participen más plenamente en la educación de sus hijos:

14. Asegúrese de que la información relacionada con los programas, reuniones y otras actividades escolares, para padres y familiares se envíe a los padres y familiares de los niños participantes en un formato y en un idioma que puedan comprender:

15. Brindar oportunidades para la participación informada de padres y familiares (incluidos padres y familiares con dominio limitado del inglés, padres y familiares con discapacidades y padres y familiares de niños migrantes):

16. Asegúrese de que la política se distribuya a todos los padres y familiares de niños que participen en un programa del Título I.

El programa del Título I proporcionará comunicaciones, información e informes escolares a padres y familiares con dominio limitado del inglés, padres y familiares con discapacidades, y padres y familiares de niños migrantes, en un idioma y formato que puedan comprender.

Revisado/Actualizado: marzo de 2026

ALIQUIPPA SCHOOL DISTRICT

2026-27 Title I Complaint Resolution Policy

Introduction

On December 10, 2015, a new Federal education law was signed by the President. This law, the Every Student Succeeds Act (ESSA), requires schools that receive federal Title I A funding 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. Renee Bufalini, Federal Programs 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 Coordinator and the Superintendent may do an on-site investigation at the school.

4) **Opportunity to Present Evidence** – The Federal/State Programs Coordinator may provide for the complainant and the Principal to present evidence.

5) **Report and Recommended Resolution** – Once the Federal/State Programs Coordinator 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 their recommendation. Copies of the report will be issued to all parties involved. The recommended resolution will take effect upon the issuance of the report.

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

7) **Time Limit** – The period between the Federal/State Programs Coordinator receiving the complaint and the 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. Renee Bufalini, Federal Programs Coordinator
Aliquippa School District
800 21st Street, Aliquippa, PA 15001 724-857-7500 ext. 2215

Aliquippa School District Acceptable Use Policy

2026-2027

ASD Chromebook or iPad Number: _____

Equipment received: ☐ Chromebook ☐ iPad ☐ Charger ☐ Bag

I, the parent or guardian, understand that the equipment listed above is the property of the Aliquippa School District. Parents/Students must agree to the following guidelines before accepting this equipment.

- This device will be used for educational purposes only, unless otherwise directed by the classroom teacher or building administrator.
- It is the student's responsibility to ensure the device has a full charge at the start of each day, as it is an integral part of their learning.
- Filtering and security settings shall be changed only by the Tech Dept. Any attempts to circumvent filtering or security mechanisms may be met with disciplinary action.
- The device is the property of the Aliquippa School District. The District has the right to immediate possession of the device and may terminate the student's use of the device at any time.
- If a problem is detected, students must promptly report it to a school authority on the same day. Students are responsible for backing up data. Access to Google Drive is provided for this purpose.
- Students may not vandalize or deface the device, including but not limited to adding or removing stickers, or district labeling.
- Students are prohibited from disassembling or modifying the device. This includes the removal of any protective cases installed on the device.
- Illegal use or transfer of copyrighted materials is prohibited at all times.
- Students are prohibited from using another student's login name and/or password. Students are prohibited from sharing their login name and/or password. Every effort must be made by the student to keep his/her

login name and password secure.

- The operating system software must not be modified in any way except by the Technology Dept.
- The use or possession of obscene materials of any kind are prohibited on the device.
- No personal software is permitted. Any found on a device is subject to removal.
- Students and parents have no expectation of privacy to any data or information that is, or was, stored on the device or District network. Students and parents should be aware that the device is subject to search and seizure by school officials at any time.
- It is the Student's responsibility to physically secure the device so that it is not lost, misplaced or stolen. Parents/Students may be required to pay for the replacement cost of the device in the event the device is lost, misplaced, or stolen.
- Students may be restricted from removing the device from school premises at the discretion of building administrators. If this occurs, the device will be kept in a secure location from which the student will pick up the device each morning and drop it off each afternoon. The student will continue to have exclusive use of the device, and parents will remain responsible for repairs due to damage.
- The Aliquippa School District, its board members, administrators, and employees shall not be liable for a student's misuse of the device.
- In the event the device is damaged, parents and/or guardians will be required to pay for repairs or replacement of the device, whichever is less.

ALIQUIPPA SCHOOL DISTRICT DEVICE INSURANCE

Aliquippa School District families have the option to purchase a yearly insurance plan through the school district. All families are encouraged to participate in the insurance option but are not required. It should be understood that families who do not choose to purchase insurance are responsible for the full cost of repair and/or replacement of a damaged, lost, or stolen device. If you purchased this plan the previous year, you will need to renew it in order to maintain coverage. **The cost of insurance is $25 for one student or $40 for one family.** See below for specifics of insured devices.

Costs for Accidental Damage/Loss:	Costs for Theft:
First incident of accidental damage/loss No Cost	First theft: $25 *(with police report)*
Second incident of accidental damage/loss $ 25.00	Subsequent theft: Full replacement cost
Third incident of accidental damage/loss $50.00	
Subsequent accidental damage/loss $300.00	

_____ I will purchase insurance for the District Device listed above

Student Name _____Student ID _____Grade _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date:___/___/ 2026

ALIQUIPPA SCHOOL DISTRICT DEVICE INSURANCE AGREEMENT

□ I elect to purchase device insurance for my child's Chromebook or iPad and I accept and understand the following:

- I have read and understand the acceptable use and insurance policy option and agree to follow all rules and expectations regarding the use and care of District owned devices.
- I am fully responsible for my child's device including, but not limited to, ensuring the device is fully charged each school day.
- My child's school will provide technical support for District owned devices and I will not take the device to a third party.
- Chromebook or iPad apps purchased by the school will be automatically installed and configured on District devices.
- Should my child's device be inoperable, a loaned device will be provided for use until the original device is repaired.

Parent/Guardian Name (Printed) _____

Parent/Guardian Signature _____

PLEASE NOTE: These forms are due back on **Friday, September 4th, 2026.** If the form is not returned, the District will assume that you are opting out of the insurance coverage and you will be responsible for the total cost of device damages including the loss or theft of your student's device.

6TH GRADE GRADUATION CRITERIA

6th Grade Graduation is a very special moment in the lives of our students and their families. We want all 6th Grade students to be able to participate in graduation and be able to celebrate their success with their family. In order to ensure a safe and orderly educational environment for our 6th Grade students during the fourth nine-week grading period, we have implemented certain criteria for students to earn the privilege of participating in 6th Grade Graduation.

To take part in 6th Grade Graduation, students and parents agree to the following criteria:

1.) No out of school suspensions.
2.) No more than 3 days of in school suspension.
3.) No more than 6 days of lunch detention.
4.) All financial obligations are paid/settled.

All 6th Grade students will receive a letter before the start of the fourth nine weeks that will need to be signed and returned to their homeroom teacher. By signing the letter, both student and parent/guardian acknowledge and agree to follow the outlined criteria.

Ms. Stacey Alexander - AES Principal

Mr. Eric Rozanski - AES Assistant Principal

Alma Mater

Wave, Red and Black, forever wave;
Unfurl aloft our fairest name.

Wave, Red and Black, forever wave;

We praise thy virtuous fame.

Fight on to conquer for our banner,

And may our spirit never die.

Wave, Red and Black, forever wave,

For *ALIQUIPPA HIGH*.

AES Elementary Parent / Guardian Signature Page

Please Read and Sign

This handbook has been prepared to inform you about the Aliquippa Elementary School. You will find the information, rules, and regulations that govern the day-to-day operations of our school in this booklet. This is very important information that everyone needs to know and understand.

Read this handbook carefully. Please reach out to your building principal with any questions for clarification.

Parent/Guardian must sign the bottom of this form and each student is to return the page to his/her homeroom teacher by **September 4, 2026.**

PLEASE PRINT NAME OF STUDENT:

_____

LAST NAME **FIRST NAME**

I HAVE READ THE STUDENT/PARENT HANDBOOK AND UNDERSTAND ITS CONTENTS.

_____

SIGNATURE OF PARENT/GUARDIAN

IF THIS FORM IS NOT RETURNED, IT WILL BE ASSUMED THAT YOUR HAVE READ AND UNDERSTAND THE CONTENTS OF THIS HANDBOOK.