

Allison Park

Elementary School



Student Handbook

2023-2024

(Revised July 2023)

This handbook is intended to be a general summary of the Chartiers-Houston School district policies, guidelines, rules, regulations and practices. It is not intended to be all-inclusive and is subject to change.

The policies guidelines, rules, regulations and practices are more fully set forth in the Chartiers-Houston school District Policies adopted by the Board of school directors, which are hereby incorporated in this handbook. A manual of the Chartiers-Houston School district policies is available for review in the office of the building principal.



Welcome to Allison Park Elementary School!

Dear Parents and Guardians,

Thank you for reviewing the revised edition of our student handbook! It is important that we have a common understanding of Charters-Houston School District's policies and procedures in an effort to ensure the safety of our students. We will continually evaluate programs, activities, and procedures to make Allison Park Elementary School a safe, positive learning environment for all students. Please continue to check the school's website, building newsletters, etc., for updates.

Once you have read this handbook and have shared it with your child(ren), especially the sections on attendance, discipline, and transportation procedures, please sign the last page and return it to your child's homeroom teacher.

To verify understanding of the booklet, all homeroom teachers and administrators will also review the student handbook with our students at the beginning of the school year.

We appreciate your support and help to make Allison Park Elementary School a safe, educational environment for our students and your child(ren).

*Sincerely,
Faculty and Administration*

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CENTRAL ADMINISTRATION

Dr. Gary Peiffer
Mrs. Laura Shola
Mr. Reggie Hale
Mr. Randy St.Cyr

Mrs. Maureen Lucas

Superintendent
Business Manager
Supervisor of Building & Grounds
Food Service Manager
Technology Coordinator
District Nurse

BOARD OF EDUCATION

Mrs. Laurie Popeck
Mrs. Shelley Brose
Mr. Richard Caumo
Mr. Christopher Hess

President
Vice President
Treasurer
Secretary

Mrs. Melanie Rush

Mr. Jay Johnson

Mr. Robert Mele

Mr. Al Hanq

Mr. Michael Kolovich

FACULTY & STAFF

Ms. Andronas
Mrs. Redlinger
Mrs. Efaw
Mrs. Herriott
Mrs. Jeffries
Mrs. Bock
Mrs. Breese
Mrs. McAvoy
Mrs. Herriott
Mrs. Randolph
Mrs. Lombardi
Mrs. Lucciola
Mrs. Mullins
Mrs. D. St. Cyr
Mrs. Weyant
Mrs. Knight
Mrs. Hollenbach
Mrs. Bard
Mrs. Kiehly
Mrs. Korowicki
Mrs. Spadaro
Mrs. Tatano
Mrs. Wilson
Mr. Burgess
Mrs. Laverty

Principal
Assistant Principal
Elementary Secretary
Secretary Aide
Elementary Nurse Aide
Aide
Aide
Aide
Aide
Aide
Aide
Aide
Aide
Aide
Aide
Aide
Cafeteria Staff
Cafeteria Staff
Cafeteria Staff
Cafeteria Staff
Cafeteria Staff
Head Cook
Daytime Custodian
Custodian

Mrs. Almo
Miss Bock
Mrs. Lowe

Custodian
Custodian
Custodian

SCHOOL TELEPHONE: 724-745-4700
SCHOOL FAX 724-745-1710
DISTRICT WEBSITE: www.chbucs.k12.pa.us

FACULTY & STAFF

Mrs. Crossland	Kindergarten
Mrs. McCormley	Kindergarten
Mrs. Sopiak	Kindergarten
Mrs. Bess	Kindergarten
Mrs. Boskovich	First Grade
Mrs. Brezinski	First Grade
Mrs. Whitehouse	First Grade
Mrs. Imbrogno	First Grade
Mrs. Slade	Second Grade
Mrs. Boyd	Second Grade
Mrs. Rockage	Second Grade
Mrs. Rozsas	Second Grade
Mrs. Stockdale	Second Grade
Mrs. Tedrow	Third Grade
Mrs. Vezzi	Third Grade
Mrs. Vulcano	Third Grade
Mrs. Wycoff	Third Grade
Mrs. Kolovich	Fourth Grade
Mrs. Ledford	Fourth Grade
Mrs. Mermon	Fourth Grade
Mrs. McGovern	Fourth Grade
Mrs. Alderson	Fifth Grade
Mr. Alderson	Fifth Grade
Miss Hope	Fifth Grade
Mr. Mizia	Fifth Grade
Mrs. Stanley	Sixth Grade
Mrs. Feriozzi	Sixth Grade
Mr. Parzick	Sixth Grade
Mrs. Whitfield	Sixth Grade
Miss Crabtree	Title I Reading
Miss Geho	Title I Reading
Mrs. Dames	MTSS (RtII)
Mrs. Matise	Guidance
Mrs. Marsula	Learning Support
	Learning Support
Mrs. Sewchok	Learning Support
Mrs. St. Cyr	Learning Support
Mrs. Ways	Learning Support
Miss Raftis	Learning Support

Mrs. Drilak
Mrs. Michael
Mr. Kloes
Miss Fanizzi
Mr. Smokovich
Mrs. Tkach
Mrs. Walther
Mrs. Bell

Gifted Education
ESL
Physical Education
Elementary Music
Instrumental Music
Elementary Librarian
Elementary Art
Speech

2023-2024 Chartiers-Houston School District Calendar
Board Approved: 11/21/2022

<p>04 Independence Day</p> <table> <tr><th colspan="7">JULY 23'</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	JULY 23'							S	M	T	W	Th	F	S							1	2	3	4	5	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	31						<table> <tr><th colspan="7">JANUARY 24'</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <p>T-22 S-21</p>	JANUARY 24'							S	M	T	W	Th	F	S		1	2	3	4	5	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	31				<p>01 New Year's Day 15 M.L. King Day/ Clerical Day</p>								
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CHARTIERS-HOUSTON SCHOOL DISTRICT

2023-2024 School Calendar

2023

August	21, 22	In-Service Day
	23	Clerical Day
	24	First Day for Students
September	4	Labor Day – Holiday
	21	High School Open House 6:30 - 8:30
	26	Mid Marking Notices # 1 Distributed
October	13	In-Service Day
	16	End of 1 st - 7 Weeks *(2 nd 7 wks starts 10/17)
	27	End 1 st - 9 Weeks *(2 nd 9 wks starts 10/30)
November	3	Report Cards Distributed
	10	Parent/Teacher Conference--Act 80
	22	One Hour Early Dismissal
	23, 24, 27	Thanksgiving Break
December	4	Mid-Marking Notices # 2 Distributed
	8	End 2 nd – 7 Weeks *(3 rd 7 wks starts 12/11)
	22	One Hour Early Dismissal
	25–29	Holiday Break

2024

January	01	Holiday Break
	11	End 2 nd -9 Weeks/ First Semester Ends *(3 rd 9 wks starts 1/12)
	15	Clerical Day
	18	Report Cards Distributed
February	7	End 3 rd – 7 Weeks *(4 th 7 wks starts 2/8)
	14	Mid-Marking Notices # 3 Distributed
	16	In-Service Day
March	8	In-Service Day
	19	End of 3 rd 9 Weeks *(4 th 9 wks starts 3/20)
	26	One Hour Early Dismissal & Report Cards Distributed
	27	Snow Make-Up Day # 1
	28	Snow Make-Up Day # 2
April	29	Spring Break
	1	Snow Make-up Day # 3
	5	End of 4 th - 7 Weeks *(5 th 7 wks starts 4/8)
	25	Mid-Marking Notices # 4 Distributed
May	10	Snow Make-up Day # 4 *CHHS Jr/Sr Prom
	11	Kennywood Day
	27	Memorial Day – Holiday
	29	Clerical Day
	30	Last Day for Students
	31	Graduation

**** *Snow Days which are NOT used will be days not in session for students*****

Allison Park Elementary School

Schedule

Lunch Schedule	
	Lunch
Grade 5	11:10-11:40
Grade 2	11:45-12:15
Grade 1	11:35-12:05
Grade 3	12:20-12:50
Grade 4	12:10-12:40
Kindergarten	11:00-11:30
Grade 6	12:45-1:15

ATTENDANCE PROCEDURES

Compulsory Attendance: All students who are residents of the Chartiers-Houston School District are required by law to enroll in the District by no later than age 6, and to attend school in the District until age 18 or graduation, whichever occurs first.

A. The sole responsibility for the taking of attendance rests with the homeroom/classroom teacher as per school code. All attendance records are completed from the source data collected, prepared and filed by the teacher.

B. Every homeroom teacher will take roll at the beginning of each school session. Every pupil who is not present shall be marked absent.

- All students who are not in their assigned homeroom when the bell rings at **8:50 am** shall be marked absent.

NOTE: If for any reason a school bus arrives late, the students shall not be considered tardy.

C. All students late to school shall report to the Main Office. The parent/guardian **must** escort their child into the office to officially sign the student in for the day. The student record will then be changed from absent to tardy.

D. **Early Dismissals** shall be arranged before the beginning of the regular school day. The students must present a signed written request from a parent/guardian. A school designee will verify all early dismissals.

- All students with an early dismissal will be dismissed from the Main Office **prior to 3:00 p.m.** The parent/guardian **must** also report to the Main Office to officially sign the student out for the day. Upon return to school from an early dismissal, the student must present a professional verification form and the parent/guardian must sign the child in at the office.
- **Students will not be released between 3:00 p.m. and 3:30 p.m.**

E. **Transportation Changes:** Occasionally, transportation arrangements made need changed, or students will go home with a friend after school. For the safety of our students, please ensure that:

- **BOTH** students have written notes from their parents or guardians.
- Student's notes must include homeroom teacher's name, student's first and last name, date of altered transportation arrangement, and how **they will be transported** (i.e.: parent pick-up, bus #, etc.).
- Students who have a note to ride on another bus may get denied due to bus capacity. Parent/guardian will be notified by the Main Office to arrange other transportation.

We CANNOT change transportation arrangements over the phone; written permission is required.

F. **Full and Half Day Attendance:**

Time Frames	Recorded as...
Students arriving after 8:50 A.M.	tardy to school
Students arriving before 12:00 P.M.	tardy to school
Students arriving after 12:00 P.M.	half day absent (A.M.)
Students leaving before 12:00 P.M.	half day absent
Students leaving after 12:00 P.M.	half day absent (P.M.)

G. **PDE Attendance Policies and Guidelines.**

1. Absences will be investigated.
2. The attendance aide will conduct daily spot checks.
3. On the third consecutive day of absence the school nurse will notify parents.
4. After 10 days of accrued excused or unexcused absences, a letter will be mailed to the Parent/guardian. A physician's excuse shall be required for each subsequent absence due to illness for the remainder of the year.

ATTENDANCE

The Administration of Allison Park Elementary School believes that daily attendance is an integral part of an effective, educational environment. Since learning occurs in a sequential order, regular attendance is necessary for students to build upon previous information, to provide understanding, and to develop skills in all areas of the curriculum. Daily attendance contributes to the total development of the student and helps the student develop a sense of responsibility, self-discipline and good work habits. It is essential if students are to derive maximum benefit from their education and reach their fullest potential.

Student Responsibilities

Students:

1. Attend all classes daily and arrive on time.
2. Provide the school with an acceptable written explanation and documentation concerning each absence on the day of return.
3. Obtain and make-up, within the specified time, assignments and tests which have been missed. (Refer to MAKE-UP WORK)
4. Participate in class activities.

Parents:

1. Make certain that students attend school regularly and arrive on time.
2. Notify the school in advance of any anticipated absences and request homework by **10:00am for a 3:30pm pick-up. Homework will only be provided for absences of 3 or more days.**
3. Provide the school with an acceptable written explanation and documentation concerning each absence on the day of the students return.
4. ****Only 10 Parent Notes/Excuses will be accepted per school year. Additional parent notes for any type of absence past 10 will be UNEXCUSED.**
5. Make certain that all requests for early dismissals are for reasons listed in the Excused Absences.

Established reasons for EXCUSED or UNEXCUSED absences from school

<u>Excused</u>	<u>Unexcused</u>
1. Illness of student of up to 10 days or 5 tardies per semester with parental note.	1. Hunting and fishing.
2. Death in the family. Proof is required.	2. Attending sporting events, practices and lessons.
3. Subpoena by law enforcement agency to attend court.	3. Missed school transportation.
4. Impassable roads when certified by the school district.	4. Shopping trips.
5. Pre-approved absences (listed below).	5. Oversleeping
6. Out of school suspensions.	6. Any other reason not listed under the "excused" category.
7. Extenuating circumstances with administrative approval.	

Unexcused

Note: The school does not sanction "**skip days.**" If a student does skip, he/she is considered truant and a Criminal Complaint may be issued.

*School approved/sponsored activities (e.g., field trips) are not recorded as an absence.

Absences Which Need Advanced Approval

1. Educational Trip. (See requirements)
2. Religious Observations and Religious Instructions (See policy and Regulations)
3. Court Appearances with written request and official statement from agency indicating all pertinent details.
4. Service projects, such as those required by the Boy Scouts and Girl Scouts.

*Appointments should be scheduled outside of school hours.

Educational Trips

The Chartiers-Houston School District does not encourage students taking vacations/educational trips during the school year. However, in the event that there is no other time that an educational trip is possible, the following procedures must be followed:

- Parents/Guardians must inform the office in writing of their child's intended absence from school at least **TWO WEEKS** before the educational trip is to take place. It is the responsibility of the student **to make up the work missed within 3 school days of his/her return to school.**
- Principal approval will be determined based on the student's current attendance records.
- **ONLY five days of school will be excused** for an educational trip each school year. **Additional vacation/educational trips will result in Unexcused Absences.**
- Educational trips will not be approved during the last 2 weeks of school or during PSSA testing.

EXCUSES

If an absence from school occurs, a parent/guardian must furnish a written and signed explanation indicating the date(s) and reason for the absence at the time of the student's return to school. All notes are to be written and signed by the parent regardless of the student's age unless the student has been classified as emancipated. The excuse must be submitted to the office or homeroom teacher upon the student's return to school.

***If a student fails to bring a written explanation (excuse) upon returning to school, a grace period of three days will be extended to parents/guardians and students. Failure to submit written excuses within the above time frame (three school days from the day of the return to school) will cause the absence to be marked as unexcused.**

***All work missed during unexcused absences after the third unexcused absence will be marked as a ZERO.**

UNEXCUSED ABSENCES

Absence for any reason not listed as excused above will be considered unexcused and constitutes truancy. Absence without a written excuse will be considered unexcused. Unexcused absences for students between the ages of 8 and 17 are also considered illegal. After the third illegal absence, the parent/guardian will be notified by letter. On the fourth day of illegal absence, secondary students may be referred to a school based truancy program OR Children and Youth Service. On the fifth illegal absence and each successive absence thereafter, the school **shall** file truancy citations with the District Magistrate.

1) After the third unexcused absence in a school year, a student will be considered truant. Within ten (10) school days of the child's third unexcused absence, the school will send home a written notice. In this notice, the school:

- **may offer to the family a school attendance improvement conference**
- **will describe the consequences that will follow if the child becomes habitually truant.**
- **a student will be considered habitually truant after he or she has accumulated six unexcused absences in one school year.**

2) If the child incurs any additional unexcused absences after the above written notice is sent home, the school is required to invite the parents/guardians to a school attendance improvement conference, unless one was previously held. Even if parents/guardians fail to attend, the school is required by law to hold the conference in their absence.

3) The school will document the outcome of the conference in a written school attendance improvement plan.

4) If a child becomes habitually truant (reaches six unexcused absences in the same school year), as long as the school attendance improvement conference has been held, the District will then move forward with appropriate referrals as follows:

****If the child is under 15:**

***The school is required to refer the child to either:**

- A school or community based attendance improvement program OR CYS for services or possible determination as a dependent child.
- The school may also file a Criminal Complaint against the parents with the magistrate.

****If the child is 15 or older:**

***The school is required to:**

- refer the child to a school or community based attendance improvement program OR file a Criminal Complaint against the student or parent with the magistrate
- the school may also refer the child to CYS for services or determination as a dependent child, if the child is again absent after referral to a school or community based attendance improvement program, or refuses to participate in that program

5) The magistrate can impose as he/she deems appropriate. The penalty could be a fine, community service, an order requiring completion of a court-approved attendance improvement course, or referral of the student to the Department of Transportation for automatic license suspension.

6) The fines which the magistrate can impose have increased significantly. Previously, the fine could not exceed \$300.00 each time a student was cited by the magistrate. Now, the fine is a max of \$300.00 for the first citation. For the second citation, the maximum fine is \$500.00. For the third and all subsequent citations, the maximum fine is \$750.00.

7) If a parent or student is convicted again of habitual truancy within a three year period, the court is required to refer the child to CYS for services or possible determination as a dependent child.

- Ten (10) Absences-After the tenth absence (excused or unexcused), the principal or his/her designee will inform the parent/guardian by letter the number of accumulated absences.
- Twenty (20) Absences-After the 20th absence from school, chronic cases of absenteeism will be reviewed. A registered letter will be sent to the parents informing them of the absenteeism and asking them to confer with the principal or his designee.
- Thirty (30) Absences-After the 30th day of absence from school, the parent/guardian shall be sent a registered letter notifying them that a meeting will be scheduled with the parent, student and principal and requesting that they attend. A parent/guardian may request one change in time. Failure to participate will result in a petition to the Superintendent to hold a meeting to discuss possible expulsion.

Parents are welcome to contact the school office at any time to check on their child's attendance.

Early Dismissals

Students must present an excuse from a parent/guardian for an early dismissal during homeroom period. Dismissal will be excused or unexcused depending on the reason. Parents/guardians may pick their child up in the office by 3:00 p.m. after signing their child out. Early dismissals for doctor's/dentist's appointments require a signed excuse from the medical professional within three days of the dismissal.

Early Dismissal Requests Shall Include:

1. Reason for early dismissal-Doctors appointments, Dentist appointments, Religious Ceremonies or those deemed necessary by an administrator.
2. Time of the dismissal
3. Date of Dismissal
4. Phone numbers where parents/guardians can be reached

If an early dismissal is unexcused, students may be assigned 1 hour ASD for each unexcused absence.

(delete) Students who leave without parental permission and school permission are subject to school discipline.

Procedure to dismiss a student who has become ill in school:

1. The parent/guardian is called by a school official, **NOT THE STUDENT**. If parent/guardian cannot be reached, the next call will be the emergency number listed on the student's emergency card (delete). (Add –information)
2. Parent/guardian or emergency contact MUST sign the student out in the school office before the student may exit the building.

3. Students that sign out without prior approval shall be considered leaving school without permission.
4. (ADD)

TARDINESS TO SCHOOL

Students arriving after the school day has started **MUST** first report to the office to sign in. **The parent/guardian must accompany and sign-in the student.** Students may have up to three days to provide a note if they think that the tardiness can be excused.

***Students who are late to school due to illness may be excused with a parent note. However, coming tardy to school due to illness will only be excused 5 times per semester with a parent's excuse; tardiness after the fifth time will require an excuse from a licensed practitioner to be excused. Doctor's excuses for chronic illnesses must be updated every thirty (30) days.**

Consequences for tardiness to school are listed below: (DELETE. HS USE)

Disciplinary Action for unexcused tardies to school per semester:

Number of Tardies	Consequence
3 Unexcused Tardies	Letter sent home
4 Unexcused Tardies	1 Hr. After School Detention
5 Unexcused Tardies	2 Hr. After School Detention
6 Unexcused Tardies	1 Day In School Suspension
7 Unexcused Tardies	1 Day In School Suspension
8 Unexcused Tardies	1 Day ISS and Parent/Principal/Pupil Meeting
9 Unexcused Tardies	Criminal Complaint issued through District magistrate with attached fine.

*A note for a tardy or early dismissal shall be submitted to the office or homeroom teacher within 3 school days otherwise it shall become unexcused.

Prolonged Absences (for Homebound Instruction)

Students unable to attend school due to serious illness and /or other physical or emotional incapacitation (more than two weeks) may qualify for homebound instruction. The parents or guardians may request such instruction by contacting the principal. The request form must be properly completed by the parents/guardians and a physician or psychiatrist. This request must be approved by the Board of Education. Call the office for information.

Students who are absent from school due to illness may be excused with a parent note. However, missing school due to illness will only be excused ten (10) full days with a parent's excuse; absences after the tenth time will require an excuse from a licensed practitioner to be excused. Doctor's excuses for chronic illnesses or prolonged absences must be updated every thirty (30) days.

Make-up Work (For Excused Absences)

Students:

- Are responsible for all work missed.
- Have the same number of days as those missed to make-up assignments and/or tests.

- Must contact their teachers on the day of return to facilitate completion of missed work.
- Will receive a failing grade for each assignment and/or test not completed within the allotted time period.
- Students suspended 1-3 days will have the period equivalent to the days OSS to make up work. (DELETE) (ADD- Students suspended will return with their work complete.) Students suspended more than 3 days will have a maximum of 3 days to make up work missed because of suspension.

Due dates for assignments/tests announced prior to the student's absence will remain unchanged. Students do not have extended time to complete pre-announced assignments, such as papers or projects that are due or tests. If no new material is covered for the test during the student's absence, he/she must take scheduled tests/quizzes on the day of his/her return from absence.

Requesting Homework

Homework requests will only be honored if the student is absent for three or more consecutive days. The call to request homework must be made to the school office by 10:00 am and **may be picked up after 3:30 pm.**

Withdrawal/Transfer from School

Pennsylvania statute requires regular attendance of each student between the ages of 8 and 17. It is in the best interest of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life. New students requesting enrollment in Chartiers-Houston because they have failed to meet the course attendance requirement of their current school will not be admitted.

Students transferring to another school shall notify the office a minimum of five days in advance and complete the appropriate form. The office will mail/fax the student's records to the school of transfer upon request from that school.

In order to withdraw from school, a student must:

- Schedule an appointment with the guidance counselor and principal to discuss future educational options
- Bring a parent/guardian if 17 years of age or younger.
- Return all school books and property to appropriate teacher and receive final grade.
- Pay all fees and empty locker.

Unaccounted Absences

Children whose names are on the active membership roll, who are at any time in the school term absent from school for 10 consecutive days, shall thereafter be removed from the active membership roll unless one of the following occurs.

1. The district has been provided with evidence that the absence may be legally excused.
2. Compulsory attendance prosecution has been or is being pursued.

STUDENT DROP-OFF PROCEDURES – prior to tardy bell 8:45 AM

Students are required to report to the school **no earlier than 8:20 AM.** Students are not marked tardy to class until after 8:45 AM (drop-off doors will be secured promptly at 8:45 AM). Parents may drop students off at the **6th grade entrance door #6.** Kindergarten parents will drop off students at **Kindergarten Entrance door #9.** All students dropped off intending to eat breakfast will go straight to the cafeteria. Students arriving after 8:25 AM may go directly to their homerooms if not attending breakfast.

*****PLEASE KNOW THAT THERE IS A ONE-WAY TRAFFIC PATTERN IN THIS AREA FROM 8:00 AM – 3:50 PM*****

PARENT PICK-UP PROCEDURES –at dismissal

- For the safety of all, **parents will remain in their cars during the entire pick-up procedure.**
- **Student Pick Up Area will not be open to parents until 3:15**
- Regularly scheduled Parent Pick-Up Students will register with the office and receive placards to be placed on the dash of their cars with identifying names.

- If you are an occasional parent pick up you will need to register online (school website) to receive your student's temporary placard. (ex. Every Monday & Wednesday pick-up or Tuesday, Thursday, Friday each week)
- If you choose to carpool, please notify the school office and your child's teacher in writing of the arrangements and the names of the adults with whom your child may be transported. Please notify the office of any changes with your carpool. A temporary placard will be issued.
- All cars without placards will be directed to the Cummins Ave. exit to pick up their student at the main office (door #1). after 3:30 p.m.
- At dismissal students will be called to E Wing (Kindergarten) or the Library where they will be dismissing from door #7 or #9. (Delete, changes from year to year, safety concerns)
- There will be four lanes of cars lining up at the student drop off - door # 6 entrance on McGovern Rd. and exiting on Cummins Ave. Follow traffic line markings.
- Cars will pull up to the designated loading zone where students will exit.
- We will load multiple cars at a time; once the students are safely loaded cars may proceed to Cummins Ave as directed by staff on duty.
- To maintain steady flow, it is important that every car moves up and there are no gaps.
- Please follow the directions of staff members at this duty. **AT NO TIME ARE YOU TO PULL OUT OF LINE UNLESS DIRECTED BY A STAFF MEMBER ON DUTY.**

CHANGE OF ADDRESS

Report any change of address immediately by downloading and completing the form from the district website. Please return this form to the Registrar's Office at the Central Administration Office. Verification of the new address will be required by the district.

EMERGENCY SCHOOL CLOSINGS

In the event of emergency school closings, the information will be reported by radio and television. In the event of an early dismissal, the same procedure will be followed. (WJPA – WTAE – KDKA- WKEG) Another means of notification is "*Alert Now*". "*Alert Now*" is a rapid notification system that will allow the district to notify parents of school closings, school delays, absenteeism, and tardiness. Parents will be notified at home, work, and/or cell phone. **PLEASE ENSURE THAT ALL PHONE NUMBERS ARE UPDATED REGULARLY IN THE OFFICE, SO THE CORRECT NUMBERS ARE CALLED.** In the event of an unexpected early dismissal Alert Now will be activated.

Parents and students should plan ahead and know what students are to do in the event of an early dismissal. Students will not be able to use the school phone in the event of an early dismissal.

SCHOOL RULES

STUDENTS WILL:

1. Follow directions given by school staff.
2. Keep hands, feet and objects to themselves.
3. Walk quietly in the school.
4. Respect school personnel, property and other students.
5. Dress appropriately for school.

By posting these rules in every classroom and throughout the school, we are telling students what behavior is expected of them while in Allison Park Elementary. Please review these rules with your children, so they know that you support appropriate behavior at school.

AUTHORITY

Each student enrolled in the Chartiers-Houston School District shall be required to adhere to the reasonable disciplinary rules and regulations set forth herein, and promulgated by the Superintendent and Administration pursuant to this policy, and to submit to such disciplinary measures as are assigned for infraction of the aforesaid

rules and regulations. Each student shall be subject to said rules and regulations while attending and/or participating in school-sponsored or extracurricular activities, and /or events, while attending field trips or other curricula-related activities, and while traveling to and from school in a school district provided vehicle.

The Board of School Directors reserves unto the school district administration the right, and hereby notifies students and parents of the school district's reservation of the right, to confiscate any item, the possession, transfer or sale of which is in violation of this Policy. This right shall include, but is not limited to, beepers, cellular telephones, crowd control devices, weapons and look-alike weapons, drugs and look-alike drugs, and drug paraphernalia. Students and parents are further notified that, as such, any student found to be in possession of any such item without authorization and in violation of the Policy, shall permanently forfeit said item (s) to the Charters-Houston School District and /or appropriate police officials.

DELEGATION OF RESPONSIBILITY

1. The Superintendent shall give such additional rules and regulations for student conduct as are deemed necessary to fulfill the purposes of this policy. Such rules and regulations shall bear a rational relationship to the maintenance of an environment conducive to learning, and shall not demean nor discriminate among students or violate any individual rights constitutionally guaranteed to students.
2. The Superintendent shall designate such additional sanctions as deemed appropriate to specific offenses or categories of offenses, which sanctions shall relate in kind and degree to the offense, assist a student in learning to accept responsibility for his/her actions, and hold parents or guardians financially accountable for the misconduct of their children.
3. The Superintendent shall publish and distribute to all students and their parents or legal guardians the rules of the Charters-Houston School district regarding student misconduct, and the potential sanctions for such misconduct, as set forth herein and as hereafter promulgated. Copies of the policy shall also be made available in the school libraries. (Discipline Policy No.223)
4. Students shall have the responsibility and right to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments.
5. Students have the responsibility to communicate with their teachers while on suspension so as to ascertain books, papers, and other materials needed to complete work and prepare for exams missed due to suspension.
6. Students may be required, and should be prepared, to take make up exams on the day they are readmitted to school after a suspension of one to five days. In extremely extenuating circumstances, the teacher may extend the deadline a maximum of two school days.
7. Students may be required, and should be prepared, to take make up exams within five school days from the day they are readmitted to school after a suspension of six to ten days.
8. Students may be required, and should be prepared, to turn in make-up work within two school days from the day they are readmitted to school after a suspension of one to five days. In extremely extenuating circumstances, the teacher may extend the deadline a maximum of two additional school days.
9. Students may be required, and should be prepared, to turn in make-up work within three school days from the day they are readmitted to school after a suspension of six to 10 days. In extremely extenuating circumstances, the teacher may extend the deadline a maximum of two additional school days.
10. Students who fail to complete the necessary make-up work or exams within the designated timelines will forfeit their right to do so and will receive a grade of zero for such non made-up work or exams.
11. Students returning from a suspension shall not be required to take unannounced quizzes on the day of their return but will be required to take a make-up quiz the next school day. In extremely extenuating circumstances the teacher may extend the deadline a maximum of two days.

BEHAVIOR MANAGEMENT PROGRAM

Responsible behavior and adherence to school rules is vital to the educational program offered at Allison Park Elementary School. Students are expected to follow the school rules themselves, and to encourage their peers to make good decisions while at school and when participating in school-related activities. By not following the behavior guidelines outlined in the Student Handbook, students are accepting the consequences for their actions

that are outlined below. While our staff and administration will monitor students' behavior at school, we recognize that it is truly a team effort to help students make good decisions.

Student discipline can only be achieved through the cooperative effort of parents, guardians, students, teachers, and administrators under a clearly defined and consistently applied code. Teachers and administrators will review the rules presented within the handbook with students during the first days of the school year. Parents are asked to review the entire handbook with their children and sign the "Distribution of Rights and Responsibilities" provided at the end of the handbook. All activities are the beginning steps toward working together to ensure that the same rules are enforced throughout the entire school year.

Allison Park Elementary School promotes a positive and supportive environment through the implementation of Positive Behavioral Interventions and Supports (PBIS).

B – Be respectful

U – Understand responsibility

C - Communicate

S – Safe

Level Zero - One Disciplinary Action: *Includes those minor disturbances created by a student that disrupts class work, disturbs the educational process, or invades the rights of others. For a list of specific offenses, please see the "Building Level Discipline" chart that is provided at the end of this section.*

Level 0-I infractions will be recorded in Skyward and result in students earning a workroom detention. The teacher or staff member who observes the misconduct will be responsible for completing the Skyward referral and schedule the workroom, which will be filed by the elementary administration and the classroom teacher. In all cases where a student earns a workroom detention, the parent or legal guardian shall be notified of the infractions via teacher established form of communication. When serving a workroom detention, students will report to the assigned teachers room. During this time, students will complete an assignment. (This work will be assigned by the classroom teacher, and may include incomplete homework, a "think sheet," etc.) Students must successfully complete the assignment to fulfill the detention requirement. If the student does not complete the assignment, he or she will earn further disciplinary action.

Level Two Disciplinary Action: *Includes misbehaviors, the frequency and /or seriousness of which tends to significantly disrupt or is reasonably expected to greatly disrupt class work or the educational process, invades the right of others, or is lewd, vulgar, or profane. For a list of specific offenses, please see the "Building Level Discipline" chart that is provided at the end of this section.*

For level II infractions, student will initially earn an after-school detention (ASD), which will be held from 3:30PM – 4:30PM. Repeated Level II infractions will increase the consequences for students' behavior, which will include but is not limited to In School Suspension, Out-of-School suspension, referral to the Superintendent, etc. The teacher or staff member who observes the misconduct will be responsible for completing the paperwork and submitting it to the elementary administration. In all cases where a student commits a Level II Offense, the parent or legal guardian shall be notified of the offense and the disciplinary response by the teacher (for after school detention) and /or the elementary administration (for ISS or OSS.)

If a student accumulates ten after-school detentions during the course of the school year, a parent/teacher/principal meeting will be scheduled to discuss the student's behavior and develop a plan. If the student reaches a combination of fifteen after-school detentions and/or in-school suspensions, he or she will not be permitted to participate in building-level activities, such as field trips, assemblies, programs, PFO-sponsored events, or class parties. Because after-school detention will be held until 4:30, transportation must be provided by the parent, legal guardian, or designated adult from the students' authorized "pick-up list," which is on file in

the elementary school office. Parents will pick-up students who serve after-school detention at the elementary office.

Level Three Disciplinary Action: *Level III offenses may result from the continuation of unmodified Level I or Level II misconduct. . For a list of specific offenses, please see the “Building Level Discipline” chart that is provided at the end of this section.*

For level III infractions, students will be immediately referred to the administration for appropriate disciplinary action. The administrator to whom the student has been referred shall investigate the reported Level III Offense and confer with the professional staff. The Administrator shall meet with the student to discuss the misconduct and to inform him or her of the consequences (ISS, OSS, referral to the superintendent, expulsion hearing, etc.). This classification of offense may also require the intervention of law enforcement authorities.

Students will serve in-school suspension (ISS) in an area designated by the building administrator and will be expected to complete all class work that is missed during that day. Also, students must complete a behavior management assignment for the suspension to count.

When students are assigned out-of-school suspension (OSS), a conference will be scheduled with the student and his/her parents before the student is permitted back on school grounds. Also a behavior management assignment must be completed before returning to school.

In all cases of Level III misconduct, a student’s parent or legal guardian and the Superintendent shall be immediately notified in writing of the offense and the disciplinary action taken shall be maintained by the building administrator.

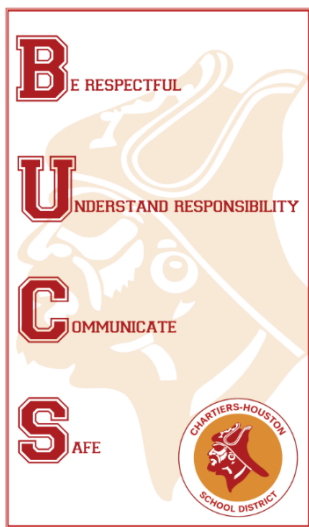
Level Four Disciplinary Action: *Offenses may result from the continuation of unmodified lower level misconduct. Level IV Offenses shall also include acts resulting in violence to persons or property, or which pose a direct threat to the safety of others within the school. The severity of Level IV Offenses may require removal of the student from school, the intervention of law enforcement authorities, and/or action by the CHSD Board of School Directors. For a list of specific offenses, please see the “Building Level Discipline” chart that is provided at the end of this section.*

For Level IV infractions, students will be immediately referred to the building administrator’. The administrator to whom the student had been referred shall investigate and verify the Level IV Offense, confer with the staff members involved, and meet with the student to discuss the misconduct. The Administration may, in its discretion, involve appropriate law enforcement authorities. The student shall be issued a suspension from school, and the student’s parent or legal guardian will be immediately notified in writing. The Building Administrator shall notify the Superintendent and prepare a complete report.

Subsequent disciplinary action shall include an extension of the suspension period, for a period not in excess of ten consecutive days, with or without a recommendation for further action by the Board of School Directors. Disciplinary actions may further include expulsion by the Board of School Directors, following a formal hearing as provided herein, and/or notification of law enforcement authorities.

Positive Behavior Interventions and Support (PBIS)

The Chartiers-Houston School District is implementing the Positive Behavior Interventions and Support program for 2023-2024 school year. Allison Park Elementary School is implementing this program to promote positive behaviors. We are hopeful that through staff meetings, positive student reinforcement and an outline of expectations that our entire school community will achieve great success. We hope to continue to create a climate of safety and respect where all students can feel comfortable and safe.



BUCS WITH GOOD CHARACTER!

Incentives: Students who get “caught” doing kind actions that fall under the four categories: Be Respectful, Understand Responsibility, Communicate, and Safe will be given a ‘Bucs Ticket’ (see below).

<div style="background-color: #8B4513; color: white; padding: 2px 10px; margin-bottom: 10px;">ALLISON PARK ELEMENTARY</div> <h1 style="margin: 0;">BUCSTICKET</h1> <p style="margin: 5px 0;">Be Respectful Understand Responsibility</p> <p style="margin: 5px 0;">Communicate Safety</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> STUDENT: _____ TEACHER: _____ DATE: _____ </div>	<div style="margin-bottom: 20px;">STUDENT NAME _____</div> <div style="margin-bottom: 20px;">TEACHER/STAFF _____</div> <div>TICKET NUMBER _____</div>
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PROCEDURAL GUIDELINES

Students defined as “eligible students” under the Special Education Regulations and Standards may be entitled to additional and/or different procedural protections than those otherwise set forth herein.

IN-SCHOOL SUSPENSION

Prior to the issuance of an in-school suspension, the building administrator will have a conference with students to inform them of the reasons for the suspension and to give him an opportunity to respond. If, following the student’s response, an in-school suspension remains advisable, the student shall be so informed. The student’s parent or legal guardian shall also be notified of the in-school suspension. All consequences for disciplinary infractions must be served prior to any field trips, activities, and/or functions.

SUSPENSION

Prior to the issuance of suspension from school, the building administrator will have a conference with the student to inform him/her of the reasons for the suspension, and to give him/her an opportunity to respond. Prior notice of the intended suspension shall not be required, however, in those cases where it is clear that the health, safety or welfare of the school community is threatened.

In those cases where a suspension from school has been issued for a period in excess of three (3) school days, the student and his/her parent or legal guardian shall be provided with an opportunity for an informal hearing before the administrator involved within the first five (5) days of the suspension. Any such informal hearing shall be assigned to permit the student to explain the circumstances surrounding the event which prompted the issuance of the suspension, and to encourage the student's parent or legal guardian to discuss with the administrator involved, ways by which future offenses can be avoided.

In the event that the student and his/her parent or legal guardian chooses to participate in an informal hearing with the administrator, the administrator shall provide them with sufficient notice of the time and place of the hearing, and with written notification of the reasons for the suspension. At the informal hearing, the student shall have the right to question any witnesses present, to present his own witnesses, and to speak on his/her own behalf. All consequences for disciplinary infractions must be served prior to any filed trips, activities, and/or functions.

EXPULSION

Where, following the suspension of a student, a recommendation is made for further action by the Board of School Directors, the student shall be entitled to a formal hearing before the Board of School Directors. This hearing may held before the entire Board of School Directors, or before a duly authorized committee of the board or before a duly qualified hearing examiner who need not be a member of the Board but whose adjudication must be approved by the Board. In all cases, however, the affirmative vote of a majority of the entire Board of School Directors shall be required to expel a student.

The following due process requirements shall be observed with respect to a formal hearing:

1. The student's parent or legal guardian shall be notified, by regular and certified mail, of the charges pending against the student.
2. The student and his/her parent or legal guardian shall be provided with sufficient notice of the time and place of the hearing.
3. The hearing shall be held in private unless the student or his/her parent or legal guardian specifically requests a public hearing.
4. The student shall have the right to be represented by counsel.
5. The student shall have the right to be presented with the names of witnesses
6. The student shall have the right to request that any such witnesses appear in person at the hearing and be subject to direct and cross-examination
7. The student shall have the right to testify and present witnesses on his/her own behalf.
8. A recorded or stenographic record shall be kept of the hearing, and the student shall have a right to a copy of the transcript of the hearing, at his/her own expense.
9. The hearing shall be held with all reasonable speed.

During the period, if any, between the student's suspension from school and any formal hearing as described above, the student shall be permitted to participate in normal classroom work and activities. However, if following an informal hearing the Administrator determines that the student's presence in his/her normal class would constitute a threat to the health, safety, morals or welfare of others, the student may be excluded from school for more than ten (10) school days (if the formal hearing is not unreasonably delayed). Any student so excluded shall be provided with alternate education, which may include home study or placement at an alternative school. Parents shall be notified immediately if the administration determines that the student's presence constitutes a threat to the health, safety, morals or welfare of others.

Statutory References: Public school code of 1949, as amended, Sections 510, 511, 1317, 1317.1, 1317.2, 1547.

Regulatory References: PA Code, Title 22 Chapter 12.

CELLULAR PHONES / ELECTRONIC DEVICES

No student shall be permitted to use or possess cell phones or electronic devices in school or during school related activities (smart watches, similar electronic device, etc.)

If warranted, **permission will be considered by the building principal based on the following criteria** – 1. A letter from the owner’s parent/guardian is provided to the office. 2. For safety and security: the device will be **turned off during the school day** (including transportation to and from school; bus, van, etc.), and students are to secure phones in a purse, book bag, etc. upon arrival 3. It is understood that the school is not responsible for the device. **THIS PROCEDURE MUST BE COMPLETED EACH SCHOOL YEAR.**

****ONE** warning will be given if students do not follow the above procedure. After the first warning the device will be confiscated and subject to the school discipline code (LEVEL II).

DRUG AND ALCOHOL POLICY

The Chartiers-Houston School District prohibits the use, possession, or distribution of any drug/alcohol, or “look-alikes,” on school property and at any school-sponsored event.

POLICY NO.218 – TERRORISTIC THREATS/ACT

PURPOSE

The Board recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of district students, staff and community. The board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic Threat – shall mean a threat to commit violence committed with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Terroristic Act – shall mean an offense against property or involving danger to another person.

Communication – shall mean conveyed in person or by written or electronic means, including telephone, electronic mail, internet, facsimile, telex and similar transmissions.

AUTHORITY

The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member or school building.

DELEGATION OF RESPONSIBILITY

The board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

The Superintendent shall be responsible for developing administrative regulations to implement this policy. Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

GUIDELINES

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The Building Principal shall immediately suspend the student.
2. The Building Principal shall promptly report the incident to the Superintendent.
3. Based on further investigation, the Superintendent shall report the student to law enforcement officials.
4. The Superintendent shall recommend expulsion of the student to the board. The Superintendent, however, may recommend a modification of such expulsion requirement for a student on a case-by-case basis.
5. In situations where the safety of all of the students is in danger, the superintendent will send writing notification to parents of the students.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

BUILDING LEVEL DISCIPLINE

Level O Offenses (K-6 th Grade)		
Infraction	Frequency of Offense	Consequence
<ul style="list-style-type: none"> • Disruption • Failure to follow classroom rules • Lack of preparation for class • Improper hallway behavior • Chewing Gum 	*level 0 offenses will not accumulate	Work room Detention with behavior modification assignment (BMA) completion: notification to parents verbally and/or in student agenda.
Level I Offenses (K – 6 th Grade)		
Infraction	Frequency of Offense	Consequence
<ul style="list-style-type: none"> • Disrespect/Misconduct • Throwing objects • Lying • Leaving the classroom without permission • Minor defacement of school property • Improper hallway behavior • Violation of dress code 	1 st – 2 nd Times	Work room detention and notification to parents via teacher communication platform
	3 rd – 4 th Times	After-school detention and parental notification via teacher communication platform
	5 th Time	1 Day ISS and parental notification via teacher communication platform/BUCS Behavior Plan Implemented by team
	6 th – 8 th Times	1-3 Days ISS/OSS (Principal discretion) BUCS Behavior Plan revisited by team
	9 th – 10 th Time	Parent-teacher-principal meeting (Participation in assemblies, field trips, programs, PFO-sponsored events, or class parties will be evaluated).

*Within the BUCS Behavior Plan, there may be an opportunity for students to earn back some of the privileges by demonstrating appropriate behavior.

Level II Offenses (K – 6 th Grade)		
Infraction	Frequency of Offense	Consequence

Use of profane, vulgar, or obscene language and/or gestures	1 st Time	After-School Detention, BUCS Behavior Plan (BBP)
	2 nd Time	2 Days After-School Detention, BBP
	3 rd Time	1 Day ISS, BBP
	4 th Time	2 Days ISS or 1 Day OSS, BBP
Verbal, Social, Relational bullying	<p>Repeated Infractions will result in Parent-teacher-principal meeting to develop a *personalized behavior modification contract and suspended privileges (no participation in assemblies, field trips, programs, PFO-sponsored events, or class parties).</p> <p>**After school detention will be served on Tuesdays and Thursdays.</p>	
Unauthorized departure from school grounds		
Misbehaving for a substitute		
Insubordination		
Forgery Plagiarism		
Cheating (a zero on the task plus the listed consequence)		
Physical Aggression or threat of physical harm		
Public Display of Affection		
Written derogatory comments		

Level II Offenses (K – 6 th Grade) — Continued		
Infraction	Frequency of Offense	Consequence

Spitting	1 st Time	After-School Detention, BUCS Behavior Plan (BBP) completion
	2 nd Time	2 Days After-School Detention, BBP
	3 rd Time	1 Day ISS, BBP
	4 th Time	2 Days ISS or 1 Day OSS, and BBP
Inappropriate behavior during recess and/or lunch	<p>Repeated Infractions will result in Parent-teacher-principal meeting to develop a *personalized behavior modification contract and suspended privileges (no participation in assemblies, field trips, programs, PFO-sponsored events, or class parties).</p> <p>**After school detention will be served on Tuesdays and Thursdays.</p>	
Verbal aggression toward teachers, staff, guests, and peers		
Unauthorized possession of an electronic device (cell phone, smart watch, iPod, etc.)		
Use of unauthorized website during instructional time		

Level III Offenses (K – 6 th Grade)		
Infraction	Frequency of Offense Consequence	
Profanity/Vulgarity to a staff member	1 st Time	2 Days After-School Detention or 1 Day OSS with BUCS Behavior Plan (BBP)
	2 nd Time	1-3 Days ISS with BBP
	3 rd Time	1-3 Days OSS with BBP
	4 th Time	Referral to Superintendent
Destruction of property	1 st Time	2 Days After-School Detention or 1 Day OSS with BUCS Behavior Plan (BBP)
	2 nd Time	1-3 Days ISS with BBP
	3 rd Time	1-3 Days OSS with BBP
	4 th Time	1-3 Days OSS with BBP and restitution

Level III Offenses (K– 6th Grade) --- Continued

Infraction	Frequency of Offense	Consequence
Theft or attempted theft	1 st Time	2 Days After-School Detention or 1 Day OSS with BUCS Behavior Plan (BBP) and restitution
	2 nd Time	1-3 Days ISS with BBP and restitution
	3 rd Time	1-3 Days OSS with BBP and restitution
	4 th Time	1-3 Days OSS with BBP and restitution
Physical Bullying	<p>Repeated Infractions will result in Parent-teacher-principal meeting to develop a *personalized behavior modification contract and suspended privileges (no participation in assemblies, field trips, programs, PFO-sponsored events, or class parties).</p> <p>**After school detention will be served on Tuesdays and Thursdays.</p>	
Fighting		
Conspiring to commit/ solicitation to induce another student to violate any Level III Offenses or any other policy of the Chartiers-Houston School District		
Possession, use, or under the influence of a controlled substance, look-alike drug, anabolic steroid, prescription drug, or alcoholic beverage		
Harassment (repeated and/or graphic threats)		
Public humiliation		

Level III Offenses (K – 6th Grade) --- Continued

Infraction	Frequency of Offense	Consequence
Unauthorized entry of information into or tampering with District computer system	1 st Time	1-3 Days ISS with BUCS Behavior Plan (BBP)
	2 nd Time	1-3 Days OSS with BBP
	3 rd Time	Level IV Vandalism
Look-alike Weapon	Repeated Infractions will result in Parent-teacher-principal meeting to develop a *personalized behavior modification contract and suspended privileges at principal’s discretion (participation in assemblies, field trips, programs, PFO-sponsored events, or class parties).	
Sexual Harassment		
Level IV Offenses (K – 6 th Grade)		
Infraction	Frequency of Offense	Consequence
Striking a staff member	1 st Time	10 Days OSS/Police Notification
Assault		Possible Expulsion Per School Board Action
Bomb Threat		
False Fire Alarm		
Vandalism		
Terroristic Threat		
Weapon		

SCHOOL BUS CONDUCT REGULATIONS

Bus transportation to and from school is a privilege established by the citizens of the Chartiers-Houston School District for every student. Students may avail themselves of the opportunity to use the transportation program. However, the responsibilities which this privilege carries must be understood by both the students and their parents/guardians.

Maintaining discipline on school buses is a community affair and needs the cooperation of all involved.

Misconduct on school buses is dangerous. The Chartiers-Houston School District has set down regulations, and the students who violate them may be denied bus service. The rules have one aim: safe transportation between school and home. Video Cameras may be placed in any district-contacted or owned bus or vehicle as authorized by the district superintendent and administration.

1. A driver shall not pick up or discharge a pupil at any place other than the authorized stop for that student.
2. Students will conduct themselves in a manner that will not distract the driver while on the bus. A bus driver has many responsibilities and all are important for the safety of the student.
3. The driver is in charge of the bus and the students. The driver will report all incidents, in writing, to the principal no later than the next school day. The driver will have a roster and seating chart.
4. These rules must be followed by all students riding on the buses. Students shall not:
 - a. Eat, drink, use tobacco or drugs or take medication.
 - b. Engage in horseplay, make excessive and unnecessary noise, or use profane or vulgar language.
 - c. Open windows without the permission of the bus driver, extend arms or heads out the window.
 - d. Throw any objects in or out of the bus. Also, throw any objects at a school bus or at the bus stop.
 - e. Carry water pistols, water balloons, etc., on the bus. They will be destroyed.
 - f. Move from their assigned seat.
 - g. Violate health and safety regulations.

5. Suspension of bus riding privileges shall be the responsibility of the building principal. Prior to any cessation of bus privileges, the principal may grant a two-day postponement for parents to arrange alternative transportation.
 - a. Period of suspension is at the discretion of the building principal.
 - b. Immediate notice of suspension, reason for suspension, and the duration of suspension must be given to the parents and the coordinator of transportation.
6. Any person willfully damaging a bus shall be held financially responsible for such actions.
7. Punishment for bus misconduct shall follow the discipline procedures as contained in the Charters-Houston School District Discipline Policy.
8. A signed note from a parent or guardian and approved by the Principal's office must be presented to the bus driver to get off at another stop or to ride a different bus. This privilege will be granted only if seating is available.

*SEE chart below to reflect Bus Conduct Report.

SCHOOL BUS INFRACTIONS (K-6TH)		
Offense	Frequency of Offense	Consequence
Bus Misconduct	1 st Time	Warning/ Written Notice to Parent
	2 nd Time	Warning/ Parent Conference
	3 rd Time	1-Day Bus Suspension
	4 th Time	3-Day Bus Suspension
	5 th time	5-Day Bus Suspension
	6 th time	10-Day Bus Suspension (N/A to Kindergarten Students)
Rule Violations	Level 1 Offenses (Start at Step 1)	Level II Offenses (Start at Step 5)
	<ul style="list-style-type: none"> Classroom Conduct is expected. No drinking or eating. Keep the bus clean Keep the aisle clean Stay in assigned seat Do not extend any part of your body/objects out of the bus window Administrative decision for offenses not mentioned above 	<ul style="list-style-type: none"> Do not damage or deface any party of the bus All school policy rules and regulations are in effect on buses Administrative decision for offenses not mentioned above

FIELD TRIPS

The number of parents asked to chaperone will depend on the destination of the field trip and the needed adult to pupil ratio. The classroom teachers will determine an appropriate adult to pupil ratio so that appropriate supervision is always provided.

Siblings are not permitted to attend field trips. Only legal guardians may chaperone. Chaperones must pay ahead of time to confirm their attendance on the trip. **Clearances are needed to be on file 4 weeks prior to field trip date.**

FOOD SERVICE DEPARTMENT

The Allison Park Elementary Cafeteria serves well-balanced and nutritional breakfasts/lunches every day. Students may purchase breakfast/lunch for the regular price of **\$2.50 per lunch and \$1.70 for breakfast**. Many families have difficulty paying the full price for their children's meals. The school provides free and reduced meals for qualifying students. (Reduced meal prices: \$0.40 for lunch and \$0.30 for breakfast. Application forms for free and reduced meals are mailed home and also are available at any time during the school year. The application may be obtained in the cafeteria or at the office. Parents are encouraged to fill out these applications and return them to the elementary office as soon as possible. **Students may also prepay for breakfast and lunch on a weekly, monthly, or yearly basis. Parents who would like to prepay for their children's meals can make the necessary arrangements by contacting the elementary School Food Service Department.**

CAFETERIA GUIDELINES

Breakfast and lunch are offered daily in the cafeteria. All students are encouraged to eat BOTH a well-balanced BREAKFAST and LUNCH for good nutrition. Students are required to eat in the cafeteria dining area. **PER FEDERAL AND STATE REGULATIONS, students and parents are not permitted to order, purchase or receive commercially prepared food and/or refreshments on school property during breakfast/lunch period.**

The following specific guidelines will ensure a pleasant atmosphere in the cafeteria:

1. Students will enter and exit the cafeteria in a quiet and orderly manner so that other classrooms are not disturbed.
2. Students will remain seated at their assigned tables until excused.
3. Students will talk quietly with their classmates. Excessive noise and yelling in the cafeteria is unacceptable.
4. Running is never permitted in the cafeteria.
5. Students are expected to pick up and discard their trash from the cafeteria tables when finished eating.
6. Students will return all lunch trays to the designated area when finished.
(Cafeteria trays which are broken by students will also be paid for by students; cost per tray is \$5.00.)
7. Students caught stealing food or snacks from the lunch line will be dealt with as outlined in the Discipline Policy.
8. Students are permitted to charge breakfast/lunch for ONLY one day. The names of students who fail to pay cafeteria charges will be given to the Principal. Further action will be taken if lunch debts are not paid.
9. Students are to speak and behave in a respectful manner at all times while in the cafeteria serving line so as not to cause material disruption, or invade the rights of others.
10. For safety and health reasons, students are to respect cafeteria food items, equipment and tables at all times.
11. Students buying lunch come FIRST through the serving line.
12. Students owing lunch money from charging lunches may not purchase extras until charges are paid.
13. Students who are not buying lunch, milk, or extras should not be in the serving line.

DRESS AND GROOMING POLICY (NO.224)

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions affecting their appearance except when their choices affect the educational program of the schools or the health and safety of others.

The Board authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which...

- Present a hazard to the health or safety of the student him/herself or to others in the school
- Materially interfere with school work, create disorder, or disrupt the educational program
- Cause excessive wear or damage to school property

- Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement

DRESS AND GROOMING REGULATIONS

Clothing must meet the school's standards of safety, decency and health and must not be overly distracting or immodest.

SHOES: Must be worn at all times. Flip-Flops/Soccer Slides and slippers are not permitted.

SHIRTS AND TOPS: Upper body must be covered at all times. Tank tops, sleeveless basketball shirts, undershirts, suggestive T-shirts with suggestive or vulgar language, bare midriff, etc. will not be permitted.

SHORTS/SKIRTS/DRESSES: Must be no shorter than mid-thigh length.

We recognize that clothes for students frequently depend on style, weather, and taste. We hope that our students will avoid immoderate fashion and fads, and will dress neatly, comfortably and appropriately for school. Dress regulation violations are considered LEVEL I offenses.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all school issued books, supplies, laptops, and furniture supplied by the school.

Students who disfigure property or books, break windows, or do other damage to school property or equipment, will be required to pay for the damage.

USE OF DESKS

The school district assigns desks to each student and permits each student to use a desk. However, the school district reserves unto itself the right to obtain access to a desk at any time. All desks shall be kept in a clean and sanitary condition and subject to periodic inspection to assure that they are so maintained.

STUDENT VALUABLES

Students should not bring money, credit cards, and other valuables to school. If they wear glasses or watches, they are to keep track of them at all times. Students, not the school, are responsible for their personal property.

Students are not to leave valuables in their desks. Any clothes, personal items, books, etc., found in the school should be turned in to LOST and FOUND. Students may check with the school office/cafeteria to claim their missing items. Students should report any personal losses to the office immediately.

MEDICAL CONCERNS HEALTH SERVICES/MEDICATION

The nurse may be found in her office. In case of accident or illness when the nurse is not in, the student should report to the office.

The following examinations and testing are mandated by the State of Pennsylvania:

Medical Examinations are required on original entry to school and the sixth grade.

Dental Examinations are required on original entry to school and the third grade.

These may be completed by the school or family physician and dentist. Family physician dental forms must be obtained from the nurse and returned for placement in student records.

The nurse will conduct a vision test for all students and a hearing test for students in the kindergarten, first, second and third grades. Suspected abnormalities in all examinations and tests will be reported to the parent/guardian.

IMMUNIZATION REQUIREMENTS-

The following immunizations are required as a condition of attendance at school for the entrance of **all** beginners or initial enrollments in school:

- **Diphtheria** – four or more properly spaced doses of diphtheria toxoid, separately or in combination with tetanus toxoid or in combination with tetanus toxoid and pertussis vaccine. One dose should be given on or after the fourth birthday.

- **Tetanus** – four or more properly spaced doses of tetanus toxoid, which may be administered separately or in combination with diphtheria toxoid or in combination with diphtheria toxoid and pertussis vaccine. One dose should be given on or after the fourth birthday.
- **Polio** – three doses of polio vaccine (oral or inactivated injectable).
- **Measles (Rubeola)** – two properly spaced doses of live attenuated measles vaccine (combined measles/mumps/rubella (MMR) vaccine recommended) with the first dose to be administered at 12 months of age or older, or serological proof of immunity.
- **German Measles (rubella)** – one dose of live attenuated rubella vaccine, administered at 12 months of age or older or a history of rubella immunity proved by laboratory testing by a laboratory with the appropriate certification. Rubella vaccine may be administered as a single antigen vaccine or in a combination form.
- **Mumps** – two doses of live attenuated mumps vaccine administered with the first dose administered at 12 months of age or older, or a physician's diagnosis of mumps disease indicated by a written record signed by a physician or his/her designee.
- **Hepatitis B** – three properly spaced doses of Hepatitis B vaccine.
- **Varicella** – two doses of Varicella (chicken pox) vaccine or written statement from a physician indicating month and year of disease or serologic proof of immunity.
- **Meningitis Vaccine and Tdap** – are required for students in grades 7 – 12.

The school attempts to provide a safe environment for each child. First aid for accidents will be administered by the nurse. In the event of a serious injury, every attempt will be made to contact the parent/guardian. Transportation in cases of illness or accident is a family responsibility. The school will not assume responsibility for treatment of accidents that occur outside of school.

The medication policy defines guidelines for the district's responsibility to administer medication or medical care. The use of medication, to the extent medically possible, should take place outside of the school day. Medication given 3 times a day may be given before school, after school and at bedtime.

To ensure proper medication administration and adhere to Pennsylvania State Law, any student needing medication must follow these procedures:

1. Obtain and process medication use forms which include a request form from the prescribing physician and a request form from the parent/guardian.
2. All medications must be registered and stored, in a locked area, in the building health office.
3. The medication must be in a proper pharmaceutical container bearing the date, the student's name, the physician's name and the pharmacy label. If the medicine would be lost or taken by another student it could be a health risk. **It is the parent/guardian's responsibility to transport medicines.**

PEDICULOSIS CAPITUS PROTOCOL (LICE)

1. Exclusion

Students with head lice will not be permitted to remain in school. Parents will be asked to come to the school office (**door #1**) and to take their student home. Additionally, classmates may be checked for evidence of head lice and parents will be notified by letter of this occurrence.

2. Readmission

Students with head lice must be treated with a lice shampoo, must be **nit free**, and must have a note from the school nurse before returning to class. **UNDER NO CIRCUMSTANCES IS THE CHILD PERMITTED TO RIDE THE SCHOOL BUS PRIOR TO BEING CHECKED BY THE SCHOOL NURSE UPON HIS/HER RETURN.** The student may be checked by the nurse to determine effectiveness of treatment before being readmitted. The parent must write a note listing the label name of pediculicide shampoo used.

ILLNESS OR INJURY IN SCHOOL

Students becoming ill or injured during school hours are to report to their classroom teachers, who will send them to the school nurse. If the nurse is not available, students will report to the office. Students are not to call home to report an illness or injury unless they have talked to office staff.

When students exhibit one or more of the following symptoms (observed by the school nurse) they will be sent home: fever greater than 100 degrees, chills, vomiting, nausea, diarrhea, inflamed or watery eyes, continuous

coughing or runny nose, lethargy, unusual pallor or any condition that prevents the student from concentrating or participating in regular classroom activities.

Students with evidence of a communicable disease such as chickenpox, measles, mumps, strep throat, influenza, impetigo, etc. will be sent home and should remain at home until they are no longer contagious (refer to your personal physician).

Readmission:

Students may return to school if they have been fever free (without use of medication), nausea free, and/or diarrhea free for 24 hours from cessation of symptoms, that is, eating, drinking, sleeping and playing normally. For contagious illnesses such as pink eye, ringworm, or pinworm (enterobiasis) students may return to school once prescribed drops or ointments are given.

STUDENT WELLNESS

Wellness and Snacks:

- USDA is committed to working closely with students, parents, school stakeholders and the food and beverage industries to implement the new guidelines, and make the healthy choice the easy choice for America's young people. The Smart Snacks in School Nutrition Standards support better health for our kids and echo the good work already taking place in schools.

1. Classroom Snacks:

-At the classroom teacher's discretion, classroom snacks are permitted. Parents are encouraged to send **one (1)** nutritional snack for classroom snack time, remembering that this is merely a "snack" with limited time to enjoy it.

2. Drinks:

-Students are permitted to bring a water bottle to school. **Only water** is permitted and will be available at water stations throughout the school.

3. Lunch:

-A nutritious lunch that meets the guidelines of the student wellness policy is available for purchase each day. If you choose to have your child bring a lunch from home, you are ***encouraged*** that the lunch be nutritious and **not include** any soda/pop.

STUDENT ACCIDENT INSURANCE

An insurance accident policy is made available to cover all students who wish to purchase it. If ample insurance coverage is carried by parents, this insurance may not be necessary. However, if no insurance is carried, we recommend that you consider this coverage.

REPORTING PROGRESS

The following symbols are used to report progress:

A	=	Excellent
B	=	Above Average
C	=	Average
D	=	Below Average
F	=	Failing
I	=	Incomplete
O	=	Outstanding
S	=	Satisfactory
N	=	Needs To Improve

Progress Reports and warning notices will be issued at Mid Marking Periods to all students.

The following scale is used to convert achievement to alphabetic symbols for the purpose of reporting student progress:

A	=	90 - 100%
B	=	80 - 89%
C	=	70 - 79%
D	=	60 - 69%
F	=	59% & Below

ELEMENTARY HONOR ROLL – GRADES 4, 5 & 6

A 3.0 grade point average is required in order to qualify for the elementary Honor Roll. The following grades will be averaged in order to determine the Honor Roll:

English Language Arts:

- Reading Workshop
- Writing Workshop

Math

Science

Social Studies

Example:	Reading Workshop	A = 4.0
	Writing Workshop	B = 3.0
	Math	C = 2.0
	Science	B = 3.0
	Social Studies	<u>+ B = 3.0</u>
		15.0

$$15 \text{ total grade points} \div 5 = 3.0 \text{ grade point average}$$

ELEMENTARY PROMOTION AND RETENTION REGULATION

PROMOTION

1. A student shall be promoted if the following requirements have been met:
 - Demonstrated a level of academic proficiency which would indicate a reasonable level of achievement at the next grade level.
 - Instructional objectives have been achieved for the present grade level.
2. Social promotion may be recommended if it is felt to be in the best interest of the student as determined by a team of professionals to include: school principal, school psychologist, guidance counselor and other staff members as deemed necessary (Instructional Support Team).
In a situation when a 6th grader is being socially promoted to the 7th grade, the elementary principal shall notify the principal in writing that said promotion is a social promotion.

RETENTION

1. The principal shall notify the parent or guardian, in writing, of any student who faces the possibility of being retained in the same grade level, one week following the issuance of the 3rd nine week report card.
2. Elementary students will be retained if two of the following classes are failed for the year: Language Arts, Math, Science or Social Studies (if it is mutually agreed to by parent/guardian and school that it would be in the best interest of the student).

THE INSTRUCTIONAL SUPPORT TEAM SHALL REVIEW ALL RECOMMENDATIONS FOR RETENTION PRIOR TO THE END OF THE SCHOOL YEAR.

PARENT-TEACHER CONFERENCES

Parents and teachers are “partners” in the educational process, and there must be good communication. Parents are encouraged to schedule a conference on the regularly scheduled conference dates and at other times throughout the year as needs or questions arise. Conferences, for other than the regularly scheduled dates, should be scheduled directly through the teacher(s).

1. Contact the teacher directly by phone or arrange an appointment.
2. If a conference has been requested and response has not been received within three (3) school days, contact the principal for assistance in scheduling the conference.
Conferences will be conducted in a professional and courteous manner, beginning and ending in a reasonable length of time. They will focus on the topic (s) for which they were scheduled. In the event that an unforeseen problem regarding the conference should arise, as is the case with any school situation, the “chain of command” should be followed. The steps in the “chain of command” are as follows:
 1. Teacher
 2. Principal
 3. District Administrative Assistant
 4. Superintendent
 5. Board of Education

REPORTS TO NON-CUSTODIAL PARENTS

If the parents of a child are separated or divorced, both parents will have the right to be informed of their child’s progress in school unless there is an order from the court to the contrary. To receive written reports and notification of conferences, a non-custodial parent must make a written request through the office of the principal.

SAFETY

VISITORS

The visitor’s entrance is located at the office entrance (door #1) between the primary and 4th grade wings of the building. Visitors may enter the first set of doors and report directly to the receptionist’s area of the office where all visitors are expected to sign in and secure a Visitor’s Pass that they will wear while in the building. Visitors may be required to provide photo identification upon entering.

FIRE AND EMERGENCY EVACUATION DRILLS

Drills, conducted at regular intervals, are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will provide instructions, and directions will be posted in each room. Students are to follow their teachers in an orderly fashion and remain quiet. No running is permitted. When students are outside and away from the building, they must remain with their teacher and class.

SPECIAL EDUCATION

The Chartiers-Houston School District provides programs to meet the needs of eligible Special Education students. The district-operated Special Education classes are:

- **Learning Support** – For students with a severe discrepancy between achievement and intellectual ability, (elementary and secondary) or for students with impaired mental development which adversely affects their education and performance.
- **Gifted Support** – For students with outstanding intellectual and creative ability, the development of which requires special services and programs not ordinarily provided in the regular educational program.

Classes offered to district students through Intermediate Unit #1 provided programs:

1. Visual Impairment
2. Hearing Impairment
3. Speech and Language Impairment

External classes offered to district students provide the following programs:

- **Neurological Impairment** – For students with brain injuries resulting in behavior or learning disorders, or both.
- **Serious Emotional Disturbance** – For students with emotional problems that adversely affect their educational performance over a long period of time.

Parents may request screening and evaluation of their children for Special Education by contacting the school office. The school will provide parents with the proper screening request form. All Special Education related information is kept in a student's confidential file.

SPECIAL EDUCATION SERVICES FOR SCHOOL AGE EXCEPTIONAL STUDENTS

Chartiers-Houston School District provides a free, appropriate public education to exceptional students. To qualify as an exceptional student, the child must be of school age, in need of specially-designed instruction and meet criteria for mentally gifted and/or one or more of the following physical or mental disabilities, as defined by Pennsylvania standards: autism/pervasive developmental disorder, blind/visual impairment, deafness/hearing impairment or mental retardation.

The school district utilizes identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services, individualized to meet student needs. At no cost to the parents, these services are provided in compliance with state and federal law and are reasonably calculated to yield meaningful educational benefit and student progress.

To identify students who may be eligible for special education, various screening activities are conducted on an ongoing basis. These screening activities include: review of group-based data (cumulative records, enrollment records, health records, report cards, ability and achievement test scores); hearing, vision, physical and speech/language screening; and review by a building level Instructional Support Team. When screening results suggest that a student might be exceptional, the school district seeks parental consent to conduct a multidisciplinary evaluation at any time through a written request to the school principal or the District Administrative Assistant.

Services designed to meet the needs of exceptional students include the annual development of an Individualized Education Plan (IEP), biannual multidisciplinary reevaluation, supportive intervention in the regular class, supplemental intervention in the regular class, or in a special education resource program, placement in a part-time or full-time special education class in a regular school, or placement in a full-time special education class at a location other than the regular school.

The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age and the level of intensity of the specified intervention. The school district also provides related services, such as, transportation, physical therapy and occupational therapy, required for the student to benefit from the special education program.

Parents may obtain additional information regarding special education services and programs and parental due process rights by contacting the child's school principal or the District Administrative Assistant.

SERVICES FOR PROTECTED HANDICAPPED STUDENTS (Chapter 15)

In compliance with state and federal law, Chartiers-Houston School District will provide, to protected handicapped students, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. These related aids are provided without discrimination or cost to the student or family. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

Services and protection of protected handicapped students are distinct from those applicable to exceptional students enrolled or seeking enrollment in a special education program.

For further information about the evaluation procedures and provision of services to protected handicapped students, contact the District Administrative Assistant.

CONFIDENTIALITY OF STUDENT RECORDS

Chartiers-Houston School District protects the confidentiality of personally identifiable information regarding exceptional and protected handicapped students in accordance with state and federal law and the school district's student records policy.

RECORDS POLICY

Chartiers-Houston School District maintains a cumulative student record for each student. Such information assists staff in the day-to-day operation of the school district's educational program, some of which is required by law.

The student's record includes identification and attendance records, information on school work completed, and the results of achievement and standardized group tests. Records of standardized tests taken voluntarily by secondary students, usually for college entrance purposes, are also part of the student's record.

If a child transfers to another school system, Chartiers-Houston will forward the record, if a written request is sent from the new school.

The school district's policy on student records guarantees that parents and eligible students shall have the right to review, inspect, and obtain a copy of the record; challenge its contents; refuse individual consent where permission is needed for releasing certain information; and file complaints with the Family Educational Rights and Privacy Act office (FERPA), U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20211. This policy is in compliance with the Pennsylvania State Board of Education's regulations and with the Family Educational Rights and Privacy Act of 1974.

Parents or students may request a copy of the school district's records policy by contacting the district central office.

RELEASE OF INFORMATION

According to the Family Educational Rights and Privacy Act of 1974, non-confidential information about a student may be included in publications such as sports programs, newspapers, radio and television news reports, newsletters, award and graduation programs, yearbooks, musical and play programs, district web page and school publications. This information may include the student's name, address, study interests, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees, awards received and similar information. Parents who wish to have their children exempted from such information may do so by a letter to the principal.

SUPPORT PROGRAMS

GUIDANCE

Guidance services are available for every student in the school. These services include assistance with planning, interpretation of test score information, study help, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor. Appointments are made directly with the guidance counselor.

TITLE I SCHOOL-WIDE PROGRAM

The Allison Park Elementary School is now an approved school-wide Title I program. This means we are able to provide all students with support and assistance. The school-wide program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title I school. The primary goal is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on State academic achievement standards. Services provided may include parent participation in meetings, as well as decision making and resources. The goal is to reinforce the skills taught in our curriculum and assist the student in achieving grade level proficiency in those skills.

Your child will receive the services and/or supports from a faculty member, which may include your child's teacher, a reading specialist, or other content area specialist. The school personnel will work to provide your child with the necessary skills and supports to be more successful in achieving the expected learning standards.

The grouping of students and instructors responsible for direct teaching may vary throughout the year as your child's needs change. Your child's progress will continue to be monitored to determine the continued need of services.

INSTRUCTIONAL SUPPORT / MULTI-TIER SYSTEM OF SUPPORTS (MTSS)

The central core of instructional support is the INSTRUCTIONAL SUPPORT TEAM/ELEMENTARY STUDENT ASSISTANCE PROGRAM (IST/ESAP). This team assists the classroom teacher in planning and implementing strategies that are designed to enable identified students to be more successful in the classroom. The major components of instructional support are:

- Collaborative Consultation/Team Building
- Curriculum-Based Assessment
- Instructional Adaptation
- Effective Interaction Patterns
- At Risk/Student Assistance

Each elementary student who experiences academic difficulty will have access to INSTRUCTIONAL SUPPORT. The IST/ESAP/MTSS process is composed of ASSESSMENT AND INTERVENTION PROCEDURES that are used to assure that students receive an effective instructional program that will meet their learning needs prior to referral for multidisciplinary evaluation.

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)]
[7/19/2017]

Dear Parent(s)/Legal Guardian(s):

Your child attends Allison Park Elementary 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 Allison Park Elementary 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 additionally 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 Nicole Bockstoce at Allison Park elementary at 724-745-4700 ext. 303 or email me at nicole.bockstoce@chartiers-houstonsd.com.

Sincerely,

Nicole L. Bockstoce

PARENTS RIGHT TO REQUEST TEACHER QUALIFICATIONS

As a parent of a Chartiers-Houston School District student, you have a right to know the professional qualifications of the classroom teacher that instructs your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches;
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances;
- The teachers college major, whether the teacher has any advanced degree and, if so, the subject of the degree: and
- Whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications.

If you would like to receive any of this information, please contact Mrs. Donna Dragan at (724)746-1400 ext. 102. Thank you for your concerns and commitment to your child's education.

PARENT FACULTY ORGANIZATION

Parental involvement is directly related to student's success in school. The Parent Faculty Organization (P.F.O.) is a very important organization to Allison Park, comprised of parents and staff. The P.F.O. holds its meetings on the second Wednesday of each month in the school cafeteria (**door #12**). Parents are encouraged to become actively involved in the P.F.O. to assist with fund raising and school activities.

Please mark your calendars and plan to attend the following P.F.O. meetings:

NEEDS UPDATED

September 13, 2022 - 4pm

October 11, 2022 - 7pm

November 8, 2022 - 4pm

***No December Meetings**

January 10, 2023 - 4pm

February 14, 2023 - 7pm

March 13, 2023 - 4pm

***April 17, 2023 - 7pm**

***moved back one week due to falling on day Spring Break ends**

All meetings are at least 30-45 minutes. Your participation is greatly appreciated.

Chartiers-Houston School District

Dear Parents and Guardians:

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA). Chartiers-Houston is attempting to identify all children within the district that maybe experiencing homelessness.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings,
- Living in substandard housing (no running water or working utilities, infestations, etc.).

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring and transportation so that they can remain in their school of origin throughout the duration of their homeless episode.

If you believe your child(ren) may qualify for this service, please contact building administration.

If your living situation changes during the school year, and you and your children become homeless, please be sure to contact the school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

Sincerely:

Dr. Gary Peiffer
Superintendent

POLICY NO.270 – USE OF THE INTERNET/SCHOOL DISTRICT’S NETWORK BY STUDENTS

1. **PURPOSE:** The technology and telecommunication resources available in the district represent a large capital investment by our communities. The Board intends that access to the Internet and to the School District’s network system be made available to students for legitimate and lawful educational purposes; considers the Internet to be like a “digital” library where students are expected to be responsible and accountable for their actions in accessing resources just as they are in a traditional library; and expects students to act as the school district’s ambassadors when accessing the Internet as they do when traveling on field trips.

To this end the Board established “Responsible Use Guidelines” to ensure proper and ethical student use; to provide consistent, responsible student access management; to conform usage with current law; to define parameters for acceptable use; and to impress upon students that inappropriate use may result in a serious penalty.

Just like preparing to get a driver’s license, a student who learns the rules of this electronic highway and agrees to be responsible and accountable for his/her conduct “on line,” provided his/her parental consent, will be eligible to receive an Internet/Network Driver’s License issued by a teacher.

The following “Responsible Use Guidelines” (RUGS) apply to all students when they access any Chartiers-Houston School District network connection.

AUTHORITY: The board delegates to the superintendent authority to implement these “Responsible Use Guidelines” through the Administration and staff.

RESPONSIBLE USE GUIDELINE (RUG’s)

2. GUIDELINES:

1. **Cooperation** – It is understood that cooperation is critical in the use of the Internet/District network at the Chartiers-Houston School District. It is the goal of the use of the Internet/District network to prepare students to become technologically literate in an increasingly technological world. It is understood that a student’s independent use of the Internet/School District’s network may be necessary to attain such a goal, subject to procedures and standards for appropriate network behavior and communication.
2. **Discipline** – Violations of these guidelines will result in appropriate student discipline, in accordance with the School District’s Student Discipline Policy. This may include loss of the privilege to access the Internet/School District network for a defined period or permanently, and/or criminal or legal proceedings if a law has been violated.
3. **Access**- Only those students who receive training, obtain a Student Internet/Network Driver’s License, receive teacher permission, and are subject to teacher/faculty supervision, are authorized to use the Internet/district network at the School District.
4. **Copyright**- Transferring copyrighted and/or licensed materials to or from any Chartiers-Houston School District network without the express consent of the owner of the copyright/license is a violation of federal law and is expressly prohibited.
5. **Use is a Privilege – User Accountability** – It is understood that the use of the Internet/District network is a privilege. Use shall be reserved to those students who utilize materials that are of “educational value” to the programs of the Chartiers-Houston School District. For the purposes of

these guidelines, educational value shall mean those areas of network access that have a direct or indirect impact on the educational program of the School District. The use of the Internet/District network for E-Mail to be remitted to friends, chatting, reading jokes, searching for MTV, searching for sports sites, farming out information on games, or other actions that are not directly or indirectly related to the school's curricula are not deemed to be of "educational value" and will not be permitted.

6. **Other Prohibited Uses**- The use of the system for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, and racially, ethnically, religiously offensive, and illegal material or other prohibited activities shall also not be permitted and the Chartiers-Houston School District will use any and all efforts available to it, within confines of the law, to prevent such material from entering the system.
7. **Reporting Inappropriate Behavior**- use of electronic mail and other network communications facilities to harass, defame, offend, or to disseminate sexually-oriented, threatening, racially, ethnically, religiously offensive, or illegal material or otherwise annoy other users of the network is forbidden.

Each student user shall be responsible for reporting all such knowledge or entry of materials in the School District's system immediately to the building principal. Only those contacts leading to appropriate educational and personal growth on the Internet are permitted.

8. **Potential Student Liability**- All students using the internet/School District Network are charged with recognizing that E-Mail or network messages may contain thoughts, conclusions, and certain biased perceptions that were never intended for publication. There may be liability for defamation for spreading false and disparaging information about third parties, particularly comments on other employees, students, personnel applicants, or various vendors. Such discussions or use on the network is expressly prohibited.
9. **Compliance with Relevant Laws** -No personnel or student information, which is protected by the Family Educational Rights and Privacy Act, and/or other applicable statutes, shall be disseminated through the network.
10. **Protection of Confidentiality**-All users of the Internet/School District Network must comply with the Electronic Communications Privacy Act of 1986 as amended, and the Communications Decency Act. These acts prohibit the unauthorized interceptions or disclosure of E-Mail messages by third parties. They also regulate the propriety of certain material transmitted on the Internet. These statutes do permit interception or disclosure of E-Mail messages if either the sender or receiver of the message consents. Moreover, this legislation recognizes and the School District, therefore, reserves the right to monitor a student's E-Mail messages, as long as the interception device is included in the E-Mail equipment.
11. **No Privacy Rights**- Students who use the Internet/School District network are charged with recognizing that the District Administration does have the authority to intercept E-Mail messages of all users and that there will be no privacy right construed by the District to exist in the statements made in the network. Users of the Internet/School district network are discouraged from storing extensive E-Mail messages; in fact, messages which are no longer useful or necessary should be eliminated daily and no message may be stored longer than fourteen (14) calendar days.

12. **System Security**- Student users shall not allow any other person to use their password or to share their account. It is the user's responsibility to protect E-Mail accounts from unauthorized use by changing passwords periodically and using passwords that are not easily detected.
13. **Unauthorized Access Prohibited**- Any attempt to circumvent the system security, guess passwords, gain unauthorized access to local or wide area network resources or attempt to harm the system or infect it with a virus is forbidden.
14. **Commercial Use**-Use of the Internet/School District network for solicitation, commercial gain, gambling, or profit is not allowed.
15. **Equipment Tampering Prohibited**- Students may not move, repair, reconfigure, modify, or attach external devices to the computer/network without permission of the District's Business Manager or his designee.
16. **Future Rules**- Additional rules and restrictions may be added if the need arises. Students are similarly responsible for reading and following these rules.
17. **Equity of Use**- Student time restrictions on use of the Internet/School-District network may be imposed by the faculty to ensure equity of use of district equipment, and/or avoid interference with the delivery of the district's educational program to students during the school day.
18. **Reduction of Cost**- From time to time, the district may encourage students to use certain other informational sources in order to minimize costs.
19. **Monitoring for Educational Use**- The district administration reserves the right to use electronic devices, cards, or any other means of monitoring the manner in which research is performed, to determine whether the student is using the system for an appropriate educational purpose.
20. **Faculty Role with Respect to Student Use**- Members of the School District's faculty shall use their best judgment and discretion in authorizing student access and monitoring student use of the Internet/School District network. In accordance with this policy, student users will be required to obtain a Driver's License from a faculty member that signifies eligibility to access the Internet/School District network. The student user and his/her parents must sign the attached consent form prior to the student's use of the system.

4. **DISSEMINATION**- These guidelines shall appear on a bulletin board when all users log-on to the system. They are a reminder to the user of their significance.

Student handbooks will contain a copy of these rules and the attached consent forms. They will also be posted in each library.

5. **IMPLEMENTATION COMMITTEE**- Given the scope of access in the district, the superintendent is charged with forming a committee composed of faculty, parents, students and administrators, with a designated chairperson, who will meet periodically to examine the implementation of the policy, gather data to improve the policy and make recommendations to the superintendent.

APPENDIX B

POLICY NO. 248 – STUDENT TO STUDENT SEXUAL MISCONDUCT /HARASSMENT

1. PURPOSE- It is the policy of the Charters-Houston School District to maintain learning and working environment that is free from sexual misconduct/abuse/harassment; such conduct will not be tolerated.

2. AUTHORITY- It shall be a violation of this policy for any student to harass Another or other students through conduct or communications of a sexual nature or to otherwise engage in sexual misconduct as defined below.

3. DEFINITIONS – “Student to Student” – occurring between two or more students, each of whom is enrolled in the Charters-Houston School District.

1. **Sexual Misconduct/Harassment-** Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature by any student to another student, when such conduct has the purpose or effect of substantially interfering with an individual’s academic performance or creating an intimidating, hostile, or offensive academic environment.

Sexual misconduct/harassment, as defined above, may include but not limited to the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person, with sexual or demeaning implications;
- unwelcome touching;
- suggesting or demanding sexual involvement accompanied by implied or explicit threats.

4. PROCEDURES

1. **Dissemination of the Policy** It shall be the responsibility of each Building Principal to disseminate this sexual misconduct/harassment policy at least annually at the start of each school year to students, parents, employees, volunteers and chaperones. Any student, employee, volunteer or chaperone beginning attendance, service or employment after the start of the school year will be provided a copy of this at the start of his/her attendance, service or employment.

It shall be the responsibility of the Superintendent or his designee to disseminate this policy to all administrative and staff employees not assigned to a particular building.

When providing a copy of this sexual misconduct/harassment policy, a written statement identifying the Title IX Coordinator and his/her work address and telephone number will also be provided. The Title IX Coordinator is the individual identified to coordinate the District’s efforts to comply with the U.S. Department of Education, Office of Civil Rights regulations concerning non-discrimination in education based upon sex.

2. **General Procedures Relating to a Complaint-** Students shall be advised that any student who alleges sexual misconduct/harassment by any other student is to contact the Title IX Coordinator designated by the District Superintendent, the Building Principal, Guidance Counselor, or Superintendent.

It shall be the responsibility of any employee receiving a complaint of sexual misconduct/harassment by a student toward a student or witnessing an incident of sexual misconduct/harassment by a student, toward a student, to forward the complaint or report the incident to the Title IX Coordinator, Building Principal or the Superintendent.

The good faith filing of a complaint or otherwise reporting sexual misconduct/harassment will not reflect upon the individual's status nor will it affect grades, or participation in academic or extracurricular activities, clubs and/or teams. Any retaliation based upon an individual's good faith initiation of a complaint, participation in the investigation of a complaint or provision of information is illegal, and will result in disciplinary action. If any student believes he/she is being retaliated against for asserting his/her rights under this policy, he/she should report this in the same manner as indicated above.

The Building Principal and the Superintendent will notify the student's parents/guardians and investigate all complaints accordingly with the assistance of the Title IX Coordinator.

The Building Principal and the Superintendent shall act in a proactive manner to investigate allegations of sexual misconduct/abuse/harassment by a student toward another student.

The right to confidentiality both of the complaint and of the accused will be respected to the extent possible consistent with the School District's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

3. Investigation Procedure-

- A. Separate interviews of the accuser and the alleged harasser will be conducted and all information from the Complainant (the accuser) will be documented in written form on Form. Each student will be asked to sign an acknowledgement of any statements provided during the interviews. At the time of the interview, a copy of this policy will be provided to the individuals involved, and the policy and complaint procedure will be reviewed with the individual.
- B. Student(s) may have parents/guardian present during the interview; parental involvement will be encouraged.
- C. Interviews should be, when practical, conducted by a member of the same sex as the student(s), and in any event a teacher, counselor, or administrator of the same sex as the student shall be present during the interview.
- D. During the interview, the student(s) involved will be given the opportunity to state his/her side of the incident, to identify any witnesses to corroborate his/her statements, and to provide input as to the possible resolution of the situation.
- E. If the Building Principal and Superintendent find that measures are required during the period of investigation to alleviate the potential misconduct/harassment, such as separation of the students involved or close monitoring of the students, such measures shall be taken until the investigation is completed.
- F. If agreed to by all involved, the Complainant(s), the accused and the Superintendent and Building Principal, will attempt to resolve the situation by reaching an initial agreement at a conciliatory meeting. Prior to the conciliatory meeting, a parent/guardian of all involved students shall be consulted and given the opportunity to attend.
- G. At the conciliatory meeting, each student will be given the opportunity to state his position, and an opportunity to provide input to reach resolution. The Superintendent and/or Building Principal will prepare a written record of the conciliatory meeting on an incident summary form (Form B).

- H. If the student(s) involved arrive at a mutually satisfactory resolution at the conciliatory meeting, the disposition shall be placed in writing and each student shall acknowledge his satisfaction with the results by signing the writing. A parent/guardian representing each student involved will also be required to agree, via their signature, to any mutually satisfactory resolution, in all cases, whether attending the conciliatory meeting or not.
- I. If neither a conciliatory meeting nor further informal procedures are agreed to by all parties, or if the parties are unable to reach a mutually acceptable resolution at the conciliatory meeting, or if the Superintendent and/or the Building Principal deem it necessary, a fact-finding investigation will take place.
- J. A written record of the fact-finding investigation including witness interviews, findings of the investigation and recommended action shall be made on Form C.
- K. The results of the fact-finding investigation will be shared with the Complainant and the accused student.
- L. If the charges are substantiated, appropriate disciplinary action will be taken which may include suspension and/or expulsion following a hearing before the Board of School Directors in accordance with a hearing before the Pennsylvania Department of Education regulations.
- M. If appropriate, information will be filed with the authorities for violations of the Pennsylvania Crimes Code.

-Section 703 of Title VII of Civil Rights Act of 1964; Sec 5 (a) Pennsylvania Human Relations Act; Title IX of the 1972 Education amendments.

-EEOC Guidelines on Sexual Harassment, Fed. Reg. Vol. 45, No 219 PHRC Guidelines; PA Bulletin, Vol. 11, No. 5; Policy Memo, Office of Civil Rights, USDE, August 1981.

-DOE, OCR guidelines on Sexual Harassment, Fed. Reg. Vol. 62, No. 49 p. 12034, et. seq. (March 13, 1997)

Title IX Coordinator for
Chartiers-Houston School District
Business Manager
2021 West Pike St.
Houston, PA 15342
724-746-1400
FAX: 724-746-3971

APPENDIX C

SCHOOL POLICIES

These policies adopted by the Charters-Houston Board of School Directors deal with student issues. The complete policies are available for public review at the Charters-Houston Administration Building, Allison Park Elementary School and the Charters-Houston Jr./Sr. High School.

SERIES 200 -PUPILS

<u>POLICY No.</u>	<u>POLICY NAME</u>
201	Admission of Beginners
203	Attendance
204	Tuition Students
205	Admission of Student's Disciplined by Other School Entities
206	Eligibility of Nonresident Students Living With Resident Adults Other Than Their Parent/Legal Guardian
207	Placement of Students
212	Immunization and Communicable Diseases
214	Health Examinations
216	Administration of Medication During School Hours
217	Smoking/Tobacco Use and Possession
218	Terroristic Threats
220	Commencement Participation
222	Corporal Punishment
223	Student Discipline
224	Dress Grooming
225	Student Expression/Development of Writing Skills
229	Care of School Property
230	Student Searches
232	Students and the Police
234	Locker and Desk Searches
236	Drug and Alcohol
238	Telephone Paging Devices and Cellular Telephones
240	Use of Motor Vehicles
241	Motor Vehicles Searches
248	Student to Student Sexual Misconduct/Harassment
249	Student/Employee Sexual Misconduct/Harassment
250	Grading of Student Progress
251	Pennsylvania Student Assessment
257	Laser Pointers
258	Weapons and Dangerous Instruments
259	Anabolic Steroids
260	Student Records – Regular Education Students
261	Student Records – Exceptional Students and Students Thought To Be Exceptional
262	Procedure for Section 504 and Chapter 15 Students
270	Internet Use by Students

POINT-OF-SALE DEBIT SYSTEM AND CHARGE POLICY

1. **PURPOSE** – Pursuant to the National School Lunch Act, 42 U.S.C.A. 1751, et seq., and the Child Nutrition Act of 1996, 42, U.S.C.S. 1771, et seq., the Charters-Houston School District operates a school meal program for all of its students and wishes to engage in a computerized point-of-sale debit system for the purchase of meals. The computerized point-of-sale debit system allows for the changing of a limited number of meals.

2. **AUTHORITY**- the Board authorized the implementation and administration of the computerized point-of-sale debit system in accordance with the guidelines set forth within this policy.

3. **DEFINITIONS-**

Student Account- Individual account assigned to each student in the Charters-Houston School District for accounting purposes for the purchase of meals and food items.

PIN Number- Personal Identification Number assigned to each student within the Charters-Houston School District, which accesses his or her student account.

Individual Participation Report-A report generated by the Charters-Houston School District and sent to the student's parent/guardian upon request or in the event that the student charges meals. This report reflects the activity on the student's account including the number of meals purchased or charged, other food purchases, and the outstanding balances. Reports are sent home with students or in some circumstances, the reports are sent via mail to the parent/guardian.

Meal- Breakfast or lunch provided by the Charters-Houston School District for all students. Milk is offered to students with breakfast and lunch meals.

Alternative Meal-Food items offered to students after they have exceeded the charge limit as defined in this policy. The alternative meal may not be the food item as published on the school district's menu, but will meet the nutritional guidelines set forth by the U.S.D.A. The student shall be charged the full price for this meal and shall be responsible for the payment of such. Failure to pay for the alternative meal provided and any outstanding balance may result in civil action by the School District for collection of the outstanding balance.

Snacks or A La Carte Items - all food items other than meals, available for sale in the Charters-Houston School District.

4. **GUIDELINES**

1. All students and parents/guardians will receive a copy of the policy at the beginning of the school year or upon subsequent entrance to the School District if the student enters midyear. This policy will be included in the Student Handbook.

2. All students will be assigned a Personal Identification Number (PIN).

3. Students access their account, by providing their PIN to the cash register attendant.

4. Use of the computerized point-of-sale-system

a. Students may pay for meals or food items each day with cash.

b. Students may apply money to their account at any time to be used to purchase meals or food items at a later date (Debit System).

c. In the event that the student does not have cash to pay for his meal or insufficient funds in his account, the student will be permitted to charge a meal only (not a la carte food items).

d. The charge limit per account for school student will be no more than five (5) meals per year.

e. The charge limit on any student account shall not exceed \$5.00.

f. No elementary student or disabled student will be denied an alternative meal even after the student has exceeded his or her limit on his/her account.

g. Jr./Sr. high school students will not be afforded an alternative meal once they have exceeded their charge limit on their account.

- h. Students cannot charge snacks or a la carte items if their account reflects an outstanding balance.
- 5. A participation report will be sent to the parent or guardian upon parental request or in the event that student exceeds charge limits.
- 6. In the event a student is close to exceeding or exceeds the \$5.00 charge account limit, or has accumulated (3) charged meals within a school year, a written individual participation report shall be sent to the student and the parent /guardian. This report shall show all activity on the account. Students will be expected to pay the outstanding balance in full on their account. If the student fails to pay balance, the Food Service Director, the building administrator, and the parent/guardian will discuss the infraction.
- 7. Students receiving reduced-priced meals will be treated under this policy in the same fashion as those students who receive full-priced meals.
- 8. Nothing in this policy shall require the School District to replace stolen or lost student cash for meal purchases for reduced or full-priced meals.
- 9. \$20.00 processing fee shall be charged against student accounts in the event that a check is returned for non-sufficient funds. If a family issues more than one check per year that is returned for insufficient funds, the Food Service Department will only accept payment in cash.
- 10. Authorize the Superintendent in cooperation with the Food Service Director to create regulations for implementation of this policy.

CHARTIERS-HOUSTON SCHOOL DISTRICT POLICY GUIDE

POLICY NO. 904 – PUBLIC COMPLAINTS

- 1. PURPOSE:** Any resident or community group shall have the right to present a request, suggestion, or complaint concerning District personnel, program or the operations of the District. At the same time, the Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide a fair and impartial manner for seeking appropriate remedies.
- 2. AUTHORITY-** Any misunderstandings between the public and the School District shall be resolved by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences that more formal procedures will be employed.
- 3. DELEGATION OF RESPONSIBILITY-** Any requests, suggestions or complaints regarding Board members and the Board shall be referred to the Superintendent for consideration and action. In the event that further action is warranted, based on the initial investigation, such action shall be in accordance with the following procedures.

4. GUIDELINES

A. Matters Regarding a Teaching Staff Member

First Level: A matter specifically directed toward a teaching staff member shall be addressed, initially, to the concerned staff member who shall discuss it with the complainant and make every effort to provide a reasoned explanation or take appropriate action within the teacher's authority.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the building principal.

Second Level: If the matter cannot be satisfactorily resolved at the first level, it shall be discussed by the complainant with the building principal.

Third Level: If a satisfactory solution is not achieved by discussion with the building principal, the principal shall attempt to schedule a conference with the Superintendent. The principal will furnish to the Superintendent a report, which will include:

- the specific nature of the complaint and a brief statement of the facts giving rise to it;
- the respect in which it is alleged that the complainant (or child of complainant) has been affected adversely; and
- the action which the complainant wishes taken and the reasons why it is felt that such action is taken.

Fourth Level: Should the matter still not be resolved by the Superintendent, or if it is beyond the Superintendent's authority and requires Board action, the Superintendent shall furnish the Board with a complete report.

The Board, after reviewing all material relating to the case, shall provide the complainant with its written decision and grant a hearing before the Board or a committee of the Board. The complainant shall be advised in writing of the Board's decision, no more than ten (10) days following the hearing.

B. Matters Regarding an Administrative Staff Member:

In the case of a complaint directed toward an administrative staff member, the general procedure specified in Part A shall be followed. The complaint shall be discussed, initially with the person toward who it is directed and if satisfactory resolution is not achieved at this level, the matter shall be brought, as required, to higher levels in accordance with the organization of the District, terminating with the Board.

C. Matters regarding a Non-instructional Staff Member:

In the case of a complaint directed toward a non-instructional staff member, the same procedure is to be followed as in Part A.

D. Matters regarding a Program or Operation:

A request, suggestion or complaint relating to a matter of District or school policy, procedure, program or operation should be addressed, initially to the building principal or the head of the nonprofessional department who is most directly concerned; and then brought in turn, to higher levels of authority in the manner prescribed in Part A.

The principal shall meet with the complainant to determine if the objections can be resolved. If not, the complaint shall be submitted to the Superintendent or a designee who will serve as a chairperson. If the complaint originates at the elementary level, two (2) teachers from the appropriate grade level, an elementary principal, and the Superintendent or Designee shall comprise the committee.

E. Matters Regarding Pupil Progress and Well-Being:

In the case of a complaint directed toward this area, the general procedures specified in Part A shall be followed.

GLOSSARY

Alcoholic Beverage – A liquid intended for consumption with a percentage of alcohol content, including but not limited to, liquor, beer, wine and grain alcohol. A liquid containing alcohol for medical purposes and necessary to the treatment of an existing condition shall be included within this definition if properly registered with the School Nurse.

Anabolic Steroids – Any material, compound, mixture or preparation included under Schedule 111 (vii), of the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, as amended.

Beeper (Telephone Paging Device) - An electronic or electrical device which generally is small enough to be carried in an individual's hand, in a pocket, or clipped to a belt, and which emits a sound designed to alert the individual that another person is trying to contact him or her. The prohibitions/penalties established herein for students in possession of beepers shall not apply to a student who is in possession of the beeper due to the medical condition of an immediate family member, or who is a member of a volunteer fire company, ambulance or rescue squad, **PROVIDED HOWEVER**, that the student has promptly advised the Building Administrator of the circumstances giving rise to the student's possession of the beeper, and the Building Administrator has approved the student's possession of the beeper.

Bullying - Physical behaviors including unwanted touching or use of force or threat of force. Expressive behaviors or verbal behaviors which cause substantial disruption, provides a well-founded reasonable expectation that it will cause disruption of class work or the education process, invades the rights of others, or is lewd, vulgar, or profane.

Cellular Phone – Any form of portable telephone, whether analog or digital, which is not the property of the Chartiers-Houston School District, and/or which a student has not been authorized by an appropriate official or representative of the School District to use during the school day, on school property, or at a school event or activity.

Classification/Discipline Guidelines - Each incident of student misconduct within the Chartiers-Houston School District shall be characterized as a Level I Offense, Level II Offense, Level III Offense or a Level IV Offense, depending on the nature of the misconduct and/or frequency of occurrence.

Controlled Substance - A drug, substance or immediate precursor included within Schedules I through V of the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act as amended. Controlled substances shall include, but not limited to, opiates and opium derivatives (heroin, morphine), compounds or mixtures containing hallucinogenic substances (LSD, mescaline, peyote), marijuana, narcotics (cocaine), amphetamines and barbiturates.

Cooperation - Manifestation by student of willingness to work with the Staff/Administration in the investigation of a violation of this Policy, and with any support team to which the student is referred for remediation.

Crowd-control Substances or Devices - Items of the nature used by enforcement authorities to control crowds. As used herein, this term shall include, but not be limited to, pepper gas, tear gas, mace, spray foam, etc.

Detention - The period of time during which the student shall be required to remain beyond school as a result of violation of reasonable rules and regulations of the Chartiers-Houston School District. It shall be the student's responsibility to report to detention with sufficient school work to keep him/her busy for the entire period, the length of which shall be consistent throughout the District and shall be set forth by the Superintendent.

Drugs – Substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in man or other animals, and non-food substances intended to affect the structure or any function of the human body or other animal body.

Drug Paraphernalia - Any equipment, material, device or container of any kind used, or designed for use, in growing, manufacturing, processing, preparing, packaging, storing, containing, concealing, injecting, ingesting, or inhaling a controlled substance, prescription drug, drug or alcoholic beverage.

Excused Absence - The absence from school/curricular activities of a student enrolled in the Chartiers-Houston School District as a result of the student's illness or need to obtain professional health care or therapy service, provided appropriate evidence of the same is provided to the Building Administrator; observance of a religious holiday of a bona fide religious group; receipt of religious instruction, subject to the limitations and procedures established by the Public School Code of 1949, as amended; death in the immediate family/student's household; receipt of tutorial instruction in a field not offered in the School District's curricula, provided prior approval of the District Superintendent is obtained; participation in fieldtrips/competitions/events approved by the Board of School Directors; participation in non-school district-sponsored educational tours and trips, provided prior approval of the Building Administrator is obtained, and subject to any conditions attached to such approval; weather emergency/impassable roads.

Expulsion - Exclusion from school for a period exceeding ten (10) school days, which may include permanent expulsion from the school rolls, in accordance with the requirements set forth herein.

In-School Suspension - Placement of a student in a restricted area during which time the student shall be required to complete class work as directed by the teacher's involved. Students may be suspended for one class period, a portion of the day, or the entire day, but in no case shall the period of in-school suspension exceed ten (10) consecutive days.

Look-alike Drug, Substance, Liquid, or Device - A non-controlled drug, substance, liquid, or device, which in its overall appearance substantially resembles in size, shape, color and markings or lack thereof, a controlled substance, drug, liquid, alcoholic beverage, or device or which is packaged or enclosed in a container substantially similar to that accompanying or containing a specific controlled substance, liquid, drug, alcoholic beverage or device.

Look-alike Weapons - Any tool, instrument or implement that, in the judgment of the Building Administrator, reasonably appears to be a weapon as defined herein. The prohibitions/penalties established herein for students in possession of look-alike weapons shall not apply where the look-alike weapon is possessed in conjunction with a lawful, Chartiers-Houston School District supervised course, program or activity.

Loss of Privileges - Revocation of a student's privilege to participate in extracurricular functions, both athletic and non-athletic.

Personal Digital Assistant - Any small hand-held device that provides computing and information storage and retrieval capabilities, often for keeping calendars and address book information, where said device is not provided by the School District for student's use.

Prescription Drug - Those drugs, which pursuant to Federal law, may be dispensed only upon prescription from a licensed physician.

Public Display of Affection - Engaging in display of affection in school, on school grounds, or at a school event.

Sexual Harassment - See Appendix B

Suspension - Exclusion from school for a period of up to ten (10) consecutive school days, in accordance with the requirements set forth herein.

Tardy- The failure of a student, without prior permission or approval based on a valid reason, to arrive on or before the designated time at school, in the assigned homeroom, in the assigned classroom or at any other location established by the student's schedule or designated by the Building Principal, a teacher, the school nurse, or another adult under whose supervision the student is placed during the school day. Notwithstanding the foregoing, a student's failure to arrive at school on or before the beginning of the 1st period of the day without prior permission or approval based on a valid reason, or the student's departure from the school building prior to the beginning of the 5th period of the day without prior permission or approval based on a valid reason, shall constitute, at a minimum, one half-day of unexcused absence.

Unexcused Absence- The failure of a student enrolled in the Chartiers-Houston School District to attend school, without prior approval or valid reason as identified herein for "excused absence", to attend school or any required school activity of function. "Unexcused absences" shall include, but are not limited to, situations where the student is needed at home, missed the bus, participated in a trip not approved on advance, goes shopping, celebrates a birthday or other occasion, goes to work (except pursuant to an approved work-study program), is incarcerated or otherwise subject to court-ordered placement which prevents attendance at the schools of the district. Absences previously approved shall also constitute unexcused absences if the student fails to fulfill all conditions and/or criteria identified at the time the absence was originally approved, in the time frame originally established for fulfillment of such conditions/ criteria.

Weapon- Any tool, instrument or implement capable, or having the appearance of being capable, of inflicting bodily injury and possessed or used under circumstances not manifestly appropriate for or reasonably related to educational purposes. As used herein, the term "weapon" shall include but not limited to, any knife, cutting instrument, cutting tool, club, chains, blackjack, metal knuckles, explosive device, nun-chuck stick, shotgun, rifle, firearm, gun or similar device from which a projectile may be discharged, (including pellet guns, B.B. guns, etc.) and firearm or other weapon (which is not loaded or which lacks a component or device necessary to render it immediately operable). The prohibitions/penalties established herein for students in possession of the weapon is in conjunction with a lawful, Chartiers-Houston School District supervised course, program or activity.

Title I Parent-School Compact
Allison Park Elementary School
2023-2024

The Allison Park Elementary School and the parents/guardians of the students participating in the activities, services and programs funded by Title I, of the Elementary and Secondary Education Act agree that this policy outlines how parents, the entire school staff and the students will share the responsibility for improved academic achievement and the means by which the school, parents, and families will build and develop a partnership that will help children achieve the state's high standards.

Allison Park Elementary School Responsibilities

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enable the participating children to meet the state's student academic achievement standards
2. Accommodate students' learning styles by using a variety of instructional methods
3. Flexible grouping (RTII) movement and instruction driven by test data, as well as provide small group instruction for students if needed
4. Provide parents/guardians with frequent reports of their child's progress: progress reports every 4.5 weeks, report cards every 9 weeks, and Parent Teacher conferences after the 1st nine weeks in grades 1-6.
5. Staff may be contacted by phone, email, or notes in the agenda or take home folders.
6. Provide Parent and Family Engagement Nights to encourage partnering for student success.

Parent/Guardian Responsibilities

Parents/Guardians who participate in their child's education will help his/her attitude and achievement.

1. Provide a quiet home environment and schedule time for my child to read and complete school work.
2. Ensure my child has good attendance and arrives at school on time and ready to learn.
3. Ensure my child reads for at least _____ minutes a day and works toward a goal for Accelerated Reader points.
4. Communicate with my child's teachers any concerns I may have.
5. Attend Open House, Parent Conferences, and Special Events.

PARENT/GUARDIAN'S SIGNATURE

Student Responsibilities

Students will share the responsibility to improve their academic achievement and achieve the state's high standards.

1. Be safe, responsible, and respectful.
2. Have good attendance and come to school every day ready to learn.
3. Complete all homework and classroom assignments on time and to the best of my ability.
4. Read every night for a minimum of _____ minutes.
5. Ask my teacher questions when I don't understand something.

STUDENT'S SIGNATURE

Allison Park Elementary School

TITLE I COMPLAINT RESOLUTION POLICY

Introduction

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

Definition

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

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

Complaint Resolution Procedures

1) Referral – Complaints against schools should be referred to the District’s Federal/State Programs Office:

Nicole Bockstoe, Federal Programs Coordinator
Allison Park Elementary
803 McGovern Rd.
Houston, PA 15342

2) Notice to School – The Federal/State Programs Office will notify the school Superintendent and Principal that a complaint has been received. A copy of the complaint will be given to the Superintendent and Principal with directions given for the Principal to respond.

3) Investigation – After receiving the Principal’s response, the Federal/State Programs Office, along with the Superintendent, will determine whether further investigation is necessary. If necessary, the Federal/State Programs Director and the Superintendent may do an onsite investigation at the school.

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

5) Report and Recommended Resolution – Once the Federal/State Programs Director has completed the investigation and the taking of evidence, a report will be prepared with a recommendation for resolving the complaint. The report will give the name of the party bringing the complaint, the nature of the complaint, a

summary of the investigation, the recommended resolution and the reasons for the recommendation. Copies of the report will be issued to all parties involved. The recommended resolution will become effective upon issuance of the report.

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

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

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

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

**Allison Park Elementary
McGovern Road – Houston, Pennsylvania 15342 – 724-745-4700**

POLICY

GUIDE

Title: TITLE I PARENT

INVOLVEMENT

Adopted: 7/15/02

Revision: _____

POLICY NO. 112

TITLE I PARENT INVOLVEMENT

1. **PURPOSE** The Board recognizes that parental involvement contributes to the achievement of the academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents/guardians, and community.
2. **GUIDELINES:** When developing and implementing this policy, the district shall ensure the policy describes how the district will:
 - 1) Involve parents/guardians in the joint development of the district's overall Title I plan and the process of school review and improvement.
 - 2) Develop activities that promote the schools' and parents'/guardians' capacity for strong parental involvement
 - 3) Involve parents/guardians in an annual meeting to review the content and effectiveness of the policy in improving the academic quality of schools served under Title I. Parents/Guardians will also be given the opportunity to plan activities, offer suggestions, and to ask questions regarding policies and programs.
 - 4) In addition to the required annual meeting, additional parent/guardian meetings such as Parent Teacher Conferences, Open House, PFO Meetings and Washington County Federal Programs Coordinators Parent Workshops shall be held at various times of the day and evening throughout the year.
 - 5) Identify barriers to participation by parents/guardians who are economically disadvantaged, are disabled, have English proficiency, have limited literacy, or are of any racial or ethnic minority.
 - 6) Involve parents/guardians in the activities of the schools served under Title I, such as the Winter & Spring Carnivals as well as A Walk through Allison Park, offer hands on activities that parents may use to help their children to succeed.
 - 7) A Parent/School Compact shall jointly be developed with parents/guardians of students, and the school staff outlining the manner in which parents/guardians, school staff, and students share responsibility for improved student achievement in meeting academic standards.
 - 8) This policy shall be incorporated into the district's Title I plan and shall be evaluated annually at the annual Spring meeting, with parent involvement.

Statutory Reference: 20 U.S.C.A. & 6318

CHARTIERS-HOUSTON SCHOOL DISTRICT Policy No.: 650

**POLICY NO. 650
STUDENT MEALS - FREE AND REDUCED LUNCHES AND PAYMENT POLICIES**

1. PURPOSE To ensure that our Food Service Department has a policy in place to communicate consistent guidelines and procedures to Parents/Guardians, students and staff. The Chartiers-Houston School District offers the National School Breakfast and Lunch programs for all of its elementary school students in accordance with the Healthy Hunger - Free Kids Act of 2010 and Act 55 of 2017, 24 P.S. Section 13-1337. The School District also operates a school lunch program for its junior and senior high school students. In accordance with Federal Law, State law, and USDA Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

2. AUTHORITY The Chartiers-Houston School Board authorized the implementation and administration of the student meals policy in accordance with the guidelines set forth herein, and authorizes and directs the Administration to enforce the policy.

3. DEFINITIONS Student Account - Individual account assigned to each student in the Chartiers-Houston School District for accounting purposes for the purchase of meals and ala carte food items.

Meal - Breakfast or lunch provided by the Chartiers-Houston School District for all students. Milk is offered to students with breakfast and lunch meals.

Snacks or ala Carte Item - All food items other than meals, available for sale in the Chartiers-Houston School District cafeterias.

Bad Debt - Unpaid meal charges totaling \$100 or more, or unpaid charges of students who have been withdrawn from the School District and whose Parents/Guardians are not complying with an agreed upon payment plan.

Delinquent Debts - unpaid meal charges when payment is overdue. The debt is considered delinquent as long as efforts are being made to collect it.

4. FREE AND REDUCED MEALS

- Meals are available and provided for families who meet the federal guidelines.

- All children receiving food stamp benefits are eligible for free meals. If a Parent/Guardian received a Notice of Direct Certification Letter for free meals from the School District, he/she does not need to complete a new application to participate in the free and reduced lunch program.
- Free and Reduced Applications will be mailed to elementary student families every August before school begins. One application is to be used for all students in the household.
- Newly enrolled students will receive an information packet with a free and reduced application and a copy of this policy. This policy will also be posted on the School District's cafeteria bulletin boards, in Student Handbooks and at the Food Service Department Web Page at **www.chbucs.K12.pa.us**. All students will receive a copy of this policy at the beginning of each school year.
- Applications can be dropped off in School District offices. Students may also return completed applications in a sealed envelope to their homeroom teachers. Applications also can be mailed to the Chartiers-Houston High School Food Service Dept., 2050 West Pike St. Houston Pa.15342
- Free and reduced meals can also be applied for on line at **www.compass.state.pa.us**. Parents/Guardians may apply for free and reduced meals at any time during the school year.
- Parents/Guardians of new kindergarten students can complete an application at the kindergarten orientation and hand-deliver it to the Food Service Director or Elementary Office to ensure that the application is approved before school begins.
- The School District cannot approve an application that is not complete, and is not responsible for applications that do not reach the School District for approval. All applications are reviewed in the order that we receive them. If a Parent/Guardian does not hear from the School District in writing or by phone within 15 days after submitting the application, he/she is urged to please contact the Food Service Director.
- Parents/Guardians will be notified by mail with a letter relating to their child/children's eligibility. Parents/Guardians should contact the Food Service Director 724-745-3350 Ext. 204 if their child/children's name/s are not on the School District's approval letter, or if there are any other concerns.
- Children who were approved for participation in the Program in the previous year, will begin each year with the previous year's approved application. However, a new application must be completed and on file each year, to allow the children to continue to receive free or reduced meals. Parents/Guardians are advised that after the first 30 serving days a child will be charged for meals if the School District does not have a new approved application on file.
- Monthly menus will be sent home with the elementary students and posted on the Food Service Department's web page, on bulletin boards and in classrooms. The ala carte / meal price list can also be viewed on the web page, and will be posted in the cafeterias.

- The School District shall make appropriate food service meal accommodations to students with a disability or a special dietary need such as a severe allergy. Parents/Guardians must contact the Food Service Director for this service.

5. COMPUTERIZED POINT OF SALE DEBIT SYSTEM

- Individual accounts will be assigned to each student for accounting purposes for the purchase of meals and ala carte food items.
- All students will be assigned a personal identification number (PIN) and a personal picture for identification. Students access their accounts by providing their PIN number to the cafeteria cash register attendant.
- Students may apply cash or check to their cafeteria accounts during breakfast or lunch for all food purchases. A \$20.00 fee will be charged to a student's account for non-sufficient fund checks.
- Parents/Guardians are encouraged to set up student cafeteria accounts at **myschoolbucks.com**. This site provides convenience and control of a student's spending. At this site Parents/Guardians can deposit funds for a small charge and view students' balance and purchases. This site is user friendly, secure and provides tech support at 1-855-832-5226. Parents/Guardians will need their student's pin number to set up an account.
- Upon request of a Parent/Guardian, an individual participation report will be generated by the Food Service Director and mailed or sent home with the student. This report reflects all activity on the student's account.
- Student account balances, both positive and negative, are maintained on record at the end of the school year and carried over as the beginning balance for the next year.
- Account balances will only be refunded upon parental request when a student leaves the School District permanently. Positive balances may be transferred to another student's account upon written Parental/Guardian request to the Food Service Director.

6. CHARGING OF MEALS AND ALA CARTE FOOD ITEMS

- Any student who requests a school meal will be provided one regardless of whether the student has money to pay.
- A student who cannot pay for a school meal or who owes money will not be publicly identified or stigmatized.
- A student who cannot pay for a school meal will not be required to perform chores or other work to pay for school meals.

- Communications regarding money owed by a student for school meals will be made to the Parent/Guardian and not the student.
- A student will not be required to discard a school meal after it was served, due to the student's inability to pay for the meal, or because of the amount of money owed by the student for prior school meals.
- The School District will only withhold meals from a student if the Food Service Director receives a prior written direction from a Parent or Guardian specifically authorizing the School District to do so. Contact the Food Service Director to provide this directive. The School District will not accept phone calls for this procedure; it must be written documentation and filed on record. If a Parent or Guardian chooses this option, food can be removed from the student by the cashier at the register.
- Students are not permitted to charge ala carte snack items or second meals. Students must have funds for ala carte purchases; otherwise, ala carte items will be removed from the student tray by the cashier, in a respectful manner.

7. RECOVERY OF THE PRICE OF OVERCHARGED MEALS

- When a student owes \$ 5.00 or more, a report of student account balance letter will be mailed to the Parent/Guardian at the address on file. The School District will mail delinquent letters approximately every two weeks.
- When a student owes over \$100.00 the Parent/Guardian will receive a letter from the School District explaining its collection procedures. Principals will also make attempts to reach Parents/Guardians by phone throughout the year.
- All student accounts are required to be paid in full by the end of June each school year.
- If a Parent or Guardian is having problems paying for meal charges, the School District will make every effort to work with the family to establish a payment plan. Please contact the Food Service Director for a payment plan.
- All delinquent charges will continue to accrue to the student school meal account during the school year if the debt has not been paid.
- Any senior student who has a negative balance, will not receive a diploma at graduation; the diploma will be held until the delinquent balance is paid in full.
- Failure to pay for meals owing \$100.00 or more will be considered bad debts as of June of each year. They will result in civil action by the School District for collection of outstanding balance plus court costs in July of each year. This includes families who have moved out of our School District.
- If the School District receives funds donated in general to the Food Service Program, or specifically to defray the cost of meals to students, these funds will be applied to individual delinquent student accounts, beginning with the longest

outstanding delinquencies. Donations can be made by contacting the Business Manager. Any family that has moved out of the School District and has not requested a refund of their child's account by the end of the current school year, will be considered as having donated the balance, which will be applied to a delinquent student account as set forth herein.

Welcome to the 2023-2024 school year. We have worked hard and planned all summer in anticipation of beginning an exciting and rewarding year with your child. In order to ensure a successful year, we need your continual help and support in establishing guidelines that will direct our action throughout the course of your

child's educational experience. In order to verify that both parents/guardians and students have received a copy of the attached item **YOU ARE EACH** asked to **SIGN** this page and **RETURN** it to your homeroom teacher by **Friday, September 29, 2023.**

DISTRIBUTION OF RIGHTS AND RESPONSIBILITIES

The Pennsylvania School Code – Chapter 12 requires that each school district secure and maintain documentation that all students and their parents/ guardians have been informed of Student Rights, Student Responsibilities and school rules/procedures. Your signature acknowledges receipt of a copy of the following: Student Rights, Student Responsibilities, Charters-Houston School District rules and disciplinary procedures.

Students
Signature_____

Parent/Guardian
Signature_____

Parent/Guardian
Signature_____

CHARTIERS-HOUSTON SCHOOL DISTRICT PHOTO CONSENT FORM

Periodically pictures are taken of students in educational and athletic events. Your signature gives permission to Charters-Houston School District and other groups (such as a printer/designer or advertising agency), to photograph your likeness for the purpose of advertising and promotion. It also signifies that you understand you will receive no remuneration for your modeling services.

Student
Signature_____

Parent/Guardian
Signature_____

Student Name (Please Print)_____

Home Mailing Address_____

Date_____ Grade_____

Homeroom Teacher_____

PERMISSION TO USE THE INTERNET/DISTRICT NETWORK

The use of the Internet plays a vital role in today's educational setting. However, with these advances in technology, some risks are incurred. The Chartiers-Houston School District will use its best efforts to block inappropriate access and limit use only to those areas that are age appropriate and of educational value. The handbook you received contains the Chartiers-Houston Responsible Use Guidelines for Users.

As a student, your signature signifies that you have read, understand, and will accept and abide by the guidelines. Any violation of these provisions will result in your loss of use privileges, suspension from school, and/or appropriate legal action.

As a parent, your signature signifies that you recognize the importance of your child becoming technologically aware in an increasingly technological society, and permit your child to use the Internet access provided by the School District.

Students

Signature_____

Parent/Guardian

Signature_____

Parent/Guardian

Signature_____

If this form is not signed and returned to Allison Park, your child
will not have the supervised use of the internet.
PLEASE RETURN TO YOUR HOMEROOM TEACHER BY
Friday, September 29, 2023.

This section must be signed by a Chartiers-Houston School District Teacher.

I certify that_____ has successfully completed the training required for the use of the Chartiers-Houston Internet network facilities.

Teacher

Signature_____

Date_____

Please return this signed permission form to your teacher who will keep it on file.

Public Notice

DIRECTORY INFORMATION: Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information may include, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports, height and weight of members of an athletic team, degrees, honors and awards received, and the most recent educational agency or institution attended.

Directory information does not include a student's social security number or student ID number.

The District shall give public notice of such designation and of the right of parents or guardians to opt out of disclosure of such information.

Student's Signature _____

Parent Signature _____

Students Name _____
(please print)

Mailing Address _____

Date _____ Grade _____ Homeroom _____

Return this page to Building Offices