

**Penn-Trafford  
School District  
2017 - 2018**



**Elementary Handbook  
Grades K-5**

# PENN-TRAFFORD SCHOOL DISTRICT

## Vision

The Board of Director's vision for the district in two years when Penn-Trafford is operating at its ideal best incorporates the following:

- All students will have a customized learning plan that best aligns with their interest, level and need.
- Experiential learning will occur through internships, simulations, observations and instruction embedded in real life experiences.
- Virtual instructional tools will support customized learning where the primary goal is learning without the barrier of time.

## Beliefs

The Penn-Trafford Board of Directors believes:

- All students not only can learn, but they have an innate desire to learn.
- Education should be customized to “meet” students at their interest and ability level.
- Soft skills and language acquisitions are critical educational components for success in the 21<sup>st</sup> Century and beyond!

\* *21<sup>st</sup> Century Soft Skills*

- *Attitude – ethics and values*
- *Adaptability / flexibility*
- *Problem solving*
- *Leadership*
- *Thinkers*
- *An understanding of world diversity*
- *Teamwork*

## **Forward**

Communication between the parents and the school is essential if we are to fulfill our mutual responsibilities to the child. This booklet will provide parents with important information about Penn-Trafford's elementary schools. Parents and teachers working together will make each child's school life more profitable and enjoyable.

This booklet will serve as one means of communication between parents and teachers. Open House before school and parent-teacher conferences held during the school year serve as other forms of communication. The better we know one another, the better we will be able to work together.

## **Buildings**

**District Administration Building..... 724-744-4496**

**Jeffrey Swartz, Principal**

Harrison Park Elementary...K-5 - 724-744-2161

**Daniel DiNapoli, Principal**

Level Green Elementary ...K-5 - 412-372-6603

**Joseph A. Marasti, Jr., Principal**

McCullough Elementary ...K-5 - 724-744-7441

**Karin Coiner, Principal**

Sunrise Estates Elementary...K-5 - 724-864-6700

**Daniel DiNapoli, Principal**

Trafford Elementary.....K-5 - 412-372-6600

All District policies can be found on the District website: [www.penntrafford.org](http://www.penntrafford.org)

## INDEX

Penn-Trafford School District Vision and Beliefs.....	2
Forward & Buildings .....	3

### THE CURRICULUM

Social Studies .....	5
English Language Arts (ELA).....	5
Mathematics .....	5
Science .....	6
Health .....	6
Music, Art and Physical Education .....	6
Libraries .....	7
Reporting Progress/Progress Notes .....	7
Promotion .....	7
Conferences .....	8

### RULES-REGULATIONS-POLICY

School Day .....	8
Attendance Policy / Tardiness / Truancy.....	9
Education Tours and Trips .....	12
Take Your Child To Work Day .....	13
Dismissal.....	13
Dental and Medical Appointments .....	13
Cafeterias .....	14
Transportation/Bus Rules .....	14
Withdrawals .....	15
Attitudes and Behavior .....	15
Computer Hardware/Software .....	16
Weapons Policy .....	16
Fighting .....	16
Tobacco Usage .....	16
Controlled Substances .....	17
Infractions/Consequences .....	17
Threats .....	18
Detention/Suspension .....	18
Care of Books .....	19
Weather Delays and Cancellations .....	20
Fire, Emergency Evacuation, Severe Weather, and Lockdown Drill.....	20
Student's Valuables .....	21
Health Service Procedures .....	21
Medication Guidelines Policy.....	24
Anaphylaxis Policy .....	29
Food Allergy Policy .....	32
Narcan Policy .....	35
Visitors in Building.....	37
Student Activity Policy .....	37
Care of School and School Grounds .....	37
Sexual Harassment/Harassment / Bullying .....	37
Dress Code .....	43
Privacy .....	43
Book Bags, Backpacks, and Gym Bag .....	43
Electronic Device Usage .....	43

### PUPIL PERSONNEL SERVICES DEPARTMENT

Elementary Counselors .....	44
Health Services .....	44
Psychological Services .....	44
Homebound Instruction Procedures .....	44
Testing .....	45
Title One & Additional Services .....	45
School Insurance .....	46
Report Card Schedules .....	47
School Calendar .....	48
Homework Guidelines .....	49
Appendix (Internet, Email, BYOD, and Network Access Agreement, and also Handbook Sign-off) .....	50

## ***Curriculum to the PA Core***

### **Social Studies**

In social studies, attention is given to the processes of living and working together. The experiences boys and girls have in this area are designed to aid them in developing the skills and needed essentials for living in our American democracy. In all of the approaches in teaching social studies, time is allotted to include important aspects of historical development and current events.

In kindergarten and first grade, children learn about their immediate environment - home, school, and neighborhood. In grades two and three, they explore their community and different types of communities around the world, such as fishing communities and farming communities. In grade four, children study the explorations of the New World and how this New World was developed and settled. The New World study consists of the entire western hemisphere. Pennsylvania history is also taught in grade four. In grade five, the social studies involve the study of the United States and its development. Economic education is taught at each grade level (K-5).

### **English Language Arts (ELA)**

Macmillan/McGraw-Hill 2014 is a comprehensive, research-based, K-6 ELA program. It gives educators the resources that all students need to succeed. High quality literature coupled explicit instruction and ample practice ensures that students grow as lifelong readers and writers. Macmillan/McGraw-Hill 2014 provides opportunities for multiple learning experiences and ideas for differentiated instruction. The series is one tool that is aligned to the Pennsylvania Core. Other resources may include: Novels, online reading resources, apps, and teacher generated materials.

For further information on the Pennsylvania Core, please visit the SAS website. <http://www.pdesas.org/>

### **Mathematics**

The purpose of the elementary mathematics curriculum is to provide a sequential program from kindergarten through fifth grade that will develop proper attitudes, interest, and proficiency. Mathematics is taught for its practical values and the opportunities it affords for developing methods of logical thinking, meeting present needs, and preparing for future mathematics requirements in daily living and in future education. Elementary mathematics is designed to give students the opportunity to discover new patterns and become increasingly aware of the important relationships in number systems. The characteristics of number systems and of mathematics in general are explored. While much emphasis is placed on structure, there is a thorough preparation in basic arithmetic skills, and a development of basic geometric concepts. Elementary math brings together ideas of arithmetic, algebra, geometry, and technology. Resources include enVision Math 2.0 2016, online mathematics websites, apps, and teacher generated materials. Ongoing Diagnosis & Intervention and daily Data-Driven Differentiation ensure that our math curriculum gives every student the opportunity to succeed.

For further information on our mathematics curriculum, please contact the school office or visit the SAS website for the Pennsylvania Core. <http://www.pdesas.org/>

## **Science**

Science is perhaps the “favorite subject” of most children. This is explained by the innate curiosity children have in the world around them. Children today have a greater association with science, especially with the developments of modern technology, than pupils did of years ago. The result is greater familiarity and curiosity.

In grades Kindergarten through five, Houghton Mifflin’s, **Science or Science Fusion**, is used in teaching science. The scope of science instruction revolves around a hands-on approach supplemented by a textbook and computer-assisted instruction. Throughout the child’s experience in science, the problem solving approach is the significant scientific process. STEM concepts may be introduced through the use of EIE, Engineering is Elementary, along with the creative use of hands-on experimentation. Through the solving of problems, children increase their ability to observe, see cause and effect relationships, manipulate materials, ascertain facts, and discover scientific principles.

Experiences and demonstrations are an important part of the program. A wide range of supplies and materials are available to use for these activities. Activities that are common elements of science instruction in the Penn-Trafford elementary schools are teacher-pupil planning, observing, demonstrating, committee work, collecting, and field trips.

## **Health**

Health is a hands-on program. The health program is comprised of learning experiences that contribute to the understanding, maintenance, and improvement of the health of pupils and thus should make a major contribution to total fitness. Concepts of personal nutrition, health, fitness, communicable diseases, drug and alcohol awareness and child welfare are dealt with by classroom discussion, demonstrations, and other accepted instrumental methods designed to meet the requirements of the group and the individual.

## **Music, Art, Physical Education**

Music, art, and physical education all help students to express themselves. Singing softly and learning to play rhythm instruments are musical activities that they enjoy. They are taught many songs, by rote in the first grade, and by note later. The students’ skill in music grows with their application. Instrumental instruction is available, on a limited basis, for fourth and fifth grade students. All fourth grade students will receive instruction with recorders.

Children love color — vivid color. They are encouraged to express themselves with crayons, finger paint, tempera paint, watercolors, and many other materials. As their awareness of beauty and their creative abilities grow, their work in art brings them increasing satisfaction and enjoyment.

Physical education aims to develop skillful body movement in sports and rhythmic activities; to develop fortitude and endurance; to teach game rules and the willingness to accept them; to appreciate strong and healthy bodies; and to be self-competitive.

### **Libraries**

Each Penn-Trafford elementary school is equipped with a centralized library to help each child broaden and enhance his reading experience. The library is a wonderland of pleasure and excitement for the young. They meet the characters of fun and fancy, and find the enjoyment to be had there. As children grow older and gain independence in reading, they enjoy stories of adventure, mystery, biography, and other types that are available at their reading levels. In addition to reading for pleasure, the children learn many aspects of independent research and library procedure. The library becomes an extension of the classroom as the children make use of information and resource material. Library Media instruction is taught in grades 4 and 5 in the Penn-Trafford School District.

### **Reporting Progress**

Each nine weeks your child will receive a report card. Please read the card carefully to understand the message it conveys to you. Your child's report card will tell you about his/her academic progress, effort, citizenship, and work habits. Remember that the card is an individual report. No two children are alike.

For that reason, it is unwise to compare your child's report with that of another child. Encourage your children to work to the best of their ability. They are probably making progress that is in accordance with their ability, if their report card shows satisfactory effort. You are encouraged to work with the teacher to ensure student achievement. If necessary there are various options that you may explore with the school staff to monitor student progress. You are encouraged to help your child develop life-long study habits by providing a study area and a daily study routine.

### **Progress Notes**

Report cards will be sent home every nine (9) weeks. The parents of any student doing unsatisfactory work or who has dropped two letter grades (A to C) between the fourth and fifth week of any period will be notified by the teacher. This will be done with the use of a District-wide Mid-Point Progress Report. (Grades one to five)

Please keep in mind that this is an indication of your child's progress during the first four weeks of a nine-week period. It is entirely possible that your child's performance could deteriorate after the mid-point and he/she could receive a D or F or unsatisfactory grade for the nine-week period. Access to your child's grades may also be found on PowerSchool. An individual password will be assigned to each student. We recommend frequent visits to PowerSchool to stay updated on how your child(ren) are currently achieving in all academic areas.

### **Promotion**

All students will be considered for promotion. Those students not meeting necessary standards and benchmarks for promotion will be considered for retention. The principal, in consultation with the appropriate counselor, teachers, and other professional personnel, shall make the final determination on any questions that may arise in implementing these guidelines.

When computing grades to be recorded, all subjects will use the following guidelines:

**Kindergarten**

- E - Skill is being demonstrated independently.
- S - Skill is demonstrated independently with minimal errors.
- N - Skill is being developed with frequent errors.
- U - Skill is introduced. Teacher assistance is needed.

<b><u>Grades 1 to 2</u></b>		<b><u>Grades 3 to 5</u></b>	
E	-	100% to 90%	- A
S+	-	89% to 80%	- B
S	-	79% to 70%	- C
S-	-	69% to 60%	- D
U	-	59% to 50%	- F

**Conferences**

Your child’s teacher will gladly arrange conferences. All elementary teachers should plan a parent-teacher conference during the first semester and one at an appropriate time during the second semester, if necessary. You may call your child’s teacher(s) at any time if you feel a conference is necessary.

If you have any questions about your child’s progress or about the report card, teachers may also be contacted via email. All professional staff members have a district email account. For example, Mr. John Doe would have this email address: [doej@penntrafford.org](mailto:doej@penntrafford.org).

A check on your child’s report card in the “conference desired” column will indicate that the teacher desires a conference with you. A visit to the school may prove to be the best investment you can make for your child’s welfare.

**Rules — Regulations — Policy**

**School Day**

<i><u>Normal school day</u></i>	<i><u>Early Dismissal day</u></i>	<i><u>2-Hour Delay</u></i>
<b><u>Grades 1 - 5</u></b>		
9:00 - 3:30	1:35	11:00
<b><u>Kindergarten</u></b>		
AM Session 9:00 - 11:45	9:00 - 10:45	11:00 - 12:45
PM Session 12:45 - 3:30	11:45 - 1:25	1:45 - 3:30



## **Attendance Policy**

The Board of Education of the Penn-Trafford School District requires the school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district involves a regular continuity of instruction, classroom participation, learning experiences, and study in order for students to attain academic standards and consistent educational progress. The interaction of students with one another in the classroom and their participation in planned learning activities under the supervision of school personnel are vital to the learning process.

Parents and guardians are legally responsible for their children's attendance at school and because of this parents and guardians may face legal action and students may face disciplinary action if students do not attend school regularly.

Section 1327 of the Pennsylvania School Code requires that every child of compulsory school age attend public school or private school meeting standards prescribed the State Board of Education. "Every parent, guardian or other person having control or charge of any child of school age is required to send such child to school." The Pennsylvania School Code (PS-13-1333) stipulates compulsory attendance and penalties for violations.

School sanctioned absences, although included in the student's absentee record, will not be a factor in determining a violation of the attendance policy. When students have missed 15% of the school year, they will not be excused from school for school activities including field trips, provided this provision shall not be applied in violation of the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

**Key Definitions for Attendance:** The following definitions are provided to help assist in understanding the policies and procedures established by the Board of School Directors.

**Compulsory School Age:** The period of a child's life from the time the child's parents elect to have the child enter school as a "beginner", which shall not be later than eight (8) years of age, until the age of 17 years. A "beginner" is a child who enters a school district's lowest elementary school grade that is above kindergarten.

**Kindergarten Attendance:** PA State Supreme Court states, "Once a parent/guardian elects to enroll a child in a public Kindergarten program offered by a school district. The child has 'entered school' and it is the duty of the parent/guardian to comply with PA's compulsory school attendance laws".

**Half Day Absence:** For purposes of truancy prosecution, illegal tardy minutes and/or illegal minutes missed at other times of the school day (i.e. class cuts), when added together, may constitute the equivalent of one half illegal day of absence from school.

**Full Day Absence:** Students who arrive after 1:30 P.M. will be charged with a full day absence. For purposes of truancy prosecution, illegal tardy minutes and/or illegal minutes

missed at other times of the school day, when added together, may constitute the equivalent of an unexcused day of absence from school.

**Tardiness:** Absence of a student at the time of a given class and/or when school begins.

Students are expected to be on time for the school's opening session and for every class or activity. There are only a few acceptable excuses for tardiness to school.

1. Severe weather conditions
2. Bus difficulties
3. Illness

When a student has accrued an excessive amount of tardies, the student's parents will be served a first warning/notice. Further tardies will be reported to the magistrate for legal action.

Tardy students are considered tardy to school until 10:30 AM, at which point, the student will be marked one half-day absent.

If you arrive at:	9:00 am	Homeroom
	9:01 am - 10:30 am	Child will be marked TARDY
	10:31am - 1:30pm	Child will be marked ½ DAY ABSENT
	1:31pm - 3:20pm	Child will be marked FULL DAY ABSENT

If you leave and don't return:		
	9:01 am - 10:30am	Child will be marked FULL DAY ABSENT
	10:31 am - 1:30 pm	Child will be marked ½ DAY ABSENT

Parents, students, and teachers should make every possible effort to keep tardiness at a minimum. Students who are tardy must report to the office upon entering the building.

**Truant:** The failure of a child and his/her parents or legal guardians to comply with the compulsory school attendance laws set forth in the Pennsylvania Public School Code. A child is truant when he/she accumulates three (3) or more school days of unexcused absence.

**Habitually Truant:** Six or more unexcused absences during the current school year.

**Unexcused Absence:** Any absence that is not due to one of the reasons for excused absences or an excuse is not turned in within three (3) days of the student's return to school after an absence.

**Excused Absence:**

Attendance is required of all enrolled students during the days that school is in session. A student's absence is excused if due to one of the following reasons:

1. Illness/quarantine—must be verified by written excuse from parent/guardian
2. Death in the Family— must be verified by written excuse from parent/guardian

3. Family Emergency
4. Observance of a major Religious Holiday or religious instruction (with religious instruction limited a total of not more than 36 hours per school year)--must be verified by written excuse from parent/guardian
5. Required court attendance—verified by court official
6. Quarantine
7. Recovery from an accident
8. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts
9. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group
10. Education tours and trips – further detail set forth below
11. Post secondary school visits – further detail set forth below
12. Other urgent reasons that are determined acceptable by the high school administration

Absences for reasons not listed above, not approved by school administration, and not verified by written excuse from the parent/guardian and/or appropriate physician or court official will be recorded as unexcused. Absences for portions of the day, i.e. early dismissals and tardiness, will be considered on a cumulative basis and may be translated equivalent days of absence.

**Procedures after a student is considered truant:**

Once a student is considered truant:

1. The school shall notify the parent/guardian in writing within 10 days of the student’s 3rd unexcused absence.
2. A conference with parents/guardians can be held. This can be a phone conference.
3. If unexcused absences continue, school will offer another school attendance conference unless a conference was held after the first notice. The conference outcome will be documented using the Truancy Elimination Plan.

If a child is under the age of 15 and habitually truant, school may:

- refer the student to the Student Assistance Program for attendance improvement or
- refer the student to the Westmoreland County CYD for possible disposition as a dependent child
- file with the Magistrate’s Office against the parent/guardian

If taken to the District Magistrate’s Office, possible sentencing:

1. Fined:

1st Offense: \$300  
 2nd Offense: Up to \$500  
 3rd Offense: Up to \$750

2. Community Service offered through Magistrate's Office.
3. Require student to complete a course or program designed to improve school attendance.

4. The court may suspend sentence and waive fines if the child attends school in accordance with a plan devised by the court.
5. On 2nd or subsequent convictions within a 3-year period, the court shall refer the child to County CYS for possible disposition as a dependent child.
6. If failure to satisfy the penalty, the person in parental relation may be found in contempt and sentenced up to 3 days in jail.
7. If a child is convicted, the court may send the department of transportation a certified record of the conviction and the department shall suspend driving privileges for 90 days. Subsequent convictions, 6-month suspension. If the child does not have a driver's license, they will be ineligible to apply for set time.

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts. Any student missing thirty (30) or more days in a school year may be subject to repeating the school year as determined by the committee organized by the building principal.

When a student accumulates TEN (10) days of absences, a letter of notification will be sent to the parent/guardian. It may be determined that a physician's excuse is required for each subsequent absence. Medical excuses will be ***required*** for all absences due to illness, and they must be provided ***immediately*** upon turn to school. Failure to present a doctor's excuse will result in the absence being recorded as unexcused and unlawful.

Absence notes from physicians are defined as medically approved; excuses from parents are non-medically approved. **In order for a medical excuse to be valid, it must be submitted within three (3) school days upon the student's return. Medical excuses do not count towards excessive absences.**

The Superintendent or building principal may excuse students who participate in educational trips of ten days or less from school attendance. **Such requests must be made prior to the trip.** Homework arrangements during educational absences will be made between the student and classroom teachers. However, work should be completed and turned in within the same number of days as the absence. (Example: Five (5) day educational absence means five (5) additional days to complete work.)

**Education Tours & Trips:** Upon receipt of a written request from the parents of the students involved, students may be excused from school attendance to participate in an educational tour or trip during the school term, when such a tour or trip is so determined by the building principal to serve a purpose and student participants therein are subject to direction and supervision by an adult acceptable to the building principal. The excuse is subject to the following conditions:

1. The request for an excuse must indicate the days to be missed, the destination of the tour or trip and the reason why the tour or trip could not be taken on days when school is not in session. The tour/trip may not exceed ten (10) school days.
2. Unless some emergency arises, such requests shall be made at least 2 weeks prior to the date of the tour or trip.
3. Unless some emergency arises, such tours or trips shall not be approved during the final 2 weeks of the school term.
4. If more than one child in a family will be taking the tour or trip, the requests for the children shall be made to the principal of the school of each involved child.
5. Students will be given assignments and informed of assessments prior to their trip and at the request of the student. All assignments and missed assessments will be due within 2 school days of the students return to school. Additional time may be provided if agreed upon by the student and teacher prior to the educational trip.
6. Students may be denied principal's permission to take such trips if the student has a record of excessive absenteeism (15% days missed).
7. Days missed may be reported as unexcused absences.

### **Take Your Child to Work Day**

Any child in grades K-5 is permitted to participate in a Take Your Child to Work Day event. **Absence requests must be made prior to the trip.** This absence request, if approved, will serve as the excuse for the absence. All requests ultimately will be subject to final approval by the building principal. This day will count as an excused absence.

These opportunities should provide students with a more realistic awareness of his or her future role and responsibility in the work world. This will allow the student to recognize there is a relevance and need for school skills and subjects in the real world of work while expanding the student's knowledge and empathy for areas of responsibility and challenges his or her parent has on the job.

### **Dismissal**

Parents who would like to have their child excused before the end of the school day must report to the building office. **Do not go to your child's classroom.** Please write an excuse and send it to school with your child or bring it with you.

### **Dental, Medical, and Excusable Appointments**

Individual pupils are not permitted to leave school before the close of the school day unless by recommendation of the school nurse for illness or by the elementary principal for legitimate reasons.

To leave school early, a student must present a note from a parent or guardian, which states clearly the reason for leaving early. This excuse must be presented to the elementary principal's office for approval. After permission is secured from the elementary principal, the written note will be properly filed.

## Cafeterias

The cafeterias are operated for the welfare of the students in the elementary schools. Students are expected to use the same care of furniture and conduct themselves in the same manner as they would in their own homes. Breakfast is available for all students prior to the start of school in each of the elementary buildings. All students will eat lunch in the cafeteria, even those who carry their own lunch. All food must be consumed in the cafeteria and may NOT be carried to other parts of the building. After the students finish breakfast or lunch, they should clear the table, dispose of trash in the nearby receptacle, and return used trays to the designated area or dishwashing room window. Each student is expected to maintain good conduct in the cafeteria at all times. Pushing, shouting, and loud talking are absolutely forbidden.

## Transportation

Transportation by bus is furnished for many Penn-Trafford students. It is expected that reasonable behavior will be followed by students during the time they are riding the buses. Infractions, which jeopardize the safety of the other pupils, cannot be permitted.

Video cameras and audio recorders will be taping and recording students. The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors, and others being transported on school (center)-owned, operated, or contracted school buses or school vehicles.

- A. **School bus** means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.
- B. **School vehicle** means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.
- C. The Joint Operating Committee authorizes the use of video and audio recording on school buses and school vehicles **for disciplinary and security purposes.**
- D. The Joint Operating Committee prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school (center)-related purpose.
- E. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.
- F. The school (center) shall comply with the provisions of federal and state law and regulations regarding student record requirements as applicable to the school's (center's) use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records.

The bus driver has the authority to maintain order on the bus at all times. Drivers are directed to report to the elementary principal any misconduct by a student which is deemed serious enough for further action.

Bus trips are designed to carry the maximum number of students, keeping in mind the best possible transportation schedule for all students in the school. Therefore, the buses operate on a very close schedule. Please be at your bus stop on time.

Good student bus behavior involves the following regulations:

### **BUS RULES**

1. Wait for the bus off of the street.
2. There will be no games or running at the bus stop.
3. There will be no disorderly conduct while waiting.
4. Students are not to eat on the bus and must help keep the bus clean.
5. Students must remain seated while the bus is in motion.
6. Students are not to extend arms or put heads outside the bus window.
7. Keep legs out of the bus aisle.
8. All students enter the bus in a single file.
9. Profanity, singing, and yelling will not be tolerated.
10. A student is under school jurisdiction from the time a student leaves his/her home to the time he/she returns home.

Students who do not obey bus regulations may be denied bus privileges. The first offense of student misbehavior will bring a reprimand. If the second offense occurs, the student's parents will be notified. The result of the third offense is the suspension of bus riding privileges. The student and the student's parents would then be responsible for the student's transportation to school. A serious offense at any time can result in immediate suspension of bus riding privileges. (This will be determined by the building principal.) Suspension of bus privileges does not remove attendance requirements from students and parents.

### **Withdrawals**

A student withdrawing from any of the elementary schools for any reason must first report to the office of the elementary principal. All school textbooks and materials must be returned to the proper teacher. All financial obligations must be satisfied. Unless the proper procedure is used for a withdrawal, a transcript will not be forwarded to another school.

### **Attitudes and Behavior**

We, at Penn-Trafford, expect all students to be well behaved at all times. In order to offer the finest educational opportunity to all students, the administration anticipates that each student will cooperate by obeying the liberal regulations made on the basis of individual rights for the welfare of the group. We are proud of our buildings. Good equipment has been provided for the comfort, convenience, and use of the students. Each student should keep the interior and exterior of the building, as well as its surroundings, in fine condition.

The parents will be held liable for the defacing or the destruction of any part of a building or its contents.

Disrespectful speech or actions, stealing, obscene conduct, or possession of obscene literature will not be tolerated. Such conduct will result in severe disciplinary action. Snowballs are not to be thrown on school property or on the way to and from school. On school property, making snowballs will be regarded as throwing them.

### **Computer Hardware and Software**

Computer hardware and programs are the property of the Penn-Trafford School District and appropriate usage is expected. Students using the computer to write inappropriate messages or profanity may be suspended for up to ten (10) days at the discretion of the administration or referral to the School Board for further possible discipline. Student vandalism of computer equipment will result in a suspension and the student shall be expected to pay for the damage and/or replace the equipment. Appropriate charges may be filed with the police. For specific BYOD (Bring Your Own Device) and Internet, E-Mail and Network Access Agreement guidelines refer to the Appendix at the end of this handbook.

### **Weapons**

Act 26 of 1995 provides that school districts may expel, for a period of at least one year, any student who brings or possesses a weapon on school property, any school sponsored activity or any conveyance to a school or school activity. Weapons include “any knife,” cutting instruments or tool, nunchaku, firearm, or any implement capable of inflicting serious bodily injury. Discipline short of expulsion for one year is legal only where recommended by the school district superintendent. In addition, any violation under this act requires the school district to report the weapon possession to the police. It may also include the filing of charges.

### **Fighting**

Fighting will not be tolerated anywhere in the school, on school grounds, on buses, at any school function, or to and from school functions. Students who fight or involved in physical confrontations will be subject to appropriate disciplinary action, which may include detention, suspension, or expulsion. Extenuating circumstances such as provocation and self-defense will be a determining factor in the disciplinary decision. Extenuating circumstances, such as provocation and self-defense, will be a determining factor in the disciplinary decision.

### **Tobacco Usage**

A pupil enrolled in school between the age of 6 to 21 who possesses or uses tobacco (a lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form) in a school building, a school bus or on school property owned by, leased by or under the control of the school is committing a summary offense. A summary offense is not a criminal offense and will not create a criminal record but a pupil who commits an offense under this act may be subject to prosecution initiated by the local school district as follows:



1. First Offense - Three (3) day suspension.\*
2. Second Offense - Five (5) day suspension.\*

\*Upon conviction, be sentenced by the local magistrate to pay a fine plus pay court costs for each occurrence.

### **Controlled Substances**

The Penn-Trafford School District is actively involved in both drug education and chemical intervention. The goal is to provide information and skills for students to make responsible decisions about drugs. The intervention program is designed to deliver services to individuals who may be chemically dependent or are victims of other's dependency.

The use, sale, distribution or possession of alcohol or drugs on school property, school buses or at school events is prohibited, and will be responded to both from within the school district and legally. At minimum, a student in possession of or under the influence of alcohol or drugs may be suspended for ten (10) school days, with appropriate referral for assistance in correcting the problem and referral to the School Board for possible further discipline. Penn-Trafford does have a complete Chemical Abuse Policy. *PARENTS ARE ADVISED TO REVIEW THE COMPLETE CHEMICAL ABUSE POLICY AVAILABLE ONLINE.*

## **INFRACTIONS/CONSEQUENCES**

### **Abusive Conduct/Language Toward Staff:**

Students must respond appropriately to teachers at all times. They should address staff members with courtesy and respect. Students responding to staff members in confrontational, loud, obscene or vulgar manners will not be tolerated. This may result in a suspension up to 10 days.

### **Insubordination:**

In order to maintain a safe and orderly environment, students must comply with staff directives. Students who refuse to comply with directives given by principals, teachers, and support staff will have disciplinary sanctions against them. Depending on the nature and severity of the incident, detention or suspension may be imposed against the student.

### **Classroom Disruption:**

Students should maintain respect toward staff members and other students while in class. Any inappropriate disruptions will be subject to disciplinary action at the discretion of the administration.

### **Assault or Battery to School Employees or Damage to Their Properties:**

Any assault, battery, or damage to employees or their possessions will result in 10 days out of school suspension and referral to the Board of School Directors and civil authorities for appropriate action. Action may also include a recommendation for expulsion. A parent and student conference with the Principal will also be held. "Assault or battery" means the

deliberate or reckless attempt to cause or the actual causing of physical pain or injury to another or the deliberate or reckless attempt by physical menace to put another in fear of imminent physical pain or injury.

**Threats to Staff or Students:**

**Defined as, any threatening verbal comment or physically menacing behavior by a student to a District employee or official or other student. Threats to staff or students may not rise to the level of “terroristic threats” or “terroristic acts.” Examples of “physically menacing behavior” include, but are not limited to, raising your fist to a staff member/student, approaching a staff member/student and invading his/her personal space in a menacing or intimidating manner, using threatening language or comments to a staff member/student, etc.** All threats will be investigated by the Penn-Trafford School District. Anyone making threats against faculty, staff, or students at Penn-Trafford may be subject to any and all appropriate criminal or civil penalties as well as subject to discipline, up to and including expulsion.

**Terroristic Threats/Terroristic Acts:**

“Terroristic threats” are threats to commit any crime of violence to another or to cause evacuation of a building, place of assembly or facility or to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience. “Terroristic acts” are offenses against property or involving danger to another person.

Any student who communicates a terroristic threat to or about, or commits a terroristic act directed at any student, teacher, administrator, any other employee of the District, Board member, community member, or toward any school building, shall be given Out of School Suspension (OSS) and will be referred to the Board of Education of the Penn-Trafford School District for discipline up to and including expulsion from the District. The student’s violation of this terroristic threat/terroristic act policy will immediately be reported to his or her parents. A conference will be held with the student’s parents. The incident will be reported to appropriate law enforcement officials who may file subsequent criminal charges against the student when warranted.

NOTE: Any parent or guardian of a District student who communicates a terroristic threat to or commits a terroristic act directed at any student, teacher, administrator, any other employee of the District, Board member, community member, or toward any school building shall be immediately escorted off School District property and local law officials will be notified. The parent or guardian or individuals will be notified that he or she has lost the privilege of entering school property and of attending school related functions to which parents or guardians are invited to attend.

**Detention / Suspension**

**Detention:**

Detention does not exclude a student from school. Detention is when a student is required to report to a certain location, as a disciplinary consequence, at a designated time (ex. during lunch, during recess, before/after school, etc.). Prior to a detention, a student shall be informed the reason for the detention and given an opportunity to respond.

### Suspension:

Suspension is exclusion from school for a period of one (1) to ten (10) consecutive school days.

1. No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. However, prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
2. The student's parents/guardians shall be notified immediately, or as soon as is reasonably practicable, when the student is suspended.
3. When the suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing. The purpose of the informal hearing is to enable the student and/or parents/guardians to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. (NOTE: When a student is referred for expulsion, the informal hearing is used to make the determination of whether the student's presence in his/her normal class during the period of time after the 10 day suspension has run, but prior to the Board of Directors making its final determination on expulsion would constitute a threat to the health, safety or welfare of others.)

The student has the following due process rights in regard to the informal hearing:

- a. Notification of the reasons for the suspension shall be given in writing to the parents/guardians and to the student.
- b. Sufficient notice of the time and place of the informal hearing shall be given.
- c. A student has the right to question any witnesses present at the hearing.
- d. A student has the right to speak and produce witnesses on his own behalf.
- e. The District shall offer to hold the informal hearing within the first five (5) days of the suspension.

### **Care of Books**

In today's economy, the cost of textbooks is tremendous and the following are suggestions that will improve the usable life of our text and library books.

1. Books are not to be left on windowsills, floors, cafeterias, or other such places. They are to be kept in the student's possession or in the desk.
2. Books are not to be marked in any way. At the end of the year, teachers will check all texts for extraneous markings and see that they are removed before accepting the textbooks from the students.

3. Damage to books resulting from misuse will be charged against the student.
4. Principals will determine the cost of damaged and/or lost book. Payments are to be paid to the school office.
5. When computing costs, an allowance of one-fifth depreciation for each year the books have been in service is granted. EXAMPLE: A lost book costs \$9.00 and has been used for two years. Calculate as follows:  $1/5 \times \$9.00 = \$1.80$  depreciation.  $\$9.00$  less  $\$1.80 = \$7.20$ , the amount the student should pay. A minimum charge will be one-fifth the original cost of the book after the fifth year.
6. Lost books which are found should be sent to the school office where they may be claimed at any time school is in session.

### **Weather Delays and Cancellations**

School closings or delays and school openings are ordered primarily for the safety of the students. The following stations will be notified: KDKA, WTAE, WPXI or by accessing the district web site at [www.penntrafford.org](http://www.penntrafford.org), and/or ConnectEd messages for information. Whenever weather conditions suggest the possibility of delays or closings, parents should monitor these stations, the district website, and/or ConnectEd messages for information. The decision will be made as early as possible. News stations will be notified by 6:30 a.m. whenever possible; however, the District website and/or Connect Ed messages will also be updated. The district will not be responsible if announcements are not posted by the news station.

The district will NOT be responsible if students report to school on days that school is closed. It is the individual's responsibility to listen for such announcements and to know schools are closed.

### **Fire, Emergency Evacuation, Severe Weather, and Lockdown Drills**

A fire drill or emergency evacuation drill may be called at any time. Fire drills and emergency evacuation drills are a necessary part of school safety routine. The object of these periodic drills is to clear the buildings in an orderly manner as quickly and as safely as possible. When a fire alarm is sounded or an emergency evacuation is called, pupils are to line up and walk quickly to the exit, which has been indicated for that particular room. While moving, there is to be absolutely no running, shoving, pushing, or any other kind of thoughtless behavior. Also there is to be no talking either coming or going. Once outside, teachers and students shall move to the area assigned, walk away from the buildings and remain orderly. Teachers are to move with their group and stay with the group at all times. A student count will take place and missing students will be reported to the head teacher or elementary principal immediately. At a given signal, students are to enter the building and return to their classroom in the same orderly manner.

Severe weather and Lockdown drills will be held during the year. For severe weather drills, students will be directed to the safest area within the school where they are to kneel down against an inside wall, cover their heads and be as quiet as possible waiting for the all clear. Lockdown drills will practice maintaining safety of the students, in the event of any type of danger in or near the school building.

### **Student's Valuables**

Parents are urged to monitor students from bringing valuables to school such as large amounts of money, electronic games, iPods, iPads, cell phones, and expensive watches. Although the district promotes the educational use of devices with the BYOD policy, students are solely responsible for their valuables. The school assumes no responsibility for articles, which are lost, stolen, or damaged. A "Lost and Found" area is located in each elementary school. Students are encouraged to bring any articles they find to the Lost and Found area and to check the Lost and Found Area for articles they lose.

### **Health Service Procedures** (Updated 2017)

The school nurse is available during the school day to care for the health needs of the students.

Please do not send your child to school if any of the following signs or symptoms is present in the past 24 hours:

- Elevated temperature (100 degrees or greater). Your child should be fever-free, without medication for 24 hours before returning to school
- Vomiting
- Diarrhea
- Red/pink inflamed eyelids or any drainage or crusting of eyes (possible conjunctivitis/pinkeye)
- Contagious diseases: your child must remain home when he/she shows symptoms of a contagious disease such as strep throat, conjunctivitis (pinkeye), and ringworm.
- Students with head lice can return after one treatment for headlice and a head check by the school nurse. If live lice are still found, the student will be sent home.

Students that feel they have an illness or injury should report to their teacher who will then send student to the Health Room. If the nurse is not available, the teacher will send the student to the main office.

### **Medication**

Sometimes medications must be administered during school hours. There are two types of medication that can be given in the schools.

#### **Non-prescription Medication:**

This is medication that is purchased over the counter (OTC).

OTC medication is given in the schools with a note from the child's physician indicating dose amount, timing, and reason for giving. There are forms for OTC and prescription medications available on the district's web site or in the school health offices. Parents should send this medication along with this information from the child's physician to the school nurse. They should also send a note in indicating if they would like the medication to remain in the school or be sent home daily. Vitamins and herbal medications are not given in the school setting. OTC medication must be sent in the original package/box. DO NOT send loose medication ---it will not be given.

**Standing orders:**

Our school physician has written standing orders for a few commonly given OTC medications. This means that the school nurses can administer these medications with parental/guardian permission. Parents can give this permission by circling the allowed medications on the back of the emergency card that is sent home the first day of school each year. Parents are still required to send in the permitted medication along with a note indicating times and dose to be given. The parental note should indicate if the medication should be kept in the office for the entire school year.

**Prescription Medication:**

Prescription medication can be given in the school setting with specific orders from the child's physician. Prescription medication is medication that your child's physician has prescribed and requires a pharmacist to fill the prescription.

If your child is to have prescription medication in school the following steps must be followed:

1. Send the medication to the school in the original packaging from the pharmacy. This would have the child's name, medication, prescribing physician and expiration date on it. This includes asthma medication such as inhalers. Prescription medication will not be given if the above information is not provided.
2. Certain medications are considered controlled substances. This includes certain pain medications and some psychotropic drugs. These must be brought to the school nurse by the parent or guardian. Students in any grade cannot carry these types of medication to the school.
3. Permission to carry: Some prescription medication can be carried by the student and used during the school day if the student warrants it. These are mostly asthma medications. Students that elect to carry their medications need a note from their physician and must demonstrate their medication technique for the school nurse. If a student elects to use his medication during the school day, they must notify the school nurse.
4. Emergency Medication: Some students elect to carry their own allergic reaction medication such as an EpiPen. The student can carry the medication with written permission from their physician and if they have demonstrated proper administration technique to the school nurse. If this emergency medication is given in the school setting, the nurse must be notified and emergency protocols will be followed.
5. School nurses do not have cough drops. Parents must provide cough drops that are given in school. Parents need to write a note giving permission for cough drops and indicate times. Cough drops are kept in the school nurse's office and will only be given there. Please allow them to be given in school for a limited time (a few days).
6. Certain OTC medications are sometimes given in the treatment of the student in the health room. As list of the medications that are used are listed on the back of the emergency card. Parents should review the list and cross off any medication they do not want their child to receive in the school health office.

**Schedule of Mandated Physical Examinations:**

Pennsylvania State Law requires a physical examination for all students in grades Kindergarten (or First), Sixth Grade, and Eleventh Grade. These examinations may be done by a private physician or the school physician. Private physician physical exams are acceptable only if completed with one (1) school year prior to the onset of the school year in which the physical is due. Parents can indicate their preference for a school or private physical on a form that is being sent home at the beginning of the school year for students in those selected grades. School Nurses will continue to notify parents throughout the school year if this information is not provided. Students that do not have an updated physical will not be advanced to the next grade until this state mandate is met.

**Schedule of Dental Examination:**

Pennsylvania State Law requires that a dental examination be done for all students in Kindergarten (or first), third and seventh grades. This examination can be done by the school or private dentist. Private dental examinations are accepted only if completed within one (1) year prior to the onset of the school year in which the physical is due.

The parent can indicate on a form being sent home at the beginning of each school year if they are sending in a private dental examination form or if the school physician is to examine the student. These forms are sent home during the summer of the upcoming school year or can be obtained in the district's web site.

**Health Screenings:**

Health screenings completed by the school nurse include:

**Height and Weight Screening:**

These will be completed on every student in every year according to the State School Health Code.

**BMI screening:**

(Body Mass Index) is a calculated number using height and weight and age measurements. This is done every year in accordance with the State Health code.

**Vision Screenings:**

Vision screenings are conducted yearly on every child in every grade.

**Hearing Screenings:**

Hearing screenings are conducted in grades Kindergarten, first, second, third, seventh and eleventh grades. Hearing screenings can be done in other grades if the parent or teacher requests.

**Scoliosis screenings:**

Scoliosis screenings are done yearly in 7th grade. This is generally done during the other seventh grade health screenings.

## **Medication Guidelines Policy**

### **I. PURPOSE**

The Penn-Trafford School District recognizes that the utilization of medication is a necessary, serious, and growing health concern affecting our students and staff. Whenever possible, parents/guardians should administer medications at home. The school district recognizes that there may be circumstances when a medication must be administered at school. This concern has led to the formulation of required procedures for students who must utilize prescribed and non-prescribed medication during school hours.

These guidelines address the policy for medication administration that is required by law. The school board acknowledges that all medication, whether prescriptive or non-prescriptive, must be administered in accordance with the Nurse Practice Act of the Commonwealth of Pennsylvania and the Guidelines for Pennsylvania Schools for The Administration of Medications and Emergency Care, issued by the PA Dept. of Health (3/30/10), The Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. 780-101-780-144), and Act No. 104 of the Commonwealth of Pennsylvania.

All medication given in school (both prescription and over the counter) must have both a written order from a physician and a written consent form from the parent/guardian.

### **II. MEDICATION ORDERS**

Written orders from a student's physician, CRNP, or PA should include:

Student's name

Name and signature of the licensed prescriber and phone number

Name of the medication

Route and dosage of medication

Frequency and time of medication administration

Date of the order and discontinuation date

Specific directions for administration, if necessary.

- B. Written permission must also be provided by the parent/guardian requesting that the school district comply with the physician's orders. The following information must be included:

1. Parent/guardian name, signature and emergency phone number;
2. Approval to have the certified school nurse or designated registered nurse administer the medication;
3. A list of all other medications that the student is taking.

- C. Written physician's orders and parental permission should be directed to the certified school nurse or designated licensed registered nurse and must be renewed yearly at the beginning of the school year.



- D. Controlled substances, such as Ritalin (Methylphenidate), Dexedrine, Strattera, Adderall, Codeine, antipsychotics, and antidepressants, **MUST BE BROUGHT TO THE SCHOOL BY THE PARENT OR GUARDIAN. STUDENTS ARE NOT PERMITTED TO CARRY THESE MEDICATIONS AT ANY TIME.**
1. The certified school nurse or the designated registered nurse can accept up to a 30-day supply of this medication.
  2. If the medication is in pill form, the number of pills in the container must be noted in ink on the outside of the prescription bottle.
  3. Medication should be brought in the original container appropriately labeled by the pharmacy or physician.
  4. If the medication is discontinued and there is remaining medication, the parent or guardian must come to school and pick up the remaining medication. The student is not permitted to take the medication home. The nurse and one witness will dispose of and document any medication not picked up by the end of the school year.
- E. Over the counter medications such as Tylenol and Advil may be brought to the certified school nurse or designated licensed registered nurse by the student. Please limit quantities of these medications to small bottles. Reminder: all over the counter medications require **BOTH** a written physician order and written parental consent.
- F. Medication that is brought to school in a container other than the original prescription bottle or manufacturer's packaging will not be administered.
- G. The certified school nurse or designated licensed registered nurse shall supervise student intake of all medication (Section 21.14 of the Pennsylvania Code, Title 49. Professional and Vocational Standards, January 13, 2001).
- H. All students will take medications in the presence of the certified school nurse or designated registered nurse.
- I. Students in the Middle School and High School will be responsible for reporting to the nurse's office at the time the medication is to be given.
- J. In the event of a true emergency, including but not limited to asthma attack, anaphylaxis, bee sting reaction, or diabetic emergency, the building principal may administer medication. (CSPG No. 95 for Principals, No. 2).
- K. Certified school nurses or the designated registered nurse must keep medication records and record all dosages of medications administered to students.

- L. All student medications will be kept locked in the nurse’s office with the exception of Epi-pens and asthma inhalers.
- M. In accordance with standard nursing practice, the certified school nurse or the designated registered nurse may refuse to administer or permit the administration of a medication, which based on his/her assessment and professional judgment has the potential to be harmful, dangerous or inappropriate. The certified school nurse or designated licensed registered nurse will notify the parent/guardian of this concern and explain the reason for refusal.

### III. STANDING ORDERS

The school physician has provided a medical directive for standing orders to authorize the administration of specific over the counter medications in the school setting. A consent form giving permission for the administration of these medications is available in the nurse’s office. Parents MUST sign this consent form PRIOR to the administration of any of these medications. This form must be signed at the beginning of EACH school year.

Standing orders for over-the –counter medications for first aid and wound care. The School Nurses of the Penn-Trafford School District or the designated Registered Nurse, may administer the following over the counter medications to students for first aid and wound care. These over the counter medications will be administered at the discretion of the Certified School Nurse, or the designated Registered Nurse based on the presenting signs and symptoms of the student:

Activated charcoal (at direction of Poison Control)	Glucose tabs
A & D Ointment	Hydrocortisone Cream
Aloe Vera	Hydrogen peroxide
Anbesol	Lip balm
Antibacterial soap	Lotramin
Antibiotic cream	Mouth wash
Bactine	Oil of cloves
Blistex	Orajel
Burn jel; cream; spray	ProHealth Mouth rinse
Caladryl	Rubbing alcohol (not for would care)
Cepacol	Salt water mouth rinse/gargle
Chloraseptic spray	Second Skin
Contact Solution	Sting Kill
Eye Wash	Vaseline
	Visine eye drops

If you do not want your child to have any of these medications, you must notify the school nurse in writing at your child’s school.

### IV. MEDICATION USE DURING FIELD TRIPS

If medications are to be administered during school sponsored field trips, this will be done by the certified school nurse or the designated licensed registered nurse.

## V. EMERGENCY MEDICATIONS

A. The certified school nurse or designated registered nurse shall follow the Penn-Trafford School District Policy on Anaphylaxis for the administration of emergency medication.

B. Under 42 Pa. C.S. 8337, school directors, principals, superintendents, teachers, guidance counselors or support staff may administer emergency medication and shall be immune from civil liability as outlined in section Pa. C.S. 8337.1.

C. Teachers, principals, guidance counselors, and designated support staff should be instructed at the beginning of each school year in the administration of an epinephrine pen.

### D. Asthma Inhaler

1. Written permission to use an inhaler must be provided by the student's physician, CRNP, or PA. This permission note should be presented to the certified school nurse or designated licensed registered nurse at the beginning of each school year and be resubmitted to the certified school nurse or designated licensed registered nurse if the medication use should change at any time during the school year.

2. The written order from the physician, CRNP, or PA to use an asthma inhaler must provide the name of the drug, the dose, the times when the medication is to be taken, and the diagnosis or reason the medication is needed unless the reason should remain confidential. The potential for any serious side effects should be noted as well as any necessary emergency response.

3. Parents must provide written permission requesting that the school district comply with the physician's orders. The parent's note shall include a statement relieving the school entity or any employee of any responsibility for the benefits or consequences of the prescribed medication and acknowledging that the school entity bears no responsibility for ensuring the medication is taken.

4. Parents must submit the "Asthma Management Plan" at the beginning of each school year to the certified school nurse. These plans are available from the school nurse or on line at the school district web site.

5. School Students may carry their prescribed inhalers provided they meet the following criteria:

- a. The student verbalized and demonstrated competency in the use of the inhaler to the certified school nurse or the designated registered nurse.
- b. The student reports use of the inhaler to the certified school nurse or the designated registered nurse after every occurrence.
- c. The certified school nurse or designated licensed registered nurse has the right and the responsibility to revoke a student's right from carrying an inhaler if they are judged incompetent in the use and administration of the inhaler.
- d. If the student is judged incompetent in the administration of the asthma inhaler, the school shall ensure that the inhaler is stored at locations in close proximity to the student. Teachers and appropriate staff members shall be made aware of these locations and have means to access them.
- e. Students participating in extracurricular activities may also carry an inhaler providing they meet the criteria listed above and they inform the coach/sponsor about the possession and potential use of the inhaler.

#### E. EPINEPHRINE PEN

Written permission to use an epi-pen must be provided by the student's physician, CRNP, or PA. This permission note should be presented to the certified school nurse at the beginning of each school year and be resubmitted to the certified school nurse if the medication use should change at any time during the school year.

The written order from the physician, CRNP, or PA must provide the name of the drug, the dose, the times when the medication is to be taken, and the diagnosis or reason the medication is needed unless the reason should remain confidential. The potential for any serious side effects should be noted as well as any necessary emergency response.

Parents must provide written permission requesting that the school district comply with the physician's orders. The parent's note shall include a statement relieving the school entity or any school employee of any responsibility for the benefits or consequences of the prescribed medication and acknowledging that the school entity bears no responsibility for ensuring the medication is taken.

Parents must submit the appropriate "Food Allergy Action Plan" or "Bee Sting Action Plan" at the beginning of each school year to the certified school nurse or the designated registered nurse. These plans are available from the school nurse or on the school district web site.

School students may carry their prescribed epi-pen provided they meet the following criteria:

- a. The student verbalized appropriate understanding in the use and administration of the epi-pen to the certified school nurse or the designated registered nurse. The student demonstrated to the certified school nurse or the designated registered nurse the proper procedure for administration of an epi-pen using an epi-pen trainer.
- b. The student reports use of the epi-pen to the certified school nurse after every occurrence.
- c. The certified school nurse or designated registered nurse has the right and responsibility to revoke a student's right from carrying an epi-pen if they are judged incompetent in the use and administration of the epi-pen.
- d. If a student is deemed incompetent in the administration of an epi-pen, the school shall ensure that epi-pens are stored at locations in close proximity to the student. Teachers and appropriate staff members shall be made aware of these locations and have means to access them.
- e. Students participating in extracurricular activities may also carry an epi-pen providing they meet the criteria listed above and they inform the coach/sponsor about the possession and potential use of the epi-pen.

Revised May 7, 2010; January 4, 2011; March 20, 2012; August 10, 2015

### **Anaphylaxis Policy** (Updated Aug, 2015)

#### **Definition:**

A severe, rapidly progressive allergic reaction that is potentially life threatening. It can occur in people with known allergies or those not previously known to be allergic or hypersensitive. Anaphylaxis can affect almost any part of the body causing various symptoms.

#### **Causes**

Extreme sensitivity to one or more of the following:

1. Insect or spider stings
2. Medication
3. Foods such as peanuts, tree nuts, eggs, shellfish, milk, wheat, soy etc.
4. Industrial or office chemicals
5. Latex
6. **Exercise**

#### **Physical Findings:**

Anaphylaxis is usually exhibited by **one or more** of the following symptoms:

1. Sudden onset of symptoms, beginning within 15 minutes after exposure to the inciting agent. However, there may be a delay in reaction up to a few hours.

2. Feeling of apprehension, sweating and weakness; dizziness
3. Stomach discomfort, cramping, diarrhea, vomiting
4. Tingling sensation around the mouth or face; maybe hives; swelling of the tongue and/or lips
5. Feeling of fullness in throat; nasal congestion
6. Respiratory difficulty: wheezing, coughing, shortness of breath
7. Change in quality of voice.
8. A drop in blood pressure with a rapid, weak pulse
9. Loss of consciousness, shock, coma

Note: Laryngospasm (closure of the vocal cords blocking air intake) can occur as part of anaphylaxis or by itself without any of the above symptoms. **It requires immediate establishment of an airway; call 911 immediately.**

**Management:**

If a person presents with the signs and symptoms of anaphylaxis and school personnel in good faith believes a student needs emergency care or rescue, trained school personnel should adhere to the following procedures (Under 42 PA C.S. 8337.1, school directors, principals; superintendents, teachers, guidance counselors or support staff may administer emergency medication and shall be immune from civil liability as outlined in 42 Pa. C.S. 8337.1; and **Act 195 of 2014**).

1. In the event that the student has not supplied his/her own epinephrine and the trained school personnel is present, the epinephrine should be administered via Epi-pen (or similar device) according to the following weight guidelines:

Under 33 lbs: NO Epi-pen administration (support airway; call 911)  
 33-65 lbs: Administer Epi-pen, Jr.  
 66 lbs. and over: Administer Epi-pen

The Epi-pen should be injected in the middle, fleshy outer portion of the thigh, through clothing if necessary.

2. If the student has supplied his/her own epinephrine for administration, the trained school personnel should follow the prescription order on the epinephrine kit.
3. Call 911 and evacuate the student to the nearest medical facility. Note: despite initial improvement of symptoms after administration of the Epi-pen, serious symptoms most likely will recur.
4. Remove the student from the allergen if at all possible.
5. Provide EMS personnel with the following information:
  - a. The allergen to which the patient is reacting, if known.
  - b. Signs and symptoms of distress that were exhibited.
  - c. Measures instituted as per the school district Student Emergency Procedures for Accident or Serious Health Concern.

- d. The patient's response to emergency measures
  - e. The time of exposure, when symptoms began, and when Epinephrine was administered.
6. While waiting for EMS to arrive, maintain the patient's airway, treat for shock, avoid any unnecessary exertion, and follow directions of the EMS operator.

NOTE: Extreme caution should be used in administering epinephrine to a person with known heart disease. Solicit professional medical advice if possible before administering.

7. If anaphylactic symptoms do not disappear in a few minutes after the first dose of Epinephrine, a second dose may be needed. School personnel should contact EMS for further instructions should this be necessary.

#### **Training of School Personnel:**

Pa. Act 195 (December 2014) requires that all School Districts that have stock Epic-pens on site must provide comprehensive staff training using the approved training module on [allergyready.com](http://allergyready.com).

1. The employee should register on [allergyready.com](http://allergyready.com) and complete the module.
2. The employee should print out the Certificate of Completion and take that to the School Nurse.
3. The employee will be asked to demonstrate the administration of the Epi-pen for the School Nurse.
4. The School Nurse will keep a copy of the Certificate of Completion on file in the Nurse's office.
5. Employees will be instructed in school policies and procedures, storage maintenance and location, individual student emergency plans regarding Epi-pen devices.
6. The training should be done annually.

#### **Student Follow-Up:**

1. The student's allergic condition should be documented in Power School for school personnel.
2. The Penn-Trafford Food Allergy and Medication Policies should be followed regarding the student's allergy.

#### **Storage:**

1. The Epi-pen should be kept in an easily accessible location in the nurse's office and other school areas as deemed appropriate.
2. At least **two** Epi-pen and **two** Epi-pen, Jr., should be maintained in each school building at all times.
3. The Epi-pen should be kept in the plastic carrying tube and stored at room temperature away from the light and excess heat and moisture.

4. Epi-pens should NOT be stored in a car or refrigerated.
5. Epi-pens should not be stored in a frequently opened drawer as the motion may cause premature release of the medication.

### **Food Allergy Policy** (Updated Aug, 2015)

During the first week of school, an Emergency Care Card (ECC) will be distributed to ALL students. If the Emergency Care Card indicates that the student has a food allergy, the school nurse will obtain a completed Food Allergy Management Plan (FAM) and a Food Allergy Action Plan (FAAP) from the parent/guardian.

The school nurse will arrange for a food allergy alert symbol to be represented in the student's Power School Information.

If a parent/guardian has a child with a completed FAM and FAAP and he/she chooses to have an additional, formal, written, individualized response plan on file at the school, the parent/guardian must submit a signed written request to the building principal. The principal will then contact the school nurse and oversee the creation of the plan.

### **Monitoring of Food Allergy Plans**

1. The school nurse and building principal will be responsible for monitoring the implementation and management of student/staff food allergy plans. **The school nurse will provide them to the current food service provider with a list of students who have food allergies.**
2. The school nurse will revisit individualized plans for appropriate updates and revisions as necessary – at least one (1) time per year.
3. Concerns related to revisions in the food allergy plan will be brought to the attention of the building principal, who will advise the school nurse regarding appropriate action.
4. The school nurse will audit the inventory of necessary food allergy plan supplies such as epi-pens and medications in accordance with the School Anaphylaxis policy.
5. The district's food service company will not use nuts or nut containing products.

### **Staff Training**

1. The school nurse will conduct necessary food allergy plan awareness training to all staff members in direct interaction with students. The parent/guardian of a student with food allergies may participate in the training of staff when the parent/guardian, nurse, and principal deem it to be necessary.
2. Training should include appropriate teachers, cafeteria staff, bus drivers, principal, itinerant staff, and any other staff who have direct involvement with the student in need.
3. All staff required to complete the training should go to the [allergyready.com](http://allergyready.com) at <http://allergyready.com>. They will complete a training program provided by the Food Allergy Research and Education Organization (FARE) called "How to Care for Students with Food Allergies."
4. At the end of the training session, staff members will be asked to print out a Certificate of Completion and take it to the school nurse. She will then ask the staff



member to describe symptoms of an allergic reaction and steps to take in the administration of an epi-pen. She will then take the Certificate and keep the records on file in her office. This will be done annually.

### **Food Selection Plans – All School Classroom Parties/Events during School Hours**

All food items served at all district school parties and events will be purchased through the district's food service provider according to the **Approved Party Snack List**, in coordination with the district's Health and Wellness Policy and the policy and procedures governing food allergies and food allergy plans for students.

**NOTE:** Food items that are not included in the Approved Party Snack List and are not purchased through the district's food service provider **will not** be distributed in any of the schools during the day. **This includes homemade items.** Classroom teachers, at the discretion of the principal and school nurse, can order other food items made exclusively by the food service department.

During district-wide parties and events, **parents may use other vendors to purchase food items from the approved snack list if the following criteria are followed:**

- 1. The proper form must be filled out and submitted to the school nurse at least one week prior to the event.**
- 2. The school nurse then gets principal approval and notifies the parent or teacher that the item was approved.**
- 3. Parents can only purchase items from another vendor that are on are listed on the approved snack list.**

### **Classroom Compliance:**

**NO food** is to be consumed in the classroom unless prior approval from the school nurse or principal as outlined in the school allergy policy. Food approved for the classroom can only come from the district's food service or the exact item can be purchased in bulk from another vendor if prior approval is obtained from the school nurse or principal.

### **Party Snack Order Form:** (available on the PTSD website)

When a "Party Snack Order Form" is submitted to the school's cafeteria, the school cafeteria staff should forward the form to the school nurse. Upon receipt of the form, the school nurse will review the form to ensure that the food items being ordered are deemed "safe". After the nurse initials and approves the order form, it should be returned to the cafeteria staff so that the order can be processed. If the nurse finds a particular item to be deemed "unsafe", the nurse will contact the food service director who will then contact the parent or teacher requesting the purchase to arrange for an alternative party snack replacement.

NO substitutions of any items should take place once this process has been completed and the School Nurse has initialed the form.

## **Food Selection Plans – ALL School Events Involving Food Items during School Hours**

All food items served at any of the district's school for any function that occurs during the normal school day (7:55-2:55 @ middle schools, 7:30-2:30 @ the high school, 8:45-3:30 @ the elementary level) must be approved by the building principal and school nurse. Staff involved in overseeing student functions that include food items as part of an activity or event that occurs during the normal school hours must have food items pre-approved by the building principal using the School Food Allergy Approval Sheet.

### **Communication of Allergy Plan/Allergy Awareness:**

1. The Assistant Superintendent will provide a copy of the district's policy and procedures governing food allergies and food allergy plans for students to building principals, nurses and teachers.
2. A copy of the policy and procedures will be shared on the PTSD website.
3. A link to the Food Allergy Network web page will be provided on the PTSD web page.
4. A copy of the Healthy Food Snack List will be displayed in the PTSD website and provided in all elementary school handbooks.
5. The building principal, in coordination with the Assistant to the Superintendent, will assure that information regarding the policy and procedures is shared in the student handbook.

### **DIFFERENTIATED SCHOOL PLAN**

(This plan is to be implemented in school where one (1) or more students have been identified with a food allergy and are using an FAM and FAAP)

#### **Alert and Signs**

1. The school nurse will assure that food allergy alert signs are placed outside elementary school classroom doors of students who have severe allergies and attend an elementary school in the district. (NOTE: The student's name should not be publicly identified on the sign).
2. The school nurse will arrange for a food allergy alert symbol to be included in the student's Power School information.
3. The school nurse will alert the district's food service company, all cafeteria and appropriate staff members when an individual student has a food allergy condition. They will also provide the same staff with appropriate procedures that need to be followed in order to meet the needs of the student.
4. Teachers of all identified students will be notified by the school nurse and building principal regarding the needs of specific students who have food allergy conditions as per Power School Medical alert.

#### **Nut Allergies**

1. No nut products are to be used in any classes.
2. Hand wipes/cafeteria wipes will be used and the recess and lunch schedules will be reviewed to determine if revisions to the school's general schedule are required; the building principal will make arrangements with the cafeteria staff. The School

Nurse and Principal will review the need for hand wipes/ cafeteria wipes for an individual student yearly.

3. If other adjustments are required, a plan should be created and shared with appropriate staff by the school nurse and building principal.

### **Food Service**

1. The school nurse will notify the director in writing prior to the first day of school of all students with known food allergies. Updates will be given in writing to the director of Food service as they occur.
2. The Food Service director will have the approved snack list posted on the district's web site by the first day of instruction.
3. The school nurse must be notified of any changes made to the school lunch menu PRIOR to the day of the change. The School Nurse will then notify parents of the change in menu.
4. The food service director will determine the beginning and cut off dates for submitting food requests. The dates will be posted on the District's web sites.
5. No items may be substituted once the School Nurse has signed off on a Party Snack Approval Form.

### **Narcan Policy (updated May 2016)**

#### **Purpose**

Naloxone, commonly known by the brand name Narcan\*, is an opioid antagonist. Naloxone displaces the opioid from receptors in the brain and can therefore reverse opiate overdose. It is a scheduled drug, but has no euphoric properties and minimal side effects. If it is administered to a person who is not suffering an opiate overdose, there are few if any side effects. Naloxone has been available as an injectable since the 1960's, but was recently developed also as a nasal spray.

To reduce the number of fatalities that can result from opiate overdoses, the Penn-Trafford School District will train its nurses and designated personnel in the proper pre-hospital administration of nasal or injectable Naloxone. Those trained in the administration of Naloxone will function under the supervision of the school physician who also has prescribing authority. Open communication will be maintained with both Penn Township Ambulance Rescue 6 and Penn Township Police who will be summoned via 911 if Narcan\* is administered in the Penn-Trafford School District.

#### **Guidelines**

The school nurse will function as the health care professional supervising the building-level administration of Naloxone during the regular operating school day. When a school nurse or other trained authorized individual suspects that a person is suffering from an opiate overdose, the nurse or other authorized individual should administer Naloxone to the patient.

An Emergency Response Team from the school needs to respond to the scene. This Emergency Response Team is in addition to the EMS personnel that are also called to the scene.

The following steps shall be taken:

1. School Nurse or other authorized trained individual shall take universal precautions and assert that the scene is safe.
2. School Nurse or authorized trained individual will conduct a medical assessment of the patient to the extent of the First Responder/First Aid Training, including taking into account statements from witnesses and/or family member regarding drug use. Note: If the patient is in cardiac arrest and pulseless, CPR will be initiated. Compressions and rescue breathing are required. Administration of Naloxone should not interrupt chest compressions and rescue breathing.
3. If the School Nurse or other authorized trained individual suspects that there has been an opiate overdose, the Naloxone kit should be utilized. Emergency Services (911) should be activated by another member of the Emergency Response Team.
4. The School Nurse or other authorized trained individual shall use either the nasal or injectable Naloxone and administer the prescribed dosage. Emergency team members should be aware that a rapid reversal of opiate overdose may cause projectile vomiting by the patient and/or violent behavior.
5. The School Nurse or other authorized trained individual will continue to monitor and treat the patient as the situation dictates.
6. Once EMS has arrived on the scene, the School Nurse or authorized trained individual will communicate to EMS the condition and treatment of the patient. The School Nurse or other authorized trained individual will remain on the scene until the patient is transferred.
7. The School Nurse or authorized trained individual shall implement the protocol of the Penn-Trafford School District Student Emergency Procedures (No. 209.1-AR-1). This includes notification of parent/guardian and transfer of the patient from the school.
8. If the patient is a student of the Penn-Trafford School District, they will also be required to complete the requirements of the Crisis Response Procedure (#819-AR-0) and be referred to the Student Assistant Program.

### **Report**

The school nurse will complete the Penn-Trafford School District School Accident Report along with the Penn-Trafford School District's Naloxone Utilization Report and submit it to the building principal. Penn Township Rescue 6 and Penn Township Police will also be notified as per the provisions of the Safe Schools provisions of the School Code and Chapter 10 regulations.

### **Equipment**

School Nurses are responsible for inspecting Naloxone kits each week in order to ensure the kits are intact. A written record documenting inventory, expiration dates and replacement supplies will be kept. Extreme heat and extreme cold will nullify the properties of Naloxone; therefore, care should be utilized to prevent exposure of the medication to extreme temperatures. It should be kept in a dark, dry place in a temperature range from 40-80 degrees Fahrenheit. If Naloxone is administered, a replacement kit shall be ordered immediately and every effort will be taken to obtain it before the end of the school day.

## **Training**

School Nurses, members of the School Emergency Response Team, and other staff as designated by the Penn-Trafford School Board shall receive training provided through the Department of Health's Learning Management System, Rescue 6, School Nurses or other approved training. Training will be updated as required by the Department of Health or other governing body as dictated by the Commonwealth of Pennsylvania. Penn-Trafford School Nurses and identified members of the Penn-Trafford School District's Emergency Response Team will receive training every two years or as otherwise dictated by the Commonwealth of Pennsylvania. CPR and AED training should also be incorporated into the Naloxone administration training.

## **Visitors in Buildings**

**\*ALL PEOPLE WHO ENTER OUR BUILDINGS OR COME ON TO SCHOOL GROUNDS MUST REPORT DIRECTLY TO THE OFFICE. EVERY VISITOR WILL BE REQUIRED TO PRESENT AN ID (Driver's license, State issued ID, military ID). NO ONE IS TO GO TO ANY CLASSROOM, LUNCH ROOM OR RECESS AREA UNANNOUNCED.** The staff will be instructed to make no exceptions. This is for the safety of our students. Visitors will be given a visitor's tag by the building secretary and must wear it while in the building. Only people who have school-related business should be in the buildings or on school grounds.

## **Student Activities Policy**

Participation or involvement in school district curricular, co-curricular, extra-curricular or interscholastic athletic activities is limited to students who are enrolled in the Penn-Trafford School District, are registered as homeschooled, or enrolled as a PTSD cyber student.

## **Care of the School and School Grounds**

Pupils are not to be on school grounds unless they are there for a school related activity. There is to be no skateboarding, roller skating, roller blading, or loitering on school property. Pupils damaging school property will be required to pay for all damages and be subject to disciplinary action as well as possible prosecution. Interest in the appearance of your school is essential to maintain a high standard of educational achievement.

## **Sexual Harassment/ Harassment Policy**

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees. The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

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

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

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

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Assistant Superintendent or his/her designee as the district's Compliance Officer. The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment. Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

#### Complaint Procedure – Student/Third Party

##### Step 1 – Reporting

Students are encouraged to report to school officials any incidents of harassment. Any student who alleges he/she is a victim of harassment in the district – by other students, district employees, or third parties – may complain directly to his/her building principal, guidance counselor or any district employee. If any of those individuals are not readily available and/or are the subject of the complaint, the student may complain directly to the district’s Compliance Officer.

A school employee who suspects or is notified that a student has been subject to conduct that may constitute a violation of this policy shall immediately report the incident to the building principal or, if the building principal is the subject of a complaint, to the district’s Compliance Officer.

##### Step 2 – Investigation

Upon receiving a complaint of harassment, the district will promptly investigate the allegations. The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded, although district officials shall work cooperatively with local law enforcement while performing the district investigation.

##### Step 3 – Investigative Report

The building principal shall file a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition, in accordance with Pennsylvania and federal law.

##### Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, effective action reasonably calculated to end any harassment, eliminate a hostile environment if one has been created and prevent harassment from occurring again. Additionally, the district shall take steps if necessary to prevent retaliation against any individual who files a complaint or participates in a harassment inquiry.

Except for claims that are knowingly false, or made in reckless disregard of the facts, the filing of a complaint or otherwise reporting harassment will not reflect upon the complaining individual's status nor will it affect future grades, position or assignment. Knowingly false claims can, in appropriate circumstances, result in student discipline.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, basic fairness to the accused, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

#### Appeal Procedure

1. If the complainant is not satisfied with a finding of "no violation" of the policy or with the recommended corrective action, he/she may submit a written appeal to the Compliance Officer within fifteen (15) school days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) school days. Copies of the response shall be provided to the complainant, the accused (in accordance with Pennsylvania and federal law) and the building principal who conducted the initial investigation.
4. The Compliance Officer may confirm, refuse or modify any finding or corrective action as part of the appeal procedure.

#### Retaliation:

Retaliation against individuals who, in good faith, report incidents of unlawful harassment is prohibited. The district will take appropriate action against persons who retaliate against any individual who in good faith reports incidents of unlawful harassment.

#### Right To Alternative Complaint Procedure:

All individuals have the right to pursue other avenues of recourse to address unlawful harassment such as initiating civil action or filing a complaint with outside agencies.

#### False Charges:

Students who make false charges of unlawful harassment may be subject to disciplinary actions.

#### **Bullying / Intimidation Policy**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from bullying. Bullying activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. The Board prohibits all forms of bullying of students and third parties by all district students, staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been bullied to promptly report such incidents to the designated employees.



The Board directs that complaints of bullying shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of bullying and intimidation.

Bullying, as defined by law, means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

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

For the purposes of this policy, bullying is defined as follows: "A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself." Olweus Bullying Prevention Program

**Bullying is aggressive behavior that involves unwanted, negative actions.**  
**Bullying involves a pattern of behavior repeated over time.**  
**Bullying involves an imbalance of power or strength.**

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised, or sanctioned by the school.

Types of bullying may include, but are not limited to:

Direct Bullying - a negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally), by extortion, threatening, taunting, teasing, and calling names.

Indirect Bullying - repeated over a period of time: negative gestures, intentionally excluding someone from a group, and spreading rumors.

Cyberbullying – means an intentional electronic act or series of acts, through the utilization of computers, the Internet, interactive and digital technologies, or electronic devices that are directed at another student or students, which occurs in a school setting, and/or outside the school setting, that is severe, persistent, or pervasive, and has the effect of doing any of the following:

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

Relational Aggression - describes behavior which can undermine or destroy relationships and can be either physical and/or psychological in nature. This type of bullying may be carried out by a single individual or by a group. The target/victim of bullying can be a single individual or a group of students.

The district expects employees who observe or become aware of an act of bullying to immediately intervene and report the bullying to the school administration for further investigation. Students who feel they have been a victim of bullying behavior are encouraged to tell a trusted school district employee. The district expects and encourages students and adults who become aware of an act of bullying to report it to the school administration for investigation.

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

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

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

#### Consequences For Violations

A Student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct and District policy. Any student who retaliates against another for reporting bullying will be subject to disciplinary action. When deemed necessary by school officials, information will be filed with the civil authorities for violations of the Pennsylvania criminal code.

#### **Dress Code**

Student's dress is the responsibility of the student and parents, using good taste as a criterion. The school will intervene when it is determined that the manner of dress is detrimental to the educational process or presents a safety hazard to the individual or others. It is the school's opinion that there is a direct relationship between a student's dress, grooming habits, and behavior. Parents are requested to assist the school in curbing inappropriate dress for the school environment. (See guidelines below.)

### **Dress Code Guidelines**

The following are suggested examples of inappropriate dress for the school situation.

- A. Sunglasses, hats, headbands, such as bandannas will not be permitted indoors.
- B. Any item of clothing that exposes the midriff, bare back, or undergarments are not permitted in school, including tube tops, muscle shirts, halter tops, and “spaghetti” strap tops.
- C. Any articles of short attire including shorts, split skirts, and skirts must be of appropriate length and must fall below the fingertips of the student when arms are set straight at his or her side.
- D. Beach sandals or flip-flops are NOT to be worn. All shoes must cover the heel or have a strap covering the heel.
- E. Roller shoes, known as “heelys” are NOT to be worn.
- F. Clothing, patches, buttons or pins with suggestive writing or advertising alcohol, tobacco, or drugs are prohibited.
- G. Spiked jewelry, chains or jewelry creating a hazard is prohibited.
- H. Clothing with suggestive, double-meaning or derogatory pictures or phrases will not be permitted.
- I. Torn and ripped clothing above the knee is prohibited. Holes in clothing below the knee must be a maximum of one inch in diameter.

**If there is a question as to the appropriateness of dress, the building administrator will make the determination.**

### **Privacy Policy**

A policy which prohibits the administration of non-academic examinations unless prior parental permission has been given was approved by the Board of School Directors on 3/9/98. The policy includes two specific parts. The first prohibits medical or dental exams, except those required by law. The second part prohibits any psychological or psychiatric examination plus any assessment of a student attitudes, beliefs or feelings unless prior parental permission is given.

### **Book Bags, Back Packs and Gym Bags**

Students in Kindergarten through fifth grade are not limited to the type of book bag, backpack or gym bag that they may use.

### **Electronic Device Usage**

Elementary students are prohibited to text, call, or communicate via social media during the school day. Students are prohibited from using electronic devices during the school day unless specified for instructional purposes or during non-instructional time. Use of electronic devices during instructional times is to enhance and aid in their learning opportunities and is only permitted if specified by the classroom teacher as part of or to support an educational activity.

Elementary and Middle School students may use electronic devices during non-instructional times, such as recess, study hall, or at the end of the day during dismissal, only if permitted by the classroom/supervising teacher.

# **Pupil Personnel Services Department**

## **Elementary Counselors**

The counselors will act as liaison persons between the home and the school. They will provide individual and group counseling and other activities directed toward the best possible school experience for every child. The counselors coordinate assessment of each student in the areas of achievement and potential, and are available to interpret the findings for parents. If parents have questions or concerns about their child's educational experience, they should call the counselor promptly.

## **Health Services**

Our nurses carry out the prescribed health services set by the State of Pennsylvania including physical/dental exams, eye/ear screening, immunization check, and weight measurement. First aid services for emergency illnesses or accidents are under direction of the school nurse. Students should report to the school office after consulting with the teacher/adult in charge. We suggest that if a child is noticeably ill, the parents should not permit him/her to come to school.

## **Psychological Services**

Psychological services are available to students in the school district. Psychological services consist of individualized testing for objective placement of students in an appropriate educational environment. The psychologist is available for conferences with parents, teachers, and students. The psychologist will also advise and assist in disposition of all special cases.

## **Homebound Instruction Procedures**

The school district may provide homebound instruction for a total of three months without consulting or notifying the Pennsylvania Department of Education (PDE). The reasons for allowing a student to receive homebound instruction in lieu of being physically present at school are defined by regulation as mental, physical, or other urgent reasons. However, the term "urgent reasons" shall be strictly construed and not permit irregular attendance. See *22 Pa Code § 11.25(a)*. It is the responsibility of the family to ensure adequate proof is provided or the request may be denied.

Students receiving homebound instruction for a mental, physical or other urgent reason as recommended by an appropriately licensed professional are not allowed to participate in or attend any extracurricular activities (athletic events, musicals, dances, club activities).

The parent must give the homebound teacher notification if an appointment or session must be cancelled. If prior notification is not given, the session may not be made up and the assignments are to be turned in by the original due date.

For further information see Penn-Trafford School District Policy 117.

**Testing**

Pupil Personnel Services Department has implemented a testing program that will meet the needs of children attending our school district. We have structured our elementary testing program to assess the social, economic, and academic growth of your children. Counselors will discuss test results at the request of the parents.

The tests are as follows:

GRADE LEVEL	PURPOSE	INSTRUMENT
Kindergarten .....	Readiness for Kindergarten.....	District Assessment
Grades 3, 4 and 5 .....	Statewide Assessment.....	PSSA
Grades K-5 .....	Academic Achievement.....	STAR
Grades K, 1, and 2.....	Academic Achievement.....	Running Records
Grade 2.....	Academic Achievement.....	InView Assessment
Grades K-5.....	Academic Achievement.....	Common Assessment

**Title One Services**

Title I funds aim to bridge the gap between low-income students and other students. The U.S. Department of Education provides supplemental funding to local school districts to meet the needs of at-risk and low-income students.

Purpose of Title I Funding:

The purpose of Title I funding is to ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education and reach, at minimum, proficiency on challenging state academic achievement standards and state academic assessments.

The basic principles of Title I state that schools with large concentrations of low-income students will receive supplemental funds to assist in meeting students' educational goals. Low-income students are determined by the number of students enrolled in the free and reduced lunch program. Not all buildings will qualify for Title I funds. The qualifying percentage is set yearly by the U.S. Department of Education.

Usage of Title I Funds:

The use of Title I funds rests with each qualifying school. Title I funds can be used to improve curriculum, instructional activities, parental involvement, increase staff, and program improvement. The funding will assist schools in meeting the educational goals of low-income students. Title I funds may support supplemental instruction in reading and math.

Title I Meetings:

There is at least one district-wide Title I meeting held annually. Parents and guardians of children receiving Title I services are encouraged to attend all building level meetings concerning reading instruction. Recommendations will be made to further your child's progress. Additionally, parents and guardians have input into the Title I Program at the building level, which will address individual student and building needs.

**Additional Services**

Classes for exceptional children are provided by the Penn-Trafford School District or the Westmoreland Intermediate Unit in the following areas: Learning Support, Occupational Therapy, Gifted, Vision Support, Hearing, Speech Therapy, Life Skills Support, Physical Therapy and Emotional Support.

**School Insurance**

The school district does not carry medical insurance on students. School Insurance may be purchased by each student in the Penn-Trafford School District at the beginning of the school year. A new student entering during the school year may purchase school insurance upon request. Information will be sent out with students at the beginning of the year. Students participating in the inter-scholastic athletics are encouraged to enroll in the program.

# **Progress Report and Report Card Schedule for 2017 – 2018**

**Progress Reports will be sent out the week of:**

**September 25**

**December 4**

**February 12**

**April 24**

**Report Period Ends**

**Report Cards Sent Home**

**October 26**

**November 2**

**January 11**

**January 18**

**March 16**

**March 23**

**May 25**

**May 25 (may be mailed)**

**\* This may be altered or extended in case of the  
emergency closing of school.\***

**PENN-TRAFFORD SCHOOL DISTRICT**  
**HARRISON CITY, PA 15636**  
**SCHOOL CALENDAR 2017-2018**

<b>MONTH</b>	<b>DATE</b>	<b>DAY</b>	<b>ACTIVITY</b>	<b>DAYS IN MONTH</b>	<b>TOTAL DAYS</b>
August 2017	<i>Floating Clerical / In-Service Day between August 1 – 18</i>				
	21	Monday	<i>In-Service Day</i>		
	22	Tuesday	<i>In-Service Day</i>		
	23	Wednesday	<i>In-Service Day</i>		
	24	Thursday	<i>First Day of Instruction for Students</i>	6	6
September	4	Monday	<i>Labor Day (no school)</i>	20	26
October	9	Monday	<i>Act 80 (no school)</i>	22	48
November	7	Tuesday	<i>In-Service Day (no school)</i>		
	23	Thursday	<i>Thanksgiving Day (no school)</i>		
	24	Friday	<i>Official Local School District Holiday (no school)</i>		
	27	Monday	<i>Official Local School District Holiday (no school)</i>	18	66
December	22	Friday	<i>Last Day before Winter Recess</i>	16	82
January 2018	2	Tuesday	<i>School reopens following Winter Recess</i>		
	15	Monday	<i>Act 80 (no school) – 1<sup>st</sup> make-up day</i>	22	104
February	19	Monday	<i>No School – 2<sup>nd</sup> make-up day</i>	19	123
March	19	Monday	<i>No School – 3<sup>rd</sup> make-up day</i>		
	29	Thursday	<i>Spring Recess (no school) – 5<sup>th</sup> make-up day</i>		
	30	Friday	<i>Official Local School District Holiday (no school)</i>	19	142
April	2	Monday	<i>Spring Recess (no school) – 6<sup>th</sup> make-up day</i>		
	3	Tuesday	<i>Spring Recess (no school) – 4<sup>th</sup> make-up day</i>	19	161
May	4	Friday	<i>Act 80 (no school)</i>		
	24	Thursday	<i>Commencement (6:30 p.m.)</i>		
	25	Friday	<i>Last Day of Instruction for Grades K-11 ...Early Dismissal (1/2 Act 80)</i>	19	180
	28	Monday	<i>Memorial Day (no school)</i>		
	29	Tuesday	<i>In-Service Day (no school) – 7<sup>th</sup> make-up day</i>		
June	1	Friday	<i>School Picnic – Official Local School District Holiday (no school)</i>		

**EARLY DISMISSAL SCHEDULE:**

High School 12:25 p.m.  
 Middle School 1:00 p.m.  
 Elementary 1:35 p.m.

**OPEN HOUSE SCHEDULE:**

**Penn & Trafford Middle Schools:** Thursday, September 7 at 6:30 p.m.  
**PTHS:** Thursday, September 14 at 6:30 p.m.  
**Elementary Schools:** August, 2017

*This calendar may be altered or extended in case of the emergency closing of school.*

*Approved 12/5/16; revised 1/9/17*



## **Penn-Trafford School District - Homework Guidelines**

### **I. STUDENT RESPONSIBILITIES**

A. The student will:

1. Budget time to complete assignments made.
2. Arrange to make up missed assignments as required by the teacher.
3. Ask for further explanation if original directions are not completely understood.
4. Use the district provided Homework Book for remembering and recording assignments.
5. Initiate the request for help when needed.
6. Homework arrangements during educational absences will be made between the student and classroom teachers. However, work should be completed and turned in within the same number of days as the absence. (Example: Five (5) day educational absence means five (5) additional days to complete work.)

### **II. PARENT RESPONSIBILITIES**

B. The parent will:

1. Provide a quiet, well-lighted study area with a desk or table and comfortable chair.
2. Keep study tools available: pencils, sharpener, pen, crayons, paper, ruler, and dictionary.
3. Establish a regular time for homework, and reinforce homework as a priority over other extra-curricular activities.
4. Limit television viewing during study time.
5. Inquire about your child's homework and help him/her to budget time for completion.
6. Encourage step-by-step work on long term or major projects to avoid last minute, careless work.
7. At his/her request, help your child with homework tasks and show your interest in successful completion. Do not do the work for your child.
8. Provide feedback to teacher regarding problems such as time, difficulty, and progress.

### **I. TIME GUIDELINES**

Students should expect to have homework on a regular basis in accordance with the following:

<b>Kindergarten.....</b>	<b>5 to 10 minutes</b>
<b>Grade 1.....</b>	<b>10 to 20 minutes</b>
<b>Grade 2.....</b>	<b>20 to 30 minutes</b>
<b>Grade 3.....</b>	<b>30 to 40 minutes</b>
<b>Grade 4.....</b>	<b>40 to 50 minutes</b>
<b>Grade 5.....</b>	<b>50 to 60 minutes</b>

These time allotments are suggested for four nights per week for elementary students. It is recognized that the rate of speed for completing assignments is dependent on the student's ability and work habits and that some students may require more or less time to complete their homework than others. Also, there may be occasional variations from these guidelines because of the special needs of the teacher and student.

**\*\*APPENDIX\*\***

**PENN-TRAFFORD SCHOOL DISTRICT**

815. ATTACHMENT 1  
PENN-TRAFFORD SCHOOL DISTRICT  
INTERNET, E-MAIL, BYOD AND NETWORK ACCESS AGREEMENT

I understand, accept, and will abide by the Penn-Trafford School District's Network/BYOD Acceptable Use Policy. I further understand that any violation of this policy is unethical and may constitute a criminal offense. I understand that use of the Internet and access to e-mail is a privilege and not a right. I acknowledge that all aspects of my use of the district's computers is subject to monitoring and review without cause and without notice; and I consent to the monitoring and review of all aspects of my use of the district's computers. I understand that any violation or inappropriate conduct may result in termination of my access privileges, other disciplinary action and/or legal action.

I understand that the district makes no assurances of any kind, whether expressed or implied, regarding any Internet or e-mail services. I further understand that the use of any information obtained via the Internet and/or e-mail is at my own risk; that the district specifically disclaims responsibility for the accuracy or quality of such information; and that the district is not and will not be responsible for any damage or loss, which I suffer.

The Penn-Trafford School District is pleased to offer our students the opportunity to bring their own device to enhance and aid in their learning opportunities. Devices are to be used for instructional purposes only. We are dedicated to the support of appropriate technological resources and preparing our students for success in a competitive global and electronic age. Access to these resources and understanding when and how these tools are appropriately and effectively used is imperative. Adherence to this agreement, as well as ALL applicable PTSD policies, is necessary for continued access to the school's technological resources and each student's success.

- The District has the right to confiscate any device that is used in violation of any of the rules contained in this agreement or Board policies; or that is used in violation of any instructions or directives by any teacher, administrator or other person who is in charge of the function or activity. Confiscated devices shall be returned only to the student's parent or guardian and on such terms and conditions as shall be determined by the School District.
- Device care and security is the responsibility of the student. Penn-Trafford School District is not liable for any device damaged or stolen. Devices need to be locked in the individual student's assigned locker, if a student is unable to supervise his/her

personal device. It is the student's responsibility to notify the school office if his/her school locker is not working properly.

- Students are not authorized to use other students' personal devices or permitted to allow others to use their personal devices.
- Students are not permitted to use the audio or video recording function of a device unless given express and specific permission in advance by a teacher or administrator and the individuals whose voices or activities are being recorded.
- Obscene language and/or inappropriate materials, including screensavers, backgrounds and/or pictures are strictly prohibited.
- Illegal use or transfer of copyrighted materials is strictly prohibited.
- The District's content filter will be applied to Internet connections and using any means to bypass the filter is strictly prohibited. If students access the Internet through their personal data plan, it is with parental understanding that this is unfiltered access. However, while on school premises students are still required to follow this Network/BYOD Acceptable Use Policy and PTSD policies.
- Attempts made to bypass network security or gain unauthorized access is strictly prohibited.
- Access to district network resources such as network drive space, printing, and shared public drives may not be possible from a personal device.
- Devices are to be fully charged prior to bringing to school.
- The district will not perform any device repairs or provide technical support beyond access to the PTSD wireless network or school district devices.

I understand and will abide by all School Board policies and this Network/BYOD Acceptable Use Policy. I further understand that any violation may result in the loss of my technological privileges, disciplinary action, and Federal, Civil and Criminal laws where applicable.

Note: For student users, parent/guardian must also read and sign this agreement.

Parent's/Guardian's Agreement:

Due to the nature of the Internet and e-mail, it is neither practical nor possible for the Penn-Trafford School District to ensure compliance at all times with the School District's Internet Access, e-mail and Network Resources Acceptable Use Policy. Accordingly, parents/guardians must recognize that each student will be required to make independent decisions and use good judgment in his/her use of the Internet and e-mail. Therefore, parents/guardians must participate in the decision whether to allow their child access to the Internet and e-mail and must communicate their own expectations to their child regarding appropriate use of the Internet and e-mail.

As a parent/guardian of a Penn-Trafford School District student I acknowledge that I received and understand the School District's Network/BYOD Acceptable Use Policy being signed by my child. I understand that Internet and e-mail access is designed for educational and instructional purposes and that the district will discourage access to inappropriate and objectionable material and communications. However, I recognize it is impossible for the district to prevent access to all inappropriate and objectionable material, and I will not hold the district responsible for materials acquired or contacts made through the Internet or e-mail. I understand that a variety of inappropriate and objectionable materials are available through the Internet and e-mail and that it may be possible for my child to access these materials if s/he chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet and e-mail; that there is no practical means for the district to prevent this from happening; and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the district to monitor and review all communications to or from my child on the Internet and e-mail, I recognize that it is not possible for the district to monitor and review all such communications. I have determined that the benefits of my child having access to the Internet and e-mail outweigh potential risks. I understand that any conduct by my child that is in conflict with these responsibilities is inappropriate, and that such behavior may result in the termination of access, disciplinary action and/or legal action.

I have reviewed these responsibilities with my child, and I hereby grant permission to Penn-Trafford School District to provide my child with Internet and e-mail access. I agree to compensate the district for any expenses or costs it incurs as a result of my child's violation of the Network/BYOD Acceptable Use Policy or its administrative procedures; and I further agree that I will not hold the district responsible for any matter arising by reason of or relating to (a) my child's violation of the Network/BYOD Acceptable Use Policy or (b) any materials acquired by my child, or contacts made by or to my child through the Internet or e-mail.

Student Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

*Please return this appendix to your child's homeroom teacher as soon as possible.*

Tear out and send back to school

# Parent Sign Off Slip

I, the parent or guardian of (student's name) \_\_\_\_\_  
have read the student handbook with my child and I am  
aware of the contents. I am also aware my child will have  
the attached homework book that I can check to see what  
they are doing every day.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please return this appendix to your child's homeroom teacher as soon as possible.*