

# PORT ALLEGANY



# GATORS

# ELEMENTARY SCHOOL

Port Allegany, Pennsylvania

## STUDENT HANDBOOK

Updated August 2016

# Port Allegany Elementary School Student Handbook

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## Purpose of the Elementary Handbook

The handbook is designed to provide parents, guardians, and students with the policies and procedures of the Port Allegany Elementary School and the Port Allegany School District. This handbook is organized by topic in alphabetical order. The main purpose of this handbook is to ensure effective communications between the home and school. The provisions of this handbook represent an overview of school board policy on the specific topic addressed. Parents and students are encouraged to read each section of the handbook carefully and should ask the guidance counselor or their teacher to interpret anything which they do not understand. Students should refer to the handbook frequently to obtain answers to specific questions. Students should realize that he/she can obtain complete information concerning anything which they do not understand from a teacher, guidance counselor, or principal. If you wish to have a more comprehensive understanding, you may consult the school board policy manual. The provisions contained in school board policy shall control in regard to issues of interpretation, clarification, and enforcement. Any item not outlined in this handbook will be handled by the building principal.

The following policy was adopted by the Board of Education April 12, 1976 and amended on June 25, 1992.

## Equal Rights and Opportunity Nondiscrimination Statement

To comply with Federal laws (including Title IX of Education Amendments of 1972, section 504 of the rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990), State laws and state Department of Education regulations concerning equal rights and opportunities and to assure these within our school community, Port Allegany School District declares itself to be an Equal rights and Opportunities School District, it does not discriminate against individuals or groups because of race, color, national origin, ethnicity, religion, age, sex, marital status, veteran status, or handicap or disability status. The District's commitment to non-discrimination extends to students, employees, perspective employees, and the community.

## Equal Rights and Opportunity Director

An equal Rights and Opportunities Director has been designated by the school district. It is the Director's responsibility to make certain that all educational programs and activities and all employment practices are free from discrimination on the basis of those conditions stated in the policy. This responsibility includes instructing appropriate persons in the District in the provisions of the laws and regulations concerning equal rights and opportunities and fair employment practices. The Director can be reached at 20 Oak Street, Port Allegany, Pennsylvania, PA 16743, or by telephoning 814-642-2596.

## Grievance Procedure

Those persons who have complaints alleging violations of the 9 Equal Rights and Opportunities Policy may submit them to the following grievance procedure, using the appropriate grievance forms which are available in the district office.

1. Within 15 CALENDAR days after the alleged violation, the grievance shall initiate and CONCLUDE AN informal discussion with the immediate supervisor/interviewer. If the informal discussion does not resolve the issue, the grievant shall submit a written complaint (FORM 1) to the immediate supervisor/ interviewer WITHIN THE NEXT 5 CALENDAR DAYS. The immediate supervisor/interviewer shall respond (FORM 2) within 15 calendar days.
2. If the grievance is not resolved under step 1, the grievant shall submit the written complaint AND RESPONSE (FORMS 1 and 2) to the Equal Rights and Opportunities

Director within 15 calendar days. The Director has the authority to investigate the grievance and attempt a resolution. The Director shall respond (FORM 3) within 15 calendar days.

3. If the grievance is not resolved under Step 2, the grievant shall submit the complaint AND RESPONSES (FORMS 1,2, and 3), within 15 calendar days, to a committee consisting of Board of Education representatives, the Equal Rights and Opportunities Director, and the Superintendent. The committee shall respond (FORM 4) within 15 Calendar days.
4. If the grievance is not resolved under step 3, the grievant shall refer complaint AND RESPONSES (FORMS 1, 2, 3, AND 4) to the Board of Education. The Board shall respond (FORM 5) within 30 calendar days.  
A grievant has the right to be accompanied by a third party during all steps of the grievance procedure.

### Legal Reference:

**Title IX of the Education Amendments of 1972.  
P.O. 92-318 (1972) and P.L. 93-568 (1974)**

**Section 504 of the Rehabilitation Act of 1973  
Americans with Disabilities Act of 1990, P.L. 101-336**

## Port Allegany School District Mission Statement

The Mission of the Port Allegany School District is to be the premier provider of innovative educational services which enables our students to acquire and apply knowledge necessary to become respectful, responsible, self-directed learners.

## School District Phone Numbers/Website

Port Allegany School District .....(814) 642-2544  
Port Allegany Elementary School .....(814) 624-9557  
Port Allegany High School .....(814) 642-2544  
School District Web Site .....www.pasdedu.org  
Face book..... Port Allegany School District

## Title IX, Section 504 Policy

The Port Allegany School District does not discriminate on the basis of race, color, national origin, ethnicity, religion, age, sex, marital status, veteran status, or handicap or disability status in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, Title VI, and Chapter 15. For further information, please contact the office of the Superintendent, at 20 Oak Street, Port Allegany, Pennsylvania, 16743.

## Right to Request Teacher Qualifications

As a parent of a child enrolled in our school, you have the legal right to request and receive, in a timely manner, pertinent information regarding the professional qualifications of your child's teacher. Specifically you have the right to ask for the following information about each of your child's classroom teachers:

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

If you would like to receive any of this information, please call the office of the Superintendent at (814) 642-2544.



## Port Allegany School District Tentative Calendar 2016-2017

<b>July</b>	<b>August</b>	<b>September</b>
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>October</b>	<b>November</b>	<b>December</b>
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>January</b>	<b>February</b>	<b>March</b>
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>April</b>	<b>May</b>	<b>June</b>
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Closed
First/Last Student Day
In-Service
Early Dismissal
Act 80 Day

Aug.	22, 23	In-Service Days			
<b>Aug.</b>	<b>24</b>	<b>Students First Day</b>			
Sept.	5	Labor Day		<b>Pupil</b>	<b>Staff</b>
Oct.	10	In-Service Day		<b>Days</b>	<b>Days</b>
Nov.	11	Act 80 Day - Parent Conferences	Aug.	6	8
Nov.	23	Early Dismissal	Sept.	21	21
Nov.	24 - 28	Thanksgiving Vacation	Oct.	20	21
Dec.	23	Early Dismissal	Nov.	19 *	19
Dec.	26 - 30	Christmas Vacation/New Year's	Dec.	17	17
Jan.	16	In-Service Day	Jan.	21	22
Feb.	17, 20	Snow Make-up Days	Feb.	18	18
Apr.	12	Early Dismissal	Mar.	23	23
Apr.	13	Snow Make-up Day	Apr.	16	16
Apr.	14 - 17	Easter Vacation	May	19	20
Apr.	18	Snow Make-up Day		180	185
<b>May</b>	<b>25</b>	<b>Last Day for Students</b>			
May	26	Teacher In-Service Day			
May	26	Graduation			

<b>Marking Periods End</b>	<b>In-Service Days</b>	<b>*Act 80 Days</b>	<b>Order of Make Up Days</b>
1st - Oct. 27, 2016	Aug. 22, 2016	Nov. 11, 2016	Feb. 17, 2017
2nd - Jan. 10, 2017	Aug. 23, 2016		Feb. 20, 2017
3rd - Mar. 17, 2017	Oct. 10, 2016		April 13, 2017
4th - May 25, 2017	Jan. 16, 2017		April 18, 2017
	May 26, 2017		



## Port Allegany Elementary School Daily Schedule 2016 - 2017

Kindergarten	Level One	Level Two	Level Three	Level Four	Level Five	Level Six
8:30-10:00 Reading	8:25-8:40 Calendar Math	8:30-11:00 Reading/Spelling/ Phonics/English	8:30-9:35 Period One Reading, Writing, Math	8:30-9:40 Period One ELA, Writing, Math	8:30-9:00 Silent Reading/ Student Assistance	8:30-9:40 Period One ELA, Writing, Math
10:00-10:20 SNACK	8:40-10:40 Reading	11:00 – 11:40 Writers Workshop	9:35-10:40 Period Two		9:00-9:40 Fine Arts	9:40-10:20 Fine Arts
10:20 – 11:00 Fine Arts	10:40-11:10 Lunch	11:40-12:10 Lunch	10:45-11:20 Lunch	9:40-10:45 Period 2 ELA, Writing, Math	9:40-10:45 Period One ELA, Writing, Math	10:20-11:30 Period Two
11:05-11:30 Writers Workshop	11:10 – 11:40 Writers Workshop	12:10 – 12:40 Recess	11:20-11:50 Recess	10:50-11:20 Lunch	10:45-11:25 Science, S.S. Health	ELA, Writing, Math
11:30 – 12:10 Math	11:40 – 12:00 Handwriting	12:40-1:20 Fine Arts	11:50-12:00 AR/Student Assistance	11:20-12:30 Period Three ELA, Writing, Math	11:30-12:00 Lunch	11:30 - 11:50 AR/Student Assistance
12:20-12:50 Lunch	12:00 – 12:40 Fine Arts	1:20 – 2:20 Math	12:00-1:15 Period Three	12:30-1:00 Social Studies/ Health	12:00-12:30 Recess	11:45-12:15 Recess
12:50 -1:30 Science, S.S., Health	12:40 – 1:10 Recess	2:20 – 2:40 Science, S.S., Health	Reading, Writing, Math	1:00-1:30 Science	12:30-1:35 Period Two ELA, Writing, Math	12:15-12:45 Lunch
1:30-2:10 Units Continued	1:10 – 2:15 Math		1:20 - 2:00 Fine Arts	1:30-2:00 Recess	1:35 -2:40 Period Three ELA, Writing, Math	12:45-1:55 Period Three ELA, Writing, Math
2:10-2:40 Recess	2:15-2:40 Units	2:40 Homeroom/ Dismissal	2:00-2:40 Science, S.S., Health	2:00-2:40 Fine Arts	2:40 Homeroom/ Dismissal	1:55-2:45 Science, SS, Health

### Assembly Conduct

Assemblies are planned for your educational enjoyment. Your conduct in assemblies should parallel your expected conduct in the classroom. Students should enter the auditorium quietly and sit in their assigned areas. Your reputation as a student body is largely determined by your behavior in large group situations. Every performer, whether they are a student, a local community member, or a paid professional, deserves the attention, respect and courtesy of every student.

During musical performances, students should not talk following the introduction of a selection of music. Musicians need time and silence to obtain the proper pitch for the selection that they are playing.

### Attendance

Students are expected to be in school on a regular basis. In order to be successful in school, students must make every effort to attend school every day. Past experiences have shown that students who miss an excessive amount of school have difficulty with their grades and may fail to meet their potential.

If it is necessary for a student to miss a day of school, that student must return to the school with a note from his/her parent/guardian stating the reason for his/her absence within 3 days since returning. This note is to be presented to the child's homeroom teacher.

The following will be recognized to be legal and necessary absences.

- Illness of a child, attested by a physician if necessary.
- The presence of a contagious disease in the child's home, attested by a physician if necessary.
- Death of an immediate family member (Excused time will not exceed 5 days. Excused time allowed for funerals of others will not exceed 1 day.)
- Legal business.
- Suspension or exclusion from school for misconduct (appropriate make-up work will be provided for the term of suspension.)
- Remedial health treatment.
- Pre-approved absence for vacation or to participate in educational experiences. Approval for such absences should be submitted to the principal at least 1 week prior to the absence. Make-up work will be required as outlined in the attendance policy. No absence will be approved during the state testing window.
- Emergency situations as determined by the building principal.
- Religious holidays.

For more specific details concerning the attendance policy, please refer to the district policy #007.1.

## Attendance/Late Arrivals/Tardy

A student will be considered tardy if he/she arrives between 8:20 am -9:50 am. All students late for school must report directly to the main office and present a written excuse from home. The time will be recorded and they will be provided a late pass to enter the classroom. If a written excuse is not presented, the tardy will be determined unexcused. Excessive tardies may result in detention assignments.

## Attendance/Early Dismissals

When a student is to be excused from school before 3:00 PM., he/she must present a written request signed by their mother, father, or legal guardian. Your request should be made to the main office before 8:20 AM. No requests will be granted over the telephone. Such requests should be made only for urgent reasons. Those reasons should only be those indicated under our attendance policy. Students must be in school by 9:50 AM to participate in field trips and after school activities unless prior Administrative approval. Any reason determined not to be legitimate may be an unexcused/unlawful absence.

No student will leave school before final dismissal unless properly excused. If a student becomes ill during the day, they should ask to be excused to see the nurse who will provide any necessary aid. If the nurse believes that the child should leave school, she will call the student's home and ask the parents to come to school and pick up the child. If the nurse is unavailable, students should report directly to the main office for assistance.

In case of an emergency, parents must bring a written excuse to have their child dismissed. The parent must wait in the main office as they are not permitted to go directly to the classroom. At that time the child will be called to the main office where they will leave with the parent. Students are responsible for any school work that is missed while they are gone.

## Behavior in the Halls

In halls, walk quietly, but act courteously as others are working in their classrooms. Walk to your right whenever possible in a single file line.

## Birthdays Celebrated at School

In accordance with requirements established by the Pennsylvania Department of Education on nutrition and wellness, if a snack food (i.e. cookies, cake, cupcakes, pizza, etc.) is brought to school to share with students for birthday celebrations a healthy food item (fruit, nuts, vegetables, etc.) must also be served. Parents should coordinate any birthday treats with their child's homeroom teacher. Balloons and flowers are a distraction in the classroom and a safety hazard on the bus. Arrangements should be made to have them delivered to the child's home, not school.

Invitations for any parties celebrated at home should be sent through the mail. Students are not permitted to hand out party invitations at school unless they have invitations for the entire level.

## Book Bags

The children may use book bags to carry work to and from home. If the child has a book bag the parents/guardians are requested to periodically help their child to empty and clean them out.

## Boosters

The Port Allegany Elementary School has a very active Parent Boosters program. The Boosters has an annual membership drive for families who have students attending the Port Allegany Elementary School. Anyone who is interested in

becoming a member of this important program should contact the elementary office at 642-9557.

## Breakfast Program

The Port Allegany Elementary School Cafeteria offers a breakfast and lunch program daily. Breakfast menus are sent home with students each month and can be found on our website. Parents who would like to apply for free or reduced priced lunches should do so through the school office. Students who choose to eat breakfast should report to their homerooms to sign out and then go directly to the cafeteria, eat their breakfast, and then report directly back to their homeroom. Students are not to be loitering in the hallways or restrooms. Prices are available on our website.

## Building Use Policy

If a community member would like to use the school for any reason before or after regular hours they need to complete in detail, the Request for Building Use form in sufficient time to allow for administrative approval. This document may be obtained at the elementary office.

## Bus Transportation

Questions pertaining to bus transportation can be directed to the Principal's Office at (814) 642-2557 or Muccio's Bus Garage at (814) 642-2233.

The bus driver assumes responsibility for the safety and welfare of the students riding school buses. If a student does not abide by the rules and regulations of bus transportation then he or she may lose the privilege of riding the school bus. When misconduct occurs on the bus, the driver will report the incident through the "Bus Conduct Report" to the administration. The Principal will follow up and take appropriate action. Students who ride buses should do nothing that distracts the driver from their primary responsibility, which is to drive safely.

Students who ride the bus are not to leave school property once they arrive on campus unless they secure permission from the office.

## Bus Rules

- Fighting, pushing, and aggressive behavior are not permitted on the bus.
- Be courteous; use no profane language.
- Eating or drinking is not permitted on the bus.
- Help keep the bus clean by not littering.
- Cooperate with the bus driver.
- Cigarettes, alcohol, or drugs are not permitted on the bus.
- Respect the rights and property of others.
- Stay in your seat while the bus is moving.
- Keep your hands, head and feet inside the bus.
- Bus drivers are authorized to assign seats.
- Ride only your designated bus unless you have permission from your principal.
- Be at your bus stop 5 minutes before pick-up.
- Do not bring pets or animals on the bus.

## Disciplinary action may take the form of the following:

- A verbal reprimand and warning
- Reassignment of seating
- Contact with the parent or guardian
- Detention
- In-school suspension
- Suspension of transportation privileges

## Bus Passes

Child accounting associated with transportation is essential to the safety and security of children. In order to provide safe responsible transportation for parents and students, the following guidelines will be followed as the district implements bus passes on a limited basis.

- Students can be picked-up and dropped-off at different bus stops on a consistent basis as long as they continue to ride the same bus.
- Pick-up and drop-off changes to accommodate work schedules will be honored if they are consistent and approved ahead of time.
- Except in cases involving custody arrangements, requests requiring changing buses are not permitted.
- Instances involving extenuating circumstances will be handled on individual basis by the building principal.
- The district bus pass must be completed for any change in bus assignment.

## Riding Buses to School Activities

In order for students to ride home with their parent/guardian from a school activity, the student must submit a note requesting permission to ride home with the parent/guardian. Notes must be submitted in advance to the Principal's Office for approval. A copy of this note must be picked up and given to the teacher. No student will be permitted to ride home with their parents by making arrangement with the teacher at the event.

## Cafeteria Behavior

Our school cafeteria offers breakfast and lunch daily. However, students are reminded that on mornings school is delayed by two (2) hours, no breakfast will be served. Inappropriate behavior in the cafeteria will not be tolerated. Students who do not conform to the following guidelines will be disciplined by moving of seat, loss of recess time and/or lunch detention depending on the severity of the offense.

- Students are to walk at all times in the cafeteria.
- Students are to eat their lunch. During this time students may talk quietly with other students at their table.
- Students are not permitted to leave their seats without permission from one of the teachers on duty.
- Restroom privileges will be granted to only one student at a time. Students must use the restroom across the hall from the cafeteria.
- Throwing food or any other display of disorderly behavior will result in disciplinary action.
- The lunchroom personnel have every right to assign seats during lunch periods.
- Before being dismissed from the cafeteria students are expected to pickup and discard all materials in the trash containers. Students are responsible for keeping their area clean. This includes the tables and floor.
- Students are not permitted to leave the cafeteria with food or snack items.

## Care of School Property

Students at Port Allegany Elementary School are entrusted with various school supplies loaned for study. These materials should receive the best of care and must be returned at the end of the school year in good condition. Students will be assessed for all lost or defaced books and materials.

Students are not to mark school furniture, walls, ceilings, floors, books or equipment with a pen, pencil, paint or any other instrument. Students will be responsible for damage to school property, and may be referred to the proper law enforcement agency.

## Chewing Gum

The chewing of gum is undesirable and discouraged in school. Students are asked to cooperate in eliminating this habit. Individual classroom teachers may impose any restrictions on gum chewing which they consider to be necessary. The best rule for students to follow is to chew gum outside of school.

## Clearances

The Child Protective Service Law (CPSL) requires that all volunteers who may be in direct contact with students (possibly left with children without teacher supervision) submit and renew clearances every sixty (60) months. **Any parent who will be accompanying us on any field trip must have all three clearances.** It will be your responsibility to see that you have proper clearances. If you are only visiting once or twice a year and under the direct supervision of a teacher, you will not need clearances. This may include activities such as Grandparent's Tea, Halloween parade, Reader's Theater, Wax Museum. Please contact the school with any questions.

## Daily Dismissal Procedures

Students who are walkers will be dismissed each day at 2:45 PM from the main lobby area. They will be lead down Clyde Lynch Drive by an adult. Parents are not to park outside of the school to pick up these students. They are encouraged to meet them at the end of Clyde Lynch Drive if it is necessary to provide their child with a ride home. Parents also are asked to refrain from stopping on Mill Street to pick up children as this possesses a significant safety issue.

Bus students will be dismissed from their homerooms to the cafeteria each day at 2:45 PM where they will be dismissed by teachers as their respective buses arrive.

Students who are to be picked-up by their parents will be dismissed after all bus students have left the school. Parents are asked to refrain from parking in our school parking lot until all buses have left the school.

## Daily Time Schedule

- 7:30 Office opens
- 7:50 Teachers are in their rooms ready for the day
- 8:00 Students admitted to the building
- 8:20 Tardy Bell
- 2:45 Students begin dismissal process
- 3:20 Teacher dismissal
- 4:00 Office closes

## Detention

There will be a detention program designed for students who are in need of some form of discipline. The detention program will run from 3:20-4:20 on assigned days. Students will be assigned detention time by the principal working with the teaching staff. A record of detentions will be kept in the Principal's Office. Students and parents will be given at least one day's notice of an assigned detention. Transportation will be the responsibility of the parent/guardian.

## Discipline

By promoting a clear understanding of our rules, and the validity of those rules, we hope that you will become more responsible and help to bring about a positive school spirit of voluntary self-discipline.

All rules are important. We expect you to meet all of your obligations of the classroom rules to the best of your ability. You will have to organize your time and practice self-discipline. If everyone cooperates, we will have very little need to concern ourselves with disciplinary procedures. In the event that you do ignore our standard of conduct, you should know that consequences will follow.



## Disobedience

Disobedience is defined as the refusal or neglect to obey any school district employee. This includes all administrators, teachers, paraprofessionals, office staff, custodians, cafeteria staff, bus drivers or substitutes for these positions. Punishment for this infraction can include loss of recess, detention or suspension depending on the severity of the offense.

## Disrespect

Disrespect is defined as rudeness and/or offensive behavior in words or action that is shown to any school district employee. Punishment for this infraction can include loss of recess, detention or suspension depending on the severity of the offense.

## District Grade Book Program

Power School is the district's grade book program which is web based that provides parents/guardians and students the ability to view grades online. You will be provided a user ID and password to access updates on your child's academic activity. You are encouraged to log in weekly to closely monitor your student's progress throughout the school year. Grades K and 1 utilize hard copy report cards and are not accessible on Power School. Please contact your child's teacher for academic updates.

## Dress Code

Standards of student dress and appearance are cleanliness, modest, and good taste in an environment for learning. Outfits worn to school also must be appropriate for the situation-a co-educational community of young people who should value not only the knowledge of subject matter, but also the importance of decency, good taste, modesty, and regard for others. Any form of dress which is detrimental to the health, safety, or welfare of students or which is disruptive to the educational process will not be permitted. Such dress includes, but not limited to fishnet tops, tank tops, strap blouses or shirts, muscle shirts, bare-back or bare midriff styles, T-shirts with offensive advertising, extremely short shorts, and cut-offs. Tops must be long enough to cover the belt line or be tucked into pants, skirts, or shorts. Strapped sandals are permissible, **flip-flops are not allowed for safety reasons**. Clothing that advertises alcohol or drugs is considered unacceptable. Clothing that has suggestive or implied vulgarity is prohibited.

The intent of the guidelines is to provide students, teachers, and parents a general idea of what is acceptable dress and appearance. A genuine concern for what is proper should provide a social situation that is conducive for learning. If a questionable situation should surface, it should be brought to the attention of the Principal or Nurse. They will make a decision on the acceptability of the dress in question.

These guidelines are designed to be as flexible as possible. However, the completely casual permissive styles will not be acceptable.

## Drug and Alcohol Policy

The Board recognizes that the misuse of drugs and alcohol are a serious problem with legal, physical, and social implications for the whole school community. As the educational institution of the community, the school should strive to prevent drug and alcohol abuse. Drug education programs are included in the curriculum at all levels.

The Board recognizes that chemical dependency is a disease which often interferes with the learning and human development. The district will work through the schools and guidance services, and with the appropriate community agencies to intervene in the dependency behavior and to assist the student to overcome the dependency so that he/she can function more

effectively in the school setting. The school's role is to work with the student and the family to get them "treatment ready."

The primary purpose and justification for any action on the part of the school personnel should be the protection, safety, and welfare of the students, faculty and school property, as well as the educational process. Schools must act carefully, out of concern for the school population, under the doctrine in loco parentis, and not as a law enforcement agent.

For more specific details concerning the Drug and Alcohol policy, please refer to the district policy #227

## Educational Trips

Preapproved absence for vacation or to participate in educational experiences must be made in writing to the Principal at least one (1) week prior to the absence. Make-up work should be collected by the student prior to leaving and have it completed upon the return to school. No absence will be approved during the state testing windows.

## Electronics

Cell phones that are brought to school are to remain in the student's locker. If a student is caught using the cell phone during school hours, the cell phone will be taken to the principal's office and the parent will need to come to the school to pick it up.

Intermediate teachers may ask students from time to time to bring in electronic devices to use in class. Strict parameters will be made by each classroom teacher for students to follow during that particular class period. Parents are encouraged to reinforce the proper etiquette of mobile devices to assist us with the learning process.

## Emergency Information

Student emergency information forms are sent home during the first week of school. They are also available on our school website. Please return the completed forms as soon as possible so that we may have the most current emergency information. Please contact the school office anytime during the school year to update information concerning changes of address, change of telephone number, change of custody status, or marital status.

## Emergency School Closings, Delayed Starts and Early Dismissals

The decision to close school, due to weather conditions or some other reason is made by the Superintendent. This announcement is made over the School Messenger Parent Information System, Facebook page, and the following radio and television stations as early as 6:00 AM for your convenience. PLEASE DO NOT PHONE THE SCHOOL TO ASK IF SCHOOLS ARE CLOSED.

Please monitor these radio/television stations for cancellations:

- WKBW TV ..... Buffalo
- WKBW TV ..... Buffalo
- WIVB TV..... Buffalo
- WGRZ TV ..... Buffalo
- WFRM..... Coudersport
- WHKS..... Port Allegany

## English as a Second Language (ESL)

The Port Allegany School District develops and provides a planned educational program for students with limited English proficiency. These programs allow students to meet academic standards and succeed in school. Each program will include: standards-based English as a second language instruction at the appropriate proficiency level; content area instruction aligned with academic standards and adapted to meet the needs of the student; and assessment processes that reflect academic standards and instruction.

## Enrollment of New Students

The following procedures are in effect for enrolling/registering new students at Port Allegany Elementary School. These regulations apply to new students and transfer students from other districts.

A student will not be permitted to attend class until everything is submitted satisfactorily to the Principal's office.

### Items required for enrollment in school:

- Copy of state issued birth certificate
- Current immunization records
- Proof of residency
- Enrollment packet

## Determining Proof of Residence

The Port Allegany School District reserves the right to verify the residency of any student and to require a sworn statement of residential support for the student who resides with a person other than his/her parent, guardian or custodian.

## Facebook

Make sure that you follow us on our Facebook page for all of the latest news, upcoming events, and pictures of our students doing exciting activities each week. We can be found on Facebook at Port Allegany School District.

## Field Trip Chaperones

If chaperones are necessary for class field trips, the teacher will notify individuals who have indicated that they would be willing to participate. These individuals will be assigned a group of students to supervise under the direction of the classroom teacher. Chaperones will be required to travel with the class to the destination and follow confidentiality policies. **Chaperones will be required to fulfill all three State Mandates to participate.**

## Fighting/Terroristic Threats

Students fighting or intentionally causing bodily harm to another person **MAY BE TURNED OVER TO THE POLICE AND LOCAL AUTHORITIES.** Students should be aware that section 2702 of Title 18 of the Pennsylvania Code states that aggravated assault charges may be entered against the offender. Students who fight may also face charges of disorderly conduct. Students should also be aware that the school's authority in this matter includes going to and from school and at related activities. Terroristic threats will be dealt with by the school district policy 218.2. Students who make terroristic threats to any member of the school community may face legal charges and an expulsion hearing by the Board of Education. Making a bomb threat is a terroristic threat punishable under School District Policy 218.2 Students caught making bomb threats will be expelled from school for a period of time determined by the school Board. A bomb threat is also a federal offense punishable under United States Code 18-844E.

## Fire Drill Procedures

Fire drills are held in accordance with state law. Students should avoid panic by moving quickly and quietly from the school. Students must follow the instructions of the teachers and/or administration. All parents/guardian/visitors in the building are expected to follow school procedures in the event of a fire drill or alarm.

## Gifted Education

The Port Allegany Elementary School requires that appropriate instructional programs be conducted to meet the needs of mentally gifted pupils of school age that are in compliance with mandate of the Commonwealth of Pennsylvania. Therefore the district will provide gifted education services and programs designed to meet the individual educational needs of identified students. Board Policy #

### Grading Scale

Letter Grade	% Equivalents	Mark Point Equivalents
A.....	95% - 100%.....	4.0
A- .....	92% - 94% .....	3.67
B+ .....	89% - 91% .....	3.33
B.....	86% - 88% .....	3.00
B- .....	83% - 85% .....	2.67
C+ .....	80% - 82% .....	2.33
C .....	77% - 79% .....	2.00
C- .....	74% - 76% .....	1.67
D+ .....	71% - 73% .....	1.33
D .....	68% - 70% .....	1.00
D- .....	65% - 67% .....	.67
F.....	Below 65% .....	00
S.....	Passed .....	00

**The grade scale below is used for K and 1st grade and Fine Arts' classes.**

#### Kindergarten

**A = Accomplished**                      **P = Progressing**  
**N = Needs Improvement**           **NE = Not Evaluated**

#### Grade 1

**Advanced = 4**  
**Proficient = 3**  
**Basic = 2**  
**Below Basic = 1**

#### Fine Arts

(May be utilized in lower grade levels)

**Satisfactory = S**  
**Improving = I**  
**Needs Improvement =N**  
**Unsatisfactory = U**

## Homebound Instruction

Whenever a student contracts a disability or extended illness, provisions can be made for homebound instruction. The requirement is that a child must be unable to attend school for a considerable period of time. Request for homebound instruction should be initiated by the parent through the principal and supported by the necessary statement from the physician. There is no charge to the parents for this service. Pennsylvania School Code grants a maximum of twenty hours of instruction per month. These hours are arranged by an agreement between the parent and the assigned teacher.

## Homeless

The McKinney-Vento Homeless Assistance Act is designed to provide school stability for all students who do not have a permanent home and who are:

- Staying with friends or family because of housing loss or inability to afford new housing
- Living in shelter, including transitional programs
- Staying in motels because of inability to get a home
- Living on the streets, in a car, van, tent or other nonpermanent structure

If you meet the above criteria or know of someone who does, contact the District Assistant Principal. An eligible student has the right to:

- Receive a free, appropriate public education
- Enroll in school immediately, even of lacking documents normally required for enrollment
- Enroll in school and attend classes while the school gathers needed documents
- Enroll in the local school or continue attending your school of origin (the school you attended when permanently housed or the school in which you were last enrolled), if that is your preference and feasible.  
*If the school district believes that the school that the school selected is not in your best interest, the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.*
- Receive transportation to and from the school of origin, if you request this
- Receive educational services comparable to those provided to other students, according to your needs as a student

## Homework for Absent Students

Homework can be picked up between 3:20-4:00 PM in the elementary office for those parents/guardians who have made a request to the teacher for the missed assignments. These requests must be made prior to the planning time of the student's teacher. All attempts will be made to honor homework requests.

## Health Issues

A nurse is available for emergencies or first aid treatment. Should you become ill during the day or receive an injury, ask your teacher to permit you to see the nurse. If your condition is such that you should not stay in school, the nurse will see that you are released properly from school.

The nurse will also advise you with general matters concerning your health. If you have health problems, ask the nurse to assist you.

Medications, prescription or non-prescription drugs can only be administered by the school nurse. The principal can distribute medication in the absence of the school nurse. The nurse must be given permission from a student's parent to administer medications. The school nurse will NOT administer the initial dose of any medication. All medications must be kept in the Nurse's Office.

## Health / Mandatory Reasons for Absences

There are certain conditions which require a student to remain out of school. Students are not permitted in school with any of the following conditions.

<b>Measles</b>	<b>Whooping Cough</b>	<b>Ringworm</b>
<b>Mumps</b>	<b>Chicken Pox</b>	<b>Scabies (itch)</b>
<b>Conjunctivitis (Pink Eye)</b>	<b>Impetigo</b>	<b>Pediculosis (lice)</b>

A student, who has been excluded from school for any of the above conditions, will be readmitted only with a certificate of recovery from a physician. Students with Pediculosis (lice) will be excluded from needing a physician's excuse, but will be looked at by the school nurse to determine whether the student is cleared to be readmitted to class. Parent should call to inform the school when the student develops one of these conditions. Informing the school will help the teacher plan better for the student as well as help prevent the condition from spreading to other students.

Parents are to remain in the office where they will meet their child. Parents should not go directly to the classroom for their child. Any work the student will miss while absent must be made up and is the student's responsibility.

## In-School Suspension

In-School Suspension is the disciplinary action of removing a student from his/her school activities, including after-school activities. It differs from detention in that it is the next step towards out-of-school suspension. Students and parents will be informed at least one day prior to the in-school suspension. They will report to the ISS room promptly as soon as they enter the building and inform their homeroom teacher that they are present. They are to have their books and other materials needed for the day as soon as they arrive at the ISS room. During the time of the in-school suspension assignment, the student will be expected to complete work assigned by the teacher. An in-school suspension assignment may range from one to three days. If a student is uncooperative while assigned, the day(s) may be reassigned.

**The following rules are in effect during their suspension days:**

- No participation or attendance at school activities (athletics, band, etc.)
- No visiting with other students; work only.
- Restroom breaks will be at the discretion of the teacher in charge. It is recommended that no more than one break in the morning and one in the afternoon be granted.
- No cafeteria privileges. Students must bring their lunch to the ISS room.
- Students may not leave the room for any reason other than restroom breaks.
- Students are expected to work closely with their classroom teacher to do all work that is assigned.

### **Internet/Network Usage**

The use of computers and network facilities shall be consistent with the curriculum adopted by the Port Allegany School District, as well as the many instructional needs, learning styles, abilities, and developmental levels of students.

The use of the Internet is a privilege not a right. Inappropriate, unauthorized, and illegal use will result in the cancellation of those privileges and appropriate disciplinary action. All parents/guardians and students will receive a copy of the Seneca Highlands Wide Area Network Policy and Internet Ethics Code Form. Both the parent/guardian and student are required to sign the Network Consent Form before access to the Internet and network services will be granted. Students who violate the terms of the Internet policy may lose computer privileges for a period of time determined by the principal.

### **Leaving Classrooms during the School Day**

Students must obtain teacher permission before leaving any classroom or the cafeteria during lunch periods. Teachers need to know where you are at all times.

### **Lockers / Locker Searches**

A locker is a student's "home away from home" for his or her personal belongings. Therefore it is expected that a student will keep his/her locker clean and neat. A student is responsible for making sure damage is not done to his/her locker. Students should not leave valuables in his/her locker. Locks are not permitted on student lockers.

School authorities may search a student's locker according to Port Allegany School District Policy # 226.

### **Lost and Found**

Any articles that have been found should be brought to the office to be placed in the lost and found. We will inform students of these articles through our Little Gator News broadcasts in the mornings. If you have lost an article, please come to the office to claim it.

### **Lunch Cash**

For the school year:

Regular lunch: Elem - \$1.70 HS - \$1.80

Red Price Lunch: \$.40 for both

Regular Breakfast: Elem - \$1.05 HS - \$1.15

Red Price Breakfast: \$.30 for both

Adult Lunch: \$2.75 for both

### **Lunch Detention**

Lunch detention is the temporary loss of cafeteria eating privileges. Students assigned lunch detention will eat their lunch in the office. The amount of lunch detention can range from 1 day to an indefinite period of time.

### **Misconduct**

Misconduct is not limited to a special list of poor behavioral activities. It seems there is always some situation that is new or unique. It is vital that students obey the rules set forth by each homeroom teacher and carries themselves in a manner that enriches the school learning environment. Misconduct can be punished by loss of recess, detention, in or out of school suspension, depending on the severity of the offense.

### **Nondiscrimination in School and Classroom Practices**

The Port Allegany School District declares it to be policy of this district to provide an equal opportunity for all students to achieve their maximum potential through programs offered in the school. The board encourages students and third parties who have been subject to discrimination to promptly report such incidents to the building principal. The board directs that complaints of discrimination 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.

If the complaint is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the superintendent within fifteen (15) days. District Policy 103 provides further details on this issue.

### **Occupational Therapy**

Occupational therapy is available for those students who need this service. Initial screening is completed during the Kindergarten registration process and during the school year for all new students. If you have concerns about your child, please contact the elementary school office at 642-9557.

### **Parent/Teacher Conferences**

Parent and teacher conferences are vital for the success of all children who attend the Port Allegany Elementary School. Immediately after the first marking period, parent/teacher conferences are scheduled by the classroom teacher. Parents are encouraged to come and talk with teachers or administrators about the academic and social growth of their child. As the year progresses you are welcome to maintain contact with your child's teacher. Since the teacher's main responsibility is the welfare of the student under his or her care, a phone call to schedule a conference will make the meeting more beneficial for all. Full cooperation in this matter will be greatly appreciated.

**The following guidelines should be followed for additional parent/teacher conferences:**

- Please telephone your child's teacher on their planning time to schedule a convenient time to meet.
- Stop at the office before proceeding to your appointment.
- You will be directed or taken to the meeting place.

### **Prescription Medications**

Parent/guardians must bring prescription medications to the school for their child.

Prescribed medication to be given during school hours MUST be in the pharmacy container that gives complete instructions including the parent's name, name of medication, dosage, and times to be given, and number of days to be given. (Ask your pharmacist to prepare two labeled containers, one for school and one for home) The FIRST dose of this medication for current conditions/illness may not be given at school. In order for the school nurse to distribute prescription medication, proper paperwork must be on file in the Principal's office each year.



If these forms are not filed new each school year, school personnel **WILL NOT** distribute medications.

## PETS

Due to the number of students with allergies and our concern for safety issues, pets of any type are not permitted on school property without administrative approval.

## Report Cards

Port Allegany Elementary School follows a 9-week marking period. All students receive a report card four times during the school year. These dates can be found on the school calendar on our district web site.

## Requesting Records of Transfer Students

Once parents sign a release form we will submit a copy to the former district and request a copy of all records pertaining to the child. This request will also include the student's discipline and attendance records. When all records are submitted and those from the former school are received, you will be notified of the date your child will begin school in the Port Allegany School District.

## Response to Intervention and Instruction Team (RtII)

The Response to Intervention and Instruction Team (RtII) is a team process used to address concerns about a child's academic, emotional, or behavioral needs. The RtII team consists of an instructional support teacher, classroom teacher, principal, assistant principal, other relevant staff members, and the parent/guardian. RtII is designed to help identify a child's strengths and areas of concern, to develop an educational plan to support the child and assist the classroom teacher in using strategies to meet the student's needs. Contact the elementary office with questions regarding the RtII process at 642-9557.

## Runaways

Runaways are defined as students who leave school property without permission. An emergency response procedure is followed if a child is reported missing from school. School personnel are not permitted to pursue students off school property. The principal or his designee will contact the police and report the missing child.

## School Insurance

School insurance is available to all students. Information will be sent home at the beginning of the school year. The purchase of school insurance is optional.

## School Sponsored Activities

School sponsored events and activities cover a wide range of activities available to students. Students are to act in an appropriate manner while attending these activities as dictated by school rules and regulations. Failure to do so may result in disciplinary consequences and/or the student not being permitted to attend future school sponsored events and activities.

## Special Education

Every exceptional student attending the schools of this district shall be offered an educational program that meets his/her individual needs and is suited to his/her unique abilities. Such a program of special education shall be designed to comply with law, conform to the goals of this district. If you have questions about the Special Education Program, please contact the elementary office at 642-9557.

## Speech Therapy

Speech therapy is available to students who need this service. Initial screening is done during the Kindergarten registration process and during the school year for all new students.

## Standardized Testing schedule

Assessment	Dates	Grades
English Language Arts	April 3-7, 2017	3-8
Mathematics	April 24-28, 2017	3-8
Science	May 1-5, 2017	4 and 8
Make-up	May 8-12, 2017	All grades

## Student Absence, Related to Public Performances and Practices

Students absent from school cannot participate in public programs or practices during the evening of that day. They cannot participate or practice on Saturday if they have missed school on Friday. Students must be in school.

## Student Records

Permanent files of all elementary students are kept on file in the elementary office. These files contain demographic information, copies of report cards, state test results and any other pertinent information that has been collected on the student.

## Student Rights

All persons residing in the Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools. This right extends to migratory children, pregnant or married students. Mentally Challenged children are entitled to a public sponsored program of education and training appropriate to their learning capabilities

## Student Responsibilities

**Student responsibilities include:**

- Regular school attendance.
- Consistent effort in classroom work.
- Following all school rules and regulations.
- Volunteering in matters relating to the health, safety, and welfare of the school, community, and the protection of school property.
- Assist the school staff in operating a safe school for all students.
- Exercise proper care when using public facilities and equipment.
- Monitor what you say and what you write. Regardless of your intent, written and verbal threats to individuals or to the school will be taken seriously.

## Student Valuables

Students are discouraged to bring in large amounts of money or other valuables to school. Students, not the school, are responsible for their personal property. If it is necessary to bring more money than is necessary for lunch, leave it with their teacher for safe keeping. iPods, MP3 Players, electronic games are not permitted at school. Use of them may result in confiscation and/or disciplinary action.

## Supervision of Students

The school district is responsible for students during the instructional hours of the school day in school; during the instructional hours of the school day on school district property; on school district vehicles (owned, rented, leased or contracted). Bus stop activity will depend on the situation; at school district events held before, during or after school that are directly observed and supervised by school district staff.

## Suspension

There are two forms of suspension, in-school and out of school. Suspension is defined as time spent out of the classroom or school for serious or recurring infractions of the discipline policy. Only the school principal may suspend. If the infraction or repeated infraction warrants it, the principal can refer the child to the Board of School Directors for an expulsion hearing. The parent or guardian will be informed as to the length and reason for the suspension. Board Policy 233 addresses suspensions and expulsions within our district.

## Swearing

Profanity and the use of vulgar language, drawings, photographs and gestures will not be permitted at school, on the bus and/or at extra-curricular events. Punishment for this infraction can include loss of recess, detention or suspension depending on the severity of the situation.

## Textbooks

Textbooks and supplies are provided by the district at no cost to the student. At the beginning of the school year, the textbooks are issued with the number and condition of the book recorded. Textbooks are extremely expensive and students are financially responsible for the loss of a textbook and damage beyond normal wear and tear of usage during the school year.

## Theft

Theft is defined as taking of another person's property, or taking of public property without permission of the owner or person responsible for the property. This infraction will be punished by detention and/or suspension if the situation warrants it. A student will also be responsible for restitution of the property.

## Title I

It is the desire of the Port Allegany School District to provide parents of educationally disadvantaged children (those eligible for ECIA Chapter 1 programs) adequate opportunity to be informed, and to be advised and comment on the design and implementation of ECIA Title I programs. More information on Title I can be obtained from School Board Policy # 908.1

To ensure that this opportunity is afforded, the administration shall implement the following activities:

- Annually parents of eligible ECIA Title I students in both public and nonpublic schools will be invited to a public meeting in which the programs and activities provided with ECIA funds will be explained.
- Parents will be notified in a timely manner when their children have been selected to participate in Title I programs. This notification will be scheduled as deemed necessary by teachers or at the request of the parents.
- Parents will be sent reports on the child's progress and conferences between parents and teachers will be scheduled as deemed necessary by the teacher or at the request of the parents.
- Parents will be surveyed annually as part of the required annual needs assessment for ECIA Title I.

## Tobacco Policy

The Port Allegany Elementary School is a tobacco free campus. Smoking or use of tobacco in any form by students will not be tolerated on or near the school grounds at any time. This does not just mean during the school day. It means during the school day, after school, on weekends and evenings, and when students are on school grounds for any reason. No students are permitted to carry any type of tobacco products with them to class. Teachers have been instructed to remove such materials from all students.

Violations of this rule will result in the student being assigned to detention and a referral to local law enforcement. Parents are asked to also respect our tobacco free campus.

## Visitors

All visitors to the elementary building are required to report to the main office upon arrival. They must sign in and obtain a visitor's pass. Visitors are not permitted to go to any classroom unless they are granted permission by the main office. Student visitors are not permitted to attend school with an elementary student or to ride Port Allegany School District buses without prior administrative approval.

## Walkers to School

The child's safety is a major concern of the district, but the cooperation of the home and school is necessary to build proper habits of safety.

### Students who walk to school are to:

- Report no earlier than 8:00 A.M. There is no staff supervision prior to this time.
- The breakfast program begins at 8:00 and students are tardy if arriving after 8:20
- Respect property of others, do not cross or walk on lawns, litter or damage property in any way.
- Walk on the sidewalk. When no side walk exists, walk off the road facing traffic.
- Cross only at intersections.
- Refuse to enter or approach strange automobiles.
- Go straight to school each morning. Do not stop to play.
- Be considerate of small children.
- Students are to go directly home after school. Do not stop to play on the playground.

## Weapons Policy

No weapons of any type are to be carried on school property. Weapons shall include, but not limited to, any knife, cutting instrument, chains, cutting tool, nunchaku, firearm, shotgun, rifle, or any tool, instrument or implement capable of inflicting serious bodily injury. The weapon shall include objects which have the appearance or characteristics of weapons. Weapons shall include look-alike or replica weapons which are not necessarily operable. Students found in violation may be turned over to local authorities for prosecution under section 912 of Title 18 of Pennsylvania Code which states that a misdemeanor in the first degree shall apply. Board Policy 218.1 will be used to administer violations. Policy requires an expulsion hearing for any student who violates the Weapons Policy.

## Wellness Policy and Practice

In accordance with requirements established by the Pennsylvania Department of Education on nutrition and wellness, if a snack food (i.e. cookies, cake, cupcakes, pizza, etc.) is brought to school to share with students a healthy food item (fruits, nuts, vegetables, etc.) must also be offered. This includes birthday celebrations, classroom parties, and Booster events.

## Website

The Port Allegany School District has a new website that can be found at [www.pasdedu.org](http://www.pasdedu.org) where you can find information pertaining to all school activities and other relevant information. All building news and other information about the school will be posted on the website.

## Student Disciplinary Procedures and Responses\*

<b>Level I</b>	<b>Examples</b>	<b>Procedures</b>	<b>Disciplinary Responses</b>
<p>Minor misbehavior on the part of the student, which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>These misbehaviors can usually be administered by an individual staff member.</p> <p>Sometimes these require the intervention of other school personnel.</p>	<ol style="list-style-type: none"> <li>1. Class disruptions</li> <li>2. Pass violations</li> <li>3. Classroom tardiness</li> <li>4. Inappropriate language</li> <li>5. Inappropriate attire</li> <li>6. Insubordination</li> <li>7. Non-defiant failure to complete assignments</li> <li>8. Cheating and lying</li> <li>9. Disrespectful behavior</li> </ol>	<p>There is immediate intervention by the staff member who is supervising the student or who observes this conduct.</p> <p>Repeated misbehavior requires a parent and student conference.</p> <p>A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.</p>	<ol style="list-style-type: none"> <li>1. Verbal warning</li> <li>2. Student conference</li> <li>3. Teacher detention</li> <li>4. Assigned seat</li> <li>5. Parent conferences</li> <li>6. Social restrictions</li> <li>7. Counseling</li> </ol>

\* This provides examples of misbehaviors and consequences. It is not meant to be all encompassing.

<b>Level II</b>	<b>Examples</b>	<b>Procedures</b>	<b>Disciplinary Responses</b>
<p>Misbehavior whose frequency or seriousness tends to disrupt the learning process of the school.</p> <p>Infractions which usually result in the continuation of Level I behaviors. This requires the intervention of the principal because Level I disciplinary options have failed to correct the situation.</p> <p>These infractions disrupt the educational process to the degree they require corrective action on the part of the principal.</p>	<ol style="list-style-type: none"> <li>1. Continuation of Level I behaviors</li> <li>2. Class cutting</li> <li>3. Truancy</li> <li>4. School tardiness</li> <li>5. Disruptive classroom behaviors</li> <li>6. Forged notes or excuses</li> <li>7. Violation of tobacco policy</li> <li>8. Defiance</li> <li>9. Leaving the building without proper authorization</li> <li>10. Disrespectful behavior</li> </ol>	<p>The student is referred to the administrator for disciplinary action.</p> <p>The administrator meets with the student and/or the teacher and applies the most appropriate response.</p> <p>Teacher is informed of the principal's action.</p> <p>A proper and accurate record of the offense and the disciplinary action is maintained by the principal.</p> <p>Parental notification and/or conference is initiated.</p>	<ol style="list-style-type: none"> <li>1. After school detention</li> <li>2. Withdrawal of privileges</li> <li>3. Counseling</li> <li>4. Student conference</li> <li>5. Parent conference</li> <li>6. Social restrictions</li> <li>7. Behavior support</li> <li>8. Referred to outside authority</li> <li>9. In-School suspension</li> <li>10. Corporal Punishment</li> <li>11. Legal action</li> </ol>

\* This provides examples of misbehaviors and consequences. It is not meant to be all encompassing.

## Student Disciplinary Procedures and Responses\*

<b>Level III</b>	<b>Examples</b>	<b>Procedures</b>	<b>Disciplinary Responses</b>
<p>Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.</p> <p>These acts might be considered criminal, but most frequently, can be handled by the disciplinary mechanism in the school.</p>	<ol style="list-style-type: none"> <li>1. Continuation of unmodified Level II behavior</li> <li>2. Fighting</li> <li>3. Intentional destruction of school property</li> <li>4. Petty theft</li> <li>5. Threats to others</li> <li>6. False fire alarm</li> <li>7. Simple assault and/or battery</li> <li>8. Harassment</li> </ol>	<p>The principal initiates disciplinary action and confers with the staff on the extent of the consequences.</p> <p>The principal meets with the student and parents about the student's misconduct and the resulting disciplinary action.</p> <p>A proper and accurate record of the offenses and disciplinary action is maintained by the principal.</p> <p>There is restitution of property and damages.</p>	<ol style="list-style-type: none"> <li>1. Temporary removal from class</li> <li>2. After school detention</li> <li>3. Out-of-School suspension</li> <li>4. In-school suspension</li> <li>5. Legal action</li> <li>6. Referred to outside agency</li> <li>7. Restitution</li> <li>8. Corporal Punishment</li> <li>9. Withdrawal of privileges</li> <li>10. Discipline hearing in front of superintendent</li> </ol>

\* This provides examples of misbehaviors and consequences. It is not meant to be all encompassing.

<b>Level IV</b>	<b>Examples</b>	<b>Procedures</b>	<b>Disciplinary Responses</b>
<p>Acts which result in violence to another person or property or which poses a threat to the safety of others in the school.</p> <p>These acts are clearly criminal and are so serious that they always require administrative actions.</p> <p>These require immediate removal of the student from school, intervention of law enforcement, and action by the Board of School Directors.</p>	<ol style="list-style-type: none"> <li>1. Continuation of unmodified Level III behavior</li> <li>2. Terroristic threats</li> <li>3. Bomb threats</li> <li>4. Violation of weapons policy</li> <li>5. Assault and/or battery</li> <li>6. Destruction of school property</li> <li>7. Arson</li> <li>8. Theft/possession of stolen property</li> <li>9. Violation of controlled substance policy</li> </ol>	<p>Principal verifies the offense with staff involved and meets with the student.</p> <p>Student is immediately removed from the school environment. Parents are notified. Law enforcement officials are contacted.</p> <p>A complete and accurate report is submitted to the superintendent for Board of School Directors action.</p> <p>The student is given a full due process hearing before the Board of School Directors.</p>	<ol style="list-style-type: none"> <li>1. Discipline hearing in presence of superintendent</li> <li>2. Expulsion by the Board of School Directors.</li> <li>3. Restitution</li> <li>4. Legal action</li> <li>5. Out-of-School suspension</li> <li>6. Homebound Instruction</li> </ol>

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